

Player Re-Registration Online Process Instruction

Note: for players not previously registered you'll need to complete the online registration form here: <https://weekleyroversfc.org/registration> which needs a secret code to access (your team manager can provide this code).

1. Check the Inbox of the parent/guardian e-mail account registered with the player. You should of received an e-mail from "Weekley Rovers FC wrwebmaster@weekleyroversfc.org" that looks something like this:

WRFC PLAYER REGISTRATION ACCESS

Hi Paul,

Player registration for all Weekley Rovers FC teams is now online through our club website so to re-register for the 2023-24 season you'll need to login to the site and verify the player registration details.

To get access to your player registration information you'll first need to set a password for your account. The following link, specific to you, will take you to a page to do this:

Your set password link : <https://weekleyroversfc.org/club-sign-in/?action=rp&key=ZVc2jzxsmeGWd5Jbti5m&login=FAN-99999999>

NOTE : The link provided will expire after 24 hours after which you will need to request a new one if not used in time

After you've set your password you'll be logged straight into your profile but should you need to access it again later you can do so by clicking here; [WRFC Member Login](#); and signing-in using your e-mail address and the password you have set.[metadata element="date,author,comments,sticky,views"]

Please note that accounts will be locked out for a period once the registration deadline has passed to provide time for the club to process any changes / update FA registration information as needed.

Should you have difficulties accessing your profile or your link expires before you are able to use it then, in the first instance, please e-mail the club's technical support at wrwebmaster@weekleyroversfc.org

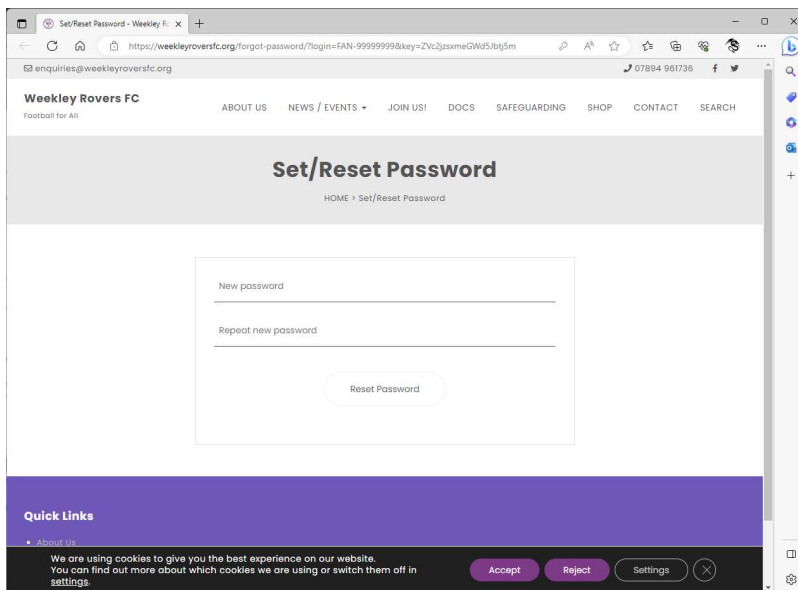
In the unlikely event you do not receive a reply from technical support within 3 working days then please contact the club secretary (see [club website](#) for contact info).

We hope you find the new registration system an improvement on the former paper based one.

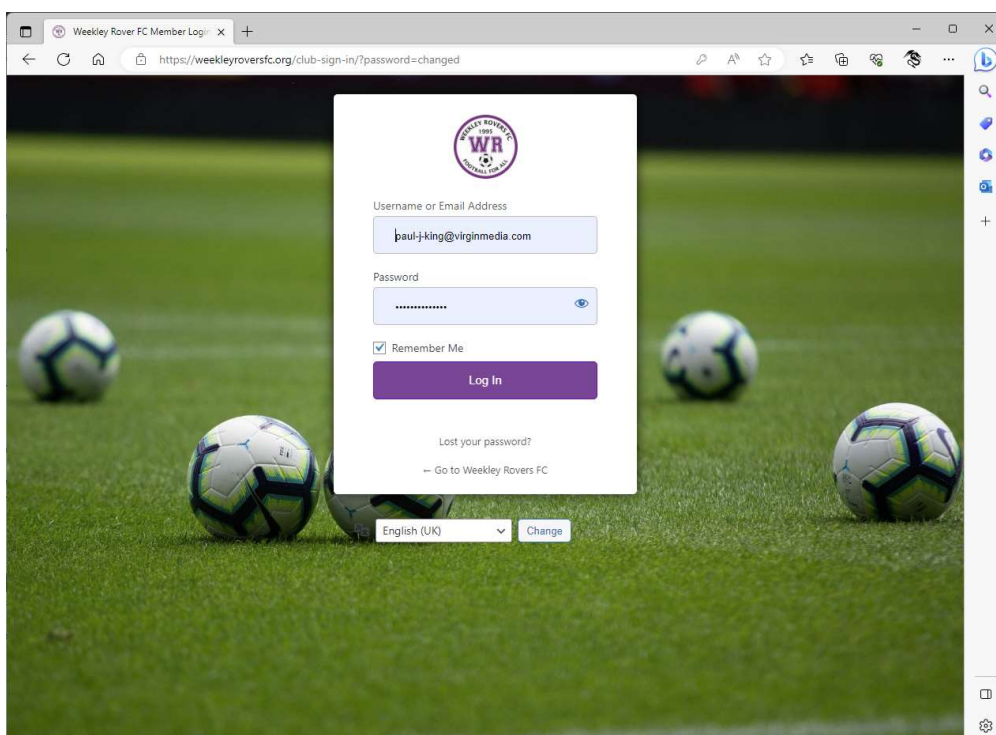
Yours sincerely,

Weekley Rovers FC

- As instructed in the e-mail click on the set password link to open up a page in a web browser that will look like this:



- Click Accept at the bottom of the window to accept the Weekley Rovers FC website cookies usage (these are needed for the site to correctly operate).
- Next enter a password that you would like to use with your account where it says “New Password” and enter the same password on the below line to confirm
- Press the Reset Password button
- After a short time the web page should change and the Club Sign-in page appear. This looks like this:



7. In the Username or Email Address box enter either:
 - a. the same email address from step 1 (that the set password mail was sent to)
 - or
 - b. the FAN number of the player being re-registered but with FAN- added in front e,g, FAN-12345678
8. In the Password box enter the password you just set on the previous web page.
9. The web page will once again, after a short while, change and load up a new page with the Player's Profile containing all the current details on record for them. This will look something like this:

The screenshot shows a web browser window displaying the 'My Profile' page for Paul King on the Weekley Rovers FC website. The page includes a navigation menu, a profile header with a name and club logo, and a form to edit profile details.

Player Registration Details	
PLAYER'S FIRSTNAME	Elliot
PLAYER'S SURNAME	King
PLAYER'S DATE OF BIRTH	19.09.01
PLAYER'S FAN NUMBER	12345678
PLAYER'S AGE GROUP	U18
TEAM NAME	Wizards
TRAINING ONLY OR TRAINING+LEAGUE REGISTRATION?	Training+League
SCHOOL	Bishop

10. On the lefthand side the grey boxes are the different sections containing the relevant information currently held.

You will need to go through each of these sections and check that all the information is:

- a. Complete
- and
- b. Correct

You will find the Policies & Codes of Conduct section is blank. This is because at the end of each season the club resets these since each year you need to reaffirm the commitments to adhere to the relevant rules, policies, codes of conduct, etc. for which you'll need to edit your profile.

- As a next step, including if you also need to update some of the data click on “Edit Profile” just above the lefthand grey section boxes.

The page will reload and look very similar to before but the registration data currently held will now appears under a grey bar labelled for the expanded section like this:

- By default the “Player’s Details” section will be open/expanded and the other sections collapsed.

If you don’t need to modify any of the Player’s details then either click on any of the other grey section bars or click on the “Collapse” option in the top right.

To expand all sections at once click on the Expand option

- Update and add any missing information making sure to go through the Policies and Code of Conduct Acceptances drop down menus and selecting the relevant option (some additional info has been provided in the expandable sections at the bottom of the page):

+ *Emergency Medical Aid Guidance (Important)

+ Policies, Rules, and Codes of Conduct Information/Guidance

13 Cont'd...

As a last step, once you are happy all the information is correct and you have accepted the polices/codes of conduct then you must complete the last section to verify this and mark the date you are doing so:

The screenshot shows a web browser window with the URL https://weekleyroversfc.org/my-profile/?user_id=40#. The page contains several sections for acceptance and confirmation:

- Conduct Acceptance**
 - FA and WRFC Policies and Rules Acceptance: I agree on behalf of the child I am registering that they will
 - League Policies and Rules Acceptance: I agree on behalf of the child I am registering that they will
 - WRFC Privacy Notice Terms Acceptance: I agree to the terms of the Weekley Rovers FC Privacy Notic
 - Acceptance of Responsibility for Payment of Incurred Fines: I understand and accept that I am liable for payment of or
- Confirmation of Details**: A button with a right-pointing arrow.
- Player's Details Confirmation**: I confirm that all player registration details are correct
- Date of Confirmation**: 2023-06-28

A calendar widget is open, showing the date 2023-06-28 selected. The calendar shows the month of June 2023 with days 1 through 30.

At the bottom left, there is a **Quick Links** section with links for [About Us](#) and [Contact Us](#).

At the bottom, there is a footer with the text: "Any trademarks or logos used throughout this website are the property of their respective owners." and "Site produced for Weekley Rovers FC by Augment-IT Limited."

14. Finally, scroll backup to the top of the web page (titled My Profile) and under the bold **Edit Profile** text click on the Save button:

The screenshot shows the 'My Profile' page on the Weekley Rovers FC website. The page title is 'My Profile' with a breadcrumb 'HOME > My Profile'. The main heading is 'Edit Profile' with 'Expand Collapse' links to its right. Below the heading are two buttons: 'Save' (highlighted with a blue arrow) and 'Cancel'. Underneath is a 'Player Details' section with a right-pointing arrow. The form fields are:

- Player's Firstname**: Elliot
- Player's Surname**: King
- Player's Date of Birth**: 19.09.01
- Player's FAN Number**: 12345678
- Player's Age Group**: U18

The top navigation bar includes 'enquiries@weekleyroversfc.org', '07894 981736', and social media icons for Facebook and Twitter. The main navigation menu includes 'NEWS / EVENTS', 'JOIN US!', 'DOCS', 'SAFEGUARDING', 'SHOP', 'CONTACT', 'LOGOUT', and 'SEARCH'.

15. That's it! We do the rest 😊 but if you want to be doubly sure then take another look over those details and if needed go back into Edit Profile to adjust anything missed.

We will do an export of all registration data in a week or so's time and then use that to register the player on the FA system.

We hope you find the new registration solution an improvement on the paper forms. Any Problems, don't call me... only kidding 😊, if you do encounter issues (after all this is a new system) then please try to take a screenshot and send it in e-mail to wrwebmaster@weekleyroversfc.org and the club's techie will investigate. If it is mega urgent please use the usual route of contacting a committee member who'll see if can be resolved more quickly.

Regards,

Your Weekley Rovers FC Techie