



## Self Registration Guide via MyFootballClub

Please follow the following instructions to register online for Templestowe United FC (TUFC):

### 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

**NB Links are available to find your FFA Number and Password. You will need your first name, last name, D.O.B. and the email address the matches your FFA account.**

**Do not create a new account if you cannot find your FFA number/password or if you cannot remember your email that matches your account. Contact the MyFootballClub helpline on 02 8020 4199 for assistance.**

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) On the next screen, enter the club name (**Templestowe United FC**)

**NB: If you get a message saying there are no packages then click OK and check the club name**

d) 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**

- e) Select the correct Registration Package that applies for your registration.
- f) Click the “Add” button.
- g) Click the “Next” button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click “Next”.

i) Click on “Pay Now” to pay online with a credit card (VISA or MasterCard), click “Next”

**NB: Payment must be made online before a registration can be accepted.**

j) Answer the questions on the final page and click the “Save All Answers” button, click “Next”.

**Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc. Ensure that all Junior Players (usually U12-U20) upload a passport-sized photo - photo must be no more than 12 months old. This goes onto the player registration card held by the Team Manager. Failure to do so will mean players will not be allowed to take the field.**

k) Your Status is now “Pending Awaiting Payment”. Our Club registrar will complete the final step by accepting your registration, making you active and eligible to play. This will occur in the later stages of pre-season.

### **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.

- 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.