Click on IMS Administration
Click on Contracts
Click on Add New Contract
1. Select party and type of contract
2. Select other party(ies) to contract
3. Enter start and end dates
4. Attach contract
5. Click Submit
COMMON ISSUES

1. The Player Search function does not return any result.

✉ Please email the Player’s full name and date of birth to intermediaries.queries@thefa.com.

2. The Player Search function returns more than one Player.

✉ Please email the FAN of each result to intermediaries.queries@thefa.com and wait for confirmation.

3. The Club(s) displayed against the Player is (are) incorrect.

✉ Please ignore this information as it has no impact on the lodgement of your contract.

4. The Club Search does not return the Club you are looking for.

✉ Please email your contract to intermediaries.queries@thefa.com.