

South West QLD Football (Club) - Self Registration Guide

Please follow the following instructions to register online for our club:

1. Login:

- a) Go to the Play Football website: www.playfootball.com.au
- b) Click on Referee then "Register Now"
- c) Comes up Register as a Referee
- d) Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
- e) Login using your FFA number and password:
 - **FFA Number:**
 - **Password:**

2. Start Registration

- a) Once logged in, click "Register"
- b) Update contact details if necessary – Click next
- c) On the next screen, enter the club name – **South West QLD Football (Club)**
THIS HAS BEEN SET UP FOR REGISTRATION FOR ALL SWQ REFEREES
NB: If you get a message saying there are no packages then click OK and check the club name
- d) Select the Registration role as: "Referee" - Confirm your Accreditation
- e) Select the correct Registration Package that applies for your registration.
This goes on Age – FQSW Referees Seniors 2018 is Turning 18yrs and Over
FQSW Referees Juniors 2018 is Under 18
- f) Click the "Add Package" button.
- g) Click the Next button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click Next.
- i) Click on "Pay Now" to pay online with a credit card (VISA or MasterCard), or select "Manual Payment at Club" if you want to pay via Direct Debit.
- j) **Bank Details for Direct Debit are – Football SWQ, NAB Bank; BSB 084630 Acc. 583636974**
NB: Payment must be made before a registration can be accepted.

Your registration has now been submitted. Make sure you have paid your fees.

3. Where do I go if I need help with my registration?

If you have any trouble with your registration you can use the following resources to help you.

- View the Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 if you are having problems with your password to login.
- Call Janelle on 07 4529 0169 in office hours