HOW TO CREATE A PLAYER ON CLUB PORTAL?

Watch the video guide

Access the **Club Portal** and login - You can do this by clicking **here**.

Locate the **'Players'** tab on the left hand side. This will show you all of the players within your club.

Click on the **'Add Player'** button next to the search bar - Then click on the **'Create Player'** tab.

You now must enter the personal details and the contact details for the player - Please ensure that you are using the players **legal name(s).**

While entering the email if it comes up with **'Email address already associated with another player'** please either use another email or contact your county FA who will be able to find the FAN who is using that email.

Then click on **'add player'** and then the player will be added to your club. Then click on **'register player'.**

From here please ensure you have completed the **player consent'**, '**player info'** and finally add them to the desired team. Once all are green and say '**complete'**, you may submit to the league for approval.

Once approved the player can play.