



## Online Player Registration Instructions

FFV Team (State, Metro, Masters)

Please note if you last played club football overseas, seven one to five must be done to start the process of international clearance (which can take up to 30 days), so please do this step immediately. Note that you are not charged/required to join MUSC until you make payment and the club approves your registration in step six.

### Step One - Log on

Visit: <http://www.myfootballclub.com.au/>

Click Register Now.



### Step Two - Setup Account

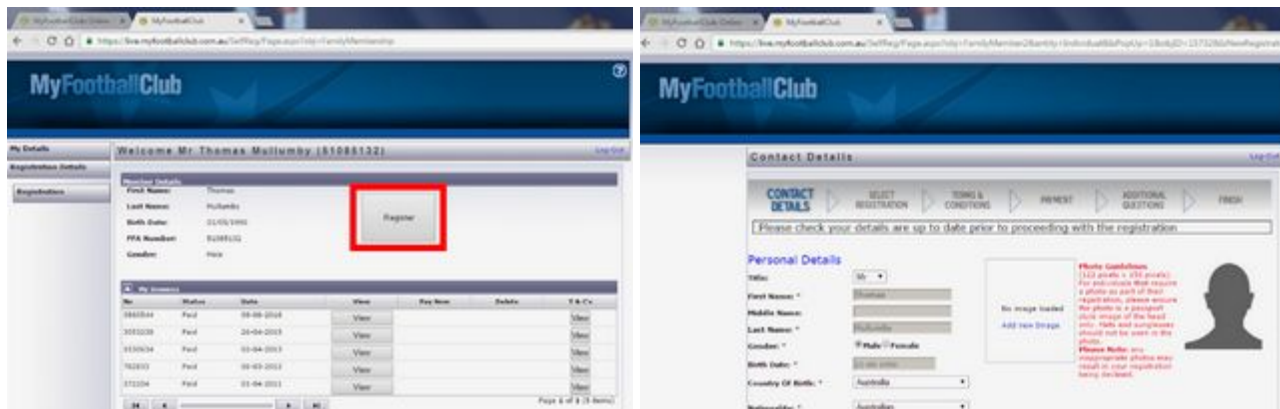
**If you have played Club Football in Australia before:** Press “Click here to proceed to the login pages”. Note you will need your FFA Number, if you can’t remember it please press “Click here to find your FFA Number”

**If you have NOT played club Football in Australia before:** Press “Click here to create an FFA account”. Proceed to fill in your information to create your FFA Account and then login.

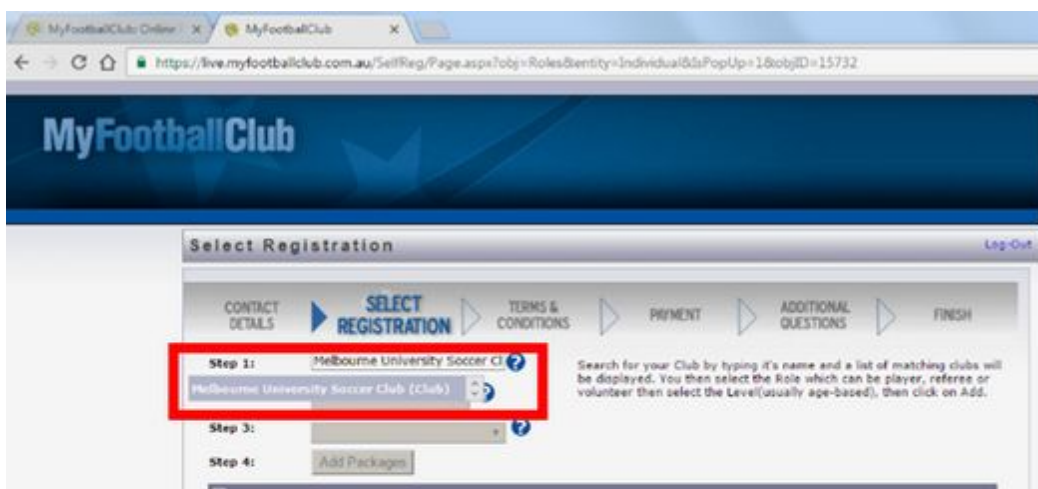


### Step Three - Provide Details

Press Register & Ensure that all of your personal information is up to date, then press next.

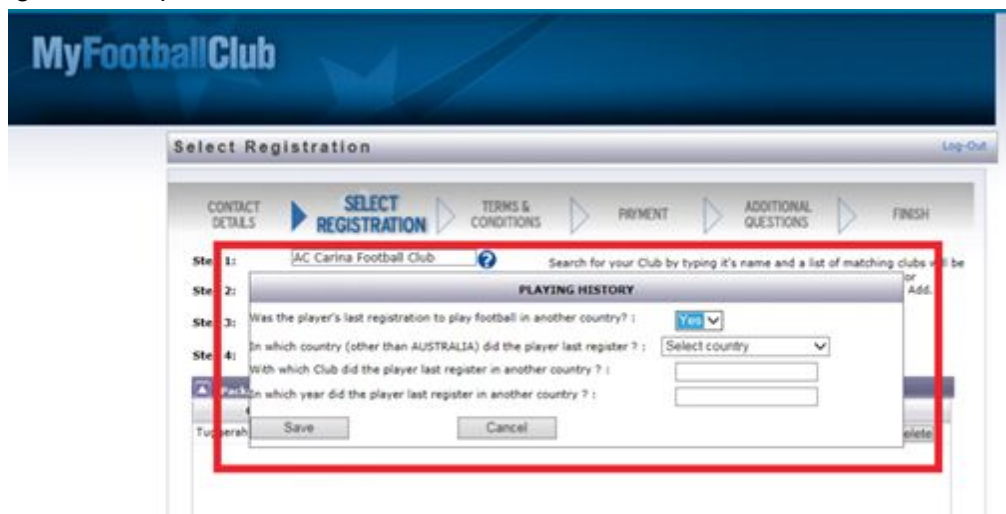


On the Select Registration panel, search for 'Melbourne University Soccer Club' in the dropdown menu.



Select "Player". **Please note: if you are last played club football overseas you must fill in the information when prompted at this step. This is required to start your international clearance.**

If you last played in one of the following countries you will need to send the Member Federation a scan of your passport Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Guyana, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Spain, Suriname, Uruguay or Venezuela. USA Players who have only played for College/School and not a Club, do not need to undergo the ITC process.



## Step Four - Select Package

Select the Relevant Package:

- Student Melbourne University
- Student (Other University)
- Non-Student

*Note you will be required to provide evidence of your enrolment to MUSC*

Select Registration

CONTACT DETAILS | **SELECT REGISTRATION** | TERMS & CONDITIONS | PAYMENT | ADDITIONAL QUESTIONS | FINISH

Step 1: Melbourne University Soccer Cl

Step 2: Player

Step 3: Select Registration Package

Step 4: Select Registration Package  
Student (Melbourne University) - Senior  
Student (Other University) - Senior  
Non-Student - Senior

Club	Role	Type	Package	Price (AUS\$)	Fee Breakdown
No records returned.					

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Click 'Add Package' and the package should appear below, then can click next.

Club	Role	Type	Package	Price	Fee Breakdown
Melbourne Universit...	Player	Outdoor	Non-Student - Seni..	\$465.00	Fee Breakdown

Page 1 of 1 (1 items)

Click Next to Proceed Previous Next

## Step Five - Agree to Terms & Conditions

Carefully read through all the Terms and conditions and then at the bottom of the screen press Acknowledge All

4.2 A Player, an Official and an Agent must not:  
(a) accept bribes through the offer, promise or acceptance of any Benefit in return for violating his or her duties; or  
(b) provide for a Benefit any information concerning a Club, its team's actual or likely composition, the form or injuries of Players or possible tactics (other than in connection with a bona fide media interview).

4.3 A person who is under prosecution for action unworthy of a football management position (especially doping, corruption, forgery etc) or who has been prosecuted for such action in the last 5 years cannot be involved in football management, including as an Official or an Agent.

4.4 A Member must immediately report to FFA or a Member Federation any offer of a bribe or any attempt by a person in breach of this clause 4.

Current copies of the Code and the FFA Statutes, as well as FFA's Sports Betting and Match Fixing Guidelines, can be found on FFA's website at: <http://www.footballaustralia.com.au/insideffa/statutes>

I have read the agreement above and I fully understand and agree to all terms.

Please tick the 'Acknowledge all' box to accept all of the above terms and conditions.

Acknowledge all

Previous Next

## Step Six

Select 'Manual Payment at Club'.

*Note you are only expected to pay once you have been selected for a squad and consequently the registration has been approved from MUSC's end. Hence the online registration can be done at any stage of preseason. This process **must** be completed in order to commence the process for International Clearances which can take up to 30 days.*

The screenshot shows the 'Payment' step of a registration process. At the top, there is a navigation bar with steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT (highlighted), ADDITIONAL QUESTIONS, and FINISH. Below the navigation bar, the user's details are displayed: Club Name: Melbourne University Soccer Club, Role: Player, and Package: Non-Student - Senior. A box shows the Package Amount (AUS) as 465.00. Below this, there are two sections: 'Step 1 - Additional Items' with a 'Purchase additional items' link and a note that there are optional items for purchase, and 'Step 2 - Payment' showing the Amount Total (AUS) as 465.00. At the bottom, there are two payment options: 'Pay Online' and 'Manual Payment At Club'. The 'Manual Payment At Club' button is highlighted with a red box. A 'Next' button is located at the bottom right.

Answer additional questions & press finish to complete your online registration with FFV.

The screenshot shows the 'Additional Questions' step of the registration process. At the top, there is a navigation bar with steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS (highlighted), and FINISH. Below the navigation bar, there is a prompt: 'Please answer the questions below, then click on "Save All Answers" button at the bottom of the page.' The section is titled 'Additional Questions'. Under the heading 'Victorian Players', there is a table with three rows of questions and dropdown menus for answers. The first question is 'Would you like to receive a Referee Information Pack for details about becoming a referee?' with a 'No' dropdown. The second question is 'Would you like to receive a Coach Information Pack about becoming a Coach?' with a 'No' dropdown. The third question is 'If you are a coach are you part of the CCC Program?' with a 'No' dropdown. Below the table, there are 'No' and 'Yes' radio buttons, and a 'Save All Answers' button.

Follow any remaining instructions to complete your registration at <http://musc.com.au/men/registration/>

Any issues please contact [registrations@musc.com.au](mailto:registrations@musc.com.au) for assistance.