North Riding Football League
Player Registrations 2020/21 Season

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Player Registration Process - FA Whole Game System (WGS)

1. Detach any Players not at your club next season

2. Add New Players - Search WGS for Players registered previously – Avoid Duplicate FAN's

3. Assign Players to team – (U19 Player may also be registered with Senior Team)

4. Email Address - Mandatory

5. ID Required – (Confirmation Club has seen Players Passport, Birth Certificate or Driving Licence)

6. Photo Upload - Optional

7. Phone Number – Optional

8. Submit to the League for approval - Monday 20th July onwards

(Registrations will be Approved or Rejected within 72 Hours)

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FA STANDARD CODE OF RULES 2020/21 SEASON

18   QUALIFICATION OF PLAYERS

(A) (i) A Player is one who, being in all other respects eligible, has Registered through WGS.

- If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

- For Clubs registering Players via WGS (under Rule 18 (A) (i) Clubs must access WGS in order to complete the registration process no later than 7 days prior to the date of the match.

- If a club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

- For Clubs registering via WGS (under Rule 18 (A) (i) (c)) Clubs must access WGS in order to complete the registration process.

- (ii) Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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FA Standard Code of Rules

18(B) (iii) Qualification of Players

Each Team must have the following number of Players registered 7 days before the start of each Playing Season:

Playing Format	Minimum	Maximum
11 v 11	11	40

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Guidance on registering players on the Whole Game System

- Step 1 – Searching for Players

- Step 2 – Gaining Consent

- Step 3 – Assigning players to a team

- Step 4 – Assigning ID checks

- Step 5 – Adding a Player Photo (Optional)

- Step 6 – Submitting to the League

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Step 1 – Searching for and Adding Players

❖ To search for a player who isn't in your players list you will need to visit the player registration tab within your Secretary, Assistant Secretary, Chairman, Treasurer or Player Registration Officer tab at the top of the page.

❖ You will then have to click 'Search Player'

❖ You will then have to add the first name and surname of the player into the first box or the FAN Number (If you know it). You will also have to add the players date of birth with the third option being a postcode although the postcode is not mandatory in the player search but will help the system find the player.

Add Players

This page may be used for search for new players to be added to your club for registrations or transfers. You should only search for players who have given you their permission to add them to your club.
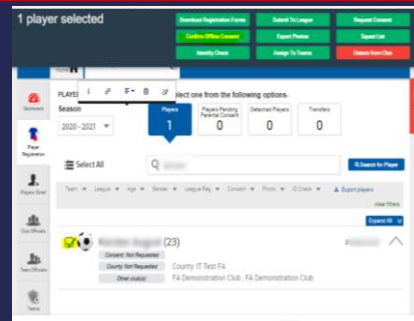
First and Surname / FAN *	Date of Birth *	Postcode

🔍 Search

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Step 2 – Confirming Offline Consent

❖ **Offline consent:** If you click on the "confirm offline consent"

as shown in screenshot below – you are confirming you have completed a player registration form or have written consent that the player wishes to play for your club.

Failure to provide this form if requested, will bring further action from the league

❖ You will need to select tick box next to the player(s) that you wish to mark as consent given. From this you will need to select "confirm offline consent"

❖ This will then show the consent bar as green stating that the player has given given consent offline.
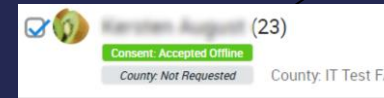
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Step 3 – Assigning players to a team.
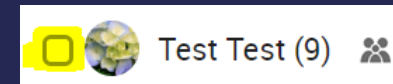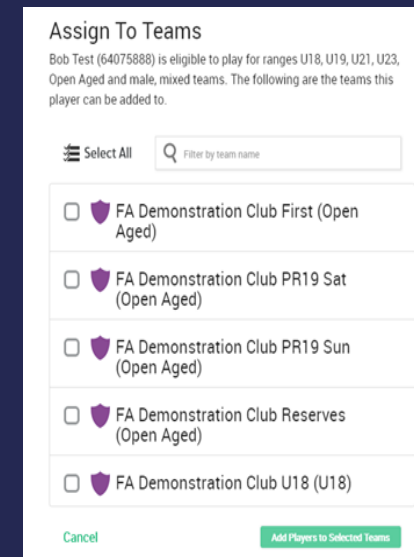

Test Test (9)

❖ In your player registration tab you will see a box next to each listed player.

1 player selected

Download Registration Forms | Submit To League | Request Consent
Confirm Offline Consent | Export Photos | Squad List
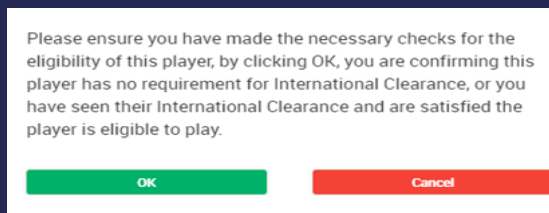Identity Check | Assign To Teams | Detach from Club

❖ Once you click on this box it'll be a banner up along the
top of the screen with several options.
To assign the player to the team click the 'Assign to team' button.
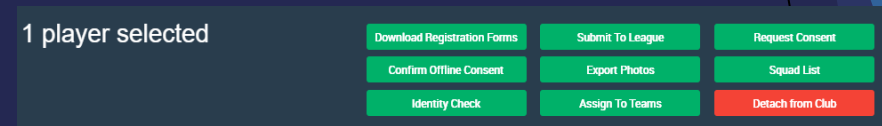
❖ A list of teams that your player is eligible to play for will appear
and you simply click the team (s) and confirm the assignment.

Assign To Teams
Bob Test (64075888) is eligible to play for ranges U18, U19, U21, U23, Open Aged and male, mixed teams. The following are the teams this player can be added to.

≡ Select All   🔍 Filter by team name

☐ 🛡 FA Demonstration Club First (Open Aged)

☐ 🛡 FA Demonstration Club PR19 Sat (Open Aged)

☐ 🛡 FA Demonstration Club PR19 Sun (Open Aged)

☐ 🛡 FA Demonstration Club Reserves (Open Aged)

☐ 🛡 FA Demonstration Club U18 (U18)

Cancel   Add Players to Selected Teams

❖ You will be asked if your player is eligible to play for you and you have
the necessary checks around international clearance.

Please ensure you have made the necessary checks for the eligibility of this player, by clicking OK, you are confirming this player has no requirement for International Clearance, or you have seen their International Clearance and are satisfied the player is eligible to play.

OK   Cancel

❖ Once you confirm this and press ok the player will be assigned to your team (s).

TheFA **WHOLE GAME SYSTEM**

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Step 4 – Assigning ID Checks

- ❖ Clubs are required to validate the checking of ID for the players.

- ❖ Click on the players name,

- ❖ You will then see the option for ID checks.

ID Checks
No Identity checks found.

Add ID Check

My Teams
No teams

Discipline Cases
🔍 Filter by case name, team, match...   2019 - 2020 ▼

No discipline cases

Contract
No Contract

ID Check
Identity Seen

☐ Passport   ☐ Birth Certificate
☐ Government ID   ☐ Driving Licence
☐ Previous Season League   ☐ Medical Card
   ID Card
                             ☐ School ID

CHECK COMPLETED BY
Select an Official   ▼

Date Completed   📅

Add ID Check

Close

- ❖ Click on Add ID check and select what documentation you have seen as the club and confirm you have verified. (Passport, Birth Certificate or Driving Licence)

- ❖ Once selecting the relevant documents, you will need to select which official has completed the check on behalf of the club, enter the date this was seen and select "Add ID Check" to complete this process

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Step 5 – Adding a Player Photo (Optional)

❖ Registration photos help will be stored securely
with only relevant club and league officials having access.
Photographs uploaded within WGS
will not be placed within the public domain.

❖ To add a photograph for a player, you can do this by
clicking on the player and then edit details.
You will then have the option to drag or
drop a photo onto the page or search for it.

❖ Once the photo has been added you can then crop or rotate as required.
Once you are happy with the photo – click save

❖ You can also add a photo to the player by
clicking on the thumbnail of next to the players name.

Individual Photo

Click here for Photo Guidelines

Photographs of players may be stored and used for registration purposes. Registration photographs will be stored securely with only the relevant Club and League officials having access. Photographs uploaded within the Whole Game System Portal will not be placed in the public domain. Please note that once a registration has been approved by a league, the photo cannot be updated.

Drag a photo here

- or -

Select a photo from your computer

Click here to Add photo

☐ Test Five (19) ▮

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Step 5 – Adding a Player Photo (Optional)

INTERNATIONAL CLEARANCE

❖ You will then see a screen in regard to international clearance.

❖ **Please make sure you do ask the player/parents if they have played outside of England before. If they have they may require International Clearance.**
Please email registrations@thefa.com for information regarding international clearance.

❖ If they have not played outside of England – you can tick the first box

❖ If they have played outside of England but they have clearance which you have seen proof of this, you can tick the second box.

❖ If they have played outside of England and you have no proof of clearance, **DO NOT** submit this player to the league. Please contact registrations@thefa.com

❖ Once you have submitted the player to the league, the league registration status will change to pending.

❖ This will then show in the leagues WGS portal and will be their decision to approve this
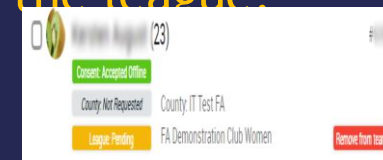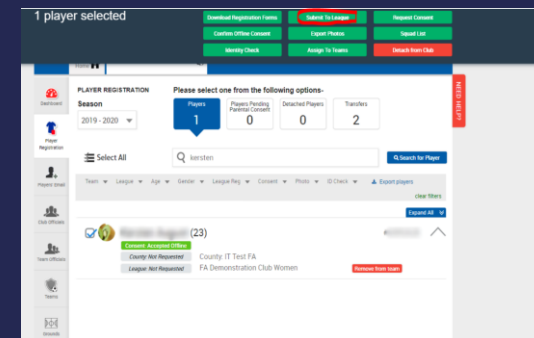
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Step 6 – Submitting to the League for Approval

In order to submit to the league, you will need to ensure that you have met the requirements set by the league in order to register a player.

- ❖ Is the player assigned to a team(s)?

- ❖ Do you have players consent ?

- ❖ Have you added an Email address **(Mandatory)**

- ❖ Have you added any relevant ID checks?

- ❖ Have you added a photo to the player records? **(Optional)**

- ❖ **If you tick the box next to the player you wish to submit to the league, you will see the options appear at the top of the screen. You will need to select "Submit to League"**

- ❖ When the league have approved the players registration – the league status will change from pending to registered.

Player Registrations will be **Approved** or **Declined** within **72 Hours.**
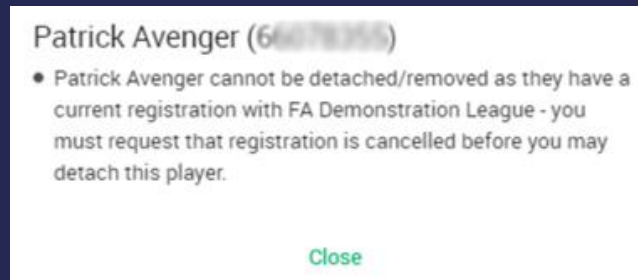
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Player Registration Cancellations

- Once the league have approved a player registration and the club wishes to cancel the registration, the club must submit a request to cancel.

- If you try to detach or remove a player, you will see the message below.

Patrick Avenger (6⬛⬛⬛⬛⬛⬛⬛)

- Patrick Avenger cannot be detached/removed as they have a current registration with FA Demonstration League - you must request that registration is cancelled before you may detach this player.

Close

- **NOT TO BE USED IF PLAYER IS TRANSFERRING TO ANOTHER CLUB**

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Do you require any help ?

David Winterburn - Player Registration Secretary

LEAGUE OFFICIALS DO NOT HAVE ACCESS TO CLUB PORTALS ON WGS AND CAN ONLY DEAL WITH QUERIES ONCE PLAYERS HAVE BEEN SUBMITTED FOR APPROVAL.

FA GRASSROOTS TECHNOLGY TEAM

https://grassrootstechnology.freshdesk.com/support/home

Donna Crowthers – Email donna.crowthers@northridingfa.com

(Monday to Thursday only)