



## Go to [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

1. Select "Register Now"
2. Select "Referee Registration" at the bottom of the page
3. You will be given three options:
  - i. Log in to complete your registration with a known FFA number;
  - ii. Find your FFA number before completing your registration; or
  - iii. Create an FFA account before commencing registration (**NEW PARTICIPANTS ONLY**)

### Login Screen

1. If you know your FFA number and password, enter those details to login
2. **(Need your FFA number?)** Click on the link and follow the instructions. Once you have found your FFA number, go back to the previous page and proceed with your login
3. **(Need a password?)** Enter your FFA number and the email registered to your account and click "Proceed"

### Registration Status

1. Once you are logged in, click the large "Register" button at the top right of the page
2. View and update your contact details & photo, then click "Next" at the bottom right of the page
  - It is vitally important that you add an appropriate passport-style photo for your ID card
  - Please ensure that your contact details are up to date as this is our primary database
  - We must have **at least** one phone number available to contact you on
    - Home / work phone – please ensure you add the area code (08), otherwise the number won't be recognised correctly by the system
    - Mobile phone – please enter the first four digits (04xx) as the "area code", with the remaining six digits of your number in second box
3. **Select Registration:**
  - i. Type in our name which is "Football West Referees – Perth Metropolitan" (a drop down box will list auto-complete options once you start typing)
  - ii. Select "Referee" as your registration type – from here you will see a pop up box asking for your accreditation level and category (Junior U18 & Senior 18+), then press "Confirm"
  - iii. Select Registration Package – **please see Page 2 for more information on available packages**
  - iv. Click "Add Packages" – this will take a few seconds to process. Your chosen package will then appear below. If you click on "Fee Breakdown" you will see the individual charges for your law book (\$11.00), FFA registration levy (\$4.00), as well as your registration cost & merchant fee (1.83%).
  - v. Click "Next" to proceed

**Terms and Conditions** – Read and acknowledge all Terms and Conditions and Click Next

**Payment** – Continue to pay your registration fee on-line via Credit Card (MasterCard or Visa) by clicking "Pay Online"

### Additional Questions

- **Panel nomination:** Here you can advise which competitions you wish to officiate in. Please note that ticking a particular competition does not guarantee acceptance into the relevant panel
- **Club affiliation:** Please advise if you have any conflicts of interest here
- **Other notes:** This space can be used for information such as transport restrictions
- **Working with Children Check:** All adult match officials officiating in junior competitions **must** have a valid Working with Children Check. Those who do not cannot be appointed to junior matches. This box must have something entered to continue, so if it is not applicable to you then please enter "N/A"

## Your registration is now complete

- Your registration will now be listed in the system as “Pending Approval”. Once your registration has been approved by Football West, you will be notified by email. If your registration is declined for any reason, you will be contacted directly

## Registration Fee Packages

2017 Youth Referee	Junior	\$85.00	<b>NOTE:</b> Youth referees under the age of 16 are not able to officiate in adult competitions
2017 Junior Comps	Adult	\$145.00	Able to nominate for junior & schools competitions only
2017 Adult Comps	Adult	\$235.00	Able to nominate for all Sunday Adult competitions
2017 NPL/State League	Adult	\$385.00	Able to nominate for all competitions
2017 Assessor	Adult	\$85.00	<b>NOTE:</b> This package is only for non-active referees. Assessors who are also active referees <b>MUST</b> register under the appropriate referee package

**Junior** Under 18 as of 1 January 2016 (i.e. turning 18 in 2017)

**Adult** 18 years and older as of 1 January 2017

## Registration Deadlines

- NPL Night Series** – Monday 16 January 2017, 9:00am (AWST)
- NPL & Men’s State League Panels** – Monday 6 February 2017, 9:00am (AWST)
- Amateur Night Series** – Monday 13 February 2017, 9:00am (AWST)
- Women’s Night Series** – Monday 27 February 2017, 9:00am (AWST)
- Amateur & Women’s League Panels** – Monday 3 April 2017, 9:00am (AWST)
- Metropolitan, Masters & Junior Leagues** – registrations accepted continuously

*NOTE: Registrations submitted after the deadline for leagues with pre-determined panels will need to be approved by the Technical Committee*

## Updating your details after registering

- Login as per the above method
- Click on **“My Details”** then **“Edit My Details”** to update your Personal and Contact Details. Finalise by clicking **“Save My Details”**
- You may also Change your Password in this section by clicking **“Change Password”** and clicking **“Save”**

## Where do I go for help?

- FFA Support Centre Ph: (02) 8020 4199 or e-mail [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)