

## MyFootballClub Registration at Radford College – Quick Summary

**\*\*\*\*Complete by 9 April 2010\*\*\*\***

**Note:** For those who went through this in 2009 the process is the same, just should work better and contact details do not have to be re-entered, so simpler as well.

**Website:** <http://www.myfootballclub.com.au>

**2010 registration page** (step 3 in “To Start”):

<http://www.myfootballclub.com.au/2010Registration/white/Pages/OnlinePlayerRegistration.aspx>

### Where do I go for help?

- FAQ’s on the website.  
<http://www.myfootballclub.com.au/2010Registration/Pages/FAQS.aspx>
- Player resources “[Self Registration Overview](#)” and “[Self Registration Guide](#)” which are under the resources section in 2010 Registration.  
<http://www.myfootballclub.com.au/2010Registration/Pages/PlayerResources.aspx>
- Call FFA Call Centre particularly if you are having problems finding yourself or retrieving your password because your email is wrong.

MyFootballClub Support Centre

Telephone Number: 02 8020 4199

Hours of Operation: Monday – Friday, 12 noon - 9 pm AEST, 18th January 2010 until 30th April 2010 excluding weekends and public holidays

<http://www.myfootballclub.com.au/2010Registration/Pages/ContactUs.aspx>

### To Start

1. From the home page <http://www.myfootballclub.com.au> Select “[2010 Registration](#)”
2. Select “[2010 Player Registration](#)” on the right side of the page.
3. You will be given two options (used the system in 2009 or new) which will allow to you to find/create your FFA number, retrieve a password and enter the system.
4. If previously used the system and you can’t find your FFA number- Contact FFA Call Centre and they will assist you to locate your number, retrieve your password and log into the system.
5. If your email address does not match with data in MyFootballClub – Contact FFA support to update your email and log into the system.

### Selecting Radford Club

1. When you log in for the first time click “Make a Registration Now”.
2. Type in our Club name which is Radford (typing rad should bring up the school)
3. Under Select Role: choose “Player”.
4. Confirm details for playing history.
5. Select Level from options displayed (note not all options will be displayed as age dependent).
  - U9s Junior (\$120)*
  - U10s-U16s Junior (\$195)*
  - Premier League 16 (\$195)*
  - U18s Boys Junior (\$240)*
  - U18s Womens League (\$240)*
  - Premier League 18 (\$240)*

6. Then Click Add.
7. Click Next.

### **Acknowledging Terms and Conditions**

- Read and Acknowledge all Terms and Conditions and Click Next.

### **Payment Options Screen**

- Select Invoice Me. Note that the Radford Accounts department will ultimately bill you for the correct amount and no payment is required
- You will be sent an invoice via email. While the invoice will contain a cryptic fee breakdown reflecting various Capital football and Football Federation Australia charges, the total amount will equal the overall fee charged by Radford as outlined above.

### **Your Registration is Now Complete**

You are now pending awaiting approval or pending awaiting payment. This status will remain until the Radford's Players Registrar, 'accept' the registration. Normally this will be done this within a day or two of you having finished the on-line process. There is no need advise that you have completed the registration process all newly-completed registration records can be viewed by the Radford's Players Registrar.

### **Still Need Help**

Send an email to [radfordmyfc@gmail.com](mailto:radfordmyfc@gmail.com).

**\*\*\*\*Complete by 1<sup>st</sup> April 2010\*\*\*\***