

How to register players and adding a new players for the season.

How to register a new player (Desktop version)

Go to the Wholegame System and login to your club portal with your own login details.

Then go to player registration tab and select

The screenshot shows the 'WHOLE GAME' header with a user profile and 'LOGOUT' button. Below the header is the 'Club Dashboard for Down Grange Youth'. A green notification bar states 'You have NO unread notifications'. The dashboard is divided into several sections: 'Details' (Down Grange Youth Current Season Affiliation Number: Y-HAM7716), 'Address' (160 Porter Road, Brighton Hill, RG22 4JT, Hampshire), 'Web & Email' (info@downgrangeafc.co.uk, http://www.downgrangeafc.co.uk), 'Social Media' (DOWNGRANGEFC), and 'Finance'. A left sidebar contains navigation icons for Player Registration, Club Officials, Team Officials, Teams, Grounds, and Club Profile.

You will be directed to another page of the Wholegame system.

Go to add new player

The screenshot shows the 'CLUB PORTAL' header with the title 'Players'. Below the header are tabs for 'All Players', 'Pending Actions (220)', and 'Player Email Addresses (2)'. A search bar and 'Show Filters' button are present. A yellow 'Add Player' button is highlighted. Below the buttons is a table of players:

Player Name	Age	Status	Registered Teams	Pending Teams	Suspensions	Other	Actions
[Redacted]	11	Unregistered	N/A	Down Grange Youth U12 Falcons			
[Redacted]	8	Unregistered	N/A	Down Grange Youth U9 Rangers			

Go to create player - Enter all players details (Ensure you add a photo as this is a requirement of the Leagues)

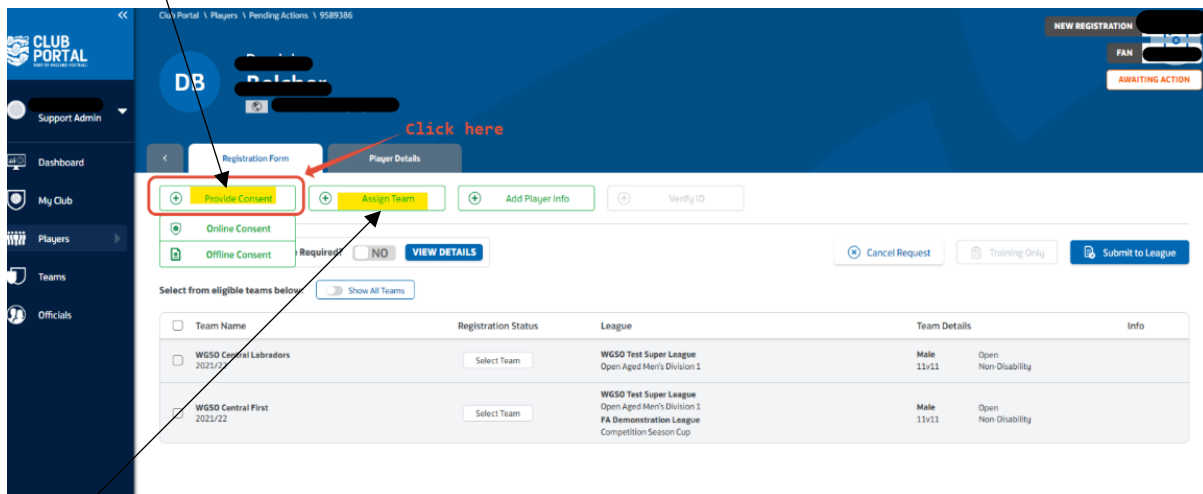
You will now need to add parent or guardian contact details and click on create player

In Pending Actions you will see a list of players who require some action to be fully league registered. In the requirements column, anything with a green tick signifies that the requirement is complete. Click on a requirement without a green to complete it for the individual player.

Player Name	Age	Status	Request Type	Teams	Requirements	Alerts	Action
Pem Beverly	22	Awaiting Action	New Registration	WGS	Consent Requested, Assign To Team, Verify ID, Player Info		
Dominic Barber	25	Awaiting Action	New Registration	WGS	Consent, Team Assigned, Verify ID, Add Player Info		
Alfie Bee	48	Awaiting Action	New Registration	WGSO Central First	Consent, Team Assigned, ID Verified, Player Info		
Reginald Bright	79	Pending League	Cancellation	WGSO Central Labrators	Reason Given, Team Assigned		
Reginald Bright	79	Awaiting Action	New Registration	WGSO Central First	Consent, Team Assigned, Verify ID, Player Info		
Phylip Brown	31	Pending League	New Registration	WGSO Central Labrators	Consent, Team Assigned, Verify ID, Player Info		
Cappelen	11	Awaiting Action	New Registration	WGS	Consent, Assign To Team, ID Verified, Player Info		
Isawright	22	Awaiting Action	New Registration	WGS	Consent, Assign To Team, Verify ID, Player Info		
Isawright	22	Awaiting Action	New Registration	WGS	Consent, Assign To Team, Verify ID, Player Info		
Samuel Charles	28	Awaiting Action	New Registration	WGS	Consent, ID Verified, Assign To Team, Player Info		

Firstly, you need to provide consent for the player by clicking Provide Consent. You have two options;

1. **Offline Consent** - This is required annually and means you have a signed form from the player, or parent / carer of a player, to say they give consent to play at the club
2. **Online Consent** - This sends an email to the player, or parent/carer of a player, to accept or reject. Online Consent lasts 5 years and can be withdrawn by the player when they're not league registered at any time

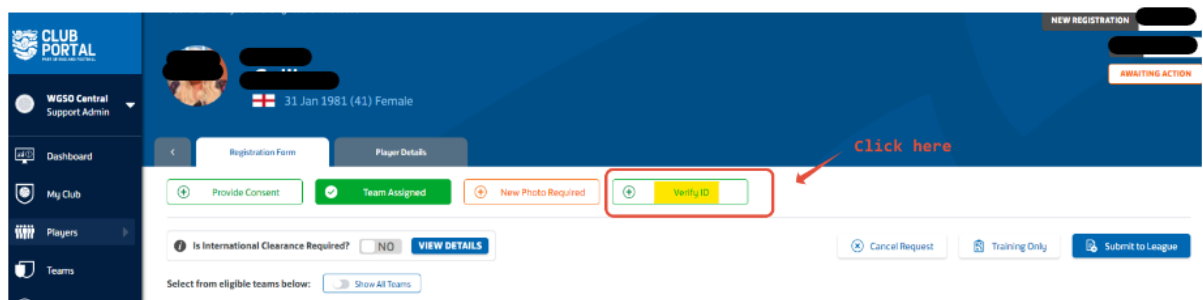


Next is to Assign the player to the appropriate teams. Simply click the teams you wish to assign the player too. Note; Only teams the player is eligible to play for will show in the list.

U7 – U11 you are able to dual register (register for more than one team in the same age group) players, however from U12 – U18 you can only assign the player to one team.

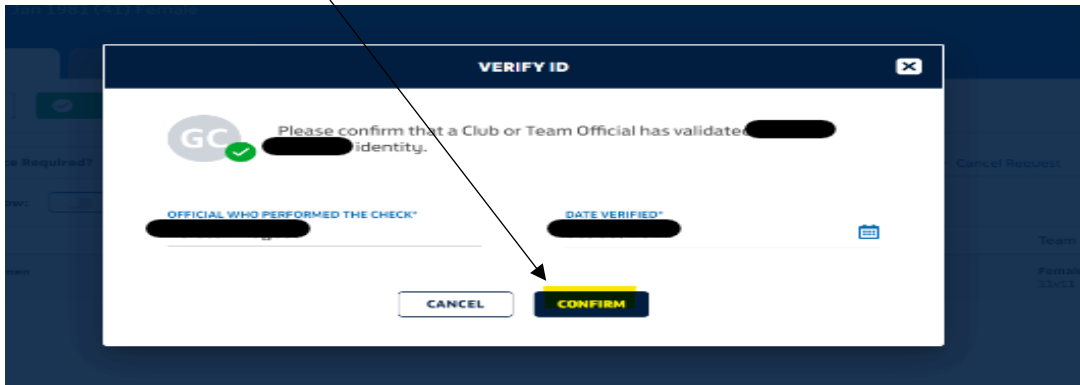
If any player information is missing, clicking on Player Info will allow you to add any details or a photo should your league require it. Note; If a photo uploaded is not clear head and shoulders, the platform will automatically reject it.

Finally, before submitting to the league, click Verify ID

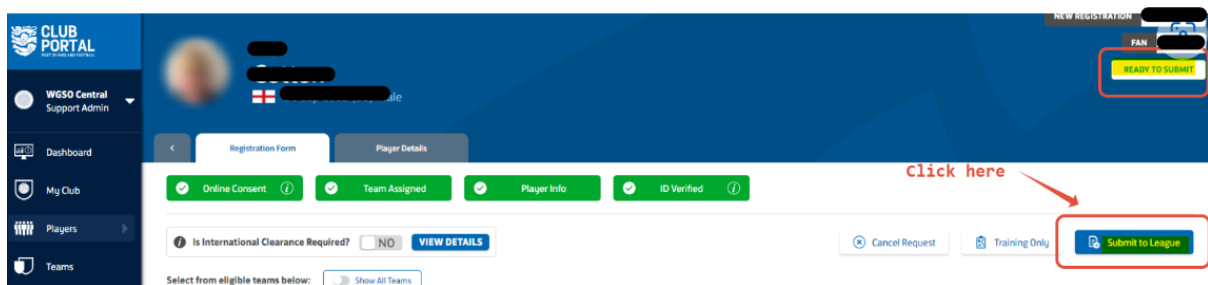


Your name will prepopulate as the official who performed the check.

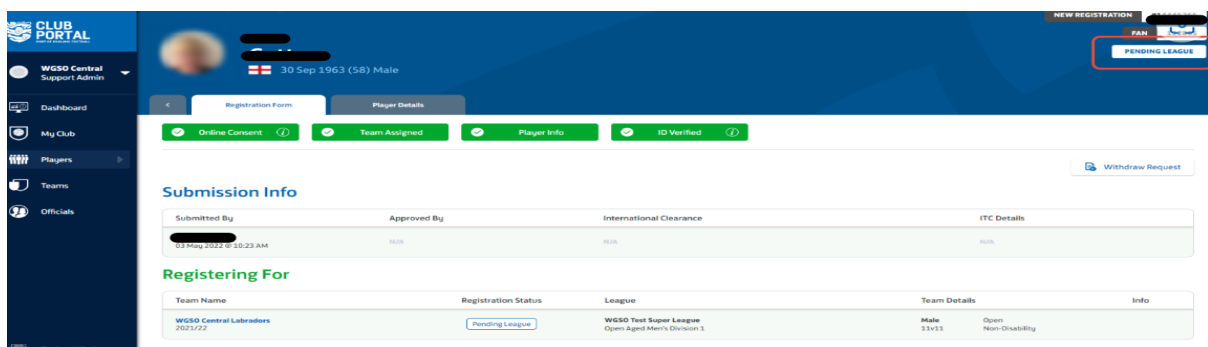
You can type in the official who completed the check if it was not you. Select the date the ID was seen and click confirm



You should see the status of the player change to Ready To Submit once all the details your league require have been completed. Finally click Submit To League



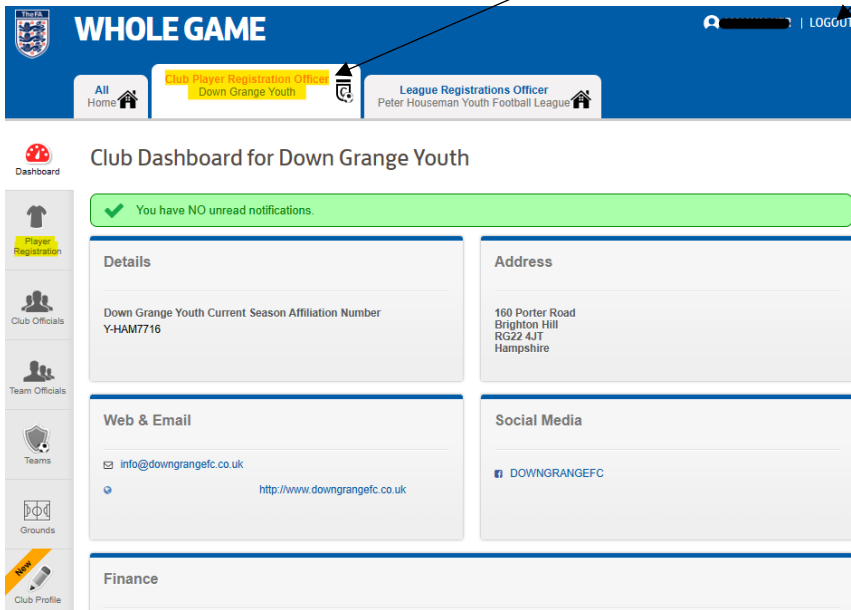
The players status will then show as Pending League



Registering an existing player (already on Wholegame)

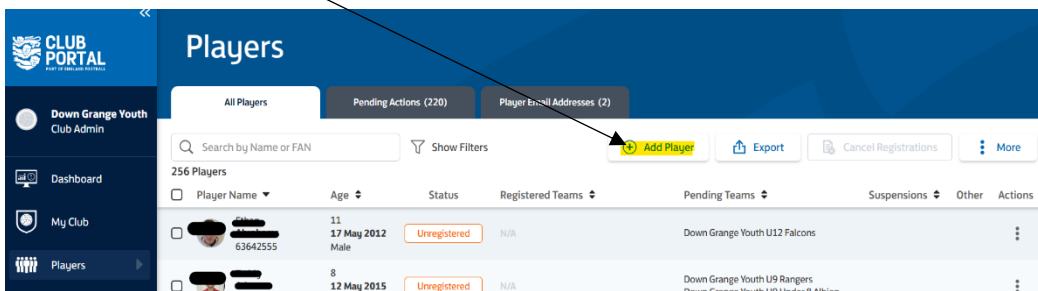
Go to the Wholegame System and login to your club portal with your own login details.

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You will be directed to another page of the Wholegame system.

Go to add new player



Go to search FA player

You can search by name or fan number – Enter the details of the player either option.

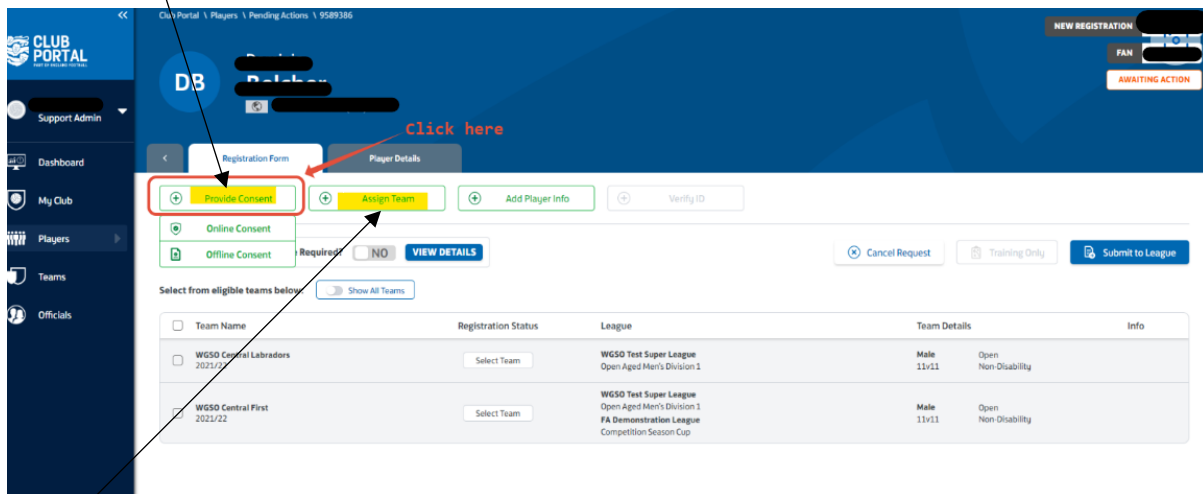
The player will appear under the search (if registered on wholegame)

Select add player

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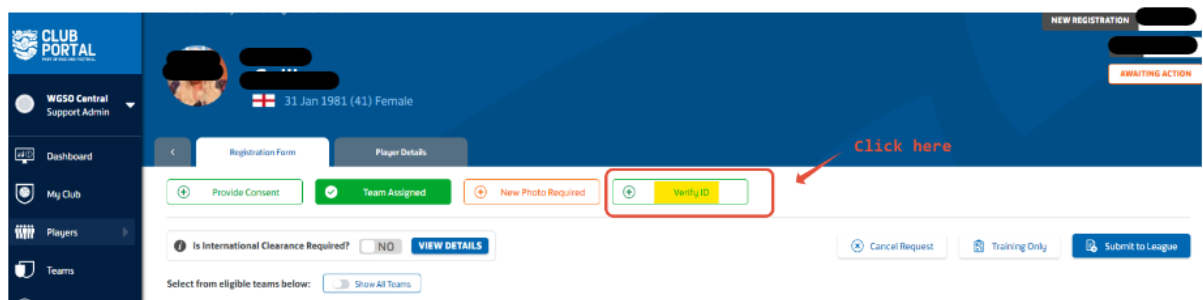


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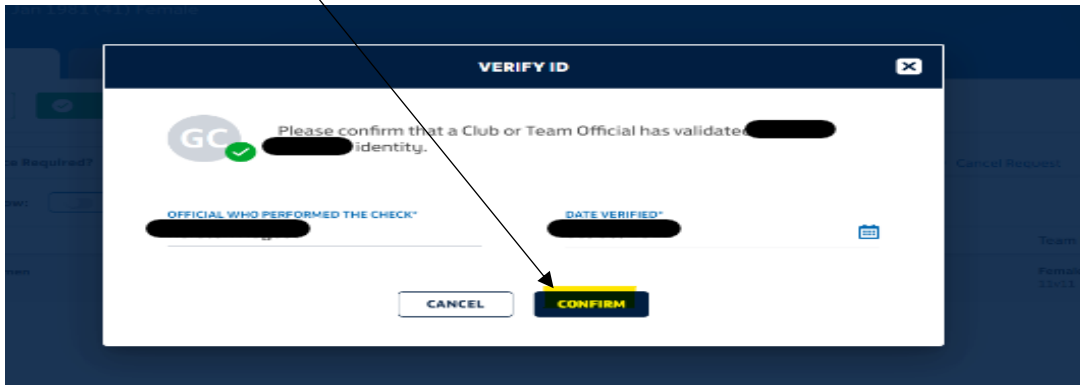
If any player information is missing, clicking on Player Info will allow you to add any details or a photo should your league require it. Note; If a photo uploaded is not clear head and shoulders, the platform will automatically reject it.

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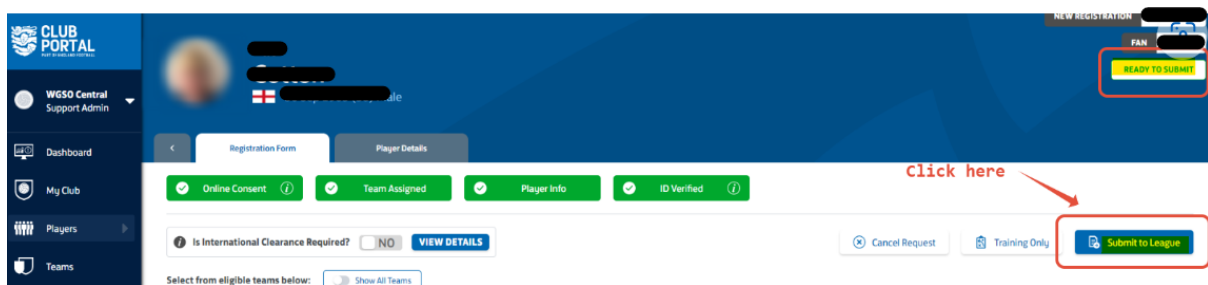


Your name will prepopulate as the official who performed the check.

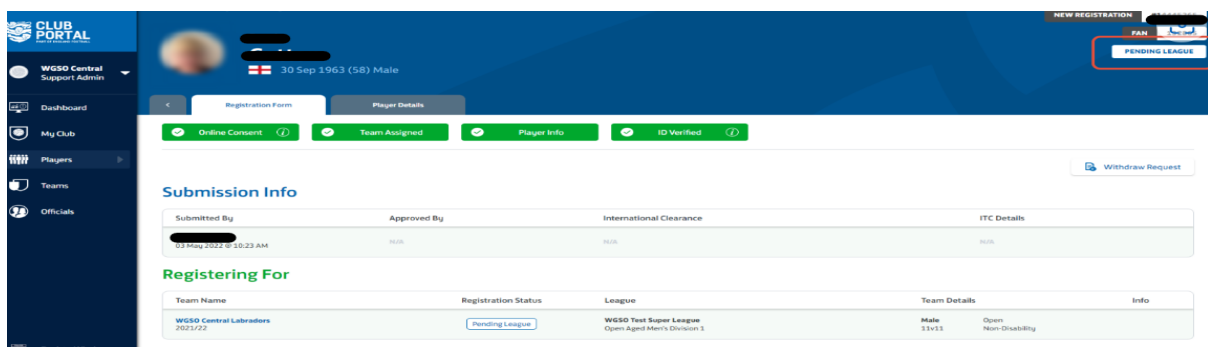
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The user guides above are for desk top only, if you wish to use a mobile device please go to <https://grassrootstechnology.thefa.com/support/solutions/articles/48001146529-how-to-register-a-player> for further support and userguides.