



EBFA – [www.GotFootball.co.uk](http://www.GotFootball.co.uk)  
Parent Guardian  
Agreement Form  
Team Instruction – 2021/2022



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East Berks Football Alliance

16<sup>th</sup> June 2021 – Version 2.00

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## Change History

Version	Description	Date
2.00	2021/2022	16-June-21

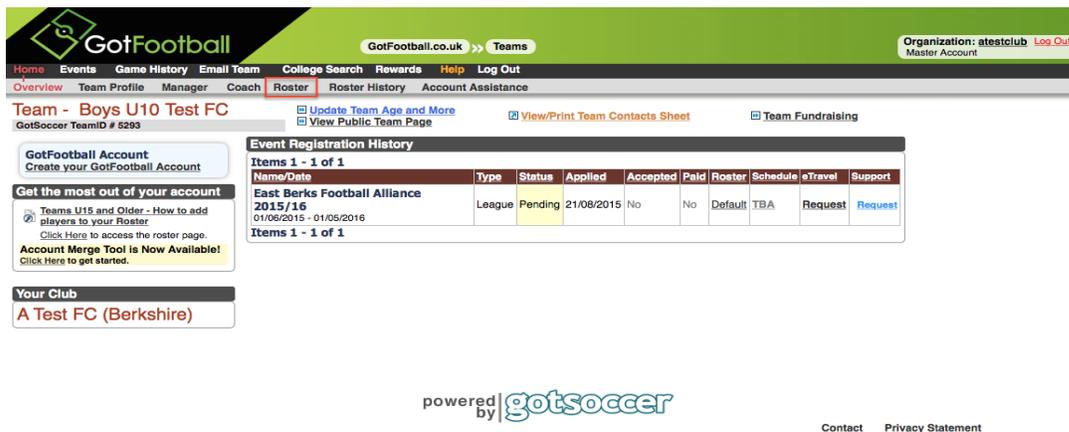
# EBFA Parent/Guardian Agreement Form – Team Instructions 2021/2022

All players must have their Parent/Guardian Agreement forms submitted in order to complete the player Registration. 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 parent/guardian agreement 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. The top navigation bar includes links for Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. The main menu bar highlights 'Roster' in red. Below the menu, the team name 'Team - Boys U10 Test FC' is displayed. A table titled 'Event Registration History' is visible, showing one entry for 'East Berks Football Alliance 2015/16' with a status of 'Pending'. The table columns include Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, eTravel, and Support. The 'Support' column for the listed entry contains 'Request' and 'Request' links.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support
East Berks Football Alliance 2015/16 01/06/2015 - 01/05/2016	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.

GotFootball  
 GotFootball.co.uk >> Teams  
 Organization: atestclub Log Out  
 Master Account

Home Events Game History Email Team College Search Rewards Help Log Out  
 Overview Team Profile Manager Coach Roster Roster History Account Assistance

- Team Player List and Rosters

View by Event: Primary Player List Print Contacts Email Players

Upcoming Schedule/Game Cards  
 Your team schedule is not currently available.

Register New Player

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	County	Updated	Last Reg.	Login
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A
					Boys		Berkshire	N/A	N/A	N/A

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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.

GotFootball  
 GotFootball.co.uk >> Teams  
 Organization: atestclub Log Out  
 Master Account

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 Documents Emergency Info

Player -

Login Information  
 Login N/A

Player Photo  
 [NO PHOTO]

Player Identification  
 Competition Level Grassroots  
 Player ID #  
 USClub ID #  
 Full Legal Name  
 Gender Male  
 Date of Birth  
 State Registered Berkshire

Additional Information  
 Jersey #  
 Rating  
 School District  
 Grad Year  
 Primary Position  
 Notes (optional)

Contact Information  
 Address  
 City  
 State Berkshire  
 Zip Code  
 Phone  
 Mobile  
 Email  
 Text Msg Address  
 Date Created 03/07/2015 01:35:49  
 Last Updated

Create Player Login

Update Add Another Player Remove Player

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

The screenshot shows the 'Parent Information' form for a player named Jack Ashford. The form is divided into two columns, each with a 'Relationship' dropdown menu. The left column has a 'Relationship' dropdown set to 'Father'. The right column has a 'Relationship' dropdown set to an empty state. Both columns have input fields for Name, Address, City, State, Zip Code, Phone, Mobile, and Email Address. The email address 'Anthony@GotFootball.co.uk' is highlighted with a red box. Below the email address field, there is a checkbox for 'Mobile Text Messaging' and a 'Notes' text area. A 'Save' button is highlighted with a red box at the bottom center of the form. The page is powered by gotsoccer.

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.

Example

MUST BE "VIEW BY EVENTS – East Berks Football Alliance 2021/22"

Note one player has Photo and the Forms ticks show the PGAF has been completed.

To send request to Parents / Guardians – Click <Email Players> button

Subject

Please check Player Record and Complete Parent/Guardian Agreement Form ASAP

Message\*,

From <Managers Name> via the EBFA GotFootball Portal

EBFA 2021/22

A Player League Registration Record for 2021/22 has been set up on the East Berks Football Alliance GotFootball portal.

We now need you to complete the Parent Guardian Agreement Form and then the league can complete the registration of the player, so your child can start to play in home/away matches.

You to complete the following:

- Parent/Guardian Agreement Form - Digital Signatory
- Check/Add the address of the Player (No, Street, Town, County and Postcode are required)
- UK Passport style photo upload (please do not use the photo from your actual passport which has watermarks)
- Proof of birth/Nationality – passport or birth certificate uploaded (applicable only if this is the first player registration with this Club)

Note: - If the Proof of birth/Nationality demonstrates that the player was born outside England and over 10 years old at the time of first player registration for this Club, then the player may need English Football Association/FIFA International Clearance - which can take some considerable time and effort)

## **MOBILE DEVICE**

Below are user instructions so that you can complete the form from a mobile device. The starting steps are different.

Please complete Parent/Guardian agreement form on GotFootball system and upload a current passport style photograph of the player if there is not one already uploaded.

You can also do it from your mobile - but you need to follow these instructions to get started -

In your browser – Go to - [www.gotfootball.co.uk](http://www.gotfootball.co.uk)

It should show 6 menu options – teams-players-referees-schedules-scoring-full menu

Choose full menu (this brings you to the same entry point as if you logged in on a computer)

Choose player account

Login with username and password (as provided by email)

You will then see (in red) - Required League Forms

At the bottom of this you will see Available Forms for 2021/22

Which will show 2021/22 (LPGAF) League Parent-Guardian Agreement Form – there is a clickable link called “Form Available”

- . Go to the Parent Information section of the form (minimum of one parent section is required to be completed)
- . Please check the details in the Player Information Section - please update address, phone and email details as necessary. No need to fill school information.
- . Click the ‘Copy From Player’ Info so that address details are filled in
- . Enter your name, relationship
- . Enter your email address
- . Choose the child's club from the drop-down menu
- . Enter your name in the box provided for Parent Name
- . Tick the very small/tiny box on the bottom right hand side of the page (it is very hard to spot - there is a very small red star beside it)
- . Tick the second box at the bottom of the page (which says I am over the age of 13 or am the legal guardian of the above player.) then click Continue
- . Review the information on the next page and in the Registration Agreement box enter your name and tick the agreement box then click Continue
- . The next page is Emergency Contact details - the minimum you need to enter is one contact name and phone number - there is no need to insert medical information - then press continue
- . On the next page just press continue (there is no fee involved, via this GotFootball portal)
- . The next page is to review the registration information - you can go back if you need to change anything
- . Otherwise in the Registration Agreement Box at the bottom you should enter your NAME and TICK the box (there is no fee involved, via this GotFootball portal)
- . You should then press CONTINUE and you can close the system

**PC/LAPTOP DEVICE**

Basic Steps to complete agreement are as follows: (IF YOU ARE ON A PC/LAPTOP)

- . Go to [www.GotFootball.co.uk](http://www.GotFootball.co.uk) and click Login
- . Click Player Account
- . Enter your username and password and then click Login
- . There is a "2021/22 (LPGAF) League Parent-Guardian Agreement Form-U07s to U18s" line which will show "Form Available"
- . Click on the "Forms available" button
- . Goto the Parent Information section of the Form (just one parent section is required)
- . Please check the details in the Player Information Section - please update address, phone and email details as necessary. No need to fill school information.
- . Click the 'Copy From Player' Info so that address details are filled in
- . Enter your name, relationship
- . Enter your email address
- . Choose the child's club from the drop-down menu.
- . Enter your name in the box provided for Parent Name
- . Tick the very small/tiny box on the bottom right hand side of the page (it is very hard to spot - there is a very small red star beside it)
- . Tick the second box at the bottom of the page (which says I am over the age of 13 or am the legal guardian of the above player.) then click Continue
- . Review the information on the next page and in the Registration Agreement box enter your name and tick the agreement box then click Continue
- . The next page is Emergency Contact details - the minimum you need to enter is one contact name and phone number - there is no need to insert medical information - then press continue
- . On the next page just press continue (there is no fee involved, via this GotFootball portal)
- . The next page is to review the registration information - you can go back if you need to change anything
- . Otherwise in the Registration Agreement Box at the bottom you should enter your NAME and TICK the box (there is no fee involved, via this GotFootball portal)
- . You should then press CONTINUE and you can close the system

If any of you have any questions, please contact your Club/Club-Team Manager.

EBFA 2021/22

Then ensure you click the tick box “Add player username and password to the bottom of the message.”. So the Parent/Guardian gets the login details to complete the PGAF for 2020/21.

The screenshot shows a web browser window with the URL <https://www.gotfootball.co.uk/asp/teams/emailteam.asp?EventID=3273>. The page title is "Email/Text Message Team Members". The form includes the following fields:

- Selected Roster:** East Berks Football Alliance 2018/19 (01/09/2018)
- From:** Manager: Lee Leggett <leggett@sky.com>
- Method:** Email
- Send to Players:** All 14 Players (Parents will also receive a copy of the email or text.)
- Subject:** Please check Player Record and Complete Parent/Guardian Agreement Form ASAP
- Message:** From <Managers Name> via the EBFA GotFootball Portal  
For the players to complete their Player Registration process for East Berks Football Alliance - Parents / Guardians must complete the Parent/Guardian agreement form using the login at the end of this email.  
If you are uploading a photo of the player, please use a JPG source, with the photo being a passport style photo of the player.  
Thank you.

At the bottom of the message box, there is a checked checkbox:  Add player username and password to the bottom of the message. Below the message box is a blue "Send Message" button. The page is powered by GotSoccer.

Then press the <Send Message> button.

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

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

The screenshot shows the GotFootball website for the team "Boys U10 Test FC". The navigation bar includes "Home", "Events", "Game History", "Email Team", "College Search", "Rewards", "Help", and "Log Out". The "Roster" link is highlighted in the navigation bar. Below the team name, there are sections for "Get the most out of your account" and "Your Club".

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

GotFootball  
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

Boys U10 Test FC - Team Player List and Rosters

View by Event: Primary Player List [Print Contacts >](#) [Email Players >](#)

Upcoming Schedule/Game Cards  
Your team schedule is not currently available.

Register New Player

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	County	Updated	Last Reg.	Login
	MacDougall	Ted	1049329M0001		Boys	01/01/2005 ✓	Berkshire	21/08/2015	N/A	Ok
	Messi	Lionel			Boys	01/01/2005 ✓	Yorkshire	21/08/2015	N/A	Ok
	Smith	Sarah			Girls	01/01/2006	Yorkshire	25/06/2015	N/A	Ok

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8. Select the “East Berks Football Alliance 2020/2021”.

GotFootball  
GotFootball.co.uk >> Teams

Organization: atestclub Log Out  
Master Account

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

Overview Team Profile Manager Coach Roster Roster History Account Assistance

Boys U10 Test FC - Team Player List and Rosters

View by Event: ✓ Player List  
Primary Player List  
Official Roster - Current and Upcoming Events  
East Berks Football Alliance 2015/16 (01/06/2015) [Print Contacts >](#) [Email Players >](#)

Upcoming Schedule/Game Cards  
Your team schedule is not currently available.

Register New Player

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	County	Updated	Last Reg.	Login
	MacDougall	Ted	1049329M0001		Boys	01/01/2005 ✓	Berkshire	21/08/2015	21/08/2015	Ok
	Messi	Lionel			Boys	01/01/2005 ✓	Yorkshire	21/08/2015	N/A	Ok
	Smith	Sarah			Girls	01/01/2006	Yorkshire	25/06/2015	N/A	Ok

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

✓ indicates a form has been submitted

✗ indicates a form has yet to be submitted.

[Basic Info](#) [Record](#) [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 21/08/2015 **Accepted** No [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
	MacDougall	Ted	1049329M0001		Boys	01/01/2005 <span style="background-color: #90EE90;">(V)</span>	Berkshire	21/08/2015	21/08/2015	Ok	✓
	Messi	Lionel			Boys	01/01/2005 <span style="background-color: #FFA500;">(V)</span>	Yorkshire	21/08/2015	N/A	Ok	✗
	Smith	Sarah			Girls	01/01/2006	Yorkshire	25/06/2015	N/A	Ok	✗

**Roster Change History**  
 No history to display.

## Important Note

On 01-Aug-21 the league will register the player record who have:

- New Photo
- Complete Address
- DOB and Nationality has been verified – JPG or PDF of passport or birth certificate can be uploaded for players who do not have the yellow padlock – which means the player name, DOB and nationality has been verified previously in your Club.
- FAN Number from the Football Association-Player Registration System.
- FA-Player Registration System Record that is completed and awaiting a League Check to confirm that a player of this name is registered on GotFootball. The EBFA League's confirmation on the WGS FA-PRS does not certify any other data on the FA-PRS.

Any player moving to your Club from a previous EBFA Club must be treated as a fresh registration. The League cannot migrate the data between Clubs until the player is registered for 2021/22 and a transfer application is made.

Once players are register for the 2021/22 event this is shown in the Form column by a Blue Capital P, only these players can play for your team in EBFA.

## Schedule of Fees Tariff

<b>Rule No</b>	<b>Rule</b>	<b>Fee Amount</b>
18(D)	Player Registration Fee Up To 31-Jul (U7 to U21)	£0.00
	Player Registration Fee After 31-Jul (U7 to U21)	£6.00
18(H)	Transfer Fee - Club to Club Transfer	£10.00
	Transfer Fee - Internal Club Transfer (U9 to U21)	£6.00
	Transfer Fee - Internal Club Transfer (U7 to U8)	£2.00
18(H)	De-Registration Fee and release of player from Registration system	£10.00