

CONFIGURATION OPTIONS

There are a few options available for online payments in 2016/17. The options can be configured in club admin under the “Our Details” – “Bank Details” area. These options include:

- Enable/Disable Online Payments
- Pass on Transaction Fee
- Hide Manual Payment (Disable offline payments forcing users to pay online)

Please refer to the support manuals for more information about these options.

HOW TO SET UP ONLINE PAYMENTS

Clubs who used Online Payments in 2015/16:

- Clubs who used Online Payments in 2015/16 do not need to do anything. The payment facility will continue to be available
- There is no annual cost.
- Clubs should check the setup of online payments in MyFootballClub to ensure it is configured as required for your club

Note: If you would like to remove the Online Payment facility for your club, please contact the MFC Support Centre to arrange this.

Clubs who did not use Online Payments in 2015/16:

The process for getting started with Online Payments is simple! Please follow the below steps:

- Enter your club’s bank details in MyFootballClub Admin in the “Our Details” section.
- Complete the Online Payment Request Form:
<https://onlineforms.myfootballclub.com.au/OnlinePaymentRequestForm.aspx>
- The MyFootballClub support centre staff will verify the details on this form with the MyFootballClub details and set up your club for Online Payments.
- 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.
- Clubs should then enable online payments in the MyFootballClub setup once they are ready to begin registrations.

NB: Please allow 24-48 hours for this process to be completed

For more information on Online Payments see the setup guides on the MyFootballClub website (www.myfootballclub.com.au), or feel free to contact us on (02) 8020 4199 or myfootballclub@footballaustralia.com.au