

EBFA – www.GotFootball.co.uk Entering Teams Into An EBFA Event Club Instructions -2022/2023



Ian Nile / Jared Hirschowitz East Berks Football Alliance/GotFootball 6^h June 2022 – Version 2.00

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Change History

Version	Description	Date
2.00	2022/23	16-June-22

Entering Team into an EBFA Event 2022/2023

Logging in to your Club Account

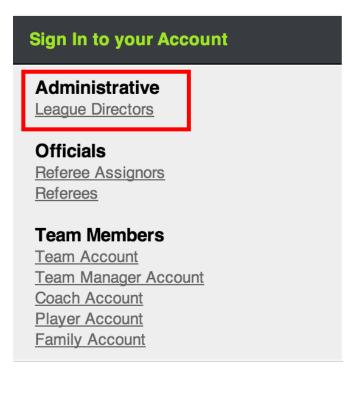
1. Go to <u>www.GotFootball.co.uk</u>



2. Click on Login in the upper Right hand Corner



3. Click on LEAGUE DIRECTORS Login (NOTE: Do not use the Manager or Coach login)



4. Enter your CLUB 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)

Organizations & Staff Enter your User Name and Password below: Your session has expired. Please login again.	Login Help If you are unable to login and continually see the message indicating that your session has expired, make
User Name	sure cookies are enabled in your browser privacy settings.
Password	If you are are the primary user of your Organization account, simply enter your username and password in the fields to the left.
New Organizations <u>Register Here</u> to establish a master account	Sub-User accounts can login by typing their organization's username first followed by a forward slash, and then their individual username in the following format: OrgUserName/SubUserName
	Then enter the sub-user password and click Login to view or edit the areas of the club, tournaments, leagues, or training events that the sub-user account has permissions to access.

Entering Teams in to an Event

- 1. Login to your Club Account.
- 2. Open the Club Tab.

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Now you can accept and manage player registrations online! Create a fully customizate player application form including additional club services or offers and charge fees via credit being the service of the service of the service of the Please Contact Lis for inther assistance. New Online Registration Demo "Requires 3rd party AuthorizeNet or PRI merchant account.	GotFootball Billing Account No billing information or invoices on record.	
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Current & Upcoming Training Events No upcoming training events on record @ Manage Training Events		
Current & Upcoming Leagues No upcoming leagues on record Manage Leagues		
Current & Upcoming Tournaments No upcoming tournaments on record		
www.gotfootball.co.uk		

3. Select Teams in the Black Bar.

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B U14	Athletic		<u>0</u>							
			Manage All	Teams						

4. Go to the "Enter Teams in an in-house League..." box and open the Select an Event drop down list.

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5. Choose the East Berks Football Alliance 2020/2021 and click the Select Button.

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6. A message reading "Now showing all teams NOT entered into the East Berks Football Alliance 2021/2022" will appear along with a list of all teams that are not yet entered into the league.

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7. Select an age group from the Fee Group drop down list

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8. Tick the box of the teams you want to enter into the League and make sure the teams 21/22 Age matches the selected fee age group and click the Enter Selected Teams button.

IMPORTANT – Make sure your Fee Age Group and 21/22 age match. In the example below the team is currently a U10 team, but will be U11 next season, therefore the U11 fee is selected.

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9. Click the OK button to complete your application. Repeat steps 4-9 to enter your next team or age group of teams, changing the Fee Groups accordingly.

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e Group B B B B B B B B B B B B B B B B B B B	ing leams NO lected Teams 20 of 20 0 U10s £60. Sender 30ys 30ys 30ys 30ys 30ys	Print Sel Print Sel COO P E Curr.Age U10 U10 U10 U10 U10 U10	erks Football Alliance socked Team Contacts Inter Selected Teams 19/17 Age U11 U11 U11 U11 U11 U11	2018/17 (01/09/2018) D Number 7.435 2.531 5.269 5.263 7.432	A Test FC A Test FC Test FC Test FC A Test FC	Athletic City Devils Dragons Forest	Grassroots Grassroots Grassroots Grassroots Grassroots	Manager Ta, Anthony		Players 0 0 1 3 0 0 0 0 0 0	Available Available Available Available Available	•		05/06 05/06 05/06 05/06 05/06	No No No No No	-View -View -View -View -View

10. The league will then process your team applications and your will see when the league accepts the team application.

Club – Teams – Applications – Filter by Upcoming Event (East Berks Football Alliance 2021/22).

⊙ GotFootball.co.uk Direct × +				-		×
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🧧 Most Visited 🛞 Getting Started 🛞 eBay Daily Deals 🛞 New Issues - Zinio 🛞 Suggested Sites 🛞 Web Slice Gallery						
GotFootball GotFootball.co.uk >>> Directors - Club Home Website Club Referees League Cup			nization: er Account	<u>centres</u>	<u>tillsfc</u> Lo	ig Out
Management Managers Coaches Teams Players Help						
View & Manage Applications Schedules Import Team Player Search Misconduct Report Documents						
View Event Registrations/Applications						
Search Filters Filter by Upcoming Event East Berks Football Alliance 2016/17 (01/09/2016) (1) 🗸				Appl	y Filters	
Page Size Gender Age Coach/Manager Name Team Name/ID 20 V All V V						
Items 1 - 1 of 1						
Gender Age Team Event Name Start Applied Coed U18 Centre Skills FC East Berks Football Alliance 2016/17 01/09/2016 02/05/2016 17:07:38	Acc Yes	epted	Lis	t Pas	ses	
Items 1 - 1 of 1			110	2		
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	ntact	Priva	acy State	ment		

11. Once the team has been accepted then we suggest you work on the players in the team and remove any players not playing for this team and add new team members.

The player photos from 2020/21 will be wiped by GotFootball from the system.

For existing players who are members of your clubs then your will need a new photo (passport style and size) and new online guardian agreement form.

For new players to your Club/teams then your need a new photo (passport style and size), upload a proof of date of birth (passport, birth certificate or EBFA registration card prior to 2015/16 season) and new online guardian agreement form.

12. Please ensure that ALL managers have address and postcodes.

13. We have also added accts for Club Secretary, Chairman, Treasurers and Child Welfare Officers – Please check this data and ensure that it is correct and up to date.

Access - Home Tab - Users Accounts

14. System to allow Clubs to enter/request their preferred Sections/Divisions for teams for the 2017/18 season.

Adding a New Team

- 1. Login to your Club Account.
- 2. Open the Club Tab.

	GotFootball.co.uk >>> Directors	Organization: atestclub Log Out Master Account
Account Events Billing Support Organizations H	Activity Logs GotFootball Registration Account Status	
Welcome Back, Guest	GotFootball Account Create your GotFootball Account	
Player Registration Now you can accept and manage player registrations online! Create a fully customizable player application form including cardr: Families can also register multiple accounts and keep them under a single password. Please Centeel Us for further assistance. Wew Online Registration Demo *Idequires 3rd party AuthorizeNet or PRI merchant account.	GotFootball Billing Account No billing information or invoices on record.	
Player Summary Players on Team Rosters 4 Unassigned Players 3 Total Registered Players 7 Image Players		
Current & Upcoming Training Events No upcoming training events on record Manage Training Events		
Current & Upcoming Leagues No upcoming leagues on record Manage Leagues		
Current & Upcoming Tournaments No upcoming tournaments on record Manage Tournaments		
aotfootball.co.uk		

3. If Team has new manager - Select Manager in the Black Bar

Team Ma	nagere			
	Create Team Manager Profile	Export All Managers (CSV)	Export All Managers (XLS)	
Search Filt	ters Page Size 25 🔻 Photos No	▼ Teams Column No ▼ Primary Role	 Show State Regs 	Apply Filters
First Name	Last Name Team Name	Level R/M Status R/M Date		
Competitive	Level Management Set Level »	T		
Print R/M Ca	ards »			

4. Create a new Manager

(Ensure they have Level/Grade as Grassroots, Name, Gender, Address, email and mobile added)

Create a Username and Password for the Manager

Manager In	io							
Manage	- New Tea	n Mana	ager					
Risk Status	N/A				Notes			
Level/Grade	•							
Manager ID Number				0				
Full Legal Name	Legal First M Risk Management No risk management Use the button below matching this manag	data is attac to search fo	hed to this i	manager. approval			#	
Gender	O Male O Fem	ale						
Date of Birth		DD/MM/YY	m			edentials rname and passy ogin and update t		
FA #						nk to automatically		
County Registered	Berkshire	•			and passwor Username	d. Create a User		
Primary Role	•				Password	•••••		
Address								
Town								
County		•						
Postal Code								
Country	United Kingdom	•						
Email								
Phone								
Phone (2)								
Mobile Phone								
Text Msg Address				•				
Fax								

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5. Select Teams in the Black Bar.

SG	otFoot	ball		Home Webs	all.co.uk >>		League Cup		
-	anagers Coa		Teams Players	-					
nary Custo	omization Fa	cilities	Account Tools	Registration					
Club - R	lovers Blu	es							
					Addition				
Club Sun Player Sum					Affiliatio	on			
Players on		A 11	nassigned Players	3 3	The FA	ALL CONTRACTOR			
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						Statement Carth			
	pdated Teams (li	sting up t							
Group	Team			Players	County	& League Billing			
B U14	United			<u>0</u>		lues (Essex)			
B U14	Rams			<u>0</u>	Acct#	Description	Totals		
B U14	Rovers			<u>0</u>	103742	Billing: A Test FC			
B U10	Rams			<u>0</u>	103742	Billing: A Test FC	Balance	£0.00	
B U14	Gunners			<u>0</u>			Total Balan	ce of Listed Accounts: £0.00	
B U14	Forest		9	<u>0</u>					
B U14	Dragons			<u>0</u>					
B U14	Devils			<u>0</u>					
B U14	City			<u>0</u>					
	Athletic			0					
B U14									

6. Select Teams in the Black Bar.

GotFootball General Ge	Organization: atestclub Log Out Master Account
Home Website City Referees Registrar League Cup	
Management Managers Coaches Teams Players Help	
View & Manage Applications Schedules Import Team Player Search Misconduct Report Documents	
Manage Teams 🔒 Lock Teams 🔒 Lock Team Lists Hide Team Lists Onable Printing Release Forms	
Add Team & Export (CSV) W Export (XLS)	
Page Size 20 D Photos No C Filter by Upcoming Event D Apply Filters	
Gender Age Grp. Manager or Coach Name Team Name Level/Grade Level/Grade Management	

7. Enter following data and "Save Team Account" Level/Grade as Grassroots
Team ID – leave blank – this will be completed by system
Club Name
Team Name
Gender (U7s to U18s Coed and U21 – Boys)
Current Age Group (so a new team in next season of U11s – enter U10s etc)
County Registered – True County of Registration

(i.e. Berkshire, Hampshire, Middlesex, Oxfordshire and Surrey)

Manager

(Select the Manager)
Team Login Information
Create a Username
Create a Password

Then " Save Team Account "

ment Mana	gers Coaches	s Teams	Players Help	Website Club Referees League Cup
				yer Search Misconduct Report Documents
				· · · · · · · · · · · · · · · · · · ·
Basic Info				
New Tean	n			
	Information	1		Team Officials
	Grassroots 🗸	-		Initially 3 assistant coach, manager, and trainer positions are available
Team ID]		If you fill all 3 assistant positions and save your changes, up to 7 additional positions will be available for each role for a maximum of
Number				10 assistants in each role.
Club Name	Another Club			Manager Clark, Adam 🗸
	Another Club R	-		Assistant Managers Coach
Gender Current	O Boys 🔍 🔿	Coed OG	irls	■ Assistant Coaches
Age Group	05/06 (U10)		~	
County Registered	Berkshire *Select country	if other than	GB.	Save Team Account
Position	~			
School District				
_	eam, group, or s	tate change	by manager	
	add/release of pl			
_	n roster page & e			
manager.	riosier page a e			
Allow tea	im manager to pr	rint player m	edical release	
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Alt.Colors	,			
	red with Tea	im		
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8. Create more teams if required.

9. Then follow the "Enter Teams in to an Event" Instructions to add team to new season.

Selecting Preferred Division for the East Berks Football Alliance 2022/2023

Club Account Instructions

A. Login to the Club Account and Open the Club tab.

GotFootball My Account Events Billing Support Organizations Hel	GotFootball.co.uk >> Directors
Summary Account Info User Accounts Payment Setup A	ctivity Logs GotFootball Registration Account Status
Welcome Back, Guest	GotFootball Account Create your GotFootball Account
Now you can accept and manage player registrations online! Create a fully customizable player application form including additional club services or offers and charge fees via credit card'. Families can also register multiple accounts and keep them under a single password. Please <u>Contact Us</u> for further assistance.	GotFootball Billing Account No billing information or invoices on record.
View Online Registration Demo *Requires 3rd party AuthorizeNet or PRI merchant account.	
Player Summary Players on Team Rosters 4 Unassigned Players 3 Total Registered Players 7 Image Players Current & Upcoming Training Events	
No upcoming training events on record Manage Training Events Current & Upcoming Leagues No upcoming leagues on record Manage Leagues	

B. Select Teams in the Black Bar.

1	GotFootk		otball.co.uk >>> Directors - Club
		Home Webs	bbite Club Referees Registrar League Cup
Management	Managers Coach	nes Teams Players Help	
Summary Cust	tomization Faci	lities Account Tools Registration	
Club - F	Rovers Blue	S	
Club Su	Immary		Affiliation
Player Su			TheFA
Players or	n Teams	4 Unassigned Players 3	
Total Play	ers	7 Manage Players	B Upload Your Logo
Recently I	Updated Teams (list	ting up to 10)	
Group	Team	Coach Players	
B U14	United	0	County & League Billing
B U14	Rams	<u>0</u>	Rovers Blues (Essex)
B U14	Rovers	<u>0</u>	Acct# Description Totals
B U10	Rams	<u>0</u>	103742 Billing: A Test FC Balance £0.00
B U14	Gunners	<u>0</u>	Total Balance of Listed Accounts: £0.00
B U14	Forest	<u>0</u>	
B U14	Dragons	<u>0</u>	
B U14	Devils	<u>0</u>	
B U14	City	<u>0</u>	
B U14	Athletic	0 Manage All Teams	19
L		a manage An Teams	¥
			powered COLSOCCEP
			Contact

C. Click Applications in the Grey bar.

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_		nagers Coac		Players Help port Team Play	er Search Mis	sconduct Repo	ort Documents									
	age Tea		ck Teams lock Teams	Lock Team Lists Unlock Team List	Hide Team		sable Printing Rele		B Export (CS)) 🛛 Export	(XLS)					
Page Gende		Photos N rp. Manag	er or Coach Nam	Upcoming Event	e Lev	vel/Grade	C Apply Filters	gement								
	Teams in an i ect an Event		, Training Program	n, or other associate												
	I Selected Te 1 - 20 of 2		rint Selected Tea	Im Contacts												
v	Gender	Curr.Age	16/17 Age	ID Number	Club	Team	Level/Grade	Manager	Coach	Players	List	Т	R	Years	Forms	Registrations
	Boys	U10	U11	7435	A Test FC	Athletic	Grassroots			Q	Available	۵		05/06	No	• View
	Boys	U10	U11	7431	A Test FC	City	Grassroots			Q	Available	۵		05/06	No	*View
	Boys	U10	U11	5298	Test FC	Devils	Grassroots	Ta, Anthony		1	Available			05/06	No	*View

D. Select the *East Berks Football Alliance 2020/2021* from the "Filter by Upcoming Event" drop down list and click the Apply Filters button.

You can also filter by gender, age, manager, and team name.

GotFootball	GotFootball.co.uk >>> Directors - Club Home Website Club Referees Registrar Leagu	Je Cup			Organization: <u>atestclub</u> Lo Master Account	<u>xg Out</u>
Management Managers Coaches Teams Players	lelp					
View & Manage Applications Schedules Import Team	Player Search Misconduct Report Documents					
	S mt East Berks Football Alliance 2016/17 (01/09/2016) (1) Kan East Berks Football Alliance 2016/17 (01/09/2016) (1) Test League (01/09/2016) (20)		-		Apply Filters	
Items 1 - 20 of 23	Pages: 1 2			Next Page »		
Gender Age Team Event Name				Accepted	List Passes	
	tball Alliance 2016/17	01/09/2016	06/05/2016 18:24:49	No	No Q	
Boys U10 Gunners Test League		01/09/2016	24/03/2016 12:56:32	Yes	No Q	

E. Select the Team Application of interest.

	GotFootball.co.uk >>> Directors - Club				Organization: atestclub Log Out Master Account
GotFootball	Home Website Club Referees Registrar	League Cup			
Management Managers Coaches Teams Player	rs Help				
lew & Manage Applications Schedules Import Te	am Player Search Misconduct Report Documents				
View Event Registrations/Applications/	ions				
	ng Event East Berks Football Alliance 2016/17 (01/09/201 ager Name Team Name/ID	16) (1) 🗘			Apply Filters
Items 1 - 1 of 1					
Gender Age Team Event Name		Start	Applied	Accepted	List Passes
	otball Alliance 2016/17	01/09/2016	06/05/2016 18:24:49	No	No Q
Items 1 - 1 of 1					
	powered	otsoca	T		
				Contact ©2016 GotSo	Privacy Statement

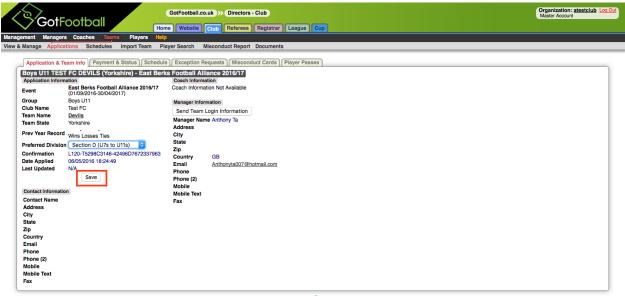
F. Select the Division you would like for the team to play in from the "Preferred Division" drop down list.

Anagement Managers Cooches Teams Players Halp we & Manage Applications Scheddules Import Team Player Search Application & Team Into Payment & Status Schedule Exception 1 Poyed UIT 1EST FC DEVLS (Yorkshire) - East Berks Football A Application Information Event East Berks Football Alliance 2016/17 (010/8/2016/3:000/4/2017) Group Boys U11 Cub Name Test FC Team Name Devils Yorkshire Prev Year Record Wins Losses Ties Preferred Division Confirmation Section A (U7s to U11s) Section F (U7s to U11s) Division 3 (U2s to U21s) Division 3 (U2s to U21s) Division 3 (U2s to U21s) Division 5 (U2s to U21s) Divisi	te Club Referees Registrar League Cup Misconduct Report Documents	
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Event (01.09/2016-30/04/2017) Group Boys U11 Manager Info Club Name Test FC Send Team Team State Yorkshire Manager Info Club Name Test FC Send Team Team State Yorkshire Composition Section FU/St to U11s) Section BU/St to U11s) Section C U/St to U11s) Section C U/	ormation Not Available	
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Email Division 5 (U12s to U21s)		
Phone (2) Division 7 (U12s to U21s)		
Mobile Division 8 (U12s to U21s)		
Mobile Text		
Fax		

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Contact Privacy Statement

G. Click the Save button to complete the process.



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Contact Privacy Statement

Updating Account/Club Official Management

- 1. Login to your Club Account
- 2. Open the Home Tab.
- 3. Select the My Account in Black Bar
- 4. Select the User Accounts in Gray Bar
- 5. Ensure that the details of the Club Secretary, Chairman, Treasure and Child Welfare Officer are correct and update on any change of Account/Club Management.

				GotFootball.co.uk)) Directors				Organization: Master Account		
GotFootball Website Club Referees League Cup										
My Account Events Support Organizations Help										
Summary Account Info User Accounts Payment Setup Activity Logs GotFootball Registration Account Status										
User Account/Club Official Management										
The Active column shows whether a user account has been activated by signing the user agreement required at the time of the first login. The Signature column shows whether a signature image has been uploaded to the user account for printing on official documents.										
Search Filters Role Name/Email Apply Filters										
#	Role / Permissions	Display Name / Email	Listed	<u>User Name</u>	Current Event Access	Last Login	Active	Signature	R/M Status	
-	Master Login	Kelly Boahene info@centre-skills.co.uk	Yes		All	06/05/2016 16:36:06	Yes	No	N/A	Edit
1	Chairman	<u>Michael Boahene</u> info@centre-skills.co.uk	Yes	No Online Access	None		No	No	N/A	Edit
2	Child Welfare Officer	Michael Boahene info@centre-skills.co.uk	Yes	No Online Access	None		No	No	N/A	Edit
3	Club Secretary	Kelly Boahene info@centre-skills.co.uk	Yes	No Online Access	None		No	No	N/A	Edit
4	Treasurer	Kelly Boahene info@centre-skills.co.uk	Yes	No Online Access	None		No	No	N/A	Edit

Any problems please email me at iannile@hotmail.com