



## FSC FLARES FOOTBALL SCHOOL REGISTRATION PROCEDURES



Please follow the following instructions to register online:

### 1. Login

- Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
- Hover over “Players” then click on “**Register Now**”
- Follow the prompts to proceed to login pages, find your FFA number and/or create an FFA account
- Login using your FFA number and password

### 2. Start Registration

- Once logged in, select “**Make a Registration**” or “**Register Now**”
- Update contact and personal details if necessary, making sure to complete all mandatory fields (these will have a \* next to them)
- On the next screen, if there is already a Club name in Step 1 that is not the Club you are registering to for 2018 remove this and then begin to enter the club name “**FSC FLARE FOOTBALL SCHOOL**”  
*NB: If you get a message saying there are no packages then click OK and check the club name.*
- Select the Registration role you require (**player**, **coach** or **volunteer**)  
*NB: If you are registering as a Player and this is the first time you have registered to play football in Australia you will need to confirm whether you last played in another country*
- Select the correct Registration Package that applies to you.
- Click the “**Add Packages**” button.
- Click the “**Next**” button at the bottom of the screen.
- Read and acknowledge the Terms and Conditions then click “**Next**”.
- If there is a dollar value attached to your registration you will need to click on either “**Pay Online**” or “**Manual Payment at Club**” button. If there is no value attached to your registration, then you will not see this screen.  
*The paid status of your registration will not necessarily be reflected in the system as financials are managed by the Club outside of the registration portal.*
- Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted to your Club.

### 3. Where do I go if I need help with my registration?

**FFA MFC Support Centre** (02) 8020 4199 [myfootballclub@footbballaustralia.com.au](mailto:myfootballclub@footbballaustralia.com.au)

OR

**Football NSW Staff:**

(02) 8814 4449 [samanthad@footballnsw.com.au](mailto:samanthad@footballnsw.com.au) (business hours, email after hours and weekends)

(02) 8814 4448 [samuelk@footballnsw.com.au](mailto:samuelk@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)

(02) 8814 4447 [jacksonf@footballnsw.com.au](mailto:jacksonf@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)