



Tuggeranong United FC

Self-Registration Guide

Women's Capital League, State League & Masters

Please follow the following instructions to register online for our club:

Note: Mozilla Firefox and Internet Explorer are the most stable browsers and least likely to 'drop out' in the middle of registering.

1. Login:

- a) Go to the MyFootballClub website: www.myfootballclub.com.au
- b) Click on "Register Now"
- c) Select "Player Registration"
- d) Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
- e) Login using your FFA number and password:
 - **FFA Number:**
 - **Password:**

2. Start Registration

- a) Once logged in, select "Make a Registration" or "Register Now"
- b) Update contact details if necessary. Make sure your details are current & emergency contact is someone who can be contacted-not your coach or registrar's name from 2009!
- c) On the next screen, enter the club name **Tuggeranong United FC**
NB: If you get a message saying there are no packages then click OK and check the club name
- d) Select the Registration role as: "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
- e) Select the correct Registration Package that applies for your registration.

This package also applies to Capital League. All players playing Capital & State League pay the same package fees.

State League Package	Season	Total Fee
Women - Capital, State & Masters	2017 Outdoor	\$473.00

Note: The 'club fee' component you will see *contributes* to (but does not cover) all costs associated with TUFC running Capital, State & Masters League programs. Grounds hire, ref. fees, uniform & equipment replacement & purchase are some of the costs.

- f) Click the "Add" button.
- g) Click the Next button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click Next.
- i) Click on "Pay Now" to pay online with a credit card (VISA or MasterCard), or select "manual Payment at Club" if you want to pay our club via direct debit into the account. Account information will appear on your invoice. Other methods of payment **MUST** be discussed with the Registrar first.

NB: Payment must be made before a registration can be accepted.

j) Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc. Then the Registrar will approve and activate your registration in the system.

3. 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 MyFootballClub website.
- View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 if you are having problems with your password to login.
- Contact your club Registrar at registrar@tufc.org.au.