



EBFA – www.GotFootball.co.uk Team Player Registration Instructions 2023/2024



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East Berks Football Alliance/GotFootball

11th June 2023 – Version 1.00

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Change History

Version	Description	Date
1.00	2023/2024	11-June-23

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 2023/24
- 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 2023/24.
- 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

See EBFA Document –

EBFA 2022-23 GotFootball Common Registration Errors V2.00

The cut off date for free registrations for 2023/24 is 31-Jul-23 @ Midnight.

The Player Registration Transfer Window for 2023/24 closes on 31-Mar-24 @ 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.

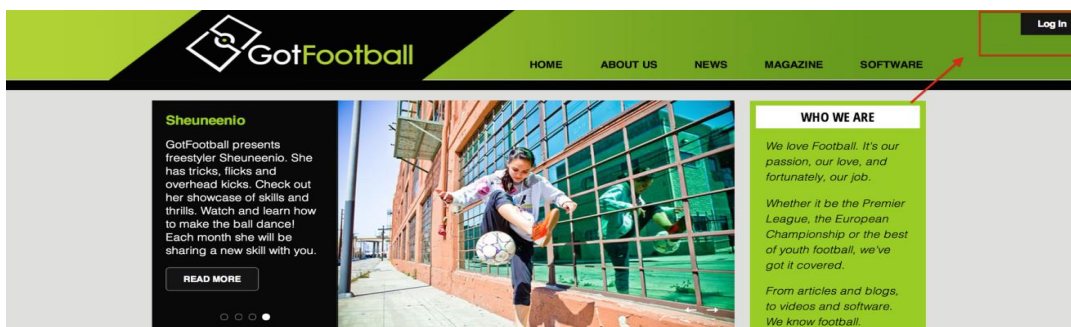
Check that First and Surname in Football Association Player Registration system and Date of birth match the and FAN from Football Association Player Registration system entered in USClub ID # field.

Logging in to your Team Account

Go to www.GotFootball.co.uk



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)

Registered Teams
Enter your Username and Password below:
Your session has expired. Please login again.

Username
Password

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

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

Adding Players to your team

1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)
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

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

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)

3. Click on REGISTER NEW PLAYER

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
1	DOWN	MAISY	C1049		Girls	04/07/2004	West Midlands	N/A	N/A	Ok
2	JENNA	ABBIE	C1040		Girls	04/09/2005	West Midlands	N/A	N/A	Ok

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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
F1-22/23 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.
F2-22/23 No GF Online LPGAF -	The Player has no on-line League Parent Guardian Agreement Form (LPGAF) completed. Please read Document on www.eastberksfa.com and issue request to Guardian via email to complete LPGAF.
F5-22/23 No FAN# -	Player is already registered to another team in EBFA 23/24
F6-22/23 No FAN# -	The Player Record must have a WGS FAN (Football Association Number) entered by the club/team.
F7-22/23 No Address -	The Player Record has no Full Address inserted.
F8-22/23 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.
F9-22/23 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.
F9-22/23 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.

F9-22/23 No Passport Style ID Photo -	Please uploaded a compliant Passport Style ID Photo, which meet EBFA GotFootball Player Registration Photo Specification.
F9-22/23 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.
F9-22/23 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.
F9-22/23 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.
F9-22/23 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.
F9-22/23 Photo Deleted Not Compliant -	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		Contact Information	
Player ID #	<input type="text"/>	Address	<input type="text"/>
USClub ID #	<input type="text"/>	City	<input type="text"/>
Full Legal Name	<input type="text"/> <input type="text"/> <input type="text"/>	State	<input type="text"/>
	Legal First M.I. Last	Zip Code	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female	Phone	<input type="text"/>
Date of Birth	<input type="text"/>	Mobile	<input type="text"/>
	(mm/dd/yyyy)	Email	<input type="text"/>
State Registered	<input type="text"/> West Midlands	Text Msg Address	<input type="text"/> <input type="text"/>
Additional Information			
Jersey #	<input type="text"/>		
Rating	<input type="text"/>		
School District	<input type="text"/>		
Grad Year	<input type="text"/>		
Primary Position	<input type="text"/>		
Notes (optional)	<input type="text"/>		

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:

[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 is a navigation bar with links: Home, Events, Game History, Email Team, College Search, Rewards, Help, Log Out. Below this is a secondary navigation bar with links: Overview, Team Profile, Manager, Coach, Roster, Roster History, Account Assistance. The main content area has tabs for Player Info, Parent Info, College Recruiting, Event Attendance, Account Info, and Emergency Info. The 'Player Info' tab is active, showing the profile for Jared Hirschowitz. The profile is divided into several sections: Login Information (Username: demo123), Player Identification (Competition Level: Competitive, Player ID #, USClub ID #, Full Legal Name: Jared Hirschowitz, Gender: Male, Date of Birth: 01/05/1991), and Contact Information (Address: 23 The BassettsBox, City: Corsham, State: Wiltshire, Zip Code: sn138er, Phone: 57565433432). A 'Player Photo' section is visible, showing a placeholder for a photo and an 'Upload' button, which is highlighted with a red box.

Player - Jared Hirschowitz	
Login Information	
Login	Ok - Player Login is Active
Username	demo123
Player Identification	
Competition Level	Competitive
Player ID #	<input type="text"/>
USClub ID #	<input type="text"/>
Full Legal Name	Jared <input type="text"/> <input type="text"/> Hirschowitz
	Legal First M.I. Last
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth	01/05/1991 (mm/dd/yyyy)
State Registered	<input type="text"/>
Player Photo	
[NO PHOTO]	
<input type="button" value="Upload"/>	
Contact Information	
Address	23 The BassettsBox
City	Corsham
State	Wiltshire
Zip Code	sn138er
Phone	57565433432

Communicate with your Guardians/Players

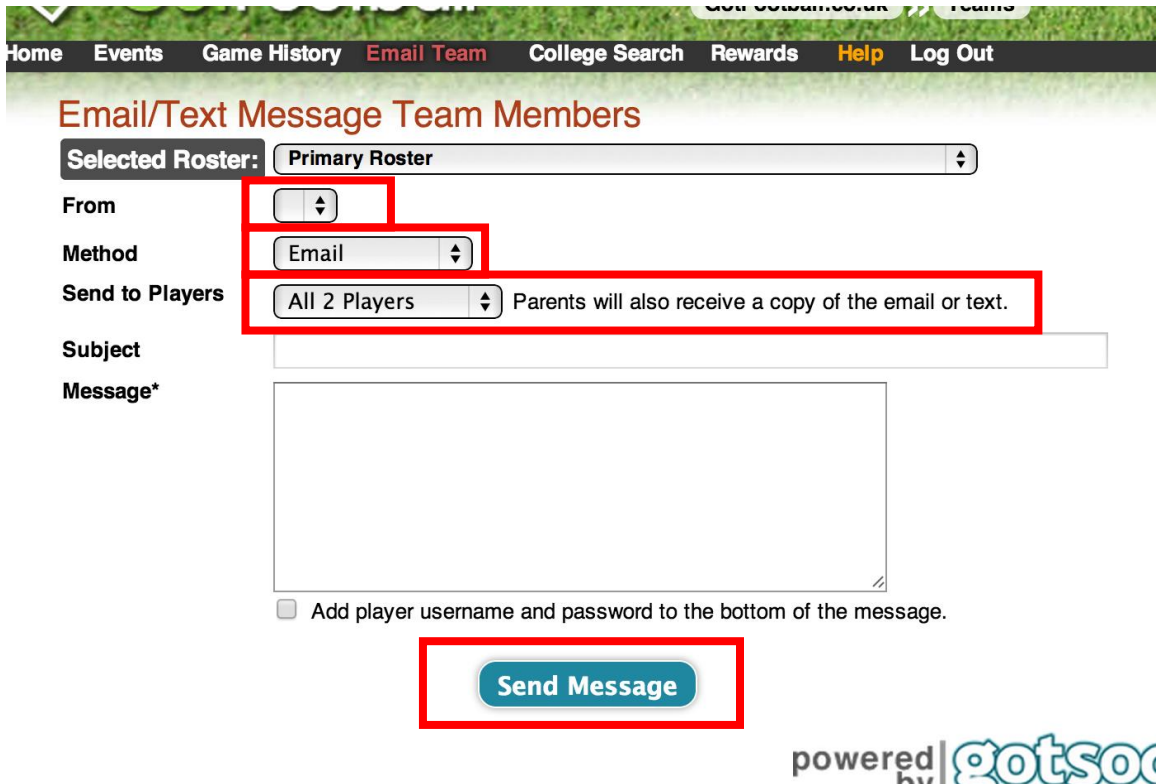
1. Login in to your team (See TEAM LOGIN INSTRUCTIONS)
2. Click on EMAIL TEAM in the blue bar



The screenshot shows the GotFootball website interface for a team named 'Girls U18 Leafield Athletic'. The navigation bar at the top includes 'Home', 'Events', 'Game History', 'Email Team' (highlighted with a red box), 'College Search', 'Rewards', 'Help', and 'Log Out'. Below the navigation bar, there are links for 'Overview', 'Team Profile', 'Manager', 'Coach', 'Roster', 'Roster History', and 'Account Assistance'. The main content area displays the team name and several links: 'Update Team Age and More', 'View/Print Team Contacts Sheet', and 'Team Fundraising'. A sidebar on the left contains sections for 'GotFootball Account', 'Get the most out of your account', and 'Your Club'. The main content area also features an 'Event Registration History' table with columns for Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, eTravel, and Support. The table lists two events for 'Central Warwickshire Girls Football League 2014/2015'.

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 navigation bar at the top includes 'Home', 'Events', 'Game History', 'Email Team' (highlighted with a red box), 'College Search', 'Rewards', 'Help', and 'Log Out'. The form has the following fields and options:

- Selected Roster:** Primary Roster (dropdown menu)
- From:** (dropdown menu)
- Method:** Email (dropdown menu)
- Send to Players:** All 2 Players (dropdown menu) with a note: "Parents will also receive a copy of the email or text."
- Subject:** (text input field)
- Message*:** (text area)
- Add player username and password to the bottom of the message.
- Send Message** (button)

The 'Send Message' button is highlighted with a red box. The logo 'powered by gotsoccer' is visible in the bottom right corner.

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 Field]

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 2023/24 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

The screenshot shows the GotFootball website interface. The main navigation bar includes links for Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. Below this, there are links for Overview, Team Profile, Manager, Coach, Roster, Roster History, and Account Assistance. The current page is titled "Team - Girls U18 Leafield Athletic" and includes links for "Update Team Age and More", "View Team Rankings Page", "View/Print Team Contacts Sheet", and "Team Fundraising".

The "Event Registration History" section is highlighted with a red box. It contains a table with the following data:

Name/Date	Type	Status	Applied	Accepted	PaId	Rk	ster	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 the PDF symbol next to the appropriate match

The screenshot shows the match details page for "Central Warwickshire Girls Football League 2014/2015". The page includes a navigation bar with links for Team, Hotels, Rooming, Sales, Application Status, Schedule, Requests, Misconduct, Guests, Support & Feedback, and Documents. The match title is "Girls U11 CENTRAL WARWICKSHIRE/BIRMINGHAM COUNTY WOMEN'S SOLIHULL MOORS GIRLS (West Midlands)".

A yellow banner contains the text "To view & manage the roster shown on your game cards, click here: View Event Roster »". Below this, there is a section for game cards. A red box highlights a game card for the match on 13/09/2014 at 13:30:00. The card shows the home team as "LEAFIELD ATHLETIC (West Midlands)" and the away team as "CENTRAL WARWICKSHIRE/BIRMINGHAM COUNTY WOMEN'S SOLIHULL MOORS GIRLS (West Midlands)". The pitch is identified as "#2".

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

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

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)

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

4. Click CHOOSE FILE to browse for file

The screenshot shows a web interface with a navigation menu at the top containing 'Team', 'Hotels', 'Rooming', 'Sales', 'Application Status', 'Schedule', 'Requests', 'Misconduct', 'Guests', 'Support & Feedback', and 'Documents'. Below the menu, the page title is 'Girls U11 CENTRAL WARWICKSHIRE/BIRMINGHAM COUNTY WOMEN'S SOLIHULL MOORS GI Midlands)'. The main content area displays 'No documents to list.' and a 'Team Document Upload' form. The form includes a text input field for 'File Name/Description (recommended)', a 'Select File' button, and a 'Choose File' button. The 'Choose File' button is highlighted with a red rectangular box. An 'Upload File' button is located at the bottom right of the form.

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Contact
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5. Click UPLOAD FILE and follow prompts to upload the document

This screenshot is identical to the one above, showing the 'Team Document Upload' form. In this step, the 'Upload File' button at the bottom right of the form is highlighted with a red rectangular box. The 'Choose File' button is no longer highlighted.

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Contact
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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. At the top, there is a navigation bar with links: Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. Below this is a secondary navigation bar with links: Overview, Team Profile, Manager, Coach, Roster, Roster History, and Account Assistance. The 'Account Assistance' link is highlighted with a red box. The main content area shows the team profile for 'Girls U18 Leafield Athletic' with various options like 'Update Team Age and More', 'View Team Rankings Page', 'View/Print Team Contacts Sheet', and 'Team Fundraising'. There is also an 'Event Registration History' table with two entries for 'Central Warwickshire Girls Football League'.

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. At the top, there is a navigation bar with links: Home, Events, Game History, Email Team, College Search, Rewards, Help, and Log Out. Below this is a secondary navigation bar with links: Overview, Team Profile, Manager, Coach, Roster, Roster History, and Account Assistance. The main content area features a large orange-bordered box with the following text: **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 this text is a blue button with the text 'Open a Support Ticket', which is highlighted with a red box.