

The process set out below outlines how each individual Club User obtains access to MyFootballClub.

Step 1

FW sets MFC Training dates and sends clubs invites to attend.



Step 2

FW sends the link to the Online User Access Request form to all Clubs.

Note: Minimum of 2 & Maximum of 5 Users per club. Clubs encouraged to assign a MFC Super User responsible for Season Set-up process.



Step 3

Each Individual Club User completes the Online User Access Request Form

A 2011 MFC Users use their existing FFA number

B New Users generate a FFA number & password under 2012 Club Account Generation



Step 4

Each Individual Club User attends the MFC Training.

Each individual must sign in at the beginning of the Training and stay for the duration.



Step 5

Following attendance at the MFC Training, FW will enable each Individual Club User access to the system as soon as possible (provided step 3 & 4 has been completed).

Notification will be provided via email.



Final Step

Club nominated MFC "Super User" is responsible for the 2012 Season Set-up process by updating Club Details, Age Groups, and 2012 Registration Package Fee set-up via MFC.

***Each Club User should hold a valid Working with Children Check**

For more information contact Football West

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