## To Register as a Coach for your School

To register as a Coach you will need an FFA number. If you do not have an FFA number go to <u>https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers</u> and start the process.

If you have an FFA number but cannot remember it go to https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx

Once you have your FFA number, select Coaches/Register to your Club at

http://myfootballclub.com.au/



Login with you FFA number and password. If you have forgotten your password follow the prompts to reset it. If this fails you will be given a phone number to call for assistance.

Once you login you will see this screen:

Ty Details	Welcome M	r John H	larpas (7102	4756)				Log-Ou
legistration Details					_	_	_	
22	Member Details			_				
Registration	First Name:	John						
	Last Name:	Harpas			Desistar			
	Birth Date:				Register			
	FFA Number:							
	Gender:							
	My Invoices							
	No S	itatus	Date	View	Pay Nor	, D	elete	T & C's
	2894975 8	lot Paid	12-03-2015	View		0	elete	View
	2813210 F	aid	27-02-2015	View	2.0			View
	2813210 F 2656138 F	taid taid	27-02-2015 10-02-2015	View View				View
	2813210 F 2656138 F 2327976 F	Paid Paid Paid	27-02-2015 10-02-2015 24-07-2014	View View				View
	2813210 F 2656138 F 2327976 F 2058650 F	Paid Paid Paid Paid	27-02-2015 10-02-2015 24-07-2014 27-02-2014	View View View				View View View
	2813210 F 2656138 F 2327976 F 2058650 F	raid Paid Paid Paid	27-02-2015 10-02-2015 24-07-2014 27-02-2014	View View View			Page	View View View View
	2813210 F 2656138 F 2327976 F 2058650 F	raid Paid Paid	27-02-2015 10-02-2015 24-07-2014 27-02-2014	View View View View			Page	View View View View 1 of 1 (S items)
	2813210 F 2656138 F 2327976 F 2058650 F 14 4 =	raid Paid Paid Paid	27-02-2015 10-02-2015 24-07-2014 27-02-2014	View View View View			Page	View View View View 1 of 1 (S items)
	2813210 F 2656138 F 2327976 F 2058650 F 14 4 =	raid Faid Faid Faid Fions Isation Nam	27-02-2015 10-02-2015 24-07-2014 27-02-2014 27-02-2014	View View View View Invoice No	Valid From	Valid To	Page Questions	View View View View 1 of 1 (S items) Deregister
	2813210 F 2656138 F 2327976 F 2058650 F 14 4 My Registra Player FFSA	raid Paid Paid Paid Cions Isation Nam	27-02-2015 10-02-2015 24-07-2014 27-02-2014 * * * * * * *	View View View View Invoice No 2894975	Valid From 12:03-2015	Valid To 31-12-2015	Page Questions	View View View View I of I (5 items) Deregister
	2013210 F 2656138 F 2027976 F 2058650 F 14 4 =	raid raid raid raid tions isation Nam - NWJSA NWJSA NWJSA	27-02-2015 10-02-2015 24-07-2014 27-02-2014 Status Declined Declined Astron	View View View View Invoice Ne 2894975 2813210	Valid From 12-03-2015 27-02-2015	Valid To 31-12-2015 31-12-2015	Page Questions	View View View 1 of 1 (5 items) Deregister
	2013210 F 2656138 F 2027976 F 2058650 F 14 4 = Role Oryan Player FFSA Member Foobu	raid raid raid tions isation Nam NWJSA NWJSA III Federa	27-02-2015 10-02-2015 24-07-2014 27-02-2014 Status Declined Active	View   View   View   View   View   1mvoice No   2894975   2813210	Valid From 12-03-2015 27-02-2015 14-03-2010	Valid To 31-12-2015 31-12-2015	Page Questions Edit	View View View View Deregister
	2013210 F 2656138 F 2027976 F 2058650 F 14 <b>4</b> <b>14 <b>4</b> Flayer FFSA Player FFSA Player FFSA Nember Footb Caach Fulher</b>	raid Paid Paid Nors Isation Nam NWJSA NWJSA Il Federa n United	27-02-2015 10-02-2015 24-07-2014 27-02-2014 \$tatus Declined Active Active	View   View   View   View   View   View   Search   Invoice No   2894975   2813210   2e56138	Valid From 12-03-2015 27-02-2015 14-03-2010 10-02-2015	Valid To 31-12-2015 31-12-2015 31-12-2015	Page Questions Edit Edit	View View View I of I (Sitems) Deregister

Click on the Register button. This will take you to your contact details. Ensure details are correct and select Next.

You will go to the Select Registration Screen.

- Step 1. Type your school name and select from drop down
- Step 2. Select Coach and answer question regarding accreditation
- Step 3. Select Volunteer

Step 4. Click on Add Packages. The Volunteer package will appear in the table and Steps2 and 3 may reset as per this screen shot:

Selec	t Registrati	on		_	_		Lo
CC		SELECT	TERMS & CONDITIONS	PAYMENT	AQ	DDITIONAL UESTIONS	FINISH
Step Step	1: FFSA - N 2: Select F	IWJSA U16 Girls	C Se be vol	arch for your Club I displayed. You ther lunteer then select t	by typing it's n select the Ro he Level(usua	ame and a list of mat le which can be playe lly age-based), then	tching clubs wi er, referee or click on Add.
Step	3: Select F	egistration Packa	IGE 🔻 😨				
			and the state of the				
Step	4: Add Pa	ckages Click on	the Next button be	elow to proceed			
Step	4: Add Pa Packages Club	ckages Click on Role	the Next button bo	elow to proceed Package	Price	Fee Breakdown	
Step FFS/	4: Add Pa Packages Club A - NWJSA U16	Click on Role Coach	the Next button bo Type Outdoor	e <b>low to proceed</b> Package Coach	<b>Price</b> \$0.00	Fee Breakdown	Delete

Click Next.

Acknowledge Terms and Conditions.

Select Next at Payment screen.

You will see the Additional Questions screen

-ootball	GIUD		
A d d	itional Questions		
Pleas	ONTACT SELECT TER DETAILS REGISTRATION COND answer the questions below, then click on 'Save A	MS & PAYMENT CUE	STIONAL FINISH
The or un sets prox prox Ease and undat or et stat (vert shall thist shall undat und	Note all referration SA stipulates that any person that holds a "Prescribed is must compute a criminal history assessment which includes a policy ment is also outlined below." A prescribed portion is: All people who might to children and are not directly supervised. Manage or supervises a block by regulation (child protection services, education services, health a tripose of the service of the childry persons or calculate and in which the takes, or a portion that only necelose, work that is not for the exclusive dual basis. A person who is a policy of factor and the schware dual basis. A person who is a policy of factor are serviced taken is a trapes a person (whether pield or unpubl) to cosh, instruct or otherwise has screening process. (a) obtain from the applicant is completed and signal of a writing, (c) interview the applicant to ensure suitability for the role by Record Check (OKERC) (a national summary of an individual's official er screening process in facts were spin than the origin to the individual's official er-screening is elset every 2 years from the date of the initial nations	Position', se outlined below, involving a parson 17 years of ag- ded. The esemption to undetsking a criminal listory have regular contact with children or regular work in close hyperanel. How excess to records in relation to children that a virkes, disbility services, count orders, and proceedings). <sup>see</sup> on working or volumetering for a short-team event or a sturbary of apying a position in which all work involving children in is ordinarily nonphysical contact with the children. A person whe benefit of children and is not provided to any child on an e FFSA and its a efficient of a sociations shill not employ a direct contact with a child without first undetaking the follow from Official Registration. Form () check the applicant's referee and for working with children; and (d) obtain a National Criminal whitory). 33 The FFSA and its advised to associations schildren associations shill a sociations which neutrator or otherwise have direct contact with a child, police dued.	а 
	Date of Issue	HE	
	Reference Number	HK	
	Expiry Date	HE	
	I am a SAPOL employee	* No	
		Ves 🗌	
	I am a registered teacher	* 10	
		Ves	
	I have annied for a new National Criminal Histor	Check and have provided this	
		1104	
	to my Club or FFSA	No	

Answer all Additional Questions. You will need Police Certificate or be a registered Teacher /SAPOL employee to proceed.

Police Certificate expiry date is 3 years after issue date.

Select Save All Answers

Your School Registrar will receive notice of your registration application.

If you have any problems, please phone Tracey Dycer at FFSA 8340 3088

Tracey.dycer@ffsa.com.au