



PARKLEA SOCCER FOOTBALL CLUB

FAMILY - FOOTBALL - COMMUNITY

2017 PARKLEA SFC REGISTRATION INSTRUCTIONS

As in 2016 ALL players will be required to register online via the MyFootballClub website. Please read below for registration instructions.

Go to www.myfootballclub.com.au

Retrieving a Password/Creating an Account

1. Select [Register](#)
2. Select [Player Registration](#)
3. You will be given two options that will allow you to find your FFA number, retrieve a password and enter the system.

Option 1

If you can find your number, click on your name and proceed to the login screen. You will need to generate a password using your email address.

Please note: If your email address does not match with data in MyFootballClub - Contact FFA support on (02) 8020 4199 or myfootballclub@footballaustralia.com.au to update your email and log into the system.

Option 2

If you can't find your FFA number...do not panic! Follow the links to creating a new account. This will allow you to generate a new number and password. These details will be emailed to you immediately and you will be able to login from there.

Selecting Our Club

1. After you log in click on [Make a Registration Now](#)
2. Check that your contact details are correct.
3. Make sure your photo is recent and appropriate. If you are new please make sure you upload a photo. This photo should be a close up of the head and shoulders (no hat, no glasses) preferably on a plain background. Registrations with inappropriate photos will be rejected!
4. Make sure the mandatory fields have been entered and click [Proceed with Registration](#) button.
5. On the next screen, enter in the club name - Parklea Soccer Club. (If you get a message saying there are no packages then click OK and check the club name).
6. Select the Registration role as [Player](#). (Note: If this is the first time you have registered to play football in Australia you will need to confirm whether you played in another country).
7. Select the correct Registration Package that applies for your registration. Registration packages will be titled based on age group, so please select the age group you wish to play with for season 2017. Remember the age group is the age the player is turning in 2017. Players aged 16,17,18 who wish to play in senior aged teams (Under 20s and AA teams) will also need to select either the senior team (aged 16) or the senior team (aged 17-18) to ensure correct registration price.
8. Then click the [Add](#) button.
9. Click the [Next](#) button at the bottom of the screen.



Acknowledging Terms and Conditions

- Read and acknowledge all Terms and Conditions and Click [Next](#)

Payment Options Screen

- You will be given the option to [Pay Now](#) via credit card.
- There will be a 2.3% merchant fee for any registrations paid for using a VISA or Mastercard.
- Please note your registration cannot be accepted until full payment is made. Online payment is the only acceptable form of payment.

Answer Additional Questions

- Save All Answers and Click [Next](#).

Your Registration is Now Complete

- You are now pending awaiting approval or pending awaiting payment. The Club Registrar will now complete the final step of accepting your registration.

Where do I go for help?

- Contact Parklea SFC via our website - www.parkleasfc.com.au.
- FAQ's on MyFootballclub website.
- Call FFA Call Centre on (02) 8020 4199 or email myfootballclub@footballaustralia.com.au particularly if you are having problems finding yourself or retrieving your password because your email is not matching.
- If you are still having problems, feel free to contact one of the PSFC Committee members. See website for contact details.