

1. What is MyFootballClub?

MyFootballClub (MFC) is Football Federation Australia's (FFA) national on-line sports administration system which is primarily utilised for player registrations including player self-registration.

2. What are the benefits of MFC?

The benefits for players include:

- Convenience of registering in your own place, in your own time
- No paper forms required
- Maintain your own details and update them when they change
- Ability to view player registration fees for the Club at the time of registration

The benefits for clubs include:

- Ability to consolidate all registration processes into one place and reduced paper form administration
- Instant and easy access to up-to-date player and team contact details
- Improved management of teams and registration days
- Maintain compliance with FW, FFA and FIFA regulations

3. How can I access MFC?

MFC can be accessed via www.myfootballclub.com.au. It is best viewed in Internet Explorer, Mozilla Firefox or Safari. Please enable pop-ups in your web browser as well.

4. What is player self-registration via MFC?

Player self-registration is a paperless registration process. A player will be able to log-in to their personal on-line account with MFC, update their personal details (or for new Players create a new account) and apply to register with a Club once selected in a team. A Club will then be able to "accept" or "decline" the player registration.

Football West strongly encourages the use of the player self-registration option as this is a completely paperless registration process that saves clubs time and resources.

5. Can a player pay on-line with a credit card via MFC during the player self-registration process?

MFC offers Clubs the option to activate on-line payments for players self-registering to pay via credit card. MasterCard and Visa are the only credit cards accepted.

6. What is "Registration by Club registrar" via MFC?

This is a two-step process involving the completion of a version of the NRR 03 – Amateur Player Registration form as a proof of registration and the Club then processing the registration and payment of the player registration via the on-line MFC system.

7. Do players need to supply photos when registering?

Photos are required for proof of registration for all players except those playing Small-Sided Football. Players can load a photo to their profile when self-registering or the club can obtain a photo and load it when registering the player.

8. What is the age requirement to register?

A player must be five or turning five in 2012 to be able to register and play football.

9. How do you obtain an admin log-in for your Club to MyFootballClub?

Once you have undertaken training and have completed the FFA Online User Access Request form you will be granted access. All users are expected to have obtained a Working with Children Check (WWC Check). FW recommends a minimum of 2 officials per Club attend training and gain access to MyFootballClub. There is a maximum of five (5) users per Club which will be distributed following the mandatory training. Each user log-in will need to be individually requested following training. Once you login, the password for MFC can then be set to something more personal.

Training is mandatory for every MFC User.

For more information contact Football West

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10. How do I know a player is registered? How can I print his/her Proof of Registration?

For a player to be eligible to play he/she must have an 'Active' status in MFC. To check whether a player is 'Active' the Club Registrar should run the Proof of Registration report from the Reports module of MFC. This report can be filtered and exported to PDF for printing.

11. Can players be assigned to teams?

Yes, players can be assigned to teams once players are registered on MyFootballClub. This function is primarily used to allocate players into teams so contact details for a particular team can easily be provided to a coach or team manager. The Proof of Registration reports can also be filtered via Team as well.

12. What reports can be generated from MFC?

There are various reports that can be exported from MFC which provide Clubs with useful information which they can utilise. The most important report that all Clubs should be using is the Registration Card report.

13. Do all players get registered via MFC including Small Sided Football (SSF)?

Yes, all players must be registered via MyFootballClub. This includes players of all ages including SSF participants.

14. How are the Player Registration fees paid for?

For Players; the payment processes may remain similar to current Club procedures or via MFC on-line payments (if available)
For Clubs; the Club will be sent an invoice via mail based on active players registered on a weekly basis.

15. Does MFC cater for player discounts (i.e. Families with multiple children registering)?

Discounts should be handled similar to current Club procedures, where any discount process is worked out by each Club. Clubs also have the option of setting up "Early Bird" discounted fee packages for a specified period of time.

16. How do players change Clubs during the season?

For a detailed explanation please visit the Football West website -> Player Registrations page.

17. How does a Club de-register a player?

For a detailed explanation please visit the Football West website -> Player Registrations page.

18. Can a Club process an International Transfer Certificate (ITC) Clearance Request via MFC?

No, an ITC Request cannot be requested via MFC. An ITC Request may only be lodged via Football West using the ITC Clearance Request Form.

19. What other 'roles' can a Club utilise MyFootballClub registration for?

Clubs are encouraged to utilise MyFootballClub for "Volunteer" registrations of administrators, coaches & committee members. In 2012, it will be mandatory to register all occupants of the technical area in the State League Premier 1st team.

20. When will MFC be operational? When can players start registering for 2012?

The system is scheduled to go "live" and be available for Clubs and Players to use from January, 2012.

21. Where do I go for help?

Call Football West on 9422 6913 or e-mail; daniel.gibbons@footballwest.com.au
Call FFA Call Centre on (02) 8020 4199 or e-mail; myfootballclub@footballaustralia.com.au
FFA Call Centre Hours of Operation: Monday – Friday 12 noon - 9 pm AEST