



# **NORTH RIDING CFA PLAYER REGISTRATION + 100% EMAIL GUIDANCE FOR LEAGUES**



**SEASON: 2020/21**



# NORTH RIDING CFA MISSION STATEMENT

## NORTH RIDING COUNTY FA

### Mission Statement: Player Registration + 100% Email

- › All affiliated football in the North Riding CFA for the 2020/21 season must be using The Whole Game System (WGS) for Player Registration. In addition to this all participants must have an email address linked to their FAN.

### Benefits of Player Registration + 100% Email

- › Safeguarding all 16 & 17-year-old players within the adult game
- › Digital Engagement with all affiliated participants
- › Time saving for volunteers
- › Insight to deliver better services
- › Access for clubs and teams to new products such as Matchday
- › Automatically link player registration with Full-time



[www.northridingfa.com](http://www.northridingfa.com)

# MANDATORY RULE CHANGE

“It will be mandatory for all leagues seeking sanction from the Association for the 2020/21 season onwards to be using The FA Whole Game System for Player Registration.”

“In addition to this it will also be mandatory for every player registered within each league to have a unique email address”

Agreed by Board: January 2020





# LEAGUE GUIDANCE

• ACCESSING WHOLE GAME SYSTEM

• SETTING LEAGUE REQUIREMENT

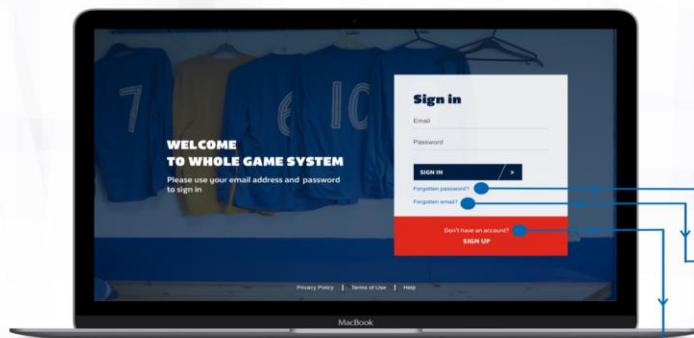
• LEAGUE APPROVAL

• TEAM ADMINISTRATORS

• HELP & SUPPORT

# ACCESSING WHOLE GAME SYSTEM (WGS)

Go to <https://wholegame.thefa.com/>



## Note:

Users should sign in with their email address and password

### Forgotten Password?

Users that have forgotten their password can set a new password on their account using the Forgotten password option.

For security, users will first be asked to provide a validation code (which they will be sent by email), before being asked to set a new password on their account.

### Forgotten Email?

If a user has forgotten which email they used on the account, the 'Forgotten email' link will take them to a page allowing them to login with their FAN.

### Don't have an account?

"Don't have an account?" - Select the Sign Up option to create a new account.

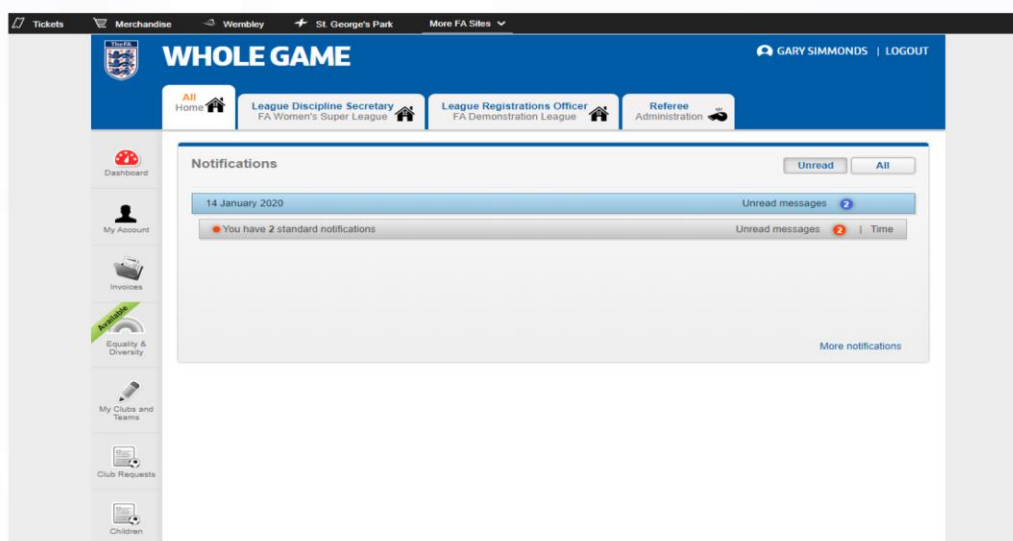
If users need to create a new account, they must enter a unique email address.

If the user provides an email address that we already have on the system, we will advise the user to sign in to their account using their existing email address.

If the user provides personal details (name, DOB and postcode) that match one of our existing accounts, but provides a different email address to the one we hold for them on the system, the system will remind them of their existing email address and ask them to sign in using this.

## WGS Home:

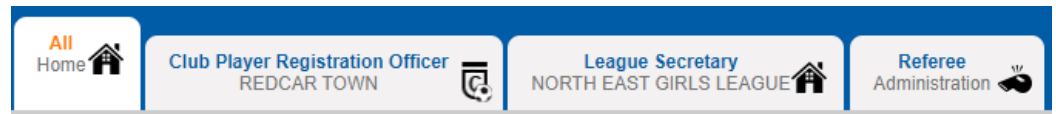
Once signed in, users will see the existing WGS home page and be able to access My Account by using the My Account link in the left hand side navigation bar, or selecting their name in the top right of the screen. This will then open the new My Account screen.





# SETTING LEAGUE REQUIREMENTS

Log into WGS and go to League Secretary tab at the top on the ribbon.



Down the left-hand side tabs go to Player Registration Requirement. There is where leagues can decide what requirement they want for their own league. Edit the default setting.

Default Default Set [edit](#)

Your sets of requirements are shown below. One set is marked as being the default set, and this will be used when validating registrations unless a division has been matched to a different requirement set. You can change the default requirement set if required, and cannot delete the default requirement set. Most leagues will only need one set of requirements.

REQUIREMENT NAME  
Default

PHOTO UPLOAD ON OR AFTER  
01/06/2018

Number of Forms of ID required  
1

Acceptable Forms of ID

- Passport
- Government ID
- Previous Season League ID Card
- Photo ID is required
- Phone number is required
- Email is required
- Birth Certificate
- Driving Licence
- Medical Card
- School ID

## Divisions

Specify which requirements each division requires

Filter by division name

DG Trophies U10 Division	Default
DG Trophies U10 Division - Blue	
DG Trophies U11 Division	
DG Trophies U12 Division	Default
DG Trophies U12 Division - Championship	

Ensure each division has been assign a set of requirements:



# LEAGUE REGISTRATION APPROVAL

In the Player Registration tab, clear all filter on the grey ribbon

Division ▼ Club ▼ County Registration ▼ League Registration ▼ Age ▼ Teams ▼ 
 [Export players](#) [clear filters](#)

To find pending registration filter the league registration tab and selected Pending. This will show all registration that need to action.

League Registration

- Not Started
- Pending
- Approved
- Rejected
- Cancelled
- Transferred

To confirm a player registration with your league, tick the box next to their name, which will bring up a ribbon at the top. Your options are Export Photo, Squad List, Approve or Approve and Backdate. (This is partially useful for leagues who allow players to be signed on, on matchdays.

[Export Photos](#) [Squad List](#) [Approve](#) [Approve & Backdate](#) [Reject](#)

Once a registration is complete with the league, the player will show as League: Registered / Consent: Offline under their name. Highlighted green.

County: Offline  
**League: Registered / Consent: Offline**  
 Other club(s):

Please note you can select multiple players to register at one time, simply select the boxes next to the individual or select all.

**Season**  
 2019 - 2020 ▼

**Players**  
 128

**Select All**

Filter by name, f



## TEAM ADMINISTRATORS

For Leagues using Player Registration through the Whole Game System, the process of creating Team Administrator has changed. The creation of Team Administrators is no longer completed within Full-Time by a league, it is down to the clubs to attach them to each team within Whole Game System. Managers, Coaches and Assistants will automatically be given a Team Administrator role. Clubs can then assign the role of Team Secretary to somebody else, these roles will also integrate into Full Time as a Team Administrator.

This will not give them access to log in to Full-Time and it will not assign them as an SMS contact. A login to Full-Time and the assigning of SMS contacts is down to the league's discretion.

### League Administrators

Go to the "People" tab in Full Time. All those with a dark blue dot have been integrated across from Whole Game System. Select the "Edit" option, you will be presented with a message box that will send a login invite to the Team Administrator.

#### ▲ Send login invite?

To automatically send an email to [admin@northridingcountyfootballassociation.co.uk](mailto:admin@northridingcountyfootballassociation.co.uk) with instructions to them to create their own login.

Logins should not be shared, and if more than one individual requires access to the data for a team or league, they should each have their own individual login, in their name and with their date of birth provided.

Invite

All Team Administrators are listed as an option for SMS Contact.





# HELP & SUPPORT

E: [support@northridingfa.com](mailto:support@northridingfa.com)

E: [donna.crowthers@northridingfa.com](mailto:donna.crowthers@northridingfa.com)

E: [playerregistration@thefa.com](mailto:playerregistration@thefa.com)

W: [www.northridingfa.com](http://www.northridingfa.com)

W: <https://grassrootstechnology.freshdesk.com/support/home>

T: 01642 717779

M: 07711992093

