



**ENGLAND  
FOOTBALL**

## ***ADDING A PARENT/ CARER FAN RECORD***

*'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'*



**Step one** - In the "All Players" tab, click on the player you wish to add the Parent/Carer too

The screenshot shows the 'Player Details' page for a player. The 'Add Parent / Carer' button is highlighted with a red circle. The page is divided into two sections: 'PERSONAL DETAILS' and 'CONTACT DETAILS'.

PERSONAL DETAILS		CONTACT DETAILS	
DOB	25 Dec 2010 (10)	Address	Deepdale Lane Nettleham
Gender	Male	Postcode	LN2 2LL
Nationality	-		
FAN ID	65609007		

**Step Two** - Select "Search Parent / Carer"

The screenshot shows the 'Player Details' page with the 'Search Parent / Carer' button highlighted in a red circle. The page is divided into two sections: 'PERSONAL DETAILS' and 'CONTACT DETAILS'.

PERSONAL DETAILS		CONTACT DETAILS	
DOB	25 Dec 2010 (10)	Address	Deepdale Lane Nettleham
Gender	Male	Postcode	LN2 2LL
Nationality	-		
FAN ID	65609007		



**Step Three** - Enter the parent / carer details (first name and last name, date of birth and gender) This will bring up the parent / carer details, ready for you to attach. Click select next to the parent / carer and click confirm.

### SEARCH NEW PARENT / CARER

FIRST NAME\*

SURNAME\*

DATE OF BIRTH\*

GENDER

**1 Adults Found**

Player Name ▲	Age ⇅	
Kersten	07/06/1988	<input type="button" value="Selected"/>
Agee	07/06/1988	



**Step Four** - This will now show the Parent / Carer added to the record.

Player Details | Registrations

[Add Parent / Carer](#) [Add to team](#) [Deactivate Player](#) [Edit Player](#)

**PERSONAL DETAILS**

DOB: [REDACTED]  
Gender: Male  
Nationality: ENGLAND  
FAN ID: [REDACTED]

**CONTACT DETAILS**

Address: [REDACTED]  
Postcode: [REDACTED]

**EMERGENCY CONTACT**

Name: -  
Phone: -

**CONNECTED PARENTS / CARERS** [HIDE](#)

Name	Contact Details	Emergency Contact
[REDACTED]	[REDACTED]	<a href="#">Use as Emergency Contact</a>



## CREATING A PARENT / CARER

**Step One** - In the "All Players' tab, click on the player you wish to add the Parent/Carer too

The screenshot shows the 'Player Details' page for a player. The 'Registrations' tab is active. At the top right, there are four buttons: 'Add Parent / Carer' (highlighted with a red circle), 'Add to team', 'Detach Player', and 'Edit Player'. Below the buttons, the player's details are displayed in two columns: 'PERSONAL DETAILS' and 'CONTACT DETAILS'.

PERSONAL DETAILS		CONTACT DETAILS	
DOB	25 Dec 2010 (10)	Address	Deepdale Lane Nettleham
Gender	Male	Postcode	LN2 2LL
Nationality	-		
FAN ID	65609007		

**Step Two** - Select "Search Parent / Carer"

The screenshot shows the 'Player Details' page for the same player. The 'Registrations' tab is active. At the top right, there are three buttons: 'Add Parent / Carer', 'Add to team', and 'Detach Player'. A dropdown menu is open under the 'Add Parent / Carer' button, with 'Create Parent / Carer' (highlighted with a red circle) and 'Search Parent / Carer' visible. The player's details are displayed in two columns: 'PERSONAL DETAILS' and 'CONTACT DETAILS'.

PERSONAL DETAILS		CONTACT DETAILS	
DOB	25 Dec 2010 (10)	Address	Deepdale Lane Nettleham
Gender	Male	Postcode	LN2 2LL
Nationality	-		
FAN ID	65609007		



**Step Three** - Add in the Parent/ Carers details and click "Create Carer"

### CREATE NEW PARENT / CARER

**To reduce duplicates, please only create new adult records!**  
Always first use the email capture tool rather than creating a new adult record

FIRST NAME*	SURNAME*
Test	Number-Four
DATE OF BIRTH*	GENDER*
Choose Date	Choose Gender
EMAIL ADDRESS*	POST CODE*



**Step Four** - You will then see the Parent/Carer on the record

A screenshot of a mobile application interface. At the top, there is a dark blue header with a back arrow on the left and two tabs: 'Player Details' (active) and 'Registrations'. Below the header, the 'Phone' field is empty. A section titled 'CONNECTED PARENTS / CARERS' has a 'HIDE' button. Below this is a table with three columns: 'Name', 'Contact Details', and 'Emergency Contact'. The first row is highlighted with a red border and contains the following information: Name: 'TN Test Number-Four 67439804'; Contact Details: 'testnumberfour@gmail.com 01522 678945'; Emergency Contact: 'Use as Emergency Contact' with an information icon.