



FOOTBALL
NSW

MYFOOTBALLCLUB

TEAM REGISTRATION PROCEDURE CHAMPION OF CHAMPIONS



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Version 1, issued 3 August 2017

TEAM ALLOCATION

Procedures

For the Champion of Champions, all players are to be allocated into Teams in MyFootballClub.

All Club players must already be registered for the 2017 Outdoor Season in MyFootballClub for the Club to be eligible to participate in the Champion of Champions.

Follow the steps below to create teams and allocate your players, coaches and managers. There is to be no deviation to the team names specified. Any variation to the team name will mean that Football NSW will not be able to view your teams and as such they will not be eligible.

Support/Contacts

If you have any questions in relation to the procedures please contact the Football NSW Online Services department:

Samantha Denmeade Ph: 8814 4449 email: samanthad@footballnsw.com.au

Samuel Kettler Ph: 8814 4448 email: samuelk@footballnsw.com.au

If you have any questions in relation to the Champion of Champions Tournament procedures please contact the Competition Coordinator;

Kim Burge Ph: 8814 4444 email: kim@footballnsw.com.au.

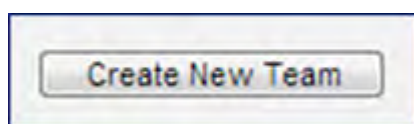
SETTING UP TEAMS

1. Creating Teams

- a) Log into MyFootballClub using your admin login
- b) From the main menu, select **"Create/Edit Team"**



- c) Click on **"Create New Team"** at the bottom right hand side of the screen



- d) For the Team "Name" please follow the table below. There is to be no deviation to the Team Names listed below. Do NOT enter your Club name in front of this:

	Male	Female
Teams	COFC M 12	COFC F 12
	COFC M 13	COFC F 14
	COFC M 14	COFC F 16
	COFC M 15	COFC F 18
	COFC M 16	COFC F 21
	COFC M 17	COFC F AA
	COFC M 18	COFC F 30
	COFC M 21	
	COFC M AA	
	COFC M 35	
	COFC M 45	

- e) Select **2017 Outdoor** as the Season.
- f) Select the most appropriate age group to the Team (The age groups available for selection will be those that you set up for your Fees and Packages).
- g) Select the Appropriate Gender

You do not need to enter anything for **"Division Grade"** or **"Team Number"**

Repeat steps 1.c) through to 1.d) v) for each of the team you are entering into the Champion of Champions. When complete, select 'Exit' which will take you back to the main menu.

TEAM ALLOCATION

1. Allocating Members To Teams

- a) From the main menu, select **"Team Allocation"**

The screenshot shows a main menu with three columns of buttons. The first column is titled 'Season Set-Up' and contains buttons for 'Our Details', 'Age Groups', 'Fees And Packages', 'Terms & Conditions', and 'Additional Questions'. The second column is titled '2017 Registration' and contains buttons for 'Re-Register Returning Players', 'New Registration - Over 18's', 'New Registration - 18's & Under', 'Take Payments', 'Approve Registrations', and 'Cancellations'. The third column is titled 'Club Administration' and contains buttons for 'Search By Club List', 'Search By Individual', 'Create / Edit Team', 'Team Allocation' (highlighted with a red box), 'Communications', and 'Reports'.

- b) On the left hand side, select **"Unspecified"** from the gender dropdown menu.
- c) On the right hand side, select the newly created Champion of Champions team you wish to allocate players to from the "Team" dropdown menu

The screenshot shows the 'Filter Individuals' and 'Filter Teams' interface. On the left, under 'Filter Individuals', the 'Gender' dropdown is set to 'Unspecified' (highlighted with a red box). On the right, under 'Filter Teams', the 'Team' dropdown is set to 'COFC F AA - 15-99 (Pending)' (highlighted with a red box). Below the filters is a table of individuals with columns for 'Add', 'FFA Number', 'First Name', 'Last Name', and 'DOB'. The 'Add' column contains checkboxes. Below the table, there are arrows for moving players between the 'Add' and 'Remove' columns. At the bottom, there is an 'Exit' button and a 'Total Individuals' counter showing 43.

- d) All of your players will appear on the left hand side of the screen (if they are yellow, it just means that they have already been allocated to another team. You can still allocate them to the new team). Click on the box under the **"Add"** column to the left of the players name.
- e) When you have finished making your selection, click on the arrow in the middle of the screen pointing to the right (--->). This will move the players into the team. If you need to move a player out of the team, click on the box under the **"Remove"** column and then click on the arrow pointing to the left (<<---).
- f) To allocate the Coach and Manager, change the Role (top left of screen) to Coach or Volunteer then follow the steps outlined above for player allocation

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- g) When finished allocating all players to a team, change the team in the **“Team”** dropdown box and repeat the player selection process for any additional teams.

Should you encounter any issues or have any questions throughout the process please refer to Page 2 for appropriate contacts and contact details.



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