



# EBFA – [www.GotFootball.co.uk](http://www.GotFootball.co.uk) Team Player Registration Instructions 2022/2023



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East Berks Football Alliance/GotFootball

6<sup>th</sup> June 2022 – Version 2.00

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## Change History

Version	Description	Date
2.00	2022/2023	6-June-22

## Team Instructions

### Player Registration Data

For players from last season that were on GotFootball, that played for your club, you need –

- a) Digital photos - taken within last 3 months. (See Spec below)
- b) Address of player is up to date, House Number, Street, Town, County and Postcode - so the League is able to inform County FAs when player is sanctioned by a referee,
- c) Jersey Number for 2022/23. (COVID-19 Issue one shirt, shorts and set of socks per player)
- d) Guardian email for U7s to U18s - to create login,
- e) Ensure that player is registered on the Football Association Player Registration system in the correct team.
- f) Check that First and Surname in Football Association Player Registration system and Date of birth match the and FAN from Football Association Player Registration system entered in USClub ID # field.

For new players to your clubs (Even if they played for a team in another Club that were on GotFootball last season then you need -

- a) Digital photos - taken within last 3 months, (See Spec below)
- b) Address of player is up to date, House Number, Street, Town, County and Postcode - so the League is able to inform County FAs when player is sanctioned by a referee.
- c) Jersey Number for 2022/23. (COVID-19 Issue one shirt, shorts and set of socks per player)
- d) Guardian email for U7s to U18s - to create login, (Changed from U16s to U18s)
- e) Ensure the player does not need International Clearance from the Football Association A.
- f) Proof of Age/Proof of Birth Place- PDF/JPG copy of Passport, Birth Certificate or – Driving License (If shows born in England – Not Valid if shows born in United Kingdom) a proof of date of birth)
- g) Ensure that player is registered on the Football Association Player Registration system in the correct team. Search FA-PRS for existing FAN record or create new FAN player record.
- h) Check that First and Surname in Football Association Player Registration system and Date of birth match the and FAN from Football Association Player Registration system entered in USClub ID # field.

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](http://www.eastberksfa.com)

See EBFA Document –

EBFA 2021-22 GotFootball Common Registration Errors V2.00

The cut off date for free registrations for 2021/22 is 31-Jul-22 @ Midnight.

The Player Registration Transfer Window for 2022/23 closes on 31-Mar-22 @ 11pm.

## Required player registrations data

First Name

Surname Name

Date of Birth – format dd/mm/yyyy

Address – House Number, Street, Town, County and Postcode

Email (U7s to U18s Parent's/Guardian's email)

Passport head shot of player –jpg photo/UK Passport Style.

Proof of Age document – pdf scan or jpg photo – Birth certificate, Passport, Driving License (Driving License - showing England as Birth Place).

Ensure that player is registered on the Football Association Player Registration system in the correct team. Search FA-PRS for existing FAN record or create new FAN player record.

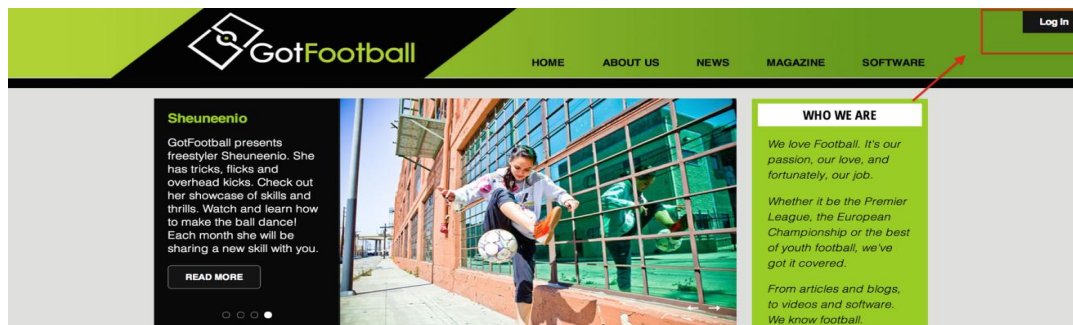
Check that First and Surname in Football Association Player Registration system and Date of birth match the and FAN from Football Association Player Registration system entered in USClub ID # field.

## Logging in to your Team Account

Go to [www.GotFootball.co.uk](http://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

Can't remember your password?  
[Click Here](#)

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

Click Here to Register

## 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.co.uk website. 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 bar contains Overview, Team Profile, Manager, Coach, **Roster** (highlighted with a red box), Roster History, and Account Assistance. The main content area is titled "Team - Girls U18 Leafield Athletic" and includes a "GotSoccer TeamID # 832". On the left, there are links for "GotFootball Account" and "Get the most out of your account". On the right, there is an "Event Registration History" table with columns: Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, eTravel, and Support. The table lists two events: "Central Warwickshire Girls Football League 2014/2015" and "Central Warwickshire Girls Football League".

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	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, but the "Roster" tab is selected. Below the navigation bar, there is a "View by Event:" dropdown menu set to "Primary Player List". To the right of the dropdown are buttons for "Print Contacts »" and "Email Players »". Below these buttons is a "Register New Player" button, which is highlighted with a red box. At the bottom, there is a "Full Team Player List" table with columns: Photo, L.Name, F.Name, ID#, Jrsy#, Gender, DOB, State, Updated, Last Reg., and Login. The table lists two players: DOWN MAISY and JENNA ABBIE.

Photo	L.Name	F.Name	ID#	Jrsy#	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

Note – If there are problems with the player registration – EBFA will enter an error code and description in the Jrsy# field above

## GotFootball Player Registration System Error Codes

Detailed below are the Player Registration Error codes used by EBFA on the GotFootball Player Registration System (GF-PRS).

Error Code	Description
F22/23-1 ITC Required (PP-PRT) -	This Player could require FA/FIFA International Clearance - Please provide Club ITC Due Diligence on ITC to League or Make Application to the English Football Association Registration Department for ITC Clearance or Exemption. See Appendix O.
F22/23-2 No Online LPGAF -	The Player has no on-line League Parent Guardian Agreement Form (LPGAF) completed. Please read Document on <a href="http://www.eastberksfa.com">www.eastberksfa.com</a> and issue request to Guardian via email to complete LPGAF.
F22/23-3 No WGS FAN -	Player must have a WGS FAN (Football Association Number) – Same as “N-FXX” in Jersey Field.
F22/23-7 No Full Address -	The Player Record has no Full Address inserted, including Postcode.
F22/23-8 No FAN, Add, Photo, POA/POBP & LPGAF -  (Or subset of these errors)	The Player Record has No WGS FAN No Address inserted. No Passport Style ID Photo No Proof of Age (POA)/ Proof of Birthplace POBP (Passport or Birth Certificate) has been uploaded to Players Record under the Documents Tab and; No on-line League Parent Guardian Agreement Form (LPGAF) completed.
F22/23-9 Player Photo Was POA Deleted -	The Passport Style ID Photo uploaded is actually a Proof of Age (POA)/ Proof of Birthplace POBP (Passport or Birth Certificate) and has been deleted. Please uploaded a Passport Style ID Photo.
F22/23-9 Photo Too Small/Poor Quality Deleted -	The Passport Style ID Photo uploaded is too small or of such poor photographic quality that it has been deleted. Please uploaded a replacement compliant Passport Style ID Photo, which meet EBFA GotFootball Player Registration Photo Specification.
F22/23-9 No Passport Style ID Photo -	Please uploaded a compliant Passport Style ID Photo, which meet EBFA GotFootball Player Registration Photo Specification.
F22/23-9 Cannot Read POA/POBP Doc -	The Proof of Age (POA)/ Proof of Birthplace POBP (Passport or Birth Certificate) cannot be read, please upload a replacement which is readable or not digitally

	altered.
F22/23-9 POA is Corrupt Please Upload Again -	The Proof of Age (POA)/ Proof of Birthplace POBP (Passport or Birth Certificate) was corrupted during the upload process, please upload a replacement.
F22/23-9 POA/POBP is a Player Photo -	The Passport Style ID Photo uploaded is actually a Proof of Age (POA)/ Proof of Birthplace POBP (Passport or Birth Certificate) and has been deleted. Please uploaded a compliant Passport Style ID Photo.
F22/23-9 Photo Watermarked - Deleted -	The Passport Style ID Photo uploaded is watermarked and not compliant to the EBFA GotFootball Player Registration Photo Specification. Please uploaded a compliant Passport Style ID Photo, which meet EBFA GotFootball Player Registration Photo Specification.
F22/23-9 Photo Not Compliant Deleted -	The Passport Style ID Photo uploaded is not compliant to the EBFA GotFootball Player Registration Photo Specification. Please uploaded a compliant Passport Style ID Photo, which meet EBFA GotFootball Player Registration Photo Specification.



4. Enter the player details and click SAVE

**Player Info**

**Player - New Player**

**Player Identification**

**Player ID #**

**USClub ID #**

**Full Legal Name**     
Legal First M.I. Last

**Gender** ☐ Male ☐ Female

**Date of Birth**   
(mm/dd/yyyy)

**State Registered**

**Additional Information**

**Jersey #**

**Rating**

**School District**

**Grad Year**

**Primary Position**

**Notes (optional)**

**Contact Information**

**Address**

**City**

**State**

**Zip Code**

**Phone**

**Mobile**

**Email**

**Text Msg Address**

**Save**

## Uploading Player Photos

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

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

GotFootball Account  
Create your GotFootball Account

Get the most out of your account

Teams U15 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)

Event Registration History

Items 1 - 2 of 2

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	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

3. Click on player's name

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

Girls U10 SOLIHULL MOORS GIRLS - Team Player List and Rosters

View by Event: Primary Player List

Print Contacts »

Email Players »

Register New Player

Full Team Player List

Photo	L Name	F Name	ID#	Jrsy#	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)

The screenshot shows the GotFootball.co.uk website interface. At the top, there's a navigation bar with links like Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. Below this is a sub-navigation bar with links like Overview, Team Profile, Manager, Coach, Roster, Roster History, and Account Assistance. The main content area is titled 'Player - Jared Hirschowitz' and contains several sections: 'Login Information' (showing 'Ok - Player Login is Active' and 'Username demo123'), 'Player Photo' (showing '[NO PHOTO]' and an 'Upload' button highlighted with a red box), 'Player Identification' (with fields for Competition Level, Player ID #, USClub ID #, Full Legal Name, Gender, Date of Birth, and State Registered), and 'Contact Information' (with fields for Address, City, State, Zip Code, and Phone).

**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

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 top navigation bar includes links for Home, Events, Game History, **Email Team** (highlighted with a red box), College Search, Rewards, Help, and Log Out. Below the navigation bar, the page title is 'Team - Girls U18 Leafield Athletic'. On the left sidebar, there are links for 'GotFootball Account', 'Get the most out of your account', and 'Your Club'. The main content area displays the 'Event Registration History' table.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	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 'Selected Roster' dropdown is set to 'Primary Roster'. The 'From' field is highlighted with a red box. The 'Method' dropdown is set to 'Email' and is also highlighted with a red box. The 'Send to Players' dropdown is set to 'All 2 Players' and is highlighted with a red box, with a note stating 'Parents will also receive a copy of the email or text.' The 'Subject' and 'Message\*' fields are empty. A checkbox labeled 'Add player username and password to the bottom of the message.' is present. The 'Send Message' button is highlighted with a red box.

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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 [Dropdown]

**Send to Players:** All 2 Players [Dropdown] 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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See EBFA Document –

EBFA 2022-23 GotFootball Parent Guardian Agreement Form - Team Instructions V2.00

## Printing Match Day Team Sheets ds – (EBFA 2022/23 Season) [Required for Every EBFA Fixture]

1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)
2. Click on FIXTURE next to the league listing

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

GotFootball Account  
Create your GotFootball Account

Get the most out of your account

Teams U15 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)

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

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

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

Girls U11 CENTRAL WARWICKSHIRE/BIRMINGHAM COUNTY WOMEN'S SOLIHULL MOORS GIRLS (West Midlands)

To view & manage the roster shown on your game cards, click here: View Event Roster »

Click on the game number to download a printable game card.

#5	13/09/2014 13:30:00 14:30:00	H LEAFIELD ATHLETIC (West Midlands)	A CENTRAL WARWICKSHIRE/BIRMINGHAM COUNTY WOMEN'S SOLIHULL MOORS GIRLS (West Midlands)	Pitch #2	Chat
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4. Print the Document



## 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

GotFootball Account  
Create your GotFootball Account

Get the most out of your account

Teams U15 and Older - How to add players to your Roster  
Click Here to access the roster page.

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Click Here to get started.

Your Club  
Leafield Athletic Girls FC (West Midlands)

Event Registration History

Items 1 - 2 of 2

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	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

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

Player ID Numbers Default

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

Contact Name

Address

City

State

Zip

Country United Kingdom

Email

Phone

Phone 2

Mobile

Mobile Text

Manager Information

Manager Information N

- Click CHOOSE FILE to browse for file

The screenshot shows a web application with a navigation bar at the top containing tabs: Team, Hotels, Rooming, Sales, Application Status, Schedule, Requests, Misconduct, Guests, Support & Feedback, and Documents. The 'Documents' tab is active. Below the navigation bar, the page title is 'Girls U11 CENTRAL WARWICKSHIRE/BIRMINGHAM COUNTY WOMEN'S SOLIHULL MOORS GI Midlands)'. Below the title, it says 'No documents to list.' To the right, there is a 'Team Document Upload' form. The form has a text input field for 'File Name/Description (recommended)'. Below this is a 'Select File' button, which is highlighted with a red rectangle. To the right of the 'Select File' button is the text 'No file chosen'. At the bottom right of the form is an 'Upload File' button. Below the form, there is a 'powered by | gotsoccer' logo. In the bottom right corner, there is a 'Contact' link and a copyright notice '©2014 GotSoc'.

- Click UPLOAD FILE and follow prompts to upload the document

This screenshot is identical to the one above, showing the 'Team Document Upload' form. However, in this image, the 'Upload File' button at the bottom right of the form is highlighted with a red rectangle, indicating the next step in the process. All other elements, including the navigation bar, page title, and form fields, are the same as in the previous screenshot.



## 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 bar contains Overview, Team Profile, Manager, Coach, Roster, Roster History, and Account Assistance. The 'Account Assistance' link is highlighted with a red rectangle. The main content area displays the team profile for 'Girls U18 Leafield Athletic' (TeamID # 832). It includes sections for 'GotFootball Account' (Create your GotFootball Account), 'Get the most out of your account' (Teams U15 and Older - How to add players to your Roster, Account Merge Tool is Now Available!), and 'Your Club' (Leafield Athletic Girls FC (West Midlands)). A table titled 'Event Registration History' shows two items: 'Central Warwickshire Girls Football League 2014/2015' and 'Central Warwickshire Girls Football League', both with a status of 'Accepted'.

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' section of the GotFootball website. The top navigation bar is the same as the previous screenshot. The main content area features a heading 'Support Tickets' and an important notice: '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 the notice, a button labeled 'Open a Support Ticket' is highlighted with a red rectangle.