

## North Brisbane FC Self Registration Guide

Please follow the following instructions to register online for our club:

### 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. If you need to reset your password and can't remember the email address you initially used, follow the prompts and you will eventually be allowed to input your most recent email address which will allow you to update your password.

If you don't have an FFA number (ie registering for the first time), you will need to get an FFA number before you can login. Follow the prompt which says I don't have an FFA number and follow it from there.

- 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 North Brisbane 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. If you haven't, you won't need an International Clearance. If you have, you will need one. Allow for up to 30 days for that....***
- e) Select the correct Registration Package that applies for your registration.

At North Brisbane FC we have 4 registration packages:

- Senior Men's Capital League- \$530
- Senior Men's City League- \$480

- Senior Women's Capital League- \$500
- Senior Women's City league-\$480
- All QUT students qualify for a \$50 subsidy (i.e. \$480 for Senior men's Capital, \$450 for Senior Womens Capital and \$430 for Senior Men and Women City League).

- Click the "Add" button.
- Click the Next button at the bottom of the screen.
- Read and acknowledge the Terms and Conditions then click Next.
- You can click on "Pay Now" to pay online with a credit card (VISA or MasterCard). However, we strongly recommend that that you select "manual Payment at Club". You can then pay:
  - *By electronic transfer. Account name is North Brisbane FC (Comm bank account). BSB is 06-4114 and the Account Number is 10252266*
  - *By EFTPOS at club (can use your credit card for this)*
  - *By cash/cheque to Greg as Treasurer*

*We also recognize that it is difficult for some players to come up with the money up-front. If you don't think you can do that, please contact Greg as Treasurer to enter into a payment arrangement. This will enable you to pay over time, though for your registration to be switched to "Active" you need to pay at least 50% of the fee.*

- Answer the questions on the final 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.

### 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.
- Contact either of the Club Registrars- Kerry (0400531803) or Greg (0437320107) or via messenger.