**Welcome to MyFootballClub Registrations**

**St Patrick’s Football Club for 2018**

Please use this as a guide to register online for our club:

1. **Login:**
2. Go to the MyFootballClub website: [**www.myfootballclub.com.au**](http://www.myfootballclub.com.au)
3. Click on “Register Now”
4. Select “Player Registration”
5. Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
6. Login using your FFA number and password:

* **FFA** **Number**
* **Password**

**Where do I go for help?**

If you have any trouble with your registration you can use the following resources to help you.

* FAQ’s on the website.
* Player resources which are under the resources section in Register Now > Register.
* Call FFA Call Centre (02) 8020 4199 particularly if you are having problems finding yourself or retrieving your password because your email is wrong.

1. **Start Registration**
2. Once logged in, select “Make a Registration” or “Register Now”
3. Update contact details if necessary (important to update email address).
4. **Photo’s** - Make sure your photo is recent and appropriate.

Photos should be resized to be no larger than 122 pixels x 156 pixels & must be a passport style photo from the neck up with no hats or sunglasses.

Photos must be portrait format with a plain background, no cropped photos from group photos will be accepted. If you do not comply, your registration will not be processed by the SSFA and you will not play until an appropriate photo is submitted and/or ID card is re-printed.

**\*\*IMPORTANT for 2018\*\***

**NEW PHOTO’s ARE REQUIRED FOR:**

* **ALL U10 Boys & W10 Girls**
* **ALL U14 Boys & W14 Girls**
* **ALL U18 Boys & W18 Girls**
* **ALL NEW players U10 and above**
* **ALL returning players whose photo is more than 3 years old**

1. **Sports Glasses –** No glasses to be worn in ID photographs unless they are sports glasses.

If glasses need to be worn by a player they need to be approved by the SSFA. Please contact the club Registrar on [**registrar@stpatricksfc.com.au**](mailto:registrar@stpatricksfc.com.au) so that appropriate paperwork is completed prior to the registration being accepted.

1. On the next screen, enter the CLUB NAME - **St Patricks Football Club (SSFA)**  
   *NB: If you get a message saying there are no packages then click OK and check the club name*
2. Select the Registration role as: “Player”   
   *NB: If this is the first time you have registered to play football in Australia you will need to confirm whether you played in another country*
3. Select the correct Registration Package that applies for your registration.

*Note: Only select the “Family” St Patricks Football Club Packages where you have three or more playing members from the same immediate “Family”.*

*Only select the “Years of Service” St Patricks Football Club Packages if they apply to yourself.*

1. Click the “Add” button.
2. Click the Next button at the bottom of the screen.
3. Read and acknowledge the Terms and Conditions then click Next.

\*\* Active Kid Rebate – A section has been added in the ‘myfootballclub’ rego system so that the unique ID/voucher can be added so that the final payment amount is reduced\*\*

1. Click on “Pay Now” to pay online with a credit card (VISA or MasterCard), or select “Manual Payment” or “Invoice Me” where you will be sent and invoice via email which has the clubs bank account details for direct deposit.  
   ***NB: - Full payment must be made before a registration can be accepted***

***When paying into club account you must use your surname as the payment reference and send an email to the club registrar at*** [***registrar@stpatricksfc.com.au***](mailto:registrar@stpatricksfc.com.au) ***to advise of your payment into the club account.***

1. Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted.

* You are now pending awaiting approval or pending awaiting payment.
* The Club Registrar will now complete the final step of accepting your Registration based on full payment having been received and all required information/ID documents/residency documents and photos have been provided.
* The Club Registrar reserves the right to not complete registration if full payment, ID or proof of shire residency documentation or updated photo are not supplied, processed or received.

**New Player / ID Sightings**

All NEW registrations must have Proof of Birth & Proof of Shire Residency documents sighted by the Registrar – Please bring the documents to a face to face registration day to be sighted and recorded.

* Proof of Birth – birth certificate, passport or drivers licence.
* Proof of Residency - Both junior and senior players NEW to SSFA Clubs need to provide proof of residency in the Sutherland Shire.
* Drivers licence (with current address of player or parent on front)
* Rates notice
* Rental agreement
* Utility/electricity/water notice

Note: Telephone/Mobile phone accounts will NOT be accepted.

Juniors

Parents must show residency documents as above or if the child doesn’t live in the shire but attends school in the shire, a letter from the school confirming 2018 attendance or a 2018 school ID copy must be supplied to the club registrar.