

Norfolk County FA

Requesting consent



Why do I need to obtain consent?

Consent must be confirmed by all individuals or parents / guardians of youth players that wish to play for your club each season before completing the registration process via the Whole Game System (WGS).

This can either be requested offline via an offline consent form which are available on our website (<http://www.norfolkfa.com/leagues-and-clubs/players-and-people/player-registration>) or via an email generated by WGS as outlined below.

How do I request online consent via WGS?

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. Find the individual's record within this list (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 the tick box to the left of their name and in the group of options which appears at the top of the screen select 'Request Consent'.

Once requested either the individual or the parent / guardian for youth players will receive an email. They will need to click the 'Respond to Request' button within this email.

This will open an internet page where they will need to enter their date of birth and confirm they are not a 'robot' to continue. They will then be asked to confirm that they wish to join your club. Once they click the accept button they will receive an email to confirm this and if you click the drop down arrow to the right of their name on WGS you'll see consent is confirmed in green. Up until this point consent will remain in amber and as pending.

Please note this process requires an individual to have a valid email address on WGS before you can request online consent.

To update this information for adult players you will need to click in to the individual's record under the player registration tab and click the 'edit details' button. For youth individuals this will require a parent / guardian FAN to be attached with a valid email address. For further details on how to do this please refer to the 'Attaching a parent or guardian FAN on WGS' guide.