

## Bundeena Maianbar Football Club

### Self Registration Guide

Please follow the following instructions to register online for our club:

#### 1. Login:

- a) Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
- b) Click on “Register Now”
- c) Select “Player Registration”
- d) Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
- e) Login using your FFA number and password:
  - **FFA Number**
  - **Password**

#### 2. Start Registration

- a) Once logged in, select “Make a Registration” or “Register Now”
- b) Update contact details if necessary.
- c) If the player is registering for Under 10s or older, you need to have a valid photo. If you already have a photo in the system, check it is up to date (less than 5 years old). If you need to upload a photo, have an appropriate photo (less than 1MB in size) ready in a file on your computer.  
Click ‘Update’ then ‘Choose file’. Select an image. Click ‘Save and exit’.  
***NB: You can re-enter the system and update a photo later, but be aware that your player’s card will not be issued until you have a valid photo.***
- d) On the next screen, enter the club name (**Bundeena Maianbar Football Club**)  
***NB: If you get a message saying there are no packages then click OK and check the club name***
- e) 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***
- f) Select the correct Registration Package that applies for your registration.
- g) Click the “Add” button.
- h) Click the Next button at the bottom of the screen.
- i) Read and acknowledge the Terms and Conditions then click Next.
- j) If you are claiming the FAMILY DISCOUNT (3<sup>rd</sup> and subsequent players within one family – defined as parents/guardians and dependent children) select ‘FAMILY DISCOUNT’ from the list of add-ons. Click ‘Add’. The total amount owed should now be reduced by \$20.  
***NB: only claim the family discount if you are eligible. All registrations are individually checked and if you have not paid the right amount, your registration will not be processed.***
- k) Click on “Pay Now” to pay online with a credit card (VISA or MasterCard), or select “manual Payment at Club” if you want to pay at our club information day.  
***NB: Payment must be made before a registration can be accepted.***
- l) Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted. Make sure you have paid your fees (see next section) and completed any necessary ID checks, etc.

### **3. Payment options**

If you have opted for manual payment, your options are:

- Pay via online banking. Our banking details are as follows:

Name: Bundeena Maianbar Football Club

BSB: 824-000

A/c No: 33009662

Ref: Player's name

- Send a cheque to BMFC, PO Box 3007 Bundeena 2230
- Attend one of the registration days (see website) and pay by cash or cheque.
- Speak to the registrar about organizing a payment plan if you have financial difficulties.

### **4. New players only – sighting of ID documents**

If you are registering with BMFC for the first time, you will need to provide the following ID documents:

- (a) Proof of age – eg Drivers License, passport, birth certificate, school ID card
- (b) Proof of residence – eg Drivers License, electricity/water/phone bill, rates notice, tenancy agreement.

Please bring these documents to be sighted by our registrars at one of the registration sessions (see website for dates). The documents must be sighted and the document numbers recorded.

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

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

- Visit the FAQ's page on the MyFootballClub website.
- View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 if you are having problems with your password to login.