



**ENGLAND
FOOTBALL**

ADDING A PLAYER REGISTRATION OFFICER

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



Step one - This can be done by going to the "Club Officials" tab within your club, then clicking the "Add Official"

Club Officials - Test Club 19-20 (Lincs)

Current Past All + Add Official Download

Key Officials

Role: Any Search 10

Name	FAN	Role	Email	Phone	Start
		Chairman			01/07/2020
		Secretary			03/08/2020
		Treasurer			01/07/2020
		Welfare Officer (Youth Teams)			01/07/2019

Showing 1 to 4 of 4 entries

Other Officials

Step Two - You can then search by "FAN", details or create a new record if they do not have a record.

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



Step Three - You will need the persons Date of Birth before you can select search. The matching individual will be displayed. You must select the check box next to the name. Then select from the role drop-down, choose the role you wish to assign to the person and select a start date. Once all the data has been filled in, you should be able to click OK and the new Player Registration Officer role will be added.

[Search by FAN](#) [Search by Details](#) [Create New Contact](#)

FAN *

Date of Birth *

Test Club 19-20 (Lincs) Player Registration Officer 20/05/2021

	FAN	Name	Club
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 1 of 1 entries