



FOOTBALL  
NSW

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# 2017 STATE CUP TEAM REGISTRATION PROCEDURE SIMPLE GUIDE

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# CONTENTS

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2017 State Cup Team Allocation.....	3
Create Teams.....	4
Team Allocation.....	4
Support.....	5

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# 2017 STATE CUP TEAM ALLOCATION

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**This Guide is for Clubs who are familiar with MyFootballClub. For those who are less confident, please refer to the full training guide.**

For the 2017 State Cup, all players are to be allocated into Teams in MyFootballClub. All Club players must be registered for the 2017 Outdoor Season in MyFootballClub to be eligible to participate in the State Cup.

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.

# STEP 1 – CREATE TEAMS

In the main menu select **“Create/Edit Teams”**. Select **“Create New Team”** for the team **“Name”** please follow the Team Name table below. Select **“2017 Outdoor”** as the Season, attach 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. Select the appropriate one for this team). Select **“Male”** or **“Female”** as the gender and do not enter anything for **“Division”** or **“Team Number”**.

	Male		Female
Teams	SRC M 12	SRC M 17	SRC F 12
	SRC M 13	SRC M 18	SRC F 14
	SRC M 14	SRC M 21	SRC F 16
	SRC M 15	SRC M AA	SRC F 18
	SRC M 16	SRC M O35	SRC F AA

# STEP 2 – TEAM ALLOCATION

In the **“Team”** drop down box select the team you wish to allocate players to.

All of your players will appear on the left hand side of the screen. Click on the box under the **“Add”** column to the left of the player’s name. 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. When finished allocating all players to a team, change the team in the **“Team”** dropdown box and repeat the player selection process for each team.

To allocate Coaches and managers, change the **“Role”** from player to either Coach or Volunteer (located to the top left hand side of the screen).

# SUPPORT

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Football NSW have support available should you encounter any problems throughout this process, please see below for support contact information. Football NSW Online Services Department (which covers MyFootballClub, Sports Technology Group and other online platforms):

**Samantha Denmeade:** (02) 8814 4449 [samanthad@footballnsw.com.au](mailto:samanthad@footballnsw.com.au)  
(business hours, email after hours and weekends)

**Samuel Kettler:** (02) 8814 4448 [samuelk@footballnsw.com.au](mailto:samuelk@footballnsw.com.au)  
(business hours – 9am-5pm Mon-Fri)

If you have competition specific questions please contact the Competition Coordinator:

**Kim Burge:** (02) 8814 4444 [kim@footballnsw.com.au](mailto:kim@footballnsw.com.au)  
(business hours – 9am-5pm Mon-Fri)



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