**<Enter club name here> Player Self-Registration**

Please follow these instructions to register as a player for the 2018 season.

**Login**

1. Go to the Play Football Website: www.playfootball.com.au
2. Click on “**Register Now**”
3. Select the first option – “**Click here to proceed to the login pages**”
4. Login using your FFA number and password:
* **FFA** **Number**:
* **Password**:

**Retrieving a Password/FFA Number**

* Click on “**Find your FFA Number**” to find your FFA number. Enter your name and DOB to find your FFA number
* Click on your name to take you to the login screen
* Click on “**Need a Password?**” to reset and retrieve a password by entering the email address that is on the MyFootballClub system and is linked to your FFA number.
* If your email address does not match with data in MyFootballClub, contact FFA in order to reset your password and log into the system.

**Registering to <Enter Name of Club Here>**

After logging into your own MyFootballClub account

1. Click on the “**Register**” button
2. To add a photo, click “**Add new image**” or “**Update**”, click “**Browse**” and select a photo from your device. Under “**Subject**” type your name and then click “**Save and Exit**”
3. Update the players personal and contact details, and then click “**Next**”
4. Type in our Club name which is **<enter club name here>**
	* **Note: You must select our clubs name from the drop down menu that appears for packages to be made available**
	* **If there are no eligible registration packages available, please ensure that the correct club name has been typed and selected from the drop down box**
5. Choose the option “**Player**” and confirm your playing details in the subsequent pop-up
6. Select the appropriate Registration Package that applies to you
7. Click on “**Add Packages**” and then click on “**Next**”

**Acknowledging Terms and Conditions**

1. Read and Acknowledge all Terms and Conditions by checking all the boxes and then click on “**Next**”

**Payment Options Screen**

1. Select “**Purchase Additional Item**”, and tick the box next to any additional items you wish to purchase. Then click on “**Update Order**”
2. Choose either “**Pay Online**”, or “**Manual Payment at Club**” if offered, to complete the payment for your registration. You will receive an invoice via email.

**Answer Additional Questions**

1. Answer the questions, click on “**Save All Answers”**

**Your Online Registration is now complete!**

**What happens next?**

1. Your Registration status is now “**Pending Awaiting Payment**” or “**Pending Awaiting Approval**”. The Club Registrar will complete the final step of accepting your registration to make you “**Active**” and finalise your registration with our Member Federation to make you eligible to play.

**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 Play Football Website ([www.support.playfootball.com.au](http://www.support.playfootball.com.au))
* View the Player Registration Guides which are on the Resources pages of the Play Football Website
* Call Football Federation Australia’s MyFootballClub Support Centre on 1300 685 332 particularly if you are having problems with your password to login.