STEP BY STEP AFFILIATION GUIDE SEASON 2021-22



SIGN IN

USE YOUR FAN NUMBER AND PASSWORD TO LOGIN TO THE WHOLE GAME SYSTEM

LINK TO THE WHOLE GAME SYTSEM PORTAL

CLICK HERE IF YOU'VE FORGOTTEN YOUR PASSWORD

IF YOU ARE A NEW CLUB, OR DO NOT HAVE AN ACCOUNT, PLEASE EMAIL:

AFFILIATIONS@ DEVONFA.COM

Sign in

Enter your email address

Enter your password

Forgotten password? Sign in using FAN

Don't have an account

SIGN UP



HOME PAGE

WHEN LOGGED IN, YOU WILL BE TAKEN TO THE PORTAL HOME PAGE

SCROLL DOWN, ON THE LEFT HAND-SIDE TOWARDS THE BOTTOM OF THE PAGE, YOU WILL SEE 'AFFILIATION 2021-22', CLICK ON THIS

| Details | | FA Charter Sta | indard |
|----------------------------------|-------------------------------|--------------------|--------|
| Mental Health Muscle United Curr | ent Season Affiliation Number | Status | |
| W-DEV4401 | | Туре | |
| | | AHC - Start Date | |
| | | Auto Suspend Date | |
| | | Auto Lapse Date | |
| | | AHC Application St | atus |
| | | | |
| Finance | | | |
| WGS Amount Outstanding | | | |
| | | | |

STEP 1 -CLUB DETAILS

THIS IS THE FIRST STAGE OF THE AFFILIATION PROCESS

YOU WILL NEED TO CONFIRM YOUR CLUBS DETAILS, AND AGREE TO THE FA'S TERMS AND CONDITIONS

ONCE YOU'RE DONE, CLICK SAVE AND CONTINUE

| Cushboard | Mental Health Muscle United Club Affiliation |
|---------------|--|
| Solopuseday | Season 2021 - 2022 Chi Dotali Sup 1: Crea: yel cardin cale analy. Q 2 3 4 8 7 8 |
| Ernal Capture | I space to be 7.5 from and Condition Reve and Condition |
| Discipline | |
| Cue officies | |
| | |

STEP 2 -CLUB OFFCIALS

HERE YOU WILL NEED TO ADD / EDIT YOUR CLUB OFFICIALS

YOU CAN ADD AN OFFICIAL HERE

YOU CAN DELETE AN OFFICIAL HERE BY CLICKING THE ARROW AND CLICKING THE DELETE ICON

YOU WILL ALSO NEED TO MAKE SURE YOU ENTER THE NUMBER OF CLUB VOLUNTEERS YOUR CLUB HAS, AT THE TOP OF THE PAGE BEFORE CONTINUING



STEP 3 -CLUB GROUNDS

AT THIS STAGE, YOU WILL NEED TO CONFIRM YOUR CLUB'S GROUNDS

TICK WHETHER YOU USE THE GROUNDS FOR MAIN (PLAYING MATCHES) + TRAINING

IF YOU WANT TO DELETE THE GROUND AND ADD A NEW ONE, CLICK HERE

ONCE YOU'RE DONE, CLICK SAVE AND CONTINUE



STEP 3 -CLUB GROUNDS

TO ADD A NEW GROUND, JUST TYPE THE ADDRESS INTO THE SEARCH BOX

SELECT THE CORRECT GROUND, AND THEN FILL IN THE 'MAIN' AND 'TRAINING' TICK BOXES

ONCE YOU'RE DONE, CLICK SAVE AND CONTINUE



ON THIS PAGE, YOU WILL NEED TO:

- CONFIRM TEAM
 DETAILS
- CONFIRM MANAGER, COACH, FIRST AIDER, PHYSIO DETAILS
- ENTER YOUR TEAMS INTO THEIR LEAGUE
- ENTER YOUR TEAMS INTO THE COUNTY CUP

CLICK HERE TO GET STARTED

| Conditionand | Mental Health Muscle United Club Affiliation | i de la companya de l |
|---|--|---|
| Europuerdrog The Pagest Pagest Pagest | Season 2021 - 2022 Teams and County Cup Entries Step 4 Adds and maning learns, team officials, and Season 2007 Cup entries Prover more Capabilities Prover more Capabilities | 0 0 0 0 8 8 7 8 |
| g. Enal Capters | Mental Health Muscle United 1st 🗸 | Edit 🖌 Team Folding |
| Decipites | Edit Cups and League | |
| | I confirm I have reviewed County Cups for all teams | |
| | I confirm my League entries are correct | |
| Las Oficials | Previous solp | And have E save and Continue + |
| | | |
| | | |

IF YOU ARE LOOKING TO ADD A NEW TEAM (THAT DID NOT AFFILIATE WITH YOUR CLUB LAST YEAR), PLEASE CLICK HERE

IF YOUR TEAM HAS FOLDED, PLEASE CLICK HERE, THEN CLICK SAVE AND CONTINUE



WHEN ADDING A NEW TEAM, JUST FILL IN THE BOXES!

ENSURE YOU SELECT THE CORRECT GENDER & AGE GROUP FOR YOUR TEAM. IF THIS IS WRONG IT WILL AFFECT YOU ENTERING THE LEAGUE

PLEASE NOTE - THE 'OPEN AGED' AGE CATEGORY APPLIES TO ADULT FOOTBALL

ALL U5-U18 + WHEELCHAIR TEAMS MUST HAVE A MANAGER OR COACH

| 4 Step 4 | Adding and removing teams, team officials, Cun entries | and 🚺 | 23050 |
|--------------------------------------|---|--|---|
| | cup enable | | |
| • Youth (US to U18 |) and Wheelchair Teams are required to have ei | ther a coach or a manager | |
| Please note that fo | r youth teams and development groups (i.e. who | ere the age group is Under 18 o | r below) a Manager or Coach must b |
| In line with FA regulater A accepted | lations, Managers and Coach (including assista Disclosure and Barring Service (DBS). If you re | nts) attached to youth teams an ouire further advice or assistant | d development groups MUST also h te recarding DRSs please contact vo |
| Welfare Officer or | County FA | | |
| * Suffix | Mental Health Muscle United 2nds | Main Kit | |
| * Category | | Shirt Colour | Red |
| | | Shorts Colour | Red |
| * Gender | Male | Socks Colour | Red |
| · Ann Owner | Open Aged | Second Kit | |
| - All Crock | | | |
| *Disability Category | Non Disability | Shirt Colour | 1.1.1 |
| * Disability Category | Non Disability | Shirt Colour Shorts Colour | Back |
| * Disability Category * Hays On | Non Disability Saturday | Shirt Colour Shorts Colour Socks Colour | Back Black |

THIS IS THE STAGE WHERE YOU'LL NEED TO ADD YOUR TEAM OFFICIALS.

USE THE SEARCH BOXES TO SEARCH FOR AN INDIVIDUAL, AND THEN ADD THEM IN.

HEAD TO THE NEXT PAGE IF YOU NEED TO ADD A NEW OFFICIAL YOU'LL NEED TO CLICK HERE TO GET STARTED.



TO ADD A NEW OFFICIAL, USE THEIR FAN NUMBER AND DATE OF BIRTH TO SEARCH FOR THEM.

ALTERNATIVELY, USE 'SEARCH BY DETAILS' TO SEARCH THEM BY THEIR NAME

SELECT THE TEAM THEY ARE REPRESENTING AND THE ROLE FROM THE DROP DOWN LIST

THEN CLICK 'OK'

| | Search by FAN | | Search by Details | | Create New Contact | |
|---------|-----------------------------|------------|-------------------|------------------|---|---------|
| FAN* | | 50099225 | | | | |
| Date of | Birth * | 15/01/1996 | | | | |
| | | | | | | Searc |
| | | | | | | |
| | | | | | | |
| Meri | al Health Muscle United 1st | | Goalkeeping Coach | ~ | | |
| | | | | | | |
| | FAN | | Name | | Club | |
| 2 | 56099225 | | Daniel Eustice | Devon FA Member, | Kingsteignton Athletic, N Musicle United | ontal H |
| | | | | | Showing 1 to | 1 of 1 |
| | | | | | | |

CUP EMAIL & SMS CONTACTS ARE CORRECT

ADD A NEW CONTACT HERE

TO DELETE A CONTACT CLICK THE DROP DOWN, THEN CLICK DELETE

YOU'LL ALSO NEED TO FILL IN THE MAIN GROUND AND TRAINING GROUND BY USING THE DROP DOWN BOX HERE



AFTER USING THE DROP DOWN BOXES TO SELECT YOUR GROUND, YOU'LL NEED TO SELECT THE LEAGUE YOU'RE ENTERING FOR THE UPCOMING SEASON

START TO TYPE THE NAME INTO THE LEAGUE BOX, AND WAIT FOR IT TO APPEAR, AND THEN SELECT IT

THEN USE THE DROP DOWN BOX TO ENTER THE COUNTY CUP

PLEASE ENSURE YOU HAVE ENTERETED THE CORRECT COMPETITION



ONCE YOU HAVE FINISHED EDITING YOUR TEAM INFORMATION AND HAVE CONFIRMED YOUR LEAGUE AND COUNTY CUP ENTRIES, TICK THE BOX TO CONFIRM, AND THEN CLICK SAVE & CONTINUE

| J. | Please review County Cups and Leagues for all teams. | |
|-----------------|---|---------------------------------|
| | Mental Health Muscle United 1st \checkmark | Edit 🖌 Team Folding |
| m . | Edit Cups and League | |
| | C I confirm I have reviewed County Cups for all teams | |
| | I confirm my League entries are correct | |
| Learn Citricale | Previous Step | Add Team Save Save and Continue |
| | | |
|) Grands | | |
| - | | |
| | | |

STEP 5 -SUPPORTING DOCUMENTS

HERE IS WHERE YOU WILL SELECT YOUR INSURANCE POLICES AND CAN UPLOAD YOUR BALANCE SHEET

IF YOU HAVE YOUR OWN PERSONAL ACCIDENT INSURANCE, UPLOAD IT HERE AND PROVIDE THE DATE THE POLICY EXPIRES

IF YOU WISH TO PURCHASE YOUR INSURANCE THROUGH US, TICK THIS BOX

| 1 | | 1 |
|---|---|---|
| | 5 | |
| | | |

Supporting Documentation

Step 5: Supporting documentation upload or declaration



Documents

Devon FA - Personal Accident Insurance Certificate - Club Affiliation

| Expiry date |
|-------------|
| |
| |

I declare my club will purchase appropriate Personal Accident Insurance for all relevant teams by 1st July

I declare all my teams are youth teams (U18 and below) and I do not require Personal Accident Insurance

STEP 5 -SUPPORTING DOCUMENTS

IF YOUR CLUB HAVE PUBLIC LIABILITY INSURANCE ALREADY, PLEASE UPLOAD THE DOCUMENT AND ENTER THE EXPIRY DATE FOR THE POLICY

IF YOU WISH TO PURCHASE YOUR PUBLIC LIABILITY INSURANCE THROUGH US, CLICK HERE

YOUR CLUB CAN ALSO UPLOAD THEIR BALANCE SHEET ON THIS PAGE

ONCE DONE, PLEASE CLICK SAVE AND CONTINUE

Devon FA - Public Liability Insurance Certificate - Club Affiliation

| Choose File No file chosen | | | |
|---|---|--------|---------------------|
| Expiry date | | | |
| | | | |
| I wish to purchase Public Liability Insurance from my County FA | | | |
| Devon FA - Balance Sheet and P&L - Club Affiliation | n | | |
| Choose File No file chosen | | | |
| ← Previous Step | | E Save | Save and Continue + |

STEP 6 -PURCHASES

AT THIS STAGE YOU'LL NEED TO PURCHASE YOUR INSURANCES IF YOU CHOSE TO PURCHASE THEM THROUGH THE DEVON FA & DON'T HAVE YOUR OWN

BENEVOLENT FUND & COUNTY HANDBOOK ARE ADDED AUTOMATICALLY AT THIS STAGE AND ARE MANDATORY, YOU WILL NOT BE ABLE TO REMOVE THEM

YOU CAN ALSO SELECT TO PURCHASE PRODUCTS FROM KOOLPAK, OUR PARTNERS!

| Languarding Tanjar | Purchases Step 6: Products Products | le for the club to purchase | | 0000 | 0000 |
|-----------------------|---|-----------------------------|-----------|-----------------|-------------------|
| Aspittation | Product | Quantity | Price (E) | WAT Rate | Product Total (C) |
| Email Capture | Benevolent Fund | . 1 • | £10.00 | Exempt-0% (XPT) | £10.00 |
| Despine | County Handbook | . 1 . | £3.00 | 0% (ZRO) | 63.09 |
| 1 | Davon FA 125 Book 🛛 🔞 | | £3.00 | 0% (ZRO) | 0.00 |
| Matches | Football Fact File 🛛 😢 | | £9.95 | 0% (ZRO) | 60.00 |
| Cua Officials | KoolPak - Advanced 😯 Team Sports First Adi Kit | | £34.98 | 0% (ZRO) | 60.00 |
| Team Officials | KoolPak - Advanced 🛛 🔞 Team Sports Refill | | £22.52 | 0% (ZRO) | £0.00 |
| | KoolPak - Alcohol Hand 🛛 8 Sankiser - 500ml | | 69.92 | 0% (ZRO) | 60.00 |
| | KooiPak - Compact O Instant Ice Pack 15x15 CM (20 Pack) | | £12.60 | 0% (ZRO) | £0.00 |
| 1 | KoolPak - Team Sports 🛛 🚱 First Aid Kit | | £24.80 | 0% (ZRO) | £0.00 |
| CODO P TOTA | | | | | |

Reason 2021 2022

STEP 6 -PURCHASES

AS YOU SCROLL DOWN THE PAGE, YOU WILL NEED TO ADD YOUR INSURANCES

THERE ARE SEVERAL PERSONAL ACCIDENT OPTIONS

OPTION 1 WILL GIVE YOU BASIC COVER, AND OPTIONS 2, 38.4 WILL INCREASE THE LEVEL OF COVER YOUR TEAM WILL HAVE WITH SPORTSGUARD

IF YOU ARE A YOUTH TEAM, DISABILITY TEAM OR WALKING FOOTBALL TEAM, PLEASE SELECT THE CORRECT OPTION

| Insurance - Disability Teams | | CH.10 | 0% (005) | 60.00 |
|--|-------|---------|----------|---------------------|
| Personal Accident 😔 Insurance - Friendly Clubs | | 638.00 | 0% (005) | 60.00 |
| Personal Accident 😶 Insurance - Option Four | | £125.00 | 0% (ZRO) | 60.00 |
| Personal Accident 🛛 🥹 Insurance - Option One | | 5.49.00 | 0% (005) | 649.00 |
| Personal Accident 😣 | | £102.00 | 0% (OOS) | 60.00 |
| Personal Accident 0 | | £74.00 | 0% (OOS) | £0.09 |
| Personal Accident Insurance - Walking Football | | \$25.00 | 0% (210) | 00.00 |
| Personal Accident 😜 Insurance - Youth teams only | | £15.00 | 0% (210) | 00.00 |
| Player Registration - Disability (Club 1 Year) | | £2.00 | 0% (2RO) | 00.00 |
| Public Liability Insurance 🥹 | . 1 . | £30.00 | 0% (2RO) | \$30.00 |
| Previous Step | | | n Save | Save and Continue + |

STEP 6 -PURCHASES

YOU WILL ALSO NEED TO ADD YOUR PUBLIC LIABILITY INSURANCE AT THIS STAGE

YOU ONLY NEED 1 OF THESE PER CLUB

REMEMBER PERSONAL ACCIDENT INSURANCE IS 1 PER TEAM. SO IF YOU HAVE 8 TEAMS, YOU WILL NEED 8 X PERSONAL ACCIDENT INSURANCE

| | Insurance - Disability Teams | | 01.0 | 0% (008) | 60.00 |
|-----|--|-------|---------|----------|-------------------|
| | Personal Accident 🛛 😔 Insurance - Friendly Clubs | | 638.00 | 0% (005) | 60.00 |
| | Personal Accident 😔 Insurance - Option Four | | £125.00 | 0% (ZRO) | 60.00 |
| | Personal Accident 😔 Insurance - Option One | . 1 * | 5.49.00 | 0% (005) | 649.00 |
| | Personal Accident 😜 | | £102.00 | 0% (OOS) | £0.00 |
| | Personal Accident 🚱 Insurance - Option Two | | £74.00 | 0% (005) | £0.00 |
| | Personal Accident Insurance - Walking Football | | 625.00 | 0% (2RO) | 00.00 |
| | Personal Accident O Insurance - Youth teams only | | £15.00 | 0% (2RO) | 00.00 |
| | Sever Registration - sability (Club 1 Year) | | £2.00 | 0% (2RO) | £0.00 |
| | Public Liability Insurance 😶 | . 1 . | £30.00 | 0% (2RO) | £30.00 |
| • 1 | Vovious Step | | | n Save | Save and Continue |

STEP 7 -SUMMARY PAGE

ON THIS PAGE YOU WILL SEE A SUMMARY OF YOUR FEES AND PRODUCTS

PLEASE NOTE THAT THE COUNTY HANDBOOK AND BENEVOLENT FUND ARE MANDATORY AND WILL BE ADDED AUTOMATICALLY TO YOUR AFFILIATION

Season 2021 - 2022



Affiliation - Summary Page Step 7: Summary of affiliation details provided



Total: £106.50 (inc. VAT)

| Teams and Fees 1 x Club Millation - Recreational 1 x Team Fee - Recreational | £0.00 £11.00 |
|---|-------------------------------------|
| Products | |
| 1 x 2020-2021 - Presonal Accident Insurance - Option One 1 x Benavolent Fund 1 x County Insubshook 1 x Public Lability Insurance | £52,50 £10,00 £3,00 £30,00 |
| | Total: £106.50 |

No teams have been entered into competitions

STEP 7 -SUMMARY PAGE

IF YOU'RE HAPPY WITH EVERYTHING, CLICK SUBMIT FOR APPROVAL!

YOUR APPLICATION MAY BE REJECTED IF YOU ARE MISSING SOMETHING, FOR EXAMPLE, AN INSURANCE POLICY.

IF THIS HAPPENS, JUST GO BACK TO THAT SECTION AND ADD IT ON, AND THEN YOU SHOULD BE ABLE TO CONTINUE

| lental Health Muscle United 1st | | |
|--|---|---|
| Officials: | | |
| Manager | Barrett, Matt | |
| County Cup Email Contact(s) | Clark, Aaron | |
| | Eustice, Daniel | |
| | Barrett, Matt | |
| County Cup Sms Contact | Barvett, Matt | |
| upporting Documents | | |
| Upporting Documents | et any indexiduals data you are ported and being as a | rrect to the best of your knowledge, and that these |
| By continuing, you are continuing the reductues have given you permission | at any individual'i data you are poore service services and one of the services servic | rect to the best of your knowledge, and that these |
| upporting Documents by continuing, you are continuing the chickback have given you permases for more information, please refer to | et are productant data pour et planter a subject a co a la productant data pour a const a la productant data data data data data data data | meet to the best of your knowledge, and that these |
| Up containing Documents Up containing the optimized states given you permission Tor more information, please refer to Previous Step | ar any noderlaatin data pro an provinsi any ang | met to the best of your knowledge, and that these are to be the set of your knowledge, and that these southers for Approval |

STEP 8 -CHARGES

YOUR AFFILIATION HAS BEEN SUBMITTED!

YOU DON'T NEED TO DO ANYTHING FOR THE MOMENT, YOUR APPLICATION WILL BE SENT TO THE COUNTY FA FOR REVIEW AND APPROVAL

ONCE IT'S BEEN APPROVED, YOU'LL GET A NOTIFICATION ON THE WHOLE GAME SYSTEM -YOU CAN THEN GO AHEAD AND PAY YOUR INVOICE.

ONCE PAID, WE WILL ACCEPT YOUR AFFILIATION

| Season 202 | 1 - 2022 | | |
|---|---------------------------------------|-----------------------------|-----------------|
| 8 | Charges Step 8: Summary of charges | | 5670 |
| Total: £10 | 6.50 (inc. VAT) | | |
| Affiliation | Number | | |
| | | | |
| Affiliation | Dataile | | |
| Your affiliation form has been submitted to your County FA and is awaiting their review. Count has been reviewed, you will be invoiced to pay for your | | Club Alfilation Products | £0.00 £95.50 |
| | | Total | £105.50 |
| Club Offic | ials | | |
| Secretary | Eustice, Daniel | | |
| Chairman | Eustice, Daniel | | |
| Treasurer | Eustice, Dariel | | |
| | | | |



FOR ANY QUERIES OR ADVICE, PLEASE EMAIL AFFILIATIONS@DEVONFA.COM