

Norfolk County FA

Online player registration process



The player registration process for Norfolk Sanctioned Leagues is completed by clubs via the Whole Game System (WGS). There are four steps to completing the registration process for those individuals already attached to your club record.

Updating personal details

Once logged on to WGS 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. This will provide you with a list of individuals attached to your club. Click on an individual's name to check if their personal details are correct, including their email address. If you need to update their details click the 'edit details' button.

Assigning to teams

Tick the box to the left of the individual's name and in the group of options which appear at the top of the screen click 'Assign to Teams'. Select the relevant team(s) the individual is registering to and press 'Add to selected teams'. Please note you should select all teams within the league that an individual is registering to.

Confirming Consent

Tick the box to the left of the individual's name and in the group of options which appear at the top of the screen select either 'Request Consent' if sending an email to individuals to confirm consent (please see the 'Requesting Consent' guide for further information on this process) or 'Confirm Offline Consent' if completing paper consent forms (please don't send these forms to us at County HQ and instead retain these in case you are asked to produce these during the season).

Submitting to the League

Tick the box to the left of the individual's name and in the group of options which appear at the top of the screen select 'Submit to League'. On the next screen confirm that the individual either hasn't played outside of England or, if they have, that they have international clearance from The FA to play for you. If you have any questions relating to international clearance please contact [The FA](#) directly.

After this stage is complete the registration will now be approved by us at County FA. Once approved the registration will show as 'League Registered' in green and the individual's details will automatically pull through to fulltime.