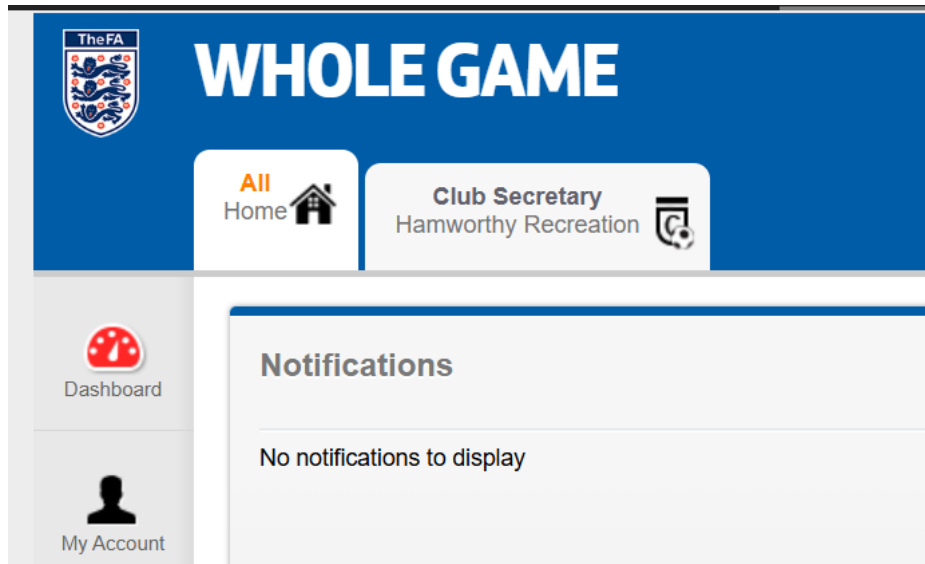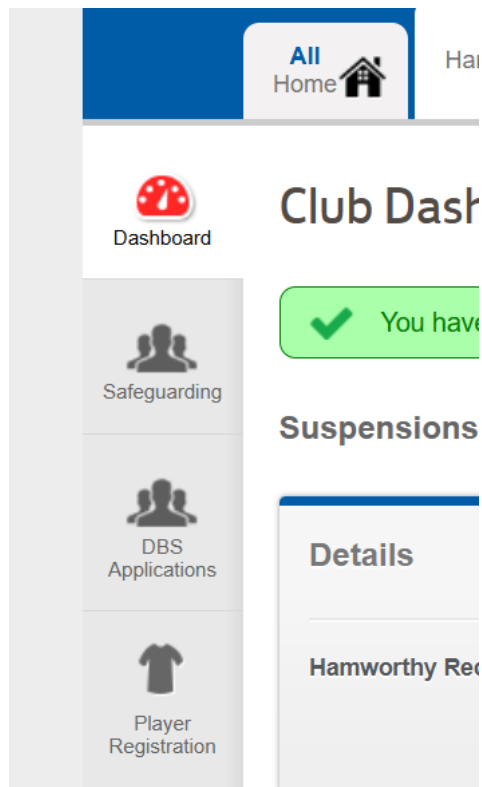# DORSET FOOTBALL LEAGUE
REGISTERING PLAYERS
wholegame.thefa.com

1. Log in to Whole Game System and click on the Club Secretary tab a the top

2. On the left-hand side click on Player Registration

3. If the player is not already registered to your club, click on Add Player – If already registered the go to stage 6 below


4. Search FA Players

5. You need a First Name, Surname and Date of Birth. The player will then be listed and can be added to the club. If you do not find the player by search, then check the details and try again. Try alternatives of names e.g. Tony, Anthony, Mike, Michael etc. It is unlikely that a player is not already on the Whole Grame System as it has been running for many seasons.

However, should you need to create a new player entry please see Appendix 'A'

1 Player Found

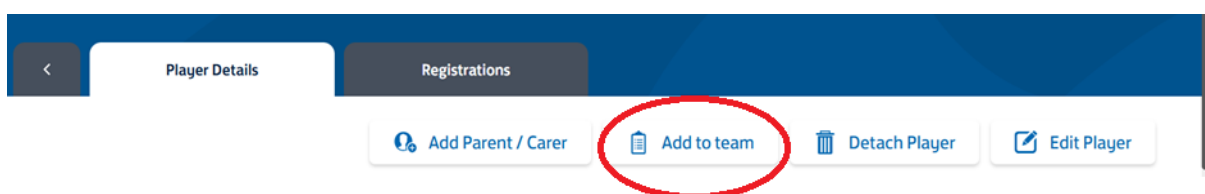| Player Name	Age	Current Clubs	Linked Parents	Email	Info	Action
	Male		N/A	s************@***.com	✓	Add Player

Click on Add Player

6. If your player is already linked to your club then process the registration from this stage. Search for the player using the box at the top of the Players page
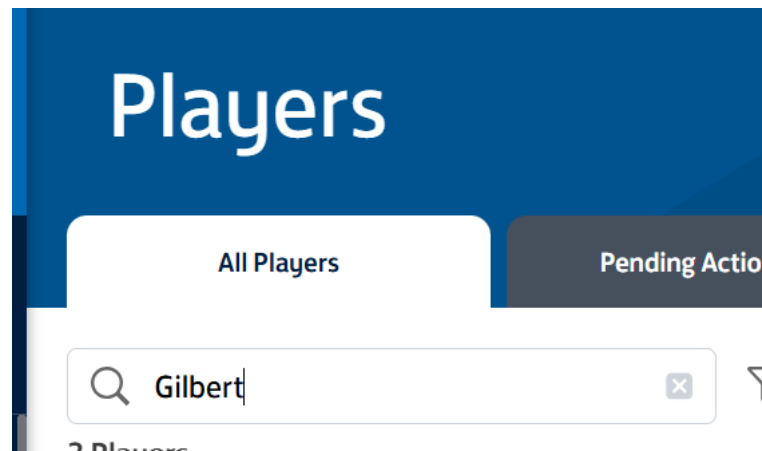
7. Click on the player's entry
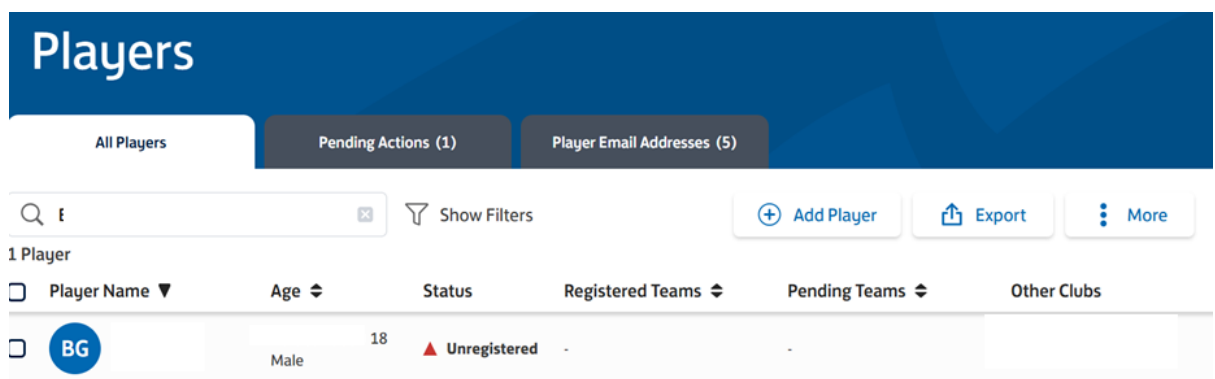
8. Then click Add to Team

9. The Teams for your club will be listed. Tick the one or more teams that you want to register the player for and then click NEXT

Select from eligible teams below:

☐	Team Name ▼	League	Team Details	
☐	**Hamworthy Recreation First** 2024/25	**Wessex Football League** -	Male Open	11v11 Non Disability
☑	**Hamworthy Recreation Reserves** 2024/25	**Dorset Premier League** -	Male Open	11v11 Non Disability

CANCEL NEXT

10. You will be asked to confirm that you want to register that player for the selected teams. Check the details and click Assign Player

ASSIGN PLAYER TO TEAM(S) ✕

By proceeding, you are confirming that **ben gilbert** should be included in the selected teams for the competitions listed below.

	Team Name	League	Team Details	
☑	**Hamworthy Recreation Reserves** 2024/25	**Dorset Premier League** -	Male Open	11v11 Non Disability

GO BACK   ASSIGN PLAYER

11. Don't worry you are almost there as the next screen will be displayed

<	**Registration Form**	Player Details

⊕ Provide Consent	✓ Team Assigned	✓ Player Info	✓ ID Verified ⓘ

ⓘ **Is International Clearance Required?**   NO   VIEW DETAILS   ⊗ Cancel Request   🗓 Training Only   📝 Submit to League

12. Provide Consent – Firstly you need to confirm that the player has agreed to sign for your team so click on that tab.
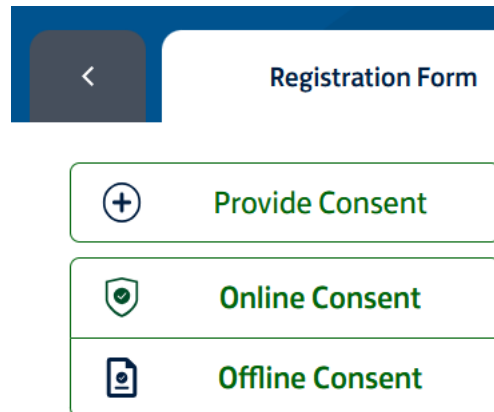
There are two options
- Online Consent – The Whole Game System will send an email to the player who has to respond to agree to sign for you. This may delay your ability to register the player if they don't respond promptly but it does give proof that they agreed
- Offline Consent – Click on this option if they have signed a registration form. This will allow you to submit the registration to the League.

13. Confirming Offline Consent – If you are happy to respond then click Confirm
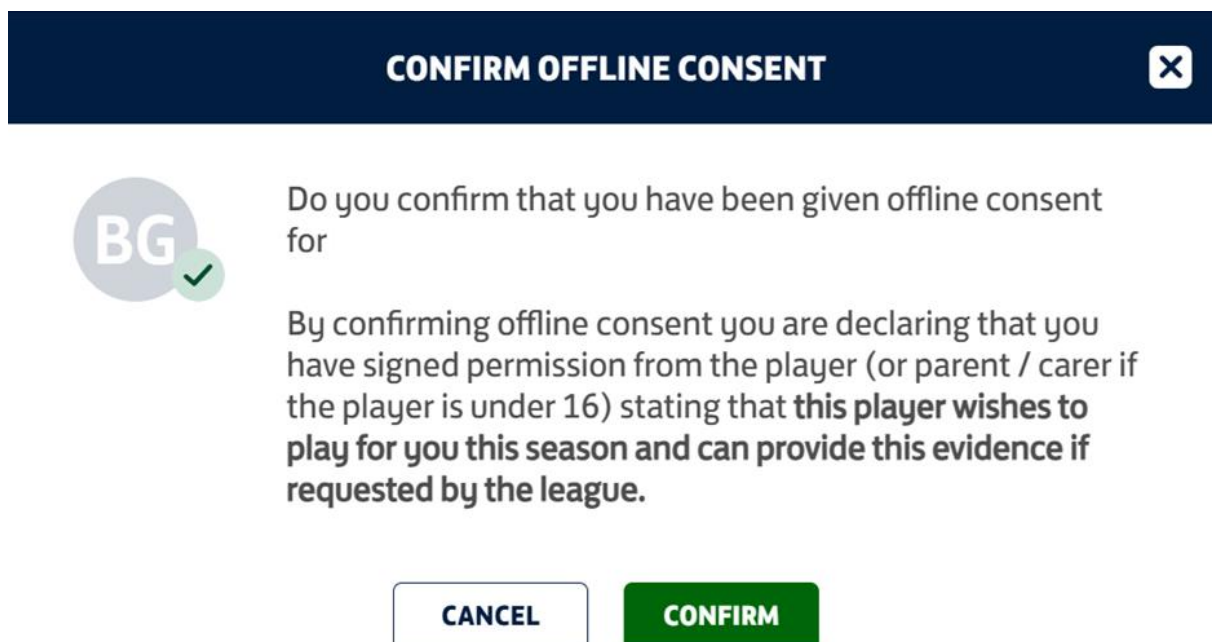
14. Checking your entry – Ensure that all four tabs have turned Green. Any white buttons would need to be corrected as follows:

- Provide Consent – Go back to Step 14 above to confirm
- Team Assigned – This should be green at this stage if you have followed the above steps
- Player info – something is missing such as an email address or phone number. Click on Edit to update the information. If fields are greyed out and cannot be edited then please contact Dorset County Football Association who can assist - Dorset FA
- ID Verified – You must confirm that you have checked it ID of a new player – click on this button and enter the date and name of person verifying the ID

When you have followed all these steps then click on Submit to League – Well done

15. The League will undertake the registration of the player and you can check the status of your registrations from the Pending Actions Tab

Appendix 'A' – Create a Player

Should you need to create a player after you have made a careful search for existing players then click on the Create Player tab

Add Player to Club

<	Invite Players	Search FA Players	**Create Player**

i To avoid duplication, a player should only be created if they do not already exist. If in any doubt, please contact your County FA to check.

Player Photo

Add Photo

Personal Details ❶

FIRST NAME*

Enter Name *

First name is a required field

DATE OF BIRTH*

DD/MM/YYYY *

Date of birth is a required field

SURNAME*

Enter Surname *

Surname is a required field

GENDER*

Choose Gender *

Gender is a required field

No photograph is required in the Dorset Football League.