EBFA – www.GotFootball.co.uk Team Instructions 2015/2016

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East Berks Football Alliance/GotFootball

16th August 2015 – Version 1.02

Contents

Change History

Version	Description	Date
1.00	1st Release	08-Jul-15
1.01	Typo Page 19	22-Jul-15
1.02	U.S.-EU Safe-Harbor Compliance	16-Aug-15

Team Instructions

Player Registration Data

Players from the 2014/15 season that were registered with your team have been uploaded by the League to the GotFootball system.

We have uploaded 126 Clubs, 819 teams for 2015/16 and 8675+ players, from last season, that they had been registered to.

> If these players from 2014/15 season are playing for your team for 2015/16 then they will not have to provide proof of age documentation as they have already had their age certified.

> For players from last season that played for your club you need –

> a) Digital photos - taken within last 3 months.
> b) Address of player - so the League is able to inform County FAs when player is sanctioned by a referee,
> c) Guardian email for U7s to U18s - to create login, (Changed from U16s to U18s)
> d) Player emails for U21s - to create login.

> For new players to your clubs to need -
> a) Digital photos - taken within last 3 months,
> b) Address of player - so the League is able to inform County FAs when player is sanctioned by a referee,
> c) Guardian email for U7s to U18s - to create login, (Changed from U16s to U18s)
> d) Player emails for U21s - to create login.
> e) Ensure the player does not need International Clearance from the FA.
> f) PDF copy of a proof of date of birth

> Digital Photos - 413x531 pixels 300dpi jpg image of player - Passport style (template attached) - File size should not be more than 500 kilobytes(kb).

> Template for Digital Photos is available on www.eastberksfa.com

> Proof Of Age Document - pdf or photo of document for player - Birth Certificate, passport, medical card, driving licenses, FA Player Registration card (if shows DOB = dd/mm/yyyy) - File size should not be more than 500 kilobytes(kb).

The cut off date for free registrations for 2015/16 was 31-Jul-15 – this will be extended until 31-Aug-15, after which late registration fees will be incurred by the Clubs.

For Clubs/teams wishing to upload data to the GotFootball system - an example player upload file (csv) is available on www.eastberksfa.com

Got Football – will have 2 patches in next week –
1) For the U21 age group to be recognised
2) The online form that the Guardian/Player need to complete that agrees and give permission for the player to play in League, acceptance of Rules & Regulations of the Codes of conducts

Required player registrations data
    First Name
    Surname Name

Date of Birth – format dd/mm/yyyy
Address, Postcode
Email (U7s to U18s Guardians email and U21s Player email)
Passport head shot of player – include template link and jpg specification.
Proof of Age document – pdf scan or jpg photo – Birth certificate, Passport, Medical Card,
Driving License

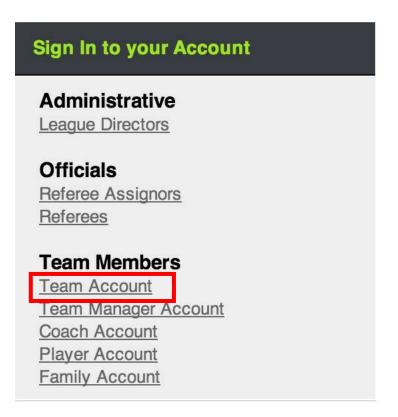**Logging in to your Team Account**

Go to www.GotFootball.co.uk

1. Click on Login in the upper Right hand Corner

2. Click on Team Login (NOTE: Do not use the Manager or Coach login)

Sign In to your Account

Administrative
League Directors

Officials
Referee Assignors
Referees

Team Members
Team Account
Team Manager Account
Coach Account
Player Account
Family Account

3. Enter your TEAM username and password (NOTE: If you do not have your login yet, you can use your email and the password lookup link to have the system send you your login details)

GotFootball

GotFootball.co.uk >> Team Login

Login   Register   Password Lookup   Cancel

Registered Teams
Enter your Username and Password below:

Your session has expired. Please login again.

Username

Password

Login

New Teams
Not registered yet? No problem! Click below:

Click Here to Register

Can't remember your password?
Click Here

Adding Players to your team

1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)
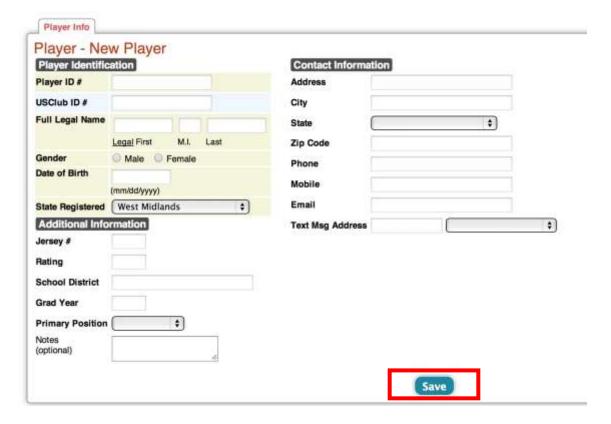
2. Click on ROSTER in the gray bar

3. Click on REGISTER NEW PLAYER

4. Enter the player details and click SAVE

Player Info

Player - New Player

Player Identification

		Contact Information	
Player ID #		Address	
USClub ID #		City	
Full Legal Name	[ ] [ ] [ ]	State	[▼]
	Legal First M.I. Last	Zip Code	
Gender	○ Male ○ Female	Phone	
Date of Birth		Mobile	
	(mm/dd/yyyy)	Email	
State Registered	West Midlands [▼]	Text Msg Address	[ ] [▼]

Additional Information

Jersey #

Rating

School District

Grad Year

Primary Position [▼]

Notes
(optional)

Save

8

Uploading Player Photos

1. Follow instructions to login in to team account

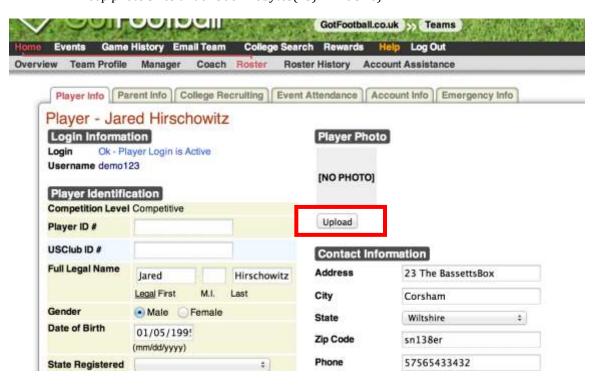2. Click on Roster in the gray bar

3. Click on player's name

4. Click on the upload photo button and follow the prompts to upload photo (NOTE: Please keep photo sizes under 500 kilobytes(kb) in file size)

Communicate with your Guardians/Players

1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)

2. Click on EMAIL TEAM in the blue bar

3. Enter FROM, METHOD, MESSAGE RECIPIENTS, and then compose message and click SEND MESSAGE

Sending Login to Players

1. See Communicating with Players Instructions

2. Click the "Add player username and password to the bottom or the message" checkbox to include the player's username and password

Printing Match Day Cards – (EBFA 2016/17 Season)

1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)

2. Click on FIXTURE next to the league listing

3. Click on the PDF symbol next to the appropriate match

4. Print the Document

Printing Player Cards (EBFA – Will not use this feature)

EBFA will print the Plastic Player Registration ID cards for Matches
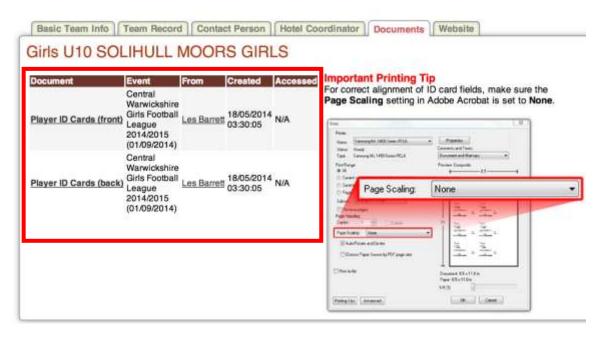
1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)

2. Click on TEAM PROFILE in the gray bar

3. Click on the DOCUMENTS tab

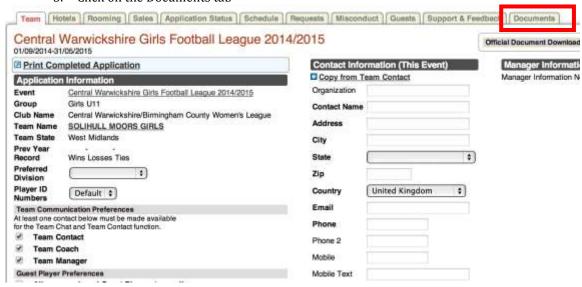4. Click on the available documents to download the document pdf

Girls U10 SOLIHULL MOORS GIRLS

Document	Event	From	Created	Accessed
Player ID Cards (front)	Central Warwickshire Girls Football League 2014/2015 (01/09/2014)	Les Barrett	18/05/2014 03:30:05	N/A
Player ID Cards (back)	Central Warwickshire Girls Football League 2014/2015 (01/09/2014)	Les Barrett	18/05/2014 03:30:05	N/A

Important Printing Tip
For correct alignment of ID card fields, make sure the **Page Scaling** setting in Adobe Acrobat is set to **None**.

Page Scaling: None

5. Print the cards

Uploading a document for the League

1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)

2. Click on The Event name on home page

3. Click on the Documents tab

4. Click CHOOSE FILE to browse for file

5. Click UPLOAD FILE and follow prompts to upload the document

Submitting a documented support request

1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)

2. Click on ACCOUNT ASSISTANCE in the gray bar

3. Click on OPEN SUPPORT TICKETS and follow prompts to send a support request to either the league or GotFootball (NOTE: All initial support requests should go to the league first. They can escalate to GotFootball)