



MyFootballClub

HOW TO REGISTER : 2012 SOCCER SEASON

Welcome to FFV's MyFootballClub Self-Registration 2012 season: [Beumaris Soccer Club](#)
It's important that you follow the instructions below:

Go to www.myfootballclub.com.au

Retrieving a Password/Creating an Account

1. Select "Register"
2. Select "Player Registration".
3. You will be given two options which will allow you to find your FFA number, retrieve a password and enter the system.
 - If you can find your number, click on your name and proceed to the login screen. You will need to generate a password using your email address.
 - If your email address does not match with data in MyFootballClub – Contact FFA support on (02) 8020 4199 or myfootballclub@footbballaustralia.com.au to update your email and log into the system.
 - If you can't find your FFA number- Don't Panic! Follow the links to creating a new account. Or follow this link here:
<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers>
 - This will allow you to generate a new number and password. These details will be emailed to you immediately and you will be able to login from there.

Selecting Our Club

1. When you log in for the first time click "Make a Registration Now".
2. View and update your contact details if necessary - Ensure email number correct to receive invoice.
3. Type in our Club name which is **<Beumaris Soccer Club>**
4. Under Select Role: choose "Player".
5. Select Level: scroll down and choose the appropriate [player package eg. SSF u7 Boys+Girls 6+7yrs](#)
6. Click Add.
7. Click Next.

Updating your player details and Uploading your photo - **mandatory**

Please check accuracy of your player details:

- name, date of birth, address, phone, best email contact

Click on box to upload your player photo:

- have one already saved in your computer – head and shoulders

The usual picture formats (jpeg, pict, etc) are acceptable and large file sizes are no problem.

Acknowledging Terms and Conditions

- Read and Acknowledge (**mandatory**) all Terms and Conditions and Click Next.

Payment Options Screen

- You will be asked to select [<Invoice Me>](#).
- You will be sent an invoice via email to the number saved in FFV's MyFootballClub database, which you must pay to the Beumaris Soccer Club before the 2012 registration process is complete.

Refer to various BSC "[payment options](#)" below.

- The invoice generated is immediate.

- However, if it does not arrive in your inbox immediately, then the email address that you entered, or did not update in MFC, differs - and must be corrected in the personal player data.
To fix this, you must go back to self-registrations screen again and correct the player data, then you can click on Print Invoice from "My Invoices" on the self-registration screen, rather than generating another invoice.
- Pre-registered players, do not click on <invoice me> at this stage if you have not gone to "Purchase additional items" which will give you the Pre-registration deduction option, if it is applicable to you – refer below.

If you **Pre-Registered for the season using trybooking**, you must go to **Purchase additional items - which actually gives you a DEDUCTION from your invoice amount.**

- Select the additional item: "Pre-registration deduction"
- Then click on box "Update Order" which takes you back to the payment screen again <Invoice me>
- Don't worry, should you forget to do this step, then the pre-reg fee can be manually deducted when paying your invoice at the club's registration days (see below).

Answer Additional Questions

- There are no additional questions to be answered - Click Next.

Your Self-Registration with FFV's MFC is Now Complete

- You are now pending awaiting payment.
The Club Registrar now completes the final step of accepting your registration, once your payment is made to the club. Refer to the invoice that is now generated and sent to your email inbox.

Now, to Complete the Registration process, please make payment to BSC:

- You are invited to bring your invoice for payment to the Club Registration Days:
Sunday 26th February - 10am to 1pm
Sunday 4th March - 10am to 1pm

Payment options: Eftpos, Creditcard (Visa/Mastercard) Cash, Cheque payable to "Beaumaris Soccer Club"

- The Clubhouse is located behind Beaumaris Library, bounded by Victor St, Cloris Ave, Reserve Rd
- Sibling discount is only available when paying invoices together at Registration Day.

If you are unable to come to Registration Day please pay into our club bank account:

Bendigo Bank Beaumaris (located at 32 East Concourse, open 9-5 Mon-Fri and Sat 9-12)

Account name: Beaumaris Soccer Club

BSB: 633 000

Account: 119 187 540

Ref: insert the player's name

Important: email confirmation of EFT payment to the club registrar: registrations2@beaumarissc.com.au

Where do I go for help?

- You can phone during the day, evenings and weekends the FFA Call Centre on (02) 8020 4199 or myfootballclub@footballaustralia.com.au (email responses are very quick) particularly if you are having problems finding yourself or retrieving your password because your email is not matching.
- Or you can phone Monday to Friday 9am to 5pm FFV Registrations Dept. 9474 1800.

Once payment is received:

The club will contact you directly to advise the next steps, such as team allocation, training times etc.

If you have not self-registered in MFC before Registration Day:

Please come along to one of our registration days to pay first and then you can self-register in MFC later. We will have coaches and committee members on hand to answer your questions.

BSC Shirts are allocated by the club to players – on loan for season use:

At Reg Day you may advise the club of the preferred player shirt size, using the ones on display as a guide. Beaumaris Soccer Club shorts and socks will also be available for sale on registration days.

The new official FFV-accredited Adidas uniform was introduced for the 2011 season – anything prior to that is not to be worn by players; except Goalkick players who'll receive a Bendigo Bank Goalkick shirt to keep.