



**ENGLAND
FOOTBALL**

ADDING A PARENT/ CARER FAN RECORD

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



Step one - In the "All Players' tab, click on the player you wish to add the Parent/Carer too

The screenshot shows the 'Player Details' page for a player. The 'Registrations' tab is selected. The 'Add Parent / Carer' button is highlighted with a red circle. The page displays personal and contact details for the player.

PERSONAL DETAILS		CONTACT DETAILS	
DOB	25 Dec 2010 (10)	Address	Deepdale Lane Nettleham
Gender	Male	Postcode	LN2 2LL
Nationality	-		
FAN ID	65609007		

Step Two - Select "Search Parent / Carer"

The screenshot shows the 'Player Details' page for the same player. The 'Registrations' tab is selected. The 'Search Parent / Carer' button is highlighted with a red circle. The page displays personal and contact details for the player.

PERSONAL DETAILS		CONTACT DETAILS	
DOB	25 Dec 2010 (10)	Address	Deepdale Lane Nettleham
Gender	Male	Postcode	LN2 2LL
Nationality	-		
FAN ID	65609007		



Step Three - Enter the parent / carer details (first name and last name, date of birth and gender) This will bring up the parent / carer details, ready for you to attach. Click select next to the parent / carer and click confirm.

SEARCH NEW PARENT / CARER

FIRST NAME*

Kersten

SURNAME*

Agar

DATE OF BIRTH*

07/06/1988

GENDER

Female

Search All Adults

1 Adults Found

Player Name ▲	Age ▼	
Kersten	07/06/1988	<div>Selected</div>
Agar	07/06/1988	



Step Four - This will now show the Parent / Carer added to the record.

Player Details

Registrations

Add Parent / Carer

Add to team

Deactivate Player

Edit Player

PERSONAL DETAILS

CONTACT DETAILS

DOB

Gender

Nationality

FAN ID

Address

Postcode

EMERGENCY CONTACT

Name

Phone

CONNECTED PARENTS / CARERS

HIDE

Name	Contact Details	Emergency Contact
<div><div>Parent</div></div>	<div></div>	<div>Use as Emergency Contact</div>



CREATING A PARENT / CARER

Step One - In the "All Players" tab, click on the player you wish to add the Parent/Carer too

The screenshot shows the 'Player Details' page for a player. The 'Registrations' tab is selected. At the top right, there are four buttons: 'Add Parent / Carer' (highlighted with a red circle), 'Add to team', 'Detach Player', and 'Edit Player'. Below the buttons, the player's details are displayed in two columns: 'PERSONAL DETAILS' and 'CONTACT DETAILS'.

PERSONAL DETAILS		CONTACT DETAILS	
DOB	25 Dec 2010 (10)	Address	Deepdale Lane Nettleham
Gender	Male	Postcode	LN2 2LL
Nationality	-		
FAN ID	65609007		

Step Two - Select "Search Parent / Carer"

The screenshot shows the 'Player Details' page for a player. The 'Registrations' tab is selected. At the top right, there are three buttons: 'Add Parent / Carer', 'Add to team', and 'Detach Player'. Below the buttons, the player's details are displayed in two columns: 'PERSONAL DETAILS' and 'CONTACT DETAILS'. A dropdown menu is open under the 'Add Parent / Carer' button, showing two options: 'Create Parent / Carer' (highlighted with a red circle) and 'Search Parent / Carer'.

PERSONAL DETAILS		CONTACT DETAILS	
DOB	25 Dec 2010 (10)	Address	Deepdale Lane Nettleham
Gender	Male	Postcode	LN2 2LL
Nationality	-		
FAN ID	65609007		



Step Three - Add in the Parent/ Carers details and click "Create Carer"

CREATE NEW PARENT / CARER

!

To reduce duplicates, please only create new adult records!
Always first use the email capture tool rather than creating a new adult record

FIRST NAME*	SURNAME*
Test	Number-Four
DATE OF BIRTH*	GENDER*
Choose Date	Choose Gender
EMAIL ADDRESS*	POST CODE*

CANCEL

CREATE CARER



Step Four - You will then see the Parent/Carer on the record

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Player Details

Registrations

Phone -

CONNECTED PARENTS / CARERS

HIDE

Name	Contact Details	Emergency Contact <div>i</div>
<div>TN</div> Test Number-Four 67439804	testnumberfour@gmail.com 01522 678945	<div>Use as Emergency Contact</div>