

## Registration Guide

### REGISTRATION - AGE GROUPS TO BE REGISTERED FOR SEASON 2021-22

- Under 13 - born in 2009 or later
- Under 14 - born in 2008 or later
- Under 15 - born in 2007 or later
- Under 16 - born in 2006 or later
- Senior - born in 2003 or later

**WHO SHOULD BE REGISTERED?** - All Secondary players, both boys and girls, who may represent their school in LOCAL games including leagues, cups, small-sided games and festivals and/or SCOTTISH shield and small-sided competitions such as the Girls' U14 Sevens.

### SCOTTISH FOOTBALL ADMINISTRATION SYSTEM - **GUIDE TO REGISTERING PLAYERS**

In common with all areas of the game the SSFA is now required by the governing body, the SFA, to register players and provide details of Associations and Schools, as included in the handbook, on the new Scottish Football Administration System.

Work has already been done by the SSFA in setting up the SSFA site. The relevant handbook details have been added. Those players already registered on the SSFA's spreadsheet system are being added by SSFA personnel. Staff members added to the system will have received an email with password.

Only basic information on players, as on team lines, is required in the schools system:

**first name / surname / date of birth.**

The school's address can be added. However, a good number of players may be registered with other associations but still need to be registered with the school. In such circumstances, a home address is likely to have been added by a club.

This is a basic guide to the use of the system. The system is very straightforward to use and after the initial input of names very quick and easy to maintain. Please note that details added do not appear

immediately. You need to go out of the topic and then enter again and the info should be uplifted.

To add / delete / remove / view etc. hover over the different buttons for information on their purpose.

The SSFA realise that this is a further task for busy teachers / secretaries but would ask that football reps arrange for all pupils (boys and girls) who play schools' football (Local Association and SSFA fixtures including any Sevens competitions) and other staff coaches etc. to be registered on the system as soon as possible.

**SSFA HOME PAGE** – <http://www.scottishfalive.co.uk/ssfa>

(Remember to add ssfa at the end of the address or you will enter the

SFA registrations home page.)

### **LOGIN:**

ENTER EMAIL ADDRESS

ENTER PASSWORD

PASSWORD REMINDER

(enter email address)

When a football rep is added (Email Address is included) he / she becomes a 'user' of the system.

A PASSWORD is immediately forwarded to the email address. The password can be retrieved by email if necessary using password reminder. When adding an adult use dob as 01/01/1999 unless dob is known and use of is agreed.

## **SCOTTISH FOOTBALL ADMINISTRATION SYSTEM SCHOOLS OVERVIEW**

**LOCATION:** <http://www.scottishfalive.co.uk/ssfa>

### **HOME PAGE:**

- **SIGN IN:** email address and password (already sent to this email address).

- USE **PASSWORD REMINDER** to recover lost or forgotten password.

**USING THE SYSTEM:** To add / delete / remove / view etc. hover over the different buttons for information on their purpose. A \* means detail must be added.

## **TWO POSSIBLE ENTRY LEVELS:**

### **1. OWN SCHOOL**

Info Bar: School name / club (school info) / players / officials / volunteers / teams / venue / kit / competition / system users

- **CLUB:** can add school information as indicated – but not essential
- **PLAYERS:** add players (both boys and girls). Asked for first name / surname and date of birth (although d.o.b not required at this stage).

**PRESS FIND PLAYER.** Two different screens are possible: -

**1st** where the player is not already registered with e.g. a club, youths' or women's FA – **NO MATCH FOUND**. Simply click to add a new player and a new page appears. You can add the school address using the post code search. PRESS ADD PLAYER - a new player is added. NO NEED TO ADD OTHER INFORMATION.

**2nd** where the player may already be registered by another association – **PLAYER NOT LISTED ABOVE**. Press add participant symbol. You may be given a list to check and find the player.

Players in this category will have a home address listed - select and PRESS ADD PLAYER - a player is updated, (now registered with the school as well as with a club). If there is no fit, or unsure, start again and add as a new player.

Player list rolls on each year. Only new intake need to be added at the start of a new session.

Players are easily deleted.

## **TEAMS.**

1. add the school name and from the drop-down menu enter 2) the year group e.g. Under 13 and 3).

School Association e.g. Dumfries and Galloway FA. If it is a girls team add school name (girls).

2. make up teams by clicking on players and adding players from the drop-down menu. List of players is alphabetical and not by age. Click officials to allocate officials to teams if helpful. The team list can then be used over and over for notices as well as team lines. **VENUE / KIT**. May be useful

## **OFFICIALS.**

Only one person can be listed as football rep at any one time. Other officials can be added (and some have) using the drop-down menu to indicate a position e.g. team coach. It is important that all staff / coaches involved are listed. Those listed may have been given a false d.o.b of 01/01/1999. This date can be used where staff do not wish to disclose their age. THE PROCESS IS THE SAME AS ENTERING PLAYERS.

**SYSTEM USERS.** Only school football reps have this facility at present. Other school officials can be added as system users e.g. team coach or school secretary (volunteer worker on the drop-down list) who can help maintain the register of players. There are three levels of use which can be given to additional users.

**VOLUNTEERS.** Can list those that help with various tasks other than taking teams.

## **2. LOCAL ASSOCIATION**

Association Secretaries have active user status and can enter officials, add other system users from the list of Officials, and maintain / monitor the register of member schools. Process for entering officials and system users is the same as that noted above.

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