

2018 Season **Gladesville Sharks FC** Self Registration Guide After 30 January registrations

Please follow the following instructions to register online for our club after 30 January 2018:

1. **Active Kids Program Rebate**

If you intend to use the Active Kids Program Rebate of \$100:

- a) Visit sport.nsw.gov.au/activekids. Read the Guidelines and Fact Sheets to learn about the program.
- b) Visit service.nsw.gov.au and create or login to your MyServiceNSW Account.
- c) Complete an Active Kids application through your MyServiceNSW Account. You will receive a voucher with a unique ID number for each child you register (available to download, print and email).
- d) Redeem your voucher on the Gladesville Sharks My FootballClub website (see 4. below)

2. **Login:**

- a) Go to the MyFootballClub website: www.myfootballclub.com.au
- b) Click on %Register Now+
- c) Select %Player Registration+
- d) Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
- e) Login using your FFA number and password

3. **Start Registration**

- a) Once logged in, select %Make a Registration+or %Register Now+
- b) Update contact details if necessary. **! A current passport-style photo is required. Photos 2 years or more years old must be updated.**
- c) On the next screen, enter the club name Gladesville Sharks FC - Men (for men & boys) or Gladesville Sharks FC - Women (for women & girls) (make sure you select the right club!)

NB: If you get a message saying there are no packages then click OK and check the club name

- d) Select the Registration role as: %Player” or “Coach” or “Volunteer+(for manager)
- e) Select the correct Registration Package that applies for your registration.
- f) Click the %Add+button.
- g) Click the Next button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click Next.

4. **Payment NB: Payment must be made before a registration can be completed.**

- a) Step 1 . If using Active Kids Program voucher, enter the player's voucher ID at the invoice screen (otherwise go to Step 2). Note that if an invalid voucher ID is input, an invoice for the full fees will be generated.
- b) Step 2 . choose from the following option:

Payment Options

Make a credit card payment now: Click on %Pay Now+to pay online with a credit card (VISA or MasterCard)

or

Make a credit card payment later: Click on %Manual Payment at Club+. Login to MFC later and go to MyDetails > MyInvoices and select the Pay Now option

or

Pay at club registration day: select %Manual Payment at Club+. Pay by cash, cheque or eftpos.

or

Pay by direct transfer into the club bank account at a branch or internet transfer. Use these details:

5. Complete Registration application

- a) Answer the questions on the final page and click the %Save All Answers+button.

<i>Gladesville Sharks Football Club banking details:</i>	
Branch	NAB Burwood
Account name	Gladesville Sharks FC
BSB	082171
Account number	167936900
Identifier	You should quote your FFA number as the deposit identifier.

Where do I go if I need help with my registration?

You can email the club at registrar@sharksfc.org.au with any queries you have.

If you have any trouble with MyFootballClub you can use the following resources to help you.

- [View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.](#) (Search registration guide).
- Visit the FAQs page on the MyFootballClub website.
- If you are having problems with your password to login please contact support on the details below:
Football NSW MFC Staff:
 (02) 8814 4449 samanthad@footballnsw.com.au (business hours, after hours and weekends)
 (02) 8814 4448 samuelk@footballnsw.com.au (business hours . 9am-5pm Mon-Fri)

OR

FFA MFC Support Centre

(02) 8020 4199 myfootballclub@footballaustralia.com.au