



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



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East Berks Football Alliance/GotFootball

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Change History

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

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

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

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



The screenshot shows the GotFootball website interface. The navigation bar at the top includes links for Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. Below this, a secondary navigation bar highlights the 'Roster' tab, which is enclosed in a red box. The main content area displays the team profile for 'Girls U18 Leafield Athletic'. On the left, there are sections for 'GotFootball Account', 'Get the most out of your account', and 'Your Club'. The central part of the page features an 'Event Registration History' table with two entries for 'Central Warwickshire Girls Football League'.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support
Central Warwickshire Girls Football League 2014/2015 01/09/2014 - 31/05/2015	League	Accepted	13/03/2014	Yes	No	Default	TBA	Request	Request
Central Warwickshire Girls Football League 01/02/2014 - 03/01/2014	League	Accepted	24/02/2014	Yes	N/A	N/A	N/A	Request	N/A

3. Click on REGISTER NEW PLAYER



The screenshot shows the 'Girls U10 SOLIHULL MOORS GIRLS - Team Player List and Rosters' page. The navigation bar is similar to the previous screenshot. Below the navigation bar, there is a 'View by Event:' dropdown menu set to 'Primary Player List'. To the right of this menu are buttons for 'Print Contacts >' and 'Email Players >'. A prominent blue button labeled 'Register New Player' is highlighted with a red box. Below these elements is a table titled 'Full Team Player List' containing two rows of player information.

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	State	Updated	Last Reg.	Login
1	DOWN	MAISY	C1049		Girls	04/07/2004	West Midlands	N/A	N/A	Ok
2	JENNA	ABBIE	C1040		Girls	04/09/2005	West Midlands	N/A	N/A	Ok

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4. Enter the player details and click SAVE

Player Info

Player - New Player

Player Identification	Contact Information
Player ID # <input type="text"/>	Address <input type="text"/>
USClub ID # <input type="text"/>	City <input type="text"/>
Full Legal Name <input type="text"/> <input type="text"/> <input type="text"/> <small>Legal First M.I. Last</small>	State <input type="text"/>
Gender <input type="radio"/> Male <input type="radio"/> Female	Zip Code <input type="text"/>
Date of Birth <input type="text"/> <small>(mm/dd/yyyy)</small>	Phone <input type="text"/>
State Registered <input type="text"/> West Midlands	Mobile <input type="text"/>
	Email <input type="text"/>
	Text Msg Address <input type="text"/> <input type="text"/>
Additional Information	
Jersey # <input type="text"/>	
Rating <input type="text"/>	
School District <input type="text"/>	
Grad Year <input type="text"/>	
Primary Position <input type="text"/>	
Notes (optional) <input type="text"/>	

Save

Uploading Player Photos

1. Follow instructions to login in to team account
2. Click on Roster in the gray bar

The screenshot shows the GotFootball website interface. The navigation bar at the top includes links for Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. The 'Roster' link is highlighted with a red box. Below the navigation bar, the page title is 'Team - Girls U18 Leafield Athletic'. There are several sidebar options on the left, including 'GotFootball Account', 'Get the most out of your account', and 'Your Club'. The main content area displays an 'Event Registration History' table with two entries for 'Central Warwickshire Girls Football League'.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support
Central Warwickshire Girls Football League 2014/2015 01/09/2014 - 31/05/2015	League	Accepted	13/03/2014	Yes	No	Default	TBA	Request	Request
Central Warwickshire Girls Football League 01/02/2014 - 03/01/2014	League	Accepted	24/02/2014	Yes	N/A	N/A	N/A	Request	N/A

3. Click on player's name

The screenshot shows the 'Girls U10 SOLIHULL MOORS GIRLS - Team Player List and Rosters' page. The 'View by Event' dropdown is set to 'Primary Player List'. There are buttons for 'Print Contacts', 'Email Players', and 'Register New Player'. A table titled 'Full Team Player List' displays player information. The first two rows of the table are highlighted with a red box.

Photo	L. Name	F. Name	ID#	Jrsey#	Gender	DOB	State	Updated	Last Reg.	Login
	DOWN	MAISY	C1049		Girls	04/07/2004	West Midlands	N/A	N/A	Ok
	JENNA	ABBIE	C1040		Girls	04/09/2005	West Midlands	N/A	N/A	Ok

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- 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)

GotFootball.co.uk >> Teams

Home Events Game History Email Team College Search Rewards Help Log Out

Overview Team Profile Manager Coach Roster Roster History Account Assistance

Player info Parent info College Recruiting Event Attendance Account Info Emergency Info

Player - Jared Hirschowitz

Login Information
Login [Ok - Player Login is Active](#)
Username demo123

Player Photo
[NO PHOTO]
Upload

Player Identification
Competition Level Competitive

Player ID #

USClub ID #

Full Legal Name
Jared Hirschowitz
Legal First M.I. Last

Gender Male Female

Date of Birth
(mm/dd/yyyy)

State Registered

Contact Information
Address
City
State
Zip Code
Phone

Communicate with your Guardians/Players

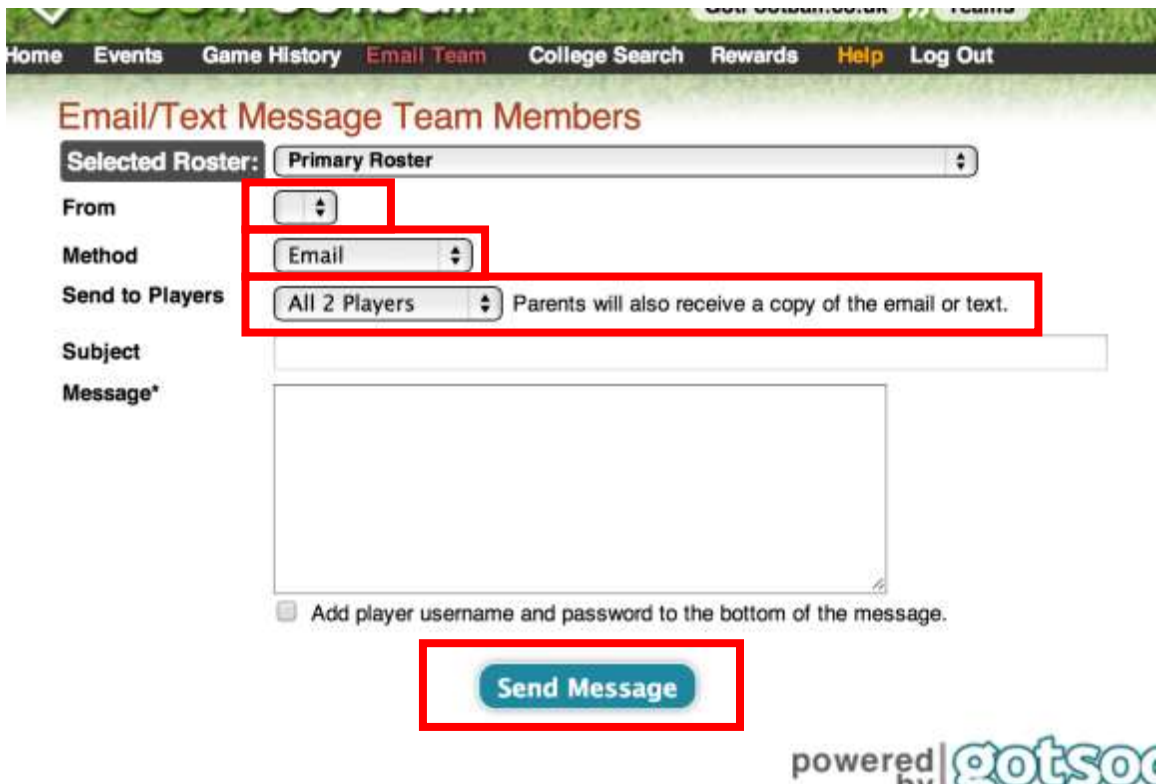
1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)
2. Click on EMAIL TEAM in the blue bar



The screenshot shows the GotFootball website interface. The navigation bar at the top includes 'Home', 'Events', 'Game History', 'Email Team' (highlighted with a red box), 'College Search', 'Rewards', 'Help', and 'Log Out'. Below the navigation bar, the team name 'Team - Girls U18 Leafield Athletic' is displayed. The main content area features an 'Event Registration History' table with two entries for 'Central Warwickshire Girls Football League'. The table has columns for Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, Travel, and Support.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support
Central Warwickshire Girls Football League 2014/2015 01/09/2014 - 31/05/2015	League	Accepted	13/03/2014	Yes	No	Default	TBA	Request	Request
Central Warwickshire Girls Football League 01/02/2014 - 03/01/2014	League	Accepted	24/02/2014	Yes	N/A	N/A	N/A	Request	N/A

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



The screenshot shows the 'Email/Text Message Team Members' form. The form includes a 'Selected Roster' dropdown set to 'Primary Roster'. The 'From' field is a dropdown menu. The 'Method' dropdown is set to 'Email'. The 'Send to Players' dropdown is set to 'All 2 Players', with a note that 'Parents will also receive a copy of the email or text.' The 'Subject' and 'Message*' fields are text input areas. A checkbox at the bottom is labeled 'Add player username and password to the bottom of the message.' A 'Send Message' button is located at the bottom of the form.

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Sending Login to Players

1. See Communicating with Players Instructions
2. Click the “Add player username and password to the bottom of the message” checkbox to include the player’s username and password

Home Events Game History **Email Team** College Search Rewards Help Log Out

Email/Text Message Team Members

Selected Roster: Primary Roster

From: [Dropdown]

Method: Email

Send to Players: All 2 Players Parents will also receive a copy of the email or text.

Subject: [Text Box]

Message*: [Text Area]

Add player username and password to the bottom of the message.

Send Message

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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



The screenshot shows the GotFootball website interface. The main navigation bar includes links for Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. The user is logged in as the manager of the 'Team - Girls U18 Leafield Athletic'. The page displays the 'Event Registration History' for 'Items 1 - 2 of 2'. A table lists two events:

Name/Date	Type	Status	Applied	Accepted	PaId	Re	Schedule	Travel	Support
Central Warwickshire Girls Football League 2014/2015 01/09/2014 - 31/05/2015	League	Accepted	13/03/2014	Yes	No	Default	TBA	Request	Request
Central Warwickshire Girls Football League 01/02/2014 - 03/01/2014	League	Accepted	24/02/2014	Yes	N/A	N/A	N/A	Request	N/A

The 'Travel' and 'Support' columns for the first event are highlighted with a red box. The page also includes sections for 'GotFootball Account', 'Get the most out of your account', and 'Your Club' (Leafield Athletic Girls FC (West Midlands)).

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



The screenshot shows the 'Central Warwickshire Girls Football League 2014/2015' page. The user is logged in as the manager of 'Girls U11 CENTRAL WARWICKSHIRE/BIRMINGHAM COUNTY WOMEN'S SOLIHULL MOORS GIRLS (West Midlands)'. A yellow banner prompts the user to 'View Event Roster'. Below this, a table lists matches with a PDF icon highlighted by a red box:

Date	Time	Home Team	Away Team	Pitch
13/09/2014	13:30:00	LEAFIELD ATHLETIC (West Midlands)	CENTRAL WARWICKSHIRE/BIRMINGHAM COUNTY WOMEN'S SOLIHULL MOORS GIRLS (West Midlands)	#2
14:30:00				

The PDF icon is located to the left of the first match entry. The page footer includes the text 'powered by gotfootball'.

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

The screenshot shows the GotFootball website interface. The navigation bar at the top includes 'Home', 'Events', 'Game History', 'Email Team', 'College Search', 'Rewards', 'Help', and 'Log Out'. Below this, a secondary navigation bar has 'Overview', 'Team Profile' (highlighted with a red box), 'Manager', 'Coach', 'Roster', 'Roster History', and 'Account Assistance'. The main content area is titled 'Team - Girls U10 Leaffield Athletic' and includes links for 'Update Team Age and More', 'View/Print Team Contacts Sheet', and 'Team Fundraising'. On the left, there are sections for 'GotFootball Account', 'Get the most out of your account', and 'Your Club'. The 'Event Registration History' table is visible, showing two entries for 'Central Warwickshire Girls Football League'.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support
Central Warwickshire Girls Football League 2014/2015 01/09/2014 - 31/05/2015	League	Accepted	13/03/2014	Yes	No	Default	TBA	Request	Request
Central Warwickshire Girls Football League 01/02/2014 - 03/01/2014	League	Accepted	24/02/2014	Yes	N/A	N/A	N/A	Request	N/A

3. Click on the DOCUMENTS tab

The screenshot shows the 'Documents' tab selected in the navigation bar. The page title is 'Girls U10 SOLIHULL MOORS GIRLS'. Under the 'Basic Team Information' section, the following details are displayed:

- Date Created: 13/03/2014 13:21:09
- Last Updated: 13/03/2014 13:21:09
- Club Name: Central Warwickshire/Birmingham
- Team Name: SOLIHULL MOORS GIRLS
- Gender: Male Coed Female
- Age Group: 03/04 (U10)
- State: West Midlands

*Select country if other than USA.

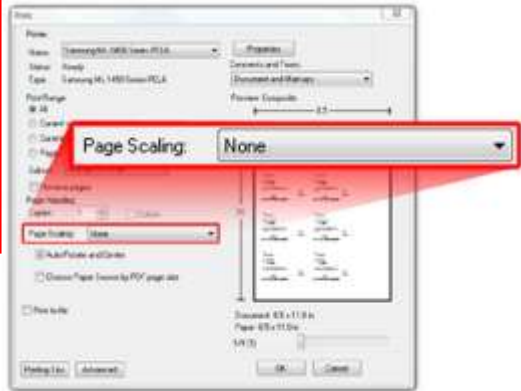
4. Click on the available documents to download the document pdf

Basic Team Info | Team Record | Contact Person | Hotel Coordinator | **Documents** | Website

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**.



The screenshot shows the Adobe Acrobat Print dialog box. The 'Page Scaling' dropdown menu is highlighted with a red box and set to 'None'. Other visible options include 'Page Range' (All), 'Page Numbering' (None), and 'Page Order' (As is).

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

GotFootball.co.uk >> Teams

Home Events Game History Email Team College Search Rewards Help Log Out

Overview Team Profile Manager Coach Roster Roster History Account Assistance

Team - Girls U18 Leafield Athletic

Update Team Age and More View/Print Team Contacts Sheet Team Fundraising

GotSoccer TeamID # 832

Event Registration History

Items 1 - 2 of 2

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support
Central Warwickshire Girls Football League 2014/2015 01/09/2014 - 31/05/2015	League	Accepted	13/03/2014	Yes	No	Default	TBA	Request	Request
Central Warwickshire Girls Football League 01/02/2014 - 03/01/2014	League	Accepted	24/02/2014	Yes	N/A	N/A	N/A	Request	N/A

Items 1 - 2 of 2

GotFootball Account
Create your GotFootball Account

Get the most out of your account

Teams U18 and Older - How to add players to your Roster
Click Here to access the roster page.

Account Merge Tool is Now Available!
Click Here to get started.

Your Club
Leafield Athletic Girls FC (West Midlands)

3. Click on the Documents tab

Team Hotels Rooming Sales Application Status Schedule Requests Misconduct Guests Support & Feedback Documents

Central Warwickshire Girls Football League 2014/2015

01/09/2014-31/05/2015

Print Completed Application

Official Document Download

Application Information

Event: Central Warwickshire Girls Football League 2014/2015
Group: Girls U11
Club Name: Central Warwickshire/Birmingham County Women's League
Team Name: SOLIHULL MOORS GIRLS
Team State: West Midlands
Prev Year Record: Wins Losses Ties
Preferred Division: [Dropdown]
Player ID Numbers: Default [Dropdown]

Team Communication Preferences

At least one contact below must be made available for the Team Chat and Team Contact function.

Team Contact
 Team Coach
 Team Manager

Guest Player Preferences

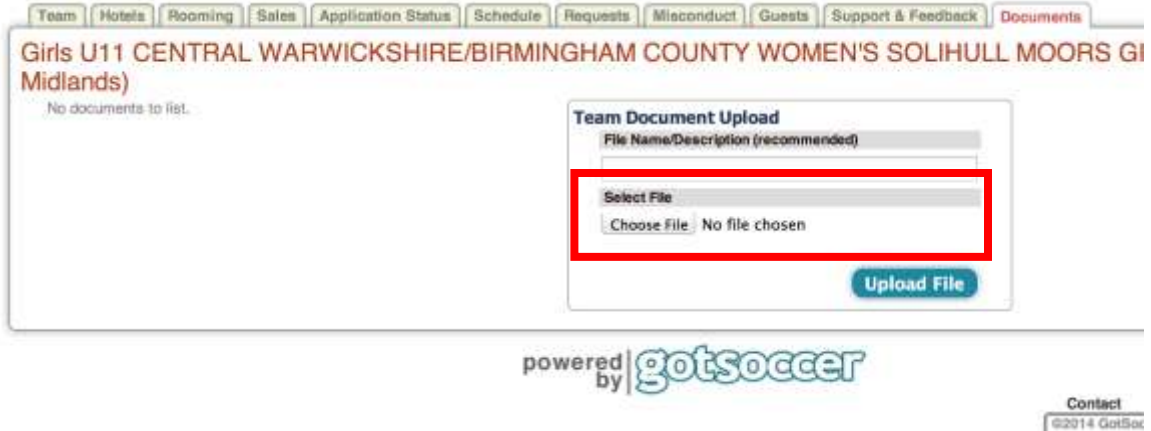
Contact Information (This Event)

Copy from Team Contact

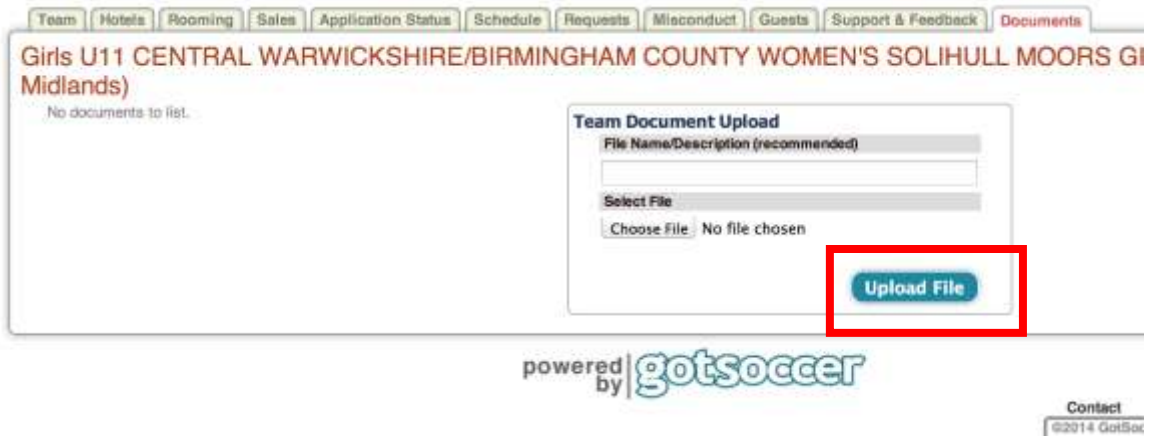
Organization: [Text Field]
Contact Name: [Text Field]
Address: [Text Field]
City: [Text Field]
State: [Dropdown]
Zip: [Text Field]
Country: United Kingdom [Dropdown]
Email: [Text Field]
Phone: [Text Field]
Phone 2: [Text Field]
Mobile: [Text Field]
Mobile Text: [Text Field]

Manager Information
Manager Information N

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



The screenshot shows the GotFootball website interface. The top navigation bar includes links for Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. Below this, a secondary navigation bar contains Overview, Team Profile, Manager, Coach, Roster, Roster History, and Account Assistance. The Account Assistance link is highlighted with a red rectangular box. The main content area displays the team profile for 'Girls U18 Leafield Athletic' (TeamID # 932). On the left, there are sections for 'GotFootball Account', 'Get the most out of your account', and 'Your Club'. The central part of the page shows an 'Event Registration History' table with two entries for 'Central Warwickshire Girls Football League'.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support
Central Warwickshire Girls Football League 2014/2015 01/09/2014 - 31/05/2015	League	Accepted	13/03/2014	Yes	No	Default	TBA	Request	Request
Central Warwickshire Girls Football League 01/02/2014 - 03/01/2014	League	Accepted	24/02/2014	Yes	N/A	N/A	N/A	Request	N/A

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)



The screenshot shows the 'Support Tickets' page on the GotFootball website. The top navigation bar is identical to the previous screenshot. Below the navigation bar, the page title 'Support Tickets' is displayed. A prominent message box contains the following text: 'Important: If you want to change your team information such as age group or team name, click here to update your team profile. Do not submit a support ticket for this type of request. If your team profile or roster is locked, you will need to contact your registrar or the association that has locked this data. If you need help with something else you can not update in your team profile, then you can submit a support ticket below.' Below this message, a blue button with the text 'Open a Support Ticket' is highlighted with a red rectangular box.