

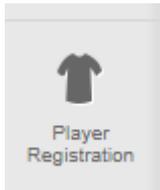


Player Registration Notes

These notes show the whole process of searching the Whole Game System to add a player to your club. If that player is already attached to your club from the previous season, then please go to Step 5 to Register him

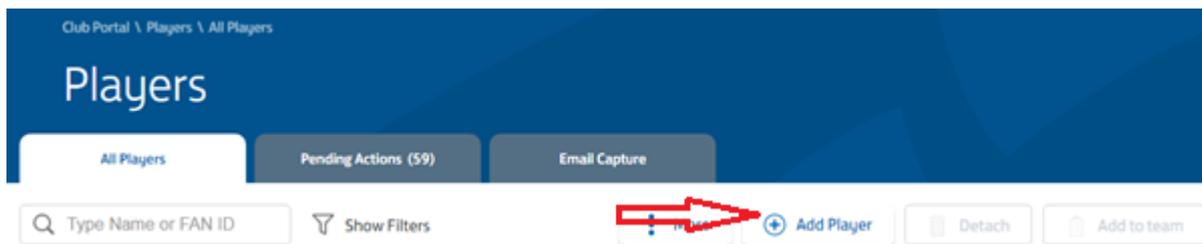
1. Finding a player's details

The key details required to find a new player for your club on the Whole Game System (WGS) are forename, surname and date of birth.

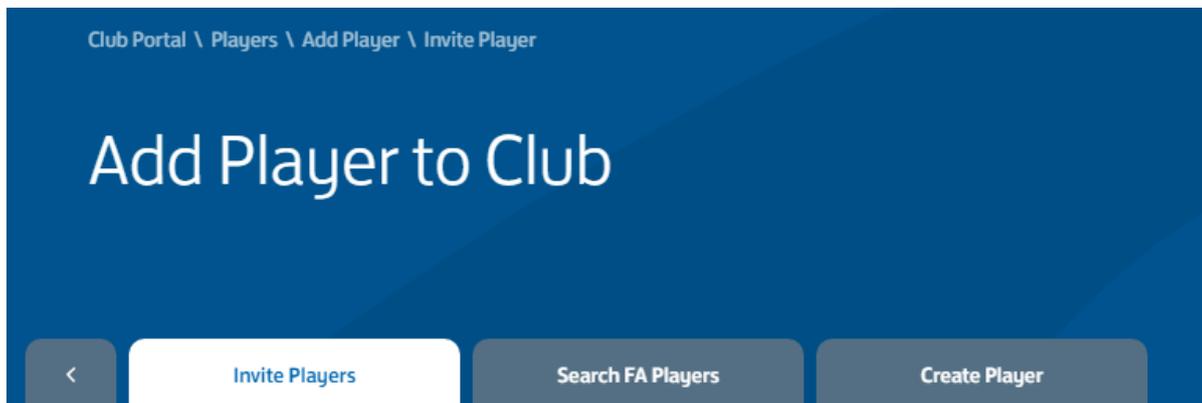


After logging in to WGS click on the Player Registration icon on the left-hand side

2. To add a player – Click on Add Player on the All Players Tab



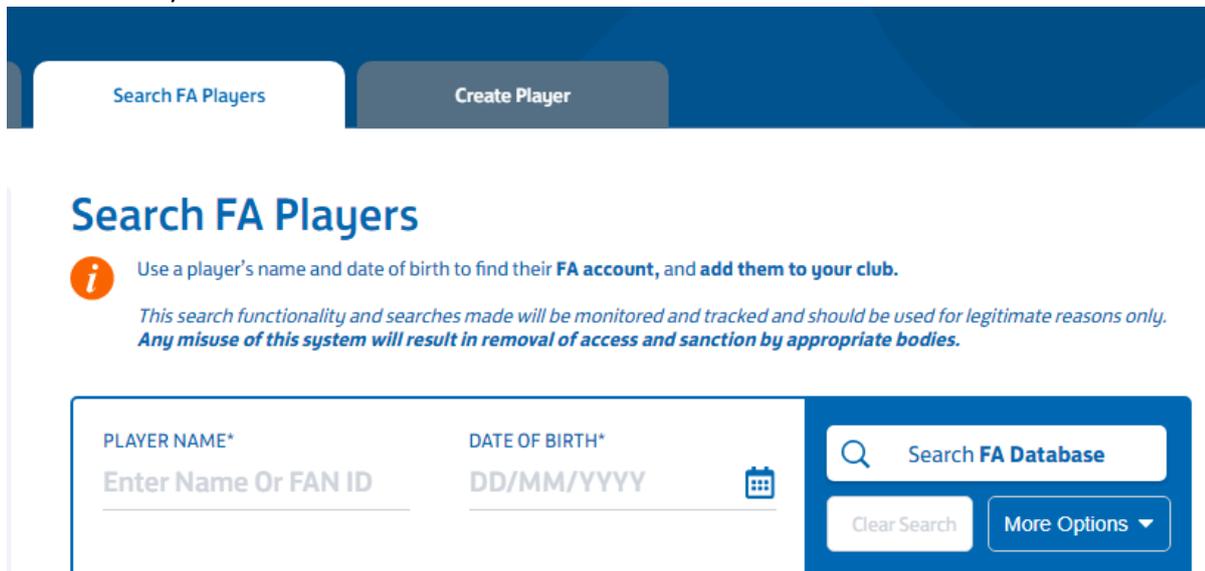
3 Options



There are three options

- Invite Players – this will send an email to a player asking them to confirm they wish to join your club – not recommended as this can cause delays
- Search FA Players – this is recommended and shown below
- Create Player – a last resort. Please check you have entered the correct details when Search FA Players section. Most players will be found on the WGS as it has been running for a number of years now. If in doubt please check with DCFA

3. Search FA Players



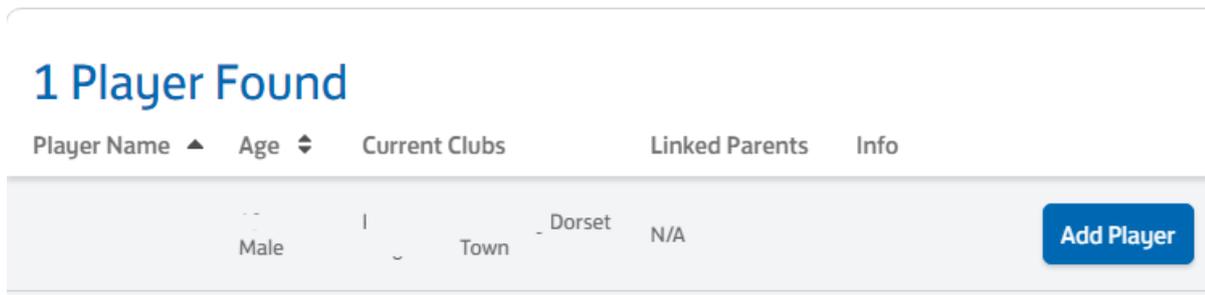
Enter the player's name as Forename Surname then Date of Birth. If you get no matches and you are sure the player is on the system then check alternative spelling of names e.g., Tom/Thomas or Brad/Bradley

If you get more than one match the please try to filter by using the More Options dropdown to add an email address and/or postcode.

As a last resort create a new player but follow the below advice on the website

 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

4. Adding the Player



When the Player has been found click Add Player and you will get the below message

PLAYER SUCCESSFULLY ADDED 



This player has been successfully added to your club.

Would you like to proceed to register this player ?

[BACK TO SEARCH](#)

[REGISTER PLAYER](#)

5. Register Player – You can now proceed to check details and register your new player

Registration Form | Player Details

Provide Consent | Assign Team | **Player Info** | Verify ID

Is International Clearance Required? NO **SHOW** Cancel Request Training Only Submit to League

Select from eligible teams below:

Team Name ▲	Registration Status ⇅	League	Team Details		Info
<input type="checkbox"/> Hamworthy Recreation First 2021/22	Select Team	Dorset Premier League Dorset Premier League	Male 11v11	Open Non-Disability	i
<input type="checkbox"/> Hamworthy Recreation Reserves 2021/22	Select Team	Dorset League Dorset Senior League	Male 11v11	Open Non-Disability	i

To ensure that the registration is accepted you have to ensure that the four items of Provide Consent, Assign Team, Player Info and Verify ID are all green.

- Provide Consent

Provide Consent

Online Consent

Offline Consent

If the Player has signed a Registration Form you can tick Offline Consent. This is the quickest and easiest option.

The option of Online Consent will send an email to the Player who will need to respond to that. This will provide evidence in the case of a dispute from another club.

- Assign Team – Place a tick alongside one or more teams that you wish to register the player

Provide Consent | **Team Assigned** | Player Info | Verify ID

Is International Clearance Required? NO **SHOW** Cancel Request Training Only Submit to League

Select from eligible teams below:

Team Name ▲	Registration Status ⇅	League	Team Details		Info
<input checked="" type="checkbox"/> Hamworthy Recreation First 2021/22	Selected	Dorset Premier League Dorset Premier League	Male 11v11	Open Non-Disability	i
<input type="checkbox"/> Hamworthy Recreation Reserves 2021/22	Select Team	Dorset League Dorset Senior League	Male 11v11	Open Non-Disability	i

- Player Info – please check that all items are completed including Nationality, Email Address and Telephone Number. If you need to edit them then please click on the Player Details Tab

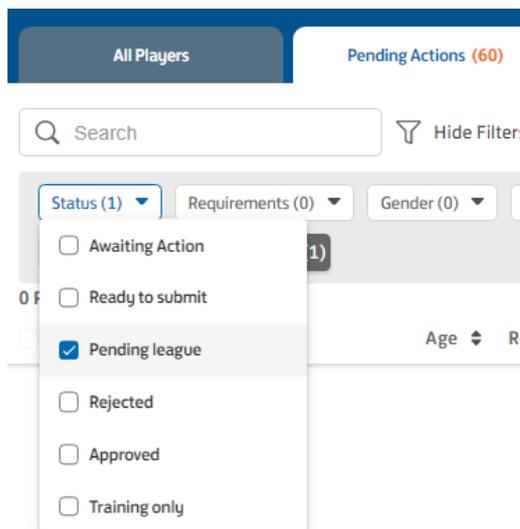
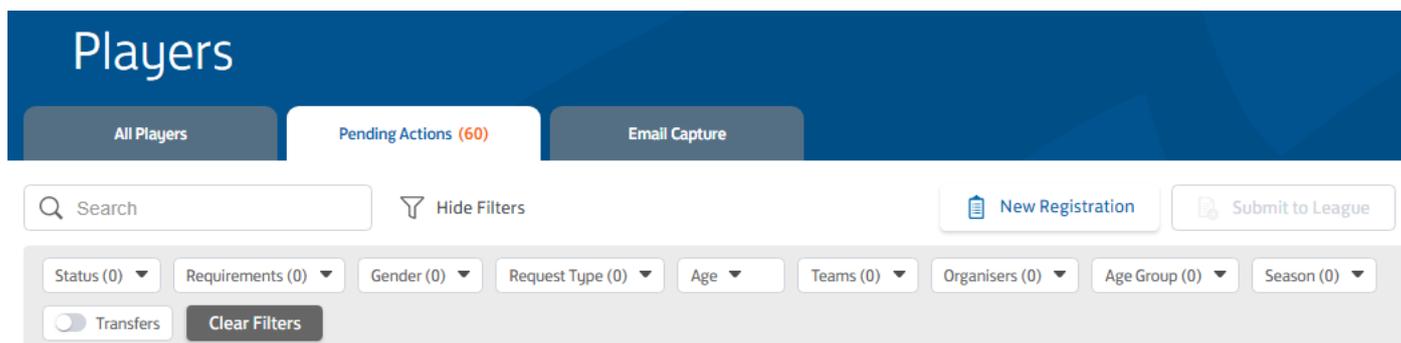
Registration Form | **Player Details**

Provide Consent | **Team Assigned** | **Player Info** | Verify ID

- Verify ID – A Players ID needs to be verified. If a Player is not personally known to the Secretary or other Club Official their ID needs to be verified by an official document such as a Driving Licence or Birth Certificate. Click on the Verify ID Tab and enter the name of the official and date of check

That should then ensure that all four items are green. Click on the Submit to League

6. Checking the Status of the Registration and other Players – Click on Pending Actions then Show Filters



You can check any combination of filters including whether some registrations are pending or to show all those that have been approved.

If your club has more than one team you can combine this filter with the Teams filter.

We hope that this assists you to Add and Register Players and all that remains is to wish you all the best for the season.