



Senior Player Online Registration Guide

Please follow the following instructions to register online for Kingsway United Christian Football Club

Login

1. Go to the MyFootballClub website: www.myfootballclub.com.au
2. Click on "Register Now"
3. Select "Player Registration" at the bottom of the page.
4. Select the appropriate option and follow the prompts. If you played last season, click to find your FFA Number otherwise click to create an FFA account
5. Once you have your FFA Number and Password you are ready to Login. Click "Proceed to Login Pages" (Note – If you don't remember your password from last year, click where it says (Need a password?) and you will be asked to completed your details. When entering the club you played for last year, if you played for our club just enter Kingsway United CFC and select this option. You will then be asked for an email address to send the password. The password will be emailed to you)
6. Login either by:
 - using your FFA number and password,
 - have them sent to you if you have forgotten them
 - create new ones if you are a new player

Start Registration

7. After you log in click on "Register".
8. Check that your contact details are correct.
9. **NOTE: If you are new to the club or the photo contained on your registration appears out of date, please upload a passport size photo of your child as part of your registration (File must be <1MB. This process will take a few minutes). You must have a photo for full rules**

10. Make sure the mandatory fields have been entered and click the “Next” button at the bottom of the page. (Please check all details including spelling before proceeding past this screen as changes cannot be made once entered).
11. “Step 1” On the next screen, enter in the club name which is Kingsway United CFC (If you get a message saying there are no packages then click OK and check the club name.)
12. “Step 2” Select the Registration role as: “Player”. (Note: If this is the first time you have registered to play football in Australia you will need to confirm whether you played in another country.)
13. “Step 3” Select the correct Registration Package (Year Group) that applies for your registration. (If the year group you are after does not show up please contact the registrar for assistance registrations@kingswayunited.com).
14. Then click the “Add Packages” button. Your selected package will show in the space below. Check that the package is the correct one before proceeding.
15. Click the Next button at the bottom of the screen.
16. Read and acknowledge all the Terms and Conditions then click Next (note – you will not be able to proceed without accepting these terms and conditions).
17. You are now in the Payments page.
18. If you would like to purchase any additional Items which include **Supporters Gear** please click the “Purchase Additional Items” button. This will provide a list of the items that are available.
19. Once you have selected all the Additional Items and/or Discount Packages to be purchased click the “Update Order” button.
20. You will then be taken back to the payment screen and will see your additional items ordered. You will also notice the cost of the additional items has been added to your invoice and any subsequent child discounts will be automatically deducted.
21. This season you will be given an option to pay on-line or by manual payment.
22. On-line payment requires your credit card details and will incur a 2.5% surcharge on each payment. Please note that this surcharge is charged by FFA for the secure on-line gateway.
KINGSWAY UNITED CFC DO NOT RECEIVE ANY PART OF THIS FEE.
23. There will still be a “Manual Payment” option which will require you to make an electronic transfer to the club via internet banking or payment can be made in person at any ANZ Branch using the account details printed on your invoice. Your invoice will be emailed to the email address you specified in the registration and will contain the club banking details for manual payment.
24. **Payment must be made before a registration can be accepted.**
25. You will then be directed to answer the Additional Questions on the last page and click the “Save All Answers” button. Some of these questions are mandatory therefore you wont be able to proceed without answering them.
26. Your registration will then be submitted awaiting approval by the club registrar. This will normally be completed 2 weeks prior to the season starting.

To Retrieve Your Invoice Please follow the instructions below (Only required if making payment manually)

27. Now select the "Return to Home Page" button which will take you back to the first Registration Page where you started. In the Middle section of the page you will see a heading "My Invoices"
28. The top Invoice should say "Status Not Paid" and the date of your on-line registration. Click the "View" button that relates to this invoice and your invoice will appear. Scroll to the bottom of the invoice where you will have the option to print or send by email.
29. Print your invoice which contains the amount owing along with all the necessary details to make your payment. **REMEMBER - YOUR REGISTRATION CANNOT BE FINALISED BY THE CLUB UNTIL PAYMENT IS RECEIVED AND CONFIRMED.**
30. Once you have paid your fees please ensure you email a copy of your deposit receipt and invoice to registrations@kingswayunited.com.

ADDITIONAL ITEMS

If you have selected to purchase additional items via the on-line registration, please email your invoice to the club at enquiries@kingswayunited.com. We will then be in contact to get all sizing details from you.

Congratulations!

Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc. **New players must** email a copy of their birth certificate or passport to: registrations@kingswayunited.com

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

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

- Visit the FAQ's page on the MyFootballClub website.
- View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 particularly if you are having problems with your password to login.
- Email registrations@kingswayunited.com