

6

SUMMER 6'S

PLAYER REGISTRATION PROCEDURE

Logging in to MyFootballClub

To log in to MyFootballClub (MFC), please visit the below login page and use your FFA Number and password to login.

<https://live.myfootballclub.com.au/playerreg/Logon.aspx>

If you have not used MFC previously, please contact Margaret Wand (02) 4941 7214.

Navigating MyFootballClub

Once you have logged in to MyFootballClub, the below menu will appear.

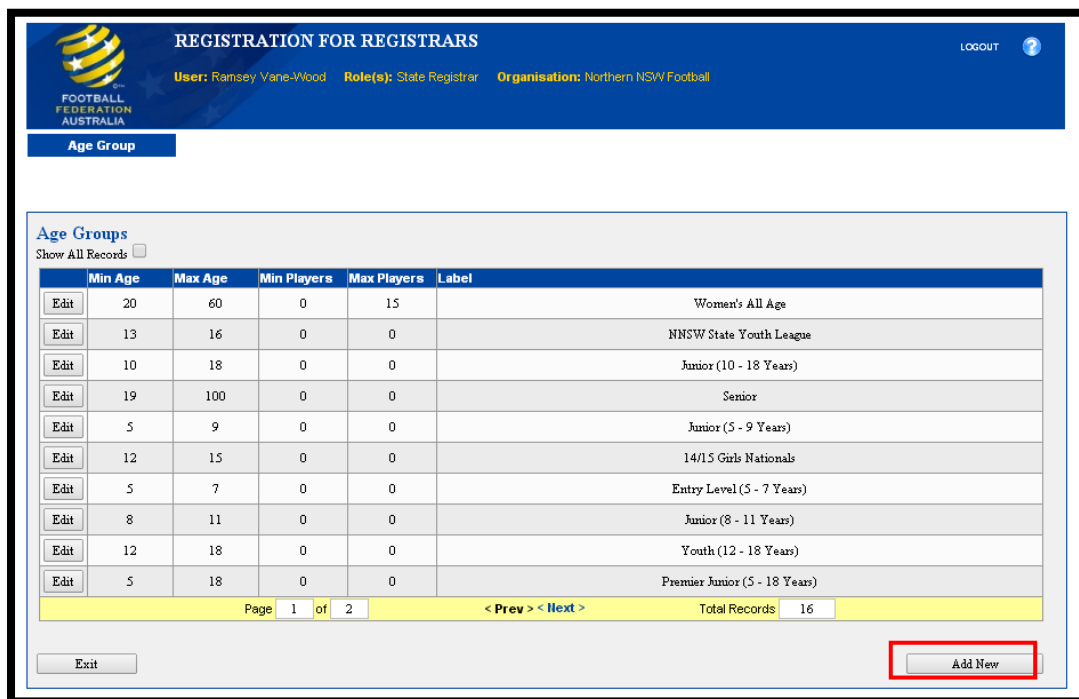
The screenshot shows the 'REGISTRATION FOR REGISTRARS' interface. At the top left is the Football Federation Australia logo. The header includes the title 'REGISTRATION FOR REGISTRARS', a 'LOGOUT' button with a question mark, and user information: 'User: Ramsey Vane-Wood', 'Role(s): State Registrar', and 'Organisation: Northern NSW Football'. Below the header is a link: 'Click [HERE](#) to access the Club Feedback Survey for MyFootballClub 2014.' The main content area is divided into three columns: 'Season Set-Up', '2014 Registration', and 'Club Administration'. The 'Season Set-Up' column contains buttons for 'Our Details', 'Age Groups' (highlighted with a red border), 'Fees And Packages', 'Terms & Conditions', and 'Additional Questions'. The '2014 Registration' column contains buttons for 'Re-Register Returning Players', 'New Registration - Over 18's', 'New Registration - 18's & Under', 'Take Payments', 'Approve Registrations', and 'Cancellations'. The 'Club Administration' column contains buttons for 'Search By Club List', 'Search By Individual', 'Create / Edit Team', 'Team Allocation', and 'Reports'.

To begin setting up the age groups for your Summer 6s competition, select 'Age Groups' from the Season Set-Up column, on the left.

Age Groups

For a Summer 6s competition only two age groups are required; Junior and Senior.

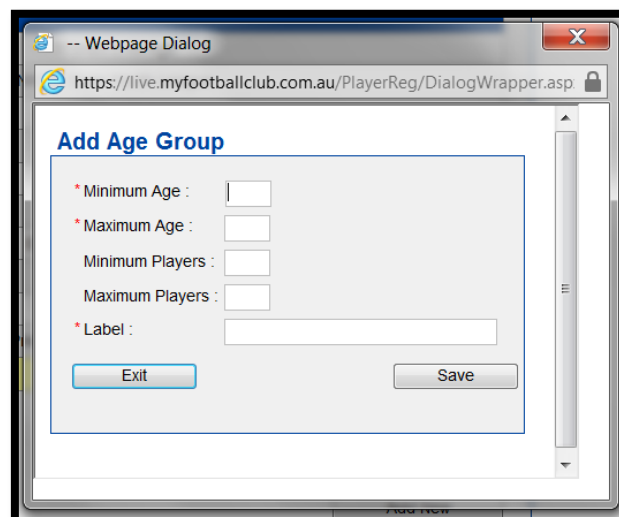
To create a new age group, select 'Add New' from the bottom right of the screen.



The screenshot shows the 'REGISTRATION FOR REGISTRARS' interface. At the top, there is a blue header with the Football Federation Australia logo, the user's name 'Ramsey Vane-Wood', role 'State Registrar', and organization 'Northern NSW Football'. Below the header, there is a section titled 'Age Groups' with a 'Show All Records' checkbox. A table lists various age groups with columns for 'Min Age', 'Max Age', 'Min Players', 'Max Players', and 'Label'. The table includes entries like 'Women's All Age', 'NNSW State Youth League', 'Junior (10 - 18 Years)', 'Senior', 'Junior (5 - 9 Years)', '14/15 Girls Nationals', 'Entry Level (5 - 7 Years)', 'Junior (8 - 11 Years)', 'Youth (12 - 18 Years)', and 'Premier Junior (5 - 18 Years)'. At the bottom of the table, there is a pagination bar showing 'Page 1 of 2' and 'Total Records 16'. An 'Add New' button is highlighted with a red box in the bottom right corner.

	Min Age	Max Age	Min Players	Max Players	Label
Edit	20	60	0	15	Women's All Age
Edit	13	16	0	0	NNSW State Youth League
Edit	10	18	0	0	Junior (10 - 18 Years)
Edit	19	100	0	0	Senior
Edit	5	9	0	0	Junior (5 - 9 Years)
Edit	12	15	0	0	14/15 Girls Nationals
Edit	5	7	0	0	Entry Level (5 - 7 Years)
Edit	8	11	0	0	Junior (8 - 11 Years)
Edit	12	18	0	0	Youth (12 - 18 Years)
Edit	5	18	0	0	Premier Junior (5 - 18 Years)

When setting up the age group, it is important to remember that the maximum age for a Junior is 18 years and the minimum age for a Senior is 18 years. This is because the system will only allow a player to register to an age group, based on the age they are now (not what they are turning this year).



The screenshot shows a web browser window displaying the 'Add Age Group' dialog box. The dialog box has a title bar and a URL bar. The main content area contains the following fields and buttons:

- * Minimum Age :
- * Maximum Age :
- Minimum Players :
- Maximum Players :
- * Label :
- Exit button
- Save button

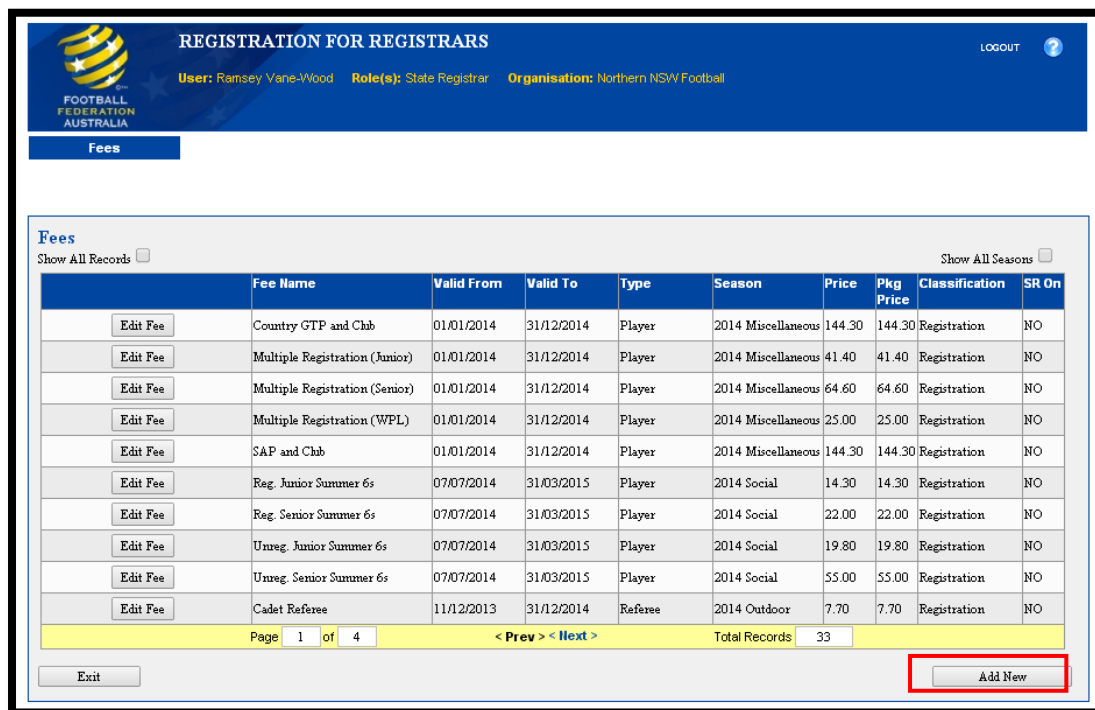
Once you have setup both age groups, select 'Exit' to return to the menu screen.

Fees and Packages

To begin setting up the fees and packages for your Summer 6s competition, select 'Fees and Packages' from the Season Set-Up column, on the left of the menu screen.

For a Summer 6s competition four fees are required; Registered Junior, Unregistered Junior, Registered Senior and Unregistered Senior.

To create a new fee and package, select 'Add New' from the bottom right of the screen.



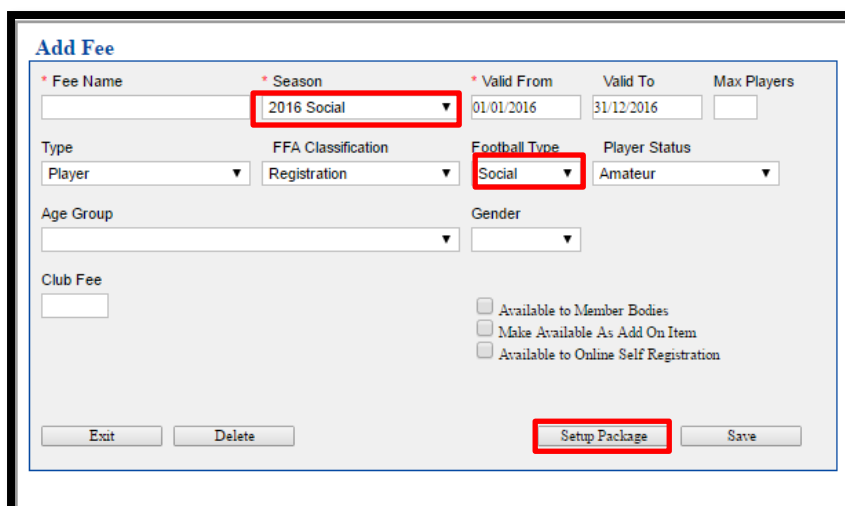
The screenshot shows the 'REGISTRATION FOR REGISTRARS' interface. At the top, there is a header with the Football Federation Australia logo and user information: 'User: Ramsey Vane-Wood', 'Role(s): State Registrar', and 'Organisation: Northern NSW Football'. Below the header is a 'Fees' section with a table of existing fees. The table has columns for Fee Name, Valid From, Valid To, Type, Season, Price, Pkg Price, Classification, and SR On. The 'Add New' button is highlighted with a red box at the bottom right of the table.

	Fee Name	Valid From	Valid To	Type	Season	Price	Pkg Price	Classification	SR On
Edit Fee	Country GTP and Chb	01/01/2014	31/12/2014	Player	2014 Miscellaneous	144.30	144.30	Registration	NO
Edit Fee	Multiple Registration (Junior)	01/01/2014	31/12/2014	Player	2014 Miscellaneous	41.40	41.40	Registration	NO
Edit Fee	Multiple Registration (Senior)	01/01/2014	31/12/2014	Player	2014 Miscellaneous	64.60	64.60	Registration	NO
Edit Fee	Multiple Registration (WPL)	01/01/2014	31/12/2014	Player	2014 Miscellaneous	25.00	25.00	Registration	NO
Edit Fee	SAP and Chb	01/01/2014	31/12/2014	Player	2014 Miscellaneous	144.30	144.30	Registration	NO
Edit Fee	Reg. Junior Summer 6s	07/07/2014	31/03/2015	Player	2014 Social	14.30	14.30	Registration	NO
Edit Fee	Reg. Senior Summer 6s	07/07/2014	31/03/2015	Player	2014 Social	22.00	22.00	Registration	NO
Edit Fee	Unreg. Junior Summer 6s	07/07/2014	31/03/2015	Player	2014 Social	19.80	19.80	Registration	NO
Edit Fee	Unreg. Senior Summer 6s	07/07/2014	31/03/2015	Player	2014 Social	55.00	55.00	Registration	NO
Edit Fee	Cadet Referee	11/12/2013	31/12/2014	Referee	2014 Outdoor	7.70	7.70	Registration	NO

Page 1 of 4 < Prev > < Next > Total Records 33

[Exit](#) [Add New](#)

When setting up the fee, it is important to ensure that the 'Football Type' is set to 'Social' and the 'Season' is '2016 Social'.



The screenshot shows the 'Add Fee' dialog box. The 'Season' dropdown is set to '2016 Social' and the 'Football Type' dropdown is set to 'Social'. The 'Setup Package' button is highlighted with a red box.

* Fee Name * Season * Valid From Valid To Max Players

Player 2016 Social 01/01/2016 31/12/2016

Type FFA Classification Football Type Player Status

Player Registration Social Amateur

Age Group Gender

Club Fee

Available to Member Bodies
 Make Available As Add On Item
 Available to Online Self Registration

[Exit](#) [Delete](#) [Setup Package](#) [Save](#)

Once all the fee details have been complete, select 'Setup Package' from the bottom right of the dialogue box.

To setup the package, simply select the relevant fee from the list provided. For example, if setting up a package for a Registered Senior for a Special Competition, select 'Reg. Senior Special Comp.'

Once you have selected ALL relevant fees from the list, select 'Add Fee To Package' and then 'Save'.

Select Fees to include in Package

Available for Selection Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/> FFA Professional NRF 2016	67.75	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016
<input type="checkbox"/> FFA Supplementary Fee 2016	0.00	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016
<input checked="" type="checkbox"/> Unreg. Senior Summer 6s	60.50	Northern NSW Football	Player	SunSocial		Mixed	01/07/2016	30/06/2017
<input checked="" type="checkbox"/> Unreg. Junior Summer 6s	22.00	Northern NSW Football	Player	SunSocial		Mixed	01/07/2016	30/06/2017
<input checked="" type="checkbox"/> Reg. Senior Summer 6s	24.20	Northern NSW Football	Player	SunSocial		Mixed	01/07/2016	30/06/2017
<input checked="" type="checkbox"/> Reg. Junior Summer 6s	16.50	Northern NSW Football	Player	SunSocial		Mixed	01/07/2016	30/06/2017
<input type="checkbox"/> Unreg. Junior Special Comp.	22.00	Northern NSW Football	Player	Social		Mixed	01/01/2016	31/12/2016
<input type="checkbox"/> Reg. Senior Special Comp.	0.00	Northern NSW Football	Player	Social		Mixed	01/01/2016	31/12/2016
<input type="checkbox"/> Reg. Junior Special Comp.	16.50	Northern NSW Football	Player	Social		Mixed	01/01/2016	31/12/2016

Selected Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
Page 1 of 1 < Prev > < Next > Total Records 0								

Fee Price 0.00 Package Price 0.00 Total Price (incl GST) 0.00

Once you have setup all four fees and packages, select 'Exit' to return to the menu screen.

Player Registrations

Player registrations can be completed in two ways, Self Registration and Club Registration.

Self Registration is the preferred method of registration and all clubs are encouraged to utilise this method.

Club Registration will be accepted but is not encouraged. If Club Registration is utilised, the player MUST complete an NRR03 Amateur Player Registration form.

<http://www.myfootballclub.com.au/index.php?id=41>

If you require any assistance with player registrations, please refer to the below guides in the first instance. If you still require assistance after reading this please contact Northern NSW Football.

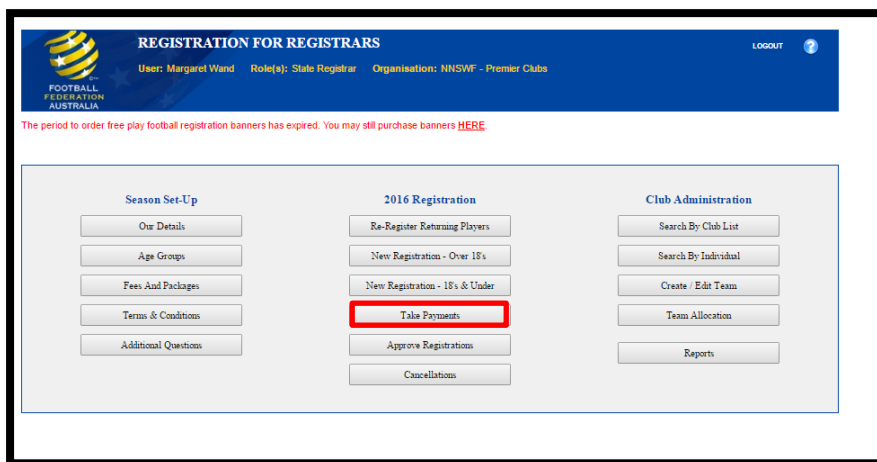
Self Registration: http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/Self_Registration_Guide.pdf

Club Registration: http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC_Manual_-_New_Registrations_U18s.pdf

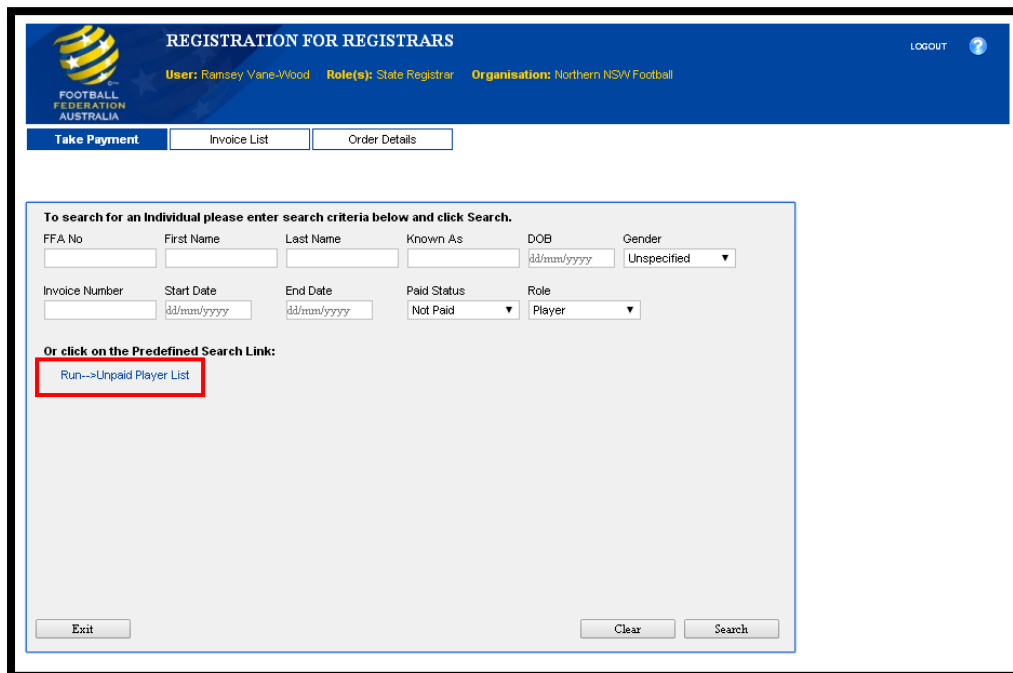
Approving Player Registrations

Once all players have completed the registration process, the club must approve the registrations by making the players 'Active', before the players are considered registered to the Summer 6s competition.

To approve registrations, select 'Take Payments' from the '2016 Registration' column in the middle of the menu screen.



From here, select 'Run → Unpaid Player List'



A list of 'Pending' players will then appear. To make players 'Active', tick the box to the left of the players' names and select 'Bulk Payment' and then continue to follow the prompts onscreen.

If you require any assistance with player approvals, please refer to the below guide in the first instance. If you still require assistance after reading this please contact Northern NSW Football.

http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC_Manual_-_Take_Payment.pdf

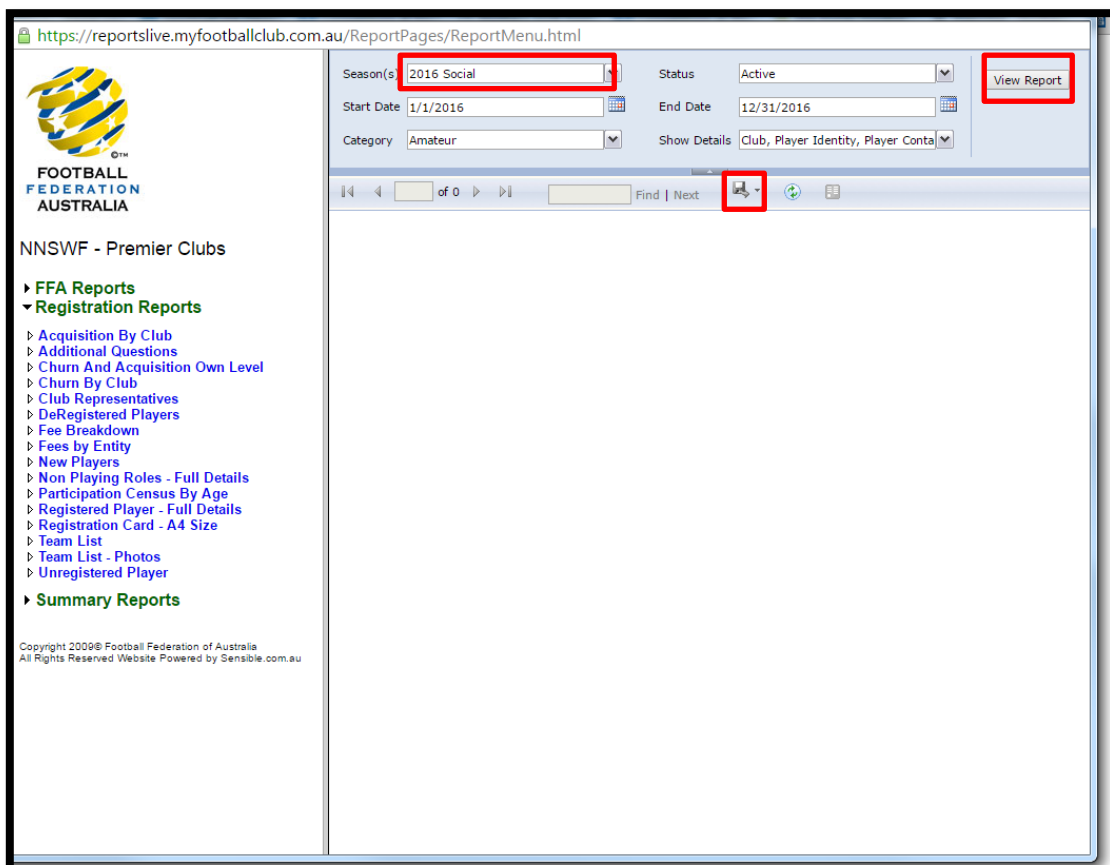
Reports

To generate a report for your Summer 6s competition, select 'Reports' from the Club Administration column, on the right of the menu screen.

To generate the 'Registered Player – Full Details' report, select 'Registered Player – Full Details' from the list of available reports on the left of the screen.

Ensure that the season is set to '2016 Social' and then select 'View Report' from the right of the screen.

To then export this report to Excel select the export icon (blue disc) and then select Excel. This will open the report in Excel where you can edit and then save the report.



The screenshot shows a web browser window with the URL <https://reportslive.myfootballclub.com.au/ReportPages/ReportMenu.html>. The page features the Football Federation Australia logo and a navigation menu on the left. The main content area contains a filter section with the following fields:

- Season(s): 2016 Social
- Status: Active
- Start Date: 1/1/2016
- End Date: 12/31/2016
- Category: Amateur
- Show Details: Club, Player Identity, Player Conta

A 'View Report' button is located in the top right corner. Below the filters is a navigation bar with a search box and a 'Find | Next' button. The main content area displays a list of reports under the heading 'NNSWF - Premier Clubs':

- FFA Reports
- Registration Reports
 - Acquisition By Club
 - Additional Questions
 - Churn And Acquisition Own Level
 - Churn By Club
 - Club Representatives
 - DeRegistered Players
 - Fee Breakdown
 - Fees by Entity
 - New Players
 - Non Playing Roles - Full Details
 - Participation Census By Age
 - Registered Player - Full Details
 - Registration Card - A4 Size
 - Team List
 - Team List - Photos
 - Unregistered Player
- Summary Reports

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