Go to Play Football (please note the below is a rough guide only, website has been updated)

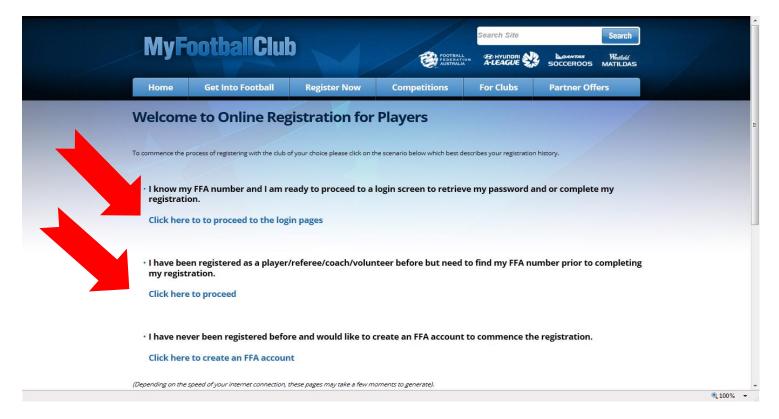
http://www.playfootball.com.au (formerly known as My Football Club)



- Click on Register now this bring you to another screen (Fig:1)
- Scroll down slightly and click the window PLAYER Registration on the left (Fig:2)



- Next screen brings up "Welcome to Online player registration" (Fig:3)
  - o Click option one "Click to proceed to login pages" if you have an FFA number
  - Click option 2 "Click here to proceed" to find your FFA number
  - You club registrar can give you your FFA number



In most cases you will click the first option and the screen below will appear (Fig:4)

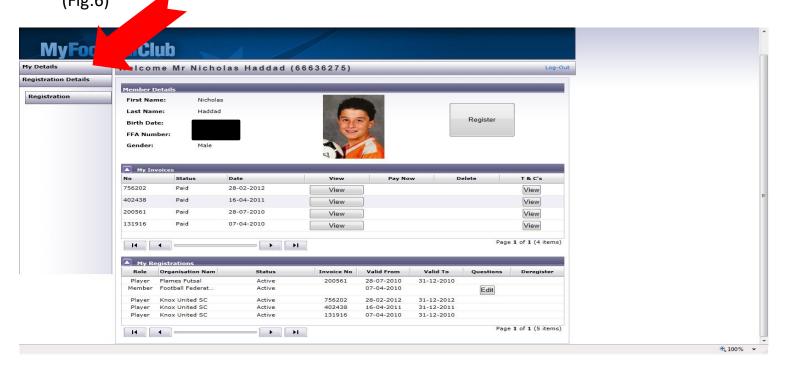


- Key in your FFA number
  - Most of you won't have a password so click "Need a Password"

This will bring you to the next screen below (Fig:5)



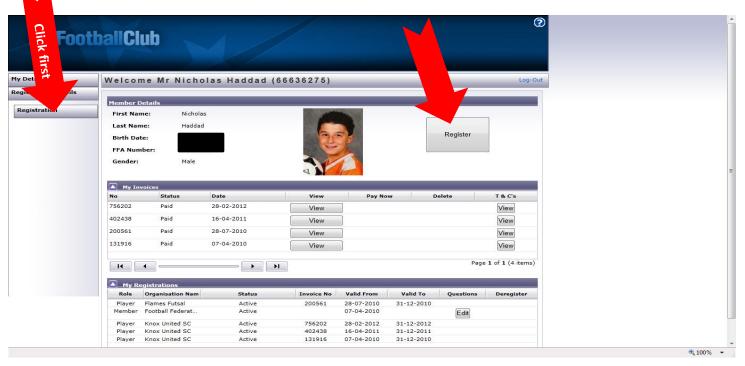
- Key in your FFA number and then key in the email address you registered with last year
  - o If you do not know this please ask your registrar for this information.
  - The email needs to match the previous year for access to the system
- Once you have your password which is sent to your email address immediately you can retrieve it and key it in to the original logon screen (Fig: 4)
- Once you have entered the FFA number and Password It will bring up the screen below (Fig:6)



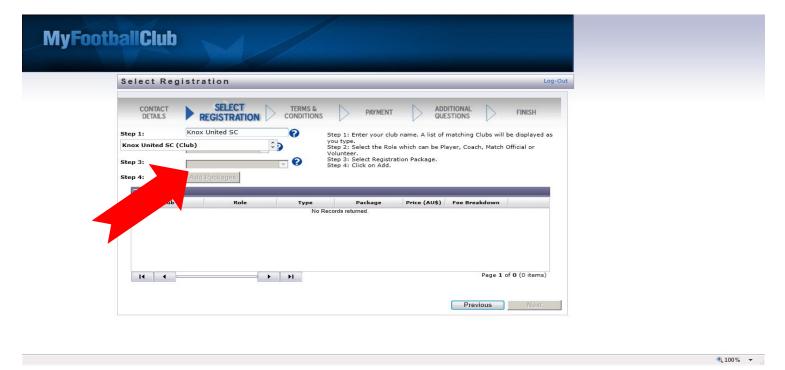
- Make sure all your details are correct click "my details" first in top left screen to update
- The click edit details this will bring the screen below (Fig:7)



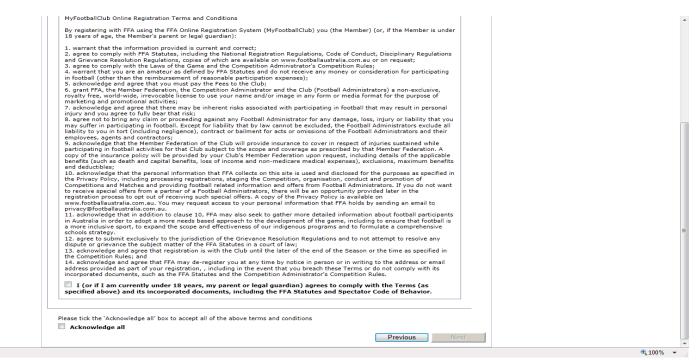
- Please fill in all fields as best as possible
- Do Not Forget to <u>upload a photo</u> by clicking "Update" and browse from picture in your computer
  - o If no photo is upload registration will not be approved
- If is also recommended that your password is changed and kept in a secure place, to do this click "Change Password" top left of screen after you have updated all information
- After you have completed these steps scroll down half way and click "registration details" on the left of screen
- Then click "registration" and this will show a bring registration button next to players photo.
- Click "Register" (Fig:8)



- This bring up the same personal details page just scroll to bottom and click "next"
- The screen below is the registration screen (Fig:9)
  - Step 1:Knox united
  - Step 2: Choose player
  - Step 3: choose age group package
  - Step 4: click "Add Package"

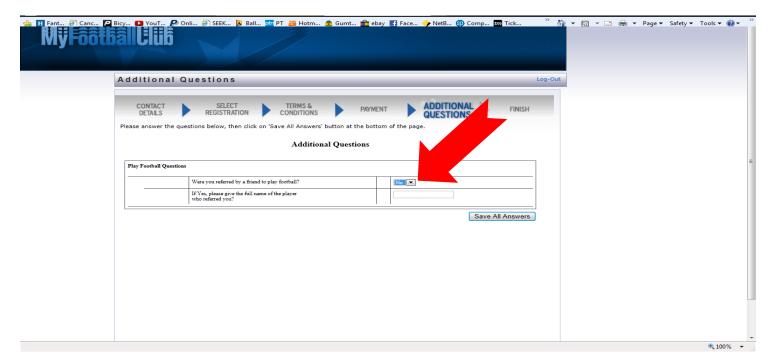


Click acknowledge all to terms and conditions, on the top of the screen below (Fig: 10) you
can tag the option which stops special offers being sent to your email.



Then click "next"

- This will bring up screen below click "manual payment to club"
- An invoice will be sent to your email
- The club registrar will monitor all payment in conjunction with the treasurer, please keep invoice for your proof and reference of registration
- Next screen below just click <u>No</u> on friend referred question and click "save all answers"



- The screen below will give the finished screen and instruction on what will happen next for approval. (Fig: 12)
- Please return to home screen then log out top right of registration screen
- With your invoice if you have not paid Knox united Soccer club please do so via bank visit or bank transfer. The details are on the club web site under Fee Schedule on page 2 of home page scroll to bottom or details are listed for you on the final and following page.
- If you have any questions regarding the Registration process or need assistance please don't hesitate to call I'm happy to talk you through it over the phone.

## Kind regards

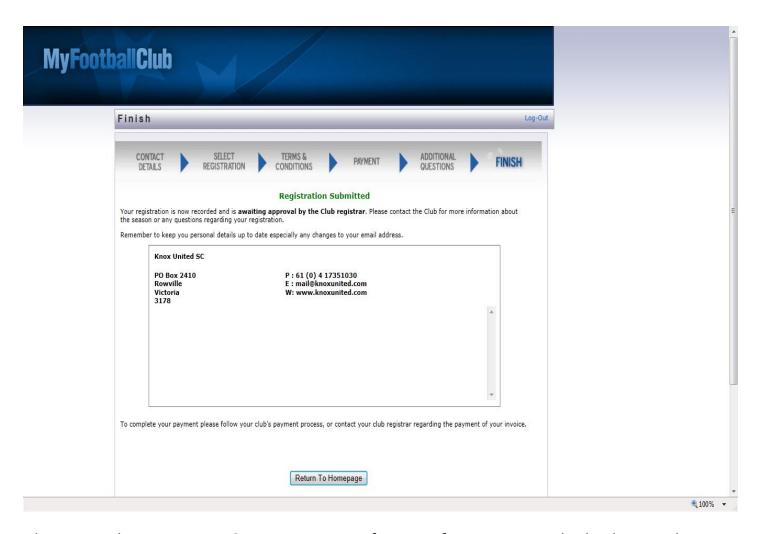
Tony Haddad Club Registrar

Knox United Soccer Club ABN: 23 604 342 737

PO Box 2410, ROWVILLE, 3178 Email: <a href="mailto:thaddad37@hotmail.com">thaddad37@hotmail.com</a>

Mob: 0428 998 859





Please use Player Surname & First Name as reference. If registering multiple players, please use surname and first initial of all players as a reference. Email the club at <a href="mail@knoxunited.com">mail@knoxunited.com</a> once you have made these payments.

Please note payments are not to be made to Team Managers and Coaches.

In light of the club celebrating its 25th birthday, Knox United is freezing its registration fees in 2018 for 2019!

- SSF U4-U7 STARTER\* \$125.00 per term
- SSF U8-U11\* \$465.00
- JUNIOR BOYS & GIRLS U12-U17\* \$565.00
- WHEELCHAIR \$90.00

Note: ALL registrations to take place on-line this year via My Football Club website.

All prices shown inclusive of GST.

10% discount for multiple players in the same family

\* includes use of playing kit, shorts (socks provided free!)

Web site for more details below:

http://www.knoxunited.com/

## PAYMENT OPTIONS - PLEASE NOTE CAREFULLY

CASH/EFTPOS- This method on available on Registration Days

CHEQUE - If paying by cheque, make cheques payable to Knox United Soccer Club Inc. If you need to mail your cheque, mail to: PO box 2410 Rowville 3178

EFT - Please make Registration payment directly into the Club's Account:

**BANK: Bendigo bank, Rowville** 

**Account Name: Knox United Soccer Club Inc.** 

BSB: 633-000, Account: 1361-04429

CREDIT CARD: Payments can be made via credit card at registration days (VISA & MASTERCARD ONLY). Please note that a 2.5% surcharge will apply.