

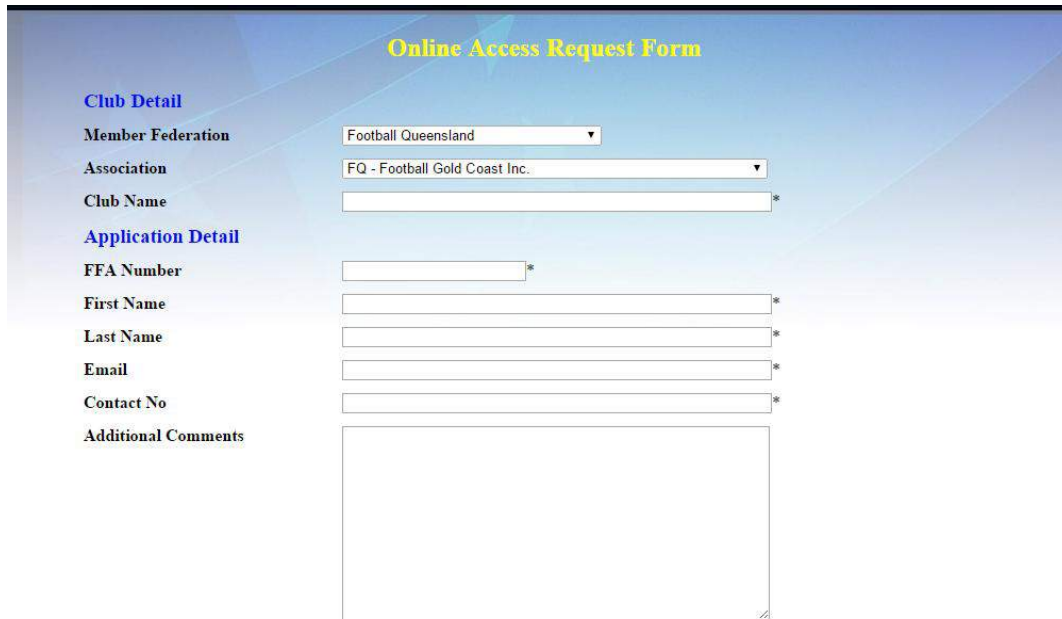
Club Set Up for the 2016 Season

To set up your Clubs access to the MyFootballClub System for the 2016 season, please do the following steps:

Step 1 – Register each Club Registrar (Once for each Registrar)

a) Click <http://onlineforms.myfootballclub.com.au/OnlineAccessRequestForm.aspx>

and complete the MyFootballClub Access Request Form



The screenshot shows the 'Online Access Request Form' interface. It is divided into two main sections: 'Club Detail' and 'Application Detail'.
Club Detail:
 - Member Federation: Football Queensland (dropdown menu)
 - Association: FQ - Football Gold Coast Inc. (dropdown menu)
 - Club Name: (text input field with an asterisk)
Application Detail:
 - FFA Number: (text input field with an asterisk)
 - First Name: (text input field with an asterisk)
 - Last Name: (text input field with an asterisk)
 - Email: (text input field with an asterisk)
 - Contact No: (text input field with an asterisk)
 - Additional Comments: (large text area)

By completing this form, I acknowledge the [Terms and Conditions](#).

I agree to the terms as specified above Yes

Submit Request

- Read the Terms and Conditions and click the Submit Request Button at the bottom of the screen.
- Your Zone will now process your request.

When your Zone has processed your Access request, your screen will look like the one below.



The screenshot shows the 'REGISTRATION FOR REGISTRARS' dashboard. At the top, it displays the user's name (Graham Lee), role (Club Registrar SR Only), and organization (Beyside United Sports & Recreation Club). Below this, there are three main columns of navigation buttons:
 - **Season Set-Up:** Our Details, Age Groups, Fees And Packages, Terms & Conditions, Additional Questions.
 - **2015 Registration:** Re-Register Retaining Players, New Registration - Over 18's, New Registration - 18's & Under (highlighted with a red box), Take Payments (12), Approve Registrations (15), Cancellations (1).
 - **Club Administration:** Search By Club List, Search By Individual, Create / Edit Team, Team Allocation, Communications, Reports.

NOTE: 2016 – this season all players, referees, coaches and volunteers must use the self-registration method provided in the MyFootballClub registration system to join any club in Queensland.



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Step 2 – Clubs who used Online Payments in 2016

Clubs who used Online Payments in 2015 do not need to do anything. The payment facility will continue to be available in 2016. There is no annual cost.

a) Clubs should check the setup of online payments in MyFootballClub to ensure it is configured as required for your club

b) If you wish to change a person as the Club Contact for Online payments – please email myfootballclub@footballaustralia.com.au and CC cathw@footballqueensland.com.au

c) Note: There may be only **one user per club** for IP payments. If you were registered as the Club Contact for Online payments in 2015 you need to do nothing.

Note: If you would like to **remove the Online Payment** facility completely for your club, please email

myfootballclub@footballaustralia.com.au and CC cathw@footballqueensland.com.au or contact the MFC Support Centre on (02) 8020 4199 to arrange this.

Step 3 - Clubs who did not use Online Payments in 2016:

a) Enter your club's bank details in MyFootballClub Admin in the Our Details section.

b) Complete the Online Payment Request Form:

[Online Payments Request Form](#)

c) The MyFootballClub support centre staff will verify the details on this form with the MyFootballClub details (you must be listed as a Volunteer) and set up your club for Online Payments.

d) FFA will email the individual identified on the form to advise when the setup has been completed, and to provide login details for the payment reporting tool.

e) Clubs should then enable online payments in the MyFootballClub setup once they are ready to begin registrations.

See other **How To** Guides on <http://www.footballqueensland.com.au/>

Look under FB Queensland/Clubs/Registration /MyFootballClub /How To Guides