

Norfolk County FA

Adding new players to your club record on WGS



If an individual is new to your club you will need to attach them to your club records before you will be able to complete the registration process.

To do this log on to WGS and click on your committee member or player registration officer tab at the top of the screen. Next click on the 'Player Registration' tile on the left hand side of the screen.

Once you have done this click the blue 'Search for Player' button to the right of your screen.

On the next screen that appears enter the name and date of birth for the individual you are searching for. Please enter their name as first initial of their first name and full surname e.g. A Example. If you search with full first name and the individual is known with a different name on our system their record won't be found. Please also note that although postcode is a search field please don't use this as if the information is out of date on our database the record you are searching for won't be found.

Once you have found the correct record click the green 'Add Player' button. On the next screen that appears for adult registrations please select 'The current club details are correct' and then continue and validate. If a suspension appears at this point please contact us on the details at the bottom of this guide and we can verify what this is in relation to and if you are able to proceed.

For youth players a screen will appear to confirm you have consent from the individual's parent / guardian to add their details to your club record (usually gained by getting the parent / guardian to complete a club registration form).

The individual will then show as 'Attached' and you can click on your 'Player Registration' tile to continue with the registration process. For further guidance on the registration process please refer to the 'Completing the registration process' guide.