



Registering Club Players in Whole Game

Club Official Training Guide

INTRODUCTION

Season 2017/18 saw The FA, in partnership with the County FAs, open our online player registration platform through the Whole Game System (WGS) to all grassroots leagues. This season, we have over 600 leagues, 58,000 teams and all County FAs using the WGS online Player Registration process, registering over 800,000 players so far for the current playing season.

A number of benefits for leagues and clubs have been highlighted. Replacing paper-based administration with electronic player management saved hours of effort for league registration officers by streamlining the league registration processes, whilst maintaining a single record of players within the system was found to be a secure and efficient way of managing player records. For those clubs and leagues also using Full-Time, the integration of records provided clubs with a single view of their players across WGS and Full-Time, removing significant duplication of input and increasing the integrity of player information.

- Secure storage of player records
- Records updated annually, creating a lasting history for each player
- Club and Team records available for league registration processes (where appropriate)
- More efficient club discipline management
- Use of the FA number (FAN) to create a single player view – particularly for those clubs using Full-Time
- Providing your club with better player information to help you plan for the future

This season has also seen the introduction of Matchday, The FA's mobile app that helps organise your football life. For more details, visit theFA.com/get-involved/Matchday

Clubs are invited to start entering your players' details into WGS. Players can be searched for and added directly into WGS using the FAN search function. This allows you to easily and securely identify players from across the national database. Once you have found and attached your players you can then assign them to the appropriate team. At this stage the process is complete and your records are up to date and ready to be presented for league registration for the upcoming season

SAFEGUARDING CONSIDERATIONS

Safeguarding was a foremost consideration within the development of the player registration functionality within the Whole Game System. Player information is collected and inputted by affiliated clubs and sanctioned leagues for the purpose of the administration and organisation of football with information only accessible between relevant parties as necessary for this purpose. Club and leagues will have access to their own player's details as they would do normally and only with consent from Parent/Guardian would appointed officials be allowed to add or transfer players.

By signing to play for an affiliated club within a Sanctioned league parents/carers are already providing implied consent to the sharing of information between the club and league who organise and administrate football, and County FA's/The FA who regulate and govern the national game. Clubs and leagues will already hold information in formats which are covered by data protection legislation and WGS player registration is no different and is potentially more secure.

- The system does not collect or share mobile phone or Email/social media contact details for children and young people within youth football.
- Images, if required by a league for the ID purposes, and/or the production of player ID cards, consistent with individual league practices, are stored securely and in line with data protection legislation and will not be shared.

We would advise leagues and clubs to acknowledge within their registration documentation that individual player information will be stored on The FA's, Whole Game Player Registration system which is compliant in line with the relevant UK data protection legislation.



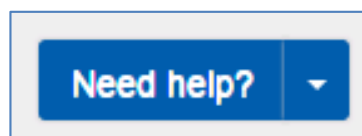
CONTENTS

This document has been prepared to assist you with registering your players within WGS. It is comprised of six sections, each dealing with one aspect of the player registration process. Please use the document in conjunction with the various E-Learning resources that have also been made available to you and can be found on the relevant pages of the WGS portal.

Each section includes a set of Frequently Asked Questions. Should you have a question not answered in this section, please refer to the other support resources.

NEED HELP?

When you login to Whole Game System, you will see links marked “Need help?” Click on these links and you will be provided with one or more help resources.



Some of these may be PDF documents which you may download and printed (such as this guide) or some may be “E-Learning”, which are interactive videos which will take you through the key processes you are going to use, and explain to you how they work. Typically the E-Learning resources will take no more than a couple of minutes to follow through. E-Learning resources have been developed for the following processes;

1. Logging onto WGS Portal	4. Search & Create New Players
2. Assigning Club Official Roles	5. Assigning Players to Teams
3. Detaching Players from Clubs	6. Adding Identity Checks

INDEX

SECTION ONE – ACCESSING AND LOGGING INTO WGS.....	5
SECTION TWO – ASSIGNING THE PLAYER REGISTRATION ROLE TO CLUB OFFICIALS.....	7
SECTION THREE – DETACHING PLAYERS.....	10
SECTION FOUR –SEARCH & CREATE NEW PLAYERS.....	13
SECTION FIVE – ASSIGNING PLAYERS TO A TEAM.....	20
SECTION SIX – CONSENT.....	22
SECTION SEVEN – ADDING ID CHECKS.....	26
SECTION EIGHT – SUBMITTING TO LEAGUE.....	27

SECTION ONE

ACCESSING AND LOGGING INTO WGS

To access the Whole Game System, please visit <https://wholegame.thefa.com> where you will be asked to enter either your **Email** or **FAN ID** along with your **Password** before selecting **Login**.

TheFA

WHOLE GAME

How to guide

Welcome to Whole Game System

Email / FAN ID:

Password:

Login

Have you forgotten your password?

If you are already a FA registered user get started by logging on with your existing email address or FAN.

To create a FAN ID, please click here

If you are unaware of your password, please select the **Have you forgotten your password?** link. The system will ask you to enter your **Email** or **FAN** along with your **Date of Birth** before clicking **Submit**.

PASSWORD RESET

Please enter the email or FAN number associated with your account, along with your date of birth and we will provide you with access to reset your password.

Email or FAN number

Date of Birth

SUBMIT

ENGLAND SUPPORTERS CLUB WITH VAUXHALL

You will receive an email from info@thefa.com which will take you through the reset process

Search Inbox (Ctrl+E)

Arrange By: Date Newest on top

Today

info@thefa.com 10:38

TheFA.com Password Reset Request

TheFA.com Password Reset Request

info@thefa.com

Sent: Tue 12/07/2016 10:39

To:

Thank you for requesting to reset your password to TheFA.com.

FREQUENTLY ASKED QUESTIONS

What is a FAN?

FAN stands for FA Number. Your FAN is the individual number used to record all football participants, whether they be players, officials, referees, coaches or members of the England Supporters Club.

Do I have to have a FAN to access Whole Game System?

Yes, you will need your FAN to access WGS as it is this number that records the role or roles you have in football.

Can an Individual have more than one FAN?

Ideally not, and you should avoid creating duplicate records. Should you come across a participant with more than one FAN record, please contact your County FA who will merge the multiple records (this is known as de-duplication, or de-dupe).

How do I find out my FAN?

If you have forgotten your FAN please contact your club secretary or County FA who will be able to advise you of your FAN.

Can I retrieve my password if my email address isn't on my FAN record?

No. The retrieve password function relies on sending an email to email address recorded in WGS. If your current email address is not recorded against your FAN, you will need to contact your County FA who will verify your identity and add your email to the FAN.

What do I do if the retrieve password email does not arrive?

First of all, please check your spam folder in case your email system has filed it as spam. If it has not, and you have recently changed your email address, please check your old email account. Should the email not have arrived please contact your local County FA who will be able to check your FAN record to see whether the correct email address is assigned to it.

SECTION TWO

ASSIGNING THE PLAYER REGISTRATION OFFICER ROLE TO CLUB OFFICIALS

The default access to the pages for management of player data in Whole Game System are for the “key officers” of a club – namely the Club Secretary, Club Chairman and Club Treasurer, plus the Club Welfare Officer where appropriate. In order to share the administrative load, larger clubs may wish to nominate other officers within their club to share the workload of management of their player data.

To add a Player Registration Officer, the Club Secretary should navigate to the **Club Officials** tab on the left hand menu, before selecting the **Add Official** button.

Name	FAN	Role	Email	Phone	Start	
Stuart Munson	110128	Chairman	DC04F7ny@thefa.co.uk	0844 980 8001	08/07/2016	
Maria Anand	59401381	Secretary	BCEC4Bsell.cam@thefa.co.uk	-	08/07/2016	
Erin Dominguez	56485223	Treasurer	19C8ED@th@thefa.co.uk	0844 980 8001	08/07/2016	

Showing 1 to 3 of 3 entries

You may either **Search by FAN** (most common) or **Search by Details**. Both will set out what information is required (i.e. FAN and Date of Birth) before you can select **Search**.

Search by FAN Search by Details Create New Contact

FAN * 824351

Date of Birth * 18/3/1985

Search

The matching individual will be displayed with a check box to the left of the FAN which must be selected. From the **Select Role** dropdown choose **Player Registration Officer** and then **Select start date**. Once these fields have been populated, the **OK** button will become available.

Add Club Official

FAN *

Date of Birth *

	FAN	Name	Club
<input checked="" type="checkbox"/>	824351	Chloe Goel	Denbigh Town

Showing 1 to 1 of 1 entries

Once you have clicked OK, the individual will be added to the club as a Player Registration Officer. There is no restriction on the number of Player Registration Officers a club may have.



FREQUENTLY ASKED QUESTIONS

Does a Club have to nominate Player Registration Officers?

No, if a club wishes to restrict access to players to the “Key Officers” they may do so. Flexibility to add player registration officers has been added because larger clubs may wish to share the registration load across a number of club officials.

Do I have to nominate Key Officers as a Player Registration Officer?

No, the key officers will have access to the Player Registration pages automatically. This includes Chairman, Treasurer and Club Secretary.

Is there a Limit to the Number of Player Registration Officers?

No, a club may have as many or as few Player Registration Officers as they choose.

Does a Player Registration Officer have access to all Players within a Club?

Yes, all players will be members of a club, even if they are then allocated to teams, so the Player Registration Officer will have access to all players within the club.

Can the Player Registration Officer role be removed when registrations are complete?

Yes – removing the role is a straightforward process. Use the same page as you used to allocate them to the role and set a closing date for their role. This will remove their access with this role.



SECTION THREE

DETACHING PLAYERS

Detaching is the process whereby a club may remove from its list of members any players who are no longer part of the club. When a player is detached, their link to the club, as well as their links to any teams within the club will be removed.

To view the list of players within your club, navigate to the Player Registration page on your club record. This will display all players who are currently associated with your club record. They may include players added in the past who may no longer be part of the club.

Each player is shown with their name, age (if you hover over the age their date of birth is shown) and FAN record. If a photograph has been added for them this is displayed.

Photographs of players may be stored and used for registration purposes. Registration photos held will be stored securely with only the relevant Club and League officials having access. Photographs uploaded within The Whole Game System Portal will not be placed within the public domain.

WHOLE GAME CLAIRE DAVIDSON | LOGOUT

Club Player Registration Officer FA Demonstration Club

Club Player Registration Officer Diagon Wanderers FC

League Registrations Officer FA Demonstration League

League Registrations Officer IT Test League North

PLAYER REGISTRATION Please select one from the following options-

Season 2018 - 2019

Players 91

Players Pending Parental Consent 1

Detached Players 0

Transfers 4

Notices of Approach 0

Select All Filter by name, FAN Search for Player

Team League Age Gender League Reg Consent Photo clear filters

Expand All

Team	League	Age	Gender	League Reg	Consent	Photo
<input type="checkbox"/>		Age Agetest (7)	✓	🇬🇧	👤	#61257381
<input type="checkbox"/>		Natalie Beech (42)	✓			#62082013

If a player is no longer with a club, they may be removed from the list of club players – this is known as “detaching” the player. To detach a player, check the box alongside their name.

Players - 11

Discipline Filter by name, FAN

Matches

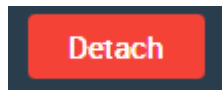
Club Officials

Discipline	Matches	Club Officials
<input checked="" type="checkbox"/>		Henry Alexander (35)

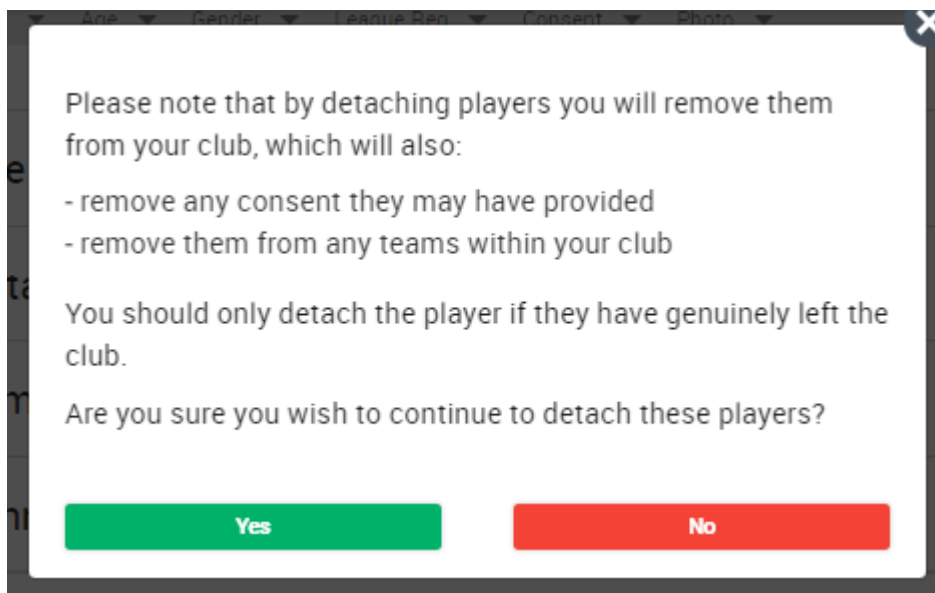
Consent: Not Requested

County: Not Requested County: Kent FA

At the top of the screen, a ribbon will appear with various options to select. In this instance, you will choose the option to “Detach” the player.



Once you click on Detach, a warning will appear reminding you that if you do detach a player, they are removed from your club as well as any teams within your club. A player cannot be detached if they have been league registered. The league will need to cancel the registration before the player can be removed from the club records



If the player has genuinely left the club, click on Yes to confirm that you are detaching them. Once detached, the player will be moved to the “Detached” section of your Club Players. If necessary, the player may be re-attached from here. This section only shows players detached within the last fourteen days



Should you wish to re-add the player more than 14 days later, you will need to search for them as detailed earlier in the manual, looking for a new player to add to your Club.

FREQUENTLY ASKED QUESTIONS

Where do all the old, incorrect player records in WGS Come from?

Most player records in WGS portal will be a result of a disciplinary action taken against that player whilst playing for your club. This may be many years ago which may mean that some of the records are extremely out-of-date.

Why is it important that I detach these records?

Redundant, out-of-date records have no value to your club and can corrupt your information. Creating a clean starting point for your player registration records will help maintain good data management.

Can I detach more than one player at a time?

Yes, you can select more than one player and choose the detach option, but please be careful to only select players who have left the club.

What should I do if the same player is listed twice?

Do not detach the player record yourself. Please contact your County FA and request that they de-duplicate the player's records on your behalf. This process may take a couple of days and your County FA may have many records to de-dupe so please be patient.



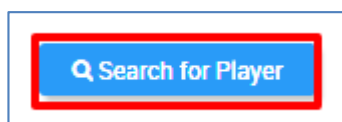
SECTION FOUR

SEARCHING FOR AND ADDING NEW PLAYERS

When you access the Player Registration page for your club, you will see listed any players who have been previously associated with your club through Whole Game System (for example as part of the discipline process) as well as any players you may have added through the process of the Player Data Match with Full-Time.

In addition, there is functionality to search for a player at the top of the screen, to allow you to identify and add any players who are also members of your club, but are not currently linked to them within Whole Game System. These players may well already have a FAN record, so you will need to search for them first, and only create a new record if you cannot find an existing FAN record.


To search for a new player, click on the Search for Player button at the top of the screen. This will take you to the Add Players screen where you can search to see if the player has an existing FAN record.



Add Players

Find players to register and transfer

FULL NAME / FAN:

DATE OF BIRTH: 

Postcode:

When you search for a player, First and surname or FAN, plus Date of Birth are mandatory. We recommend that the first search you make does not include the postcode.

If this search results in a single FAN record being matched to the criteria you have provided, the player concerned will be returned, and may be added to your club by clicking on "Add Player".

Add Players

Find players to register and transfer

FULL NAME / FAN:

DATE OF BIRTH:

 **Danny Williams (50)**
Current Clubs:
Previous Clubs:

Add Player

Danny Williams is under 16 so the parent/guardian must consent before you can see their details.

I wish to request parental consent

Parent/Guardian information is missing. Please contact the current club to add Parent/Guardian information.

I can confirm I already have a parental consent form

[cancel, and don't add](#)

If the player concerned is under the age of 16, you will also need to confirm that you have consent from that player's parent/ guardian to access their details – i.e. they have confirmed that the player is a member of your club.

This is an “offline” process – i.e. you should have a form which has been signed by the player's parent/guardian.

Once you click on “Add Player”, the player will be associated with your club, and will appear on the main list of players for your club.

You will also be provided with the option of adding in the details of any other current clubs with whom the player is associated.

If your search for a player results in more than one FAN being returned as a possible match, a popup will appear informing you that more than one match has been found.

2 contacts found matching the criteria. Try another search including the postcode or contact your CFA.

Prevent this page from creating additional dialogs.

OK

This may be due to there being more than one person on the system with the same details, or may be because the individual concerned has more than one FAN record. Try adding the postcode for the individual concerned to see if you can narrow down the search to find one record.

Add Players

This page may be used for search for new players to be added to your club for registrations or transfers. You should only search for players who have given you their permission to add them to your club.

FULL NAME / FAN Dan Williams	DATE OF BIRTH 11/03/1966	Postcode
Email	Phone	Previous Club

If you cannot successfully narrow down the search to a single record, please contact your County FA. They will be able to check whether there are duplicated FAN records for the player concerned, and de-duplicate them if necessary, as well as advising you of the correct FAN record to use to add the player to your club.

To try and reduce the number of duplicate records in WGS, our system will complete a “fuzzy” search whereby it checks, full name and DOB, if no result is returned, it will then check first 3 letters of the first name, as well as surname and DOB and finally the first initial alongside surname and DOB. If you are not sure whether the player may already have a FAN, please check with your County FA.

Add Players

Find players to register and transfer

FULL NAME / FAN

Danny Thomas

DATE OF BIRTH

25/12/1988

Postcode

Search

can't find the player you are looking for? [create new player](#)

The first half of the screen to add a new player will confirm the first name, last name and date of birth of the player concerned, and ask you to confirm the gender of the player concerned.

Add Players

Create new player

Player Details

FIRST NAME *

Dog

LAST NAME *

Steel

DATE OF BIRTH *

20/03/1946

GENDER *

Male

Female

Contact Details

Postcode

Lookup address

Email Address

Personal

Work

Telephone Number

Mobile

Home

Office

Alongside this section are the contact details for the player concerned. If the player is aged 16 or above, their address, email address(es) and telephone number(s) may be provided.

You must provide an email address OR a postal Address for a player over the age of 16. If you enter a postcode, click on "Lookup address".

Address Details(Parent Details if Player is Under16)

POSTCODE

HA9 0WS

Lookup address

This will provide the user with a popup which provides a search of all addresses which match the postcode provided, and allows you to select the address required.

Wembley National Stadium Ltd, Wembley Stadium, WEMBLEY, Middlesex HA9 0WS

OK Cancel

Once the address has been completed, email and telephone are optional, though may be required by a league as part of their registration process and we would recommend clubs record these if they do have them available. This was not be displayed if the player is aged under 16.

EMAIL ADDRESS

danny@email.com

Personal Work

TELEPHONE NUMBER

07890123456

Mobile Home Office

Continue

The next section allows you to store a photograph for the player concerned.

This is optional, although leagues may require that the player concerned has a photograph as part of their registration process.

Photographs of players may be stored and used for registration purposes. Registration photos held will be stored securely with only the relevant Club and League officials having access. Photographs uploaded within The WGS portal will not be placed within the public domain.

If you wish to add a photograph for a player you may do so, and there is functionality to either Drag and Drop a photo onto the page, or search for it.


Once added this photograph may be cropped or rotated as required. When you are happy with the photograph click on Continue. "Save New Player" to save all of the data you have input, and create

the new FAN record for the player concerned. If you do not click on “Save New Player”, the data will be lost.

Player Photo

[Click here for Photo Guidelines](#)

Photographs of players may be stored and used for registration purposes. Registration photographs will be stored securely with only the relevant Club and League officials having access. Photographs uploaded within the Whole Game System Portal will not be placed in the public domain. Please note that once a registration has been approved by a league, the photo cannot be updated.



Drag a photo here

- or -

Select a photo from your computer

By continuing, you are confirming that any individuals' data you are providing, or updating, is correct to the best of your knowledge, and that these individuals have given you permission to provide/update their details.

[Save This Player](#)

[cancel and return to players list](#)

[click on](#)

Once the player has been created, the player will be added to your list of Players. Note that it may take a few minutes or hours for their FAN to be generated, so if a player initially is shown with a FAN of #0 do not worry, this will be updated in due course.



If the player concerned is under the age of 16, you have the option to record the details of the player's main Parent/Guardian by selecting the name of the player and choosing the option to Add Parent/Guardian

Parent Guardians

No Parent Guardians found.

Add Parent/Guardian

You are asked to provide the first name, last and date of birth for the Parent/Guardian.

Date of birth is included so that The Football Association or a County FA can verify the identity of the person who is associated with the youth record, which is essential for maintaining the security of the player data held.

If an email address or a telephone number is provided, this will be stored against the record for the Parent/Guardian, and not against the player.

Once the Parent/Guardian's details have been provided, click on "Add Guardian".

Guardian Details

FIRST NAME
Sandra

LAST NAME
Thomas

DATE OF BIRTH
12/8/1978

FAN (Optional)

Add guardian

Once the contact details for player and/or Parent/Guardian have been provided, click on the Continue button at the bottom of the page. You will be warned if any mandatory fields have not been completed.

Continue

FREQUENTLY ASKED QUESTIONS

Why do I have to search for a player before adding them?

Many players will already have a FAN record, and we want to avoid creating duplicated records where possible. Please try and search to find a player before creating a new record.

Why is date of birth required for Parental Records?

This will help a County FA, or The Football Association to validate the identity of an individual who is linked to the youth player record.

If I provide my email address, what will it be used for?

We will not provide your email address to a third party without your permission. It may be used for administrative purposes, or to contact you to ask your opinion on initiatives being run by the Football Association, or your local County FA.

Do I have to provide a photograph for players?

You do not have to provide a photograph for players, unless your League have specified this as a League requirement. If you are not sure, we would suggest you do not add a photograph as they can be added later.



SECTION FIVE

ASSIGNING PLAYERS TO TEAMS

Once a player has been added to your club, you may then also assign them to one or more teams within your club. From your main view of Players, select one or more players by checking the box alongside their names.

The screenshot shows the 'PLAYER REGISTRATION' section. It includes a 'Season' dropdown set to '2018 - 2019'. A summary bar displays statistics: 'Players' (91), 'Players Pending Parental Consent' (1), 'Detached Players' (0), 'Transfers' (4), and 'Notices of Approach' (0). Below this is a 'Select All' button, a search bar with the text 'Filter by name, FAN', and a 'Search for Player' button. A filter bar contains dropdowns for 'Team', 'League', 'Age', 'Gender', 'League Reg', 'Consent', and 'Photo', along with a 'clear filters' link. An 'Expand All' button is also present. The player list shows 'Jenny Abbott (34)' with a red box around the selection checkbox and the ID '#62083036'.

At the top of the screen, a ribbon will appear with various options to select. In this instance, you will choose the option to “Assign to Teams”.

Assign To Teams

A pop-up box will appear, which will tell you which of the teams the player concerned is eligible to play for (this will be based on the age and gender of the player, along with the age group and the gender for the team concerned, which will have been set when the club affiliated with their County FA). If you cannot see a team which you expect to see, you will need to check whether they have been affiliated correctly with your County FA.

Assign To Teams

Jenny Abbott (62083036) is eligible to play for ranges U21, U23, Open Aged and female teams. The following are the teams this player can be added to.

The pop-up box contains a 'Select All' button, a search bar with the text 'Filter by team name', and a list of teams. One team is visible: 'FA Demonstration Club First Women (Open Aged)' with an unchecked checkbox. At the bottom are 'Cancel' and 'Add Players to Selected Teams' buttons.

Select the team or teams required, and click on “Add Players to Selected Teams”.

The player(s) concerned will be added to the team(s) selected, and this will be shown on your main view of Players within the club. Each team will also have a button alongside it which allows the club to remove the player from that team if required.



Jenny Abbott (34)

#62083036



Consent: Not Requested

County: Not Requested

League: Not Requested

County: IT Test FA

FA Demonstration Club First Women

Remove from team



FREQUENTLY ASKED QUESTIONS

What do I do if a team does not appear?

If a team does not appear, you can check whether it has been added to the system by using the filter for Team on the left hand side of the set of filters. If it is not present, you will need to speak to your County FA, as the team may not have been affiliated.

Can I add a player to more than one team?

Yes, a player can be added to more than one team.

What do I do if a team is not in the list for adding a player to?

If a team does not appear for a particular player, it may be because of a mismatch in the gender of the team and player (e.g. the player is female, and the team has been affiliated as male when it should have been mixed) or because the date of birth of the player does not permit them to play for the team concerned. If you contact your County FA, they will be able to check and amend the data if required.

If I add a player to a team this season, will they remain with the team next season?

Yes, players will continue with their existing teams for the new season, whether they are youth players moving up an age group with their team (e.g. members of the U12's become members of the U13's) or adult players remaining with the same team. You will be able to make any amendments if required for the new season.



SECTION SIX

OBTAINING PLAYER CONSENT

Once a player has been added to your club, each season you will be required to obtain their consent to play. This can be done in two ways, firstly Online Consent, and secondly Offline Consent.

The screenshot shows a dashboard for a club with 1 player selected. At the top, there are several action buttons: 'Download Registration Forms', 'Submit To League', 'Request Consent' (circled in red), 'Confirm Offline Consent' (circled in red), 'Export Photos', 'Squad List', 'Identity Check', 'Assign To Teams', and 'Detach from Club'. Below this, the 'PLAYER REGISTRATION' section shows the current season as '2018 - 2019'. A summary of player statistics is displayed: 91 Players, 1 Players Pending Parental Consent, 0 Detached Players, 4 Transfers, and 0 Notices of Approach. A search bar and filter options are available. The player profile for Jenny Abbott (34) is shown with a checkmark icon, indicating consent has been requested. Her details include: Consent: Not Requested, County: Not Requested, County: IT Test FA, League: Not Requested, League: FA Demonstration Club First Women, and a 'Remove from team' button.

At the top of the screen, a ribbon will appear with various options to select.

If the player is under 16 years of age, a parent or guardian with an email address will need to be associated with the player record to gain online consent.

When a club “Requests Consent” against a player, Whole Game System will validate that there is an email address associated with the player’s FAN record.

The screenshot shows the player profile for Molly Cule (23). The 'Request Consent' button at the top is circled in red. The player's details are: Consent: Not Requested, County: Offline, County: Huntingdonshire FA, and FAN number #60663420. A checkmark icon is visible next to the player's name.

If there is no email address associated with the player, then an error message will be displayed informing the club that there is no email address and consequently the online consent request cannot be generated.

Molly Cule (60663420)

- Sorry cannot request consent, Email Address does not exist for the player

If an email address is present for the player/parent, WGS sends a personalised email containing a unique link. On clicking “RESPOND TO REQUEST” within the email, this opens a page within the browser (the player/parent does not need to log into WGS).



Player/parent is asked to validate their own DOB to navigate to the next screen – at this stage the player/parent agrees or declines to play for the specified club.






Dear Jenny,

Thanks for coming to this page. Before we can ask you to confirm that you wish to play for FA Demonstration Club in Season 2018 - 2019, we need you to provide your date of birth in the box below in order to verify that you are completing this on behalf of yourself.

Date of Birth

I'm not a robot 
reCAPTCHA
Privacy - Terms

Your details have been provided by a club official for the purposes of verifying that you or your child wishes to register with the above-mentioned club on Whole Game System, The FA's football administration system. Please see our [Privacy Policy](#) for more information on your child's data subject rights and how your child's data will be processed if they choose to register with the club.

The consent status is then updated in WGS from Pending to Consent – Accepted Online if accepted.

The player will then receive a personalised email confirming their choice

If you click on the “Confirm Offline Consent” as shown above, you are confirming you have a completed Player Registration Form, which the Club will have meeting your League Requirements. **Failure to provide this form if selected for a spot check, will bring further action from your League.**

1 player selected

Download Registration Forms Submit To League Request Consent

Confirm Offline Consent Export Photos Squad List Assign To Teams

Detach

Players - 60

Matches

Club Invoices

Club Officials

Team Officials

Team League

Aaa Aab (34) Consent: Not Requested County: Offline County: Huntingdonshire FA #62377744

Aaa Aac (34) County: Huntingdonshire FA #62377746


By confirming Offline Consent, you are declaring that you have signed permission from the player or parent (if the player is under 16 years of age) stating that this player wishes to play for you this season, and can provide this evidence if requested by your league.

Accept Cancel

SECTION SIX

ADDING ID CHECK

Some Leagues may require Clubs to validate the checking of ID for the players. Below will give details of how you can do this, should it be a requirement.

 **New Guy (18)** #59687079

Consent: Not Requested

County: Offline County: Huntingdonshire FA

League: Not Requested FA Demonstration Club First Remove from team

League: Not Requested FA Demonstration Club Reserves Remove from team

Click on Player Name and you will see the option below for ID Checks, which appears under the Contact Details for the individual you are looking at within your Club.

ID Checks

16 Aug 2017 - Driving Licence seen by Danny McConnell

Add ID Check

If required, you will need to “Add ID Check” as above, and add what documentation you have seen as a Club and confirm you have verified.

ID Check

Identity Seen

- | | |
|--|---|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Driving Licence | <input type="checkbox"/> Previous Season League ID Card |
| <input type="checkbox"/> Medical Card | <input type="checkbox"/> School ID |

CHECK COMPLETED BY

Select an Official

Date Completed

Add ID Check

cancel

You will need to select the relevant ID you have seen, in some cases, very few the League may require more than one ID.

Once selecting the above, you need to select which Official has completed the check on behalf of the Club.

Enter the date this was seen, and finally select Add ID Check to complete the process.

SECTION EIGHT

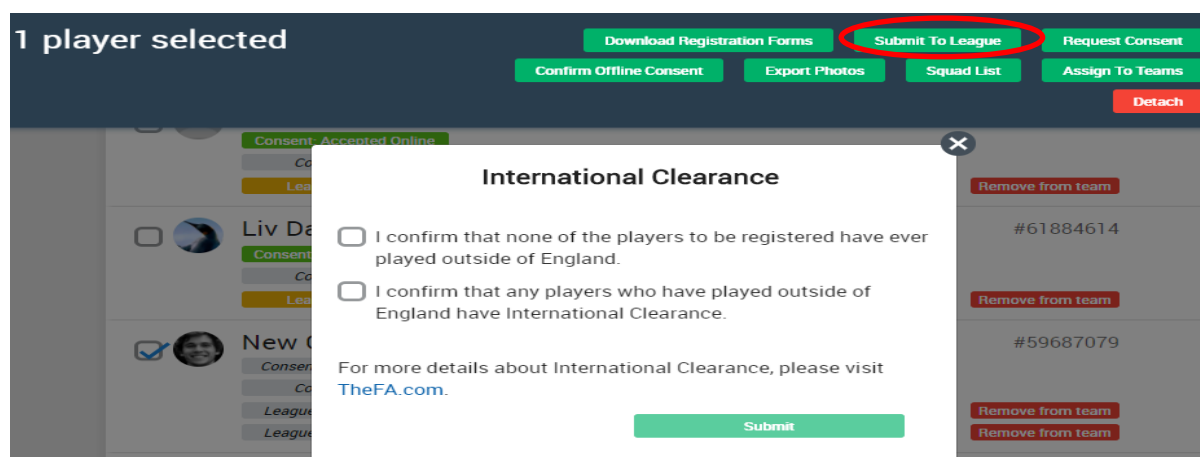
SUBMITTING TO THE LEAGUE FOR APPROVAL

In order to submit to the League, you will have to ensure you have met the requirements set by your League in order to register a player.

You should be checking the following:-

- Is the player assigned to the Team(s)?
- Do you have consent from the Player (or parent if under the age of 16)?
- Have you added any relevant ID Checks?
- Have you added a photo to the player records?

If your answer to the above is yes to all or N/A, you are ready to submit to your League by following the guidance below.



If you tick the box of the player/players you wish to submit to the League, you will see the options appear at the top of the page, which includes “Submit to League”.

On clicking this button, you will see a prompt in regards to International Clearance, which asked the two questions above.

Please ensure you do ask the Player/s if they have played outside of England before, as if so they may require International Clearance. Further details can be found on the FA.com and Clubs can use the link when asked this question to gain further details.

If the answer is no, go ahead and confirm none of the players have been registered outside of England before, and submit your registrations. (Tick Box 1)

If the answer is yes, but they have clearance which you have seen proof of, you can go ahead and confirm that players who have played outside of England have International Clearance, and submit your registrations. (Tick Box 2)

If the answer is yes, and you have no proof of clearance, do NOT submit your registration, and seek confirmation from the player. If this is available, you can contact Registrations@TheFA.Com with the player details, and they will assist you further in confirming clearance, or ensuring you are able to complete the process to have the player cleared to play.