# EBFA – www.GotFootball.co.uk Entering Teams Into An EBFA Event

## Club Instructions -2023/2024

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East Berks Football Alliance/GotFootball

11th June 2023 – Version 2.00

# Contents

# Change History

| Version | Description | Date |
|---------|-------------|------|
| 1.00 | 2023/24 | 11-June-23 |

# Entering Team into an EBFA Event 2023/2024

**Logging in to your Club Account**

1.   Go to [www.GotFootball.co.uk](www.GotFootball.co.uk)
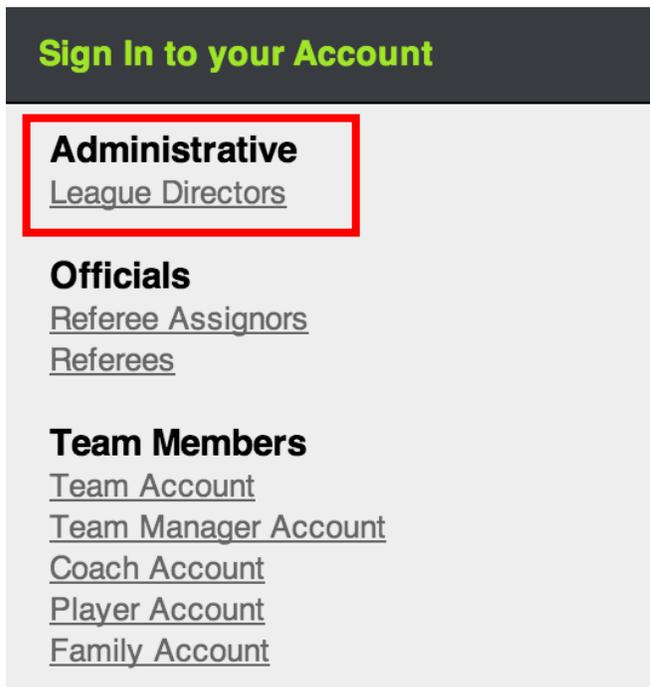


2.   Click on Login in the upper Right hand Corner



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.

User Name

Password

**Login**

New Organizations **Register Here**
to establish a master account

### Login Help

If you are unable to login and continually see the message indicating that your session has expired, make sure cookies are enabled in your browser privacy settings.

If you are are the primary user of your Organization account, simply enter your username and password in the fields to the left.

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.



3. Select Teams in the Black Bar.

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



5. Choose the East Berks Football Alliance 2023/2024 and click the Select Button.



6. A message reading "Now showing all teams NOT entered into the East Berks Football Alliance 2023/2024" will appear along with a list of all teams that are not yet entered into the league.

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



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 23/24 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.

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.



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 2023/24).

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 2022/23 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 2023/24 season) and new online guardian agreement form.


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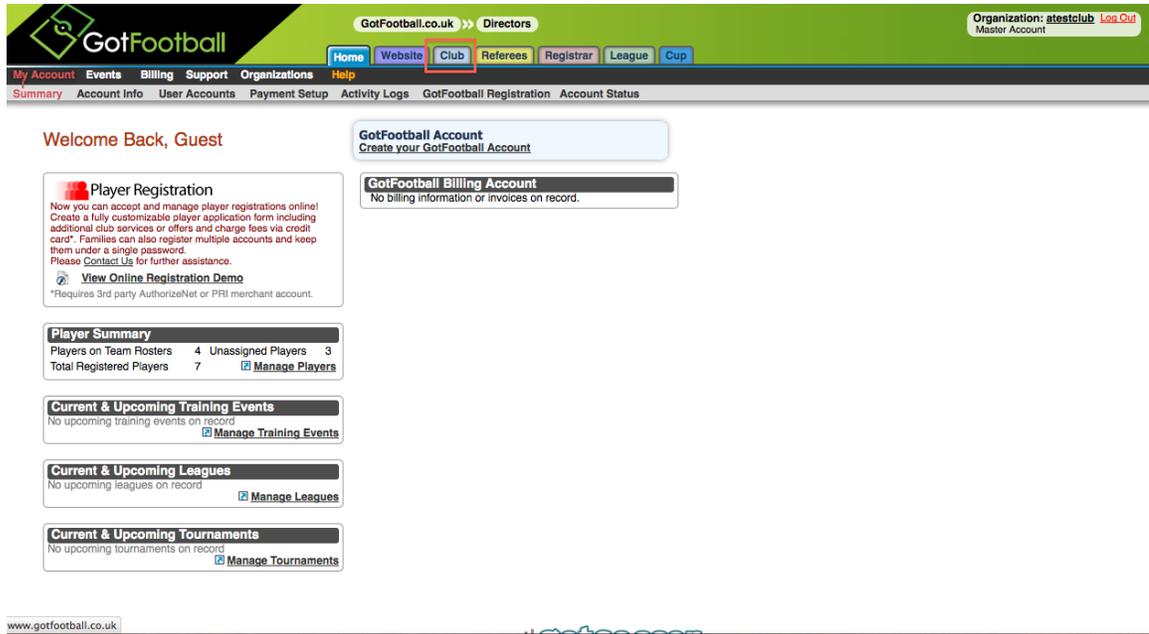
13.     We have also added accts for Club Secretary, Chairman, Treasurers and Child Welfare Officers – Please check this data and ensure that it is correct and up to date.

        Access – Home Tab – Users Accounts

14.     System to allow Clubs to enter/request their preferred Sections/Divisions for teams for the 2023/24 season.
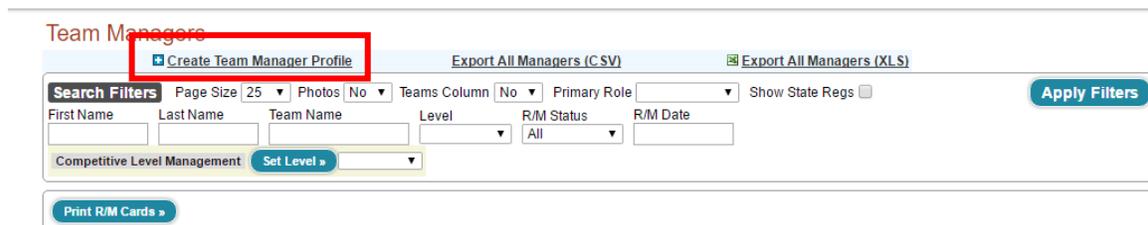
**Adding a New Team**

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



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



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

Management  Managers  Coaches  Teams  Players  Help
Team Managers  Upload Managers

Manager Info

## Manager - New Team Manager

**Risk Status** N/A

**Level/Grade** [ ▼ ]

**Manager ID Number** [                    ] ❓

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

**Risk Management Data**
No risk management data is attached to this manager. Use the button below to search for a current approval matching this manager.

**Gender** ○ Male  ○ Female

**Date of Birth** [            ] DD/MM/YYYY

**FA #** [            ]

**County Registered** [ Berkshire ▼ ]

**Primary Role** [ ▼ ]

**Address** [            ]

**Town** [            ]

**County** [ ▼ ]

**Postal Code** [      ]

**Country** [ United Kingdom ▼ ]

**Email** [            ]

**Phone** [            ]

**Phone (2)** [            ]

**Mobile Phone** [            ]

**Text Msg Address** [          ] [ ▼ ]

**Fax** [            ]

**Save**  **Cancel**

**Notes**
[                    ]

**Login Credentials**
Create a username and password to allow this manager to login and update their information. Leave this area blank to automatically generate a username and password.

Username  [ Create a User ]

Password  [ •••••••••• ]

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5. Select Teams in the Black Bar.

6. Select Teams in the Black Bar.



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 "

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 2023/2024

**Club Account Instructions**

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



B. Select Teams in the Black Bar.



C. Click Applications in the Grey bar.

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.



E. Select the Team Application of interest.



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

G. Click the Save button to complete the process.

## 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.



Any problems please email me at iannile@hotmail.com