

# How to register online with MyFootballClub for EXISTING/RETURNING SSFRA MEMBERS

Step 1 – log onto <http://www.myfootballclub.com.au/> and click on Register Now



Step 2 – Select Referee Registration



### Step 3

- i) If you know your FFA Number, select the first option and proceed to login in
- ii) If you don't know your FFA number, select the second option (as guided in the screen print below) and follow as prompted to the new tab.

If you DO know your FFA number, click here

If you DON'T know your FFA number, click here

IF selecting the second option, follow the instructions below to search for your FFA Number

Step 1 – Enter your details here

Step 2 – Hit Search

Step 3 - Click on your search result below

IF your FFA number does not come up here in this list, contact the registrar via email for further instruction ([registrar@ssfra.org.au](mailto:registrar@ssfra.org.au))

**Step 4** – Once you have your FFA Number, you will need a password to access your user account. To do this, click on Need a Password

MyFootballClub - Login

MyFootballClub

www.myfootballclub.com

ffReg/Login.aspx?chkcookie=1&u=56029861

Football Federation Australia logo

**MyFootballClub Registration**

Please use your FFA number and password to login. If you do not know your number or password click on the relevant links below.

FFA No. \* [\[Need your FFA Number?\]](#)  
56029861

Password \* [\[Need a password?\]](#)

Login

Click here on Need a Password  
*(if you already know your password, you can enter it here and proceed to the next step)*

Football Federation Australia logo

**Step 1: Account Access**

Enter your FFA number and your email address below. Proceed.

FFA No. \*  
56029861

Email address \*

Proceed Cancel

[Need Help?](#)

Clicking on need a password will bring up this screen

Enter your email address here and hit proceed

~ ~

Now go to your inbox, you will have an email from no-reply@myfootballclub.com.au

Read this email as it will contain your temporary password.

Click the link in the email, it will take you back to the log on page above

Step 5 – Log in with your FFA number and your temporary password

will

The screenshot shows the MyFootballClub website interface. The browser address bar indicates the URL: <https://live.myfootballclub.com.au/SelfReg/Page.aspx?obj=FamilyMembership>. The page header features the MyFootballClub logo and a welcome message: "Welcome Mr Matthew Leemhuis Russell (56029861)". A "Log-Out" link is visible in the top right corner. The main content area is divided into three sections: "My Details", "My Invoices", and "My Registrations".

**My Details**

Registration Details

Registration

Number Details

First Name: Matthew  
Last Name: Russell  
Birth Date: [Redacted]  
FFA Number: [Redacted]  
Gender: Male

Register

**My Invoices**

No	Status	Date	View	Pay Now	Delete	T & C's
722326	Paid	07-01-2014	View			View
1287877	Paid	13-02-2013	View			View
669176	Paid	12-02-2012	View			View
36927	Paid	31-12-2010	View			View

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**My Registrations**

Role	Organisation Name	Status	Invoice No	Valid From	Valid To	Questions	Deregister
Referee	Sutherland Sh...	Declined	1729251	13-01-2014	31-12-2014		
Referee	Sutherland Shir...	Declined	1722326	07-01-2014	31-12-2014		
Administ...	Sutherland Shir...	Active		31-10-2013	31-10-2014	Edit	Deregister
Referee	Sutherland Shir...	Active	1287877	01-01-2013	31-12-2013	Edit	Deregister
Referee	Sutherland Shir...	Active	669176	01-01-2012	31-12-2012	Edit	Deregister

Page 1 of 2 (7 items)

Firstly, click here to update temporary password to a permanent password

~Click on the Registration Details tab and then Registration to return to the home page

Next up, Click on Register to begin your online registration

**Step 7** – Update and confirm your Contact Details as requested on this page

Please note: we **DO NOT** require you to upload a photo for your registration

**CONTACT DETAILS** | SELECT REGISTRATION | TERMS & CONDITIONS | PAYMENT | ADDITIONAL QUESTIONS | FINISH

Please check your details are up to date prior to proceeding with the registration

### Personal Details

Title:

First Name:

Middle Name:

Last Name:

Gender:  Male  Female

Birth Date:

Country Of Birth:

Nationality:

The following questions are asked to help all levels of football administration better understand and support our members

Do you identify as being of Aboriginal or Torres Strait Islander origin?  Yes  No

Please indicate if you have a disability?

No image loaded  
[Add new image](#)

**Photo Guidelines**  
(122 pixels x 126 pixels). For individuals that require a photo as part of their registration, please ensure the photo is a passport style image of the head only. Hats and sunglasses should not be worn in the photo. Please Note: any inappropriate photos may result in your registration being declined.

**DO NOT UPLOAD A PHOTO**

### Contact Details

Address 1:  This field is required

Address 2:

Suburb:  This field is required

State:

Post Code:

Home Phone:    Is Primary

Mobile Phone:    Is Primary

Work Phone:    Is Primary

Email Address:

Confirm Email Address:

#### Emergency Contact 1

First Name:  \*

Last Name:  \*

Phone 1:  \*

Phone 2:

Email Address:  \*

#### Emergency Contact 2

First Name:

Last Name:

Phone 1:

Phone 2:

Email Address:

Complete these sections including the mandatory fields labelled with a \*

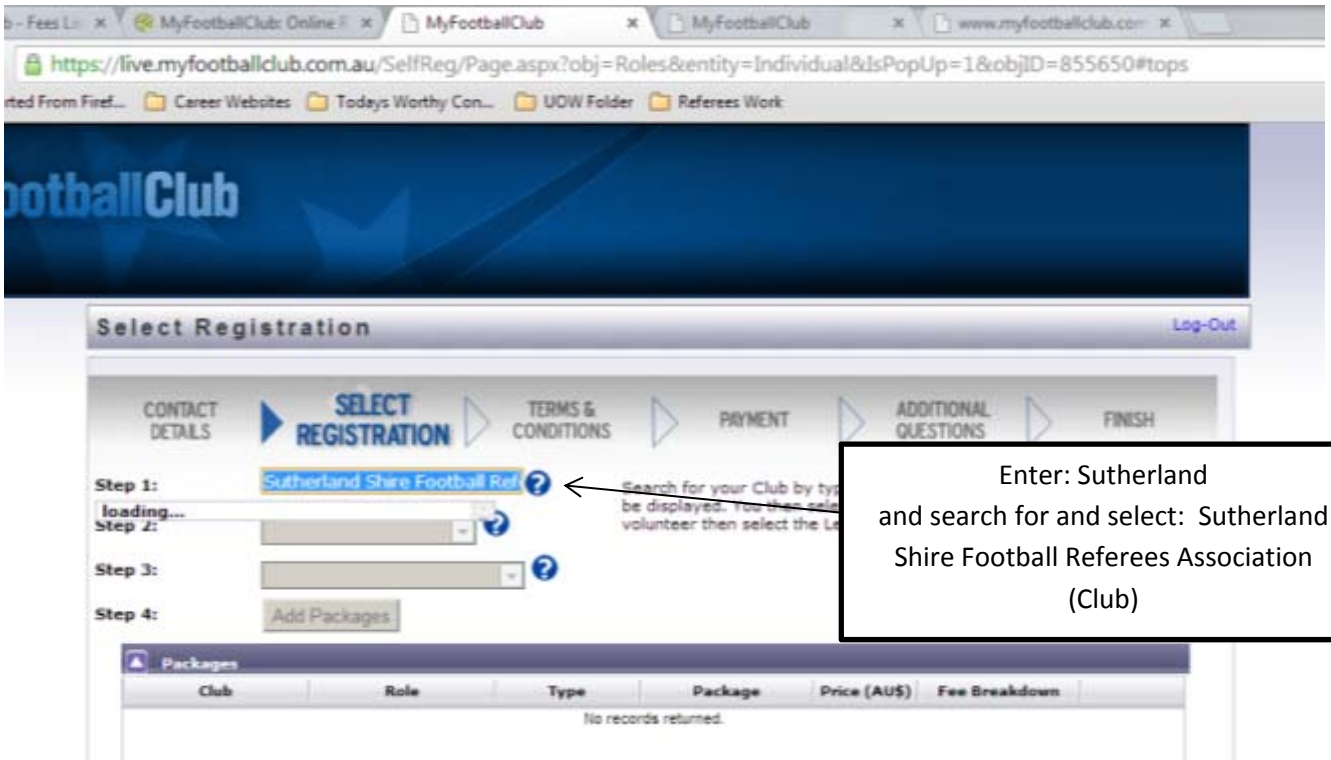
Once complete, click NEXT to proceed to the next page on the form



**Step 8 - Selecting your Registration**

*part a*

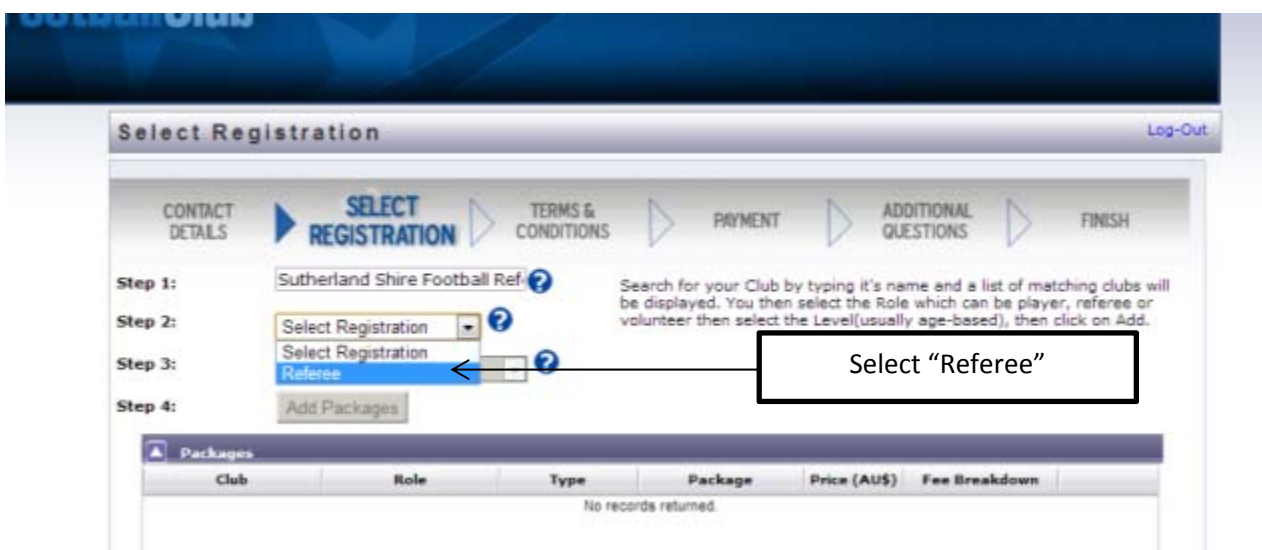
Next to Step 1, enter the text: Sutherland and from within the search results, select: **Sutherland Shire Football Referees Association (Club)**



*part b*

Next to Step 2, Select Referee

You will now see a new pop window – see below for further instruction



**Step 8, part B (continued)**

The following page will then appear... complete this as directed

The screenshot shows a web form titled "Select Registration" with a progress bar at the top containing "CONTACT DETAILS", "SELECT REGISTRATION", "TERMS & CONDITIONS", "PAYMENT", and "ADDITIONAL QUESTIONS". The "SELECT REGISTRATION" step is active. Below the progress bar, there are four steps: Step 1: "Sutherland Shire Football Refi" (with a search icon); Step 2: "Referee"; Step 3: "Are you accredited ? : \*" with a dropdown menu set to "Yes"; Step 4: "If Yes, What level ? : \*" with a dropdown menu set to "Select level". A modal window titled "Official" is open, showing "Category : Senior" and buttons for "Confirm", "Edit", and "Cancel". A callout box at the top right points to the "Yes" dropdown with the text "Yes you are accredited". Another callout box at the bottom left points to the "Select level" dropdown with detailed instructions. A third callout box at the bottom right points to the "Senior" dropdown with age-based instructions.

Yes you are accredited

This will require some thinking! Most members will either be a Level 4 or Level 3 (This is your FFA Qualification)

If you have completed your Level 3 Certificate within the last 4 years, you will select Level 3

If you have not completed your level 3 certificate, or it has been 4 years since you last completed this, you will select level 4

Please do not select the LOTG option or Futsal Options as this does not apply to us

If you don't know what group you are, select Level 4

*For those at State Level who have completed higher qualifications, please apply common sense and select the appropriate level to you needs*

If you are a Cadet (less than 18 years at the beginning of season start), you will select **Junior**

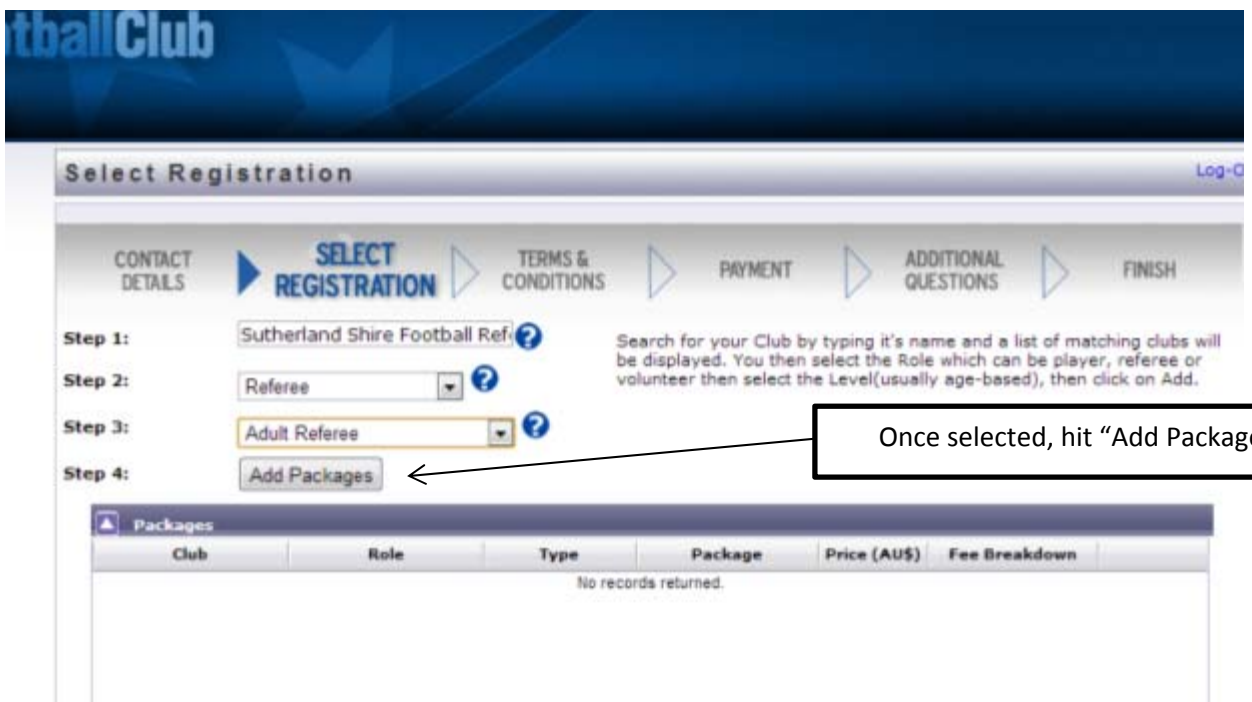
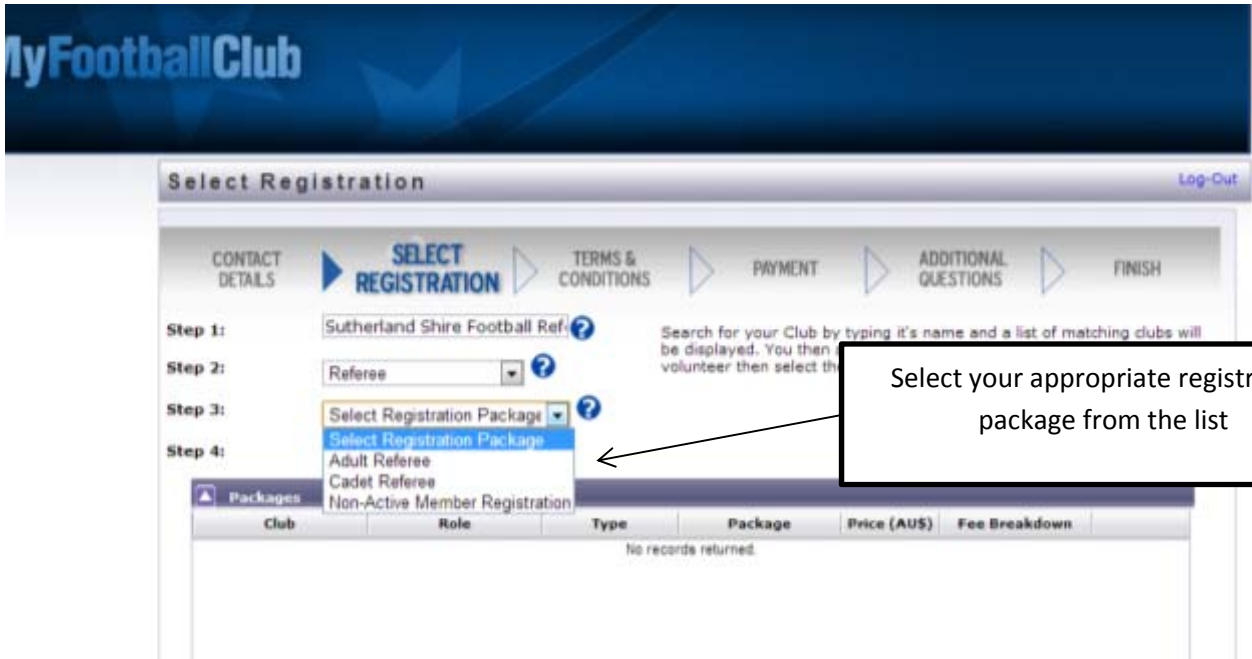
If you are over the age of 18 at the start of the season you will select **Senior**

Once complete, select **Confirm**

**Step 8, part c**

In Step 3, you will select the registration package applicable to you. [follow the steps in the text boxes]

**Note:** If you intend on refereeing at least game this year, do not select “Non Active Registration” this category is applicable to our assessors and members who want to maintain their membership with our association but not actively officate in football games.





**Select Registration** Log-Out

CONTACT DETAILS **SELECT REGISTRATION** TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Step 1:  ? Search for your Club by typing it's name and a list of matching clubs will be displayed. You then select the Role which can be player, referee or volunteer then select the Level (usually age-based), then click on Add.

Step 2:  ?

Step 3:  ?

Step 4:  [Click on the Next button below to proceed](#)

Club	Role	Type	Package	Price	Fee Breakdown
Sutherland Shire Football Referees Association (Clu...	Refer...	Outdoor	Adult Referee	\$70.00	

Page 1 of 1 (1 items)

[Click Next to Proceed](#)

Click Next to Proceed

### Step 8 – Terms and Conditions

Review all the terms and conditions on this page. Then check the box next to 'acknowledge all' at the bottom of the page. To proceed, hit the next button, as highlighted in the screen print below.

Surgeon's Fees  
 Anaesthetist Fees  
 X-rays  
 Public hospital costs  
 MRI Scans  
 You can't claim if you .  
 Play against medical advice  
 Have a pre-existing injury  
 Are under the influence of alcohol or drugs  
 Are involved in a criminal act  
 Have a pre-existing illness or disease (i.e. cancer, heart condition)

Quick Note  
 MRI scans are generally claimable through Medicare, however sometimes the referrer and/or provider is not registered with Medicare. In this case, you can claim through your Personal Accident policy.

I (or if I am currently under 18 years, my parent or legal guardian) agrees to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

All SSFRA members, regardless of age are required to physically sign the FNSW Member Protection Form. This is a mandatory form and members will not be permitted to officiate nor will be appointed to games as an SSFRA member without prior completing this form.

To sign this form, the SSFRA will be holding a Registration Day on Saturday 8th February at the Kirrawee Clubhouse. Members are asked to make themselves available on this day to sign this mandatory form.

Please tick to acknowledge you understand this requirement

I (or if I am currently under 18 years, my parent or legal guardian) agrees to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

Please tick the 'Acknowledge all' box to accept all of the above terms and conditions

**Acknowledge all**

Check this box to agree to all the terms and conditions

Then... select Next to proceed to payment

## Step 9 – Payment Page

Credit card payment online via the online form is the preferred method of payment for Registration fees this season. The FFA has decided not to absorb the cost of the online credit card [merchant] fee, thus passing this on to members. Unfortunately, the SSFRA is not in a position to wear this cost either and the fee for this service will be passed on to user.

If however, you prefer to make this payment via cash and cheque, we can facilitate this option, you will simply need to select the “Manual Payment at Club” as outlines in the screen print below

If choosing this option, members will be required to make their payment on a designated Registration time – see the SSFRA website for these times.

**Payment** Log-Out

CONTACT DETAILS ▶ SELECT REGISTRATION ▶ TERMS & CONDITIONS ▶ **PAYMENT** ▶ ADDITIONAL QUESTIONS

Club Name : Sutherland Shire Football Referees Association (Club)  
Role : Referee  
Package : Adult Referee

Package Amount (AUS) **70.00**

**Step 1 - Additional Items**  
There are no additional items offered by the club

**Step 2 - Payment**

Amount Total (AUS) : **70.00**

Select Pay Online to pay now using your credit card. Please note, this may incur an additional transaction fee.

Select Manual Payment at Club if you do not want to pay online. An invoice will be sent to your email. Some clubs may ask you to take the invoice to your club as proof of registration.

To purchase your registration online, select this option.  
*This is the preferred method of payment*

Select this option to pay for your fees via cash or cheque options.

## Step 10 – Additional Questions

Please answer these questions to assist us in planning for the 2014 season.

**Additional Questions** Log-Out

CONTACT DETAILS ▶ SELECT REGISTRATION ▶ TERMS & CONDITIONS ▶ PAYMENT ▶ **ADDITIONAL QUESTIONS** ▶ FINISH

Please answer the questions below, then click on 'Save All Answers' button at the bottom of the page.

**Additional Questions**

Adult Referee	
Are you available to assist in coaching and mentoring of lesser experienced referees?	<input type="radio"/> No <input type="radio"/> Yes
Would you participate in weekly fitness training this season if a session was provided for you?	<input type="radio"/> No, i am not interested <input type="radio"/> Yes, if it was at a time that i could attend.

[Save All Answers](#)

After answering these questions,  
please click here

## Step 10 – Done!!!

At this stage, your registration will be submitted and needs to be approved by the SSFRA Registrar.

**IMPORTANT:** The next step will be to complete the FNSW Members Protection form and bring this signed copy up to the SSFRA Registration Day (See website for more details) .

You can now simply close your browser. A copy of your invoice will be sent to your email address.

**Finish** Log-Out

CONTACT DETAILS ▶ SELECT REGISTRATION ▶ TERMS & CONDITIONS ▶ PAYMENT ▶ ADDITIONAL QUESTIONS ▶ **FINISH**

**Registration Submitted**

Your registration is now recorded and is **awaiting approval by the Club registrar**. Please contact the Club for more information about the season or any questions regarding your registration.

Remember to keep you personal details up to date especially any changes to your email address.

**Sutherland Shire Football Referees Association**

Po Box 64 SUTHERLAND New South Wales 1469	P : 61 (0) 2 95209115 E : registrar@ssfra.org.au W: http://ssfra.org.au
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To complete your payment please follow your club's payment process, or contact your club registrar regarding the payment of your invoice.

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