



JWFC Registration Process 26/27: www.cova.je/r/jersey-wanderers-fc

1. Each Team's Lead Coach has been granted access to log in to the site using their FAN linked email address
2. Once in the Dashboard, select the Members tab on the left-hand side navigation
3. Use the Teams filter on the top right hand side to select your team(s)
4. Click on the name of a member to see key details like emergency contact details, medical notes and media consent.

JFA Player Registration Process 26/27 (for competitive football only): <https://clubs.thefa.com/#/>

The JFA will no longer add players to teams within the Club Portal once the player registration fee has been received. Clubs are now required to assign players to the team they wish them to play in for the upcoming season. Players are **not registered** and are **not eligible to participate in any matches** until their status on the Club Portal shows as 'Registered'.

Guides on how to do this are below:

[Registering a Player : Grassroots Technology](#)

[Assigning a player to a team : Grassroots Technology](#)

[How to submit a registration to a league : Grassroots Technology](#)

[Inviting a player to register : Grassroots Technology](#)

Once the Club has allocated to the player to the team and submitted the request to the league via the Club Portal, the JFA will approve this request within 48 hours of the player registration fee being received.

How do I know if a player has registered?

If the club have submitted the player to the league for approval, and the JFA have received their registration request, they will move to 'Registered' status within 48 hours of receipt of the registration. If after 48 hours they haven't been 'Registered' your Club nominated individual can contact the JFA. Please do check with the player/parent first as they may not have submitted their registration.

Who can add players to the teams?

All Club Admin roles, Team Admin/Coaching roles (for teams they are associated to)

Can I add multiple players at once?

Yes, by clicking on each player, then the 'more' button, you can complete actions for multiple players at once.



What is the Add Player Info error?

This is where your players' details are incomplete.

- U16 and below: parent details are required – Email/phone number
- Players over 16: their own email and phone number needs to be added to their profile.

Player details can be collected from the

How do I add a player who is joining us from another club?

Within the Club Portal, Players tab, click Add Player.

You can then search by the players name & DOB, or FAN if they know it. Or you can invite them to join your club. You will need their email address and name or the parents if the player is U16. Once they have accepted the invitation you can add them to your team in the normal way.

What do I do for a brand new player who has never registered before?

Use the Invite Player options: Type in the player's name and email address, if this is an under 16 player please tick the "U16" option and enter the parent/guardian's email address instead.

Once you click "Invite player" an invite will be sent to the player via email, this will allow them to confirm their personal details by either signing into their FA Account or creating a new account.

For new teams (U11 or below), where you have multiple new players, you can click on the Club Invite link and send via whatsapp/email. They can then complete all their personal details, submit to club and then you can allocate the players to the relevant teams.