

1. What is Proof of Registration?

Proof of Registration consists of a player's individual details and photo and can be exported from MyFootballClub. It is required for all players except those playing Small Sided Football.

2. What are guidelines in regards to photos?

Photos should be a recent, clear headshot of the player. It is recommended that the photo is less than 10 years old for 18s and over and less than three years old for players under 18. The photos should be loaded onto a player's profile in MFC. It is recommended that the photo be in a recognised digital media format (e.g. jpeg, gif, etc.) and less than 1MB in size.

3. How does the Club load a photo onto a Player's profile?

- Club Registrar logs into MyFootballClub through "Admin Login"
- Search for the player via "Search by Club List" or "Search by Individual"
- Select the player's record and click the "Individual" tab
- Click on the "Photo" button
- Click "Browse" and locate the file on your computer
- Click "Upload" and wait while the file uploads
- Once the file is uploaded the photo should preview
- Click "Save & Close"

4. How does the Club print Proof of Registration from MyFootballClub?

- Club Registrar logs into MyFootballClub through "Admin Login"
- Click "Reports" (under Club Administration column)
- Click the [Registration Card – A4 Size](#) report
- Select <Club [Your Club]>, <Type [Player]> and <Football Type [2012 Outdoor]>
- You can also filter according to <Team>, if you have created & allocated teams in MFC
- Click "View Report"
- Click "Export" and save to PDF file
- Download the PDF file, which will display 10 cards to an A4 page
- Print the document

5. How should Proof of Registration be printed and stored?

The Proof of Registration report can be exported to PDF format. The document displays 10 cards to a page and can be printed in black & white or colour. The Proof of Registration pages can then be stored and displayed in an easily accessible manner that clubs deem appropriate (such as in a plastic display file).

6. What is the Proof of Registration process on game-day?

Each team must produce proof of registration for any or each of its players on request from the opposition prior to kick-off. If a club is unable to produce proof of registration for any player prior to kick-off after being requested to do so by the opposition club, the fixture may proceed. However, the proof of registration requested must be produced before the end of the fixture for that player(s) to be deemed eligible to participate. If the club is unable to produce the proof by the end of the fixture, the player(s) will be deemed ineligible. The failure of a club to produce proof of registration to the opposition club must be reported to the referee who must note that failure on the team list. If the failure of a club to produce proof of registration is not communicated to the referee, then no protest based on the ineligibility for that player(s) will be entertained under any circumstances. Proof of registration MAY NOT be requested after the fixture has commenced.

A player must be 'Active' in MyFootballClub and have valid Proof of Registration to be eligible to play.

For more information contact Football West

Ph: (08) 9422 6913 E-mail: daniel.gibbons@footballwest.com.au Web: www.footballwest.com.au