

Belsouth Self Registration Guide

Please use the following instructions to register online for our club Belsouth JSC:

1. Login:

- Go to the new PlayFootball website (previously MyFootballClub): www.playfootball.com.au
- Click on the Register Now button



- [Online Registration for Players](#):
You can start registration or find your FFA number and/or reset your password and then register.

New players – you need to **create a FFA number** and password if you have never registered with any club before. To do so, follow the third (bottom) option on the [Online Registration for Players](#) page.

- Login using your FFA number and password:
 - **FFA Number:**
 - **Password:**

2. Start Registration

- Once logged in, select the **Register** button in middle of page
- It is **IMPORTANT** to update Contact Details. **It is critical to check and update a current email address.**
- Under Contact Details, please submit a passport-style photo. This is now a requirement from Football Federation Australia. Photos should be less than 1 mb.
- On the next screen called **Select Registration**,

Step 1 – type in **Belsouth FC** as the club name

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

2 - select the Registration role as: "**Player**"

NB: If this is the first time you have ever registered to play football in Australia you will need to confirm whether you played in another country

Step 3 - select the correct Registration Package and Age Group that applies for your registration. This is based on age of the player. e.g., MiniRoos U9 means turns 9 or under this year.

Step 4 - click the **Add** button to add the details to the list of packages area.

- Review and click the **Next** button at the bottom of the screen.
- Read and acknowledge the Terms and Conditions then click **Next**.
- Click on **Pay Now** to pay online with a credit card (VISA or MasterCard). Belsouth prefers that you pay online as this greatly reduces our administration effort. However, if you are unable to pay at

the time of registering, you can select “Manual Payment at Club” to arrange to come back and pay online before the cut off or arrange to pay the Club Treasurer.

NB: Payment must be made before a registration can be accepted.

- Answer the questions on the final page and click the **Save All Answers** button.

Your registration has now been submitted. You will receive an email receipt or invoice from the myfootballclub system.

As a volunteer-based Club, we are unable to send out confirmation of registration notices. You will be contacted by an Age Group Coordinator with details of your team and training, but this may be quite some time after registration.

If unsure that the registration has been successfully submitted, contact the Belsouth Registrar. You should start to receive general Belsouth communications via email.

3. 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.

- View the Player Resources (guides and videos) which are on the [‘Support Guides and Videos’](#) page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 if you are having problems with your password to login.
- Email the Belsouth Registrar: belsouthjsc@gmail.com