



**FOOTBALL  
QUEENSLAND**

# **MyFootballClub Set Up 2018**

## **Coaches**



## How To Set Up Packages for Coaches/Technical Staff

### Step 1 - Check that there is an appropriate Age Group for the 2018 Season

Fee Segment	Minimum Age	Maximum Age
Coaches /Volunteers	15	99

- Age groups will carry over from the previous season however the age groups used in previous seasons cannot be deleted for audit reasons.
- It is recommended that clubs rename any fees not being used –old or something similar so you can tell which are in use (e.g. **Juniors – old 2017**).
- Instructions on how Age groups work are contained at [http://www.myfootballclub.com.au/fileadmin/user\\_upload/Setting\\_Up\\_Age\\_Groups\\_.pdf](http://www.myfootballclub.com.au/fileadmin/user_upload/Setting_Up_Age_Groups_.pdf)

### Step 2 - Fee Package Set Up

1. From the main menu is MyFootballClub, click on the  button.
2. Click on the  button.
3. Set up the required fee.

**PLEASE NOTE: 'Football Type' must be selected first.**

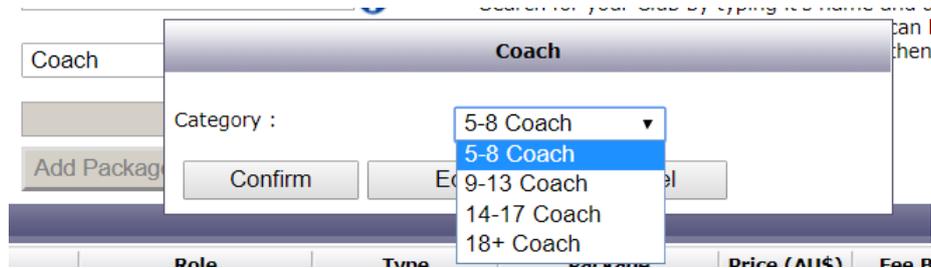
- a) Select the Football Type as **Outdoor**
- b) The season will default to '**2018 Outdoor**'
- c) Select the "Type" applicable to Coach;
- d) Select the applicable Gender usually MIXED **NOTE: a gender MUST be chosen or the fee will not display during registration.**
- e) Select the Age Group eg Coaches and Volunteers - **NOTE: an Age Group MUST be chosen or the fee will not display during registration.**
- f) Add in a \$0 Club Fee.
- g) You do not have to add anything else to the Package i.e FFA/FQ fees etc.
- h) When you have the fee package correct, press the  button.
- i) When you have checked your packages select "Edit" the package and then tick the '**Available for Online Self Registration**' box.

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NOTE – when your Coaches/Technical Staff register they will be asked to select one of the following age groups. This option cannot be changed as it is set up at FFA level.



End.

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