



Beacon Hill Football Club (BHFC) Player Registration

Please follow the following instructions to register online for the 2012 Winter Competition. If you encounter issues with the registration process (such as the screen appearing to freeze), please look in the notes at the bottom of this document.

Login

1. Go to the MyFootballClub website: www.myfootballclub.com.au
2. Click on "Register Now" → "Register" → "Player Registration (scroll down)"
3. If you received an email with login details, choose "I know my FFA number ... / Click here to proceed to the login pages". If not, choose to either find your FFA number (if you've been a player, coach or manager in the past few years) or create a new FFA account.

Start Registration

4. After you log in click on "Make a Registration" or "Register Now".
5. Check that your contact details are correct. It's quite likely your Emergency Contact details are missing.
6. If you are a new player or your "welcome" email asks you to, please upload a photo. Make sure it is recent and appropriate. **Registrations with inappropriate photos will be rejected!** Photos must be a passport style photo from the shoulders up with no hats or sunglasses.  
7. Make sure the mandatory fields (marked with an asterisk) have been entered and click the "Proceed with Registration" button. You won't see the next screen until the mandatory fields are filled.
8. On the next screen, enter in the club name of **Beacon Hill Football Club** if it is not already pre-filled. (If you get a message saying there are no packages then click OK and check the club name.)
9. 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.)
10. Select the correct Registration Package that applies for your registration. At the time of writing, the system is not distinguishing between genders. Please make sure to pick the correct package.
11. Click the "Add" button next to the Package entry field.
12. Click the Next button at the bottom of the screen.
13. Read and acknowledge all the Terms and Conditions. The quickest way through is to scroll to the bottom and click on "Acknowledge All". When finished, click Next.
14. If you are eligible for the youth club levy waiver or family discount (see notes below), click on "Purchase additional items" to select the relevant options.
15. Click on "Pay Now" to pay online with a credit card (VISA or MasterCard). Type in your email address to receive a receipt straight away (recommended). Or you can select the Invoice Me button if you want to pay at one of our club registration days (make sure to bring along your invoice). **Payment must be made before a registration can be accepted.**
16. Answer the questions on the last page and click the "Save All Answers" button.

Your registration has now been submitted and will show as "awaiting approval" on the My Details page. If you are a new player older than Under9, you will need to supply a copy of proof-of-age. This can be a scan / copy of a birth certificate, passport or drivers licence. Please email this to rego@beaconhillfc.com. Unless you are a returning player who has paid online and has no further registration questions, please come along to one of our registration days (Sat.28.Jan or Sat.4.Feb 10am-3pm), bringing your receipt or invoice.

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.

- Read the Notes at the bottom of this document.
- 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 Nic Townsend (nict@ozemail.com.au) with questions about the online registration process.
- Email rego@beaconhillfc.com for general registration questions.

Notes:

- **Youth Club Levy:** BHFC runs as part of the Beacon Hill Youth Club. The Youth Club charges a levy of \$15 per family per calendar year. If one of your family members has already paid the Youth Club levy since 1.Jan.2012, you should choose the "Club Levy 2nd Fam(ily) Waiver" as an Add-On so that the Youth Club levy is removed from your registration cost.
- **Family Discount:** The club allows a family discount when 3 or more players from a single family living at the same address register for BHFC in the one season. However, the MyFootballClub registration process works as one player at a time, so it does not have the capability to recognise family membership. The club has therefore created a workaround. To claim the discount, choose as an Add-On the Family Discount which is relevant. For example, the 3rd family member to register would choose the Add-On called "Family Discount 3rd Player", the 4th player to register would choose "Family Discount 4th Player", and so on. Note that the club will hold the registration as pending until the count of registered and paid family members can be verified. Please ensure you fill out the relevant Additional Question listing the names of the previously registered family members. Without this list, the registration will not be accepted.
- **Dual-registered girls:** Females between 10 and 18 years old can choose to play in either a Mixed or Girls-only competition or both. If choosing both, the player will have to register (and pay) twice. Choose the Mixed package on one pass through the registration process and Girls Dual Rego package on the other.
- **Screen Freezes and other process issues:** At the time of writing (late Jan), some users of the MyFootballClub registration process are experiencing problems such as the screen freezing. Up until you have entered your payment details, typed in the "weird looking letters" security code and pressed Pay, you should be able to close the frozen dialog, go back to the original MFC "My Details" page and click on "Register Now" to start the process again. If you have passed the Pay process but did not get asked any Additional Questions nor see the "Registration Complete" page, please be assured your registration has nonetheless been processed. On the original MFC "My Details" page you should see listed your Invoice under My Invoices and your Registration under My Registrations. It would be very helpful to the club to make sure your Questions were answered correctly. You can check and modify them by clicking on the Edit button in the Question column of the My Registrations section.