



Registering Club players in Whole Game

Club Official Training Guide

Essex Alliance Football League

Key information on player registrations:

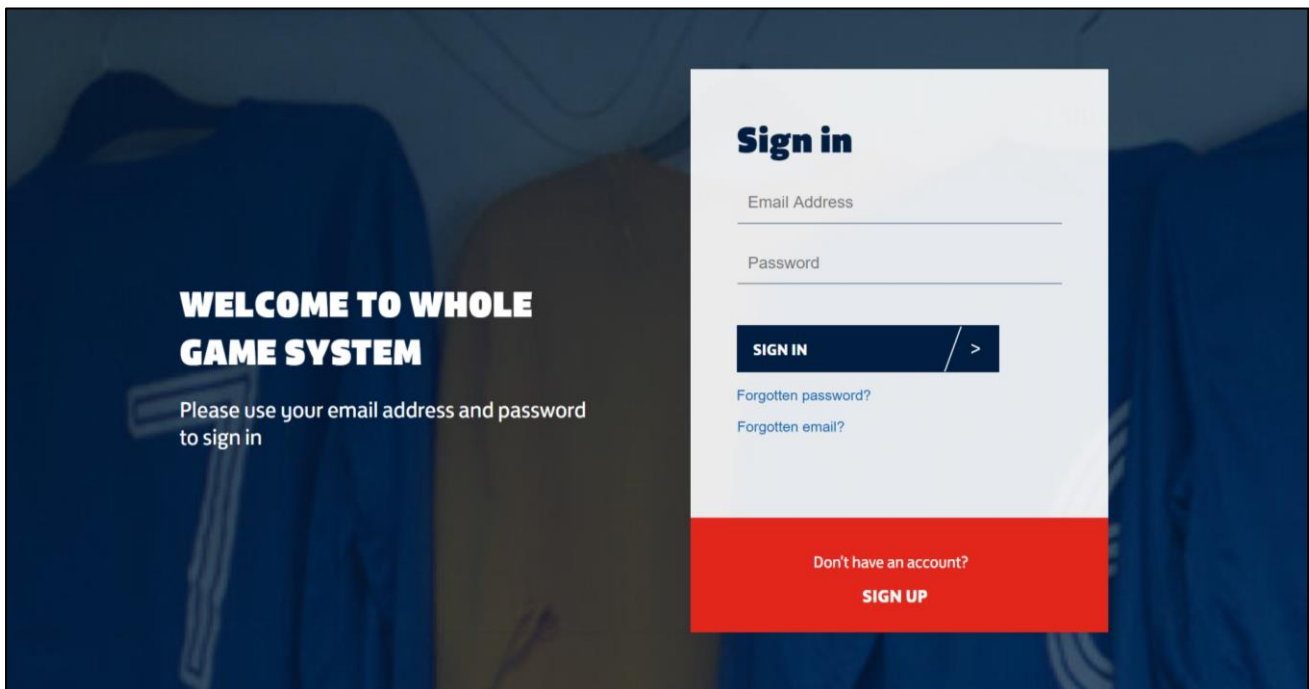
- Before any player takes part in a match, clubs must collect information from each of them including their full name, date of birth, address and e-mail address along with a clear and recent photograph (smartphone photo perfectly acceptable) – template form available for all of this;
- Clubs no longer have to send in a player registration form to the league. Clubs are however required to keep these records themselves and could be called for inspection by the league;
- Each club must have fully registered at least 11 players by 1st September which includes correctly adding and submitting them on the Whole Game System;
- Further player registrations can be submitted by Wednesday midnight of each week preceding your weekend fixture;
- After the above Wednesday deadline, you are permitted 3 “emergency registrations” on the day of the match using the appropriate form which must be countersigned by your opponents on & submitted on the Whole Game System within 4 days of the match;
- There are no restrictions on the number of players you may register in a season;
- The window for registering players opens on 1st July and closes on 31st March of the season.

Key player registration contacts:

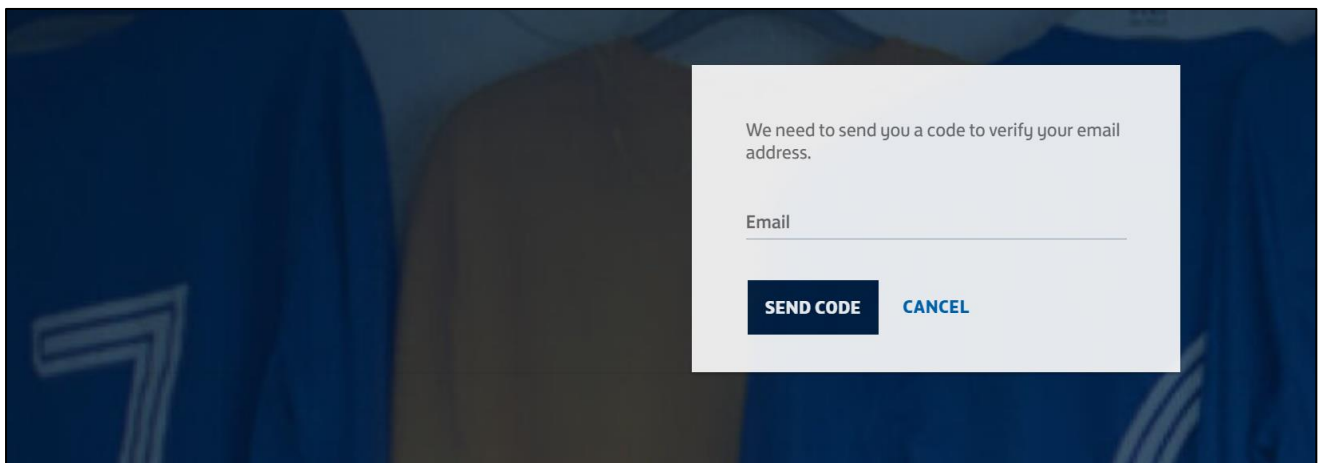
- League Registrations Secretary: Rob Parker
(Tel) 07921 100267 (Email) regs@essexallianceleague.com
- Essex County FA Registrations Lead: Rob Craven
(Tel) 01245 393082 (Email) robert.craven@essexfa.com

SECTION 1: ACCESSING AND LOGGING INTO WGS

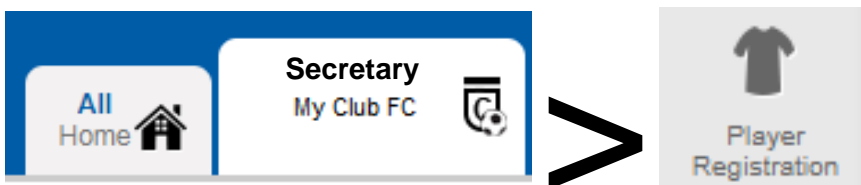
To access the Whole Game System, please visit <https://wholegame.thefa.com> where you will be asked to enter your Email along with your Password before selecting Sign In.



If you are unaware of your password, please select the **Forgotten password?** link. The system will ask you to enter your **Email** and should guide you through the process of resetting your account.



Once you have logged in, select your club role from the tabs at the top of the screen, then select Player Registrations from the menu down the left of the page.



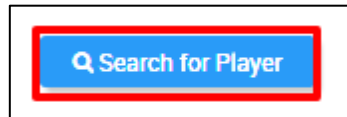
If you do not see the Player Registration button on the menu, please check with your Club Secretary or with your County FA that you have been given the required role within the system as, without that role assigned, you will be unable to proceed any further.

SECTION 2: SEARCH FOR / ADD NEW PLAYERS

When you access the Player Registration page for your club, you will see listed any players who have been previously associated with your club through Whole Game System, for example, those who have been cautioned or sent-off in the past. Of course, if you are a new club, this list will be empty.

In addition, there is functionality to search for a player at the bottom of the screen, to allow you to identify and add any players who are also members of your club, but are not currently linked to them within Whole Game System. These players may well already have a FAN record, so you will need to search for them first, and only create a new record if you cannot find an existing FAN record.

To search for a new player, click on the Search for Player button at the bottom of the screen. This will take you to the Add Players screen where you can search to see if the player has an existing FAN record.



Add Players

Find players to register and transfer

FULL NAME / FAN:

DATE OF BIRTH: 

Postcode:


[Q Search](#)

When you search for a player, name or FAN, plus Date of Birth are mandatory. We recommend that the first search you make DOES NOT include the postcode. If this search results in a single FAN record being matched to the criteria you have provided, the player concerned will be returned, and may be added to your club by clicking on "Add Player".

Add Players


Find players to register and transfer

FULL NAME / FAN:

DATE OF BIRTH: 

Postcode:

[Q Search](#)

 **Danny Williams (50)**
Current Clubs: [+ Add Player](#)

NOTE: 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 as your team (Sat/Sat, Sun/Sun, Mid-week/Mid-week), a Notice of Approach must be made and declaration of such made in the WGS.

If you cannot find any matches for the player concerned, and you have tried any relevant variations on their name (e.g. if you cannot find Danny Williams, try searching for Dan Williams and Daniel Williams). If you are confident that the player concerned does not already have a FAN record then you can proceed to "Create new player", highlighted below.

Add Players

Find players to register and transfer

FULL NAME / FAN:

DATE OF BIRTH: 

Postcode:

[Q Search](#)

[can't find the player you are looking for? create new player](#)

The first half of the screen to add a new player will confirm the first name, last name and date of birth of the player concerned, and ask you to confirm the gender of the player concerned. You then need to enter the home postcode for the player and select the full address from the popup that follows then provide the player's e-mail address.

Player Details

FIRST NAME *

LAST NAME *

DATE OF BIRTH *

Personal Work

GENDER *
 Male Female

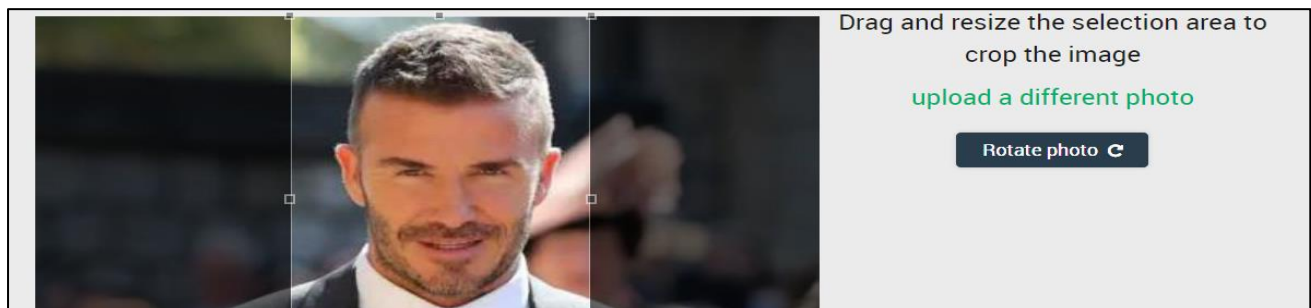
Contact Details

Postcode

Telephone Number
Mobile Home Office

Wembley National Stadium Ltd, Wembley Stadium, WEMBLEY, Middlesex HA9 0WS

For the 2020/21 season, a clear photograph must also be provided to further identify the player. This can be a simple photo taken on a camera phone but must clearly identify the individual (no hats etc) and be recent. You will be prompted to select the most appropriate area of the image.



Once you have provided all of the required information, scroll to the bottom and select one of two "Save" options depending on how you will be collecting the player's consent to join your club. If you have provided an e-mail address and wish to collect their consent to play for your club electronically, choose "Save Player & Request Online Consent" and an e-mail notification will be sent to the player to respond to. If you have obtained consent in paper format, choose "Save This Player".

Once the player has been created, the player will be added to your list of Players. Note that it may take a few minutes or hours for their FAN to be generated, so if a player initially is shown with a FAN of #0 do not worry, this will be updated in due course.

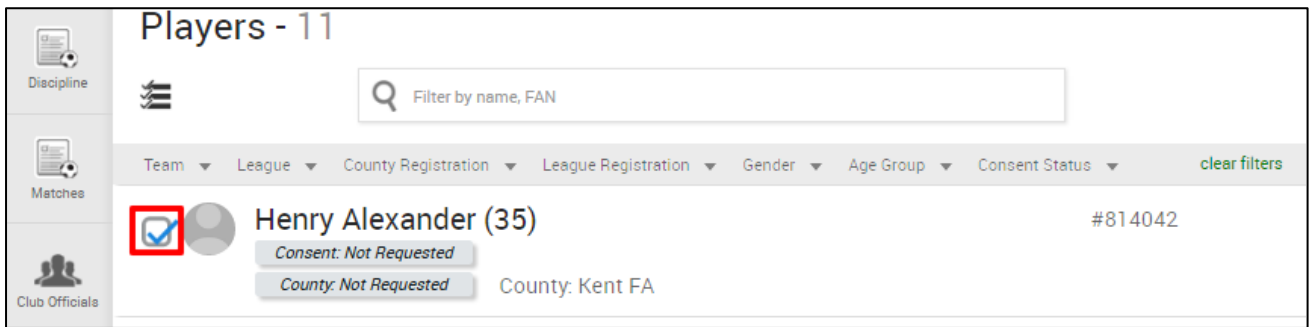
Players - 11

Team ▾ League ▾ County Registration ▾ League Registration ▾ Gender ▾ Age Group ▾ Consent Status ▾ [clear filters](#)

<input type="checkbox"/>		Danny Thomas (29)	#60143990
<i>Consent: Not Requested</i>			

SECTION 3: ASSIGNING NEW PLAYERS TO TEAMS

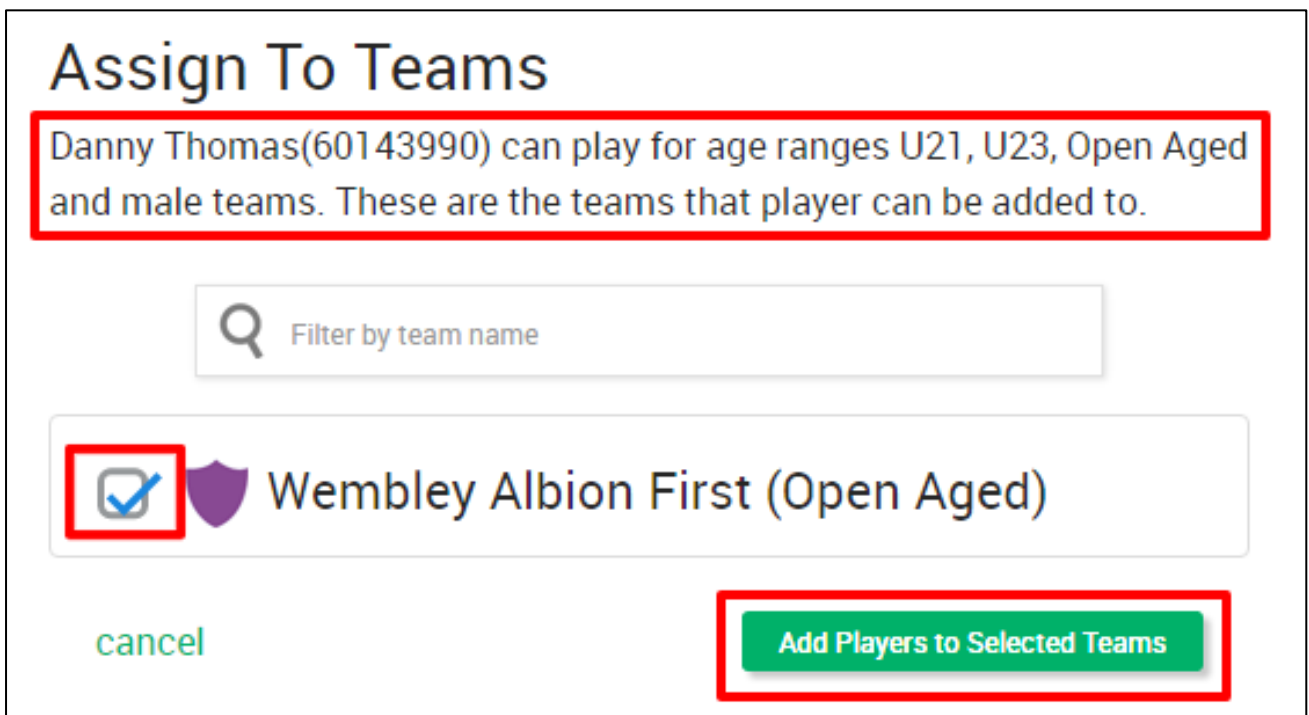
Once a new player has been added to your club, you may then also assign them to one or more teams within your club. From your main view of Players, select one or more players by checking the box alongside their names.



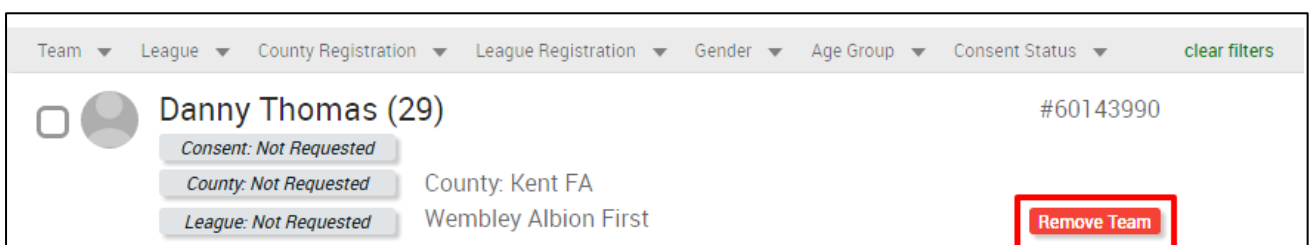
At the top of the screen, a ribbon will pop down with various options to select. In this instance, you will choose the option to “Assign to Teams”.



A pop-up box will appear, firstly to confirm that the individual has international clearance (where applicable) and which of the teams the player concerned is eligible to play for. This will be based on the age and gender of the player, along with the age group and the gender for the team concerned, which will have been set when the club affiliated with their County FA. If you cannot see a team which you expect to see, you will need to check whether they have been affiliated correctly with your County FA.



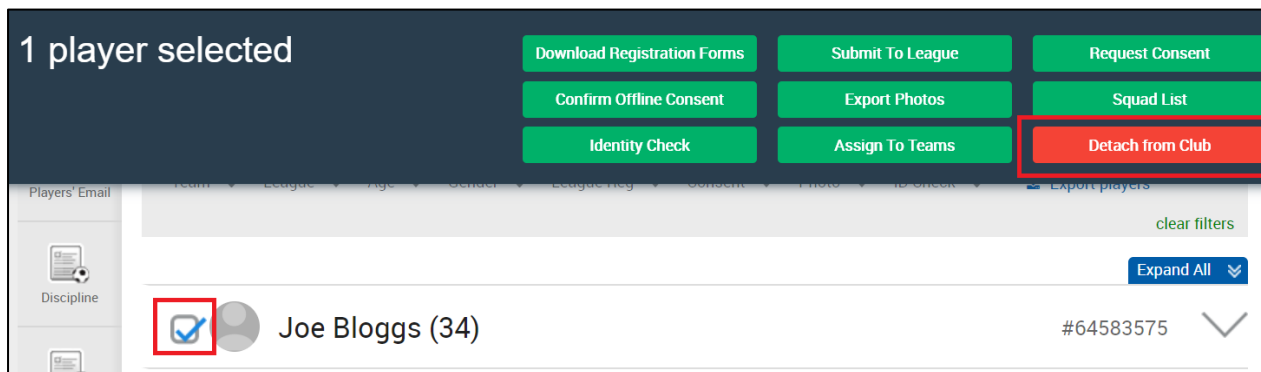
Select the team or teams required and click on “Add Players to Selected Teams”. The player(s) concerned will be added to the team(s) selected, and this will be shown on your main view of Players within the club. Each team will also have a button alongside it which allows the club to remove the player from that team if required.



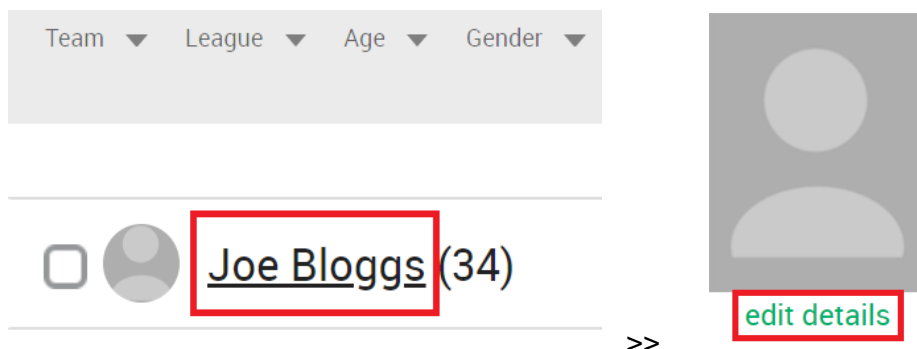
SECTION 4: UPDATING EXISTING PLAYERS

If you were in the league last season or with another WGS administered competition, you will already have a number of players already connected to your club. It should be noted though that these players will need to re-consent to play for you and be re-submitted to the league as registrations only last for one season.

Firstly, over the summer, it is prudent to **detach any players** from your club who are no longer going to be involved. This can be done from the “Player Registration” tab by selecting (ticking) the appropriate player and choosing “Detach from Club” from the pop-down menu.



With new rules being implemented this coming season, most existing players will **require updating** with a need to have an e-mail address provided and for a clear and recent photo uploaded to their record. In order to do this, click on the name of the player in your Player Registration tab to access to their full record then click on “Edit details” when the next page loads.



You will then be presented with the player's full profile page where you can update their contact information, provide an e-mail address and provide a clear and recent photo. The most relevant sections are identified below:

The screenshot shows a player's full profile page. On the left, there are input fields for "FIRST NAME" (Joe), "LAST NAME" (Bloggs), "FAN" (64583575), and "DATE OF BIRTH" (03/05/1986). Below these is an "Email Address" field, which is highlighted with a red box. At the bottom left, there are two tabs: "Personal" and "Work". On the right, there is a "Contact Details" section with input fields for "Postcode", "Address Line 1", "Address Line 2", "Town", "County", and "Telephone Number". To the right of the contact details is a photo upload section with a placeholder for a photo and a red box around the text "Select a photo from your computer".

Once you have provided all of the required information, scroll to the bottom and either click “Save Player & Request Online Consent” to obtain an electronic consent from the player where an e-mail notification will then be sent to the player to respond to. If you have obtained consent in paper format, simply click “Save This Player”.



SECTION 5: CONFIRMING PLAYER CONSENT & SUBMITTING TO LEAGUE

Once you have added your players to the club and updated any existing players, if you haven't already done so in an earlier section, you will need to confirm that you have their consent to hold their registration for the current season and submit their registration to a league. Note that this consent is only for the present season and will automatically expire on 1st June each year. Consent must then be re-collected and re-submitted for subsequent seasons.

Consent can be confirmed in one of two ways, either by selecting the player and clicking **Request Consent** to send a notification e-mail to the player who must then respond before their registration can be processed. Alternatively, if you have received written consent from the player in a paper format (e.g. a club membership form) you can click the **Confirm Offline Consent** button instead after selecting the player.

The screenshot shows a web interface with a dark header bar containing the text "1 player selected" and several action buttons: "Submit To County", "Submit To League", "Request Consent", "Confirm Offline Consent" (highlighted with a red box), "Assign To Teams", and "Detach". Below the header is a search bar and a filter bar with dropdown menus for "Alexandra Park First", "Southern Amateur League", "County Registration", and "League Registration". The main content area displays a player card for Alicia Christensen (28) with ID #59525703. The card shows "Consent: Not Requested", "County: Not Requested", and "County: Amateur Football Alliance". A red box highlights a checkmark icon next to the player's name.

Once a player has consented to the registration, the club can then select that player and submit their registration to the league so long as the criteria set by the league has been met. For example, the league will only accept a registration if all parts of the player's contact details have been completed and that a clear and recent photo has been uploaded.

Click on the check box next to the player or players that you wish to register with the league and then select the option to **Submit to League**. This will mark that element of the player registration as Registration Pending.

The screenshot shows the same web interface as above, but with the "Submit To League" button highlighted with a red box. The player card for Alicia Christensen (28) now shows "Consent: Accepted" (in a green box), "County: Not Requested", and "League: Pending" (in a yellow box). The checkmark icon next to the player's name is also highlighted with a red box.

Once the league have received these registration requests, the Registrations Secretary will receive notification and will approve them from their end, presuming that the associated signature sheet is received and all in order. If for any reason the Registrations Secretary is unable to approve the registration, they will provide a reason as to why not which you will be able to see.

IMPORTANT NOTE: a registration cannot be considered as accepted until it indicates such on your players list and is highlighted in green – **League: Registered**. The list of players shown on the league website for your club is updated twice a week so may be out of date on occasion. Always consider what the Whole Game System shows to be the most accurate information.

The screenshot shows the same web interface as above, but with the "League: Registered" status highlighted with a red box. The player card for Alicia Christensen (28) now shows "Consent: Accepted", "County: Registered" (in a green box), and "League: Registered" (in a green box). The checkmark icon next to the player's name is also highlighted with a red box.

OTHER INFORMATION

Multiple records for player

When search for a player to add to your club roster, you may encounter a number of records returned for a player which could prevent you from proceeding to add the player to your club. This is commonly due to the player holding duplicate records on the system, something which can only be resolved by your county FA. Get in touch with them and they will assist to cleanse the player's record.

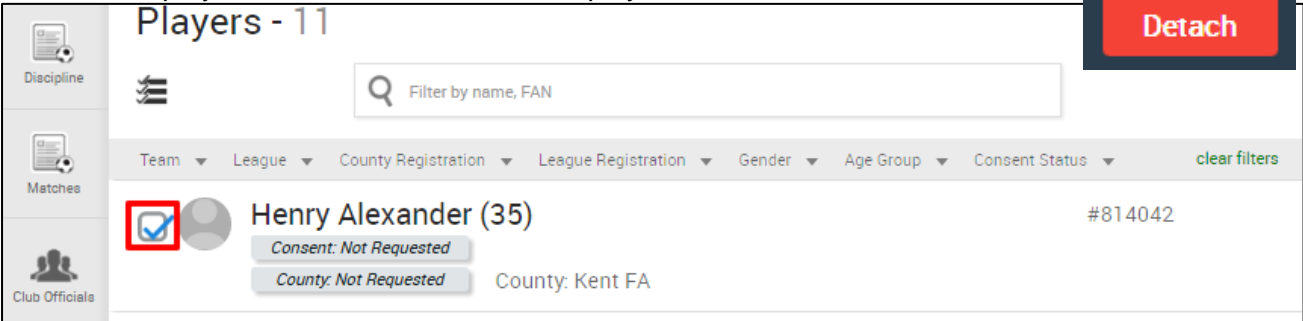
Registering players who play are linked with clubs at Step 4 or above

If you are intending to attach and register players who are connected with clubs at Step 4 of the National League System (Bostik League) or above, this may involve you needing to contact Essex County FA (see details on front cover sheet) who can facilitate it. This is because players at this level hold a protected status that means their personal information is not visible and, as such, only authorised county FA officials can connect this player to your club.

Detaching players who are no longer with the club

Detaching is the process whereby a club may remove from its list of members any players who are no longer part of the club. When a player is detached, their link to the club, as well as their links to any teams within the club will be removed. At the start of each season, it is advisable to cleanse your player roster and detach any individuals who will not be playing for your club in the coming season.

To detach a player, first select them from the player list screen, then click Detach.



The screenshot shows a web interface for managing players. At the top, it says 'Players - 11'. There is a search bar labeled 'Filter by name, FAN'. Below the search bar are several filter tabs: Team, League, County Registration, League Registration, Gender, Age Group, and Consent Status, with a 'clear filters' link. The main content area displays a player profile for 'Henry Alexander (35)' with the ID '#814042'. The player's status is 'Consent: Not Requested' and 'County: Not Requested', with the county listed as 'Kent FA'. A red box highlights a checkmark icon next to the player's name, and a red 'Detach' button is visible in the top right corner of the interface.

You will then be prompted to confirm that they are no longer connected with your club.

You can only detach players who do not still have an active registration with a league. To detach a player completely, you will therefore need to seek authorisation from the league in question to first de-register the player. Get in contact with the Registrations Secretary to discuss further. De-registration requests of will only be considered in exceptional circumstances.

Transferring players

The process of transferring players between clubs in the same league is now undertaken through the Whole Game System in combination with the transfer form available on the website. Please make contact with the Registrations Secretary for further advice on how to proceed with a transfer request. Please note that a transfer request must be supported with the written consent of the player and their previous club.

Once a transfer request has been raised within the Whole Game System, the served club will have 3 days to make an objection to the transfer on the basis of money or equipment owing to that club. Failure to raise an objection within this period will see the transfer proceed uncontested.