



## **Registration Process for Junior Coaches/Team Managers**

- Go to [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
- Click on "Register Now" and choose the option for "Coach Registration" if coaching and "Volunteer Registration" if you are going to be a team manager.

### **Retrieving a Password/Creating an Account**

1. If you have never self-registered, logged on before and do not have an FFA number, then select "I have never been registered before and would like to create an FFA account to commence the registration" and "Click here to create an FFA account"
  - Read the terms and conditions and Tick the "Agree" box to be able to click on "Next" and continue
  - Enter your details and click on "Create Account"
  - You will receive an email either as a new user or returning user in the system. This will contain your FFA number and Password, which you need to login into the system.
2. If you are registered and have an FFA number, then either select one of the below:
  - "I know my FFA number and I am ready to proceed to a login screen to retrieve my password and or complete my registration" and follow the instructions
  - "I have been registered as a player/referee/coach/volunteer before but need to find my FFA number prior to completing my registration" and follow the instructions

### **Selecting Your Registration**

1. Select "Register Now"
2. Once your registration account is complete and/or checked, click on "Proceed with Registration"
3. If you registered in 2011, the club you registered for will pre-populate in the Club Name Box. Start typing "Kingborough Lions United Soccer Club" for junior non-playing roles and click on the club name in the drop box
4. Select Registration as "Coach" (junior coach) or "Volunteer" (team manager)
5. If you are registering as a Coach, please complete the additional questions:
  - Are you accredited?
  - If Yes, What Level?
  - Category: "Junior Coach" and "Confirm"
  - Select Registration Package "Club Coach"
6. If you are registering as a Team Manager:
  - Select "Team Manager" and Save
  - Select Registration Package "Volunteer"
7. Select "Add" and click on "Next"
8. Click on "Invoice Me"
9. Coach Registrations only, please complete Survey.
10. Click "Close".

**Your registration is now complete and you can "Log Out"**