

# MFC - Registering a Volunteer or Coach – by Club Registrar

Follow these steps to register a Volunteer via Registration by Club Registrar on MFC

**Step 1** – Once logged into MyFootballClub, click on either ‘New Registration – Over 18’ or ‘New Registration – 18 & Under’ (Depending on the individual’s current age)

**Step 2** – Search for the individual by “First Name, Last Name & DOB” or “FFA ID & DOB”



**Tip!** Search by using only the first initial of the First Name & Surname to broaden the search

**Step 3** – The person will either be found on the system (has an FFA ID) or will not be found (no FFA ID)

- If the person is not found – Click **Add New Individual** > **Proceed to Step 4**
- If the person is found – Click **Select** next to the individuals record > **Proceed to Step 5**

**Step 4** – Click **Generate** to allocate a FFA ID number for the individual

**Step 5** – Input the individual’s information into the fields

- All fields marked with (\*) need to be completed to proceed to the next step

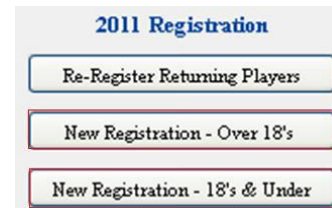
**Step 6** – Click **Register Non-Playing Role** option

**Step 7** – Select ‘Volunteer’ or ‘Coach’ and click ‘Register Non Playing Role’

**Step 8** – Select the Individual’s role at the club under ‘Category’ (i.e. Registrar)

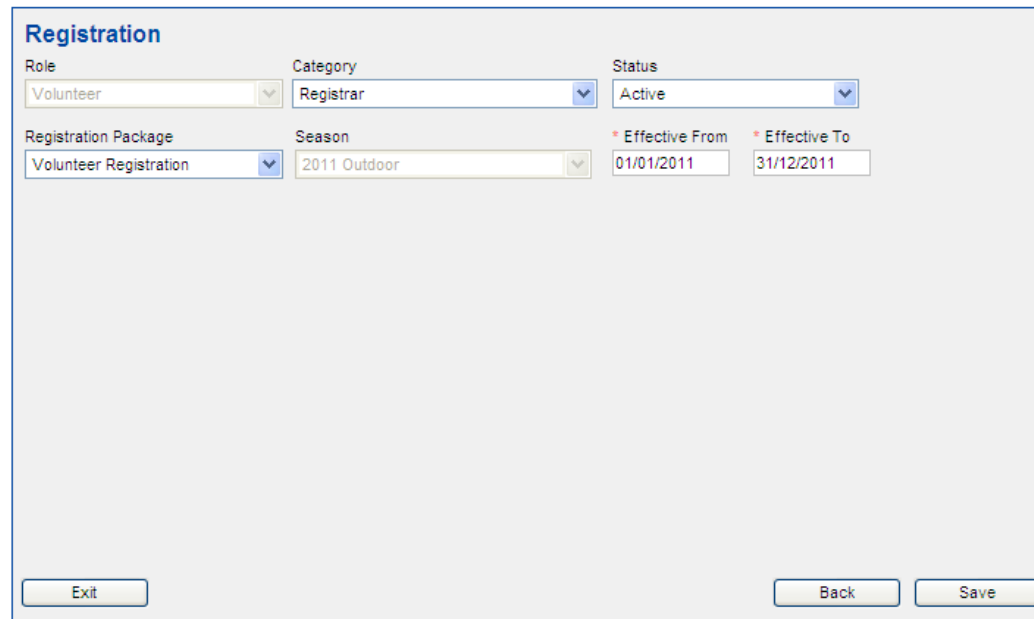
**Step 9** – Ensure the ‘Status’ is Active

**Final Step** – Click **Save** – the volunteer registration is complete! You may now **Exit**.



2011 Registration

- Re-Register Returning Players
- New Registration - Over 18's
- New Registration - 18's & Under



**Registration**

Role	Category	Status	
Volunteer	Registrar	Active	
Registration Package	Season	* Effective From	* Effective To
Volunteer Registration	2011 Outdoor	01/01/2011	31/12/2011

Exit Back Save

All occupants of the Technical Area in the State League Premier 1<sup>st</sup> team must be registered on MyFootballClub.