

## Guide to Player Self-Registration via MyFootballClub

### Welcome to MyFootballClub Registration for <Boroondara Eagles FC>

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

### Retrieving a Password

1. Click on **"Register Now"** and then **"Register"** on the top menu.
2. Click on **"Find your FFA Number"** to find your FFA number. Enter your name and DOB to find your FFA number
3. Click on your name to take you to the login screen
4. Click on **"Need a Password?"** to reset and retrieve a password by entering a matching e-mail address that is currently on the MyFootballClub system
5. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and log into the system.

*Note: Do not create an account if you have been registered within the last 5 years – Contact FFA or FFV for assistance to find your FFA number*

### Registering for Our Club

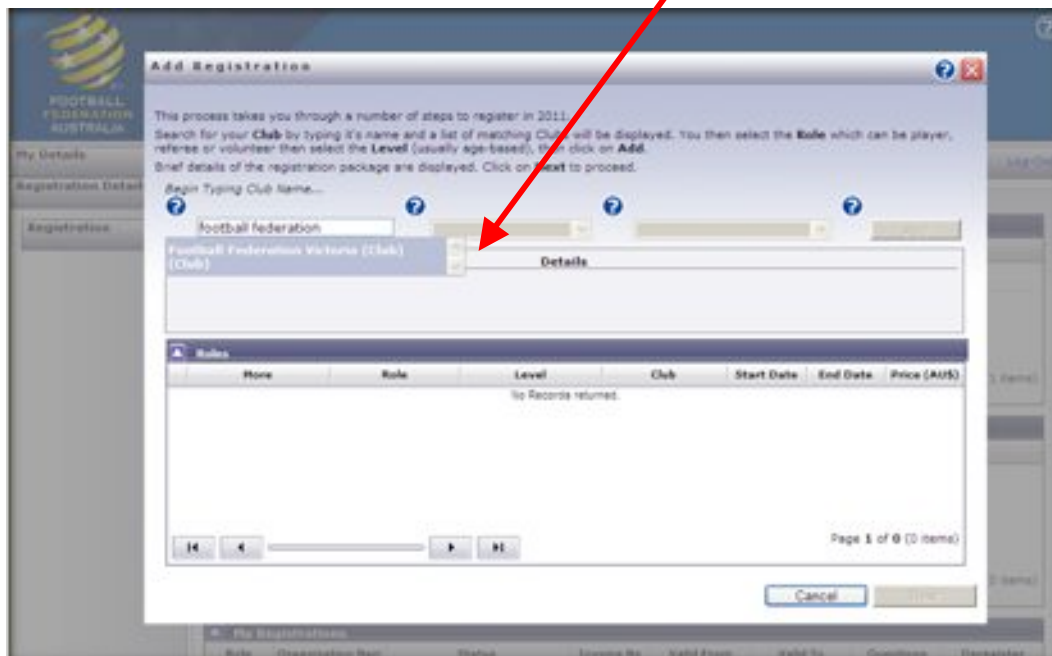
**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

#### Logging into your own MyFootballClub Account

1. Click on **"Register Now"** and then **"Register"** on the top menu.
2. Click on **"Player Registration"**
3. Select the option that reflects your previous registration history and follow the prompts to login to your MyFootballClub account

#### Registering to <Boroondara Eagles FC>

4. To begin registration, click on **"Register Now"**
5. Update your Personal and Contact Details, (Reminder: Parent/Guardian name/email address are both required under BEFC constitution), other information for parents and players is required for our Team management and communication in an emergency. Complete all fields, then click on **"Proceed with Registration"**
6. Type in our Club name which is <Boroondara Eagles FC>
  - o *Note: You must select our Clubs name from the drop down menu that appears for packages to be made available.*



7. Under "Select Registration", choose the option "**Player**"
8. Select the appropriate Registration Fee that applies to you.
9. Click on "**Add**" and then click on "**Next**"

#### Acknowledging Terms and Conditions

10. Read and acknowledge all Terms and Conditions by checking all boxes and then click on "**Next**".

#### Payment Options Screen

11. You will only be given the option to "**Invoice Me**" Please select this option
12. You will receive an invoice via email – [print this invoice and attach it to your Boroondara Eagles registration.](#)

#### Answer Additional Questions

13. Answer the questions, click on "Save All Answers" or click on "Next".

#### Your Online Registration is now complete! What happens next?

14. Your Registration Status is now "**Pending Awaiting Payment**". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.

## Updating your Details

If you wish to update any of your personal details

- Click on "**My Details**" then "**Edit My Details**" to update your Personal and Contact Details. Finalise by clicking "**Save My Details**"
- You may also Change your Password in this section by clicking "**Change Password**" and clicking "**Save**"



## Where do I go for help?

- FFA Support Centre Ph: **(02) 8020 4199** or e-mail [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)  
Mon-Fri 12noon-9pm or Sat 10am-2pm
- FFV MyFootballClub Support Ph: **(03) 9474 1800 (Press 2)** or e-mail [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au)  
Mon-Fri 9am-5pm
- Player resources (Videos/Manuals) which is available via [www.myfootballclub.com.au](http://www.myfootballclub.com.au) under MyFootballClub/Register Now/Guides
- FAQ's on the MyFootballClub website or FFV Website via [www.footballfedvic.com.au](http://www.footballfedvic.com.au) (under Registrations > MyFootballClub)
- Boroondara Eagles FC: Marg Stammers 0425 382 565 or [admin@befc.com.au](mailto:admin@befc.com.au) or [www.befc.com.au](http://www.befc.com.au)