

Woodvale FC Player Self-Registration

Please follow these instructions to register as a player for the 2019 season.

Step 1: Create a Football Account (** Everyone needs to do this! **)

1. Go to Football Federation Australia website: <https://www.ffa.com.au/football-account>
2. Click on “**Join Now**”
3. Select **Create Account** Note: you are creating an account as an adult (parent/guardian, or adult player), not as a junior player.

You need to be able to access any emails sent to this address during registration. For those who participated in the 2018 season, if you are able to use the same email address you were using then, finding previous records will be a lot easier (it can be changed later, too).

Note: The email you were using previously is the one we are sending to right now.

Later on during the registration process you will be asked for player details. Those will be checked for matches with records in the old Myfootballclub system, and you will be able to claim any matches.

4. A **verification code** will be send to the email address provided. You will need this code to proceed with the registration.

Step 2: Registering to Woodvale FC (This is where you register a player - or yourself)

After creating your account above, head to www.playfootball.com.au

1. Click on “Where can I Play?” or Register Now.
2. Select the age group the Participant fits.
3. Search for "Woodvale".
4. Select the Woodvale Football Club.
5. Club Details and Programs are available for Participants.
6. There is **no** need to contact the club. Just select **Start My Registration**
7. Welcome to Play Football Online Registration, click on **Get Started**
8. If required, click on "Already have an account" and sign in.
9. At this stage, the first matches from the old registration system may be showing up. Select the participant you are registering ("myself" if you are the player, "Linked Person" if your child is listed already, or "New Person" if your child is not listed) and **Continue**
When you enter a "new person" the system will look for matches in previous records and offer to link those to your account.
Anyone you register through this page will be linked to your Football account.
10. The Club name should already display "Woodvale Football Club"
11. Select your product (example: Junior U9). **If your child is planning to play up in another age group** you will still need to register for his correct age at this stage. Please add a note in the comments section later on.
12. Product details (this shows our fee breakdown). Click **Continue**

13. Check and update ALL of the player's details on the next screen, and click **Continue** Note that some details are taken from previous year's records, and some are new.

14. Profile Photo "Select Profile Image", Browse from your device, and wait for it to upload (this may take a minute).

Use the edit features if necessary (e.g. zoom and reposition), then **save** the image (see right) and click **Continue**

15. **International Transfer Certificate** Answer question accordingly and click **Continue**

16. Review your order, if you need to modify your product selection or details, select '**Modify**' in the appropriate section to do so.



Acknowledging Terms and Conditions

17. Click on **Accept all T&Cs displayed**

18. Untick the last 3 boxes if you want to OPT OUT of marketing communications!

19. Click **Continue**

Payment Screen

20. Choose either **Pay Now** with credit card details, or click **Submit and Pay Later** if you intend to transfer money directly into the club account (instructions at the very bottom of this page), or if you prefer to pay in person at our Open Day.

If you have already paid a deposit please choose the "Pay later" option and our treasurer will be in touch with instructions on how to pay the balance. If you are receiving a Kidsport voucher please see below!

As per the Club's constitution, payment in full must be made to officially become a member of our club and receive all applicable benefits.

21. At the confirmation message, select **Finished Registration** or **Perform another Registration** if you still need to register and link another child/player.

KidSport

If you are receiving KidSport for 2019, please choose to "pay later" and email your child's name, code, registration number and amount to Elena at treasurer@woodvalefc.net. She will reply with instructions on how to pay the difference.

Offline Payments

If you have chosen to pay your fees offline you can do so by transferring the funds to our bank account (shown below).

Woodvale FC INC
BSB 036-231, Account 317 827
Ref: Player Lastname & Firstname

To discuss other options you can contact our club treasurer via: treasurer@woodvalefc.net

Problems with your registration?

Please email Sabine Wise (registrar@woodvalefc.net) with as much detail as possible, or try to call the FFA support line on (02) 8880 7983.