

# MyFootballClub

PINE HILLS F.C.



Welcome to Online Registration at **Pine Hills Football Club**

- Register online NOW ....and PAY ONLINE BY CREDIT CARD if you pay in full (sorry, no option to pay online during registration process for part payments)
- Save time at the sign-on days and possibly alleviate the need to attend. This process can also be used (slightly altered) if you have a new member in your family playing for the first time, by adding them as a new player – includes anyone who played Squirts in 2011.
- *(If you are unable to register online, come along to one of the sign on days and we will be able to assist you to register).*

Go to [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

**If you are new to the club (U6 player) or new to football (you haven't played in an FFA competition for the past six years), follow the instructions on the website to create a new registration and receive your unique FFA registration number which will remain your number for your football career while playing for Football Brisbane or any other associate related to Football Federation of Australia.**

**If re-registering, find your FFA number and retrieve your password**

1. [www.myfootballclub.com.au](http://www.myfootballclub.com.au) and select "Find your FFA number" then follow instructions to click to find FFA number.
2. Select "Need your FFA number" for a search screen to search with name and birth date.
3. If you have your FFA number and you want to retrieve your password, select "Need a Password" to bring up options to retrieve your password.
4. If you can't find your FFA number - Contact the FFA Call Centre on (02) 8020 4199 or email [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au) and they will assist you to locate your number, retrieve your password and log into the system.
5. If your email address does not match with data in MyFootballClub – there is an option to reset your password by validating your account. If all else fails, contact FFA support on (02) 8020 4199 or [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au) to update your email and log into the system. The FFA call centre will be open from midday to 9pm for the next few weeks.

## Online registration

1. [www.myfootballclub.com.au](http://www.myfootballclub.com.au) and select “Register Online”
2. Scroll down the screen of the registration page and select “Player Registration”.
3. You are given two options to register. The first option is to re-register, the second is for new players who are new to football and do not have an FFA number.
4. To re-register, enter your FFA number and password to login.
5. Under the Registration tab, select “Register Now” which then asks you to update your details i.e. change of address, phone, email details etc. Please take the time to make sure all of the player’s details are up to date.
6. Once completed, select “Proceed with Registration”.
7. The system automatically enters “**Pine Hills Football Club Inc**” - no need to alter this field.
8. Under “Select Registration”: choose “Player”.
9. Under “Select Registration Package”: select the age group that fits the player, **register the player in their correct age group** and continue the registration.
10. Select “Add”.
11. Select “Next”.

## Acknowledging Terms and Conditions

- Read and acknowledge all terms and conditions and select “next”.

## Add registration and option to pay online or print tax invoice to pay later

- Check the details carefully of the registration for the player you are registering before proceeding.
- There will be two options lower on the screen. The first is to pay online by credit card – this is only if paying in full. You **cannot amend the payment amount**, if paying by instalments you cannot use this option.
- If not paying by credit card please select “Invoice Me” and print the tax invoice which will trigger a tax invoice to be sent to your email address, and the screen will proceed to some additional questions you will be required to answer.

## Answer Additional Questions

- Answer all question, then “Save All Answers” and select “Next” to complete your registration.

## Alternative Payment Options

- **EFTPOS, cash or credit card:** When you register, print the tax invoice and attend one of the sign on days on Saturday 28 January 2012 or Sunday 29 January 2012 to pay.
- **Pay online:** Transfer payment directly to the club bank account, AND advise the club of your payment by emailing [assistant.treasurer@pinehillsfootball.com](mailto:assistant.treasurer@pinehillsfootball.com). Transactions will not be processed without full information.
- **By instalments:** If you are going to pay by instalments, it is preferred that you print your tax invoice and attend one of the sign on days to make arrangements and the initial payment. To save time at the club, please read the PHFC Fees policy on the website [www.pinehillsfootball.com](http://www.pinehillsfootball.com), print and complete the instalment application form and bring along with you.

You may pay your instalments by transferring money directly to the club bank account, however it is really important that you fax (3351 8521) or email (your tax invoice and your signed instalment application form AND include your surname and FFA number in the details/comments in your bank transfer so that we can recognise who the payment is for. (please remember that there will be many transactions for the same amount and we need this information to be able to apply your payment against your registration).

The instalment application form is part of the Pine Hills FC Fees policy and can be found on the Pine Hills FC website under "Policies".

## Where do I go for help?

- Call the FFA Call Centre on (02) 8020 4199 or send an email to [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au) particularly if you are having problems finding your FFA number or retrieving your password.

# MyFootballClub

PINE HILLS FC.



Welcome to Online Registration at **Pine Hills Football Club**

- Register online NOW....and PAY ONLINE BY CREDIT CARD if you pay in full (sorry, no option to pay online during registration process for part payments)
- Save time at the sign-on days and possibly alleviate the need to attend. This process can also be used (slightly altered) if you have a new member in your family playing for the first time, by adding them as a new player – includes anyone who played Squirts in 2011.
- *(If you are unable to register online, come along to one of the sign on days and we will be able to assist you to register).*

Go to [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

**If you are new to the club (U6 player) or new to football (you haven't played in an FFA competition for the past six years), follow the instructions on the website to create a new registration and receive your unique FFA registration number which will remain your number for your football career while playing for Football Brisbane or any other associate related to Football Federation of Australia.**

**If re-registering, find your FFA number and retrieve your password**

1. [www.myfootballclub.com.au](http://www.myfootballclub.com.au) and select "Find your FFA number" then follow instructions to click to find FFA number.
2. Select "Need your FFA number" for a search screen to search with name and birth date.
3. If you have your FFA number and you want to retrieve your password, select "Need a Password" to bring up options to retrieve your password.
4. If you can't find your FFA number - Contact the FFA Call Centre on (02) 8020 4199 or email [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au) and they will assist you to locate your number, retrieve your password and log into the system.
5. If your email address does not match with data in MyFootballClub – there is an option to reset your password by validating your account. If all else fails, contact FFA support on (02) 8020 4199 or [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au) to update your email and log into the system. The FFA call centre will be open from midday to 9pm for the next few weeks.

## Online registration

1. [www.myfootballclub.com.au](http://www.myfootballclub.com.au) and select "Register Online"
2. Scroll down the screen of the registration page and select "Player Registration".
3. You are given two options to register. The first option is to re-register, the second is for new players who are new to football and do not have an FFA number.
4. To re-register, enter your FFA number and password to login.
5. Under the Registration tab, select "Register Now" which then asks you to update your details i.e. change of address, phone, email details etc. Please take the time to make sure all of the player's details are up to date.
6. Once completed, select "Proceed with Registration".
7. The system automatically enters "**Pine Hills Football Club Inc**" - no need to alter this field.
8. Under "Select Registration": choose "Player".
9. Under "Select Registration Package": select the age group that fits the player, **register the player in their correct age group** and continue the registration.
10. Select "Add".
11. Select "Next".

## Acknowledging Terms and Conditions

- Read and acknowledge all terms and conditions and select "next".

## Add registration and option to pay online or print tax invoice to pay later

- Check the details carefully of the registration for the player you are registering before proceeding.
- There will be two options lower on the screen. The first is to pay online by credit card – this is only if paying in full. You **cannot amend the payment amount**, if paying by instalments you cannot use this option.
- If not paying by credit card please select "Invoice Me" and print the tax invoice which will trigger a tax invoice to be sent to your email address, and the screen will proceed to some additional questions you will be required to answer.

## Answer Additional Questions

- Answer all question, then "Save All Answers" and select "Next" to complete your registration.

## Alternative Payment Options

- **EFTPOS, cash or credit card:** When you register, print the tax invoice and attend one of the sign on days on Saturday 28 January 2012 or Sunday 29 January 2012 to pay.
- **Pay online:** Transfer payment directly to the club bank account, AND advise the club of your payment by emailing [assistant.treasurer@pinehillsfootball.com](mailto:assistant.treasurer@pinehillsfootball.com). Transactions will not be processed without full information.
- **By instalments:** If you are going to pay by instalments, it is preferred that you print your tax invoice and attend one of the sign on days to make arrangements and the initial payment. To save time at the club, please read the PHFC Fees policy on the website [www.pinehillsfootball.com](http://www.pinehillsfootball.com), print and complete the instalment application form and bring along with you.

You may pay your instalments by transferring money directly to the club bank account, however it is really important that you fax (3351 8521) or email (your tax invoice and your signed instalment application form AND include your surname and FFA number in the details/comments in your bank transfer so that we can recognise who the payment is for. (please remember that there will be many transactions for the same amount and we need this information to be able to apply your payment against your registration).

The instalment application form is part of the Pine Hills FC Fees policy and can be found on the Pine Hills FC website under "Policies".

## Where do I go for help?

- Call the FFA Call Centre on (02) 8020 4199 or send an email to [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au) particularly if you are having problems finding your FFA number or retrieving your password.