Whole Game

Club Portal:

Safeguarding Dashboard

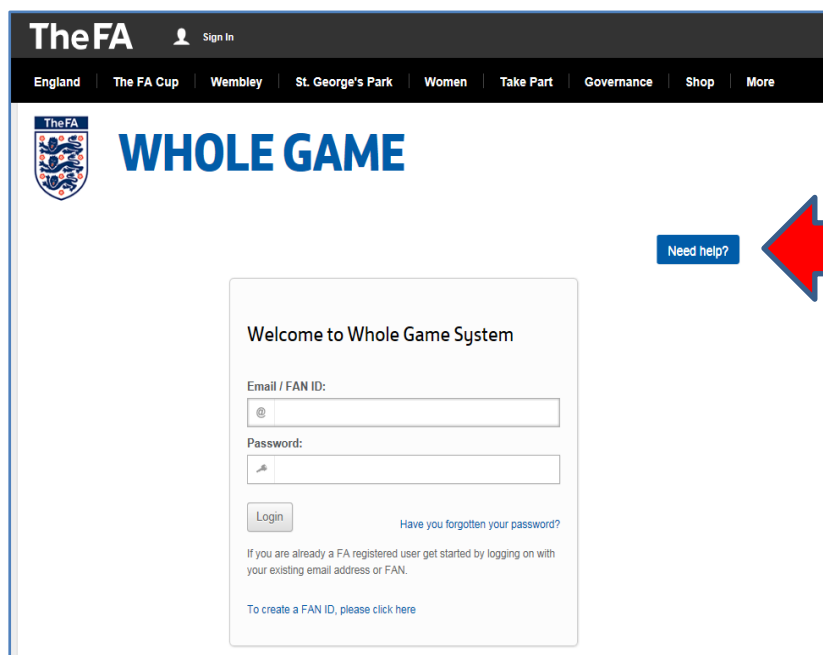Version1.Jan 2017

Introduction:

The FA's Whole Game portal has been created to help clubs with their administration. This includes assisting clubs to ensure they have accurate up-to-date records and basic safeguards in place across their club's workforce in line with FA policy as communicated by The FA Chairman.

Club Secretaries and Club Welfare Offices, including assistants, can access the Whole Game Safeguarding Dashboard which details all individuals within your club along with their Criminal Records Check, Safeguarding Education and Emergency Aid status.

We strongly advise that the Safeguarding dashboard is checked frequently to ensure that basic safeguards are in place across your club.

How to access Club Portal

1. To access the Whole Game portal Click here or go to: **https://wholegame.thefa.com/Account/Login**
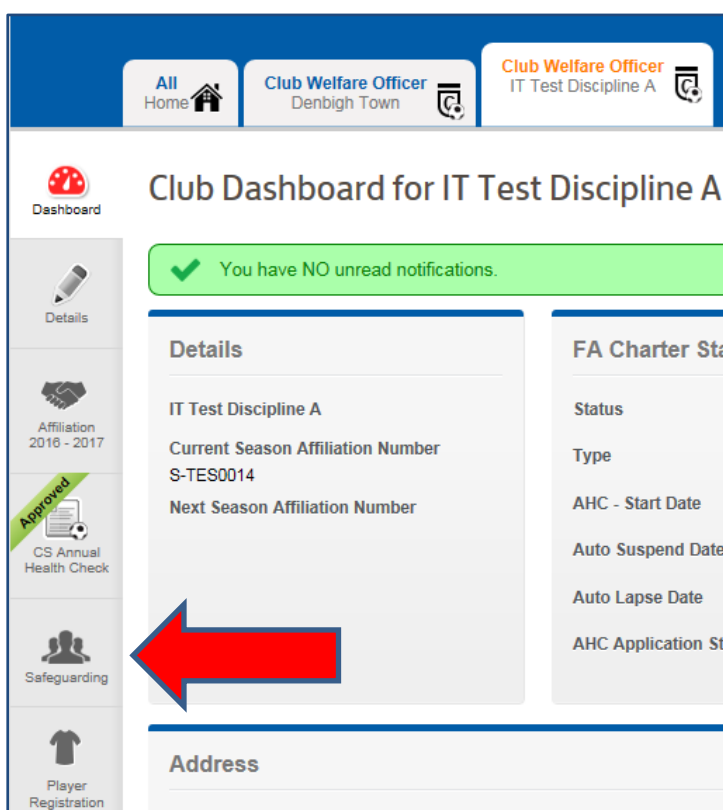

2. For help with logging onto and using Whole Game use the Need Help? Buttons to access guidance materials

NB. Whole Game can be accessed via PC, laptop, Smart Phone, and Tablet, using Windows, Chrome, Android and OS operating systems.

Accessing the Safeguarding Dashboard

1. **See Below:** On the homepage click on the tab at the top of the page for your Club Secretary or CWO role.

2. **See left:** Once on your Club Sec or CWO role Tab navigate to Safeguarding Dashboard link on the left hand side of the screen.

The Club Safeguarding Dashboard

3. **Filters:** The dashboard lists all club officials along with their age and FAN ID, listing all the roles they hold within the club. By using the filters at the top of the page you can change the data within dashboard to show you the most relevant information.

4. **Key:**

Club Role	The list of roles undertaken by individuals within the club
CRC Status	Criminal Record Check status and date of issue
SG Status	Safeguarding Children Workshop status and completion date
EA Status	Emergency Aid Status and completion Date
WOW Status	Welfare Officer Workshop Status *(relevant for Welfare Officer Only)*

Colour Coding:

Black	The individual has no CRC / Qualification on their record
Green	Has In-date CRC / Qualification
Orange	Has CRC / Qualification within 3 months of expiry and may need dependent upon role(s) currently held
Red	CRC / Qualification expired and needing renewal dependent upon role(s) currently held

3. Contact Details:
If you click on a Club Official's name this takes you to their individual page showing their contact details, along with their safeguarding details, Teams/Clubs they are attached to and any County FA disciplinary cases.

5. Export to PDF:
Using the 'Export to PDF' function you can export a view of the Club Safeguarding Dashboard as a PDF which can be printed.

PDF Export:

Safeguarding Report
Showing all outcomes for Denbigh Town

Name	Date of Birth	FAN	Club	CRC Achieved Date	Safeguarding Achieved Date	Emergency Aid Achieved Date	Wow Achieved Date
			Denbigh Town				
Knight, Philip			Denbigh Town	26/10/2005	05/01/2009		
McConnell, Danny			Denbigh Town	20/04/2005	29/09/2010	06/01/2009	22/07/2010
Woodfine, David			Denbigh Town	08/12/2015	07/05/2014	09/10/2014	20/06/2008

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Inaccurate Data

1. **Inaccurate Data CRC or Qualification Data / Duplicate FAN ID:**
   From time to time duplicates occur and individuals may attract more than one unique FAN ID. If you are made aware of inaccurate CRC or Qualification data on an individual's records please contact your local County FA for assistance.

2. **Returned Criminal Records Checks Not Showing:**
   Should you be aware that an individual has received their Criminal Records Check and this is not shown on the system within 3/4 working days of receipt please contact The FA CRB (Criminal Records Body), managed by GB Group directly on Tel 0845 210 80 80 or email FAChecks@TheFA.com

Further Support

For more assistance on the Whole Game System please click here to contact your Local County FA or go to http://www.thefa.com/about-football-association/who-we-are/county-fas