

Whole Game System

Player Registration



Introduction to Player Registration

Whole Game (WGS) can be very simple and easy to use. The FA has designed a programme to aid Leagues and Clubs into becoming completely online and removed paper from their registration procedures.

This guide will help you set up your league for Player Registration.

Adding Players

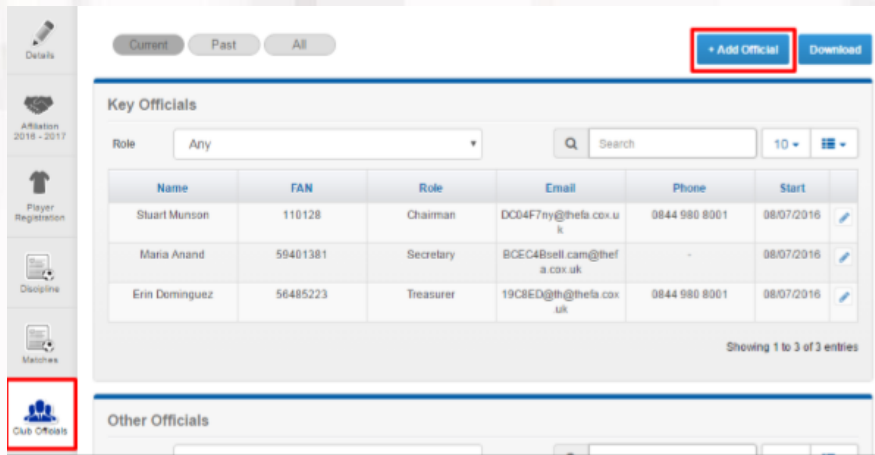
Player Registration

First Steps

- Log onto WGS
 - wholegame.thefa.com/Account/Login
 - The Club secretary will only be register players currently.
 - To add additional “Player Registration Officers” see next slide.
- Select the Club Role at the top of the screen
- Choose “Player Registration” down the left hand side.

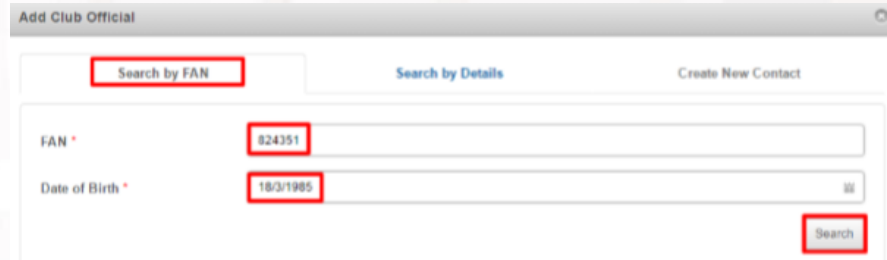
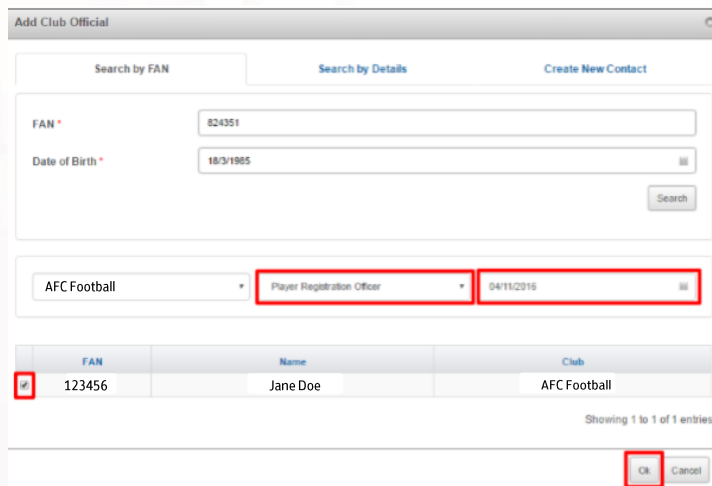
Assigning Player Registration Officers

- In order to share the administrative load, larger clubs may wish to nominate other officers within their club to share the workload.



Name	FAN	Role	Email	Phone	Start
Stuart Munson	110128	Chairman	DC04F7my@thefa.co.uk	0844 980 8001	08/07/2016
Maria Anand	59401381	Secretary	BCEC4Bsell.cam@thefa.co.uk	-	08/07/2016
Erin Dominguez	56485223	Treasurer	19C8ED@thefa.co.uk	0844 980 8001	08/07/2016

1. Select “Club Officials” and click “Add Official”
2. Search by FAN or if unknown, select Search by Details.

FAN	Name	Club
123456	Jane Doe	AFC Football

3. Select “Player Registration Officer” and today’s date.
4. Click the correct person, then “OK”
5. This person will now be able to register players by logging in with their FAN.

1. Search for a Player

1. To search for a Player to add to your team, select "Search for Player".

[Search for Player](#)

Add Players

This page may be used for search for new players to be added to your club for registrations or transfers. You should only search for players who have given you their permission to add them to your club.

Full Name / FAN

Date of Birth

Postcode

[Search](#)

2. Search their Full Name (please ensure they have tried full names as well as shortened) and DOB if known. You do not need to know Post Code. Avoid duplication, any queries contact your County FA.

Add Players

Find players to register and transfer

FULL NAME / FAN

Danny Williams

DATE OF BIRTH

11/03/1966

POSTCODE

HA9 0WS

[Search](#)



Danny Williams (50)

Current Clubs:

Previous Clubs:

[Add Player](#)

3. If your search for a player results in more than one FAN being returned as a possible match, a popup will appear informing you that more than one match has been found. This may be due to there being more than one person on the system with the same details, or may be because the individual concerned has more than one FAN record. Try adding the postcode for the individual concerned to see if you can narrow down the search to find one record. If you cannot narrow down the search to one record, please contact your County FA.

Can't find the player you are looking for? [Create new player](#)

4. If you can't find the player and are sure they are not already on the system, click "Create new player" and fill in all the relevant details.

Players - 11



Filter by name, FAN

Team League County Registration League Registration Gender Age Group Consent Status [clear filters](#)



Danny Thomas (29)

#60143990

Consent: Not Requested

County: Not Requested

County: Kent FA

5. Once the player has been created, the player will be added to your list of Players. Note that it may take a few minutes/hours for their FAN to be generated, so if a player initially is shown with a FAN of #0 do not worry, this will be updated.

2. ID Check

FOR GIRLS COMPETITIONS GET INVOLVED WOMEN'S RULES AND REGULATIONS ABOUT THE FA

Data Cleansing

Filter by name, FAN

Team League County Registration League Registration Female

Jane Doe (8)

Consent: Not Requested

County: Offline

County: Middlesex FA

clear filters

1. Once you get to this screen click on the individual player

All Home Club Player Registration Officer

Contact Details

Jane Doe (8)

19/9/2009

Female

Nationality

Country of birth

English Qualified player: No

edit details

Detach

2. Click ID Check

ID Checks

No Identity checks found.

Add ID Check

Dashboard

Details

Affiliation 2017 - 2018

Player Registration

Data Cleansing

ID Check

Identity Seen

- | | |
|--|---|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Driving Licence | <input type="checkbox"/> Previous Season League ID Card |
| <input type="checkbox"/> Medical Card | <input type="checkbox"/> School ID |

CHECK COMPLETED BY

Select an Official ▼

Date Completed



Add ID Check

cancel

3. This will appear.

- Click the document that you have seen.
- Who has seen it
- When was it seen

As mentioned this is for verification that you are confirming that person listed and their details are correct and accurate.

3. Consent

A Club has two options:

- Online Consent (completely paperless)
- Offline Consent (Club gain consent from players/guardians to play for their club through manual method)

Online Consent:

- New improved process designed to be quicker and easier for players to give their consent to play for a club
- No need to log in to WGS to confirm consent
- Reduced Paperwork

Offline Consent:

- Skip to page 13

Online Consent



 Jane Doe (8)
Consent: Not Requested
County: Offline County: Middlesex FA

This will appear at the top of the screen.

1 player selected

[Download Registration Forms](#) [Submit To League](#) [Request Consent](#)
[Confirm Offline Consent](#) [Export Photos](#) [Squad List](#) [Assign To Teams](#)
[Detach](#)

WGS checks:

- Player record has an email address on it
- Player is 16 or over
- If player is 15 or under, there has to be a Parent record linked to the Player record and the Parent record has to have an email address. If these two requirements are met, an email will be sent to the linked parent (only).
- DOB of Player/Parent does not contain the year '1900'. If it does, an error message will display stating this needs to be updated before online consent can be requested.

Club WGS user selects
Player(s) and selects
'Request Consent'

WGS sends an email
requesting consent to
play to the Player /
Parent

"Request Email"

Player / Parent
receives personalised
email and clicks on link

Pages open in browser

Player/parent do not need to log into WGS to provide their agreement to play for the Club



Player / Parent is asked for
their own DOB for
validation purposes

Player / parent agrees to
play or not Play for the Club
specified.

Consent status updated in
WGS

Player / Parent receives
personalised email
confirming their choice

"Confirmation Email"

The screenshot shows the first step of the FA For All registration process. At the top is the FA For All logo. Below it, the text reads: "Dear Kyle," followed by "Thanks for coming to this page. Before we can ask you to confirm that you wish to play for Ibis Eagles in Season 2017 - 2018, we need you to provide your date of birth in the box below in order to verify that you are completing this on behalf of yourself." There is a text input field for "Date of Birth" and a "SUBMIT" button. Below the input field is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom, there is a small disclaimer: "Your details have been provided by a club official for the purposes of verifying that your child wishes to register with the above-mentioned club on Whole Game System. The FA's football administration system. Please see our Privacy Policy for more information on your child's data subject rights and how your child's data will be processed if they choose to register with the club." The footer includes the FA For All logo and "The Football Association © 2001 - 2018. All Rights Reserved". A red arrow points from this form to the next one.

The screenshot shows the second step of the FA For All registration process. At the top is the FA For All logo. Below it, the text reads: "Dear Kyle," followed by "Thanks for confirming the date of birth. Please confirm whether you wish to play for Ibis Eagles for season 2017 - 2018? If you agree here, there is no need for you to sign a paper registration form for your league." There are two radio button options: "I agree to play and be registered for Ibis Eagles" and "I do not agree to play and be registered for Ibis Eagles." Below these options is a disclaimer: "I understand that by agreeing to play for this club, my contact details and football history will be passed to the club, and will also be passed to any league with which I am registered, as well as to the relevant County Football Associations and the Football Association." At the bottom right is a "SUBMIT" button. The footer includes the FA For All logo and "The Football Association © 2001 - 2018. All Rights Reserved".

Offline Consent

1. Click this box here

ENGLAND FOR GIRLS COMPETITIONS GET INVOLVED WOMEN'S RULES AND REGULATIONS ABOUT THE FA

Filter by name, FAN

Team League County Registration League Registration Female Age Group Consent Status clear filters

Jane Doe (8) #61818488

Consent: Not Requested

County: Offline County: Middlesex FA

Club Officials Teams Team Officials

2. This ribbon will appear.

TheFA ENGLAND FOR GIRLS COMPETITIONS GET INVOLVED WOMEN'S RULES AND REGULATIONS ABOUT THE FA

Download Registration Forms Submit To League Request Consent

Confirm Offline Consent Export Photos Squad List Assign To Teams

Detach

Jane Doe (8)

Consent: Not Requested

County: Offline County: Middlesex FA

Data Cleansing Club Officials Teams Team Officials

3. Click "Confirm Offline Consent".

This is confirming you have gained the consent for that player (from a parent/guardian in U16) to play for your club.

4. Assign to Teams

1. Click this box here



Jane Doe (8)

#61818488

Consent: Not Requested

County: Offline

County: Middlesex FA



2. This ribbon will appear.

Download Registration Forms

Submit To League

Request Consent

Confirm Offline Consent

Export Photos

Squad List

Assign To Teams

Detach

TheFA

ENGLAND

FOR GIRLS

COMPETITIONS

GET INVOLVED

WOMEN'S

RULES AND REGULATIONS

ABOUT THE FA



Data Cleansing



Grounds



Jane Doe (8)

#61818488

Consent: Not Requested


County: Offline






County: Middlesex FA

3. Click "Assign to Teams"

Assign To Teams

Jane Doe (123456) can play for age ranges U8, U9 and female, mixed teams. These are the teams that player can be added to.

 Filter by team name

- ☐  Ickenham Youth F.C. U8 Lions (U8)
- ☒  Ickenham Youth F.C. U8 Panthers (U8)
- ☐  Ickenham Youth F.C. U8 Tigers (U8)
- ☐  Ickenham Youth F.C. U9 Avengers (U9)
- ☐  Ickenham Youth F.C. u9 Girls (U9)

1 2 Next

cancel

Add Players to Selected Teams

4. It will only show the teams in the correct age banding.

5. Select the correct team. A player cannot play for two teams in same age group.

6. Now click here.

3 players selected

Download Registration Forms

Submit To League

Request Consent

Confirm Offline Consent

Export Photos

Squad List


Assign To Teams


Detach


Players - 7

Filter by name, FAN

Team League County Registration League Registration Female Age Group Consent Status [clear filters](#)

☒  Jane Doe (8)
Consent: Not Requested
County: Offline County: Middlesex FA

☒  Ann Example (8)
Consent: Not Requested
County: Offline County: Middlesex FA

☒  Sandy Beach (7)
Consent: Not Requested
County: Offline County: Middlesex FA

TIP: You can select more than one player at a time for “Consent” and “Assign to teams” (It may save time.)

Data Cleansing

Club Officials

Teams

Team Officials

Grounds

Club Players

5. Submit to League



All Home

Club Player Registration Officer

Dashboard

Details

Affiliation
2017 - 2018

Player
Registration

Data Cleansing

Club Officials


Teams

Team Officials

Grounds

Club Players

Contact Details



edit details

Jane Doe (8)
19/9/2009
Female
Nationality
Country of birth
English Qualified player: No

ID Checks

No Identity checks found.

Parent Guardians

No Parent Guardians found.

My Teams

Discipline Cases

Filter by case name, team, match...

2017 - 2018

No discipline cases

Before you submit to league, please check the following.

The ID Check should be here:
e.g.
20 Oct 2017 – Passport seen by “Secretary”

If you have complete “Online Consent” the parents details will be here

The Team should be listed here:
e.g.
Ickenham Youth FC U9 Girls

Once each player has been:

- ID Checked
- Given Consent
- Assigned to a Team

Click this box next to **each** player.

Data Cleansing



Club Officials



Teams



Team Officials



Grounds



Filter by name, FAN



Team

League

County Registration

League Registration

Female

Age Group

Consent Status

clear filters



Jane Doe (8)

#61818488

Consent: Not Requested

County: Offline

County: Middlesex FA



Ann Example (8)

#57325214

Consent: Not Requested

County: Offline

County: Middlesex FA

Other club(s):

Denham United Ladies Youth



Sandy Beach (7)

#61818615

Consent: Not Requested

County: Offline

County: Middlesex FA

3 players selected

Download Registration Forms

Submit To League

Request Consent

Confirm Offline Consent

Export Photos

Squad List

Assign To Teams

Detach

Click "Submit to League"



Jane Doe (8)

County: Offline

League: Registered / Consent: Offline

County: Middlesex FA

"club"

Cancel Registration

"FAN"

This should say Pending and be Orange colour, it will turn Green once the League has approved it.