

MyFootball Club Player Self Registration Process

As of season 2012 the Football Federation SA is implementing self-registration to all players that participate with clubs and associations that are affiliated to the FFSA. Players can go on to the MyFootballClub registration system and self register as of the 1 January 2012.

Players will not be able to complete the self registration process until the club has gone on line and set up their registration fee package and age groups. This can be undertaken by a person/s of the club that has completed the on line user access form. Once this has been completed FFSA will notify the person that access has been granted.

**Please note that anyone wanting access must provide a National Police Certificate.**

**Self-Registration Process**

1. Club sets up registration fees

2. Player registers online

3. Player pays online – or – Club marks player as paid offline

4. Club accepts or rejects the registration

5. Player Registration Cards/Proof of Age

**1. SET UP OF REGISTRATION FEES**

1. **The following fields are Mandatory during the Set Up process:**
* Our Details
* Age Groups
* Club Fees
* Registration Packages (including FFA, State, Association Fees, etc)
1. **The following fields are Optional during the Set Up process:**
* Terms & Conditions
* Additional Questions
1. **Key Steps to complete:**
* Primary Details: Fill all areas
* Bank Details: Tick the box that says “Enable for Self- Registration”
* Our Contacts: This section is for clubs to add their primary contacts such as President, Secretary and Treasurer.
* Remember when creating a contact – search for a contact, add details, add role and save.
1. **Registration Packages:**
* As part of setting up registration fees, you will need to decide which fees apply to which age groups. At least one Age Group must be set up for your fees in the system. If the registration fees are the same for all age groups, then only one age group will be required to be set up. If fees vary, then additional age groups will need to be set up. We advise you to consider the Member Federation age groups when undertaking this process. The age groups will then be used to setup the fees and registration packages in the steps highlighted below.
* Prior to the Club being able to register players you need to establish what your fees are for the season. You will use the age groups setup above within this process. This should be one fee per age group, which is inclusive of all costs associated with the club (eg. ground hire, training equipment).
* These fees will then be packaged together with Association, State and National Registration fees to create a Registration Package.
1. **Registration Packages Setup**
* Select ‘Fees and Packages’
* Select ‘Add New’
* Choose a fee name, alter filters to customise your fee
* Select the appropriate Age Group
* Enter your club fee
* Enable the fee for Online Self Registration (Optional)
* Hit ‘Setup Package’
* Select the appropriate FFA, Member Federation and Zone fees
* Select ‘Add Selected Fee To Package’ to create your Registration Package
1. **Offering Discount for Registration**

A club may wish to provide a discount option for players. To create a discount option create an “Add On” fee which can be selected by the player during registration:

* + - * Must have Classification set to “Add On”.
			* Must have the “Make Available As Add On Item” box checked.
			* Add a negative price to make the item a discount
1. **Offering a Discount for Multiple Registrations**

 Create multiple packages to allow for different options

* Copy setup for one of your current fees, but change the label and the price.
* Players that self register will see both fees.
* Important to communicate the message to parents of the club.
* You can always reject a registration if person chooses the wrong package.
1. **Terms & Conditions Set Up:**

Here you can add Terms and Conditions specific to your club.

**2. ONLINE PLAYER REGISTRATION**

* This is where a player logs into the system, and registers with the club of their choice for the coming season.
* The player follows the self help sheet provided by the club on self registration.
* Every player must upload a photograph during the self registration process. To upload a photograph the player simply clicks on new image in the player detail area.
* A player can only register with a club which has a valid registration package. This is controlled by the club using age groups, start/end dates, gender, football type, season, etc.
* When a player self registers they do not need to complete an FFA Player Registration Form.
* Self-Registration of players can not be undertaken by players that participate in the FFSA Senior Men’s Competition. This includes Under 19s, Reserves and Senior age groups.

**Key Steps:**

* Player goes to [www.myfootballclub.com.au](http://www.myfootballclub.com.au/)
* Finds FFA no. and retrieves a password, or creates a new account
* Logs in and selects ‘Register Now’
* Update personal details

**3. PAYMENT**

Players can self register before the Registration Day. Players will need to bring their invoice to the club on Registration Day where they can make their payment, collect uniforms etc. Clubs can also record paid players and accept in bulk at the end of the day.

Players that did not pre-register can make payment and then register at home. This can be done when clubs want to host their Registration Day before players register online.

**Key Steps:**

* Type in club name, select type (player) and select package
* Acknowledge Terms & Conditions
* Select ‘Invoice Me’ or ‘Pay Now’
* Answer any additional questions
* Registration complete & pending approval by club.

**4. APPROVING REGISTRATIONS**

Accepting a player is a two step process.

1. Taking payment for the player (updating payment status)
2. Approving a registration

Remember – a player is not considered registered until their status is ‘Active’.

Registration Status Options

* **Pending (Awaiting Payment)**: The player has registered their interest for your club, but you need to update both payment status and approve the registration.
* **Pending (Awaiting Approval)**: The player is recorded as paid, but has not been accepted by the club.
* **Active**: Registered and Accepted by the club
* **Inactive**: Player was previously registered, but the registration is no longer Active.
* **Declined**: Player has been declined by the club

**Key Steps:**

* Club Registrar selects ‘Take Payments’.
* Searches for individual’s invoice or uses filters for bulk search.
* Find appropriate invoice(s).
* Record payment for individual invoice by hitting ‘Select’, or process multiple unpaid invoices by ‘Bulk Payment’.
* Choice appears to Approve Registration in the same workflow; or Select ‘Approve Registrations’.
* Select appropriate check boxes and hit ‘Approve Registrations’.