HOW TO REGISTER A PLAYER

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

In Pending Actions, you will see a list of players who require some action to be fully league registered. In the requirements column, anything with a green tick signifies that the requirement is complete. Click on a requirement without a green to complete it for the individual player.

Step one - you need to provide consent for the player by clicking Provide Consent. You have two options.

1.Offline Consent - This is required annually and means you have a signed form from the player, or parent / carer of a player, to say they give consent to play at the club

2.Online Consent - This sends an email to the player, or parent/carer of a player, to accept or reject. Online Consent lasts 5 years and can be withdrawn by the player when they're not league registered at any time.

Step Two - Next is to Assign the player to the appropriate teams. Simply click the teams you wish to

Step Three - Next is Player Info if any Player information is missing, you will be able to edit the information. If the participant logs into their FA Account and updates their own details this will lock the information from a club official updating it. If the league requires a photo to be uploaded to the system you will be able to do it here in Edit Player Details. If a photo uploaded is not clear head and shoulders, the platform will automatically reject it

Step Four - Verify ID – Your name will prepopulate as the official who performed the check. You can type in the official who completed the check if it was not you. Select the date the ID was seen and click confirm

VERIFY PLAYER'S ID

Please confirm that a Club or Team Official has validated **Test Number-Three's** identity.

OFFICIAL WHO PERFORMED THE CHECK*

Enter Official Name

Official who performed the check is a required field.

DATE VERIFIED*

Choose Date

CANCEL   CONFIRM

Step Five - You should see the status of the player change to Ready to Submit once all the details your league require have been completed. Finally click Submit to League. The players status will then show as Pending League