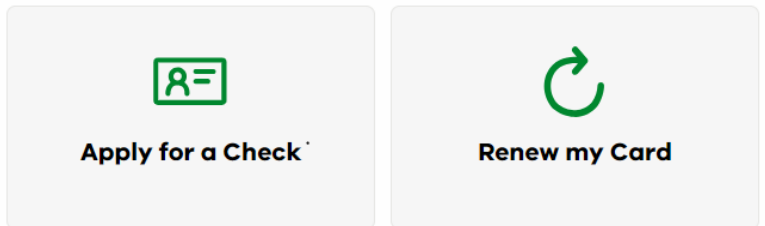


How to Apply for or Renew WWCC

1. Go to website <https://www.workingwithchildren.vic.gov.au/home>
On the home page click on **Apply for a Check or Renew my Card.**



Complete the application and add the organisations **XXXXX Football Club and the SMJFL** at the time of application.

Type the following - fill in the XXX's with the appropriate information

(Insert Your Football Club Details)

PO BO XXXX

Suburb VIC 3XXX

Ph XXXX XXX XXX

SMJFL– Ashwood JFC

PO BOX 3

Moorabbin Vic 3189

Ph 03 8594 0290

You need to click on Add an organisation code and choose either #42 or #70

If you have a WWCC and need to align it to an organisation

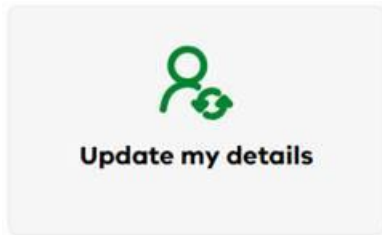
2. Go to website <https://www.workingwithchildren.vic.gov.au/home>
3. If you have not registered for a MYCheck account on the WWCC site, you will need to do this. Click on the MYCheck top right of the home page.



The image shows a green rectangular button with a white padlock icon on the left and the text 'MyCheck Account' in white on the right.

4. Register on the MyCheck

5. Go back to the home page scroll down and click on **Update my details**



6. Log in if it asks you to do so
7. Add Ashwood as an organisation click on this box

add an organisation

Type the following – fill in the XXX's with the appropriate information

(Insert Your Football Club Details)

PO BO XXXX

Suburb VIC 3XXX

Ph XXXX XXX XXX

8. Click on Add an organisation again and type in

SMJFL– Ashwood JFC

PO BOX 3

Moorabbin Vic 3189

Ph 03 8594 0290

9. You need to click on Add an organisation code and choose either #42 or #70

A letter will come to the club and League 7-10 days later confirming this process.