

WGS – PLAYER REGISTRATION



To be able to register players online you will need to ensure that you have one of the following roles on our system: **Chairman, Treasurer, Welfare Officer, Club Secretary** or **Player Registration Officer**. If you are unsure if you have any of these roles please email Mark.Smith@DurhamFA.com

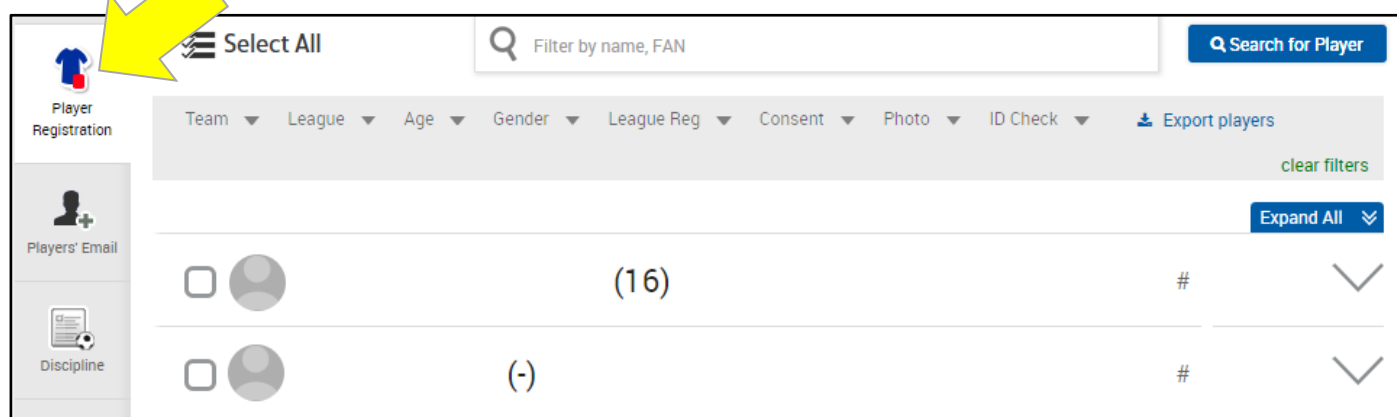
Navigate your web browser to <https://wholegame.thefa.com> and log-in using your FAN and password.

If you do not know your password please click '**Reset/Retrieve Password**' and you will be emailed a link to make a new password. If you have any issues with this please email Mark.Smith@DurhamFA.com

1. Once logged in click on the tab relating to your Club:



2. Click on Player Registration from left side menu:



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3. Firstly you will need to detach any players that have left the Club/Team by ticking the box (es) next to the relevant player (s) and selecting 'Detach from Club' from the menu that appears at the top of the screen:

1 player selected

Download Registration Forms Submit To League Request Consent

Confirm Offline Consent Export Photos Squad List

Identity Check Assign To Teams Detach from Club

Home

PLAYER REGISTRATION

Season: 2019 - 2020

Please select one from the following options-

Players: 227

Players Pending Parental Consent: 0

Detached Players: 0

Transfers: 0

Select All Filter by name, FAN Search for Player

League Age Gender League Reg Consent Photo ID Check Export players clear filters

Expand All

<input checked="" type="checkbox"/>		(16)	#	▼
<input type="checkbox"/>		(-)	#	▼

4. Secondly you will need to ensure that all your existing players are assigned to your team. If they are not, to assign a player (s) to your team tick the box (es) to the left of the players name and then select 'Assign to Team' from the menu that appears at the top of the screen:

2 players selected

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Please select one from the following options-

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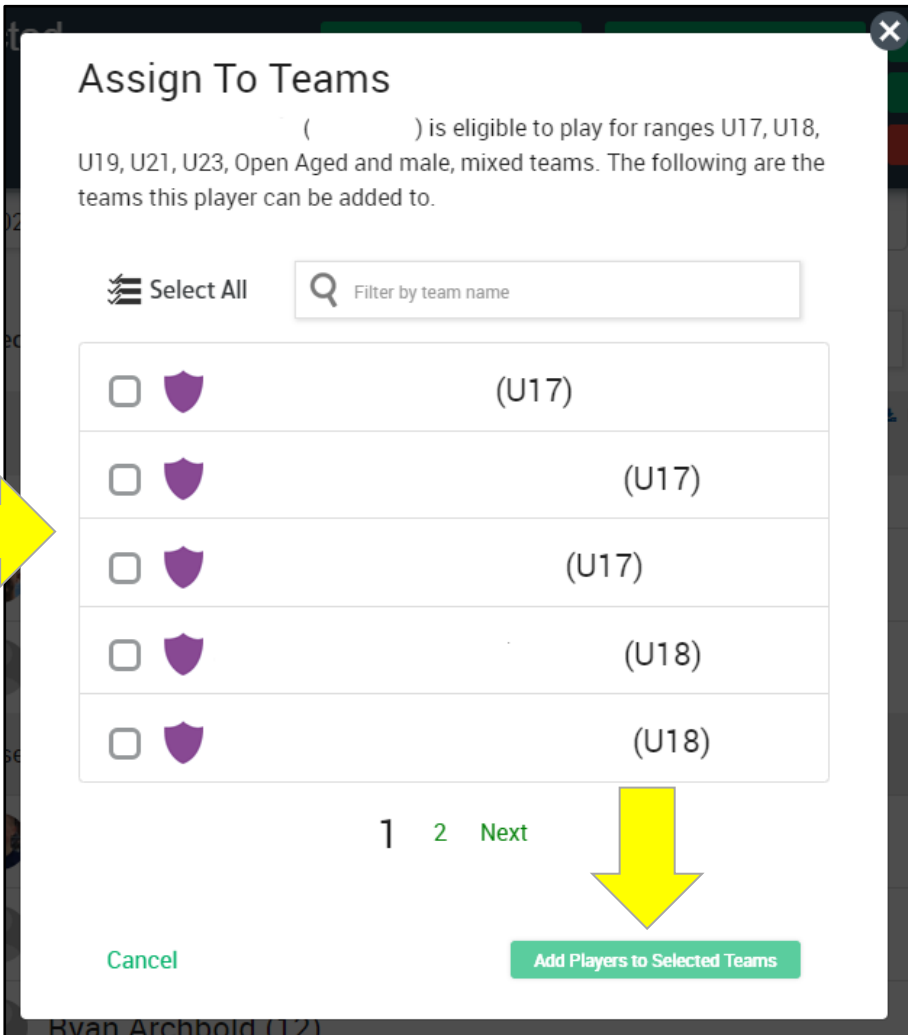
Expand All

<input checked="" type="checkbox"/>		(16)	#	▼
<input checked="" type="checkbox"/>		(-)	#	▼

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Select your team using the tick box on the menu that appears and click 'Add Players to Selected Teams'. The Player is now assigned to your team.



The 'Assign To Teams' dialog box shows a list of teams with checkboxes. A yellow arrow points to the first checkbox, and another yellow arrow points to the 'Add Players to Selected Teams' button.

Assign To Teams

() is eligible to play for ranges U17, U18, U19, U21, U23, Open Aged and male, mixed teams. The following are the teams this player can be added to.

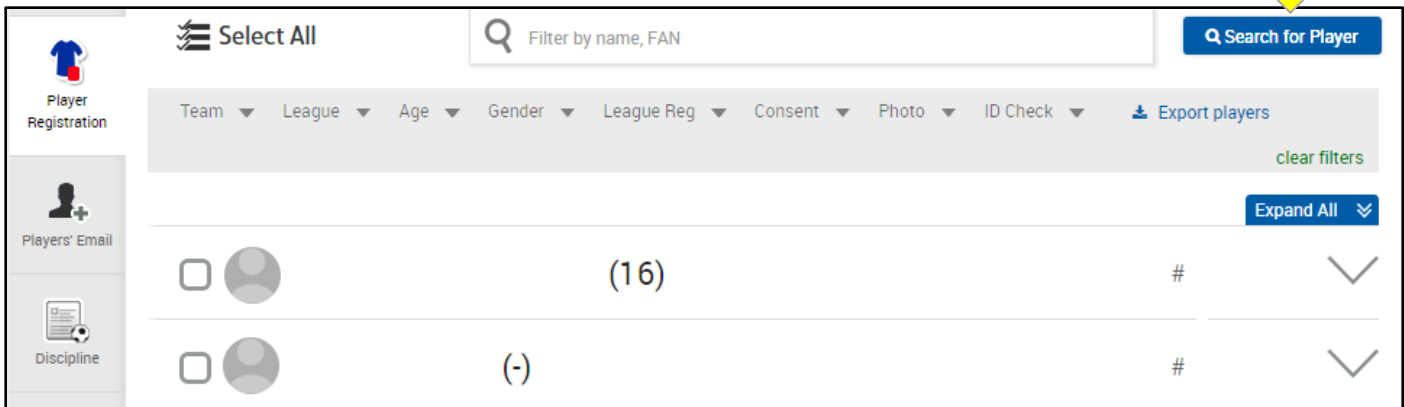
Select All Filter by team name

<input type="checkbox"/>	(U17)
<input type="checkbox"/>	(U17)
<input type="checkbox"/>	(U17)
<input type="checkbox"/>	(U18)
<input type="checkbox"/>	(U18)

1 2 Next

Cancel Add Players to Selected Teams

5. If required you can add a player to your Club by clicking 'Search for Player':



The 'Player Registration' interface shows a list of players with checkboxes. A yellow arrow points to the 'Search for Player' button.

Player Registration

Select All Filter by name, FAN Search for Player

Team League Age Gender League Reg Consent Photo ID Check Export players clear filters

Expand All

<input type="checkbox"/>	(16)	#	✓
<input type="checkbox"/>	(-)	#	✓

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Type the player's forename and surname into the box provided and their date of birth into relevant fields: **(It is not necessary to enter a Postcode)**

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.

First and Surname / FAN * Date of Birth * Postcode

[Q Search](#)

If your player is found click **'Add Player'**, select **'The current club details are correct'**, click **'Validate'**, **'Add Player'**.

Go back to your list of players by selecting **'Player Registration'** from the menu on the left, find the player you have just added to your Club and assign them to a team by following **Step 4**.

If your player is not found please try again using other names that the player might go by **e.g. Joe instead of Joseph or Dan instead of Daniel**. If you are **sure** that your player does not exist in the system click **'Create new player'** and complete the details as required.

To enable you to register your players you will need to ensure that you receive **consent** from their Parent/Carer (if under 16) or from the player themselves (if they are 16 and above). **If the player is under 16 please proceed to Step 6 and if the player is 16 or over please proceed to Step 7.**

6. To request parental consent you will need to ensure that your player's record is linked to a **Parent/Carer** record which has an email address attached to it. To attach a **Parent/Carer** record click on the player's name from the Player Registration list and select **'Add Parent/Guardian'**.

Contact Details

()

22/10/2003
Male
Nationality:
Country of birth:
English qualified player: No

[edit details](#)

[Register with County](#)
[Detach from Club](#)

ID Checks
No Identity checks found.

[Add ID Check](#)

Parent / Guardian
No Parent / Guardian found.

[Add Parent / Guardian](#)

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Search for the Parent/Carer by **First Name, Last Name** and **Date of Birth**. If the Parent/Carer is found click **'Associate this Parent'** and if no records are found and you are sure their record does not exist click **'Create New Fan'**.

If you link an existing record click on the Parent/Carer's name to check that an email address is on their record (**if not you will need to enter one**) and if you are creating a brand new record you will need to ensure that you input an email address for the Parent/Carer.

(32)

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.

Not my record. Create New Fan.

Associate this Parent

Once you have ensured that all your players are linked to a Parent/Carer record you will be able to request consent via email. **(Please go to Step 8).**

7. For players 16 and over the player's record must have an email address attached to it as without an email address you will be unable to request consent online. To check if your players have email addresses attached click **'Players' Email'** from the menu on the left:

You can filter by team name by selecting your team from the drop down menu.

If a player is missing an email address, input this in the box provided. A mobile number is not required.

N.B. There is no 'Save' button. This page will save automatically when you navigate back to 'Player Registration'.

Once you have ensured that all your players have email addresses on their record you will be able to request consent via email. **(Please go to Step 8).**

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8. Once all your players have email address provided you will be able to request consent via email.

Tick the box (es) next to the relevant player (s) and select 'Request Consent' from the menu that appears at the top of the screen:

The screenshot shows the WGS Player Registration interface. At the top, a dark blue header bar displays '2 players selected' and a grid of action buttons: 'Download Registration Forms', 'Submit To League', 'Request Consent' (highlighted with a yellow arrow), 'Confirm Offline Consent', 'Export Photos', 'Squad List', 'Identity Check', 'Assign To Teams', and 'Detach from Club'. Below the header, the left sidebar contains navigation links: 'Dashboard', 'Safeguarding', 'Player Registration', 'Players' Email', and 'Discipline'. The main content area is titled 'PLAYER REGISTRATION' and includes a 'Season' dropdown set to '2019 - 2020'. A summary section shows 'Please select one from the following options-' with four boxes: 'Players' (227), 'Players Pending Parental Consent' (0), 'Detached Players' (0), and 'Transfers' (0). Below this is a search bar 'Filter by name, FAN' and a 'Search for Player' button. A table of players is shown with columns for Team, League, Age, Gender, League Reg, Consent, Photo, ID Check, and an 'Export players' link. The table has two rows, each with a checked checkbox, a player icon, and a dropdown arrow. The first row shows '(16)' and the second row shows '(-)'. An 'Expand All' button is at the bottom right of the table.

Once you have requested consent the Parent/Carer (If under 16) or the Player (if 16 or over) will receive an email asking them to confirm that they consent for their child (If under 16) or themselves (if 16 or over) to be registered as a player for your team for the current season by clicking on a link provided.

The consent status (which you can check by click on the down arrow on the right of the player's name) is then updated from '**Pending**' to '**Consent – Accepted Online**' once accepted.

9. To confirm the eligibility of the player(s) that you are registering you will need to ensure that you carry out an **ID Check**. To verify that you have seen the player's ID (birth certificate, passport, driving license) click on the player's name and from within the player's record select '**Add ID Check**':

The screenshot shows the WGS ID Checks interface. On the left, there is a sidebar with 'Discipline' and 'Matches' links. The main content area is titled 'ID Checks' and displays 'No Identity checks found.' A yellow arrow points to an 'Add ID Check' button on the right.

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From the menu that appears select the ID that you have seen and then select your name and the date that the ID was verified using the corresponding drop down boxes and click 'Add ID Check'.

ID Check

Identity Seen

☐ Passport ☐ Birth Certificate

☐ Driving Licence ☐ Previous Season League ID Card

☐ Medical Card ☐ School ID

CHECK COMPLETED BY

Select an Official

Date Completed

Add ID Check

Close

10. Once you have completed the above steps you will now be able to submit your players to the League for approval. **(IF YOUR LEAGUE REQUIRES YOU TO ADD/AMEND A PLAYER PHOTO PLEASE SEE ADDITIONAL INFORMATION ON PAGE 9).** Select the players that you wish to register for the current season by ticking the boxes to the left of the player's name and selecting 'Submit to League' from the menu that appears:

2 players selected

Download Registration Forms Submit To League Request Consent

Confirm Offline Consent Export Photos Squad List

Identity Check Assign Teams Detach from Club

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Please select one from the following options-

Players: 227

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Detached Players: 0

Transfers: 0

Select All

Filter by name, FAN

Search for Player

Team League Age Gender League Reg Consent Photo ID Check Export players

clear filters

Expand All

(16)

(-)

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11. Once the League has approved your player registrations they will be eligible to play for your team within the current season.

Once approved if you would like to download a **Squad List** of your players to print out select **'Team's'** from the menu on the left and then click **'Squad List'** next to your team. **This will create a PDF for you to save onto your phone or tablet or print out to take to games.**

	Name	Age Group	Category	Players Registered	League	Division	Coach/Manager	Squad Lists
Player Registration		U10	Futsal	0				Squad List
Players' Email		U10	7v7	0		No Division		Squad List
Discipline		U10	7v7	0		No Division		Squad List
Matches		U11	9v9	0		No Division		Squad List
Club Officials		U11	9v9	9		No Division		Squad List
Team Officials		U11	9v9	0		No Division		Squad List
Teams		U12	9v9	0		No Division		Squad List
		U13	11v11	1		No Division		Squad List
		U13	11v11	1		No Division		Squad List

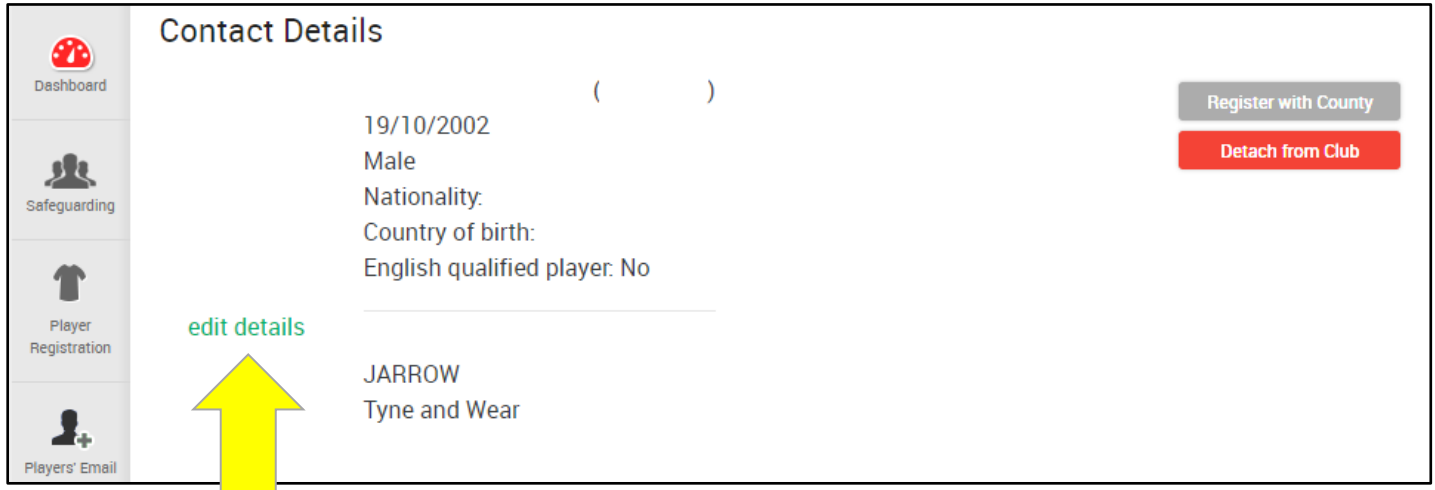
If you require any help or if you have any queries please email Mark.Smith@DurhamFA.com or phone 0191 3872929 (Option 2, Option 2)

If you would like to book an appointment in our office for one-to-one help please get in touch and this can be arranged 😊

For those teams who require a player photo as part of their registration please continue to follow this User Guide:

ADDING/CHANGING A PLAYER'S PHOTO

1. If you are adding a new player or you need to renew or add a player photo click on the player's name from the Player Registration list and click '**edit details**':



Contact Details

()

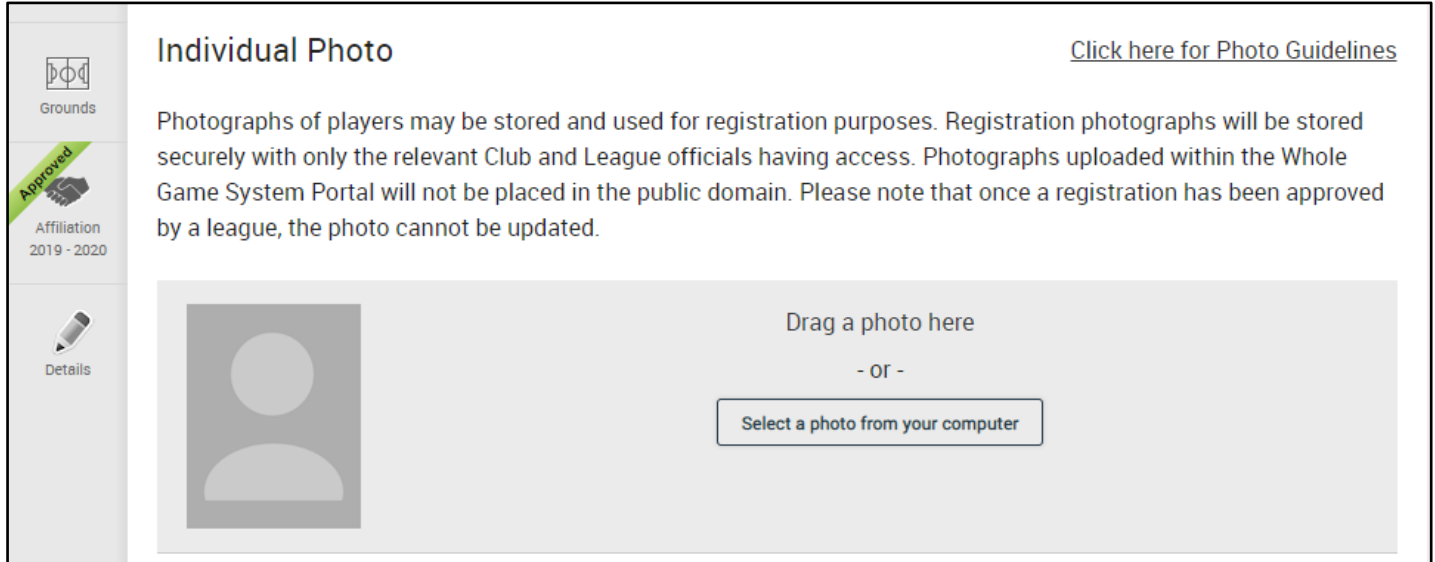
19/10/2002
Male
Nationality:
Country of birth:
English qualified player: No

[edit details](#)

JARROW
Tyne and Wear

Register with County
Detach from Club

On the resulting page scroll down and upload a photo as instructed:



Individual 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

Once the photo has uploaded you may have to rotate or crop the photo to suit. Scroll down to the bottom of the page and click '**Save**'.

You can now return to your list of players by clicking '**Player Registration**'.