

Burns F.C. 2018 Step-by-Step Guide to Registration

Please follow the instructions below to complete your online registration for our club.

1. Login:

- a) Go to the MyFootballClub website: www.myfootballclub.com.au
- b) Click on '**Register Now**'
- c) Follow the prompts and proceed to the login pages (if needed, use the appropriate links to find your FFA number and/or reset your password).
- d) Login using your FFA number and password.

2. Start Registration

- a) Once logged in, click on '**Register**'
- b) Please make sure your contact details are up to date, then at the bottom of the page click '**Next**'
- c) On the next screen, in **Step 1**, enter the club name '**Burns F.C.**'
NB: If you get a message saying there are no packages, then click OK and check that the club name was entered correctly.
- d) In **Step 2**, select the Registration as: '**Player**'
- e) In **Step 3**, select the correct Registration Package. This will be either:
 - '**2018 Men's/Women's Early Bird Fee**' (i.e. the \$400 must be paid in full prior to 16/03/2018);
 - '**2018 Men's/Women's Normal Fee**' (i.e. the \$475 fee is applicable after 16/03/2018)
- f) In **Step 4**, click the '**Add Packages**' button.
NB: You may need to confirm whether you played in another country (generally this is 'No')
- g) Check that the club, package and price details are added correctly in the Packages window below ...and then click the '**Next**' button at the bottom of the screen.
- h) Read and acknowledge the various FFA and club 'Terms and Conditions' then click '**Next**'.
- i) Click on:
 - '**Pay Online**' to pay online with a credit card (Visa or MasterCard); OR
 - '**Manual Payment at Club**' if you wish to pay via Cash, Cheque or Bank Transfer (details on how to make manual payments will be included with your invoice).*NB: Your payment must be received by Burns F.C. before your registration is approved.*
- j) If prompted, answer the questions on the final page and click the '**Save All Answers**' button.

Your registration has now been submitted, but your registration will only be approved once the club has received your payment.

3. 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.

- Review this guide to ensure you have entered details and selected information correctly.
- If you are specifically having problems with your password to login, call the FFA Support Centre (02) 8880 7983.
- Contact a Burns F.C. club official.