

## SGFA - Volunteer & Committee Members Registration – Penshurst West FC

Please follow the following instructions to register online for the club.

### Login

1. Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
2. Click on “Register Now”
3. Select “Volunteer Registration” at the bottom of the page.
4. Select the first option – “Click here to proceed to the login pages”
5. Login using your FFA number and password:
  - **FFA Number:**
  - **Password:**

### Start Registration

6. After you log in click on “Register”.
7. Check that your contact details are correct.
8. Make sure your photo is recent and appropriate.  
**Registrations with in-appropriate photos will be rejected!** Photos must be a passport style photo from the shoulders up with no hats or sunglasses.
9. Make sure the mandatory fields have been entered and click the “Next” button.
10. On the next screen, under Step 1, enter in the club name which is **PENSHURST WEST (club)**.  
(If you get a message saying there are no packages then click OK and check the club name or seek assistance from club as the package may not be set up correctly.)
11. In Step 2, select the Registration role as: “**Volunteer**”.
12. After you select ‘Volunteer’ a pop up box will come up with Volunteer information, select category as whichever committee/volunteer position suits you best otherwise just select “**Other**” and press Confirm
13. In Step 3, select registration package as “**RTO**”
14. In Step 4, Press “Add packages”  
Then press next  
Select manual payment at club (No fee will be necessary)  
Complete volunteer FNSW questions  
Select save all answer  
Exit system



Your registration has now been submitted.

### 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.

- Visit the FAQ's page on the MyFootballClub website.
- View the Volunteer Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 particularly if you are having problems with your password to login.