

# PLAYER REGISTRATION

## ADDING A PARENT RECORD



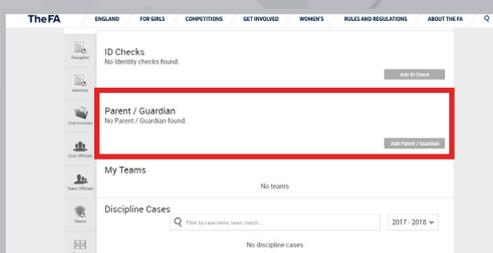
### STEP 01

To attach a parent/guardian record to a child record, head to the Player Registration tab.



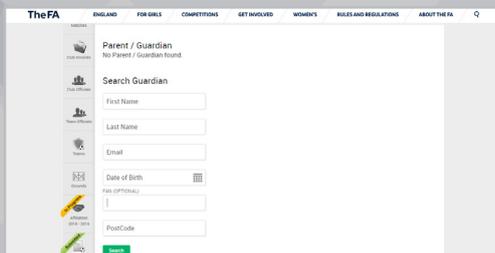
### STEP 02

To add the parent, click "add parent/guardian"



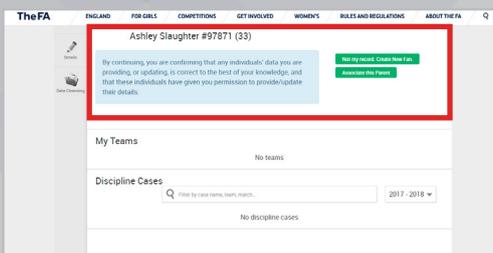
### STEP 03

Enter the first name, last name, date of birth and FAN if known and click 'Search' Parents records must have their email attached to allow them to use Matchday.



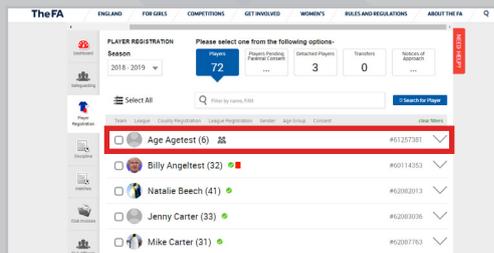
### STEP 04

If the data inputted matches a FAN number on the FA systems, you will get the option to confirm this is the correct person and link the parent to the child. If no matches are found you can create a FAN record.



### STEP 05

Once the records are linked, an icon will appear against the players name.



Adding a parent/guardian record is a one-off process that allows a club to request consent online, gives them access to matchday and also gives the parent/guardian ownership of their child's record as long as the parent record has an email address assigned.

BE **MATCHDAY** READY!

FOR MORE INFORMATION PLEASE EMAIL US AT [PLAYERREGISTRATION@THEFA.COM](mailto:PLAYERREGISTRATION@THEFA.COM)