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

Pending Actions (1)	Player Email Addresses (5)		
Show Filters		+ Add Player	
	Pending Actions (1)	Pending Actions (1) Player Email Addresses (5)	

4. Search FA Players

Add Player to Club					
< Invite Players	Search FA Players	Create Player			
Search FA PI	ayers				
Search	h by Name	Search by FAN			
FIRST NAME(S)*	SURNAME*				
Enter Name *	Enter Surname *				
DATE OF BIRTH*	EMAIL	POSTCODE			
DD/MM/YYYY*	🗰 Enter Email	Enter Postcode			

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 Play	1 Player Found						
Player Name	e Age	Current Clubs	Linked Parents	Email	Info	Action	
	Male	e	N/A	s******@***.con		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

Players	
All Players	Pending Action
Q Gilbert	۲ 🗵

7. Click on the player's entry

Players				
All Players	Pending Actions (1)	Player Email Addresses (5)		
Q, E	🛛 🏹 Show Filte	rs	Add Player	🚹 Export 🕴 More
1 Player ☐ Player Name ▼	Age 🗢 Status	Registered Teams 🗢	Pending Teams	Conter Clubs
D BG	18 🔺 Unregister	red -		

8. Then click Add to Team

<	Player Details	Registrations			
		0 Add Parent / Carer	Add to team	🗍 Detach Player	🗹 Edit Player

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	
D	Hamworthy Recreation First	Wessex Football League	Male	11v11
	2024/25	-	Open	Non Disability
	Hamworthy Recreation Reserves	Dorset Premier League	Male	11v11
	2024/25	-	Open	Non Disability
		CANCEL		

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	1(5)	×				
By proceeding, you are confirming that ben gilbert should be included in the selected teams for the competitions listed below.						
League	Team Detai	ils				
Dorset Premier League -	Male Open	11v11 Non Disability				
GO BACK ASSIGN PLA	VER					
	ASSIGN PLAYER TO TEAM ning that ben gilbert shoul or the competitions listed League Dorset Premier League - GO BACK ASSIGN PLA	ASSIGN PLAYER TO TEAM(S) Ining that ben gilbert should be included in the competitions listed below. League Team Detail Dorset Premier League - GO BACK ASSIGN PLAYER				

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

<	Registration Form	Player Details				
Ŧ	Provide Consent	✓ Team Assigned	S Pla	nyer Info 🥥	ID Verified	(i)
	s International Clearance N Required?	0 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

CONFIRM OFFLINE CONSENT



Do you confirm that you have been given offline consent for

×

By confirming offline consent you are declaring that you have signed permission from the player (or parent / carer if the player is under 16) stating that **this player wishes to play for you this season and can provide this evidence if requested by the league.**



- 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 <u>Dorset FA</u>
 - 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

<	Registration Form	Player Details				
•	Provide Consent	✓ Team Assigned	S Playe	r Info	ID Verified	
Is Cla Re	International earance NO equired?	VIEW DETAILS	(🖲 Cancel Request	🛐 Training Only	🔒 Subm	nit to League

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

Players			
All Players	Pending Actions (2)	Player Email Addresses (5)	
Q Search by Name or Reg key	Show Filte	ers (1) Notification Emails On	New Registration
15 Pending Actions			
□ Player Name ▼	Status 🗢	Request Type 🗢 Teams 🗢 Requi	irements Alerts 🗢

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	
Player Photo	To avoid duplication, a players contact your County FA to chee Personal Details	hould only be created if they ck.	do not already exist. If in any doubt, please
Add Photo	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 fir GENDER* Choose Gender * Gender is a required fiel	eld T

No photograph is required in the Dorset Football League.