

Please follow the following instructions to register online.

1. Active Kids voucher

From 31 January 2018, parents, guardians and carers can apply for a \$100 voucher per calendar year for each student enrolled in school. The voucher may be used with a registered activity provider for registration, participation and membership costs for sport, fitness and active recreation activities. The voucher can be used at any time during the calendar year it was issued.

If you're a parent, carer or guardian, the student will be eligible if they are a NSW resident aged between 4.5 and 18 years, and enrolled in school (from Kindergarten to Year 12, including those who are home-schooled or enrolled in secondary school education at TAFE NSW). You can apply for a voucher for each eligible student. You can use the voucher for registration or membership costs with an approved Active Kids provider (including BMFC).

To apply for a voucher:

- a) Go to the Service NSW website and log in or create an account: <https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher>.
- b) Complete the required information about your child (you will need an identity document such as a Medicare card).
- c) If your child is eligible, a voucher will be issued in the final screen, and also emailed to you. Be sure to make note of the voucher number because you will have to enter this when you register with BMFC.

2. Log in to registration website

- d) Go to the online registration website: <https://www.playfootball.com.au/player/player-registration>
- e) Follow the prompts to proceed to login pages, find your FFA number and/or create an FFA account
- f) Login using your FFA number and password

3. Start registration

- a) Once logged in, select "**Make a Registration**" or "**Register Now**"
- b) Update contact and personal details if necessary, making sure to complete all mandatory fields (these will have a * next to them)
- c) 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 "**BUNDEENA MAIANBAR FOOTBALL CLUB**"
NB: If you get a message saying there are no packages then click OK and check the club name.
- d) 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
- e) Select the correct Registration Package that applies to you.
- f) Click the "**Add Packages**" button.
- g) Click the "**Next**" button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click "**Next**".
- i) You will get to an invoice screen showing how much you are required to pay. If you have an Active Kids Voucher, enter the voucher number in the space provided. Click "validate" and you should see

the total reduce by \$100. If not, check the voucher number is correct and try again. If you still have problems, then contact BMFC on info@bmfc.club.

- j) You can also pay for a uniform or parts of a uniform by clicking the “Add on” button and selecting what you require. Click update and the total payment will be updated.
- k) You will then be prompted to click on either “**Pay Online**” or “**Manual Payment at Club**” button. If you elect to pay online you will be taken to a payment portal to enter your credit/debit card details. *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.*
- l) Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted to your Club. Note that registrations may not be approved until later in the registration period.

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

FFA MFC Support Centre (02) 8020 4199 myfootballclub@footballeustralia.com.au

OR

Football NSW Staff:

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

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

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