

GENERAL – Initial Account Creation Process

1. From a web browser (preferably Chrome) go to:

<https://ssfaacademy.mycompapp.com/>

2. From the top right of the main MyCompApp page, you can choose whether to Sign In, or Create an account:



- a. **If you registered for SSFA 2021 SSFA Academy Programs, you may already have an account.**

Choose “Sign in” from the top right, and use the email address you registered with for 2021 Academy season. Your password will have been reset in the new system, and will be in the following form

The first two letters of your First name, with the first one of them capitalised,

The four numbers of your day and month of birth,

The last two letters of your Last name.

For example: **John Smith** born **1st Jan** 1970

Jo0101th

If you are a parent who registered children, and the password form above doesn't work, try the same, using your eldest registered child's information for the Password, instead of yours.

If this still doesn't work, you can click on the “Forgot password” link at the bottom right, and get a new password emailed to the registered email address.

If you still have trouble, you will need to contact your Club or Sutherland Shire Football Association for assistance.

Also, if you are using the mobile app to log in, ensure you run through the above process, just don't create a new account if you did register for Academy 2021 season.

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b. **If you didn't register for 2021 Academy season, you will need to create a New Account:**

Choose "Create account" from the top right. A new screen will appear to enter your details:

The screenshot shows a registration form titled "Create a new account". At the top, it says "Only fields marked with * are mandatory". Below this is a photo upload icon with the text "Click to upload a photo" and a note: "photo is mandatory and cannot change once saved please contact club if you need to update". The form has several sections: "Email" with a sub-field "Reg ID" (instructions: "Use your FFAID or let system generate it for you."); "First name", "Last name", and "Preferred name"; "Password" (6 characters or more), "Confirm Password", and "Mobile"; "Birthday" (select your birthday), "Gender" (Male, Female), and "WVOC"; and "Emergency contact name", "Emergency contact phone", and "Emergency contact relationship". At the bottom, there is a checkbox "I have read and accept the terms of services" and a yellow "Create" button.

Click the Photo icon and upload a current photo of yourself (head shot only). You can change the photo during this process, but once you create your account, you will be unable to change it. You will need to contact your Club if you need it changed after that. This photo is a required field.

In the "Email" field, input your email address that you want all confirmations and notifications to come to for your registration. This is a required field.

The Reg ID number will be auto generated for you. This is not an FFA number, and is not in anyway linked to your winter registration. Do not try to enter any numbers in this field.

Enter your First and Last names in the next fields, These are required fields.

If you have a Preferred name, then enter this in the next field. If you don't, leave it blank. For example, your first name might be Jonathan, but you prefer Jon.

In the "Password" field, enter a password that has at least six characters. Being a public facing website, we suggest using a strong one, including an uppercase letter, a number, and a special character, like a space or @ symbol. It's a good idea to use a phrase that's easy to remember but change some of the letters with these stronger characters. For example:

Instead of "I love Mondays" you could use "I Love Mond@y5"

Enter your mobile phone number in the "Mobile" field. Do not add spaces between any numbers, or it won't accept it.

See over for instructions for the "Birthday" field.

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In the “Birthday” field, click on the calendar icon on the right of it so you can pick your date of birth. This is a required field.

The screenshot shows a registration form with fields for Email, XERO ID, First name, Last name, Preferred name, OOI text, User ID, Password, Confirm Password, Mobile, Birthday, Gender, and WACC. The Birthday field is highlighted with a red circle, and a small calendar icon is visible to its right.

From the calendar that appears, click on the current year. This will let you choose your year of birth. Use the double arrows to click back or forward. Once you find your birth year, click on it.

This screenshot shows a monthly calendar for January 2021. The year '2021' is highlighted with a red box. The date '24' is also highlighted with a yellow box. Navigation arrows are visible at the top.

This screenshot shows a year selection menu with the range '2020-2029'. The year '2021' is highlighted with a yellow box. Double arrow navigation icons are highlighted with red circles.

This will then have the correct year on the calendar. Do the same for your month of birth, by clicking on the month, then choose your birth month:

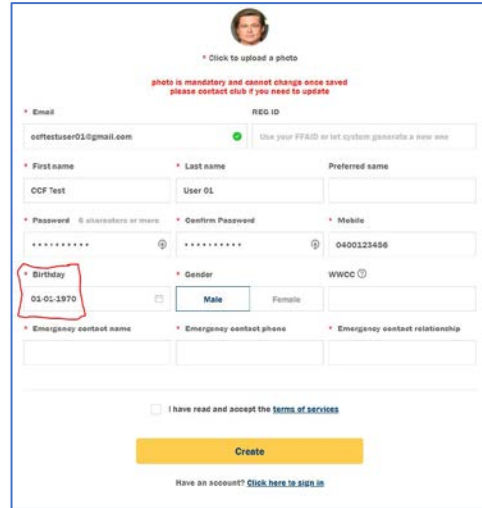
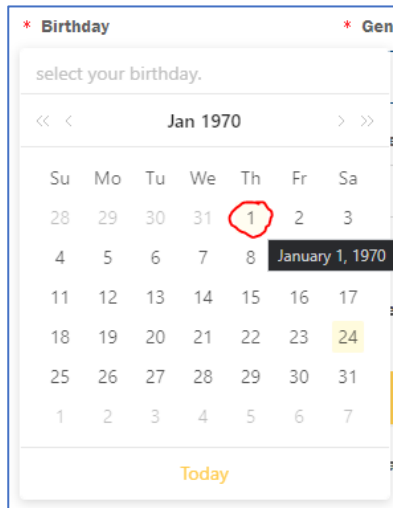
This screenshot shows a monthly calendar for January 1970. The year '1970' is highlighted with a red box. The date '24' is highlighted with a yellow box. Navigation arrows are visible at the top.

This screenshot shows a month selection menu for the year 1970. The month 'Jan' is highlighted with a yellow box. Navigation arrows are visible at the top.

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The calendar will now have the correct year and month, so finish by clicking on your day of birth:

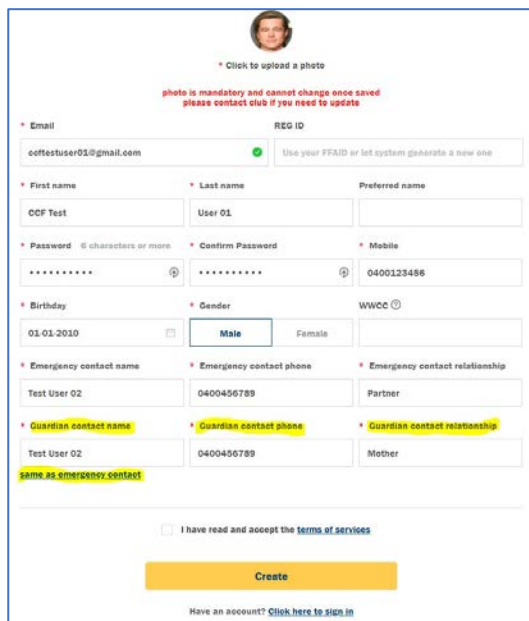
PLEASE ENSURE YOUR DOB IS CORRECT. IF THIS DOB IS NOT CORRECT (FOR YOUR CHILD), YOU WILL BE UNABLE TO SELECT THE CORRECT PRODUCT FOR YOUR CHILD/THE PARTICIPANT.



On the next field, click on your Gender. This is a required field.

Enter an Emergency Name, Phone and Relationship in the next three fields. Again, in the Phone field, do not use any spaces. These are required fields.

If the person you’re registering is under the age of 18, you will have three Guardian contact fields pop up under the Emergency contact fields. These must be filled in, and if they’re the same as the Emergency Contact details then just click the “same as emergency contact” link under them, to have them auto filled.

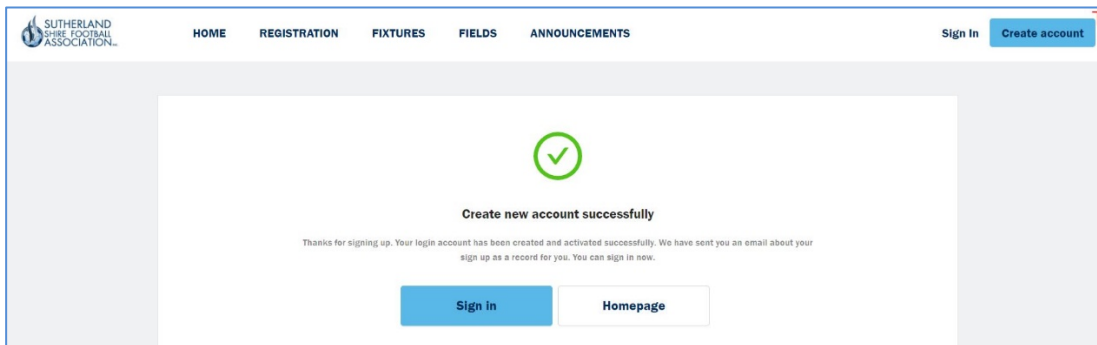


Next Step: click on the “terms of service” link to read SSFA’s and any Club’s terms of service, click on the tick box on the left. Then click on the “Create” button.

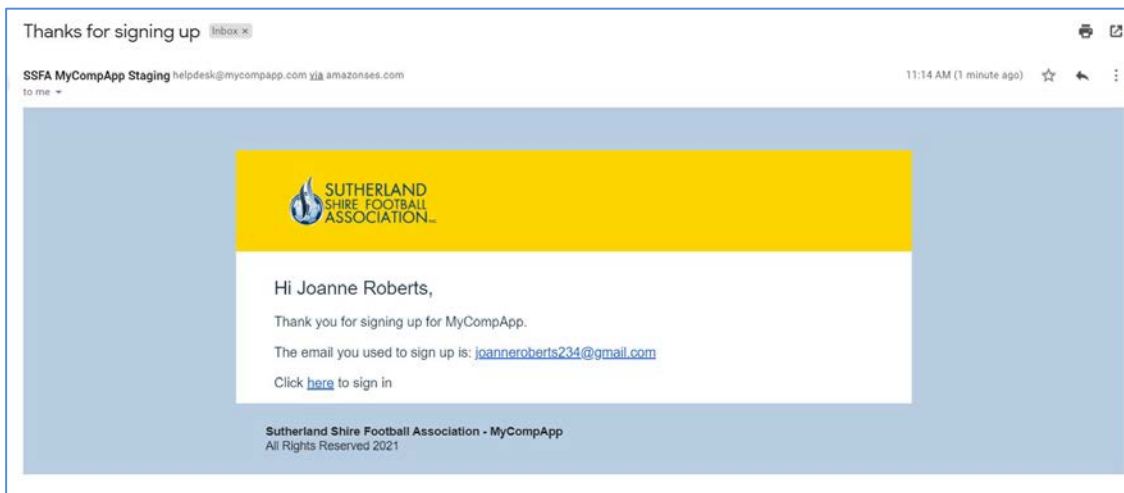
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The screenshot shows a registration form for the Sutherland Shire Football Association. At the top, there is a profile picture placeholder with the text "Click to upload a photo" and a red warning: "photo is mandatory and cannot change once saved please contact club if you need to update". Below this is the "Email" field (ccffestuser01@gmail.com) and a "REG ID" field with a note: "Use your FFID or let system generate a new one". The form is divided into several sections: "First name" (CCF Test) and "Last name" (User 01) with a "Preferred name" field; "Password" (6 characters or more) and "Confirm Password" fields; "Mobile" (0400123456); "Birthday" (01-01-2010) and "Gender" (Male selected); "Emergency contact name" (Test User 02), "Emergency contact phone" (0400456789), and "Emergency contact relationship" (Partner); "Guardian contact name" (Test User 02), "Guardian contact phone" (0400456789), and "Guardian contact relationship" (Mother). A link "same as emergency contact" is provided for the guardian name. At the bottom, there is a checkbox "I have read and accept the terms of services" and a "Create" button. A link "Have an account? Click here to sign in" is at the very bottom.

You will then see a success message. Click on the “Sign in” button and sign into your account, so you can now register as a Player:



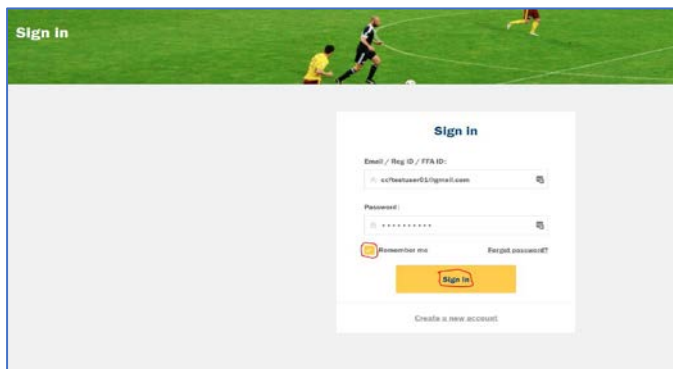
You will also receive a confirmation email:



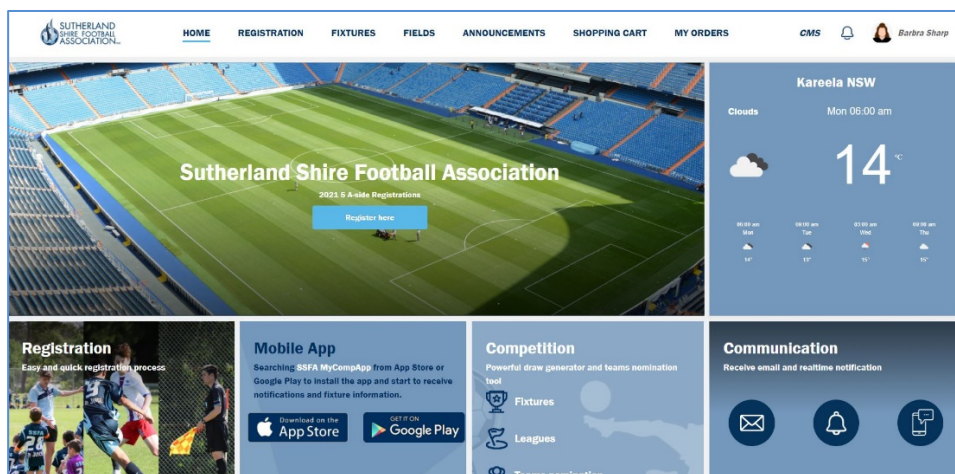
If you have trouble and can't work it out, you will need to contact Sutherland Shire Football Association.

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- From the “Sign in” screen (<https://ssfaacademy.mycompapp.com/#/passport/login>) enter your email address and password. You can click the “Remember me” box to save entering your email address each time you sign in. Then click “Sign In”:



You will be taken to the Home screen, and you will now see your profile at the top right. The first time you sign in you will need to update your profile to include your street address. You can go into it to update your details at any time:



To update your profile, click on your name in the top righthand corner then select from the dropdown menu. This is where you can link or unlink accounts.

