

# Club Set Up for the 2017 Season

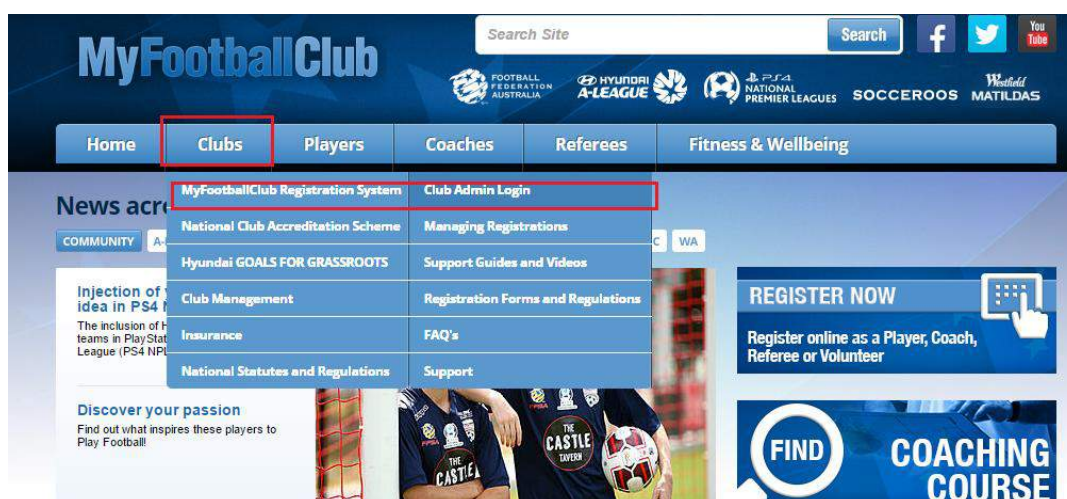
## Setting Up Our Details

Prior to Club Setup we advise that you determine the following:

- Do you intend to allow your players to pay online?
- What is your age group and fee structure for the season?
- How will you communicate the process of registration to your players?
- We recommend you nominate a primary user at your club, who will set up the club in the system, generally oversee registrations, and become the first point of contact for issues at your club.
- How many registrars should have access to the system, and what are their roles within the system?

### Step 1

- Log on to the MyFootballClub online registration system The first step is to login to the administration screen. On the MyFootballClub homepage, hover over Clubs/MyFootballClub Registration System/Club Admin Login



- Then Enter your FFA number and Password



### Step 2 - Season Set-Up Page

The following screen is the list of set up options required to be filled in Season Set Up. A brief overview of each section is provided below.



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## Setting Up Our Details

**Season Set-Up**

- Our Details
- Age Groups
- Fees And Packages
- Terms & Conditions
- Additional Questions

<b>Our Details</b>	Maintain club contact details
<b>Age Group</b>	Manage the age groups in your Club that are used when setting up registration packages
<b>Fees &amp; Packages</b>	Manage your Club's registration packages including creating additional Items and discount packages.
<b>Terms &amp; Conditions</b>	Manage terms and conditions that your players must accept
<b>Additional Questions</b>	Additional questions you would like players to answer

### Mandatory Steps for MyFootballClub

Our Details

These details are only viewable by your Club registrars and the staff at Football Queensland and your Zone who will use this information to contact your Club. You are also able to enter club location details for the club finder on the MyFootballClub website.

Therefore the accuracy of the data entered is important.

### Section 1: Primary Details

Mandatory fields in this section are highlighted with an \*, however we would encourage you to complete this section as fully as possible. Please complete mailing address if this is different from your street address. NOTE – Ensure you select Your Street Address as *default address* to ensure your location is listed on Club Finder correctly.

Primary Details | Bank Details | Our Contacts | Club Finder

Name	Football Queensland	Number	\$	Status	Active
Trading As	Football Queensland	Yr Established		Municipality	Logan City
ABN	83 063 925 333	Registered for GST	<input type="checkbox"/>	GST Number	
<b>Street Address</b>		<b>Mailing Address</b>		STD	Local Number
* Address 1	187 Meakin Road	* PO Box 79		* Office	07 32082677
Address 2	Meakin Park			Fax	07 32904351
* Suburb	SLACKS CREEK	* KINGSTON		Website	http://www.footballqueensland.com.au/
* Post Code	4127	* 4114		* Email Address	
* State	Queensland	* Queensland			
<input type="checkbox"/> Set this as our default address		<input type="checkbox"/> Set this as our default address			

Exit | Save



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### Section 2: Bank Details

This section includes your clubs bank account details and online payments. All payments for registration will be processed into the bank account details entered in this screen.

This is for Clubs who are not registered for GST

Once FFA has enabled your club use of the payment gateway this box will be ticked. This cannot be changed or edited by the club.

Once FFA has enabled online payments this box will also be ticked. It is a Football Queensland Policy that all Queensland Clubs will also be required to **offer** an online payment option to their players.

All individuals who pay their registration online will incur a 1.8% transaction fee. If this remains un-ticked the club will absorb the fee instead. Example: If the registration cost is \$100, 1.8% of the fee is \$1.80. If you choose to absorb the cost, you will receive \$98.20. If the fee is passed on, individuals will pay \$101.80 in total.

This makes online payment mandatory as they won't see the Manual Payment at Club option at all.



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## Setting Up Our Details

### Section 3: Our Contacts

This section will enable you to enter your key club contacts. This at a minimum should include Chairperson/President, Registrar, Secretary and Treasurer.

	FFA No	First Name	Last Name	Gender	DOB	Position	Position Phone	Position Email	Valid From	Valid To
Select	7886	Michelle	Mathewson	Female	30/06/1977	Secretary		Michelle.M@footballqueensland.com.au	06/01/2015	31/01/2018
Page 1 of 1			< Prev > < Next >			Total Records 1				

In order to create a club contact click Add New Individual button.

	FFA No	First Name	Last Name	Gender	DOB	Position	Position Phone	Position Email	Valid From	Valid To
Select	7886	Michelle	Mathewson	Female	30/06/1977	Secretary		Michelle.M@footballqueensland.com.au	06/01/2015	31/01/2018
Page 1 of 1			< Prev > < Next >			Total Records 1				

Exit

Add New Individual

You will be asked to perform a search to check whether the individual is in the system. Enter the individual's details and click the Search button. If the individual already exists, select the record in the list.

Search Results

Show All Records

	FFA No	First Name	Middle Name	Last Name	Known As	DOB	Gender	State	Individual Status
Select		Catherine		Ware		21/0	Female	Queensland	Active
Page 1 of 1			< Prev > < Next >			Total Records 1			

If they are not found then click on the Add New Individual button. This will then display the Individual Details page.

\* FFA No.   \* Title  \* First Name  Middle Name  \* Last Name  Known As  \* DOB  Gender

Please Click "Add Role" to Save the Contact

Exit

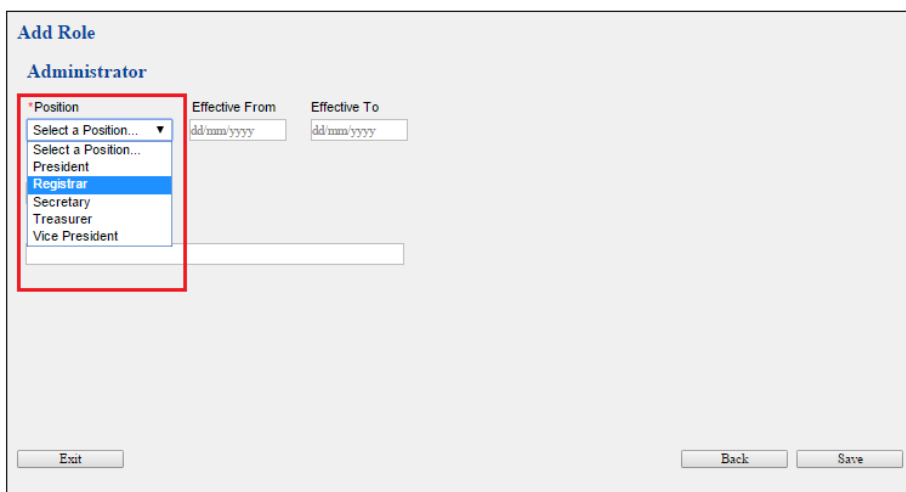
Add Role

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**Add Role** Enter in the details for the person being assigned to the role. Click on Add Role to progress to the next page.

Enter the details for the role and click the Save button.



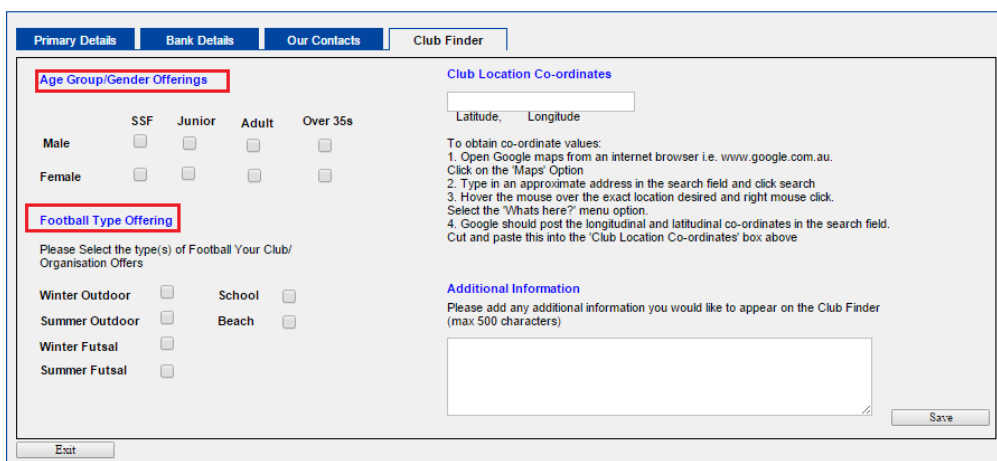
The individual is now linked to your club as Club Contact. By clicking the **Save** you will return to the Our Details page. You will now see the individual in the Our Contacts list. If you click Exit you will return to the main menu.

### Removing a Contact

Once a contact is entered they cannot be deleted but their role can expire. Use the Effective To date to remove a contact. Therefore the role that the individual had will have expired and they will no longer be a valid contact for the club

### Section 4: Club Finder

This section will enable you to show a direct link to where your club is located. Below is a screenshot and it details exactly how to set up this section. You must tick the boxes which apply to your clubs, indicating which ages, groups, genders and types of football your club caters to.



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## Setting Up Our Details

There are also instructions on how to gain your club's latitude and longitude through Google Maps so that you can pinpoint your club's location on the Club Finder on the MFC website.

Club Finder

**Club Location Co-ordinates**

  
Latitude, Longitude

To obtain co-ordinate values:  
1. Open Google maps from an internet browser i.e. [www.google.com.au](http://www.google.com.au).  
Click on the 'Maps' Option  
2. Type in an approximate address in the search field and click search  
3. Hover the mouse over the exact location desired and right mouse click.  
Select the 'Whats here?' menu option.  
4. Google should post the longitudinal and latitudinal co-ordinates in the search field.  
Cut and paste this into the 'Club Location Co-ordinates' box above

**Additional Information**

Please add any additional information you would like to appear on the Club Finder  
(max 500 characters)

Save

You can also enter additional information to be displayed with the club's details. Be sure to click Save on completion.

Note: This will not appear immediately, and is likely to appear the following day

Club Finder :

### Find a Club

Welcome to My Football Club's Find a Club!

You can start the search by entering your postcode, or by entering a clubs name and clicking **Search**



Click on the advanced search link to narrow your search even further and to find a Club near you.

**Search**

Postcode/Suburb  Club name [See Advanced Search](#)

- A) Futsal Plus
- B) South Melbourne FC
- C) South Yarra SC
- D) Melbourne University Soccer Club
- E) FC Bierering
- F) Carlton Youth FC

**Location**  
Address: 248 Rathdowne  
Street  
Suburb: Carlton  
Postal Code: 3053



**More Information**