

Adding your GBG PIN to WGS

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001161519-adding-your-gbg-pin-to-wgs>

Ensure you're in your Club Tab and click Safeguarding in the left hand menu. On clicking DBS Applications you will be able to add your GBG PIN into the space provided and click Update when complete. This will then lock your PIN so you won't need to add it again.

The screenshot displays the 'WHOLE GAME' interface. At the top, the user is identified as 'SAMUEL YATES | LOGOUT'. The navigation bar includes several Club Tabs: 'All Home', 'Club Chairman Lancashire AFC', 'Club Player Registration Officer Gibrand Warriors', 'Club Secretary Ila Test', 'Club Secretary (Assistant) A.H.F.' (highlighted), and 'Club Secretary (Assis) FA Demonstration Cl'. The main content area is divided into 'Club Safeguarding' and 'DBS Applications' (highlighted). Under 'DBS Applications', there is a section for 'GB Group Organisation PIN:' with an empty input field. A red arrow points to the input field with the text 'Enter your GBG PIN here'. Below the input field is a green 'Update' button. A blue note box contains the following text: 'Note that any individual involved with a youth team will automatically be able to start their DBS check from Whole Game System once you have added your GB Group PIN here. To allow a new individual to start a DBS check with your club give them the role of DBS Applicant using the Add New Official option. Anyone with an existing DBS check can start a new DBS within six months of it expiring. If you need any further guidance, please contact your County Welfare Officer.'

Your GBG PIN should be 6 numbers long and start with a 1

Should you make an error and need to update your PIN, please contact your County FA

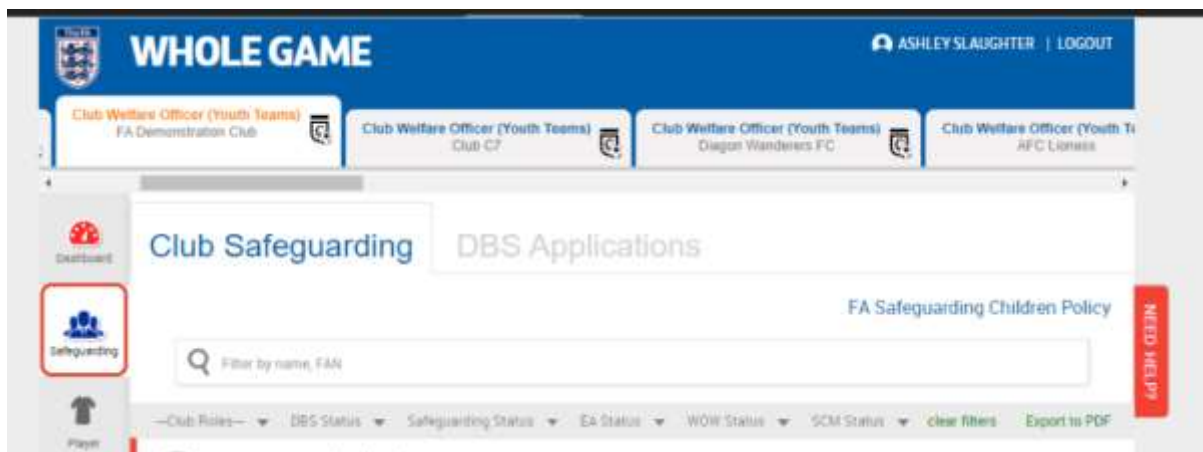
Initiating a DBS through Whole Game System

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001161513-initiating-a-dbs-through-whole-game-system>

Firstly, you will need to login to WGS, using your email and password. Upon login, navigate to your relevant Club Tab across the top of the screen.



If you then click on the Safeguarding Tab down the left side of the screen, this will load your Club Safeguarding page on screen, as below.

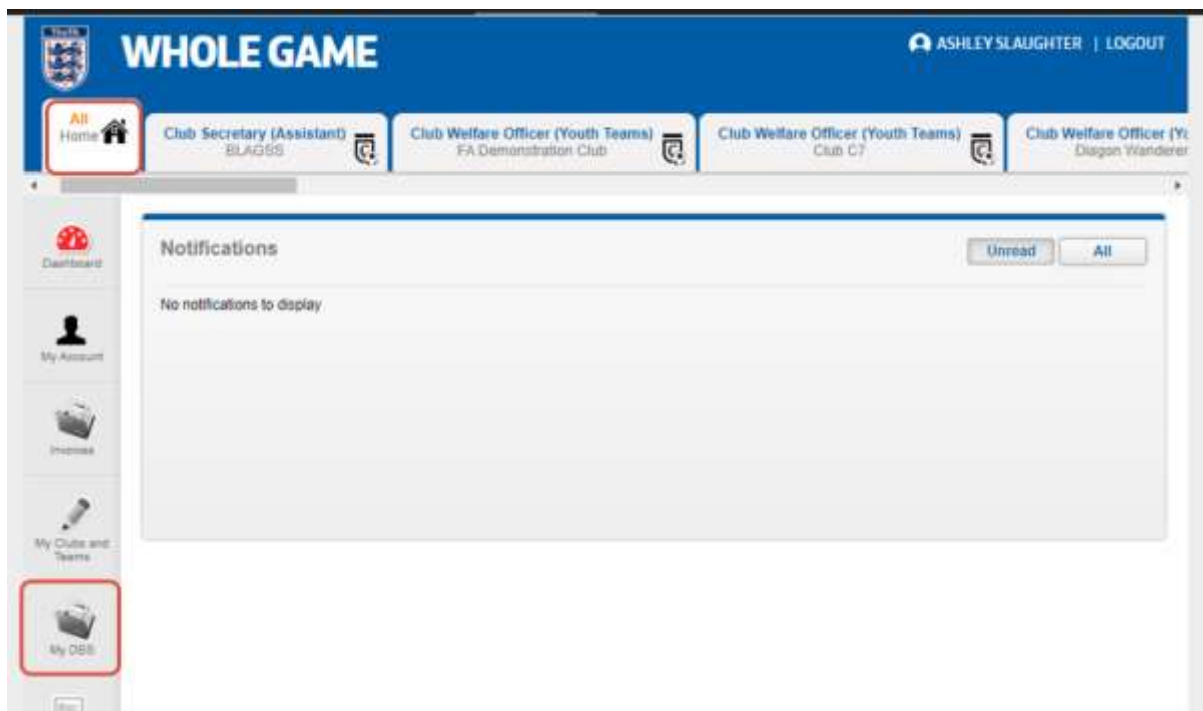


For any current Team Managers, Coaches, Asst Managers or Asst Coaches, they will have a My DBS tab in their WGS login, so you do not need to add as a DBS Applicant. It is only new Team Officials in these roles, you cannot add as they do not have their DBS, who will need adding as below. In order to add a new DBS Applicant, click on your DBS Applications Tab, next to Club Safeguarding, which will load your DBS section on WGS, as below.

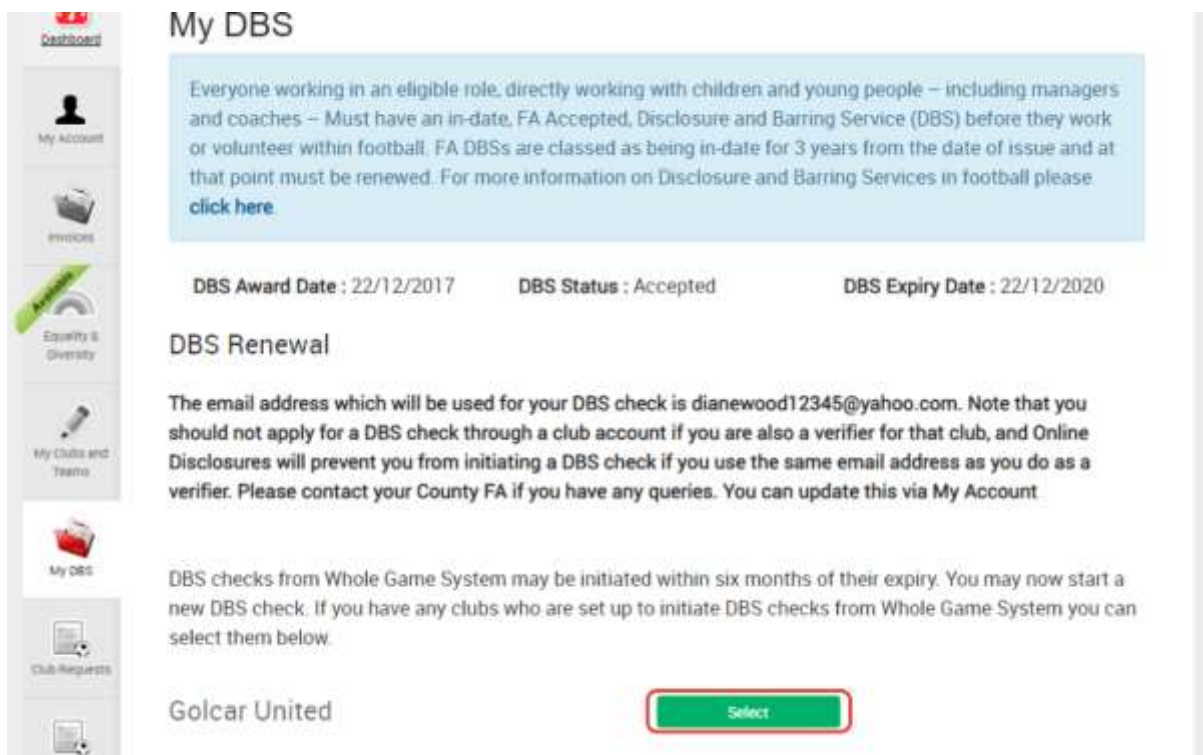
Completing DBS Initiation – Applicant

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001161514-completing-dbs-initiation-applicant>

Firstly, you will need to login to WGS, using your email and password. Upon login, navigate to your My DBS Tab down the left side of the screen, as below.



Please click My DBS to load the screen which enables you to select your Club to which you will provide documents for verifications, once completing your DBS Application, as below.



Once loaded, you will have Clubs listed who have added you as a DBS Applicant, or you have been assigned a role on WGS as Manager, Coach, Asst Manager or Asst Coach. If you are a member of more than one Club, you can select which one, it will be the Welfare Officer of this Club who will need to verify your documents. If you only have one Club, click the green select

button, which will initiate the auto email from GB group, which you will then need to follow to complete your DBS.

You may need to check your junk/spam mail, as these auto emails do sometimes find their way here, rather than your inbox.

Upon receipt of the email, follow the guidance from GB Group, to complete your application for your DBS, at which point you will need to contact your Club Welfare Officer, to verify your documents.

The screenshot shows the 'DBS Applications' page within the 'Club Safeguarding' section. The page features a sidebar with navigation icons for Dashboard, Safeguarding, Player Registration, Email Capture, and Discipline. The main content area has a header with 'Club Safeguarding' and 'DBS Applications'. Below this, there is a 'GB Group Organisation PIN' field containing '162867'. To the right of this field is a blue button labeled 'Add New Official'. Below the PIN field is a search bar with the placeholder text 'Filter by name, FAN, status, club or CFA name'. At the bottom of the page, there are three tabs: 'Individual', 'Current DBS', and 'DBS Application'.

You will see this allows you to “Add New Official” like your Club Officials and Team Officials pages and will require standard information to search for the said person, to see if they have a FAN.

It is here you add a new DBS Applicant, when entering details of the person you are looking to find, once you click search you will see details such as below. You will only see email, phone and Previous Club if WGS cannot find a match to the details you enter.

The screenshot shows a search form for a DBS Applicant. The form has a light blue background and contains several input fields: 'FIRST AND SURNAME / FAN *' with the value 'James Bond', 'DATE OF BIRTH *' with the value '01/03/1966', 'Postcode', 'Email', 'Phone', and 'Previous Club'. At the bottom right, there are two buttons: a red 'Reset' button and a green 'Search' button.

If you click on the “Add as DBS Applicant” button, this will add the individual to your DBS Applicants list, for a DBS Application to be undertaken. It will also show the individual as not started.

FIRST AND SURNAME / FAN * DATE OF BIRTH * Postcode

59 77 04/11/1972 Search

Claire Davidson (47) #59 77 **+Add as DBS Applicant**

Current Clubs:

Previous Clubs: Diagon Wanderers FC

FA Demonstration Club

At this stage, it is important you ensure that the personal details of the individual are up to date, and that their FAN shows correct names. If the FAN Record name requires amending, please contact your County FA who can update this, and show a "Known As" if birth name is different to that the individual is known as day to day. Most importantly, the individual email must be correct, otherwise they will not receive the auto email to commence their DBS at a later stage.