

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

Club Portal \ Players \ All Playe	ns				
Players					
All Players	Pending Actions (59)	Email Capture			
Q Type Name or FAN ID	∑ Show Filters		Add Player	Detach	Add to team
3 Options					
Club Portal \ Playe	ers \ Add Player \ Invite F	Player			
Add P	layer to	Club			
< Inv	vite Players	Search FA Players	;	Create Player	r

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

Create Player			
to find their FA account, and	add them to you	club.	
es made will be monitored and	l tracked and shou	ld be used for legitimate reasor	ns onl
t in removal of access and s	nction by approp	riate bodies.	
t in removal of access and sa	nction by approp	riate bodies.	
t in removal of access and sa DATE OF BIRTH*	unction by approp	Search FA Database	
	to find their FA account, and	to find their FA account, and add them to you	to find their FA account, and add them to your club.

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

I Player Found Player Name ▲ Age ♣ Current Clubs Linked Parents Info Image Image</t

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						
Ð	Provide Consent (+)	Assign Team	Player Info	Verify ID				
is Select	s International Clearance Requir from eligible teams below:	ed? NO SHOW		۲	Cancel Request	🖄 Training On	ily 🔒 Sub	mit to League
\Box	Team Name 🔺	Registration Status	÷	League		Team Details		Info
	Hamworthy Recreation First 2021/22	Select Team		Dorset Premier League Dorset Premier League		Male 11v11	Open Non-Disability	0
\Box	Hamworthy Recreation Reserves 2021/22	Select Team		Dorset League Dorset Senior League		Male 11v11	Open Non-Disability	0

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



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

Ŧ	Provide Consent 📿 Tea	m Assigned 🥑 Player Info	(+) Verify ID			
1	s International Clearance Required	? NO SHOW	(🗴 Cancel Requ	est 🛐 Training	only 🕞 Subm	iit to League
Select	from eligible teams below:					
	Team Name 🔺	Registration Status 🗢	League	Team Details		Info
	Hamworthy Recreation First 2021/22	Selected	Dorset Premier League Dorset Premier League	Male 11v11	Open Non-Disability	0
0	Hamworthy Recreation Reserves 2021/22	Select Team	Dorset League Dorset Senior League	Male 11v11	Open Non-Disability	0

• 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 De			
(Provide Consent	Ø 1	Team Assigned	Ø	Player Info	

 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

Players			
All Players	Pending Actions (60)	Email Capture	
Q Search	√ Hide Filters		New Registration Submit to League
Status (0) Requirements (C Transfers Clear Filters)) 🔻 Gender (0) 💌 Requ	uest Type (0) 🔻 Age 💌	Teams (0) ▼ Organisers (0) ▼ Age Group (0) ▼ Season (0) ▼
All Players	Pending Actions (60)	You can check any cor registrations are pend	nbination of filters including whether some ing or to show all those that have been approved.
Q Search	√ Hide Filter	If you club has more t Teams filter	han one team you can combine this filter with the
Status (1) Requirements (Awaiting Action	0) 🔻 Gender (0) 💌		
0 F 🗌 Ready to submit	_		
Pending league	Age 🖨 R		
Rejected			
Approved			
Training only			

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.