Updating Club Records-

Step by Step Guide on How to Add / Remove Club Officials

How To Add Club Officials

Club Dashboard for Leicestershire Test

Manage Discipline Permissions

⚠ You have unread notifications. **Click here to go to notifications.**

Current Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
		No results found!			

Pending Suspensions

🔍 Search   10 ▾   ☰ ▾

Case ID	Offender	Term	Football level	Start Date	End Date
9177695- S	Test Player	3 matches	CFA Only - All Sunday Football	29/10/2017	-

Showing 1 to 1 of 1 entries

Details

Leicestershire Test

Current Season Affiliation Number

Step 1 – Click on the Club Officials Tab

...ber
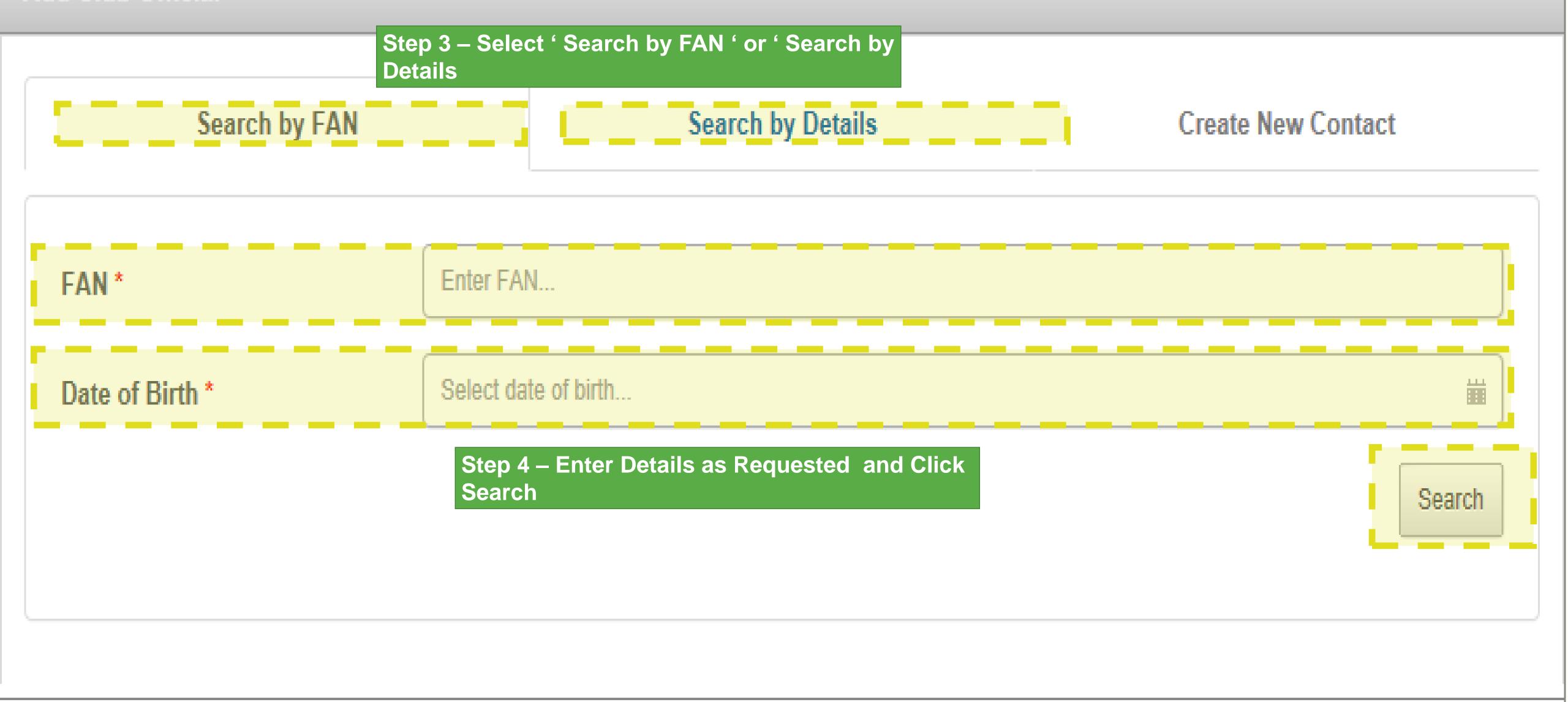
FA Charter Standard

Status	None
Type	None
AHC - Start Date	01/09/2017
Auto Suspend Date	31/10/2017
Auto Lapse Date	31/01/2018
AHC Application Status	Not Started

Discipline

Club Status	Not Suspended
Suspended Teams	0
Suspended Players	0

Sidebar:
- Dashboard
- Details
- Affiliation 2017 - 2018 (Available)
- Safeguarding
- Player Registration
- Data Cleansing
- Discipline
- Matches
- Club Officials
- Teams

All Home

Leicestershire Test

Details

Available

Affiliation
2017 – 2018

Safeguarding

Player
Registration

Data Cleansing

Discipline

Matches

Club Officials

Teams

Need help?

Club Officials - Leicestershire Test

Current | Past | All

+ Add Official | **Download**

Step 2 – Click on ' Add Official'

Key Officials

Role | Any | 🔍 Search | 10 ▾ | ☰ ▾

Name	FAN	Role	Email	Phone	Start
██
			om		

Showing 1 to 1 of 1 entries

Other Officials

Role | Any | 🔍 Search | 10 ▾ | ☰ ▾

Name	FAN	Role	Email	Phone	Start
No officials found

Showing 0 to 0 of 0 entries

Discipline Officials

Role | Any | 🔍 Search | 10 ▾ | ☰ ▾

Name	FAN	Role	Email	Phone	Start
No officials found

Add Club Official

Search by FAN   **Search by Details**   Create New Contact

FAN *   Enter FAN...

Date of Birth *   Select date of birth...

Search

Ok   Cancel

Add Club Official

Search by FAN	Search by Details	Create New Contact

First Name * | Test

Step 5b – If the Correct Person Does not Show Select 'Create New Contact' and Continue to Step 6.

Last Name * | Player

Date of Birth * | 27/10/1917

Postcode: | Optionally enter the postcode...

Search

Leicestershire Test | Select Role... | Select start date...

	FAN	Name	Club
☐	0	Test Player	Leicestershire Test

Step 5a – If the Correct Person Shows Tick the Box to the Left of the Individual. Use the Drop Down for Select Role Above to Select a Role and also Select a Start Date. Then Click 'Ok' and It Should Update the Role.
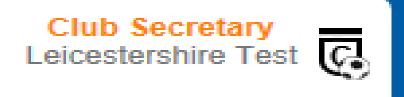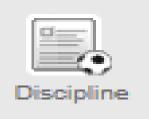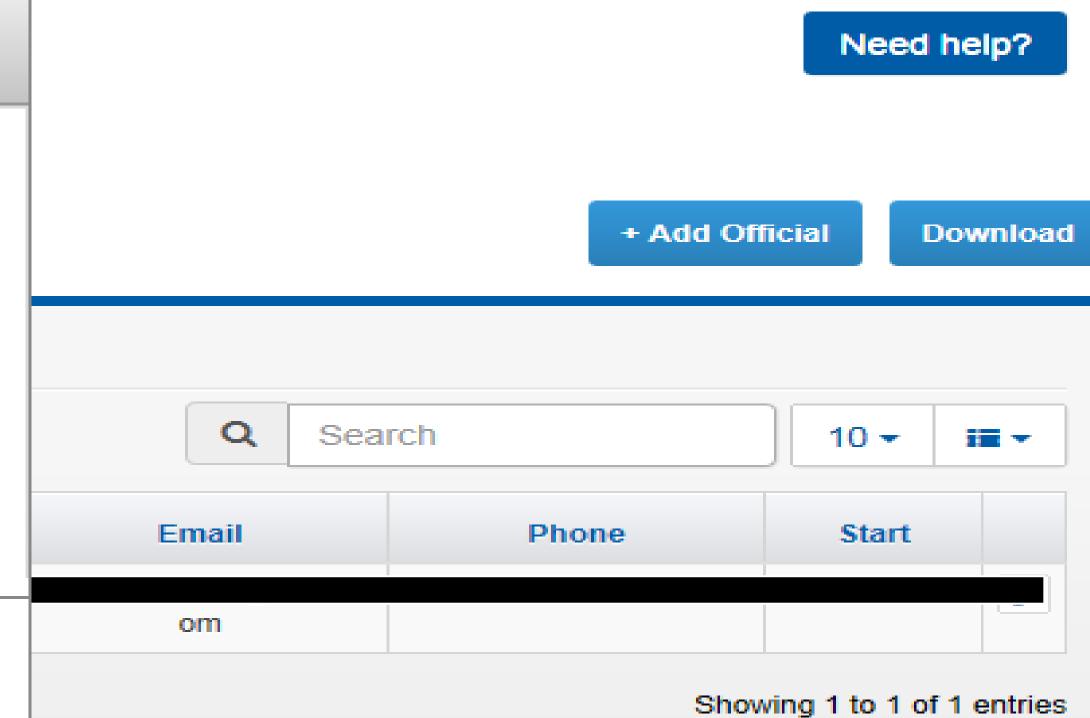
Showing 1 to 1 of 1 entries

Ok | Cancel

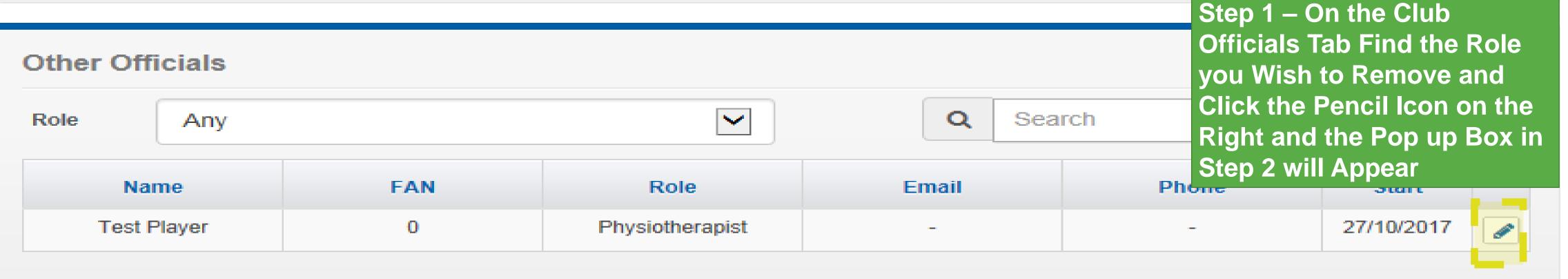| Search by FAN	Search by Details	Create New Contact

Leicestershire Test ⌄

Select Role... ⌄

Select start date... 🗓

Step 6 – Select Role from Drop Down and Role Start Date

First name *   Enter first name...

Last name *   Enter last name...

Date of birth *   Select date of birth... 🗓

Home number   Enter home number...

show in handbook ☐

Work number   Enter work number...

show in handbook ☐

Mobile number   Enter mobile number...

show in handbook ☐

Postcode *   Enter postcode   Find

Address line 1

Address line 2

Address line 3

Town

County

show in handbook ☐

Home Email

Work Email

Preferred email   ◯ Home   ⦿ Work

show in handbook ☐

Step 7 – Enter all Relevant and Applicable Details and then Click 'Ok' and it Should Update the Role

Ok   Cancel

How To Remove Club Officials