

Online Course Registration Guide

What is MyFootballClub?

MyFootballClub is an online registration system that allows all football participants to register for their chosen club. Coaches and Referees can now register for courses to gain FFA qualifications through MyFootballClub as well.

- It allows users to register at their own convenience, 24 hours a day.
- No need to complete a registration form.
- Users can pay online through the system

Registering for a Course

Go to www.myfootballclub.com.au and select “Find Coaching Course” or “Referees” > “Find a Refereeing Course”.

Select a Course, Time Frame or State Filter and hit Search.

You will be presented with a list of relevant courses. Select Course Details for more information or Register to sign up for the course.

Welcome to Event Registration

You will be presented with 3 options:

Option 1 – I know my FFA number and email address.

If you have used the online registration with MyFootballClub in the past and know your FFA number, select the first option. You will be taken to the online registration page, where you can use your FFA number and email address to login.

Option 2 – I have been registered before but need to find my FFA number.

If you have registered in the past but cannot remember your details, select the second option. You will be taken to a search page which will enable you to find your FFA number.

Option 3 – I have never been registered before and would like to create an FFA account.

If you have never been registered to play football in Australia or have not played in the last 7 years you will be taken to a page which will allow you to create a new account and you will be issued an FFA number so that you can log in.

Register to a Course

- Once you have your FFA number and email address you can commence your course registration.
- Tick the box on the Terms and Conditions and hit “Next” to continue.
- Review your registration on the confirmation page and select “Next” to continue.
- View your Invoice with your relevant details and select a payment option as determined by the Organisation running the course.

Organisations can allow either of two payment options:

- Pay Via Credit Card – Secure Online Payment through the Course Registration System. These fees are automatically transferred to the host organisation
- Pay Later – A manual payment directly to them, where you will need to contact them to find out the best course of action for payment.
 - If you are not given the ‘Pay via Credit Card’ option this means your club has not activated online payments at your club.
 - If you are not given the ‘Pay Later’ option this means your organisation is only accepting online payments. If you are unable to complete an online payment please contact the course hosts for more information.

Confirmation of Registration

- You will receive an email with confirmation of your registration upon completion.
- You may need to view or print out a course manual prior to attendance, these are available from the course details page.

Qualification History

You can view all of your course and qualification history, as well as viewing and printing certificates for completed courses from the MyFootballClub website, simply by selecting the option “Qualification History” from the Coach or Referee drop-down options.

You are also able to log in to your Qualification History and pay an Invoice at any time (provided your organisation has online payments enabled.)