



The FA Online Player Registration System – Club User Guide

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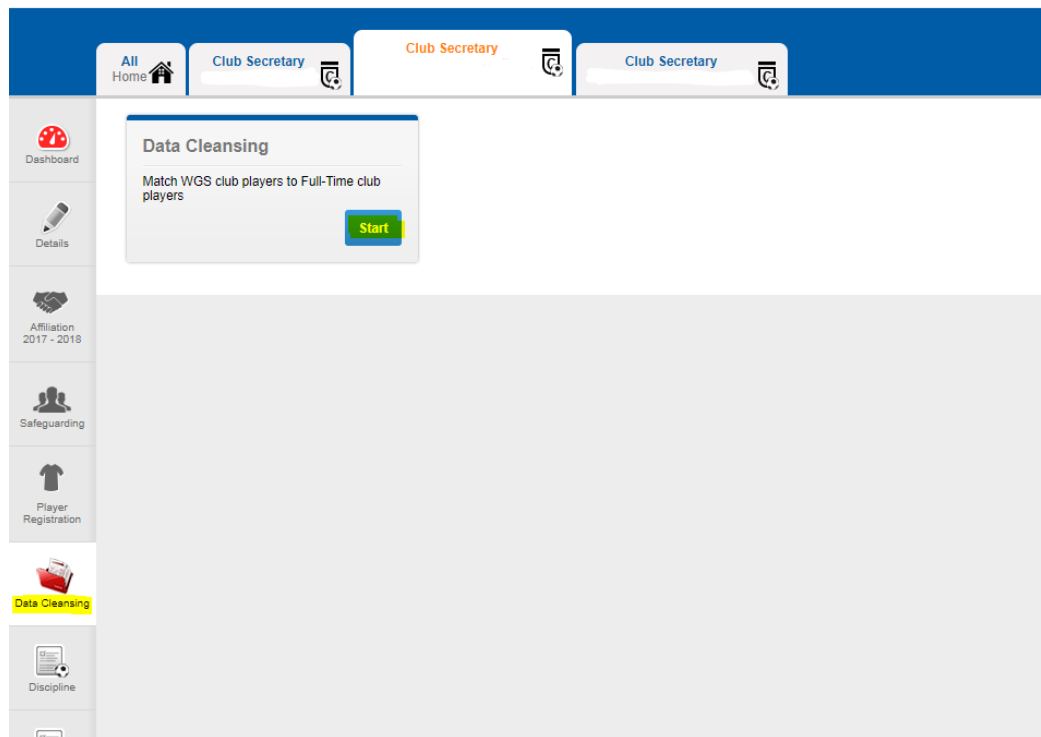
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Step 1 – Data Cleansing

Before you start the online registration process for your players you should complete a data cleanse. This will merge existing records of full-time players to any records in whole game to confirm they are the same player or they aren't. By doing this you will avoid creating duplicate records and it will make the registration process quicker and easier.

- ⇒ Firstly log into your portal on whole game. Only the club secretary, chairman and anyone listed as a player registration officer will be able to access the player registration option.
- ⇒ Click on the tab with your role (listed in previous bullet point) and on the left-hand side select the Data Cleansing Option – highlighted in yellow below, then click on Start – highlighted in yellow below.



The screenshot displays the user interface of the online registration portal. At the top, there is a navigation bar with tabs for 'All Home', 'Club Secretary', and 'Club Secretary'. The 'Club Secretary' tab is selected and highlighted in yellow. Below the navigation bar, a sidebar on the left contains several menu items: 'Dashboard', 'Details', 'Affiliation 2017 - 2018', 'Safeguarding', 'Player Registration', 'Data Cleansing', and 'Discipline'. The 'Data Cleansing' menu item is highlighted in yellow. The main content area shows a 'Data Cleansing' panel with the text 'Match WGS club players to Full-Time club players' and a yellow 'Start' button.



⇒ You then firstly need to go into your suggested matches, if there are any then click match and ensure all data is populated across. If you do not have any suggested matches then go into your unmatched players.

⇒ For unmatched players you need to find a match – highlighted in yellow, you will need to search by details – highlighted in yellow, for them first before you can add a new record (this is to reduce FAN duplication).

[REDACTED]	"No matching player found in WGS"	Find Match
[REDACTED]	"No matching player found in WGS"	Find Match
[REDACTED]	"No matching player found in WGS"	Find Match



Search by FAN

Search by Details

Create New Contact

First Name *

Last Name *

Date of Birth *



Postcode:

Optionally enter the postcode...

Search

	FAN	Name	Club
No contacts found			



Search by FAN Search by Details **Create New Contact**

Player

First name *

Last name *

Date of birth *

Postcode *

Address line 1

Address line 2

⇒ If a record for the player cannot be found then you need to go on the option to Create New Contact – highlighted in yellow, populate the details for the player and click OK.

If a player is not going to play for your club then you do not need to match them. If you just match your current players this will save you time when creating new records and matching records. Now you have completed your data cleanse, you can proceed with starting the online registration process.



Step 2 – Adding Players

The first part of the online player registration is to ensure you have all your club's players on the system, some of them will already be on there from when you completed your data cleanse however you may need to add any that did not appear on the data cleanse (from full-time) this may typically be your newest players in the club e.g. new U7 players.

⇒ To access the online player registration, go back to your tab with your role listed (club secretary, chairman or player registration officer) and then on the left-hand side go onto player registration – highlighted in yellow.

The screenshot shows the 'Club Dashboard for' interface. At the top, there are navigation tabs: 'All Home', 'Club Secretary', 'Club Secretary', and 'Club Secretary'. The 'Club Secretary' tab is active. On the left sidebar, the 'Player Registration' option is highlighted in yellow. The main content area displays a green notification: 'You have NO unread notifications.' Below this, there are two sections: 'Current Suspensions' and 'Pending Suspensions', both with tables showing 'No results found!'. At the bottom, there are three summary cards: 'Details' (Current Season Affiliation Number), 'FA Charter Standard' (Status, Type), and 'Discipline' (Club Status, Suspended Teams).

⇒ To add a player ensure you are on the players option, then scroll down to the bottom of the page below your existing players and click on Search for Player – highlighted in yellow.



The screenshot displays a list of three player entries. Each entry consists of a checkbox, a profile picture, a name (redacted), a status indicator (green checkmark), and a 'Remove from team' button. Below the name, there are three status buttons: 'Consent: Accepted Offline' (green), 'County: Offline' (grey), and 'League: Pending' (yellow). The text 'County: Wiltshire FA' is visible to the right of the status buttons. At the bottom of the list, there is a yellow button with a magnifying glass icon and the text 'Search for Player'.

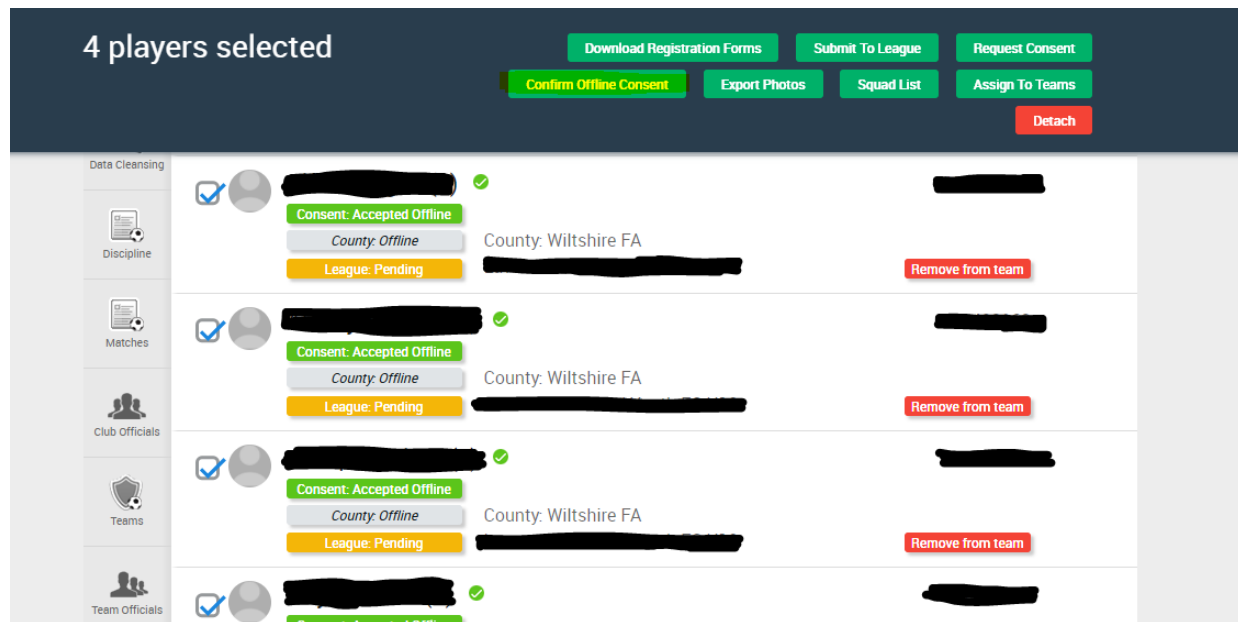
⇒ Once again, like in the data cleanse, you need to search for the player first before adding them. Once you search for them and they are not found you can then add them like you did in the data cleanse process for the unmatched players. (To see a breakdown of how you search for a player and create a new contact see the first section – data cleansing).

You should, once completing this process, now have all of your players in your club added on the system – this will be displayed on the main Player Registration screen under Players. Next to the Players option there will be a number in brackets; this number is the number of players currently on the system for that club.

Step 3 – Offline Consent

Similar to the registration process you would have completed previously, before it moved to an online platform, you still need to consent that the player's details are correct and that you have seen proof of the player's ID confirming their age etc. You therefore still need to have a signature on paper and have seen the ID proof for the player (the league will specify how many forms of ID they require to be checked). Once you have gained this for a player you need to Confirm Offline Consent.

⇒ To confirm offline consent for a player you need to view your players on the player registration tab on whole game. You then need to tick/select the player or multiple players you are confirming offline consent for in the box to the left of their name (multiple selection is an option). And then click on the option Confirm Offline Consent – highlighted in yellow.



4 players selected

Download Registration Forms Submit To League Request Consent

Confirm Offline Consent Export Photos Squad List Assign To Teams

Detach

Data Cleansing









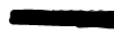
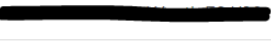

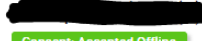







Discipline

Matches

Club Officials

Teams

Team Officials

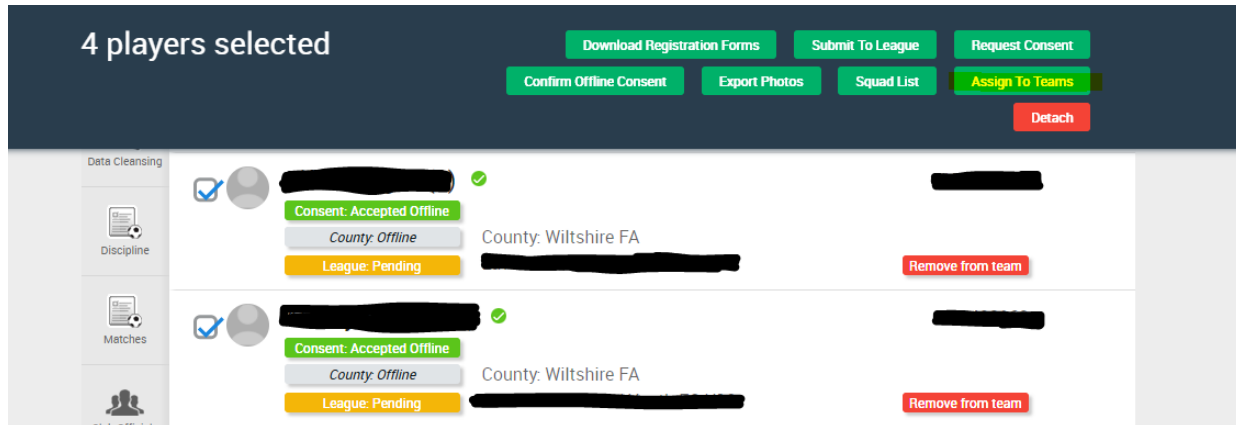
<input checked="" type="checkbox"/>				
		Consent: Accepted Offline		
		County: Offline	County: Wiltshire FA	
		League: Pending		Remove from team
<input checked="" type="checkbox"/>				
		Consent: Accepted Offline		
		County: Offline	County: Wiltshire FA	
		League: Pending		Remove from team
<input checked="" type="checkbox"/>				
		Consent: Accepted Offline		
		County: Offline	County: Wiltshire FA	
		League: Pending		Remove from team
<input checked="" type="checkbox"/>				
		Consent: Accepted Offline		

Once offline consent has been confirmed, under the player's name (in green) will appear > Consent: Accepted Offline. This means this step has been completed for this player or the multiple players you have confirmed for, the league will also be able to see who has confirmed this (Name of Club Official).

Step 4 – Assign to a Team

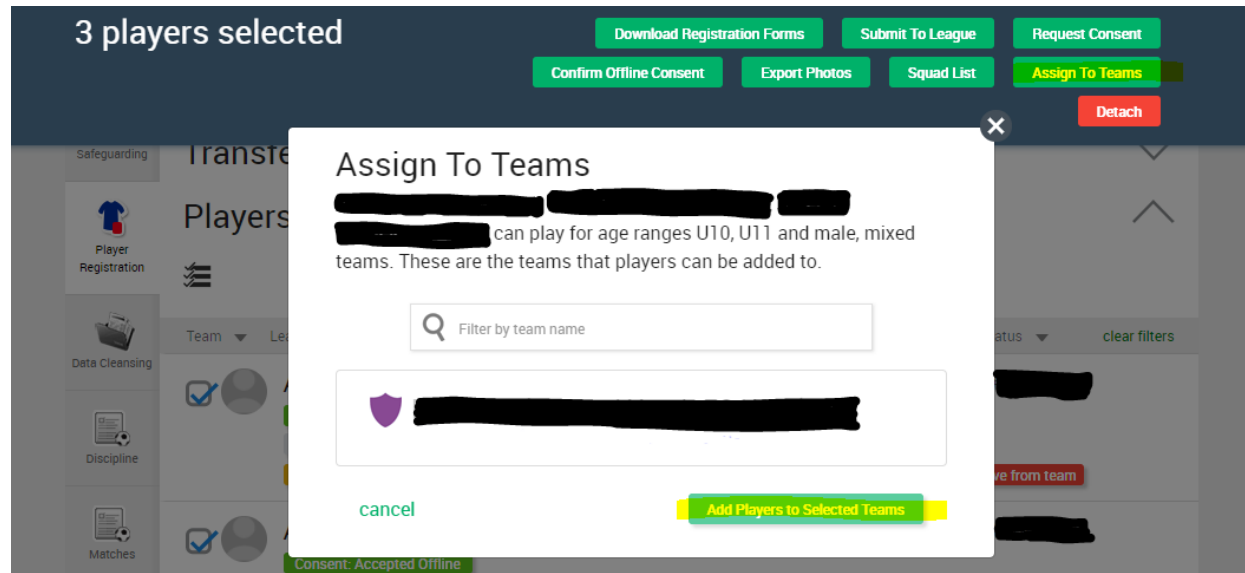
The next step is to assign your player/s to a team. When you get to the stage of assigning your player to a team the teams that the player is eligible to play for will automatically appear e.g. for a player who is 8 years old the only teams that will appear are the U8 & U9 teams in your club. If for any reason the team you wish to add them to is not appearing in the list please contact info@wiltshirefa.com who will be able to look into the issue for you. Please also note that none of your teams will appear unless you have started the affiliation process.

⇒ To assign a player/s to a team go onto the players option on the player registration tab. Select all the players you want to add to a team e.g. all of your U10 players and click the option Assign to Teams – highlighted in yellow.



The screenshot displays a web interface for managing 4 selected players. At the top, a dark blue header contains the text "4 players selected" and a row of action buttons: "Download Registration Forms", "Submit To League", "Request Consent", "Confirm Offline Consent", "Export Photos", "Squad List", "Assign To Teams" (highlighted in yellow), and "Detach". Below the header, a list of player profiles is shown. Each profile includes a checked checkbox, a profile picture, a green checkmark, and a green box indicating "Consent: Accepted Offline". Below this, a grey box shows "County: Offline" and "County: Wiltshire FA", and a yellow box shows "League: Pending". A red "Remove from team" button is located to the right of each player's information.

⇒ You will then get the options of all the teams the player/s are eligible to play for, you need to click on the correct team and then click Add Players to Selected Teams – highlighted in yellow.



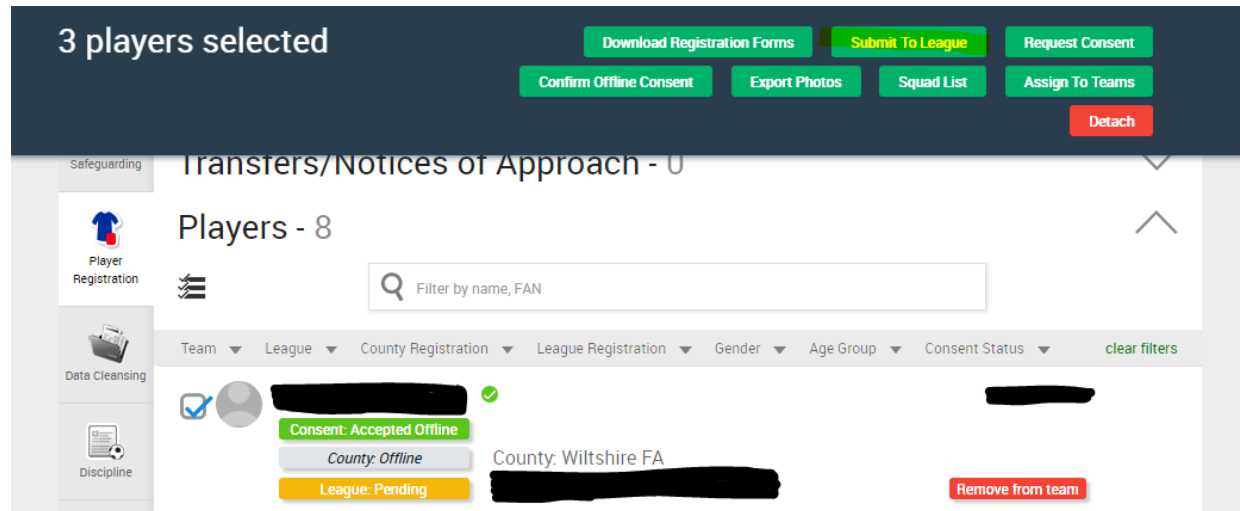
Once you have done this, on the list of players, by their name to the right (under the county FA) should be listed the team they are assigned to e.g. U10's.

Please note you cannot add a player to a team until they have a FAN number, this is created after you initially add the player (create a record) during the data cleanse process or when you add new players, sometimes the FAN number will not appear straight away and will appear to the right hand side next to their name as #0 it will eventually automatically populate (usually no later than 48 hours after the player is created) once their FAN record appears e.g. #12345678 you can then add them to a team.

Step 5 – Submit to the League

The last and final step you need to complete as a club is to submit the registration of that player or multiple players to the league. Once you have submitted a player/s to your league you then need to wait for the league to approve or reject that registration, this will also alert the league that you have registered a player and they can then invoice the club accordingly for that registration (all leagues will enforce their own invoice/payment system so please check what this process is for your league with the league's committee).

⇒ To submit a player/s registration to the league go on the player registration tab, under players you can then select/tick all the players you want to submit to the league by ticking/selecting the box on the left-hand side of their name. You then need to click the option Submit to League – highlighted in yellow.



The screenshot shows a web interface for player registration. At the top, a dark blue header displays "3 players selected" and several action buttons: "Download Registration Forms", "Submit To League" (highlighted in yellow), "Request Consent", "Confirm Offline Consent", "Export Photos", "Squad List", "Assign To Teams", and "Detach". Below the header, the page title is "Transfers/Notices of Approach - 0". The main content area is titled "Players - 8" and includes a search bar "Filter by name, FAN". Below the search bar, there are filter dropdowns for Team, League, County Registration, League Registration, Gender, Age Group, and Consent Status, along with a "clear filters" link. A list of players is shown, with one player's name redacted. The player's status is "League: Pending" (highlighted in yellow), and their consent status is "Consent: Accepted Offline". A "Remove from team" button is visible next to the player's name.

Once you have submitted your player/s to the League it will say under their name (in yellow) League: Pending. When the player registration is approved by the league the status under the players name will change to approved. If the player registration is rejected it will show as rejected with a reason why. If you have any queries around a rejected registration please contact your league committee directly.



Whole Game Player Registration – Support for Clubs

There is lots of support available to clubs for the online player registration process, this is a basic guide but if you need any additional help please see the information below:

- ⇒ **Video Guides** – On each section of the online process there is a Need help? Button (highlighted in yellow) in the corner of the page, if you click on this you will find PDF guides and walkthrough videos to assist you with the particular step you are on.
- ⇒ **League Support** – Your League Committee will have received training on the new online player registration system and will be able to help you with queries you have, especially regarding league requirements, consent and registration approval.
- ⇒ **Wiltshire County FA Support** – The team at Wiltshire County Football Association have had training on the system and will be able to assist with any issues or queries you may have. The County FA will also be able to assist with any IT/Technical issues you may be experiencing with the system. For help from the County FA please contact Kate Foote – info@wiltshirefa.com OR Ashleigh Brennan – Ashleigh.Brennan@wiltshirefa.com or phone the office on 01793 486047.
- ⇒ **FA Support** – The FA have a dedicated Player Registrations team who are very responsive and can also assist with any queries you may have regarding player registration please contact them on Player.Registration@thefa.com