



# EBFA – [www.GotFootball.co.uk](http://www.GotFootball.co.uk) Guardian Consent Forms – Team Instructions 2015/2016



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East Berks Football Alliance / GotFootball

24<sup>th</sup> August 2015 – Version 1.00

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## Change History

Version	Description	Date
1.00	1 <sup>st</sup> Release	24-Aug-15

## EBFA Guardian Consent Forms – Team Instructions

All players must have their Guardian Consent forms submitted in order to register for the EBFA this season. This form is an online form that can be found within the Player Account.

The Player Accounts can be forwarded to guardians via the Team Account using the Email Team Function. However, you must first ensure the player has a login for their account and also that their guardian's email attached to their profile.

The instructions below will show you how to check that your players have logins, how to create player logins if they do not, how to forward logins, and finally how to check which of your players have had their guardian forms submitted.

### 1. Log in to the Team Account and click on “Roster” in the Grey Menu bar.

The screenshot shows the GotFootball website interface. At the top, there is a navigation bar with links for Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. The main content area is titled "Team - Boys U10 Test FC" and includes a "Roster" link in the grey menu bar. Below the menu bar, there are several sections: "GotFootball Account", "Get the most out of your account", "Account Merge Tool is Now Available", and "Your Club". The "Event Registration History" section is highlighted, showing a table with the following data:

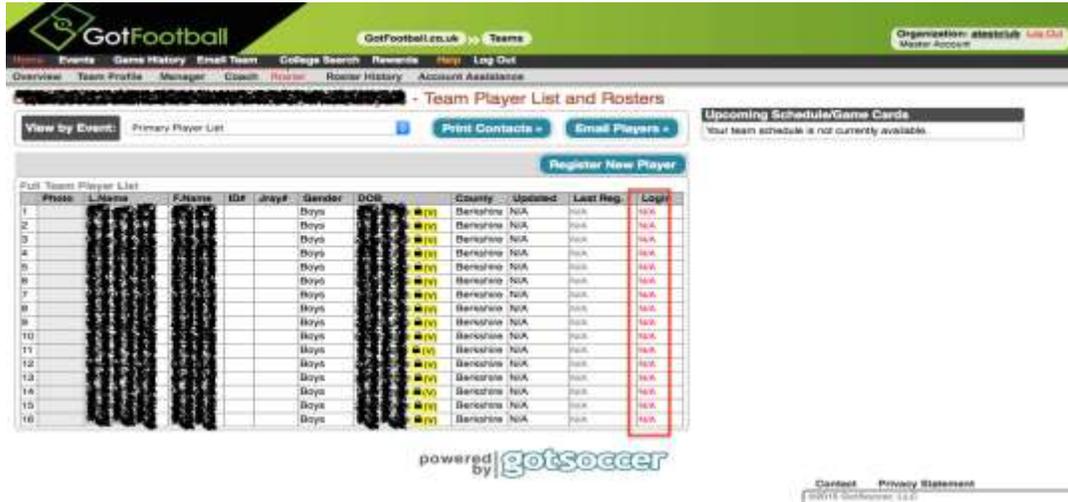
Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support
East Berks Football Alliance 2015/16 01/06/2015 - 01/06/2016	League	Pending	21/08/2015	No	No	Default	TBA	Request	Request

2. A list of your players will appear.

The column on the far right informs you whether or not your players have logins for their Player Accounts.

In the example below no players have Logins, as indicated by **N/A** in the Login column

If a player had a login the word **OK** would appear in the Login column.



3. To create a login for a guardian, simply click on a player's name. This will take you to the Player Info tab.

Click the "Create Player Login" button to create a login for the player.

Add the guardian's email - you can either enter the guardian's email in the player's Contact Information box and click update, or you can go to the Parent Info tab and enter it there.



4. If you choose to enter the guardian's email in the Parent Info tab, simply enter the email and click save.

GotFootball.co.uk | Teams

Organization: stantclub | Log Out

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

Overview Team Profile Manager Coach Member Player History Account Assistance

Player Info | Parent Info | College Recruiting | Event Attendance | Account Info | Documents | Emergency Info

Player - Jack Ashford

Parent Information

Relationship: Father

Name: [Text Field]

Address: [Text Field]

City: [Text Field]

State: [Text Field]

Zip Code: [Text Field]

Phone: [Text Field]

Mobile: [Text Field]

Email Address: Anthony@GotFootball.co.uk

Mobile Text Messaging: [Text Field]

Notes: [Text Area]

Relationship: [Text Field]

Name: [Text Field]

Address: [Text Field]

City: [Text Field]

State: [Text Field]

Zip Code: [Text Field]

Phone: [Text Field]

Mobile: [Text Field]

Email Address: [Text Field]

Mobile Text Messaging: [Text Field]

Notes: [Text Area]

Save

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5. You can now forward the Player Account login using the Email Team function.

Click "Email Team" in the Black Menu bar.

You can choose to send an email to all players or to an individual player from the "Send to Players" drop down list.

Tick the "Add player username and password..." box to attach login details to the email.

Type your message and then click the "Send Message" button.

GotFootball.co.uk | Teams

Organization: stantclub | Log Out

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

Overview Team Profile Manager Coach Member Player History Account Assistance

Player Info | Parent Info | College Recruiting | Event Attendance | Account Info | Documents | Emergency Info

Player - Jack Ashford

Parent Information

Relationship: Father

Name: [Text Field]

Address: [Text Field]

City: [Text Field]

State: [Text Field]

Zip Code: [Text Field]

Phone: [Text Field]

Mobile: [Text Field]

Email Address: Anthony@GotFootball.co.uk

Mobile Text Messaging: [Text Field]

Notes: [Text Area]

Relationship: [Text Field]

Name: [Text Field]

Address: [Text Field]

City: [Text Field]

State: [Text Field]

Zip Code: [Text Field]

Phone: [Text Field]

Mobile: [Text Field]

Email Address: [Text Field]

Mobile Text Messaging: [Text Field]

Notes: [Text Area]

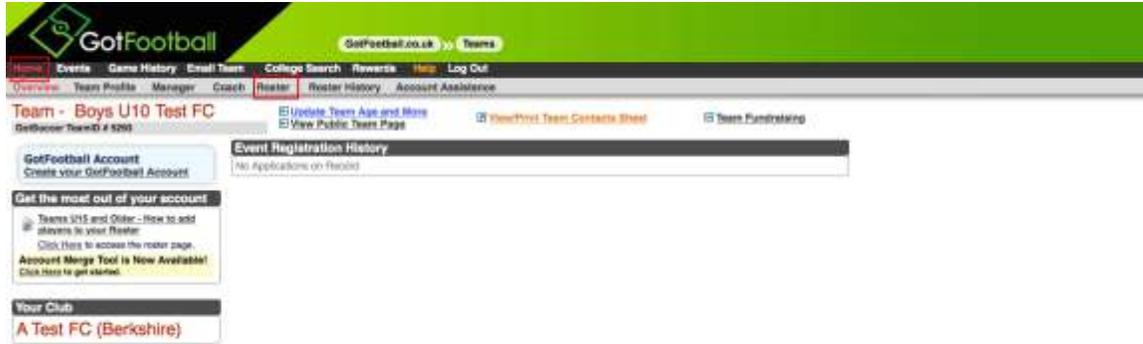
Save

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6. Once you have forwarded the logins you can check which of your players have had their Guardian Consent forms submitted.

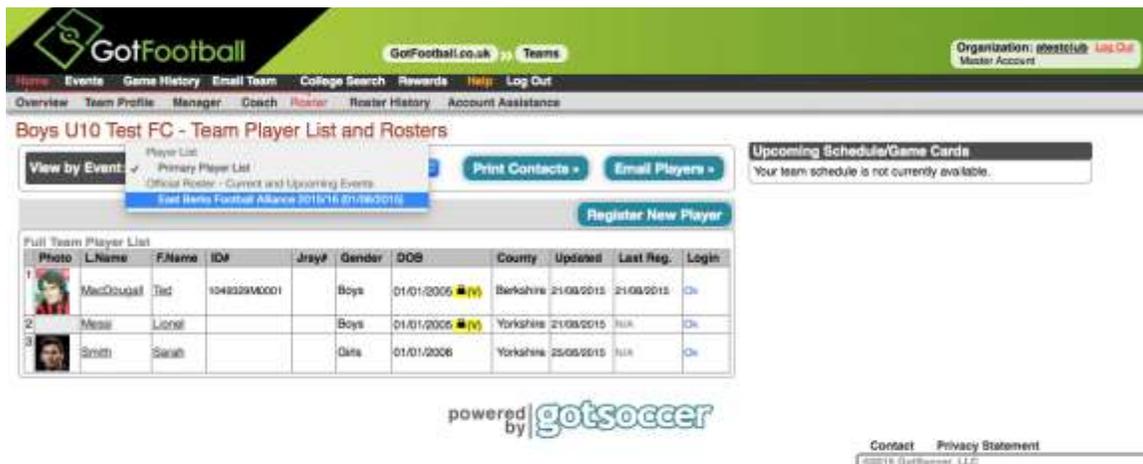
Click “Home” in the Black Menu bar and then “Roster” in the Grey Menu bar.



7. Click on the “View by Event” drop down menu.



8. Select the “East Berks Football Alliance 2015/2016”.



9. A column will now appear displaying which of your players have had their Guardian Consent forms submitted.

✓ indicates a form has been submitted

✗ indicates a form has yet to be submitted.

GotFootball.co.uk Directors - Club Organization: atestclub Ltd Ltd Master Account

Home Website Mailer Club Referees League Cup

Management Managers Coaches Teams Players Programs Help

View & Manage Team Builder Applications Schedules Import Team Player Search Misconduct Report Documents

Basic Info Records Contact Hotel Coordinator Players Documents Event Registration **Player Lists**

### Boys U10 Test FC

View by Event: East Berks Football Alliance 2015/16 (01/06/2015)

Registration Submitted 21/06/2015 Accepted 0 View Application Docs Roster Payment / Status

Current Active Roster None Selected. Use Player List.

Full Team Player List  
Players highlighted in orange are not attending this event and may not be added to the official roster. This information can be modified from within the team or player account.  
Players highlighted in bright green below are guest players.

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	County	Updated	Last Reg.	Login	Forms
	McSquall	Ted	1046259M0001		Boys	01/01/2005	Berkshire	21/06/2015	21/06/2015	Ok	✓
	Messi	Lionel			Boys	01/01/2005	Yorkshire	21/06/2015	Null	Ok	✗
	Smith	Sarah			Girls	01/01/2006	Yorkshire	25/06/2015	Null	Ok	✗

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