

My Football Club Set Up Information



1. Our Details - You will need to complete and ensure all details in the section are up to date for the relevant season

2. Age Groups - this section will need to be completed/updated to ensure they are relevant to your structure for this season, an example of age groups according to fees is below

3. Fees and Packages - The registrar will need to set up the 'Fees and Packages' section even if you are not using online payments. If this is not done correctly players will not be able to register.

The below table shows some examples of how this could be structured for players, coaches and volunteers, fees should reflect exactly what the player is charged by the club. You must click 'set up package' and select the relevant yellow FFA NRF component and blue FFSA component to ensure your fees are set up correctly. This can be done by clicking each one and then selecting 'add selected fee to package' (Please note fees are different for associations, please contact FFSA if you require clarification)

4. Add On Items - In the Fees and Packages section you can list additional 'Add On' items such as tracksuits and polos that players can add to their invoice or online payment during the registration process. The below table shows examples of what components need to be selected

5. Take Payments/Approve Registrations - Once Players have registered the club must approve their registration to make them 'Active' in the database. Please see the below guidelines for further information

6. Reports - you can use the this section to generate details on registered & unregistered players, coaches and volunteers etc

**** EXAMPLE SET UP AND FEES ONLY ****

Package Name	Type	FFA Classification	Age Group	Price (Club Fee)	FFA NRF	FFSA Fee	Total Fee	Notes
Senior Player Over 18	Player	Registration	Min 18 - Max 100	\$ 113.50	\$ 25.00	\$ 61.50	\$ 200.00	Tick Make Available to Online Self Registration
Senior Player Under 18	Player	Registration	Min 14 - Max 17	\$ 139.50	\$ 12.60	\$ 47.90	\$ 200.00	Tick Make Available to Online Self Registration
Junior Premier League	Player	Registration	Min 12 - Max 17	\$ 189.50	\$ 12.60	\$ 47.90	\$ 250.00	Tick Make Available to Online Self Registration
Junior State League	Player	Registration	Min 12 - Max 17	\$ 139.50	\$ 12.60	\$ 47.90	\$ 200.00	Tick Make Available to Online Self Registration
SSF	Player	Registration	Min 4 - Max 11	\$ 89.50	\$ 12.60	\$ 47.90	\$ 150.00	Tick Make Available to Online Self Registration
Senior Women	Player	Registration	Min 18 - Max 100	\$ 113.50	\$ 25.00	\$ 61.50	\$ 200.00	Tick Make Available to Online Self Registration
Junior Girls	Player	Registration	Min 9 - Max 17	\$ 189.50	\$ 12.60	\$ 47.90	\$ 250.00	Tick Make Available to Online Self Registration
Club Coach	Coach	Registration	Min 14 - Max 100	\$ -	\$ -	\$ -	\$ -	Tick Make Available to Online Self Registration
Club Volunteer	Volunteer	Registration	Min 14 - Max 100	\$ -	\$ -	\$ -	\$ -	Tick Make Available to Online Self Registration
Package Name	Type	FFA Classification	Age Group	Club Fee			Total Fee	Notes
Junior Club Tracksuit	Add On	Add On	Min 4 - Max 17	\$ 150.00	\$ -	\$ -	\$ 150.00	Tick Make Available as Add On Item
Senior Polo	Add On	Add On	Min 18 - Max 100	\$ 50.00	\$ -	\$ -	\$ 50.00	Tick Make Available as Add On Item
Drink Bottle	Add On	Add On	Min 4 - Max 100	\$ 10.00	\$ -	\$ -	\$ 10.00	Tick Make Available as Add On Item

My Football Club Step by Step Guides & Videos -

Our Details	http://www.myfootballclub.com.au/index.php?id=40
Age Groups	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Our Details.pdf
Fees and Packages	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Age Group.pdf
Add On Items	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Fees.pdf
Terms & Conditions	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Add Ons Setup.pdf
Additional Questions	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Terms and Conditions.pdf
Take Payments	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Additional Questions.pdf
Approve Registrations	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Take Payment.pdf
Reports	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Approve Registrations.pdf
Team Allocation	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/Guides/MFC Manual - Reports.pdf
	http://www.myfootballclub.com.au/fileadmin/user_upload/registration-docs/MFC Manual - Team Management.pdf

The following 'football type' should be selected in accordance with the relevant association

Association	Type
FFSA Senior, Junior & Women's	Outdoor
Collegiate League	Outdoor *
Masters League	Outdoor *
Adelaide Hills JSA	Outdoor *
North West JSA	School
Noarlunga & Districts JSA	School
Broken Hill SA	Outdoor
Riverland SA	Outdoor *
Pt Pirie JSA	Outdoor
Pt Augusta	Outdoor
Whyalla JSA	Outdoor
Pt Lincoln	Outdoor
Western Border SA	Outdoor
SEWFA	Outdoor *

* Dual Registered players should be registered under 'social' football type

For additional support contact
Football Federation SA
(08) 8340 3088 or email info@ffsa.com.au
Monday to Friday 9:00 am to 5:00pm

My Football Club Helpline
02 8020 4199 or myfootballclub@footballaustralia.com.au
Monday to Friday - 12:00pm to 9:00pm (AEDT)
Saturday - 10:00am to 2:00pm (AEDT)

