

## DUAL REGISTRATION GUIDE FOR MY FOOTBALL CLUB

FFV/FFA has recognized that a number of SJSA players also play club football on Sunday & have made it possible for these players to hold a Dual Registration for the winter season. All Sunday players must register with SJSA on MFC as well as their Sunday Club for 2016 to be eligible to play for a SJSA team for the 2016 season. The club registration will contain the FFA/FFV component; any players who play both GNEFA & SJSA must pay the full registration cost with their club & the reduced fee with SJSA.

Please follow the following instructions to complete your SJSA Dual Registration for the 2016 season.

### LOGIN

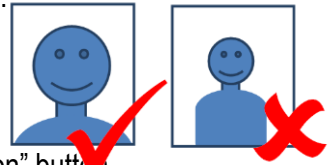
1. Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
2. Click on "Register Now"
3. Select "Player Registration" at the bottom of the page.
4. Select the first option – "Click here to proceed to the login pages"
5. Login using your FFA number and password

### START REGISTRATION

6. After you log in click on "Make a Registration" or "Register Now".
7. Check that your contact details are correct.
8. All players playing in age groups Under 12 & above must upload a photo when registering. Make sure your photo is recent and appropriate.

#### **Registrations with in-appropriate photos will be rejected!**

Photos must be a passport style photo from the shoulders up with no hats or sunglasses.



9. Make sure the mandatory fields have been entered and click the "Proceed with Registration" button.
10. On the next screen, enter in the club name which is **Shepparton Junior Soccer Association**.  
(If you get a message saying there are no packages then click OK and check the club name.)
11. Select the Registration role as: "Player". (Note: 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.)
12. Select the correct Dual Registration Package that applies to your school.  
Secondary schools have only **one** Dual Registration Package set up; players of all age groups (boys & girls) must choose their school's Dual Registration Package.  
Primary Schools have either a Mini Roos Dual Registration Package or a Dual Registration Package for Under 12's; please choose the relevant package.
13. Then click the "Add" button.
14. Click the "Next" button at the bottom of the screen.
15. Answer the Yes/No question at the top. Read and acknowledge all the Terms and Conditions then click "Next".
16. Select "Manual Payment at Club" button. Payment must then be made to your school.  
**YOUR REGISTRATION WILL NOT BE ACCEPTED UNTIL PAYMENT HAS BEEN MADE TO YOUR SCHOOL.**
17. Answer the questions on the last page and click the "Save All Answers" button.  
Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc.

### 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** particularly if you are having problems with your password to login.