THE FA
WHOLE GAME SYSTEM

GRASSROOTS PLAYER REGISTRATION

PORTAL PLAYER REGISTRATION

The process for registering a player via the Whole Game System Portal requires input from the club, player, league, and in some instances the County FA.

Once the league has confirmed the set-up process the Club Secretary or nominated Player Registration Officer should select the **Player Registration** tab.

Should any Club Secretary wish to nominate a Player Registration Officer, they may do so online. For guidance on this, please see Appendix 1 at the back of this document.

Access will be via the same **Player Registration** tab via the **Player Registrations Officer** role section.

Having selected the Club Players tab, the system will present the main registration page. At the top will be a drop-down confirming the season, followed by expansion options for **Players Pending Consent**, **Detached Players**, **Transfers** and current **Players**.

The **Players** section will detail all club players by default. It may be preferable to filter this list by say league and/or team for ease of processing.

To do this, select the arrow next to the filter you wish to apply and select the appropriate option.

The **Players** count will adjust according to the filter.

To make any changes, you must first select the player or players that you wish to process by checking the box to the left of their name(s). You will then be presented with a number of options that can be applied.

If a player is linked to your club, but not to any team(s), you can use the **Assign to Teams** button to place them. Alternatively, if there is a player listed who is no longer with your club you can use the **Detach** facility. All **Detached Players** will be stored as such (see previous page) and can be re-attached if necessary, though detaching a player will remove any registrations.

If the player is correctly assigned, consent must be obtained from the individual in order to continue with the registration process. This is confirming that the player wishes to play for the club this season and can be done by using the **Request Consent** or **Confirm Offline Consent** buttons.

Confirm Offline Consent should only be used if written consent has been received from a player to state that they play for your club, i.e. a signed registration form. You should be prepared to produce this if required by your league or County FA.

Request Consent will send a simple approve or reject query to the player online. The Player Registration process will only continue after consent has been given. This is however dependent on the player having a valid email address against their FAN record. Accessing the player's record will allow this information to be populated.

Clicking on a player's name will open up a new page allowing the club to see and amend the player's details, ID information, and for youth players, their parent/guardian details. **Discipline History** is also detailed at the bottom of the page.

Player Details

Alicia
Christensen
05/09/1987
Female
Wembley National Stadium Ltd
Wembley Stadium
HA9 0WS
WEMBLEY
Middlesex
example@me.com
0123456789

edit details

Register with County
Register with League
Detach

The Player Details element of the record details the name, date of birth, address, email and telephone number for the player*. There is also the option to **Register with County**, **Register with League** or **Detach**, however unlike the method overleaf it is only possible to apply these actions to one record here.

Selecting **edit details** transfers you to the **Edit Player** page. **First Name**, **Last Name**, **Date of Birth** and **Gender** cannot be amended. If this information is incorrect please contact the County FA.

If the Date of Birth or Gender is not known, these may be set. For the vast majority of players this will not be the case.

The **Address Details** can be updated using **Postcode** and the lookup address feature.

Email Address and **Telephone Number** are not mandatory but are recommended.

Address Details

POSTCODE

HA9 0WS

Lookup address

ADDRESS LINE 1

Wembley National Stadium Ltd

ADDRESS LINE 2

Wembley Stadium

TOWN

WEMBLEY

COUNTY

Middlesex

EMAIL ADDRESS

example@me.com

Personal | Work

TELEPHONE NUMBER

0123456789

Mobile | Home | Office

Save Changes

Edit player

FIRST NAME

Alicia

LAST NAME

Christensen

DATE OF BIRTH

05/09/1987

Male | Female

Upon completion, select **Save Changes** to be returned to the player profile.

*Address, email address and telephone numbers for under 16 players will be for the parent/guardian.

Beneath the Player Details is the Photo section. The system will detail acceptable formats and requirements for the photo before it can be uploaded by either dragging and dropping it into the grey section, or by locating it from the computer or device.

Some tips on uploading the right photo

Please upload a passport-style photograph that is a reasonable likeness of yourself.

The photograph must be:

1. Of your head and shoulders.

2. Forward facing.

3. Alone and not part of a group.

4. A current, reasonable likeness of yourself.

A successfully uploaded photo will immediately update the picture icon. Editing can continue once this has taken effect.

ID Checks
No Identity checks found.

Add ID Check

My Teams
Alexandra Park First   Southern Amateur League

Beneath the **Player Details** section are **ID Checks** and **My Teams**. The ID element allows the club to prove the age of a player if required by the league (i.e. youth players).

The **Check Completed By** drop-down will contain a list of all eligible officials from within the club.

Once the three sections are complete **Add ID Check** and the person who processed the document check will be detailed as below.

ID Check

Identity Seen

☐ Birth Certificate   ☐ Driver's license

☐ Passport

CHECK COMPLETED BY

Select an Official ▼

Date Completed 📅

Add ID Check

cancel

ID Checks

11 Jul 2016 - Birth Certificate seen by Adrian Nara

Add ID Check

If a player is under the age of 16, the **Parent / Guardians** section will be visible. If one or more are listed, the system will provide the opportunity to either **Remove** or **Set as Main P/G**. Alternatively if there isn't anybody listed or if there is another to attach, select the **Add Parent/Guardian** button.

Here you must enter the First Name, Last Name and Date of Birth of the individual. Both FAN and Postcode are optional, however it is recommended that if either of these is known that they are used to ensure that you are selecting the correct record.

Once you have located the parent or guardian, select **Associate this Parent** which will add them to the youth player's record. If they are the sole guardian listed, they will be tagged as the **Main P/G** by default.

If there is a player who is not attached to the club but should be, there is a **Search for Player** button located at the base of each page in the main Player Registration section.

Full Name and Date of Birth are required fields. The system will only display one result, so if more than one record matches the search an error message will be displayed. Postcode should therefore be applied wherever possible to provide greater accuracy for the search.

Once located, select the **Add Player** button and confirm that **the current club details are correct**. Alternatively, you may also add other clubs that you are fully aware the player is attached to.

Upon selecting Continue, the player will be marked as **Attached** with the club name presented alongside the **Current Clubs** heading.

If a player cannot be found, they may be added via the **create new player** link. This process will request the same information as is required when editing a player record, but in 3 core steps.

The first step is **Details**. **First Name**, **Last Name**, **Date of Birth** and **Gender** are mandatory and the **Lookup address** facility must be used to complete the address entry; if this is not done the system will ask you to return to the start of the process upon submission.

Email Address and **Telephone** types should be selected wherever known.

The second step is the **Photo** upload. As with the edit facility, the photo must meet the requirements detailed below. The upload can be made either by dragging the image file over the grey section, or by locating it from the computer. A photo is only mandatory if required by the league.

The final step is to add any other **Clubs** that the player is known to be attached to. It is not necessary to search for the main club that the player is being attached to, this is done automatically.

Add Players
Find players to register and transfer

FULL NAME / FAN	DATE OF BIRTH	
Andrew Ward	03/04/1993	Postcode

Q Search

Andrew Ward (23)
Current Clubs: **Old Wilsonians**
Previous Clubs:

+ Add Player

If a player that the club wishes to add is already registered with another club in the current season and that club has teams that play on the same day (Sat/Sat, Sun/Sun, Mid-week/Mid-week), a Notice of Approach must be submitted*.

An additional pop-up will allow the club to either **Send notice of approach** or confirm that the other **Club has waived notice**. This second option should only be selected if direct communication has been made with the current parent club and they have allowed an approach to be made. In all other circumstances, the approaching club must abide by the FA rule and serve a 7 day notice period.

Players
These are the details of the player:

Current Clubs:
Old Wilsonians

- ● The current club details are correct
- ○ The current club details are wrong. Let me update them

Validate

cancel, and don't add

Players
Clubs conflict

Old Wilsonians

- ● Send notice of approach
- ○ Club has waived notice

Add Player

cancel, and don't add

Once a notice of approach has been sent, the player will be marked as **Transfer Requested**. It is then possible to search and add other players, or return to the Player Registration homepage. Any notice of approach submissions will be stored in the **Transfers** section whilst **Awaiting end of 7 day period**.

Andrew Ward (23)
Current Clubs: **Old Wilsonians**
Previous Clubs:

⇄ Transfer Requested

Transfers - 1

Q Filter by name, FAN

Andrew Ward ←
Old Wilsonians

Awaiting end of 7 day period

*If a player has yet to be registered in the current season, or if they are registered to a club that doesn't have any teams that play on the same day as the approaching club, no notice of approach will be required as per standard practice.

Once the 7 day period for a notice of approach has been served, the player record in the **Transfers** section will include a button allowing the **Start Transfer**. This will submit the request to the current parent club and send them a notification that the transfer needs to be processed.

The requesting club will see a status of **Transfer in process** until the current parent club has taken action. The green arrow indicates an inbound transfer request.

The current parent club will note the outbound request by the red arrow and will have the option to **Approve Transfer** or **reject**. Approving the transfer will remove the request from both clubs and place the player into the **Players** section of the new club.

Once players have been added to the club, it is then possible to request player consent for registration and submit these registrations through the league/County FA.

Pause in Club process

ONLINE PLAYER CONSENT

Once a club submits a request for consent (see previous), the player receives an email with details of how to log into the WGS Portal which includes their FAN ID. If the player is under 16, this email goes to the parent/guardian.

Here, the player simply selects **Club Requests** from the left menu and they can then **approve** or **reject**.

Should the player not remember/be aware of their password to access the Whole Game System, they may retrieve this via the log in screen.

End of player process

Once a player has provided consent, the club can then select that player and **Submit to League** so long as the criteria set by the league has been met. For example, if a league requires a photograph, this must be uploaded before submission will be allowed.

Selecting **Submit to League** will mark that element of the player registration as **Registration Pending**. If the player has not sent their consent, the system will not allow the submission to be processed.

Pause in Club process

Once a club has submitted players to the league, the **league representative** will log in to the WGS Portal and select the **League Players** tab from the left menu.

A list will be presented of all players pending approval within that league. For ease of use, filters may be applied to sort applications by club (for example) as below.

Checking the box against one/more players will allow the option to **Approve** or **Reject** the player(s). Rejecting a submission will require a full and valid reason to be entered into the system. A club may appeal any rejected registration with their County FA.

As with the club, clicking on a player's name will open up a new page allowing the club to see the player's discipline history and contact details.

End of League process

Once the league has approved the registration, the corresponding section of the player profile will turn green to show its completed status.

The club will follow the same process for **Submit to County** as for Submit to League; however some County FAs may show as offline meaning that they do not require submission from the club for Player Registration. If this is the case, the club is not required to submit anything to the County FA.

Multiple records can be selected; however as with Submit to League, the players must have granted their consent before the submission can be made.

The County FA will process requests on the administration system and, once approved, the Whole Game System Portal will display the changes.

Appendix 1:   To add a Player Registration Officer, the Club Secretary should navigate to the **Club Officials** tab on the left hand menu, before selecting the **Add Official** button.

You may either **Search by FAN** (most common) or **Search by Details**. Both will set out what information is required (i.e. FAN and Date of Birth) before you can select **Search**.

The matching individual will be displayed with a check box to the left of the FAN which must be selected. From the **Select Role** dropdown choose **Player Registration Officer** and then **Select start date**. Once these fields have been populated, the **OK** button will become available.

Appendix 2: To access the Whole Game System, please visit https://wholegame.thefa.com where you will be asked to enter either your **Email** or **FAN ID** along with your **Password** before selecting **Login**.
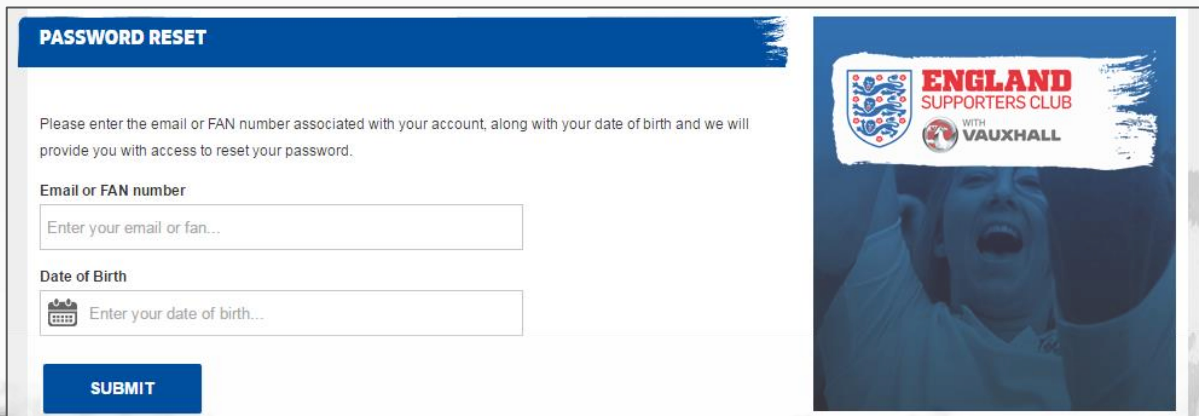
If you are unaware of what your password is, please select the **Have you forgotten your password?** link. The system will ask you to enter your **Email** or **FAN** along with your **Date of Birth** before clicking **Submit**.
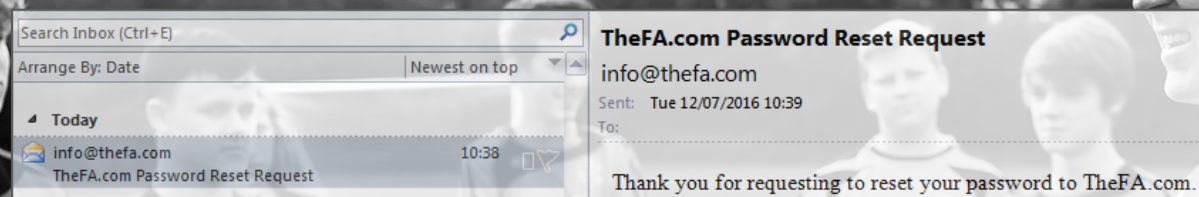
You will receive an email from info@thefa.com which will take you through the reset process.