

My Football Club registration instructions 2013

All Gungahlin United FC registrations are done on line through the My Football Club website. Below are instructions on how to register for new registration and returning registrations. Please keep your FFA number and password in a safe place as you will need this every year to register for any soccer within Australia.

New Registrations

For players new to registering with My Football Club please follow the below instructions;

- Log into My Football Club at www.myfootballclub.com.au
- Select “register now”
- Click on “player registration” located at the bottom left of the page
- Click on “I have never been registered before and would like to create an FFA account to commence the registration”
- Tick the “terms and conditions” box then select next
- Complete the form then select “create account” the following message will be displayed, “Thank you for creating an account with Football Federation Australia. Your account details, including your unique FFA number and password, have been emailed to you.”

Log into your email account and retrieve your FFA number and password then follow the steps below to register.

Returning registrations or new registrations after receiving FFA number and password

- Log into My Football Club at www.myfootballclub.com.au
- Select “register now”
- Click on “player registration” located at the bottom left of the page
- Click on “I know my FFA number and I am ready to proceed to a login screen to retrieve my password and or complete my registration.”
- Type in your FFA number and password and select “login”
- The following message will appear “You have no active registrations. If you would like to add a new registration now press 'Make a Registration'.”
- Double check that the details are correct. If and details need updating backspace the section of incorrect details and type in the correct information.
- Click “next”
- Type in the club name Gungahlin United FC. Once the club name appears you can click on the details which will then auto fill in step 1.
- Click on the drop down box in step 2 and select “player”

- Click on the drop box in step 3 and select the age group you would like to register for. Remember kids play in the age group that they turn in 2013 eg: if your child is turning 8 or has turned 8 in 2013 they will play in the U8 competition.
- Click on *"add packages"*
- Click the *"next"* button
- Scroll down and select the *"Acknowledge all"* check box and click *"next"*
- Select to *"pay online" OR "Manual payment" at club*. Paying online will incur a 3% processing fee.
- If you wish to pay in person, you can pay by cash, or cheque/money order made out to Gungahlin United Football Club and attend the club Information Day on Sunday 10th of February at Harrison Clubhouse between 10am and 2pm. Eftpos facilities will also be available through the club however these will also incur a 3% transaction fee.
- You may also pay by Internet transfer directly to the Gungahlin United Football Club, **quoting your Invoice Number as the reference.**
Account Name: Gungahlin United Football Club
BSB: 012 936
Account: 352846819
- The ***"additional questions"*** will then be displayed. Please take the time to answer the questions where you can select to play in the same team as last year, play with friends or any other specific requests that you would like to club to know. You can also volunteer to help out within the club. This does not have to be onerous and can be as little as a couple of hours.

Refunds of any registration will incur a \$20 administration fee. No requests for refunds will be accepted after 31st of May 2013.

If there are any issues with registering you can contact the My Football Club helpline on 8020 4199 or drop an email to the club registrar Jenney Rolfe at registration@gungahlinunitedfc.org.au