



**ENGLAND
FOOTBALL**

HOW TO ADD A PLAYER TO YOUR CLUB

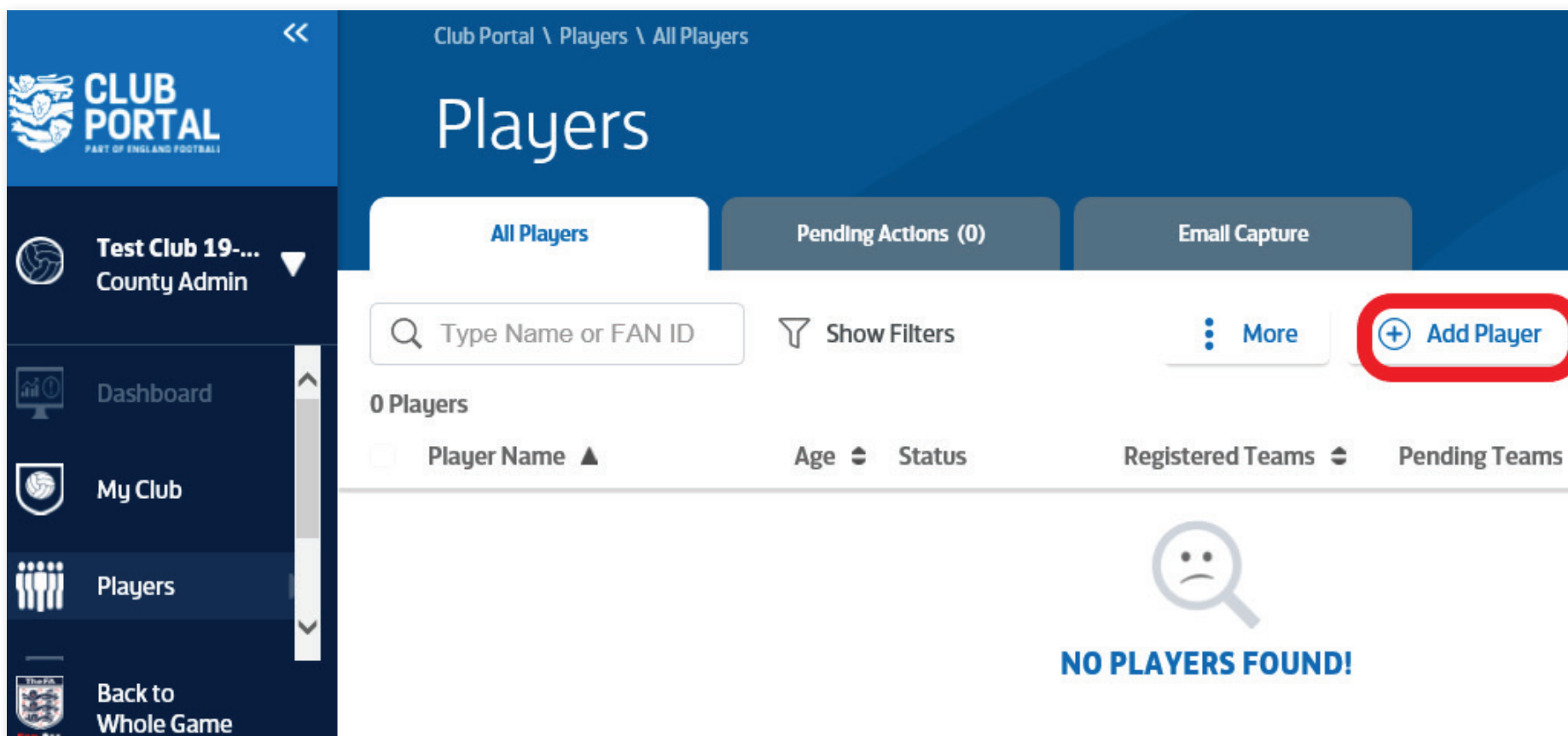
'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'



There are three different ways to add a player to your club in the Player Registration Portal, they are: - Search for a player, invite a player or Create a player.

FINDING THE "ADD PLAYER" OPTION

Step one - Go to the Player Registration Tab in Whole Game System, It will then give you the " Add Player" Button





SEARCH FA PLAYERS

"Search FA Players" will be your most common way of adding a player, this will search The FA Database to find any player who already has an FA Account. Some of the reasons a person will have an FA Account include playing football, holding volunteering roles or purchasing England tickets.

Step one - Click Search FA Players from the available options.



Step Two - Type the players name or fan number in, along with Date of birth and click "Search FA Players"



Step Three - If your player exists within the system, you will be able to add them to your club. If they don't you will need to either use "Invite Players" or "Create Players"

1 Player Found

Player Name	Age	Current Clubs	Linked Parents	Info
Test Number-one	25 Male	-	N/A	Add Player

INVITE PLAYERS

Invite players is a new exciting way to invite players to your club but make the process totally paperless too.

Step one - Click "Invite Players" from the options.

Add Player to Club

[Invite Players](#) | [Search FA Players](#) | [Create Player](#)

Invite Players

New Invitation

If you wish to Invite a player who has played for another club previously, use the "Search Players" tab above.

PLAYER NAME*	EMAIL*	Under 16
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Invite

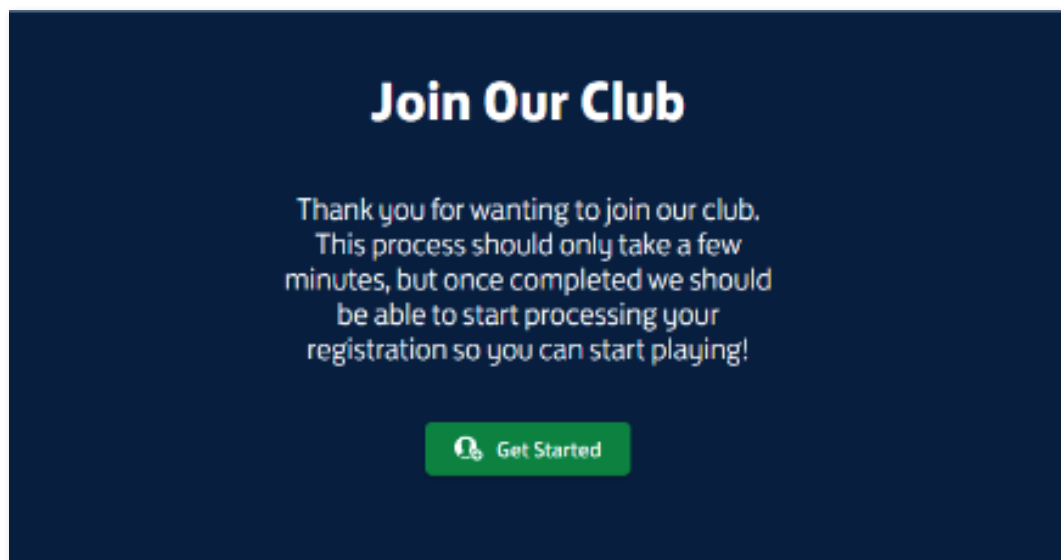


Step Two - Type in the player's name and email address, if this is an under 16 players please tick the "Under 16" option and enter the parent/guardian's email address instead.

Once you click "Invite player" an invite will be sent to the player via email, this will allow them to confirm their personal details by either signing into their FA Account or creating a new account.

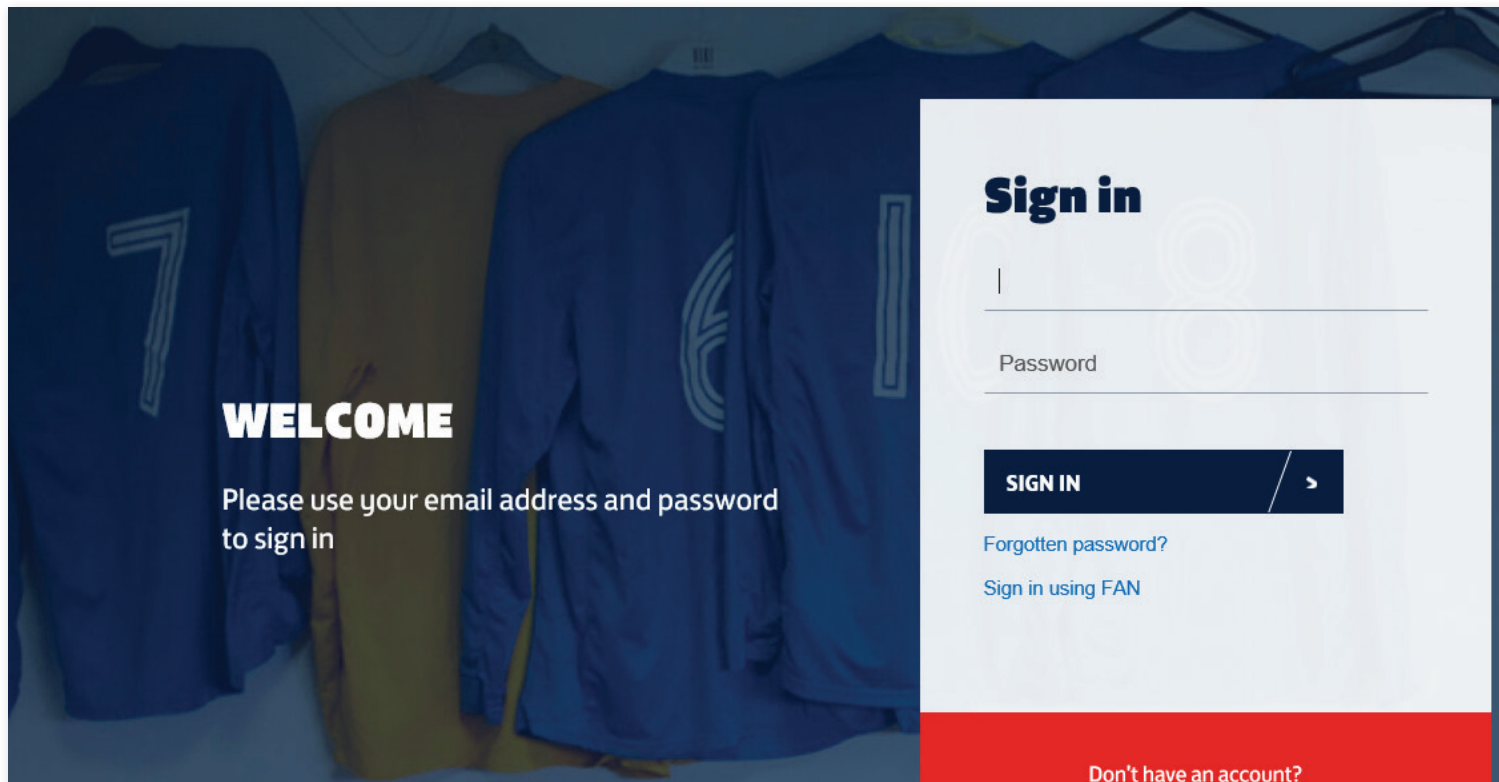
The screenshot shows a web interface for inviting players. On the left, there is a section titled "Invite Players" with a document and envelope icon. The main area is titled "New Invitation" and includes an information icon and text: "If you wish to invite a player who has played for another club previously, use the 'Search Players' tab above." Below this is a form with two input fields: "PLAYER NAME*" containing "test number-one" and "EMAIL*" containing "testnumberone@gma". To the right of these fields is a blue bar with a toggle switch for "Under 16" (currently set to "No") and a white button with an envelope icon labeled "Invite".

Step Three - After opening the link the players will be presented with the following portal.





Step Three A - Once clicking "Get started" the player will need to either sign-in to their FA Account or create a new account (Only if they do not have an FA Account)





Step Three B - After signing in, the player will then confirm if they are signing on themselves or a child/dependent

The screenshot shows a dark blue web form titled 'Who's Joining the Club?'. At the top, there is a progress bar with three steps: 'Step 01 Who's Joining' (highlighted in green), 'Step 02 Personal Details', and 'Step 03 Submit to Club'. The main content area has two options, each with a person icon and a checkmark in the top right corner:

- Me**
I'm joining myself, the individual who is currently logged in.
- Someone Else**
I'm joining on behalf of a child / dependent who does not have an account yet.

At the bottom of the form, there are two buttons: 'Go Back' (white with a left arrow) and 'Next Step' (green with a right arrow).



Step Thee C - They will then be given the option to update their personal details and upload a photo of themselves to the portal)

Step Three D - Finally the player is given the option to consent to play for the club and to confirm if they will require International Clearance

Step 01
Who's Joining

Step 02
Personal Details

Step 03
Submit to Club

Provide Consent to Play

We require your consent to **play football with WGSO Central**.
We may ask you to reaffirm your consent again in the future if you stay with the club for an extended period of time.
You can ask to be removed by your club at any point.

I provide my consent to play football with WGSO Central.

i International Transfer Certificate

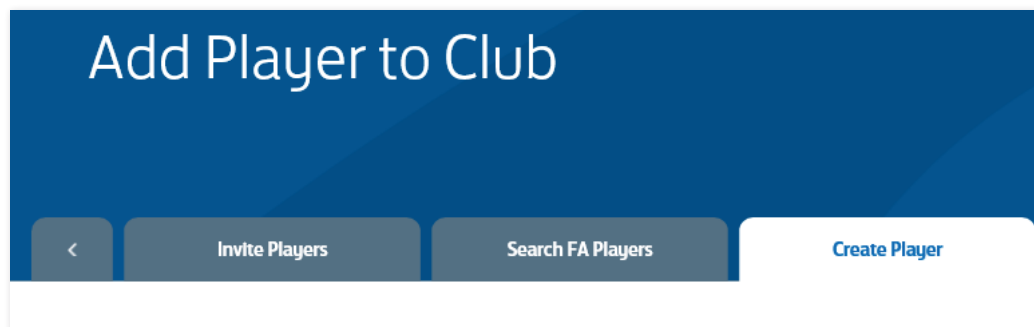
Do you require International Clearance? NO

[Go Back](#) [Submit to Club](#)



CREATING A NEW PLAYER

Step one - Click "Create Player" from the available options.



Step Two - Type in the details of the participant you want to create. If a match is found, you must search in "Search FA Players" If not please go ahead and click next on "create player"

Search FA Players		Create Player	
Personal Details 1 ✓			
FIRST NAME*	SURNAME*		
Test	Number-Three		
DATE OF BIRTH*	GENDER*	NATIONALITY	
01/12/1995	Male	England	



Step Three - Type in the players contact details and then click "Create New Player" the player will now be available in your all players/pending actions list

<p>EMAIL ADDRESS</p> <p>testnumber3@gmail.com</p>	<p>PHONE NUMBER</p> <p>0769654789</p>
<p>POSTCODE*</p> <p>LN2 2LL</p>	
<p>Enter full address</p> <p>Cancel Create Player</p>	