

## Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration at **Loddon Mallee Lightning**

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

1. Click on **“Register Now”** and then **“Player Registration”**.
2. You will be given 3 options. Choose the one that suites you.

### REGISTRATION OPTIONS

- **Have FFA Number and Ready to Proceed – Enter FFA Number and Password.**

1. If your password is no longer valid, click on **need password** and type in your mail address. A new password will be generated immediately. (This email must be the one you used last season. If this not then please call (03) 9474 1800 or e-mail [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au) and they will assist you in changing your details. **This cannot be done at club level and can ONLY be done through FFV**
2. Once you have gained access click on **Register Now**. Ensure all details are correct. **Your email address is VERY important as this is how we will communicate ALL information throughout the season.**
3. **Click on Proceed with Registration.** The details along the top of the screen will need to be entered. Type in Loddon and it will automatically populate with Loddon Mallee Lightning. Click on this to populate the field. Tab across to **Select Registration**. Select **Player** from the drop down box. Tab Across to **Select Player Package** then chose the Age Group you will be playing in. Listed below:

U13 Girls  
U15 Boys

U13 Boys  
U17 Girls

U14 Boys  
U17 Boys

U15 Girls

Then click on **ADD**. The details and price of \$0.00 will populate the fields below.

4. Then click on **next**. Please read all the details and either click on acknowledge all at the bottom of the screen or the individual fields you wish to acknowledge.
5. Click on **Next** and you will see the invoice that has been generated for you which will show **\$0.00**. **Players will only need to pay the registration fee once they have been successful in trialling process.**
6. Please click on invoice me. Once you have chosen this option it will come up with has **Registration Complete** in green at the top of the screen.

**CONGRATUALIONS YOU HAVE JUST SELF REGISTERED!**

Simply click on Close and log out and you are done.

- **I have been registered as a player/referee/coach/volunteer before but need to find my FFA number prior to completing my registration**

- Click here to proceed
- Fill in the field and then press **Search**
- Select the player you wish to register and follow the instructions from
- Then follow instructions 1-6 from **Registration Options**.

- **I have never been registered before and would like to create an FFA account to commence the registration**

- This is the easiest of them all....Fill in your information and once you have gained access follow steps 1-6 from **Registration Options**.

**PLEASE NOTE – Where do I go for help?**

Unfortunately we are not able to assist with the registration process at club level and all enquiries are to go through FFV. They are incredibly helpful and will have your enquiries fixed in no time:

FFA Support Centre Ph: **03 9474 1800** or e-mail [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au)