EBFA Guide to Parents and Guardians to Complete GotSport for Player Verification in the EBFA 24/25 Registration Event

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East Berks Football Alliance

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Change History

Version	Description	Date
0.00	2024-25 – Draft	29-Jul-24
0.00a	Added League Processing and Make sure your do your player's GS-LPGAF not one for you as Guardian.	01-Aug-24
0.00b	Added Enter FAN Procedure	06-Aug-24

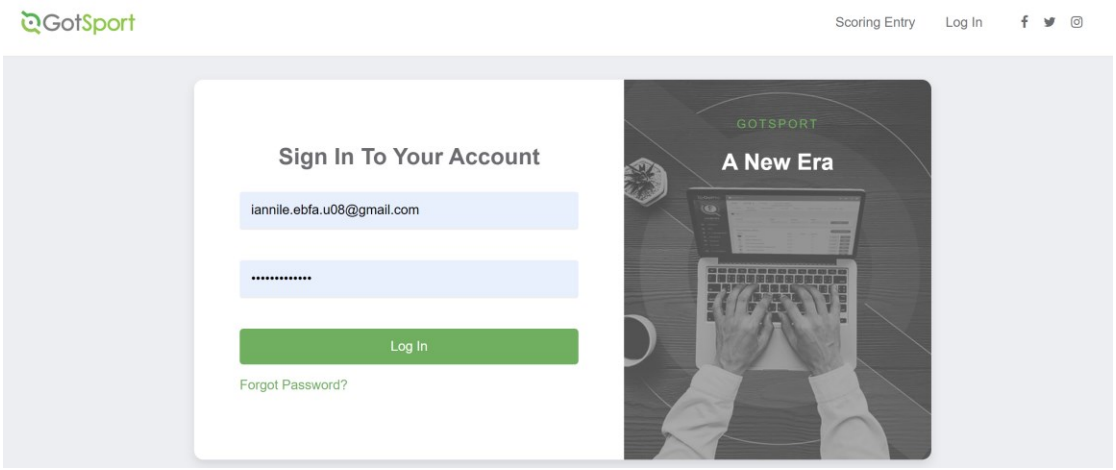
GotSport Guide to Parents and Guardians

Login To GotSport

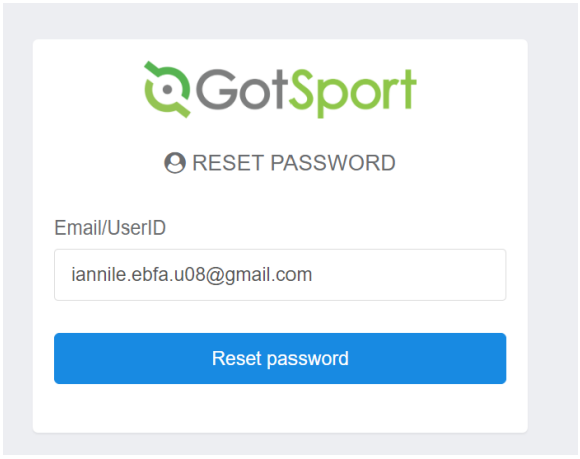
The GotSport system is developed in the USA and used worldwide, in countries such as USA, Canada, England, so there are regional small changes that need to be made as you work through the system.

Login to https://system.gotsport.com/ with the user email as the Email/UserID.
URL -> https://system.gotsport.com

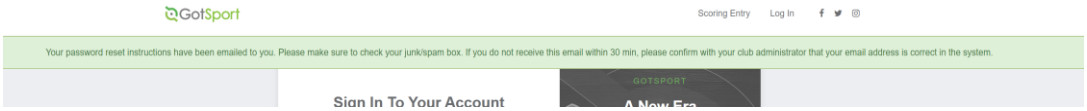
Login Page



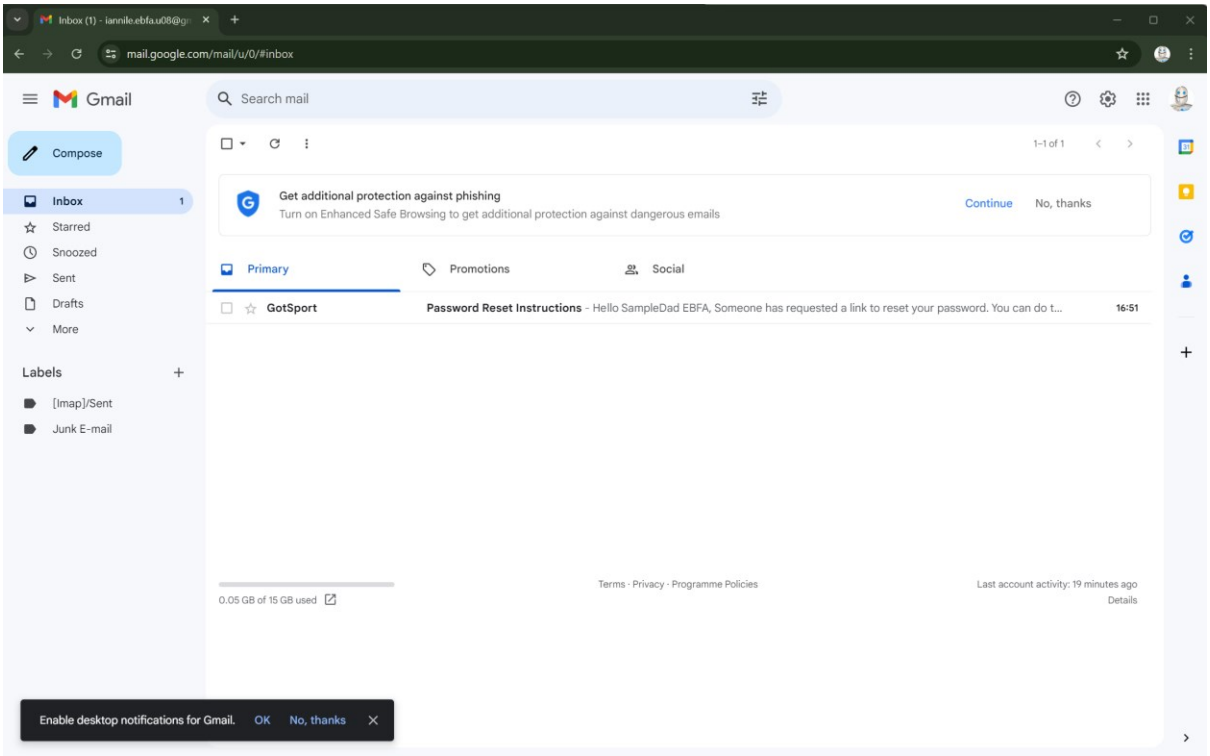
Use your email and click on Forgot Password?



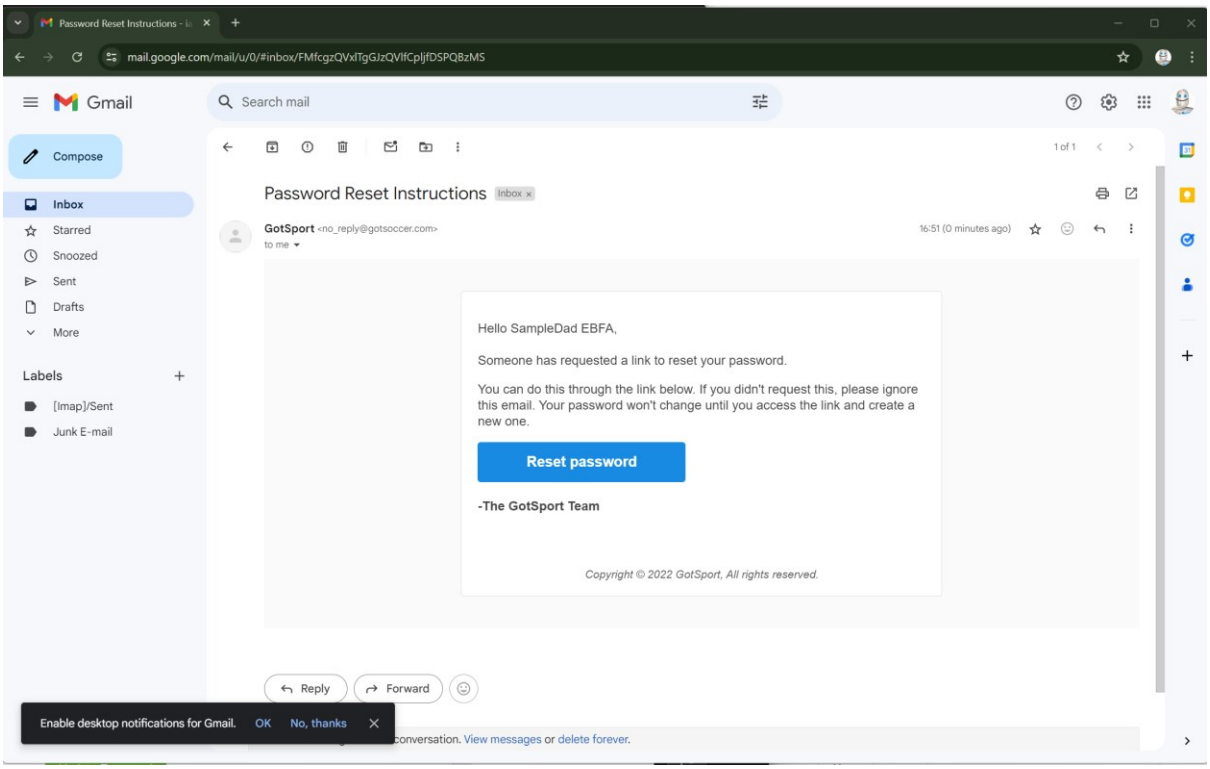
The GotSport system will email you a reset password email.



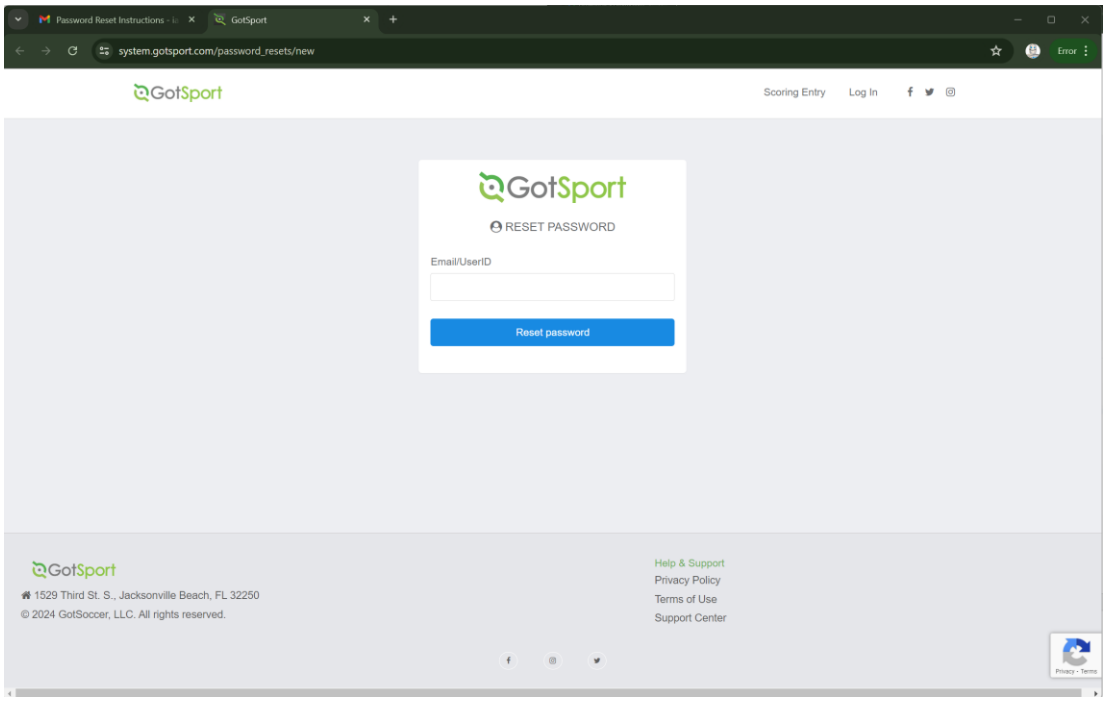
Gmail Account for iannile.ebfa.u08@gmail.com



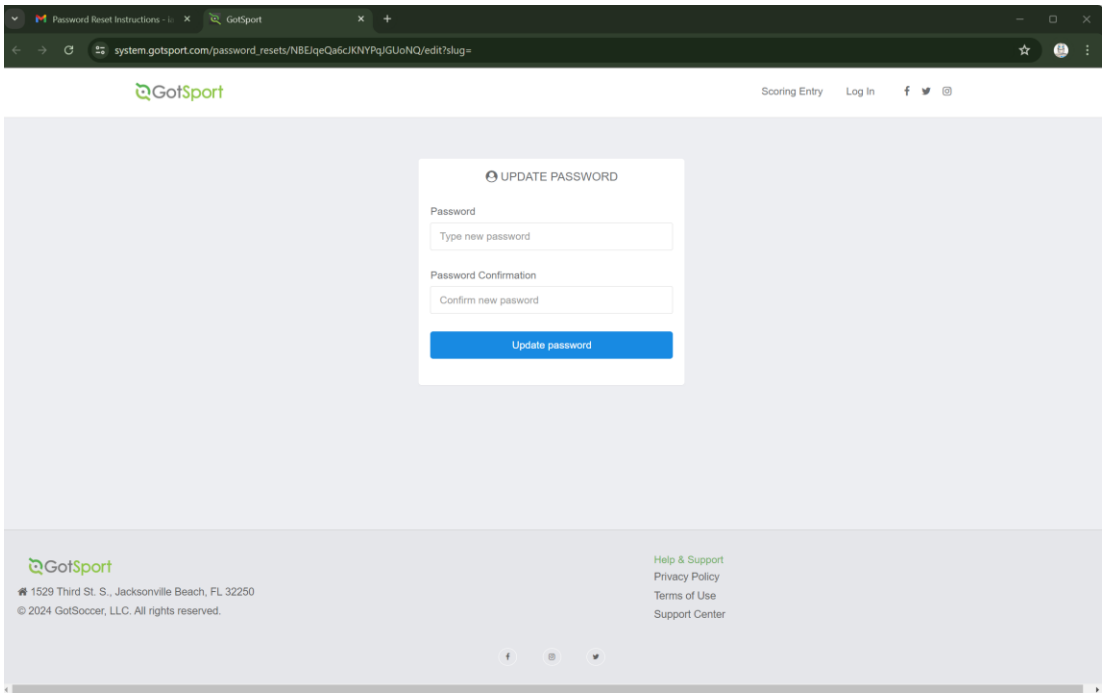
Open GotSport Email



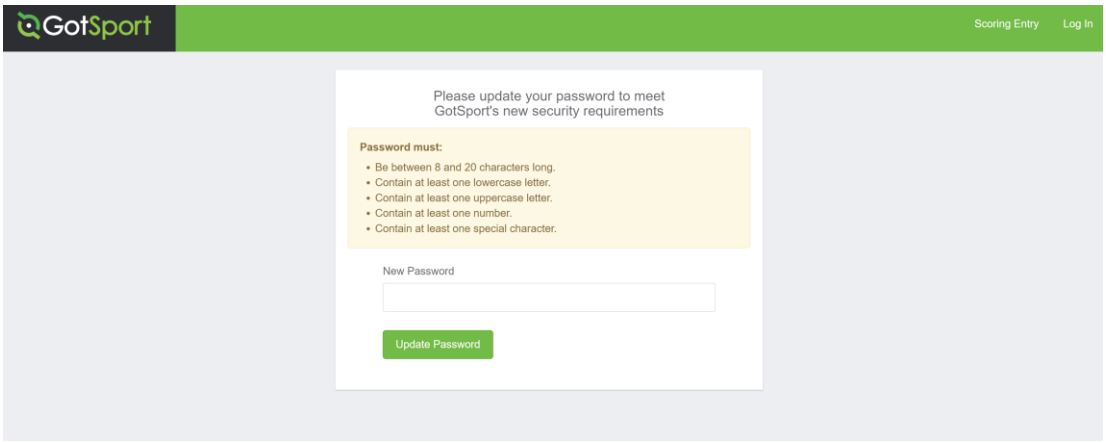
Enter a new Password that meets the GotSport Password Criteria (See Below)



Or

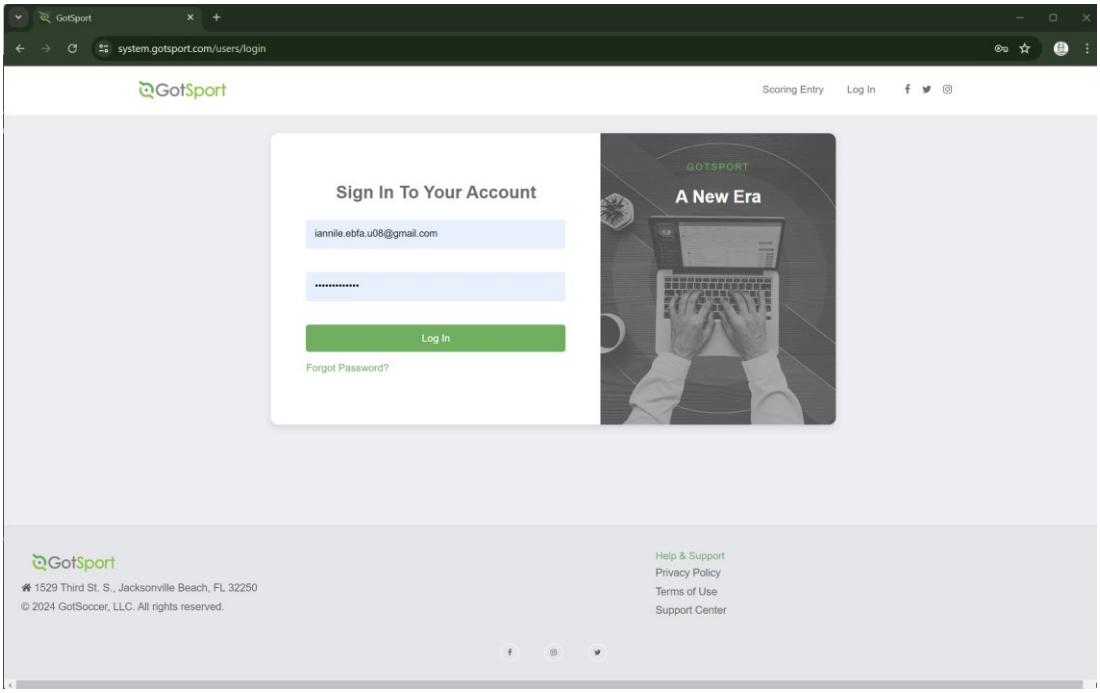


Update/Change Password – Password Criteria

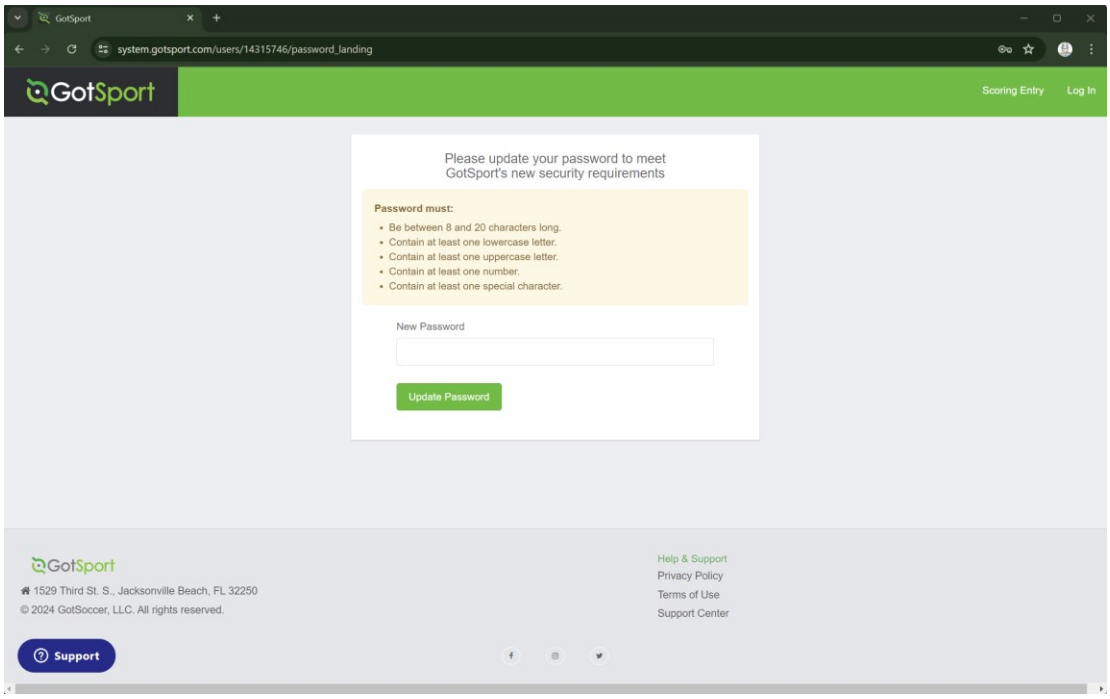


DO NOT Use PASS or Password or sequential numbers – security is important!

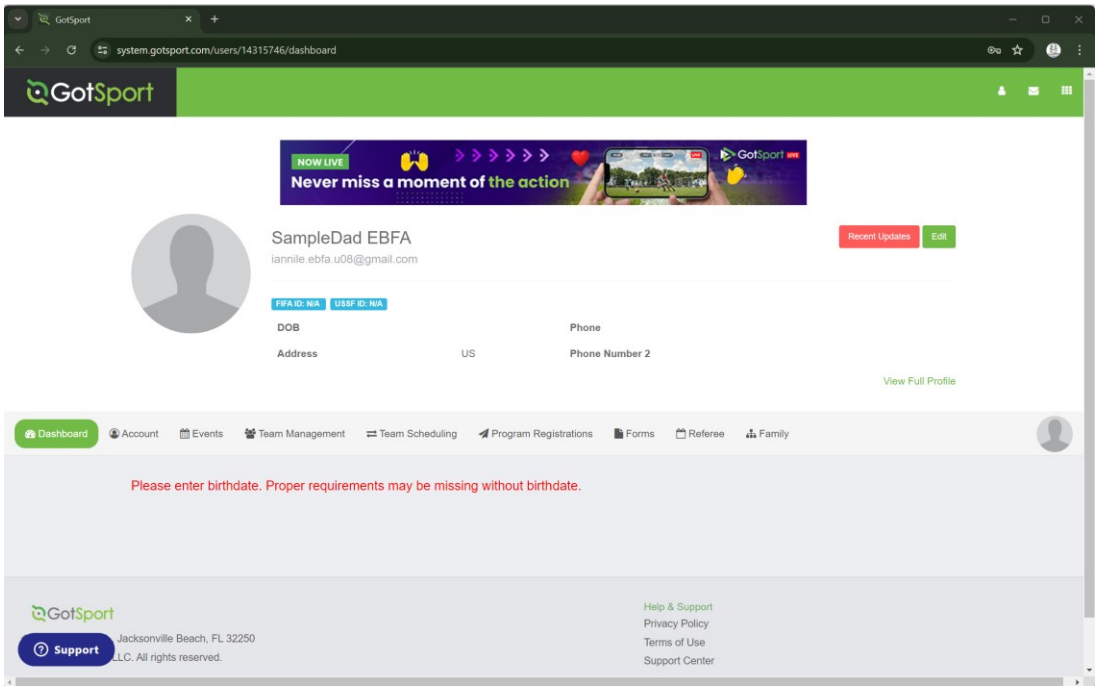
Now Login



System Might Want a Password Update



Landing Page

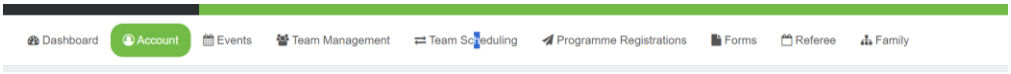


GotSport Single Sign-on Functionality

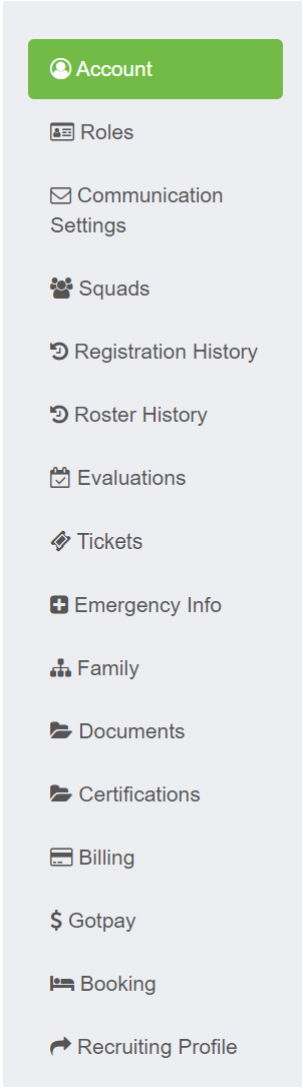
GotSport is a single-sign-on system which the user signs on with their email and has been allocated different roles

Parent/Guardian

A) Banner Access – Dashboard, Account, Form, Family



B) Vertical Account Access - Account, Family, Documents

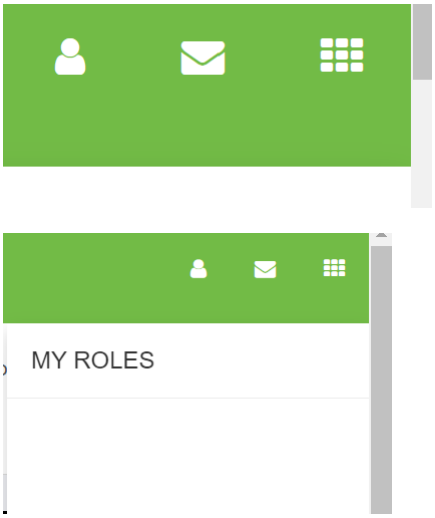


Team Official (Manager/Coach)

A) Banner Access – Dashboard, Account, Events, Team Management, Team Scheduling.
B) Vertical Account Access - Account

Club Official (Secretary, Child Welfare Officer etc)

A) Click on 9 Dots to select an authorise Club Official Roles that have been granted.



Two Possible Data Entry Paths

1) Player Data Migrated from Old Portal GotFootball
2) Player Data Entry is for New Player to Club/Team

The League Approval/Registration Process includes

Player Data Migrated from Old Portal GotFootball - Process

0) Player's record exists from migration.
1) Guardians or Club/Team officials add Player Photo (See Tech Spec at end of Document),
2) Guardians or Club/Team officials check FAN to see if any update required,
3) Player's photo approved by League, (If not approved then photo delete an a new photo is required to be uploaded.)
4) Player's FAN approved by League.
5) Guardian to complete the GS-LPGAF (For the Player and not for their own Guardian GotSport Record).

Then when and if 1) to 5) steps are done players, can be approved/registered on GotSport by Club officials, via GotSport Squad Builder interface and locked to the team.

Player Data Entry is for New Player to Club/Team - Process

0) Club/Team officials create a Player record on the relevant team.
1) Guardians or Club/Team officials add Player Photo (See Tech Spec at end of Document),
2) Guardians or Club/Team officials check FAN to see if any update required,
3) Player's photo approved by League, (If not approved then photo delete an a new photo is required to be uploaded.)
4) Player's FAN approved by League.
5) Upload POA/POBP (Full Page Passport or Birth Certificate (Unredacted)),
6) POA/POBP, League checks First Name, Last Name, DOB, No ITC Require these four (4) POA/POBP conditions are met, League verifies the POA/POBP and locks the first name, last name, DOB and FAN data fields,
7) Guardian then completes the GS-LPGAF for the Player and **NOT** for their own Guardian GS Record!

Then when and if 1) to 7) steps are done players, can be approved/registered on GotSport by Club officials, via GotSport Squad Builder interface and locked to the team.

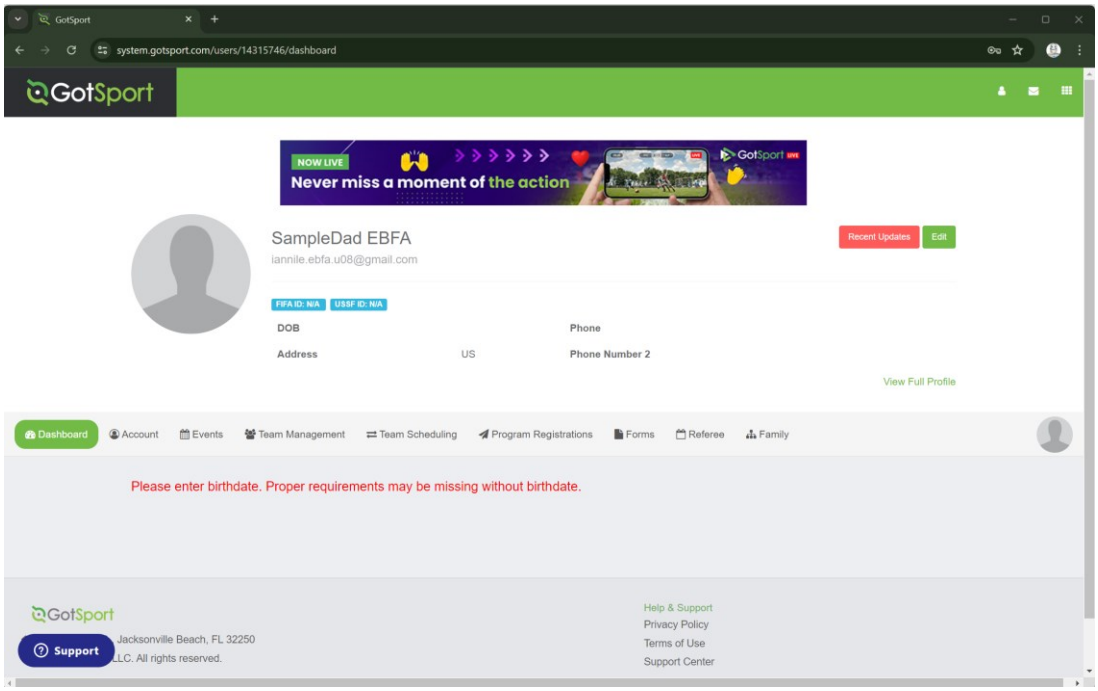
Player Data Migrated from Old Portal GotFootball

Requirements

Update Accounts page for Parent/Gurdian and Player
Add Photo for Player (Must conform to EBFA Player Photo Tec Spec)
Complete Forms GS-LPGAF League Parent Guardian Agreement Form

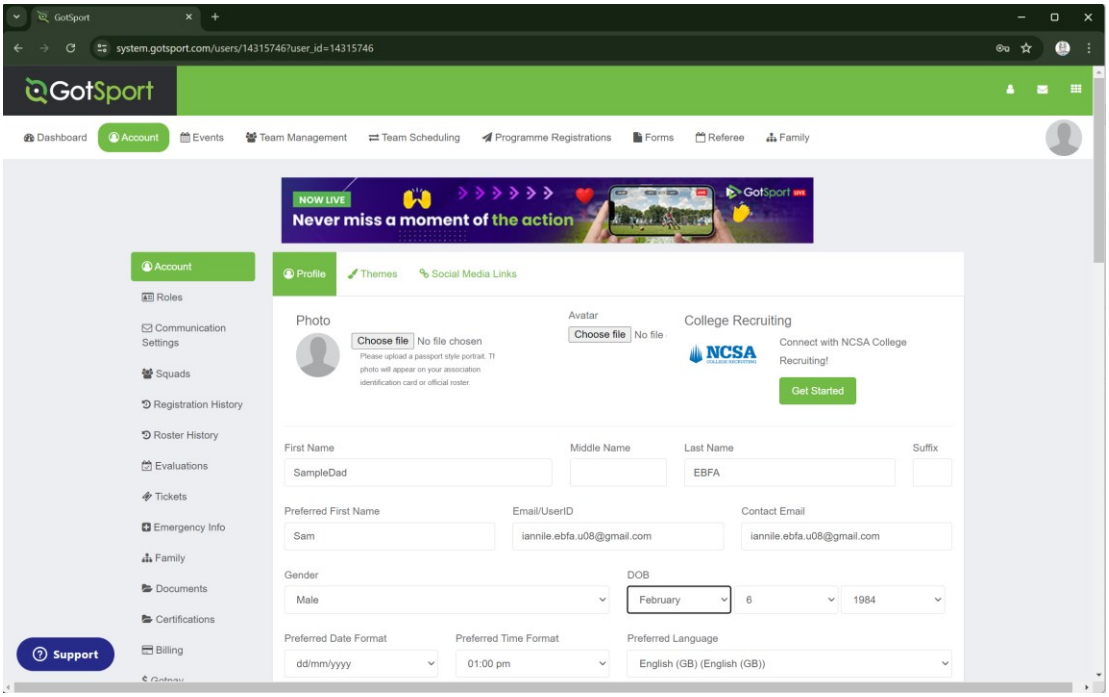
Login to GotSport

User Dashboard Landing Page



If you have issues with no email or password – contact your team Manager who will contact the Club Official dealing with the GotSport system and they might set you a temporary password for your email/UserID.

Press <Edit> button to update your GotSport Account



1st Data field to update is Address – Make sure Country is changed to England first, which will regionally updated so of the other fields.

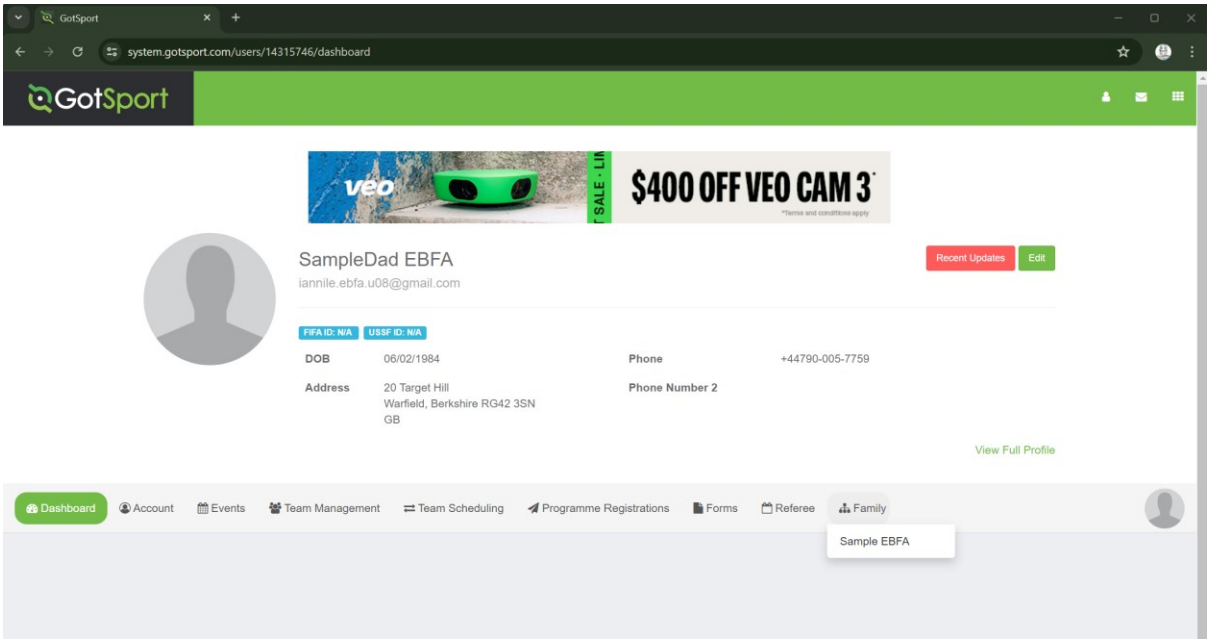
Please then complete:

- Address
- Gender
- D.O.B. (Optional)
- Preferred Date Format – to dd/mm/yyyy
- Preferred Language – English (GB) (English (GB))
- FAN –If you have one (Issued on Whole Game System) (Optional)
- Mobile Phone Number – Select UK Flag and enter number – 07xxx xxxxxx

Select “Save” at bottom to update the account.
The system should confirm save or show issues with invalid data fields.

Click on Banner - Dashboard to return to Dashboard

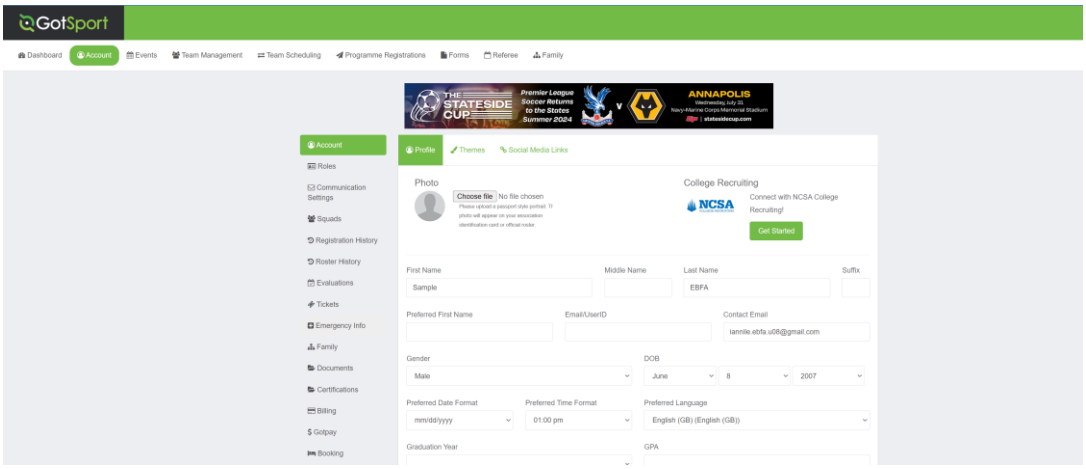
Click on Banner - Family to show your child’s name(s) charges (In this case “Sample EBFA” Player). If charge(s) not present, contact your team manager.



Click on “Sample EBFA” Player - **Note “Sample EBFA” is the players name – if you do not select the player – then the GS-LPGAF that is completed will be for your account and not the player and player then cannot finish approval/registration on this system**

On the Photo Image, top right, hover mouse over image and this will confirm your child’s name, which means the account is now your child’s account and not your guardian account!

This will access the Players Account -> Sample EBFA



If your Child was Migrated from the previous EBFA Portal (GotFootball) then some of the account fields will be grey out as they have already been verified and thus locked

For Instance:

First Name

Last Name

DOB

FAN Number

For a Migrated Child we ask you to update the following

Update Preferred Date Format to dd/mm/yyyy

Update Preferred Language to English (GB) (English (GB))

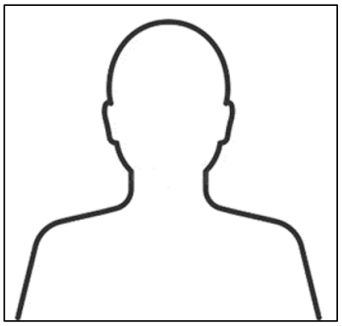
Update address if changed

Do not change ITC Information

Do not change Citizenship

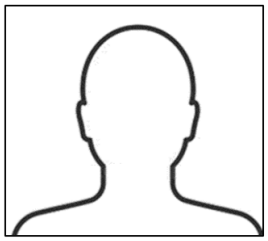
Seasonal Update of Player Photo

Add a recent Players Photo – The EBFA Photo Tech Spec is the at the end of this document. If the player photo does not match this Tech Spec, then photo will not be approved but denied approval which means the player cannot be registered.



Digital Camera or Smart Phone

Upload to GotSport



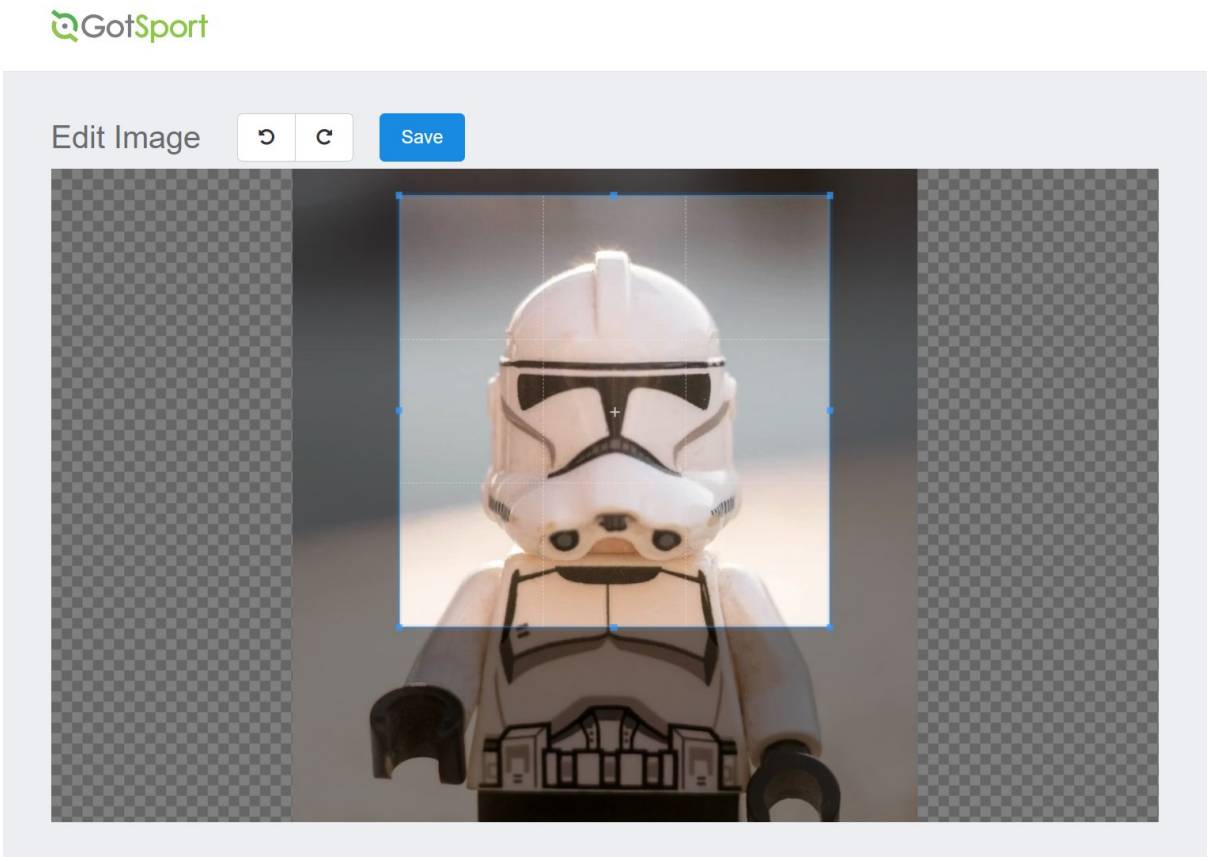
Edit Image after GotSport

portal cropping

Player Photo as Upload source. Head, Shoulders and Upper body with arms (High Quality Image 2-3MB size). League will use the GotSport Edit Image cropping tool to create photo for ID Cards and Team Sheets.

Example of Image that should be uploaded

EBFA Image Editing on Portal

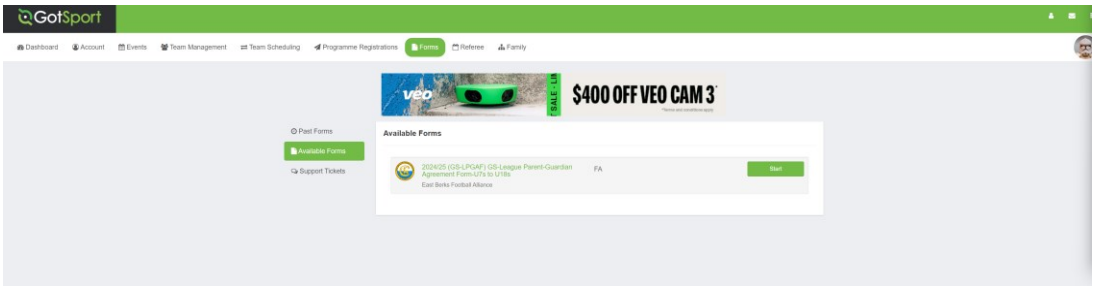


Final Image for GotSport ID Cards and Team Sheet for Match Days

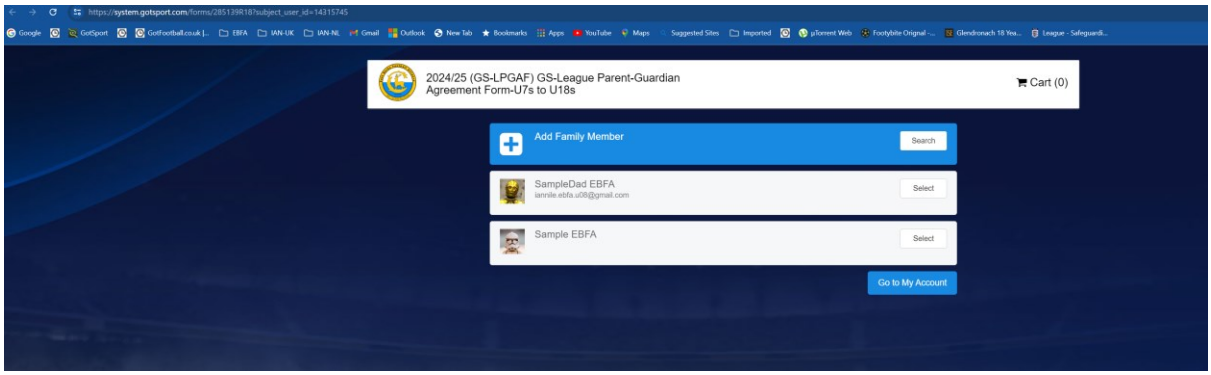
Press <Save> to save any changes.

Complete the 2024/25 (GS-LPGAF) GS- League Parent Guardian Agreement Form-U7s to U18s

Click on the Banner Forms (Green Below)



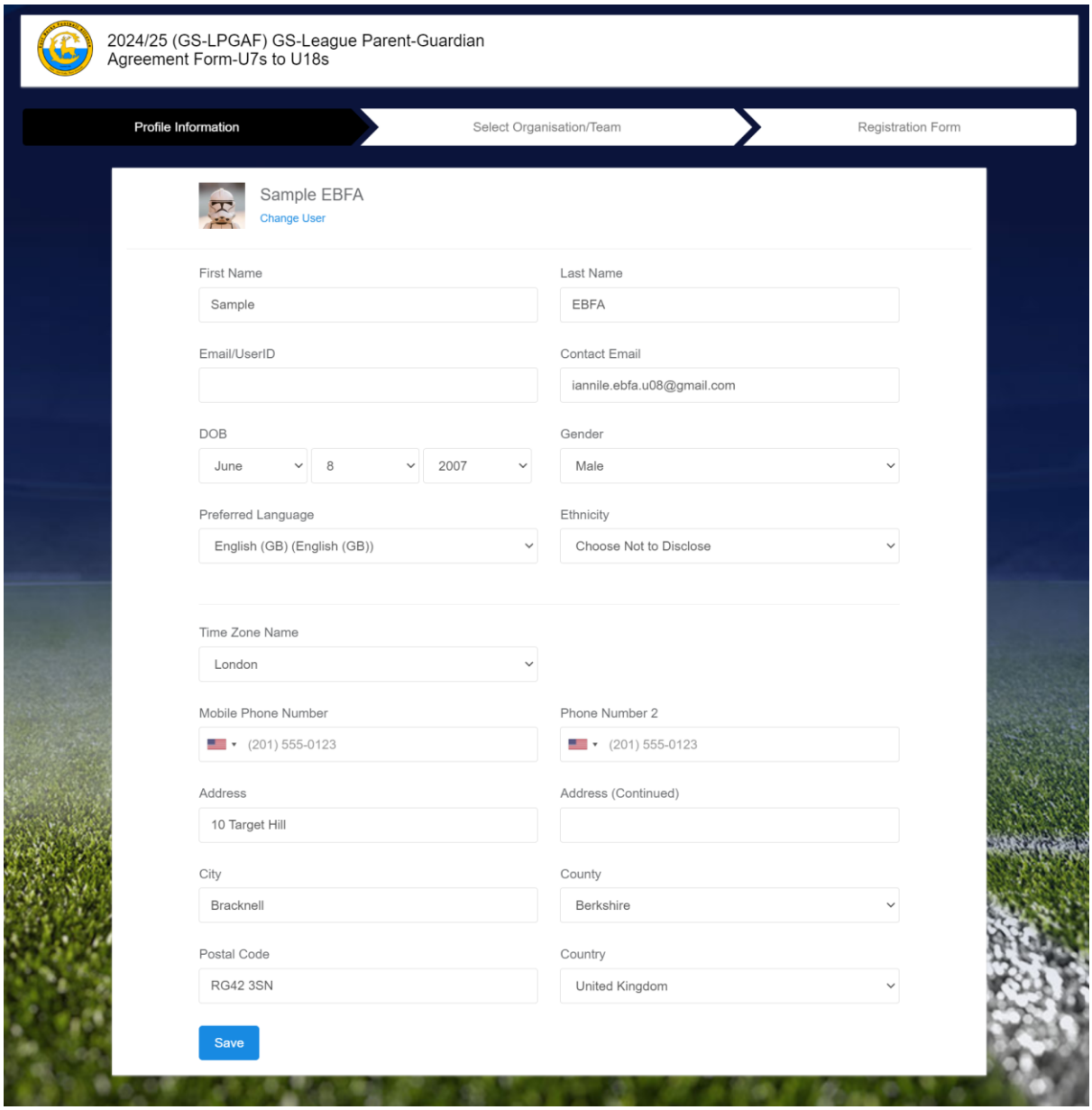
Click on <Start>



Click on Select for your Child

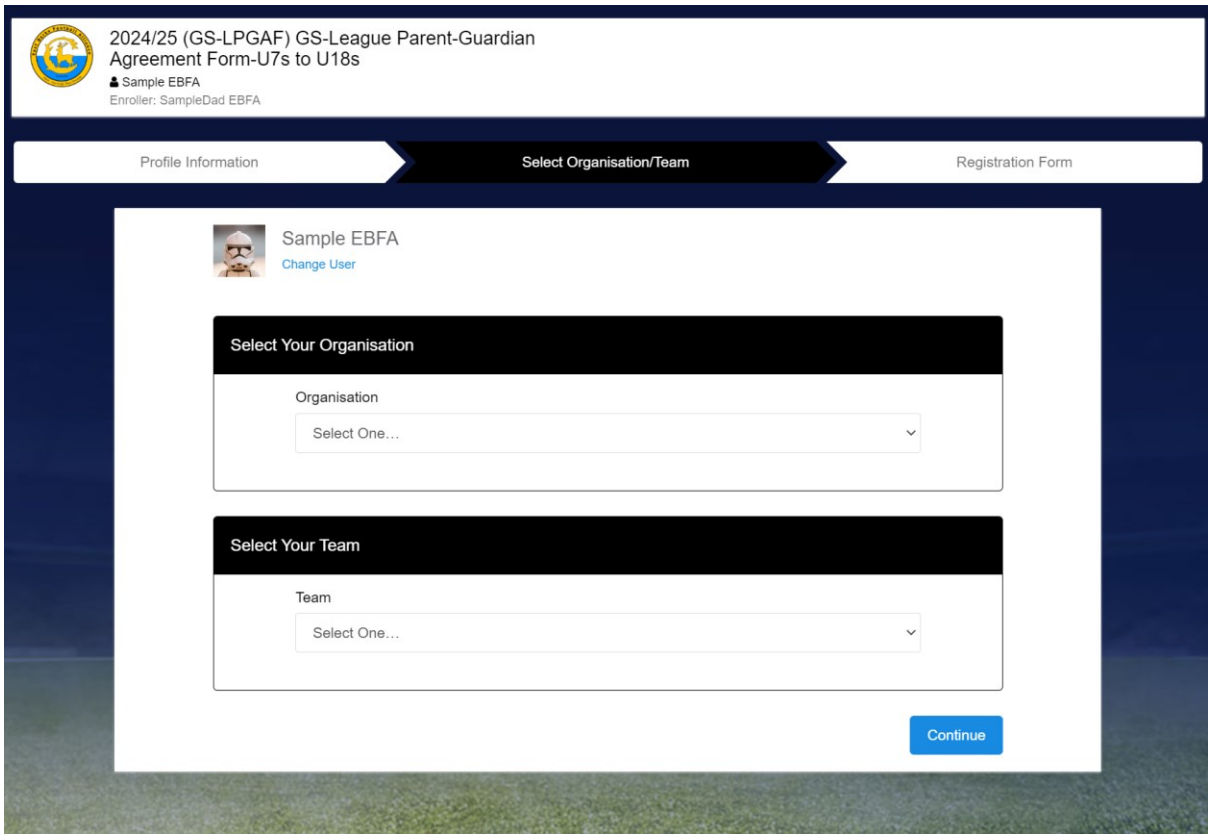
Sample EBFA
Select

Check the Profile Information

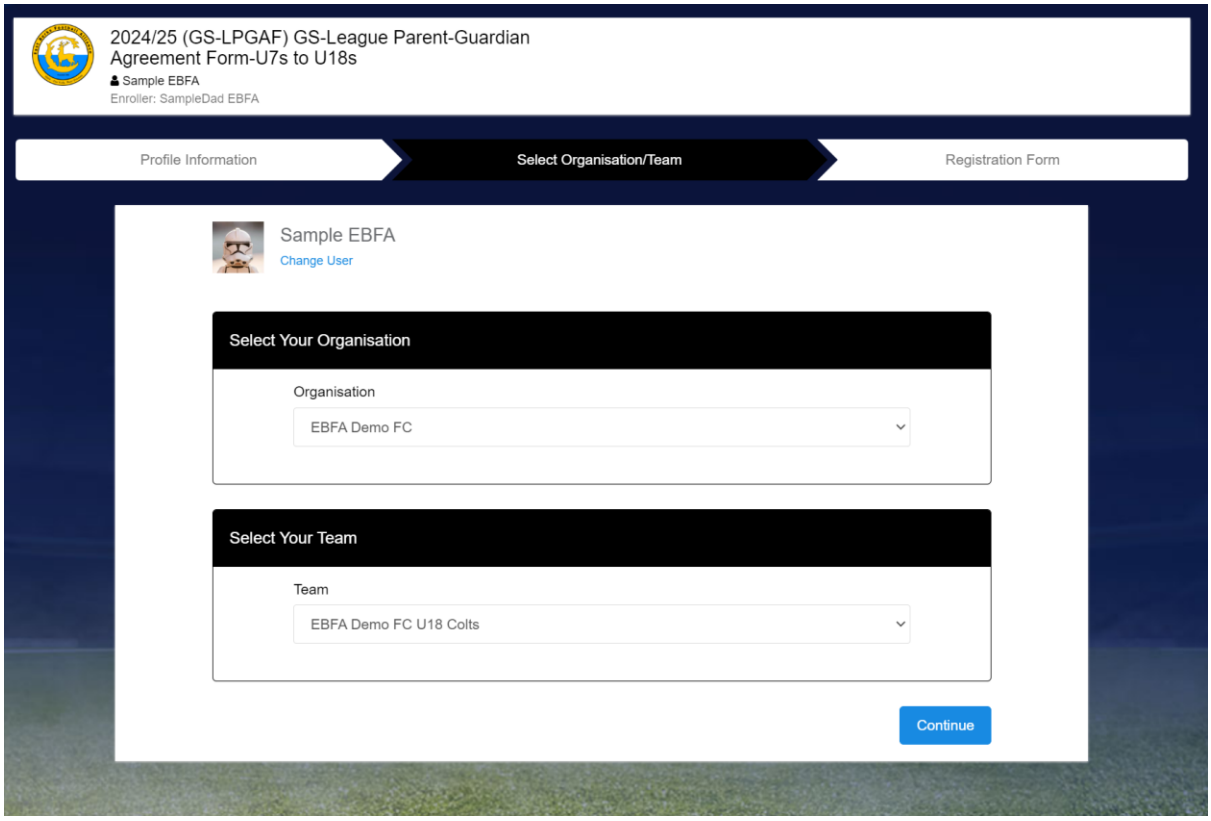


Press <Save> to Continue

Complete the Select Organisation (Club)/Team

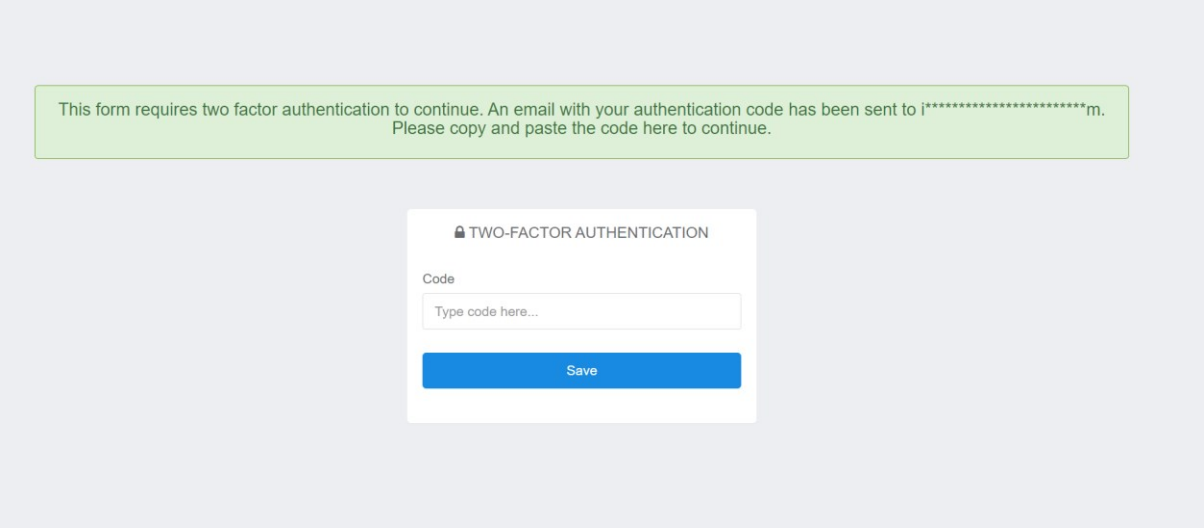


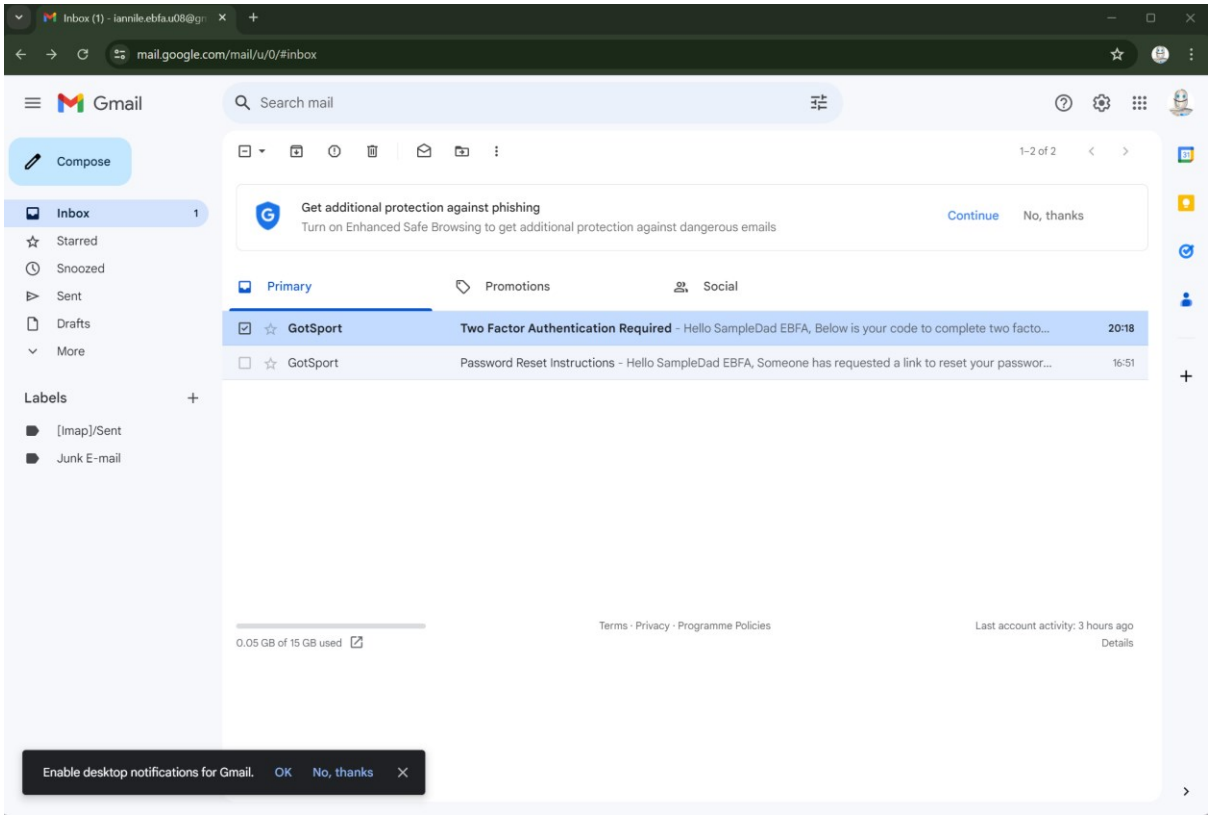
Selection Made

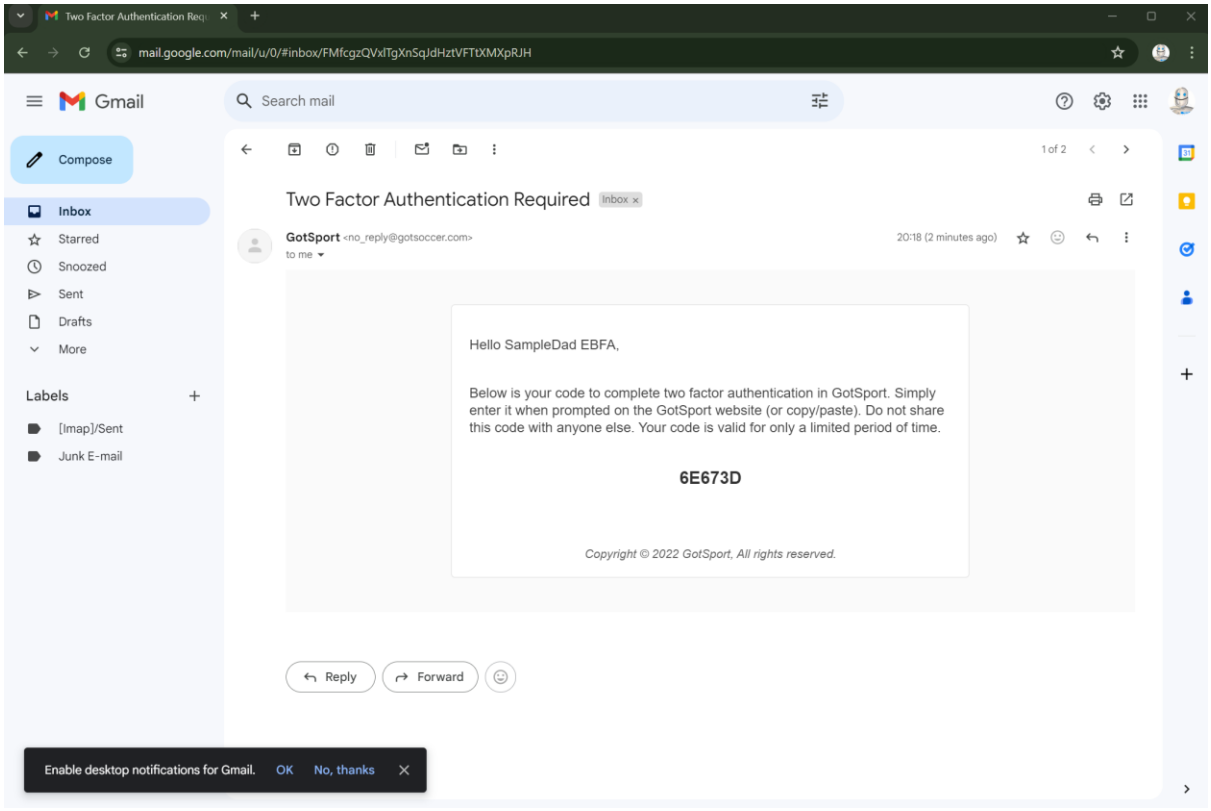


Press <Continue> button

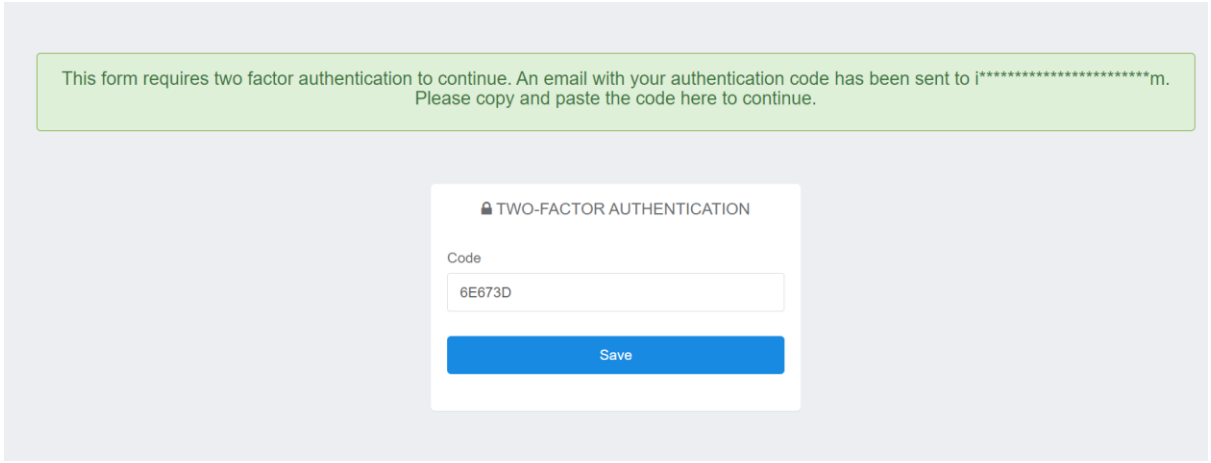
System now sends you a Two-Factor Authentication Email





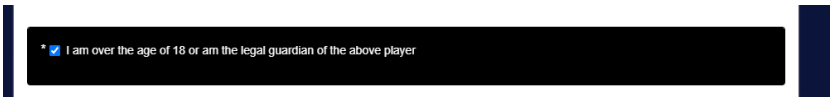


Enter the code and press <Save>)

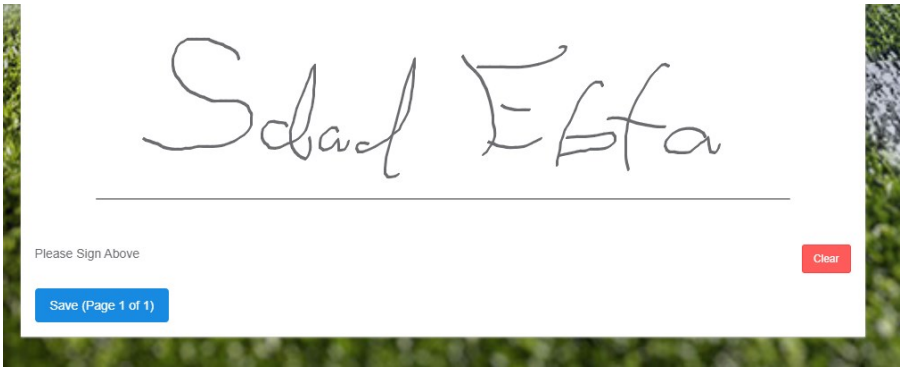


Read And Complete the Registration Form Section

After reading - Click the tick box

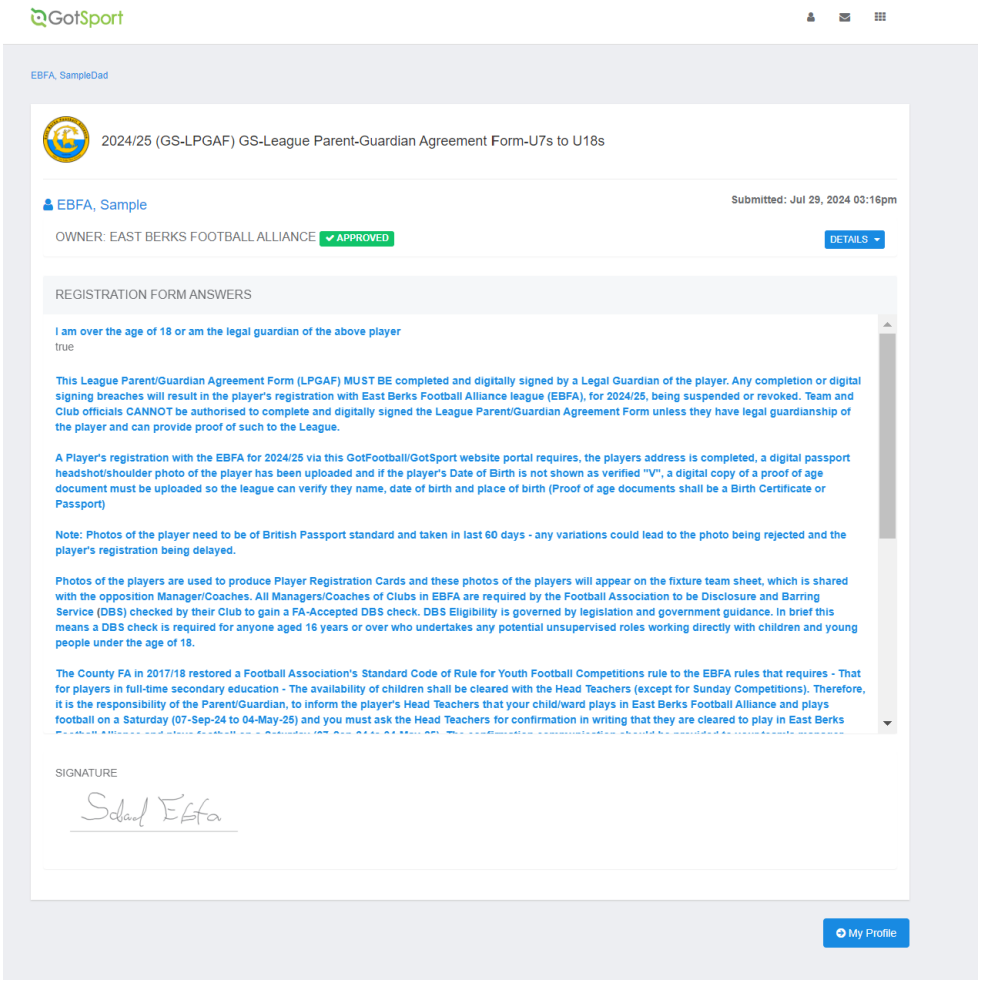


Sign the Form with mouse or touch screen



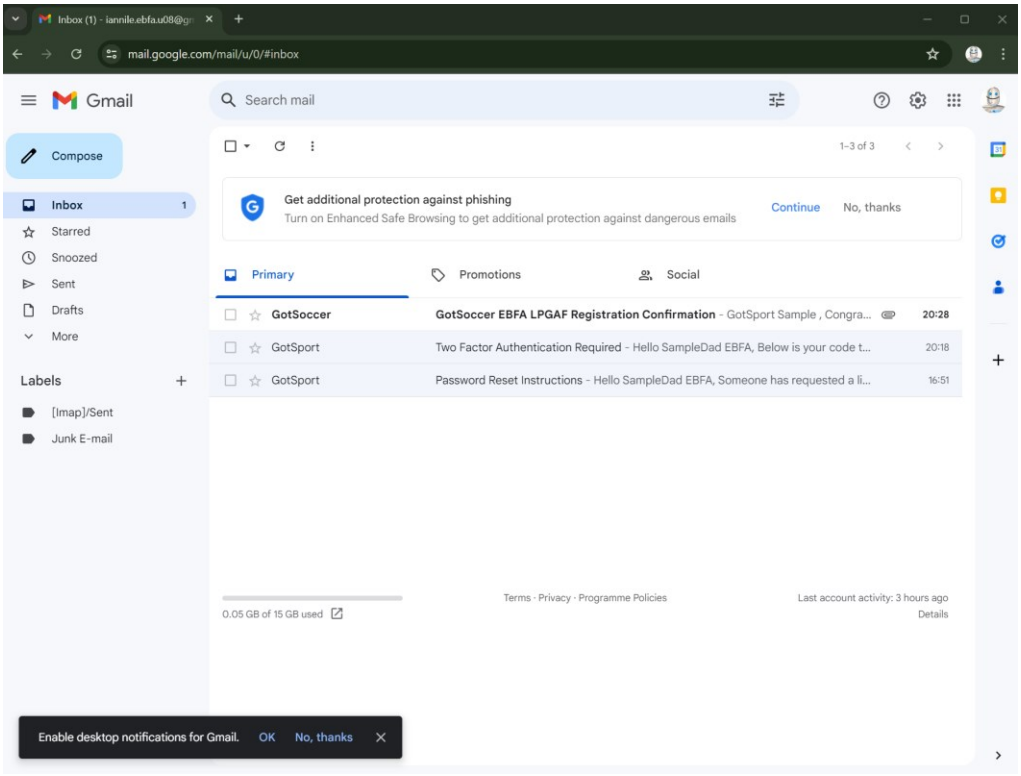
Click <Save (Page 1 of 1)> button

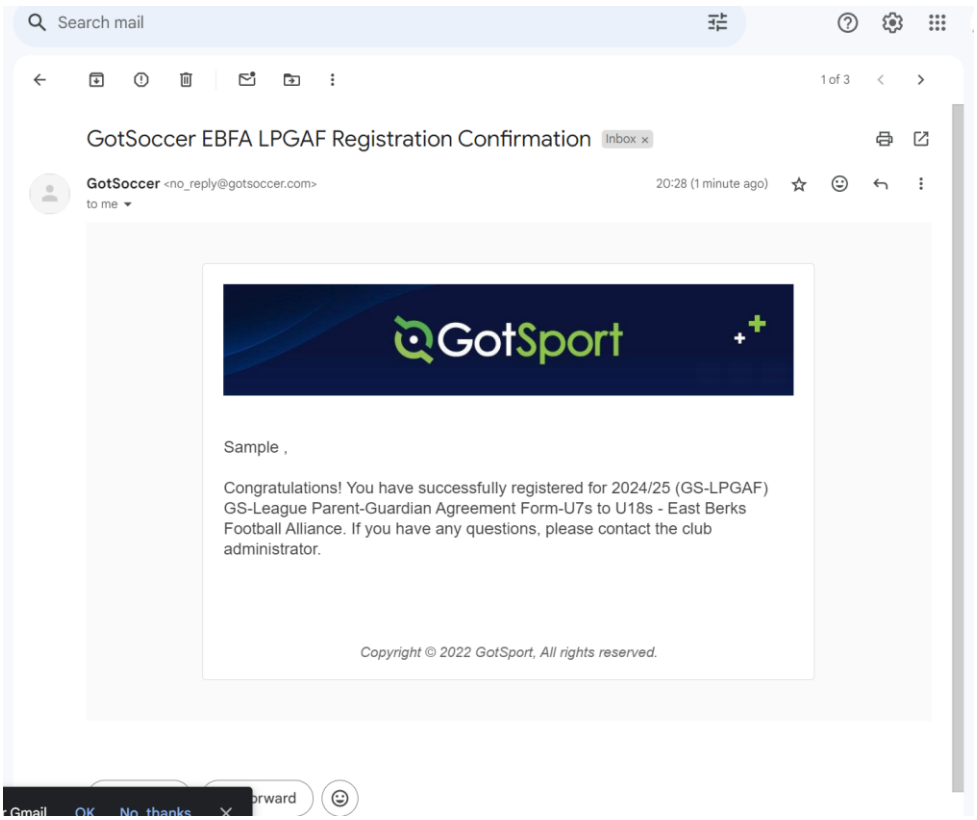
Confirmation that GS-LPAF has been approved by League



System also sends you a confirmation email

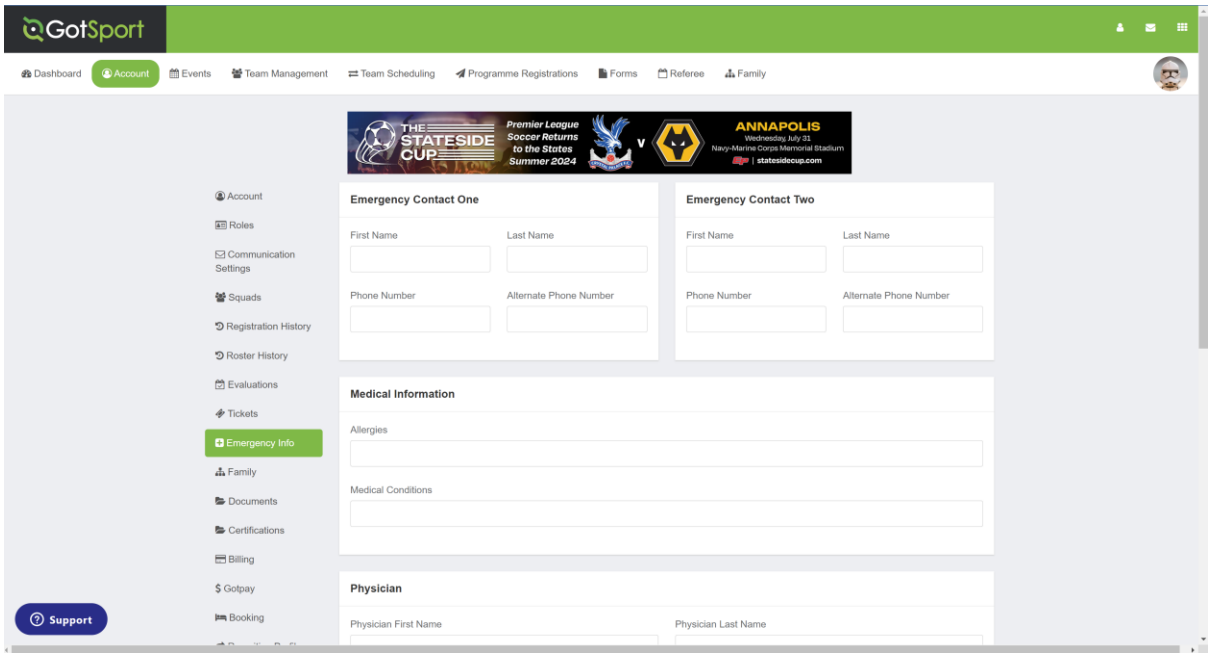
GS- LPGAF Confirmation Email





Account Extras – Emergency Contact One/Two and Medical Information

Select the Emergency Info



Update/Add the Emergency Contact One / Emergency Contact Two and relevant Medical Information.

Press <Save> at bottoms of screen.

The Parent/Gurdian procedure for a Migrated player is finished.

Player Data Entry is for New Player to Club/Team

Requirements

Update Accounts page for Parent/Gurdian

Add Photo for Player (Must conform to EBFA Player Photo Tec Spec)

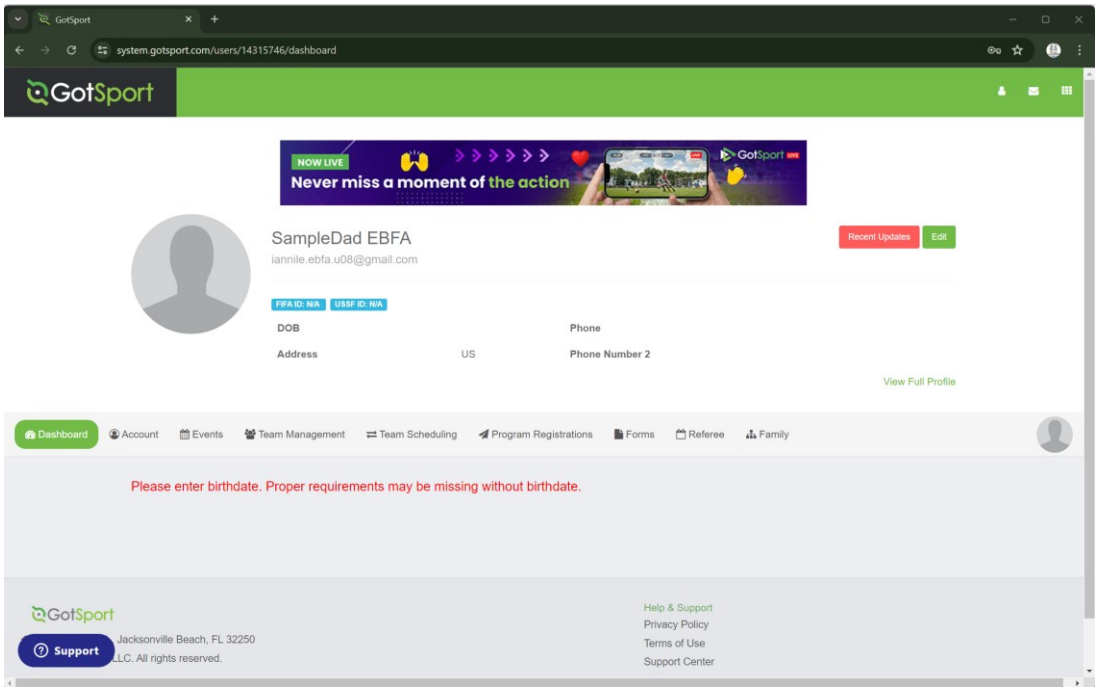
Update Accounts page for Player and add ITC Information and Citizenship details for Player

Upload Documents (Proof of Age – Passport or Birth Certificate and any ITC documents) for Player

Complete Forms GS-LPGAF League Parent Guardian Agreement Form

Login to GotSport

User Dashboard Landing Page



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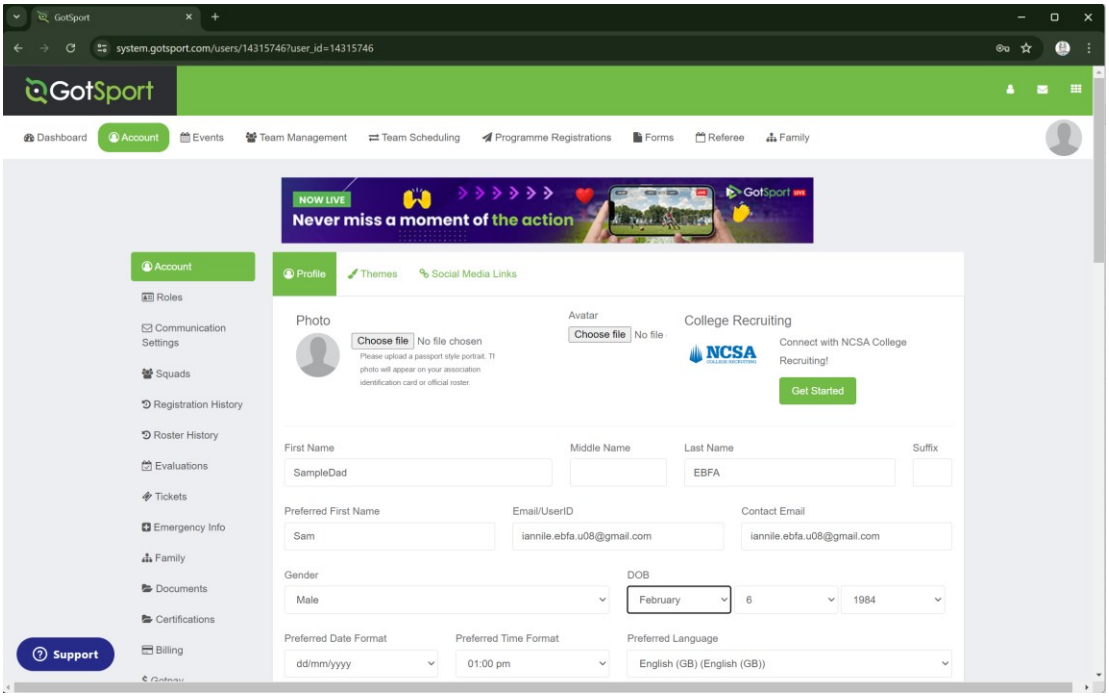
Press <Edit> button to update your GotSport Account



1st Data field to update is Address – Make sure Country is changed to England first, which will regionally updated so of the other fields.

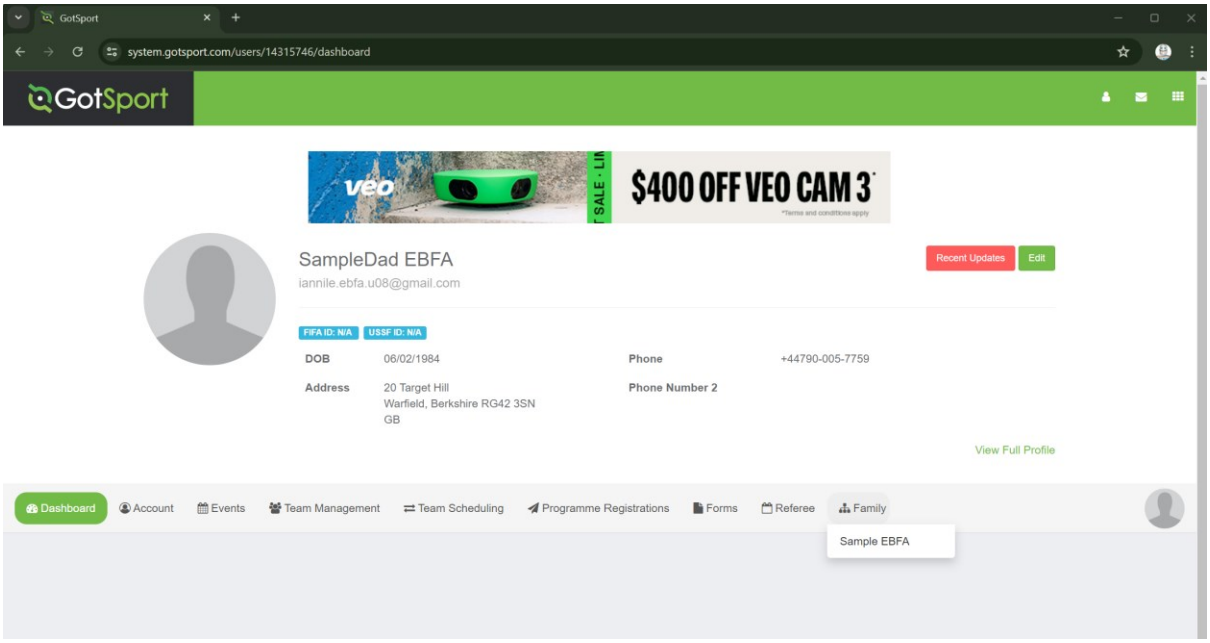
Please then complete:

- Address
- Gender
- D.O.B. (Optional)
- Preferred Date Format – to dd/mm/yyyy
- Preferred Language – English (GB) (English (GB))
- FAN –If you have one (Issued on Whole Game System) (Optional)
- Mobile Phone Number – Select UK Flag and enter number – 07xxx xxxxxx

Select “Save” at bottom to update the account.
The system should confirm save or show issues with invalid data fields.

Click on Banner - Dashboard to return to Dashboard

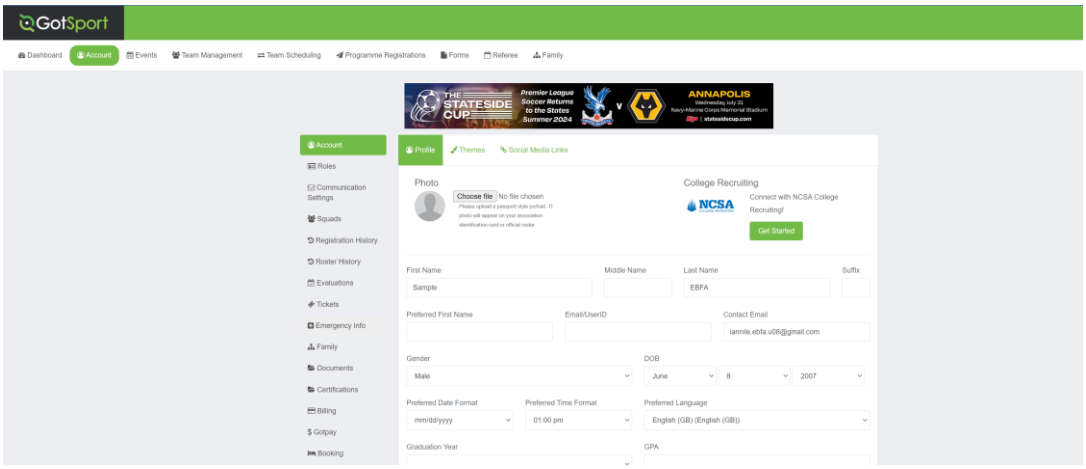
Click on Banner - Family to show your child’s name(s) charges (In this case “Sample EBFA” Player). If charge(s) not present, contact your team manager.



Click on “Sample EBFA” Player - **Note “Sample EBFA” is the players name – if you do not select the player – then the GS-LPGAF that is completed will be for your account and not the player and player then cannot finish approval/registration on this system**

On the Photo Image, top right, hover mouse over image and this will confirm your child’s name, which means the account is now your child’s account and not your guardian account!

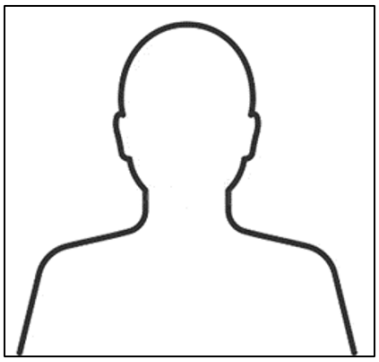
This will access the Players Account -> Sample EBFA



New Child to Club/Team – Add Player Photo

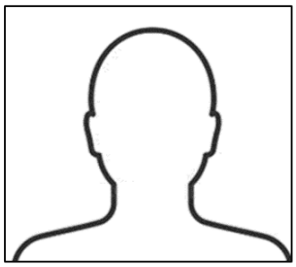
Add a Players Photo – The EBFA Photo Tech Spec is the at the end of this document.

If the player photo does not match this Tech Spec, then photo will not be approved but denied approval which means the player cannot be registered.



Digital Camera or Smart Phone

Upload to GotSport



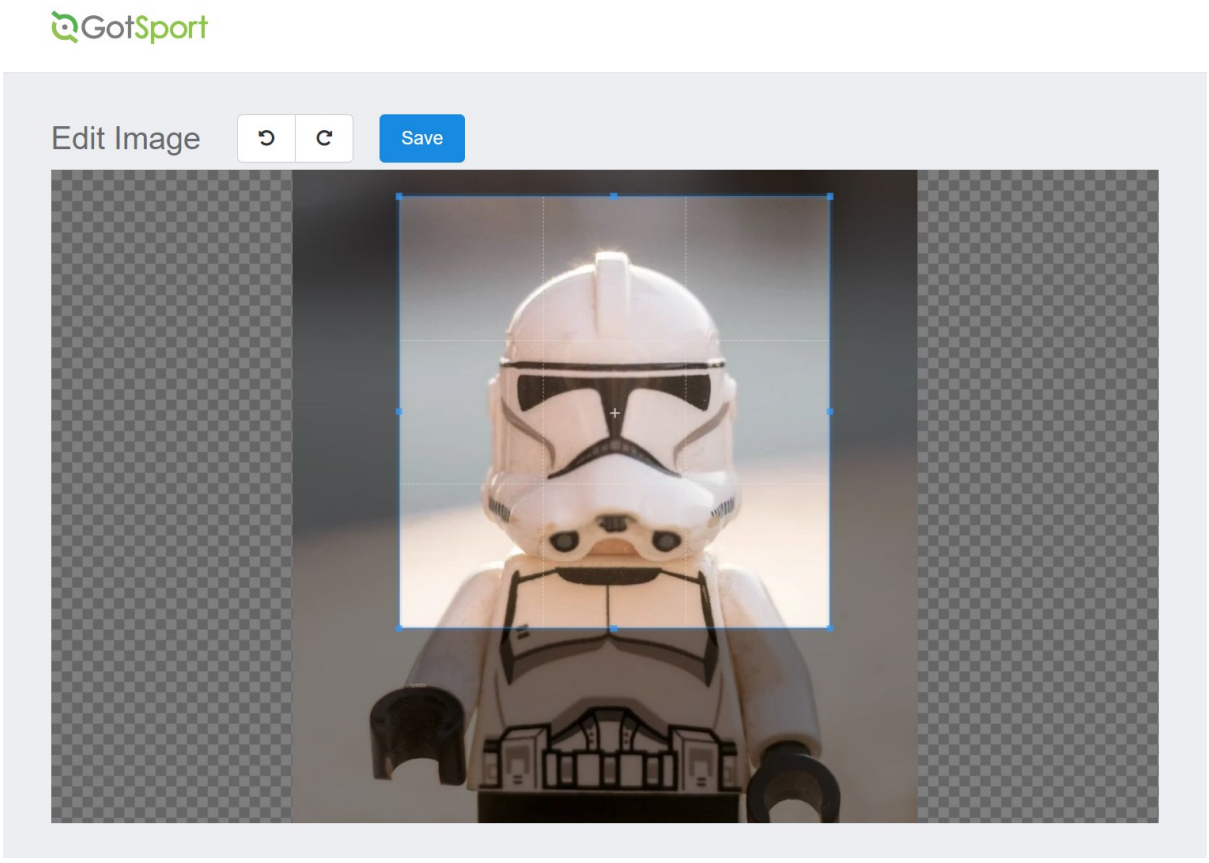
Edit Image after GotSport

portal cropping

Player Photo as Upload source. Head, Shoulders and Upper body with arms (High Quality Image 2-3MB size). League will use the GotSport Edit Image cropping tool to create photo for ID Cards and Team Sheets.

Example of Image that should be uploaded

EBFA Image Editing on Portal



Final Image for GotSport ID Cards and Team Sheet for Match Days

Press <Save> to save any changes.

Add Player Details

Make sure Country is changed to United Kingdom or England, first so related field are updated.

Add player details, for Instance:

First Name (Legal First Name as shown on passport or birth certificate)

Last Name (Legal Surname as shown on passport or birth certificate)

Gender of Player

DOB (Date of Birth as shown on passport or birth certificate)

FAN Number (If you have this from Football Association Whole Game System

Update Preferred Date Format to dd/mm/yyyy

Update Preferred Language to English (GB) (English (GB))

Update Time Zone Name – London

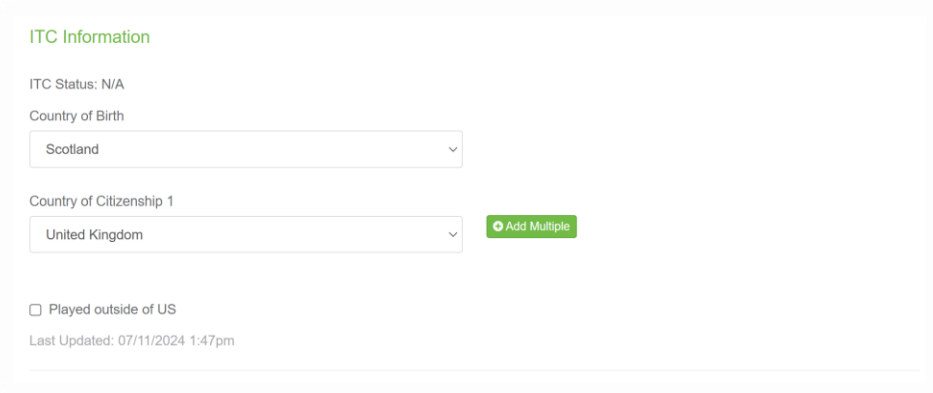
Add Mobile Phone Number – Select UK Flag and enter number – 07xxx xxxxxx

Add Address

Enter ITC Information

Country of Birth (as shown by passport or birth certificate)
Country of Citizenship 1 (as shown by passport or birth certificate)

Example of ITC Information



If the Player's Passport is a United Kingdom Passport, then

Country of Birth field – Please do not select United Kingdom as there are 4 Football Association in the United Kingdom (England, Northern Ireland, Scotland and Wales), so please be specific as to Country of Birth which matches the Passport as uploaded to GotSport for player verification.

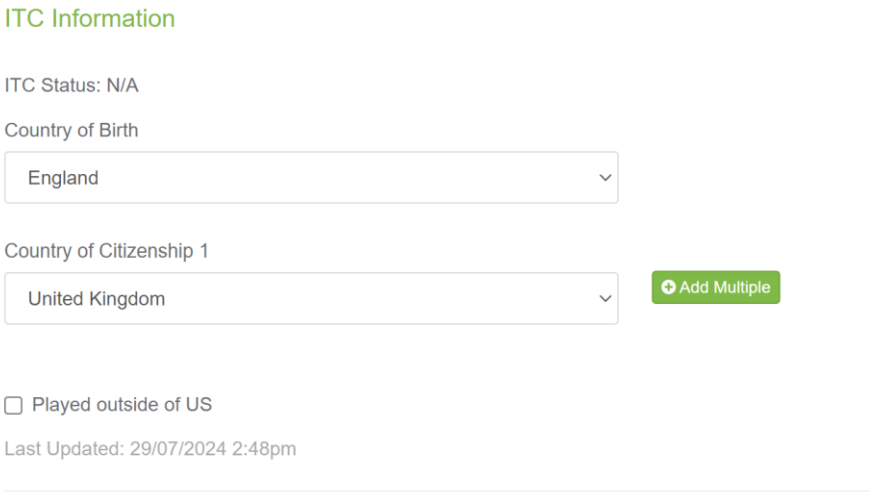
Country of Citizenship 1 would be United Kingdom for a United Kingdom Passport

In above example a UK passport is used and shows the player's Place of Birth as Edinburgh, so Country of Birth is changed to Scotland.

In Citizenship box 1 at bottom – select United Kingdom if UK Passport.

If the Player's Birth Certificate was issued in Reading – Country of Birth is England and Country of Citizenship 1 is England.

Enter Citizenship



Enter Country.

Enter Passport No in the Passport Number field and Passport Expiration date as shown on Passport.

Played outside of US – please treat as Played outside of England

Select "Save" at bottom of page

Upload Documents

For the purpose of League verification of

First Name

Last Name

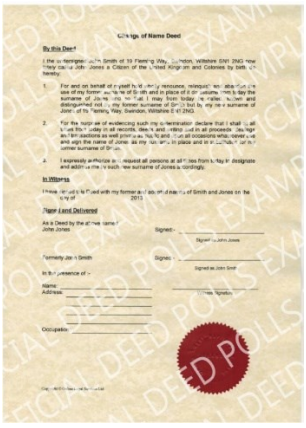
DOB

ITC Information

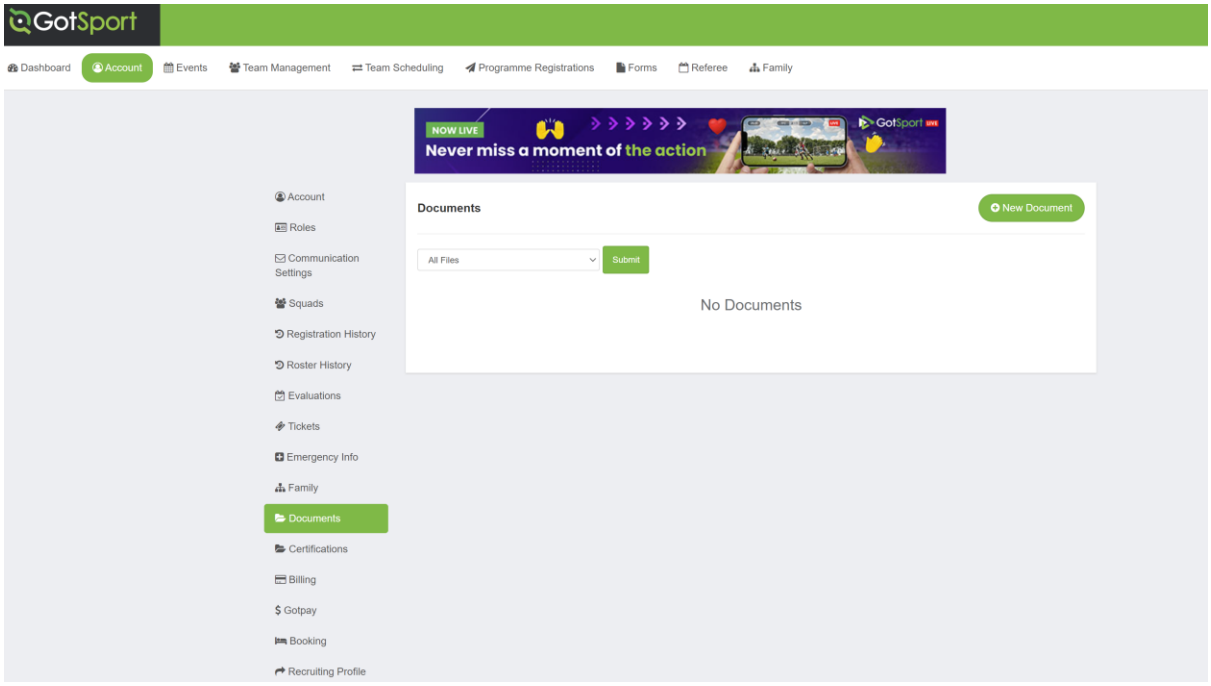
Citizenship

Please upload a copy of Passport or Birth Certificate along with a copy of a Deed Poll if player's name has been legally changed.

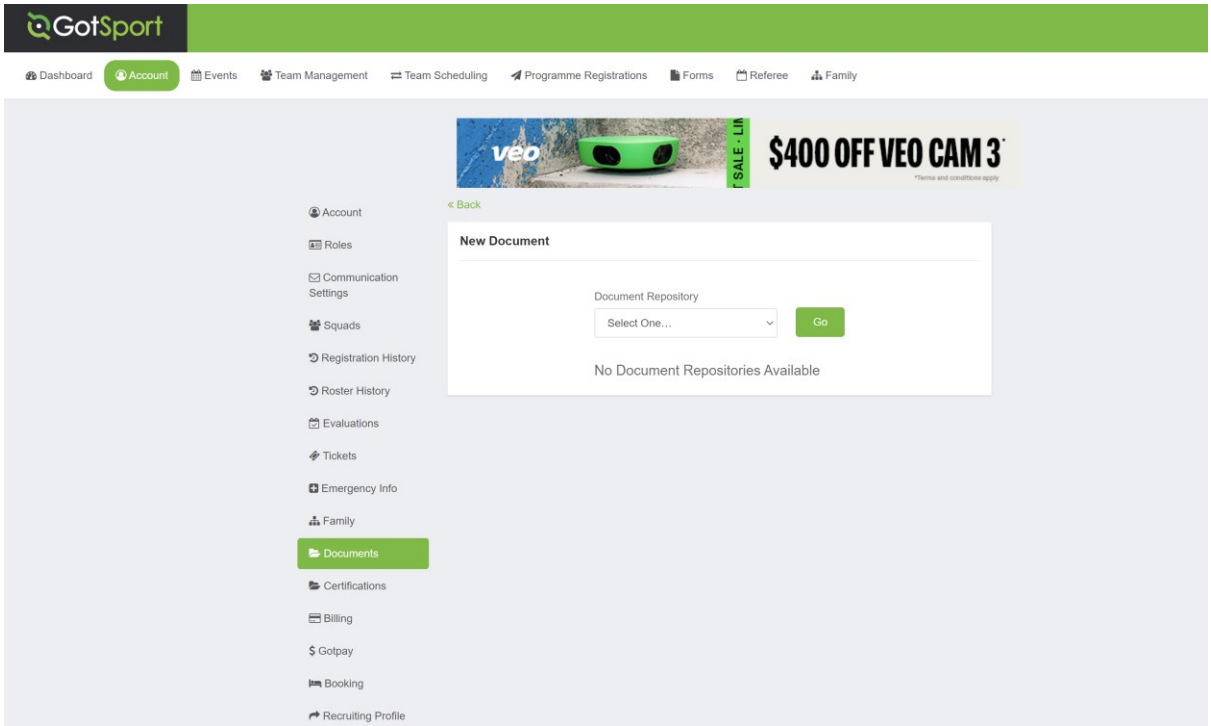
Short form birth certificates only contain the information of the child and place of birth. It does not contain parental information.



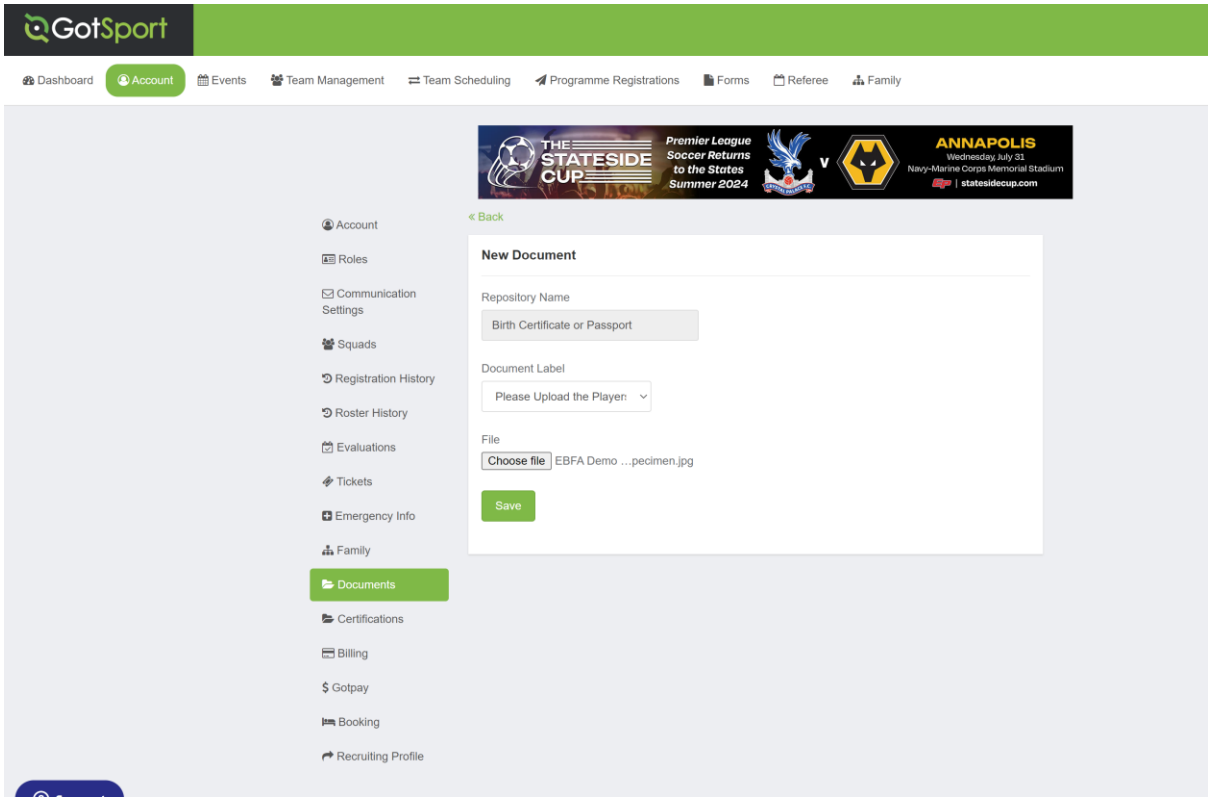
Select the Documents option



Select New Document



Select<Go>



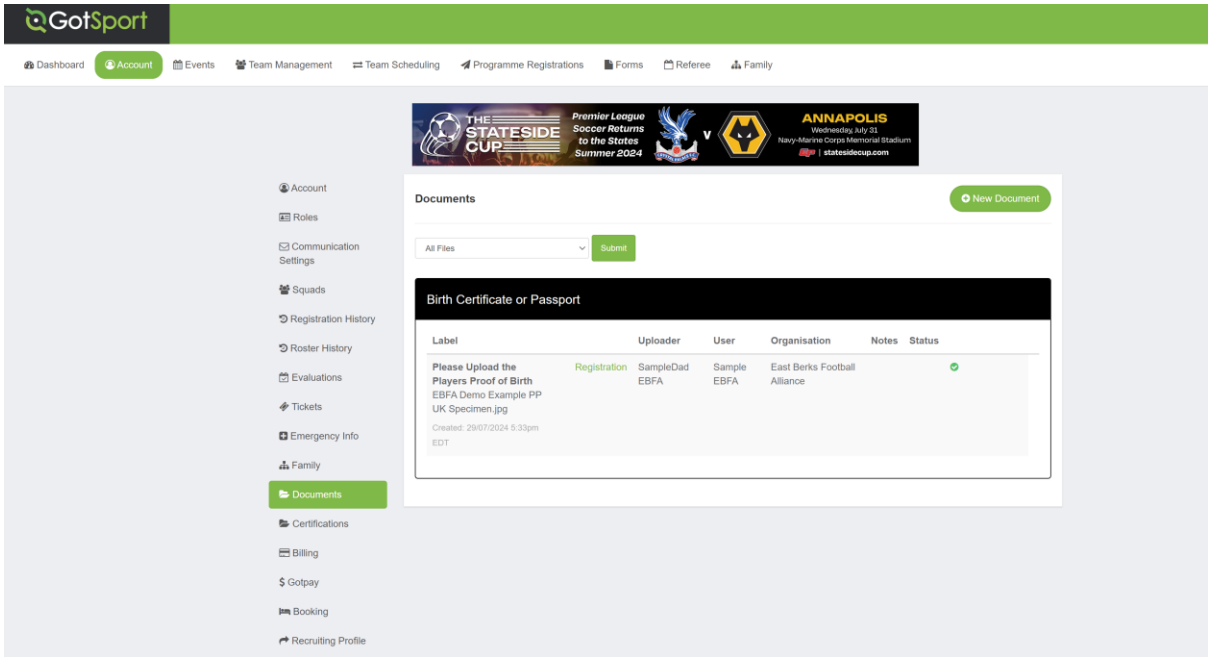
Select Document Label

Chose File to load document

Press <Save > to upload document

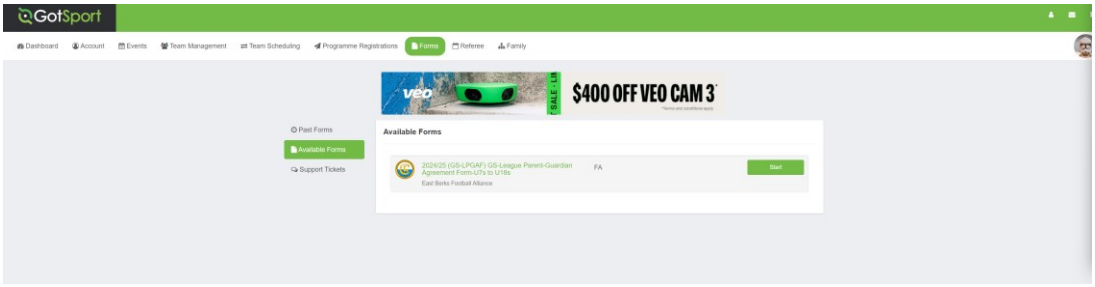
System will confirm upload status

Click back on Documents to see what and when document was uploaded

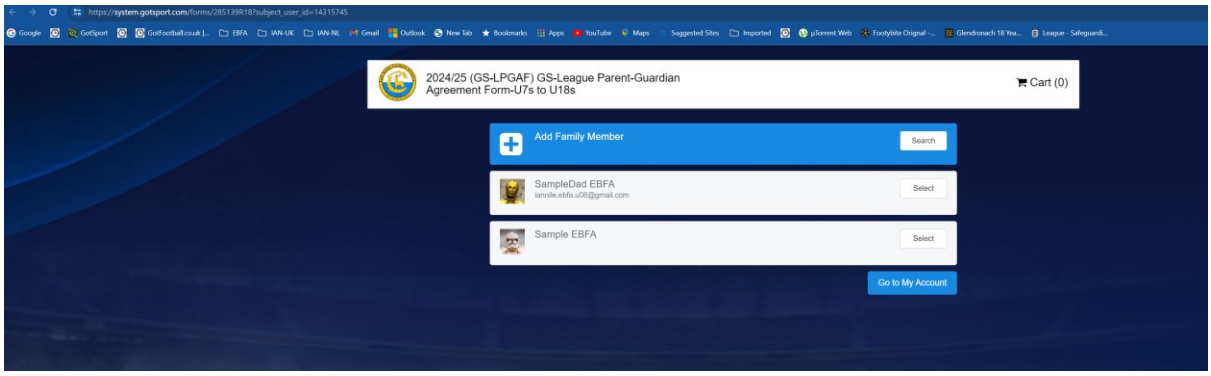


Complete the 2024/25 (GS-LPGAF) GS- League Parent Guardian Agreement Form-U7s to U18s

Click on the Banner Forms (Green Below)

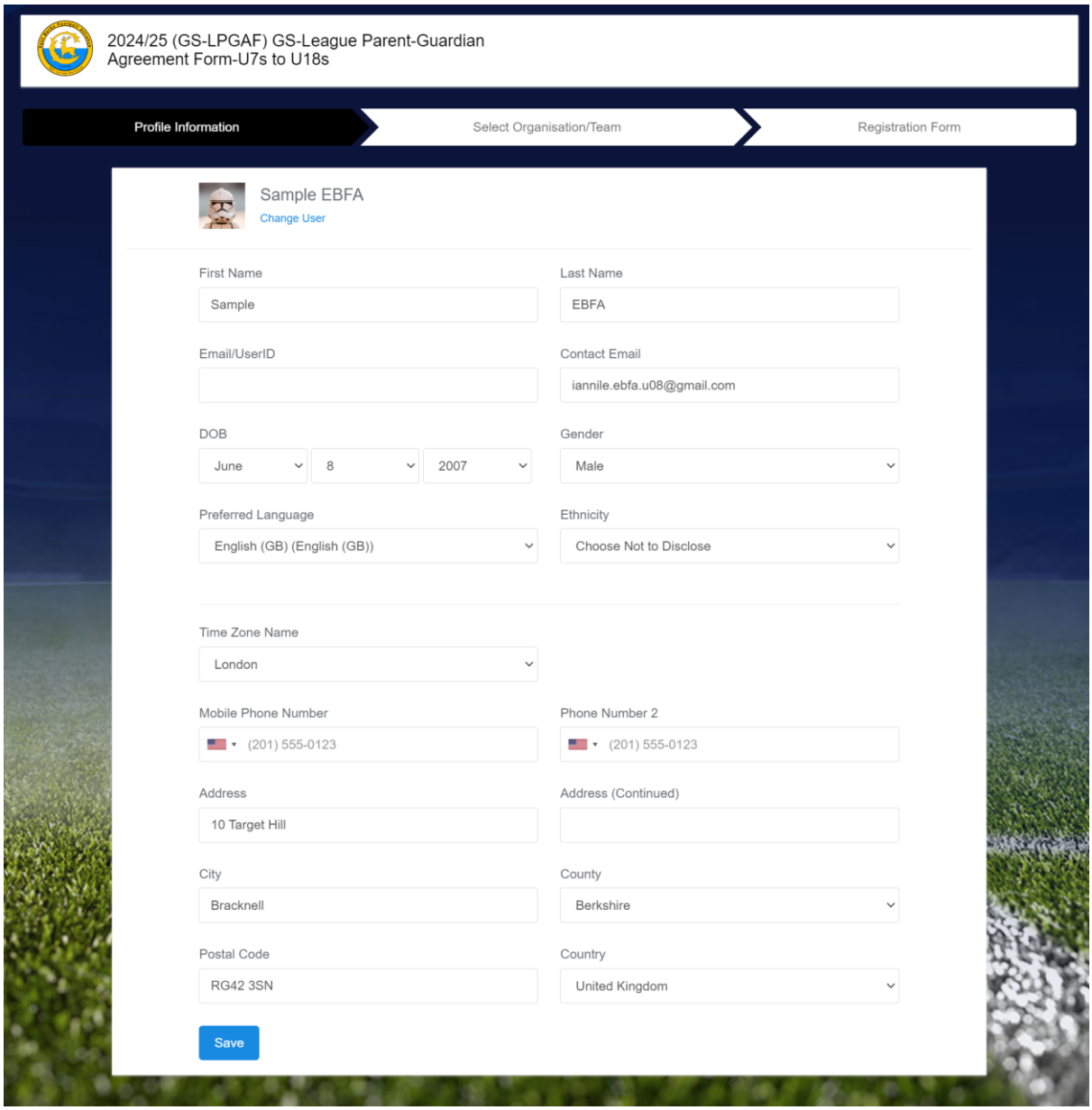


Click on <Start>



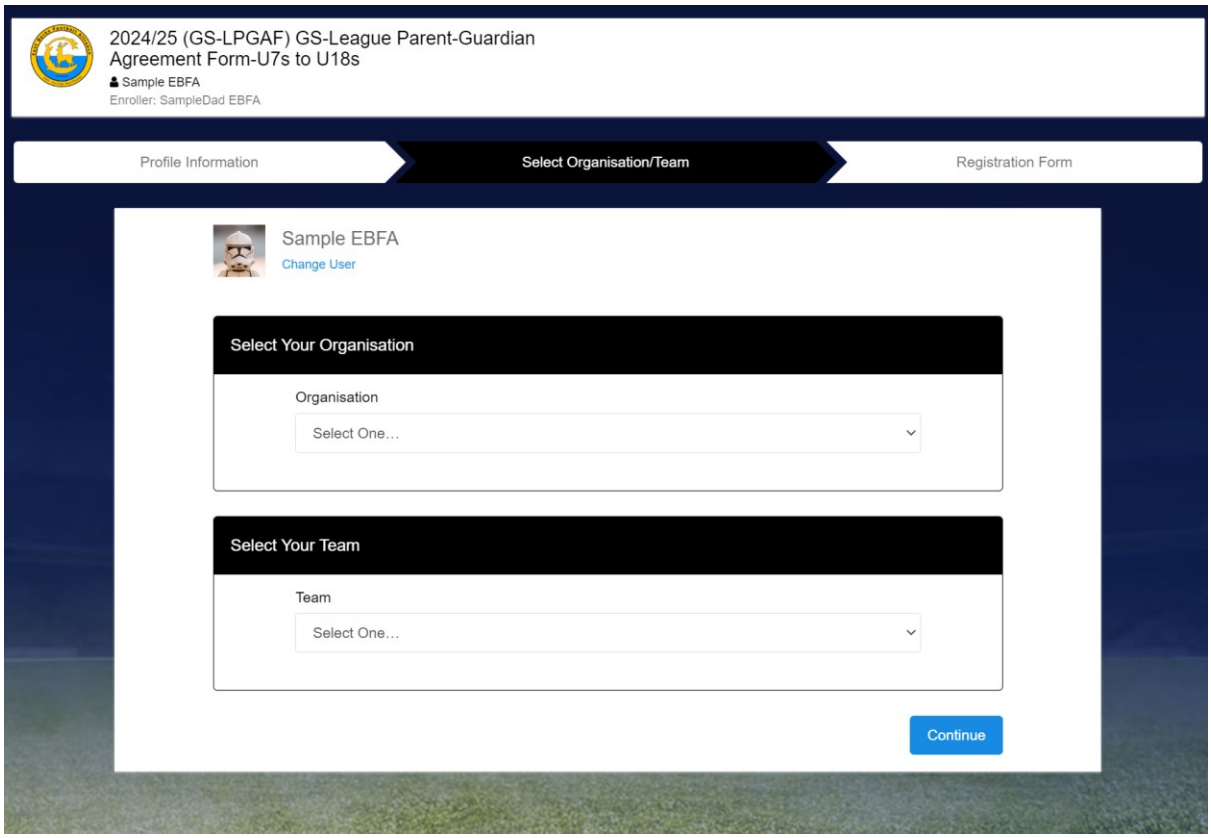
Click on Select for your Child

Check the Profile Information

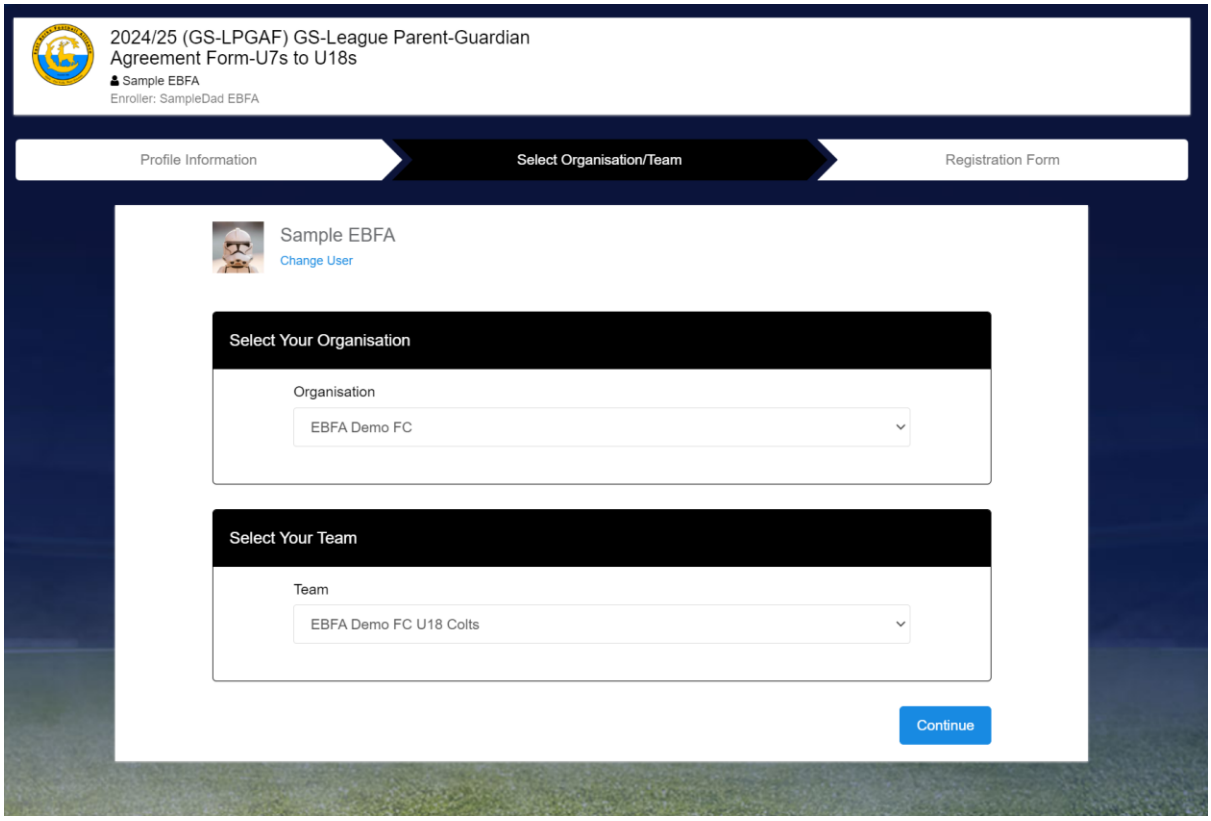


Press <Save> to Continue

Complete the Select Organisation (Club)/Team

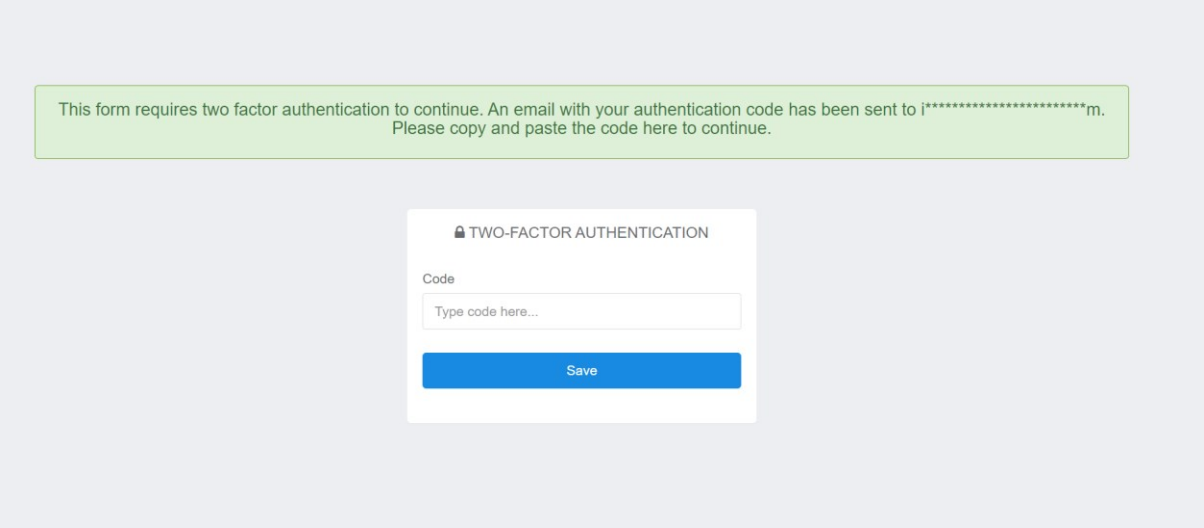


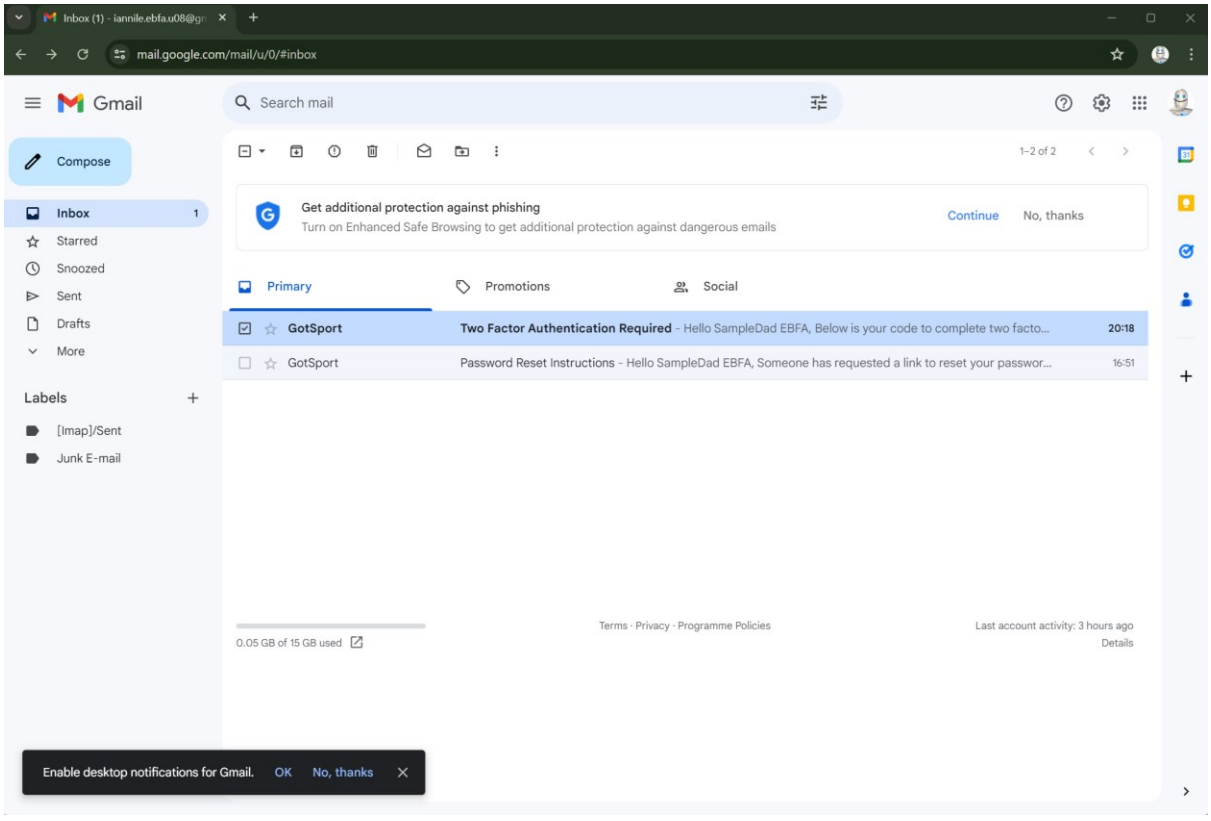
Selection Made

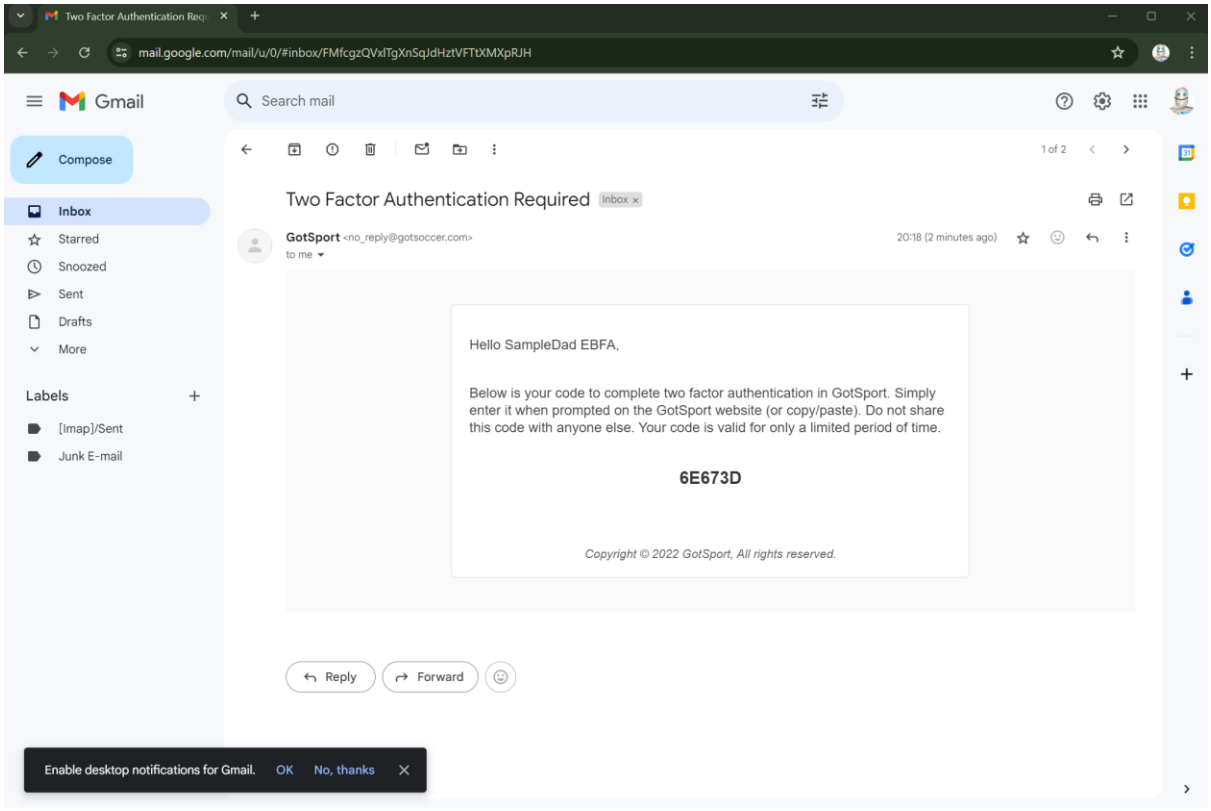


Press <Continue> button

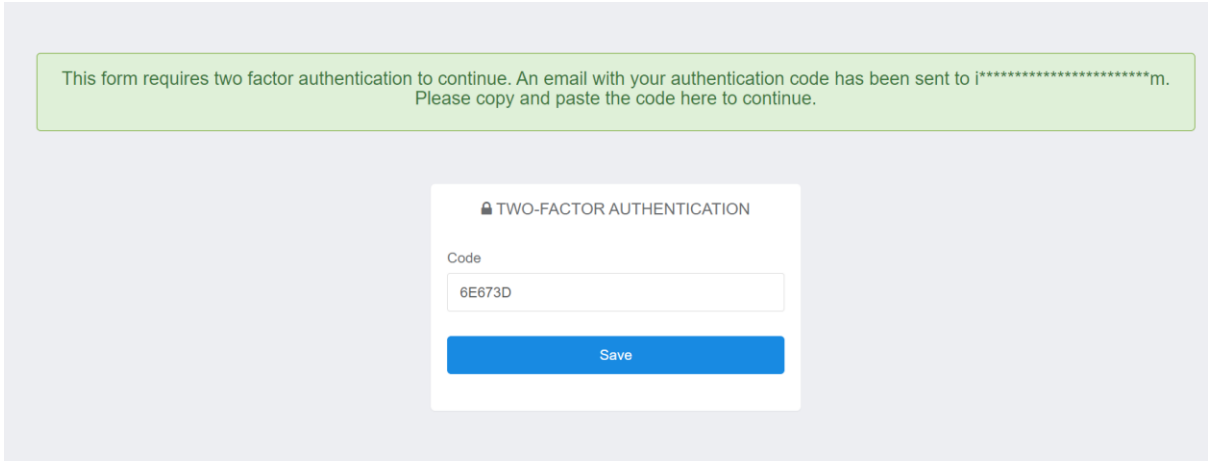
System now sends you a Two-Factor Authentication Email





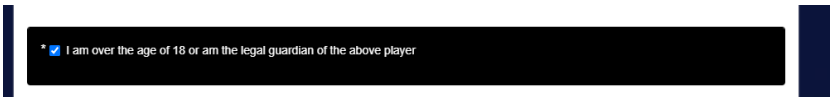


Enter the code and press <Save>)

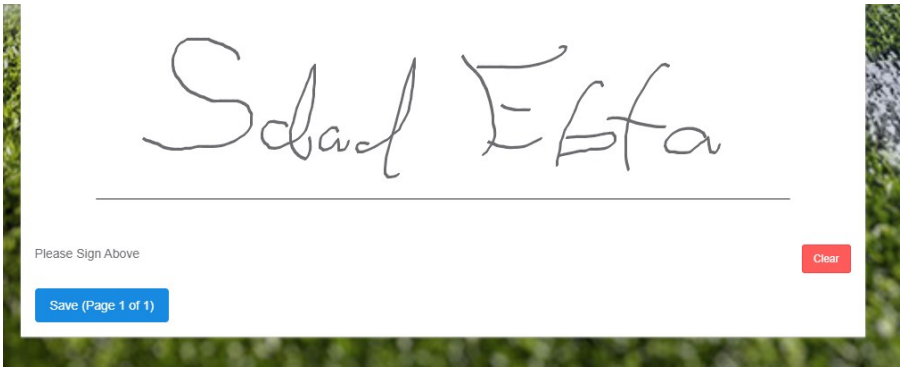


Read And Complete the Registration Form Section

After reading - Click the tick box

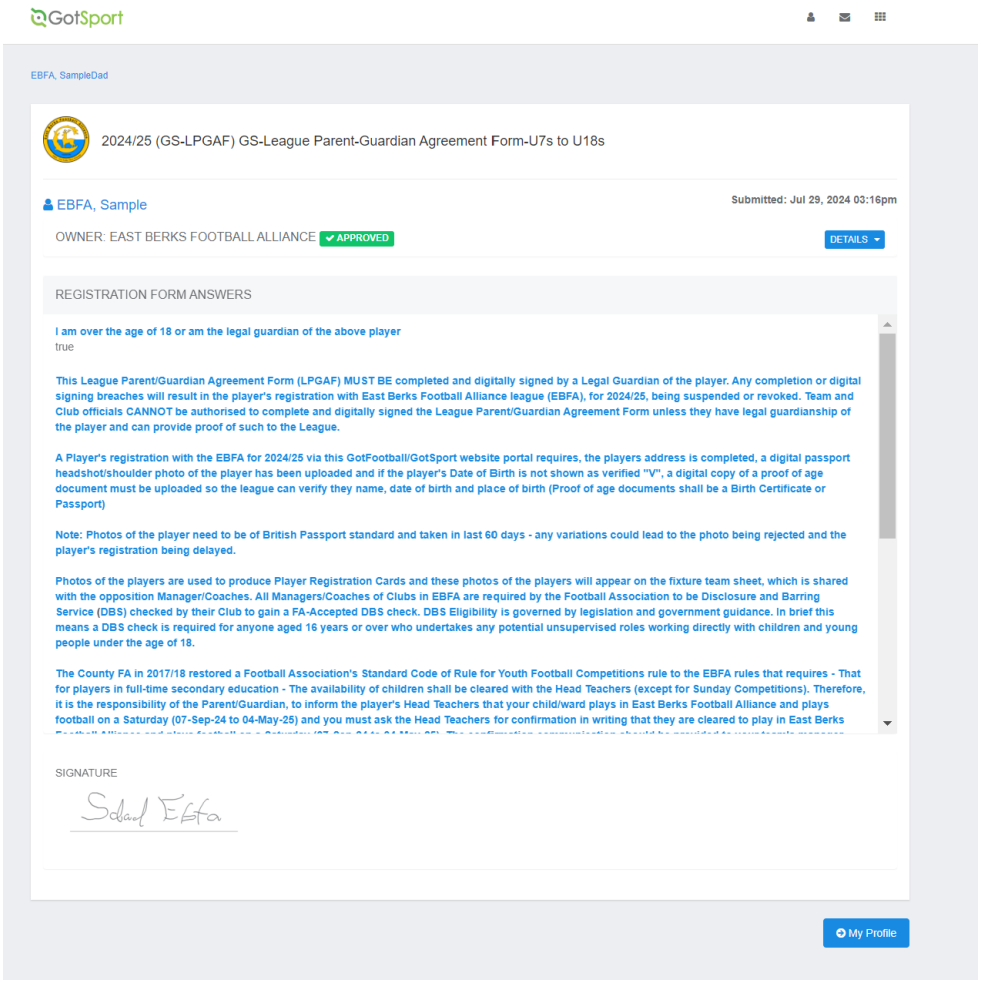


Sign the Form with mouse or touch screen



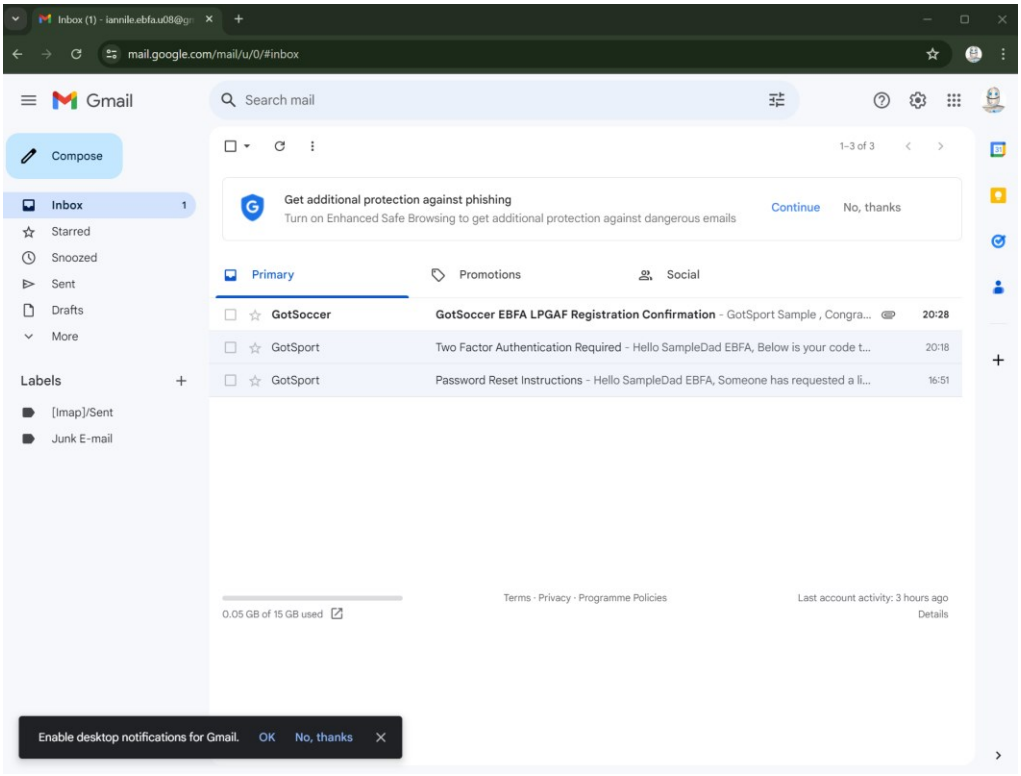
Click <Save (Page 1 of 1)> button

Confirmation that GS-LPAF has been approved by League



System also sends you a confirmation email

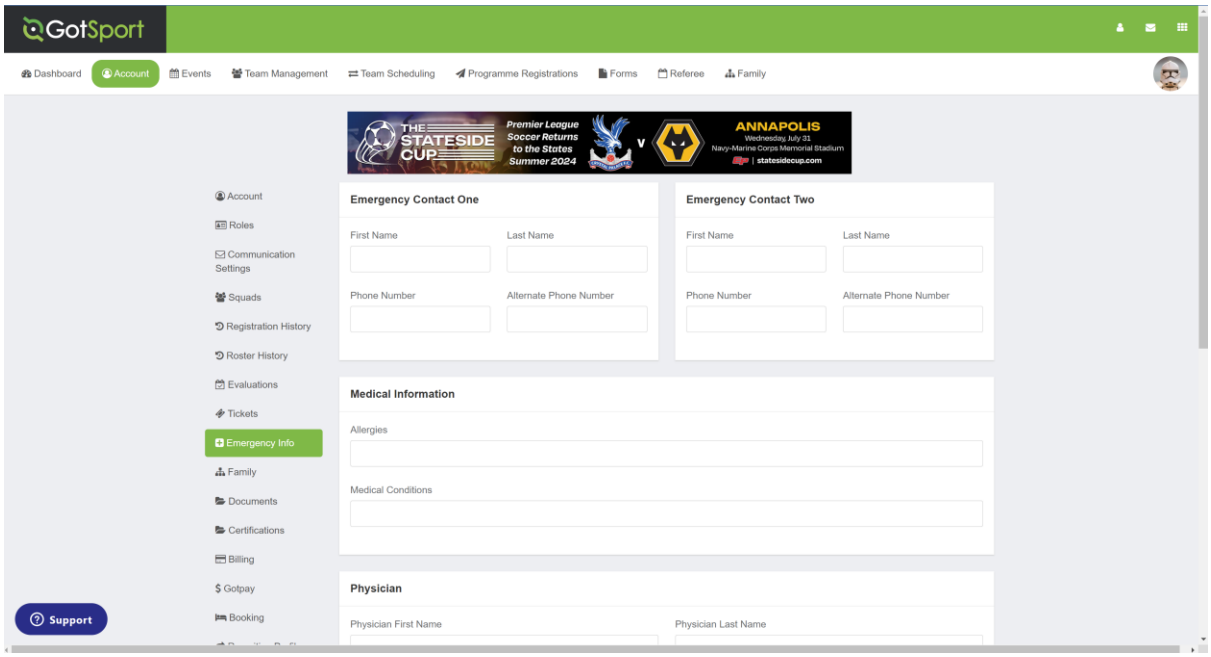
GS- LPGAF Confirmation Email



The Parent/Gurdian procedure for a Migrated player is finished.

Account Extras – Emergency Contact One/Two and Medical Information

Select the Emergency Info



Update/Add the Emergency Contact One / Emergency Contact Two and relevant Medical Information.

Press <Save> at bottoms of screen.

The Parent/Gurdian procedure for a New Club/Team player is finished.

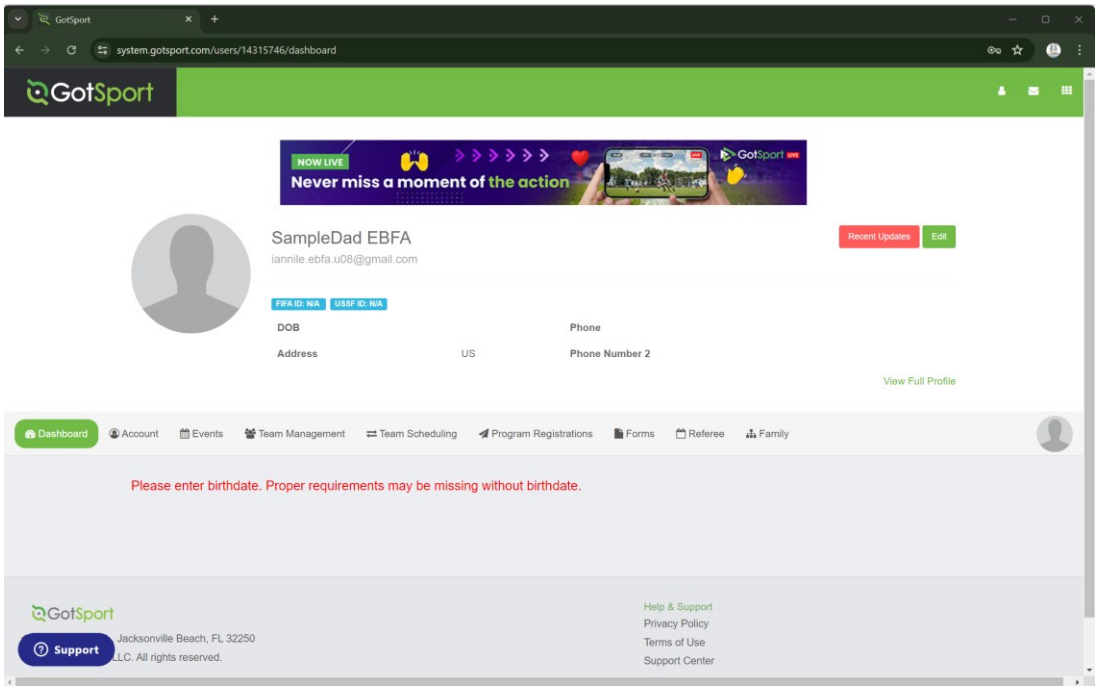
Player Data Enter or Update FAN

Requirements

Enter or Update Player FAN.

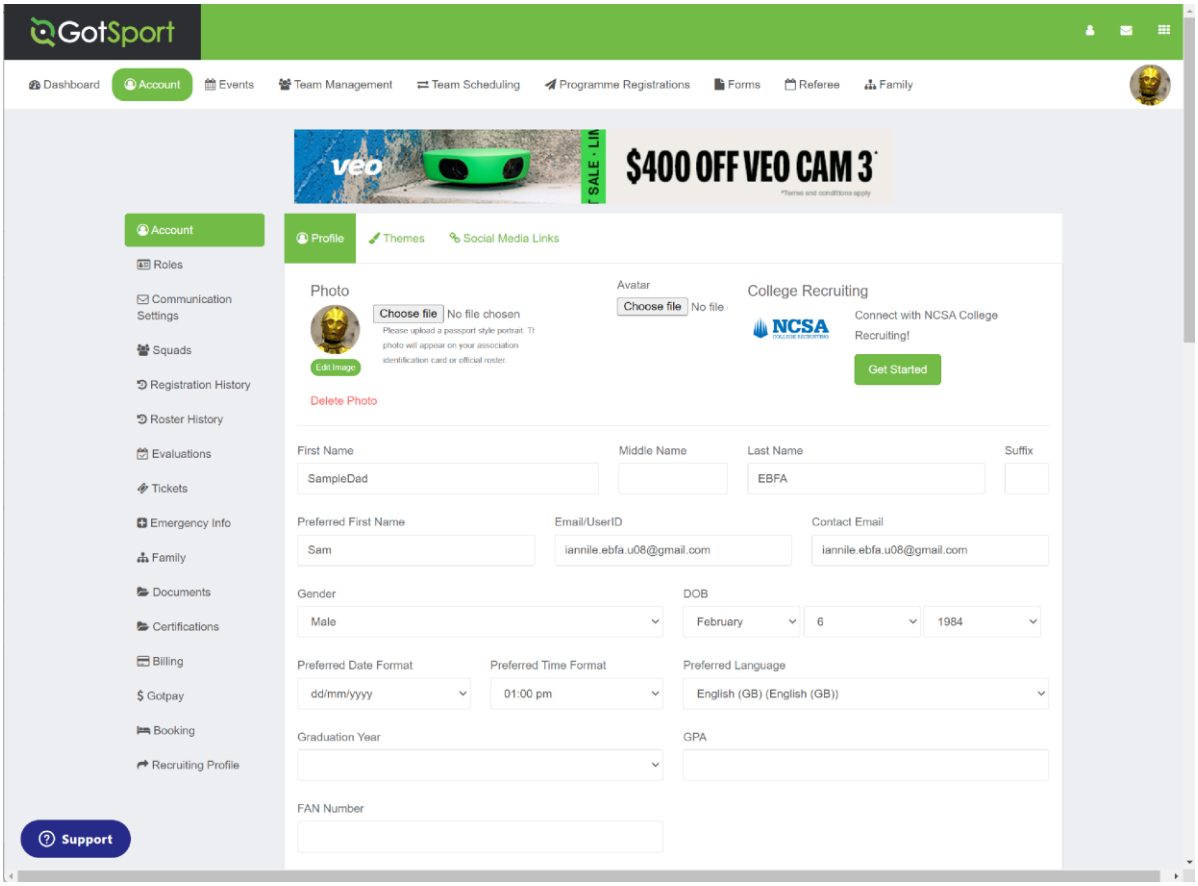
Login to GotSport

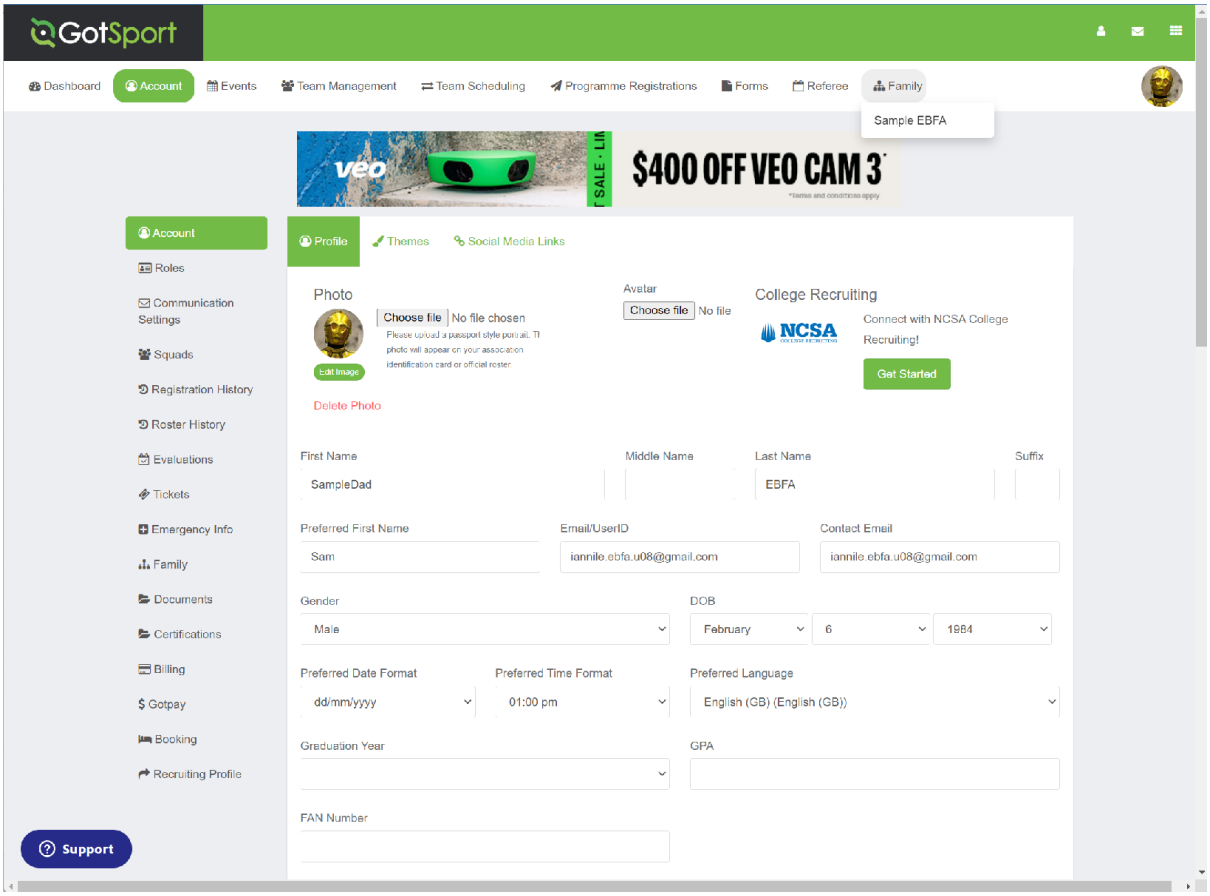
User Dashboard Landing Page



If you have issues with no email or password – contact your team Manager who will contact the Club Official dealing with the GotSport system and they might set you a temporary password for your email/UserID.

Press <Edit> button to update your GotSport Account


GotSport
Dashboard
Account
Events
Team Management
Team Scheduling
Programme Registrations
Forms
Referee
Family
$400 OFF VEO CAM 3
Account
Roles
Communication Settings
Squads
Registration History
Roster History
Evaluations
Tickets
Emergency Info
Family
Documents
Certifications
Billing
$ Gotpay
Booking
Recruiting Profile
Support
Profile
Themes
Social Media Links
Photo
Choose file
No file chosen
Edit Image
Delete Photo
Avatar
Choose file
No file
College Recruiting
NCSA
Connect with NCSA College Recruiting!
Get Started
First Name
SampleDad
Middle Name
Last Name
EBFA
Suffix
Preferred First Name
Sam
Email/UserID
iannile.ebfa.u08@gmail.com
Contact Email
iannile.ebfa.u08@gmail.com
Gender
Male
DOB
February
6
1984
Preferred Date Format
dd/mm/yyyy
Preferred Time Format
01:00 pm
Preferred Language
English (GB) (English (GB))
Graduation Year
GPA
FAN Number


GotSport
Dashboard
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Sample EBFA
$400 OFF VEO CAM 3
Account
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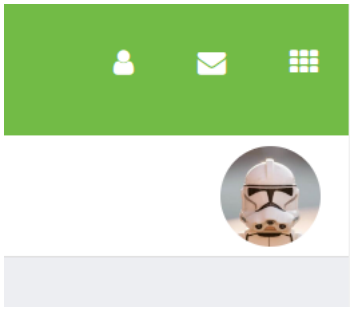
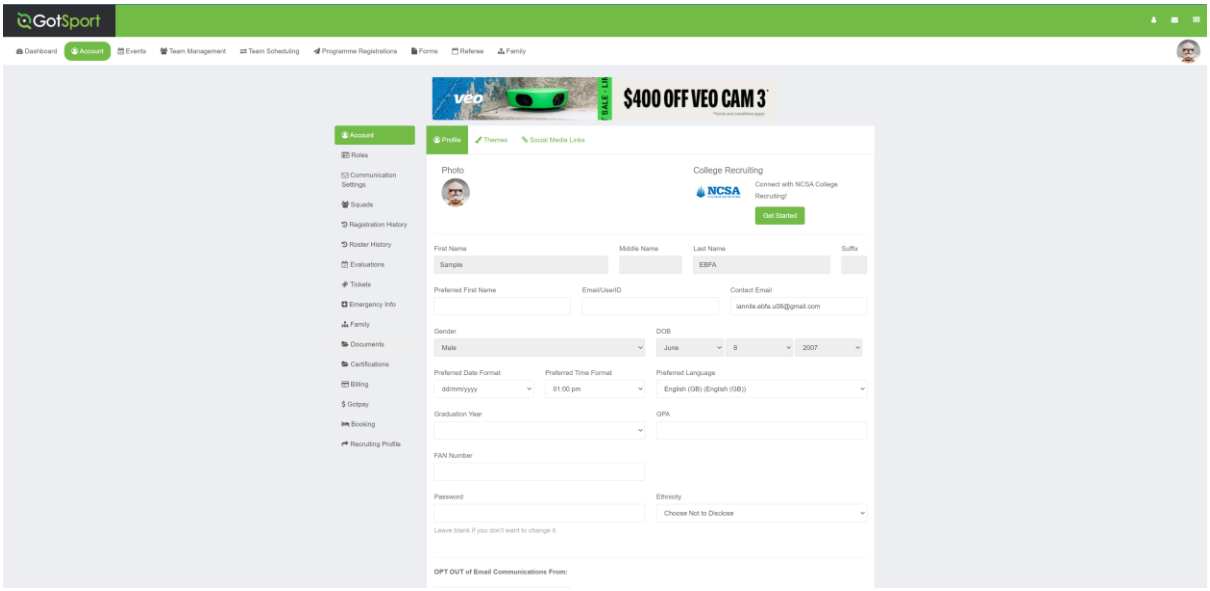
Evaluations
Tickets
Emergency Info
Family
Documents
Certifications
Billing
$ Gotpay
Booking
Recruiting Profile
Support
Profile
Themes
Social Media Links
Photo
Choose file
No file chosen
Edit Image
Delete Photo
Avatar
Choose file
No file
College Recruiting
NCSA
Connect with NCSA College Recruiting!
Get Started
First Name
SampleDad
Middle Name
Last Name
EBFA
Suffix
Preferred First Name
Sam
Email/UserID
iannile.ebfa.u08@gmail.com
Contact Email
iannile.ebfa.u08@gmail.com
Gender
Male
DOB
February
6
1984
Preferred Date Format
dd/mm/yyyy
Preferred Time Format
01:00 pm
Preferred Language
English (GB) (English (GB))
Graduation Year
GPA
FAN Number

Click on “Sample EBFA” Player - **Note “Sample EBFA” is the players name – if you do not select the player – then the GS-LPGAF that is completed will be for your account and not the player and player then cannot finish approval/registration on this system**

On the Photo Image, top right, hover mouse over image and this will confirm your child’s name, which means the account is now your child’s account and not your guardian account!



This will access the Players Account -> Sample EBFA



Enter the Players FAN Number (If Greyed out the FAN is locked by the League and the Club will need to request a FAN Update with the League

Press <Save> at bottom of player’s record to save any changes.

The Enter FAN procedure is finished.

Appendix – Player ID Registration Photo Specification

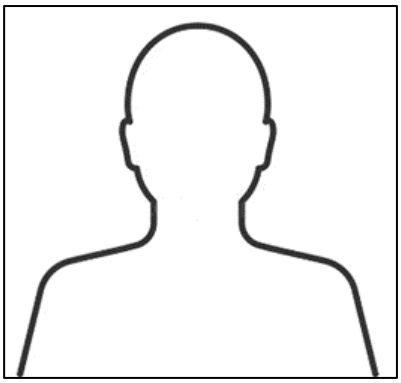
The Player's Photo uploaded to the EBFA GotSport system must be a digital Player Passport Style ID Photo taken in the last 3 months:

The main rules for good preparation of the player passport style ID photo is to:

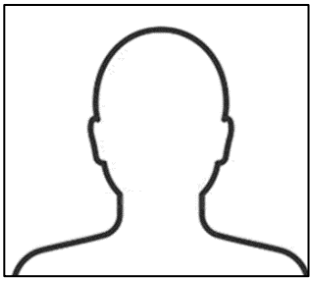
Look straight into the camera
Have a neutral facial expression and be sure your mouth is closed
Do not cover your face.
Have a contrast background on the photo (plain cream or light grey).
Your eyes have to be open.
Face has to be visible and not covered by trophies, sunglasses, glasses frames, tinted glasses, face paint, or hair.
The covering of the head and face has to be reduced. It is not allowed to cover your head (except for medical or religious reasons).
If you wear normal glasses or football glasses, make sure that you do not have reflection or glare on them.
Photo cannot have the 'red eye' effect.
Photo cannot have shadows on the picture.
Photo cannot have watermarks on the picture.
Your passport photo should be in colour, printed, clear, sharp and in focus.
It is also important to have a recent photo (taken within the last 3 months) that is not digitally changed.
In the photo you cannot be in the company of other people or objects.
The photo must include your full head and shoulders only.

Tech Spec:

Clear and in focus
In colour
Unaltered by computer software
At least 600 pixels wide and 750 pixels tall, preference for 2316 pixels wide and 3088 pixels tall 72dpi,
Photo size at least 1MB and no more than 3MB.
Phot type: JPEG, JPG, PNG
Photos taken on an iPhone with Live Photo mode on will not work.



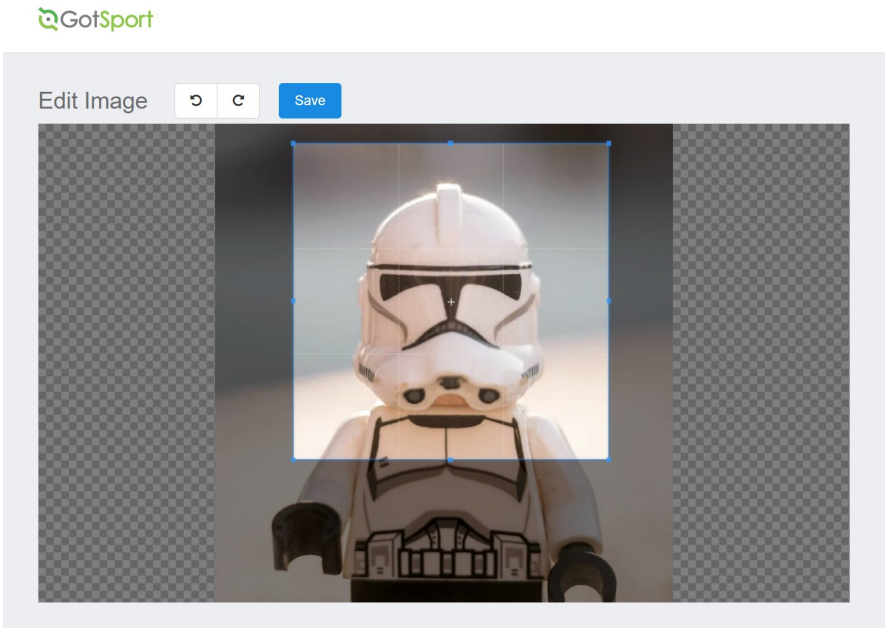
Digital Camera or Smart Phone Upload to GotSport



Edit Image after GotSport portal cropping

Example of Image that should be uploaded

EBFA Image Editing on Portal (Will be Completed by League if not done by Upload User)



Example of final Image for GotSport ID Cards and Team Sheet for Match Days

Also –

Do not cut Photos from Photo of the Team – image resolution quality very poor and photo size will be too small

No photo of player on other side of field

No photo of player with trophies or medals

No photo of player with siblings

No photo of player with face paint

No photo of player eating a meal

No photo of player showing their favourite football shirt

No photo of player standing in their favourite football stadium

Etc. etc. etc

Summary – Photo should Include the head, shoulders and upper body. Do not crop your photo, this can be done on GotSport!!