



Why do I need to attach a parent / guardian FAN to a youth's record on WGS?

For the 2020/21 season onwards all Leagues have mandated email addresses as a requirement to the registration process.

In order to comply with this requirement you will therefore need to add an email address to a youth's FAN which requires that their parent / guardian record is attached to their FAN (as this can't be added directly to the child's FAN). As part of this process you will need to obtain the parent's / guardian's date of birth to search for their record.

How do I complete the 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.

Find the individual's record in your list of attached players (if the individual is new to your club you will need to attach them before you can complete this process – please refer to the 'Adding new players to your club record on WGS' guide for further information on this).

Click on their name and scroll down to and click the 'Add Parent / Guardian' button.

Search for the parent / guardian's record using the first initial only of their first name, their full surname and date of birth. Please don't search using their email address or postcode as, if we hold out of date information on our database, their record won't be found.

Once you have found the relevant record click the 'Associate this Parent' button.

If a record isn't found and you are sure the individual doesn't have a FAN you can select the 'Not my record. Create New Fan' button. Please only create a new FAN if you are sure that the individual doesn't already have a FAN. If you are unsure please contact us at registrationqueries@NorfolkFA.com with the individual's name and date of birth and we'll check this for you.

Once attached you'll be able to click in to the parent / guardian's record from the child's FAN and update their contact details, including email address, as needed.