OVERVIEW

The KDFL use The FA's Whole Game System (WGS) for Player Registrations and The FA's FullTime (F-T) league administration system.

The WGS website address is – https://wholegame.thefa.com
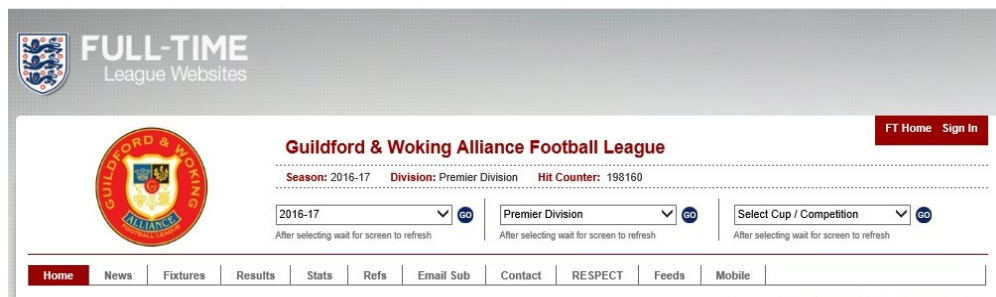
Our full time website address is – http://fulltime-league.thefa.com/Index.do?league=698710597

Our own website is www.**kingston**and**district**.co.uk

This guide has been prepared to assist Clubs with registering players using WGS and provide a clear end-to-end repeatable process.
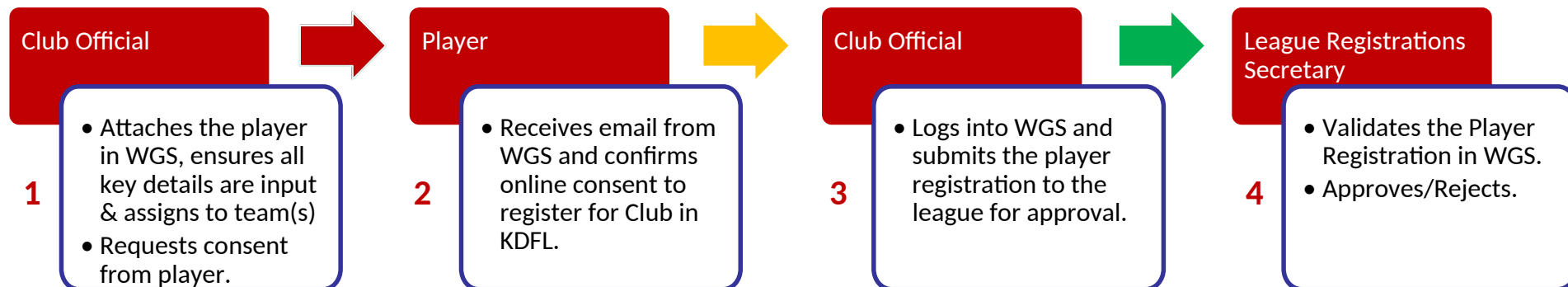

Think Player Registrations!

Think weekly team-sheet entry, league website for fixtures, results, stats, document downloads, etc.

Player Registration Process

Registering a player to participate for your club in the KDFL is using the FA's Whole Game System (WGS).

The high-level process is broken down into 4 steps:

1. Club Official logs into WGS to:

   – Attach the new player to the Club (if not already attached)

   – Update the player's record with the additional KDFL mandatory requirements)

   – Assign to the KDFL team(s) within the Club

   – Request Consent from the player

2. Player gives consent to register for the club by either completing a KDFL registration form or signing and dating the 2018-9 registered players supplied by Maurice (only those currently on full-time)

3. Club logs into WGS and submits the registration to the league for approval

4. KDFL Registrations Secretary logs into WGS, confirms the details are correct and approves the registration, else rejects it explaining the reasons why.

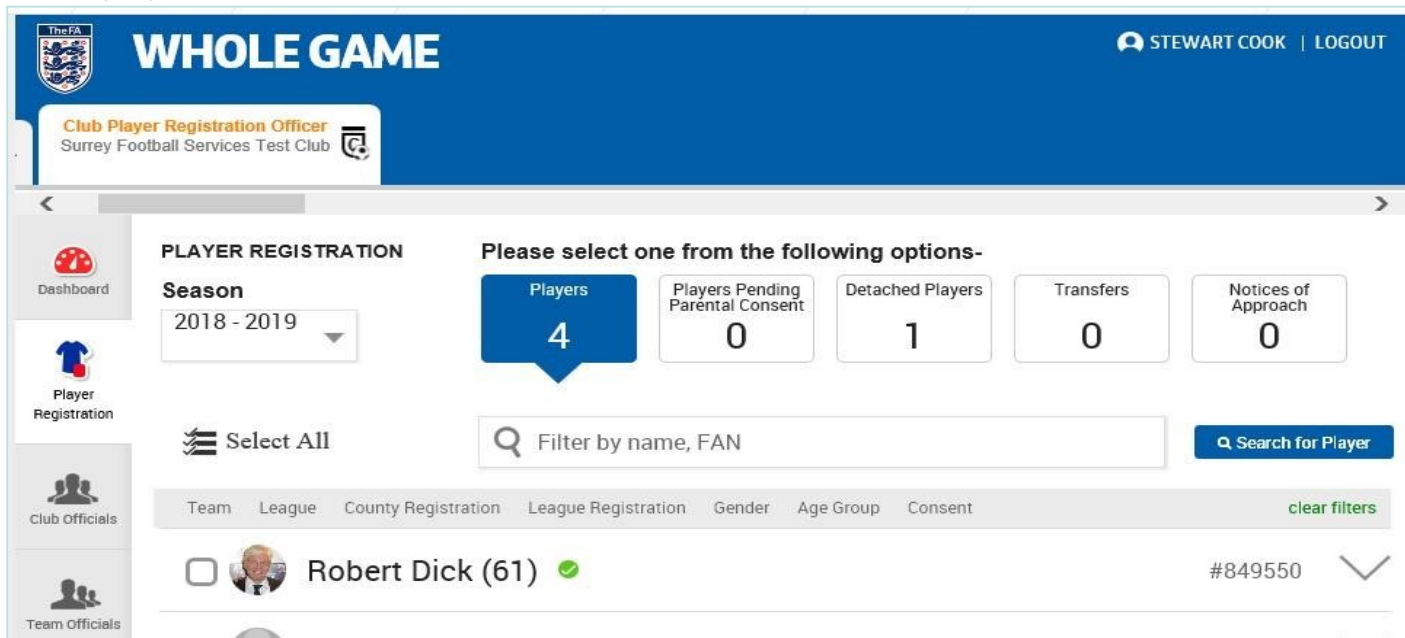| Club Official	Player	Club Official	League Registrations Secretary
1 • Attaches the player in WGS, ensures all key details are input & assigns to team(s) • Requests consent from player.	**2** • Receives email from WGS and confirms online consent to register for Club in KDFL.	**3** • Logs into WGS and submits the player registration to the league for approval.	**4** • Validates the Player Registration in WGS. • Approves/Rejects.

PLAYER REGISTRATIONS IN WGS (Step1)

The Club Official is responsible for completing the following steps:

1. Access the Whole Game System by visiting https://wholegame.thefa.com, login with either your email or FAN ID and password.

   The FA provide detailed instructions of how to login to WGS, how to retrieve your password, how to request a FAN to access, etc. These can be found here - http://www.thefa.com/get-involved/more/whole-game/sign-in.

2. Once logged into WGS, click the **Player Registration** icon in the left menu of the Club Dashboard.

   This page gives a breakdown of the players that are associated with your club in WGS:

3. If the player you are registering has played for your club previously then he may still be 'attached', so it is worthwhile using the search bar to check within that list first. If he is 'attached' then **proceed to #7**.

4. Searching WGS - If the player cannot be found then click the blue "Search for Player" button. This will open the main search facility in WGS and allows you to search for an existing player record in the entire database.

    The FA recommends you first search on the player's name and date of birth, do not include the postcode:
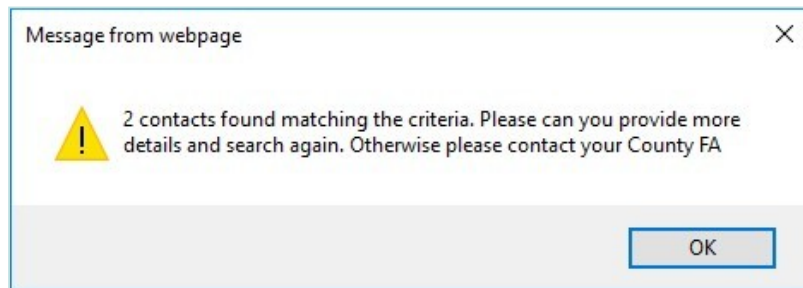

    Player found - If this search results in a single player being returned, matching the criteria provided, then he can be attached to your club, **proceed to #5**.

    Multiple players found - If the player search results in more than one player record being found then a pop up message will appear:

Message from webpage

⚠ 2 contacts found matching the criteria. Please can you provide more details and search again. Otherwise please contact your County FA

OK

This is due to either another player in WGS with the same details or more likely the player having more than one FAN record. Try to narrow the search by adding the player's postcode. If unsuccessful (still multiple records found) you will have to contact the Surrey County FA who should be able to resolve by de-duplicating the FAN records. **Please use the new email address for managing these issues - playerregistrations@surreyfa.com**

No player found - If the player search does not find a single matching record, having tried variations on their name (e.g. if Stewart Cook cannot be found then try Stuart Cook or Stew Cook), and you are confident the player concerned will not already have a FAN record (i.e. will not have a disciplinary history) then you can proceed to "create new player". Follow the onscreen instructions (or refer to the "Other WGS Processes – Create a New Player" at the end of this document).

Once the player has been created, he will be automatically attached to your club. It may take a few minutes or hours for their FAN to be generated, **proceed to #7**.

5. Attaching a player Validate the player is the correct individual by clicking his name and checking his details with the player. Click the **+ Add Player** button to attach him to your club, confirming his current clubs are correct or updating the know they are not (if there is another club listed as well as your own

Stewart Cook (41)
Current Clubs: Surrey Football Services Tes
Previous Clubs:

⚲ Attached

6. Return to the **Player Registration** home page by clicking the icon in the left menu and use the search bar to locate the attached player in your list of players associated to your club.

7. <u>Assign to teams</u> - Next you have to assign the player to the teams which you wish him to be eligible to play for in the KDFL. Click the tick box to the left of his name to open the top menu, click **Assign To Teams** ct the desired teams from the pop up form, clicking the "Add Players to Selected Teams" button to confirm.

The assigned team(s) will now show when you expand the player's record.

8. <u>Player Consent</u> – this is the signed registration form or signature on player list. Select the player as in 7 above and click Confirm off-line consent

9. **Submit to League**   Finally, you must submit the registration to the league by clicking the tick box to the left of his name to open the top menu and click   [Submit To League]   , confirming his International Clearance when prompted. The player's league status will be updated to "Pending" and turn amber in

Attaching players, assigning teams, players consent and submit to league can be completed for multiple players by ticking more than 1 player or using select all icon. Although you can only complete one type of action at a time.

League Approval in WGS (Step 2)

The KDFL Registrations Secretary is responsible for reviewing and approving/rejecting pending submissions in WGS. The league officer will periodically login to WGS to:

- Validate all of the fields have been completed correctly

- Approve or Reject the submission

- Email clubs in the event of being unable to approve a player

The Club Official can view the players registered to play for their club by accessing WGS, clicking the Player Registration icon in the left menu and filtering by League and League Registration:

Other WGS Processes –

Detaching Players

Detaching is the process whereby a club may remove players from their list who are no longer part of the club and have no active registration to any of the league's associated with the club. Once detached, their link to the club, as well as their links to any teams within the club will be removed.

Note – If the player is currently registered to any league then you will have to request to have his registration cancelled by the League Registrations Secretary.

The WGS detaching process <u>must not</u> be used to circumvent the KDFL player transfer process.

1. Access the Whole Game System (https://wholegame.thefa.com)

2. Once logged into WGS, click the **Player Registration** icon in the left menu of the Club Dashboard which provides a breakdown of the players that are associated with your club in WGS:
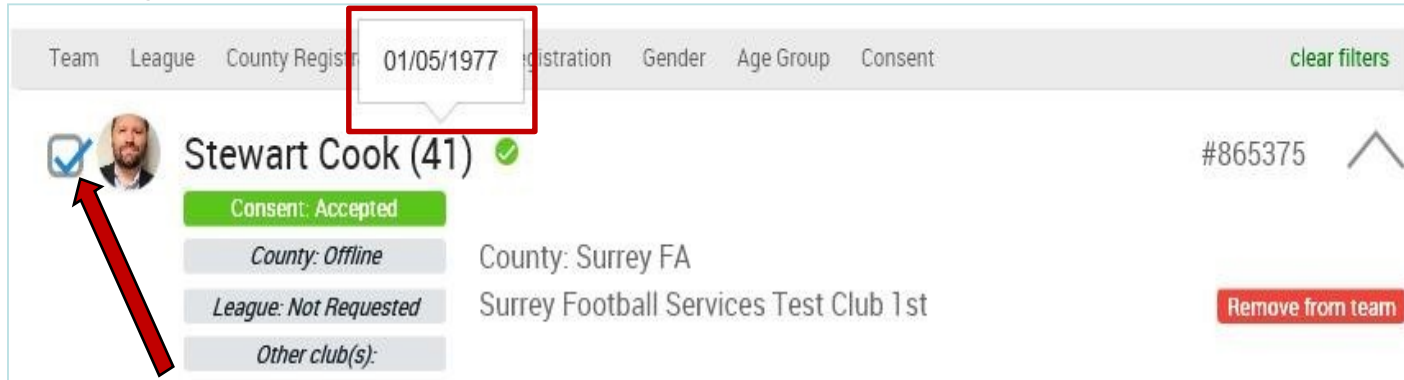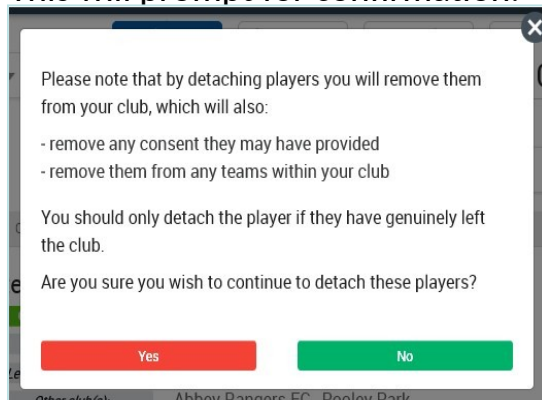
Other WGS Processes –

3. Each player is shown with their name, age (if you hover over their age their date of birth is shown) and their FAN record. If a photograph has been uploaded then this will also be displayed.

4. Click the tick box to the left of the player's name to open the top men [Detach from Club] buton. This will prompt for confirmation.
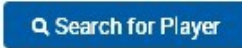

5. The player will now appear in the "Detached Players" category and no further action is required.

   Tip – you can select multiple players at a time and detach them all in one go.

Other WGS Processes –
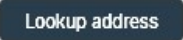
Creating a New Player

You should only create a new player in WGS if you are 100% they do not already exist, having checked with the Surrey County FA if unsure.

1. Access the Whole Game System (https://wholegame.thefa.com)

2. Once logged into WGS, click the **Player Registration** icon in the left menu of the Club Dashboard which provides a breakdown of the players that are associated with your club in WGS. Scroll to the bottom and click the ![Q Search for Player] Search all variants of the player's name and if 0 records are still returned then click the "create new player" hyperlink:''   can't find the player you are looking for? create new player

3. Populate all required fields and click   Continue

Player Details
FIRST NAME *

Example

LAST NAME *

Player

DATE OF BIRTH *

31/12/2000

GENDER *

Male | Female

Contact Details
POSTCODE

EXAM 1PL

Lookup address

ADDRESS LINE 1

1 Example Road

Address Line 2

TOWN

Example Town

COUNTY

Example Post Code

EMAIL ADDRESS

example@email.com

Personal | Work

TELEPHONE NUMBER

07057280388   ✕

Mobile | Home | Office