



**ENGLAND
FOOTBALL**

HOW TO REGISTER A PLAYER

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



In Pending Actions, you will see a list of players who require some action to be fully league registered. In the requirements column, anything with a green tick signifies that the requirement is complete. Click on a requirement without a green to complete it for the individual player.

Step one - you need to provide consent for the player by clicking Provide Consent. You have two options.

1. Offline Consent - This is required annually and means you have a signed form from the player, or parent / carer of a player, to say they give consent to play at the club

2. Online Consent - This sends an email to the player, or parent/carer of a player, to accept or reject. Online Consent lasts 5 years and can be withdrawn by the player when they're not league registered at any time.

The screenshot shows a player registration page for 'Test Number-Three' with ID #8035263. The page is titled 'NEW REGISTRATION' and shows a 'FAN ID' of 67439167. A prominent orange box indicates 'AWAITING ACTION'. The interface includes tabs for 'Registration Form' and 'Player Details'. Under 'Registration Form', there are buttons for 'Provide Consent' (with a plus icon), 'Assign Team' (with a plus icon), 'Online Consent' (with an eye icon), and 'Offline Consent' (with a document icon). To the right, 'Player Info' and 'Verify ID' are shown with green checkmarks, indicating they are complete. At the bottom, there is a 'Consent Required?' toggle set to 'NO' with a 'SHOW' button, a 'Cancel Request' button, a 'Training Only' button, and a 'Submit to League' button.



Step Two - Next is to Assign the player to the appropriate teams. Simply click the teams you wish to

Club Portal \ Players \ Test Number-Three \ #8035263

NEW REGISTRATION #8035263

FAN ID 67439167

AWAITING ACTION

TN Test Number-Three

Registration Form | Player Details

Provide Consent | Assign Team | Player Info | Verify ID

Is International Clearance Required? NO **SHOW** **Cancel Request** **Training Only** **Submit to League**

Select from eligible teams below:

<input type="checkbox"/> Team Name ▲	Registration Status	League	Team Details		Info
<input type="checkbox"/> Test Club 19-20 (Lincs) First 2020/21	Select Team	-	Male	Open	i
			11v11	NonDisability	



Step Three - Next is Player Info if any Player information is missing, you will be able to edit the information. If the participant logs into their FA Account and updates their own details this will lock the information from a club official updating it. If the league requires a photo to be uploaded to the system you will be able to do it here in Edit Player Details. If a photo uploaded is not clear head and shoulders, the platform will automatically reject it

The screenshot shows a web interface for player registration. At the top, there is a dark blue navigation bar with three tabs: a back arrow, 'Registration Form', and 'Player Details'. The 'Player Details' tab is highlighted with a red rounded rectangle. Below the navigation bar, the main content area has a white background. On the left, the heading 'Personal Details' is followed by a 'HIDE' button. On the right, there is an 'Edit Player Details' button with a pencil icon, also highlighted with a red rounded rectangle. The form fields are as follows:

FIRST NAME*	SURNAME*
Test	Number-Three
DATE OF BIRTH*	GENDER NATIONALITY
01/12/1995	Male ENGLAND



Step Four - Verify ID – Your name will prepopulate as the official who performed the check. You can type in the official who completed the check if it was not you. Select the date the ID was seen and click confirm

VERIFY PLAYER'S ID

 Please confirm that a Club or Team Official has validated **Test Number-Three's** identity.

OFFICIAL WHO PERFORMED THE CHECK* DATE VERIFIED*



Official who performed the check is a required field.



Step Five - You should see the status of the player change to Ready to Submit once all the details your league require have been completed. Finally click Submit to League. The players status will then show as Pending League

The screenshot shows a registration form interface with a blue header. The 'Registration Form' tab is active, and the 'Player Details' tab is also visible. Below the tabs, there are four green buttons with checkmarks and information icons: 'Offline Consent', 'Team Assigned', 'Player Info', and 'ID Verified'. Below these buttons, there is a section for 'Is International Clearance Required?' with a 'NO' radio button and a 'SHOW' button. To the right, there are three buttons: 'Cancel Request', 'Training Only', and 'Submit to League'. The 'Submit to League' button is highlighted with a red border.

The screenshot shows a confirmation dialog box titled 'CONFIRM SUBMIT TO LEAGUE'. It features a document icon with a green arrow pointing right. The text inside the dialog asks: 'Are you sure you would like to submit this player for registration?' and 'This player will be submitted to the league.' At the bottom, there are two buttons: 'CANCEL' and 'CONFIRM'.

The screenshot shows a player registration page for 'Test Number-Three'. The page has a blue header with the player's name and a 'NEW REGISTRATION #8035263' badge. Below the header, there is a 'PENDING LEAGUE' badge highlighted with a red border. The page also shows the 'Registration Form' and 'Player Details' tabs, and a row of four green buttons with checkmarks and information icons: 'Consent', 'Team Assigned', 'Player Info', and 'ID Verified'.