

Online Registration Instructions for 2018

In order to register online you will need an account on the FFA MyFootballClub website. The keys to your myFootballClub account are your **FFA number** and your **password** – you will need these to log in to the myFootballClub website to confirm your details, register to play, and pay your registration fees. If you already have an FFA number you should use it to register in 2018.

Simple Instructions

These are the simple steps needed to complete your online registration and payment:

1. Log in to MFC using your FFA number and password. Go to <http://www.myfootballclub.com.au>
2. Update your details, particularly phone numbers and email addresses (if changed) and upload a current photo
3. Add a registration (with Burwood FC in your age group)
4. Pay online with credit card

Detailed Instructions

The following instructions outline the online registration and payment process in some detail. If you are stuck on any of the points above please check the relevant section below for further guidance.

I have my FFA number and password!

If you have an FFA number and password go to [myFootballClub Login](#) and log in. Follow the instructions from [Registering Online](#) below.

Need a Password?

If you have an FFA number and need to get your password go to [myFootballClub Login](#) and click on (Need a password?). Follow the instructions from [Get a Password](#) below.

IMPORTANT – Some players will have more than one FFA number and some of these numbers may not be in the myFootballClub system. It is recommended to find and use your number on myFootballClub.

Never Played or No FFA Number?

If you have never played before or are certain that you do not have an FFA number you should go to [Create Account](#). After agreeing to FFA conditions the single account creation page comes up. Enter your details. Be sure you enter your name and birth correctly as it is shown on your ID (you will need to present your ID later).

You may choose to upload a passport style photo of the player by clicking on “Add new Image” however images uploaded to the MFC website have proven a) difficult to collect and b) unsuitable clarity or resolution. It is strongly recommended that participants supplying ID photos email the photo as noted below under [Guidelines for Player / Coach / Manager Photographs](#).

Click on Create Account. You will receive an email containing your FFA number and password, which you will need to login to the system. Log in ([myFootballClub Login](#)) and follow the instructions from [Registering Online](#) below.

If you have played in the last 6 years you will likely have an FFA number.

Find Your FFA Number

To find your FFA number, go to [Find Your FFA Number](#).

Enter your first name, last name, and date of birth and click enter.

If your FFA number is not found then try using just your initials with date of birth.

Once you locate your FFA number, note it and click on your name – this will take you to the login screen.

Get a Password

Unless you have logged in before you will not have a password. To get your password click on Need a password?

Type in the email address that you gave when you last registered and click on Reset Password. If successful you will receive an email with your FFA number and password. Log in and follow the instructions from [Registering Online](#) below.

If your email has changed or you can't remember the email address you gave when you registered last you may *Try Again* or *Validate Account*.

If *Try Again* fails you may attempt to *Validate Account* where you will be asked for more information (first name, last name, birth date, postcode, & last known club) to identify yourself. If *Validate Account* succeeds you will receive an email with your FFA number and password. Log in and follow the instructions from [Registering Online](#) below.

If *Validate Account* fails you need to contact FFA for assistance.

Registering Online

Once you have logged in to myFootballClub you will be taken to the player home page. This page will contain information regarding previous registrations and information concerning your current registration.

Click Register Now to commence registration.

Check and update contact details.

****Only new registrations need to provide a photo in 2018.***

As noted above, you may upload a recent passport style photograph or update with newer or better photo if available **however** – all participants are advised to email their ID photograph to the club registrar – see [Guidelines for Player / Coach / Manager Photographs](#) for details.

IMPORTANT – (When uploading photo in MFC) If you leave the “subject” field blank you will not be able to upload your photo. I suggest that you put your name in the subject line.

Click “Proceed with Registration”.

Select Your Club. In the field marked “Begin Typing Club Name...” enter **Burwood FC**.

As you type a list will appear with the names of clubs beginning with the characters you entered.

Select **Burwood FC** from the list.

In the “Select Role” field select **Player**.

Overseas Players

A box will appear called Playing History. It will ask if the player has ever registered to play football in another country. For most players you will answer “No”.

If you answer “Yes” you must contact your Member Federation to get an International Transfer Certificate to receive clearance for the player to play in Australia.

You may be fined if you register a player without clearance. This is an international FIFA rule, which is applied to both amateurs and professionals in the game.

School Details

For players who turn 18 years old or younger in 2016, the Playing History screen will also ask for some school details. When selecting the School Name a list will appear as you type. Select the school from the list.

Click the **Confirm** button.

Select a Package

In the Select Level field, select the appropriate registration package for the player.

If you are unsure which level to select, contact the club to find out which package you should select. You should select the package corresponding to age group for the age the player will turn in 2016.

The details of the package you have selected will be shown in the details box.

Once you have selected the correct package, click the **Add** button. The package will be added to the roles grid beneath.

Click the **Next** button.

Acknowledge your acceptance of the terms and conditions of Burwood FC and the CDSFA.

Click the **Next** button.

Online Payment

A summary screen will appear displaying the registration options you have selected.

In 2018 all payments should be made by credit card (MasterCard or Visa) at the time of online registration.

Note that from 2018 onwards an Active Kids voucher number (for all players at primary or high school) may be used at the payment point to take \$100 off the cost of registration. Exactly where you enter this will be updated once we know. In 2018 you cannot use this voucher until after the 31st of January so if you register before then you cannot use the voucher and will have to pay the full fee.

Note that to save time on registration day it is highly preferable to complete payment online.

Click the **Pay Now** button to continue with your registration. The online payment screen will allow you to enter your credit card details. Once you have filled in the details click the **Next** button. Should the online payment not be completed for any reason you can log back in and complete the payment later.

Special Note for Coach and Manager Registrations

There is a problem in the myFootballClub website with the acceptance of zero fee payments. When registering as a Coach or Team Manager select Pay Online and then exit the browser. The club registrar will then process a zero fee payment and send to the club committee to approve your registration.

Additional Questions

To assist us to organise players and teams we have included some additional questions.

- Enter a response to the questions and then click the **Save All Answers** button.
- Once you have finished answering all the questions click the **Next** button.
- If you are unable to answer Additional questions at the point of registration, you will have the ability to answer the additional questions via the player homepage.

Registration Completed 😊

Take note of the club's contact details, and any additional information provided by the club and click the **Close** button to complete your registration.

Your registration with your club is **Pending** until the Club Registrar accepts your registration in the system.

Once the club has accepted your registration your status will become **Active**.

You can monitor your registration status by logging into MyFootballClub and viewing your Registration Status on the Registration Details page. You will also receive a confirmation email.

Please attend our registration days at Blair Park to complete your registration, provide necessary documentation (if required) and purchase any shorts, shin guards, and sox:

See Team Formation document for dates and times of grading trials and team formation days.

Photographs may be emailed to inquiries@burwoodfc.com.au or we can take a photograph on registration day.

New players must bring proof of age.

Guidelines for Player / Coach / Manager Photographs

The CDSFA runs a competition which strives to achieve a high standard of participant and spectator behaviour as well as fairness through grading and player identification. To achieve these aims the clubs are supplied with **photo ID** cards for all players, coaches, and managers.

It is the responsibility of the club to supply ID photo (.jpg) files to the CDSFA so that cards may be printed. The photographs must be suitable for the purpose of accurate and easy player identification.

Failure to supply a suitable photograph will result in no card being issued and the individual will not be allowed to play or participate.

The club will make every effort to gather, take, and forward photos to the CDSFA in time for cards to be printed.

The requirement is a “passport style” ID photo:

1. The whole face (head) must be visible
2. The face must be in focus
3. The subject is looking directly at the camera with head vertical
4. Eyes are open
5. No hat, cap, sunglasses etc.
6. Only head and shoulders need be visible
7. Only one person should appear in the photo
8. The background should be light and neutral
9. The lighting is good but not too bright
10. The lighting is from the front (not behind)
11. Face must not be too small in the photo
12. The face should fill a minimum square of 100 x 100 pixels (300 x 300 is about right)
13. JPEG (.jpg) file is preferred
14. The picture doesn't need to be high resolution
15. A picture taken with a phone is fine as long as it meets the above
16. You can send it by email to inquiries@burwoodfc.com.au
17. When sending make it clear who the picture is of – i.e. `Firstname Lastname(.jpg)`