

## Guide to Player Self-Registration via MyFootballClub for Waverley Victory FC

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

### Help:

- Waverley Victory FC
  - Karen Zsolt Ph: 0448 351 609 or [treasurer@waverleyvictory.com.au](mailto:treasurer@waverleyvictory.com.au)
- Football Federation Victoria
  - MyFootballClub Support Ph: (03) 9474 1800 (press 2) or [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au)
  - Resources (Videos/Manuals) [www.myfootballclub.com.au](http://www.myfootballclub.com.au) MyFootballClub/Register Now/Guides
  - FAQ's [www.footballfedvic.com.au](http://www.footballfedvic.com.au) (under Registrations > MyFootballClub)
- Football Federation Australia
  - FFA Support Centre Ph: (02) 8020 4199 or [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)

### Retrieving a Password

1. Click on “Register Now” and then “Register” on the top menu.
2. Click on “Find your FFA Number” to find your FFA number. Enter your name and DOB to find your FFA number.
3. Click on your name to take you to the login screen.
4. Click on “Need a Password?” to reset and retrieve a password by entering a matching email address that is currently on the MyFootballClub system.
5. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and log into the system.

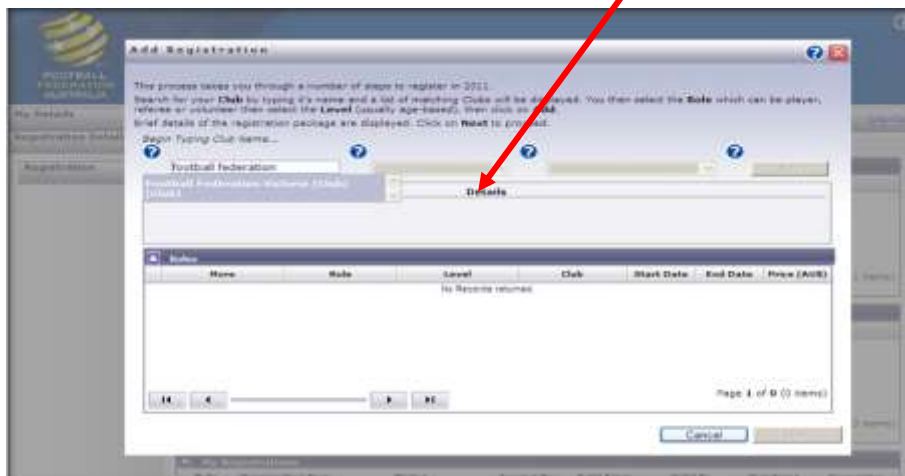
**Note: Do not create an account if you have been registered within the last 5 years – Contact FFA or FFV for assistance to find your FFA number.**

### Logging into your own MyFootballClub Account

1. Click on “Register Now” and then “Register” on the top menu.
2. Click on “Player Registration”.
3. Select the option that reflects your previous registration history and follow the prompts to login to your MyFootballClub account.

### Registering to Waverley Victory FC

1. To begin registration, click on “Register Now”.
2. Click “Add new Image”, click “Browse” and select a photo from your computer.
3. Under “Subject” type your name and then click “Save and Exit”.
4. Update your Personal and Contact Details, click on “Proceed with Registration”.
5. Type in our Club name which is Waverley Victory FC.
  - Note: You must select our Clubs name from the drop down menu that appears for packages to be made available.



6. Under "Select Registration", choose the option "Player".
7. Select the appropriate Registration Fee that applies to your team.
8. Click on "Add" and then click on "Next".

### Acknowledging Terms and Conditions

Read and acknowledge all Terms and Conditions by checking all boxes and then click on "Next".

### Payment Options Screen

You will be given the option to "Invoice Me" or "Pay Now".

- Pay Now – this allows you to pay the registration fee now by credit card.
- Invoice Me – you will need to pay the registration fee directly to the Club by cash.

### Answer Additional Questions

Answer the questions, click on "Save All Answers" or click on "Next".

- This is where you provide any medical condition or allergies information.

### Your Online Registration is now complete! What happens next?

Your Registration Status is now "Pending Awaiting Payment". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.

For more information, please contact Karen Zsolt Ph: 0448 351 609  
or email [treasurer@waverleyvictory.com.au](mailto:treasurer@waverleyvictory.com.au)

---

### Updating Your Details

If you wish to update any of your personal details

- Click on "My Details" then "Edit My Details" to update your Personal and Contact Details. Finalise by clicking "Save My Details".
- You may also Change your Password in this section by clicking "Change Password" and clicking "Save".

