

Cheshire Girls Football League

Player Registrations



**A GUIDE TO REGISTERING PLAYERS
USING THE WHOLE GAME ADMINISTRATION SYSTEM**

Player Registrations.

For teams who have previously registered players with any League by using the FA's Full-Time System the main thing you need to do is to transfer these players onto the Whole Game System.(WGS)

To do this you need to have access to WGS which your Club Secretary will organise. Then find and match players from Full-Time and transfer them onto the FA's WGS.

When you have all the correct information for each player including photograph, (head & shoulders only) listed on WGS then you should be able to allocate them to teams and (as of July 10th 2017) submit them to the League for approval.

For players who are moving Clubs during the closed season a certificate of release **MUST** be obtained from the previous Club and you should be able to transfer the players.

If required the Registration Officer will forward a list of players already in the system.

For players who have not previously been registered to the League all the relevant information relating to the player needs to be searched for and entered into WGS.

The Cheshire Girls Football League also requires seeing proof of age for all players who are new to the League. This proof needs to be provided to the League's Registration officer Harvey Powell. Last season's registration ID cards should be retained as they provide proof of age and returned to Harvey no later than **10 July 2017**

Club Registration Officer

As a Club you will need to nominate to the WGS at least one adult person who will be responsible for collating and entering the details of each player onto the Whole Game System.

Club Registration Form

Obtain a Club Registration Form from your Club. Ensure the player or her parents/guardian complete all the details of the player, School, medical requirements, Parental consent and Emergency contact numbers etc.

This information is for your Clubs use. **DO NOT** send this form to the League.

The League requires a copy of the player's proof of age (for new players in the League only) which needs to be sent to the League Registration Secretary by post or e-mail (preferred email) **no later than 10 July.**

Note: Players whose proof of age documents have already been seen by the League **DO NOT** need to produce them a second time.

Guides

The full PDF guide to registering club players in Whole Game System can be viewed or downloaded by [clicking HERE](#).

Interactive Guides

The FA have created a number of interactive guides to help you find your way around the new player registration process as part of Whole Game System:

Assigning Club Officials

To avoid a club secretary having to register every player in their club, it is advised that clubs assign dedicated player registration officers within their club to input player details and register the players for the club or for each team.

Clubs can assign several Player Registration Officers, and they can also remove the official(s) from this role at any time.

How To Guide: [click HERE](#).

https://wholegame.thefa.com/ext/assigning_roles/index.html

Detaching Existing Players

Because WGS has been used for a number of years in relation to discipline, qualifications etc. you may still have players linked that are no longer at your club, we advise that you view the current players linked with your club first and detach any that are no longer involved with the club.

How To Guide: [click HERE](#).

https://wholegame.thefa.com/ext/detach_players/index.html

Data Matching of Players

This tool is available for leagues that currently use the FA Full Time website, you will simply be able to check that player details are correct before then selecting 'Match' to attach that player to your club.

How To Guide: [click HERE](#).

https://wholegame.thefa.com/ext/data_matching/index.html

Search for & or Create New Players

To do this you will use the Data Cleansing Tab, this will bring up 3 Tabs:

Suggested Matches – Players that are on Full Time and the Whole Game System, you will need to confirm that the details are correct before then matching the player/s.

Unsuggested Matches – Players that are on Full Time, but cannot be found on the Whole Game System initially, you will need to search for the player/s on the Whole Game System and if you still cannot find the player you will then create a new player on the system.

Completed Matches – All matched players, who will also be visible in the Player Registrations Tab. Please follow the below link for guidance on how to do this process.

How To Guide: [click HERE](#).

https://wholegame.thefa.com/ext/search_and_create/index.html

Assign Players To Teams

Once the player has been linked to the club and they appear under the Player Registrations Tab, you will then need to assign them to a specific team within your club.

How To Guide: [click HERE](#).

https://wholegame.thefa.com/ext/add_players_to_teams/index.html

The process behind the Whole Game System is:

Step 1: League specifies requirements for registrations

Step 2: Club creates / updates list of Club Players

Step 3: Club gets agreement from player & parent (online or offline)

Step 4: Club ensures player's details are correct & complete

Step 5: Club allocates players to teams and submits to League

Step 6: League checks players Proof of Age & Photograph

Step 7: League approves player registration

Problems

Should you have any problems with registering your players on the Whole Game System please contact your local County FA who have dedicated personnel who can help to guide you through the process. For Cheshire FA the contact is: Damon Traverse
Damon.Traverse@cheshirefa.com

In particular they may need to do some of the work for you such as de-duplicating players or resolving multiple FAN numbers etc.

Passport style photo requirements

The photographs can be taken and uploaded from a smartphone or digital camera, provided they meet the criteria above (passport id style photo)

The photos must be:

- in colour
- taken against a plain cream or light grey background
- taken within the last 6 months
- clear and in focus
- unaltered by computer software
- Photos should show a close-up of full head and shoulders. It must be only of the player with no other objects or people.
- The image of the head - from the crown of your head to your chin.
- The photo will be rejected if it does not represent a true likeness of the player, is not recent or is a duplicate of last year's photo.

Inadequate/repeat photos are a very common reason for registrations being rejected.

Registrations can be refused or withdrawn at any time.