



# Editing Contact Details

Step by Step Guide on How to Edit your contact information in the WGS



# Editing Contact Details

## **Important Note;**

The contact information on your FAN record will be used, where appropriate, to carry out essential operations by the County FA and Leagues. This includes receiving SMS and email notifications through Full-Time.

It is therefore really important you keep your FAN record up to date to ensure you receive relevant communication needed to carry out your role in football.

This guide provides a step-by-step guide on how to edit your details in the WGS, which will in turn update your FAN record.



All Home 



Dashboard



My Account



Invoices



Equality & Diversity



My Clubs and

## Notifications

Unread

All

No notifications to display

**Step 1**  
**Click on the My Account**  
**Tab**



All Home 



Dashboard



My Account



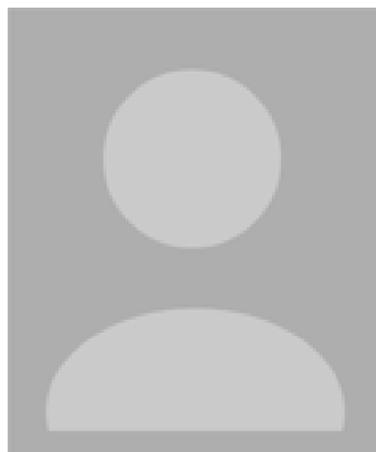
Invoices

Available



Equality & Diversity

## Contact Details



Joe Blogs (12345678)

01/01/1900

Male

Nationality:

Country of birth:

English qualified player: No

[edit details](#)

6 Holmes Park

LEICESTER

Step 2

Click on 'Edit Details'

info@LeicestershireFA.com

0116 286 7828



## Edit Individual



FIRST NAME  
**Joe**

LAST NAME  
**Bloggs**

FAN  
**12345678**

DATE OF BIRTH  
**01/01/1990**

NATIONALITY  
Please Select

COUNTRY OF BIRTH  
Please Select

00/00/1900

NATIONALITY  
Please Select

COUNTRY OF BIRTH  
Please Select

IS ENGLISH QUALIFIED PLAYER

**Male** Female

**Individual Photo**

Photographs of players may be stored and used for registration securely with only the relevant Club and League officials having access. The Game System Portal will not be placed in the public domain by a league, the photo cannot be updated.

**Step 4**  
On the "Edit Individual" page, scroll down and edit details as appropriate

Address Line 2

TOWN  
**LEICESTER**

County

EMAIL ADDRESS  
**info@LeicestershireFA.com**

**Personal** Work

TELEPHONE NUMBER  
**0116 286 7828**

**Mobile** Home Office

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 Changes**

**Step 5**  
When edited contact information, click "Save Changes"