

# 2017 REGISTRATION INSTRUCTION

All registrations must be done online with Football Federation Australia via MyFootballClub.



## STEP 1: Create or Log-in to FFA account

- A. Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
- B. Click on "Register Now" (left side of screen)
- C. Select "Player Registration" (right side of screen)
- D. Follow the prompts to:
  - a. Login pages (you can reset your password here if needed);
  - b. Find your FFA number; or
  - c. Create an FFA account (new registration).

Please note: Every player needs their own FFA account, and once created this FFA account is used for all Soccer registrations.

- E. Login using your FFA number and password.

## STEP 2: Start Registration

Once Logged in:

- A. Select "Register" button
- B. Update contact details if necessary, then click "Next" on bottom of screen.
- C. On Registration Page:

Step 1: Enter club name: **WODONGA DIAMONDS FC**

Step 2: Select Registrations: **PLAYER**

NB: 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.

Step 3: Select Registration Package: Please select as per age turning this year.

E.g. Turning 11 in 2017 (any day) = Under 11.

Do not select as per age group you wish to play.

Please contact registrar to discuss tryouts for higher age groups.

- D. Click the "Add packages" button then Click the "Next" button at the bottom of the screen.
- E. Read and acknowledge Terms and Conditions then click "Next".
- F. Select payment option:
  1. "Pay Online" using Credit card, please note this may incur an additional non-refundable transaction fee.
  2. "Manual Payment at Club" using EFT (bank), Cash, Cheque or Credit card.  
An email will be sent with invoice/registration details, please bring this to the Club to pay for the registration.
- G. Read and answer additional questions.

**Your registration has now been submitted for approval.**

NB: Approval is dependent on the following:

1. Selection to team.
2. Fees paid.
3. Necessary ID Checks. New registrations to our club must provide a copy of Birth Certificate or Passport. Full-time students over 18 y/o, must provide a copy of their Student ID showing they are Fulltime or a Statement from their Education provider.

**No player will be permitted to take the field until fully approved.**

**Please turn over to next steps and help.**

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## Where do I go if I need help with my online 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 MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 if you are having problems with your password to login, or
- Contact Wodonga Diamonds Registrar: [registrar@wodongadiamondsfc.com.au](mailto:registrar@wodongadiamondsfc.com.au) or 0424 145 671.

## STEP 3: Payments

- A. If payment was made online and the player is a past player of Wodonga Diamonds Football Club, then your details will be passed directly to the coach to make contact.
- B. If payment was to be "Manual Payment at Club" please bring Cash or Cheque (cheque to be made out to "Wodonga Diamonds Football Club") to the club on registration day, or make contact with the registrar to organise a date for payment.  
Please note, no player is approved to play until payment is made.
- C. If payment is to be made via Direct Deposit:

**Direct deposit** to the Club's WAW bank account:

BSB: 803 070,

Account No: 100090827

Ref: Player name & Age group

## STEP 4: ID

- A. If player hasn't played for Wodonga Diamonds Football Club previously, then a form of ID must be supplied to the club.  
This can be either a copy of:
- Birth Certificate
  - Passport
  - Driver's License
- B. Please supply the copy to the registrar. Approval will be withheld if ID is not supplied.

## STEP 5: Team selections and Training.

- A. Team selections are dependent on a number of factors, please don't hesitate to speak to the coach or registrar about this.
- B. Coaches will contact all players who are registered, and fits the appropriate age group for the team to attend tryouts/training.
- C. If you wish to tryout for a different age group please contact the registrar via email, to get details of tryout dates and rules etc.
- D. Training nights and times will be Tuesday &/or Thursday. Coaches will notify players of specifics.

**We look forward to a fun and exciting new season.**