Harrow Youth Football League

Harrow Soccer Combination

(FA ACCREDITED LEAGUES AND FA CHARTER STANDARD & RESPECT LEAGUES)

Player Registration

& Match Result Form

System

USER GUIDE

www.hyfl.website

CONTENTS

Version control:

V1 - September 2015

V2 - August 2016

V3 - September 2016

V4 - July 2017

V5 – July 2018

V6 – July 2019

V7 – August 2020

V8 – August 2021

V9 – August 2022

V10 – July 2023

1. The Club Secretary function

After logging on to the HYFL website, **www.hyfl.website**, select the System Login button and this will take you to the login screen.

Ideally, you should be using 'Google Chrome' as your internet browser.

Please note. Introduced from the 2022/2023 season is the ability to also use a 'Mobile' for the functionality previously also available to you on a PC/Laptop. The one key difference is when adding a date, which is not the default of today's date. To enter a date of birth or report date using the mobile version you need to touch the date box and then touch the month shown e.g. September 2023 and select the required date using a thumbwheel.

Throughout this guide, where the advice is to 'select', this means clicking on it 'once'.

Also, it is possible to have more than one Club Secretary on the system and this may be of use if you have a lot of teams to register on the system or you have different Secretaries for the HYFL and HSC.

To have a second 'Secretary' added to the system, you will need to email the League with details (full name and email address) and request such an addition.

You will be faced with a login screen, enter your user name and system password. These will be in an email sent to your email address when the League set you up on the system.

You are 'strongly advised' to change your password the 'first time' you log into the system - for security purposes.

It is a breach of the system security to allow anyone to access the system using your login details; if this is proven your access to the system will be removed. It is possible to have more than one secretary per club access the system (see above), so this should never be necessary.

Please also note that accessing the system from some work locations (e.g. those with high levels of system security) may cause access to be denied – this is likely to be due to the work system security and not the HYFL system.

Once logged in, you will see the following screen:
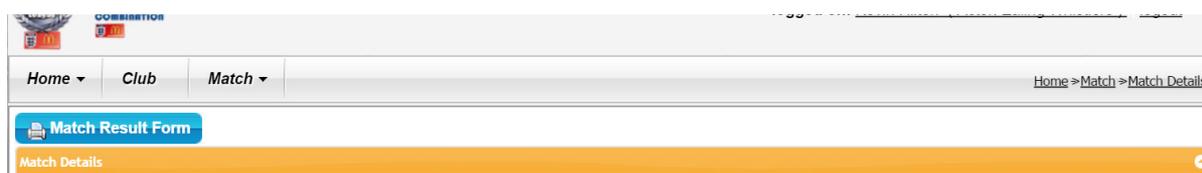
The **Home** screen is the default screen and will show all submitted Match Result Forms at a high-level and Match Details for your club i.e. the key information for each match; Date of Match; Age-group; Division/Group; Competition; Home Team with score; Away Team with score; Match form ID and Submitting Team.

This screen can also be viewed by selecting **Match** and then Match Details. This will obviously be blank until Match Result Forms have been submitted by your Club.

Your 'first task' in using the system is to set up details for your club managers – i.e. those who will submit Match Result Forms for each team on a weekly basis and/or register Players on the system. This can be the team manager, team administrator, fixture secretary, or indeed yourself – in fact

anyone who you nominate to submit the match result forms or register players (and this must be done for EACH team you have entered in the HYFL/HSC).

To do this you should click on **Home** and this will bring up the **Register** function which you click on and use to add manager/administrator details (name and email address) of each of your teams.

You must also give each manager/administrator a unique User Name and Password – see below. Type in the managers'/administrators' names and select their **Team** from the list given by clicking the downward arrow.

The User Name and Password can be anything and will be sent to the email address entered. It is common for a User Name to be either the name of the person or the email address of the user but does not have to be. Please ensure that the User Name is meaningful and not just a few characters e.g. U7 as this can easily be replicated by other clubs and cause problems. An entry for Telephone is optional. The Username needs to be unique and, if not, the registration will not proceed and a screen message will appear.

You must set an initial Password for each person – you should ensure that this is at least 6 characters in length.

Registration

First Name	
Last Name	
Account Type	Manager ▾
Team	▾
User Name	
Telephone	
Email	
Confirm Email	
Image	Choose File No file chosen

Security

Password	
Confirm Password	
	Submit

When a manager/administrator has been successfully set up you will receive a message from the system advising that an email has gone to the user (Manager/Administrator) giving them a user name and password to log in with.

Please note that if you have a team manager that runs more than one team for your club then it is essential that they have a different username and password for each team as it is these that identify the user and their team to the system.

Selecting the **Club** button and then 'Manage Clubs' will show all teams within your club. This will show the Manager details you have set up for each team, although not the user name and password.

You will be able to view manager details by clicking on **View**.

If you need to remove a manager or administrator for any reason then you will need to click on 'Managers' and then select the manager/administrator you wish to remove and then click 'Remove'. Please ensure that you do not then leave the team 'manager-less'.

Note. It is possible to have more than one manager or administrator per team.

As Club Secretary you can also view Players by selecting a team and then clicking on **Players** but you cannot add them within this screen.

If you need to add **Players** or submit a **Match Result Form** on behalf of one of your teams then you need to select the team and then the **Log In** button**.** This then logs you in as the manager of the selected team and gives the same facilities to add **Players** or submit a **Match Result Form** as a manager has.

As you are now, at that point, effectively, the manager of that team you can also **Add** and **View** players as the manager is able to do. (See the section **The Manager function** to see instructions on how to do any of these things). *Please note that if submitting a Match Result Form on behalf of your manager then you should 'sign' the form with your own name and not his/hers.*

Selecting **Match** and then Match Details gives you the same screen as the Home screen which will show any results submitted by your club managers in date order. However, by selecting a match and then the button this will allow you to see and print any submitted Match Result Form for the selected match.

If you are logged in as a manager, then the logout function at the top right of the screen (accessed via the 'head' logo) will log you out as that manager and return you to your Club Secretary screen.

Player Transfers (between clubs)

Transferring players is a Secretary off-line function.

It requires the secretary of the club 'gaining' the player to send an email to the secretary of the club 'losing' the player, and, **importantly**, copying in the League Executive Officer, Andy Lowe (andylowe43@btinternet.com).

The email should contain the following details:

1. The narrative 'Player Transfer Request' in the subject header of the email.
2. The full name (first and surname) of the player.
3. The name of the club and the exact team (e.g Under 16 White) he is currently registered with.
4. The name of the club and the exact team (e.g. Under 16 Red) he wishes to join.

On receipt of the email the secretary of the club 'losing' the player should satisfy themselves that the player has no outstanding kit (or debt) to their club.

Once satisfied that the transfer is okay to go ahead, the secretary of the club 'losing' the player should then send a 'reply to all' email confirming that they accept the transfer. This email MUST be sent within at least 5 days of receipt of the original email.

The club 'losing' the player MUST also send (first class post) the player's original laminate ID card to the League Executive Officer within two days of the 'reply to all' email referred to above.

The 'reply to all' email will be received by the League Executive Officer who will be aware of the transfer request and expect to receive the laminate ID card shortly afterwards.

If the club 'losing' the player is unable to accept the transfer request, they must 'reply to all' giving full details as to the reasons for being unable to allow the transfer to proceed at that time; this also MUST be sent within at least 5 days of receipt of the original email. Once this issue is resolved then the transfer request should be repeated.

When the League Executive Officer is in receipt of the email accepting the player transfer AND the original player laminate ID card, then the League Executive Officer (NOT the two clubs involved in the transfer) will **Remove** that player from the team 'losing' the player and **Add** that player to the team 'gaining' that player. At that time, the League Executive Officer will advise both clubs by email that the transfer has been actioned. Only the League can action a player transfer on the system, not the clubs.

Until ALL of the above has been processed and actioned then the player transfer has NOT been effected.

Following this, a new laminate ID card will be produced and sent to the club 'gaining' the player.

Player Transfers (between teams in the same club)

Transferring players is a Secretary function.

The club secretary should email the League Executive Officer, Andy Lowe (andylowe43@btinternet.com).

The email should contain the following details:

1. The narrative 'Player Transfer Request' in the subject header of the email.
2. The name of the club.
3. The full name (first and surname) of the player.
4. The name of the exact team (i.e. Under 12 Blue) he is currently registered with.
5. The name of the exact team (i.e. Under 12 White) he wishes to join.

The club MUST also send (by first class post) the player's original laminate ID card to the League Executive Officer.

When the League Executive Officer is in receipt of the email requesting the player transfer AND the original player laminate ID card, then the League Executive Officer (NOT the club or two teams involved in the transfer) will **Remove** that player from the team 'losing' the player and **Add** that player to the team 'gaining' that player. At that time, the League Executive Officer will advise the club by email that the transfer has been actioned. Only the League can action a player transfer on the system, not the clubs.

Until ALL of the above has been processed and actioned then the player transfer has NOT been effected.

Following this, a new laminate ID card will be produced and sent to the club/team 'gaining' the player.

Player De-Registration

De-registering players is a Secretary function.

A club may seek to cancel a player registration, at any time, by returning the player laminate ID card to the League Executive Officer with a note to explain that you wish to de-register the player. Upon receipt of this, the League will then cancel the registration on the system, and advise the club by email of such action. Until ALL of that takes place, the player remains a registered player for that club. Only the League can action a player de-registrations on the system, not the clubs.

When you have finished using the system, you should log out.

2. The Manager function

After logging onto the HYFL website, www.hyfl.website, select the System Login button and this will take you to the login screen.

Ideally, you should be using 'Google Chrome' as your internet browser.

Please note. Introduced form the 2022/2023 season is the ability to also use a 'Mobile' for the functionality previously also available to you on a PC/Laptop. The one key difference is when adding a date, which is not the default of today's date. To enter a date of birth or report date using the mobile version you need to touch the date box and then touch the month shown e.g. September 2023 and select the required date using a thumbwheel.

Throughout this guide, where the advice is to 'select', this means clicking on it 'once'.

You will be faced with a login screen, enter your User Name and system Password (which you will have received from the system via the club secretary) and click on the key symbol. Your username and password will be in an email sent to your email address when your club secretary sets you up on the system.

You are 'strongly advised' to change your password the 'first time' you log into the system - for security purposes (minimum 6 characters).

It is a breach of the system security to allow anyone to access the system using your login details; if this is proven you will be removed from the system. It is possible to have more than one manager or administrator per team access the system, so this should never be necessary.

Please also note that accessing the system from some work locations (those with high levels of system security) may cause access to be denied – this is likely to be due to the work system security and not the HYFL system.

Once logged in, you will see the following screen:

The **Home** screen will show details of any match results you have submitted to the system. This will be blank until you have submitted a Match Result Form. Thereafter, it will increment through the season with any previous results you have submitted.

Selecting the **Club** button and then **Manage teams** will show details for your team only – the system knows your team by your log-on.

Registering your team's players on the system
Prior to registering players you should carefully read the 5 point advice document available on the Harrow Youth Football League website – 'Registration Checklist'. If you follow this advice you will have very few rejections, if any.

In the **Club** screen, if you click **Manage Teams** and then on your team and then click **Players** it will show the players already added to your team. If it is the first time you have gone to this screen then

you will need to add players by clicking **Players** and then the **Add** button. You then need to enter each player's First and Last Name and their date of birth in DD/MM/YYYY format.

Please double-check for the correct spelling of both names and date of birth before submitting as these have been the cause of a large number of rejections in the past.

Please note you should **'not'** include middle names or initials.

Once successfully set up, the player will be automatically selectable when completing the **Match Result Form**.

To **View** you should select a player by clicking on him in your list and you will see their details.

Next procedures:

1. You need to upload a player photo and a document (see section 4, paying attention to everything there, particularly the 'IMPORTANT NOTE' in section 4.3) proving date of birth, which should be the player registration laminate ID card if the player played for you last season. If a player registration ID card is not available then a birth certificate, a medical card or a single passport details page can be submitted.

    You do this using the **Choose File** or **Browse** facility available on the screen (for Player Image and Document Image) which can be used to select the images you have saved on your electronic device.

    If using a laptop, PC or Mac, then you should use 'Google Chrome' – any other browser may fail to register players properly.

    Smartphones and tablets may also be used, but please be aware that iPhones may give problems with player rotation.

    If you receive photographs taken by others it could be that these have been taken on an iPhone and they may rotate the player photo after upload.

    To check any uploaded image before registering the player you can click on the image to see if it has been loaded correctly; if not, do not register and go back to the upload again. (You should ensure that both images have been uploaded before doing this check).

    You should also be aware that photos passed to you may be greater than the limit for an image to be uploaded, which is 5Mb. If that is the case, then the image needs to be resized prior to upload (see section 4).

    When taking player photos, they should be taken in 'portrait' mode as this is how they will be shown on the registration ID cards ('laminates'). NB. Photos taken on iPhones might have been taken using the 'square' option which will ultimately lead to the photo showing as 'squeezed' as system photos are always shown in portrait mode. The 'photo' option should always be used when taking photos on an iPhone. If you receive a photo that is square, then you will need to crop it to avoid it 'squeezing' or distorting the image when uploaded.

    When providing an image of a player's proof of date of birth document, the following are best options in the order presented:

    a. If the player played for you last season, then you should use his registration ID card ('laminate') from last season (only). A player print from last season is 'not' acceptable.

b. The next best option is the player's passport, if they have one. This is because the coding used on the passport can also be used to verify a person's name and date of birth if there is an issue with either on the image. When uploading an image of a passport, you should ensure that it is only the details page and not the facing page that is used. The photo of the passport details page should be taken from directly overhead and be sure to include the entire page. The photo or image should not include any background i.e. it should be the page only and not a tablecloth, table-top or fingers holding the pages open as has occurred.

c. After this, a medical card is acceptable as it contains the necessary information in a small area.

d. The final option is a birth certificate. The reason that this is the least preferred option is that experience tells us that people often photograph the entire certificate and this is too large to show up legibly in the space available. If providing a birth certificate as a proof of date of birth document then you should ensure that the photograph or image includes only the 'Certified Copy' header, the player's name and their date of birth – nothing more is required. If you receive a photo of the complete birth certificate from a parent/guardian etc. then you will need to crop it to show only the parts mentioned above.

If you disregard this advice, then you run the risk of the registration being rejected.

2. The player's registration number will be automatically generated by the system and not manually entered. A date of registration will also be system generated. Both these fields will only be generated subject to a full and complete input of player details and two images (photo and proof of date of birth document). You need to tab past both these fields after entering the date of birth to select the player image.
NB. You are strongly advised to check that all fields are present and correct as you do not have the facility to edit your input after it is submitted.

3. Managers are unable to **Edit** players details and if this becomes necessary then you are required to request this of the League Executive Officer via email with full details.

4. The system will automatically check that no team exceeds 20 players for Under 7 to Under 16 teams or 25 players for Under 17 and Under 18 teams. If you reach this limit and need to add more players then your Club Secretary will be required to advise the League which players should no longer be registered in your team (see page 6 - player de-registration).

Only the League can edit or remove players from a team once they are registered on the system.

5. The system will also check for valid date of birth ranges for each age-group and reject invalid dates.

6. The League system allows players to be registered up to a day in advance of a game but does not allow player registrations on Sundays, regardless of whether the team has a scheduled match or not. (Player registrations, therefore, can take place on Monday through to Saturday inclusive).

7. When you have successfully added the players to your team you will be able to print a temporary list of players showing their full registration details and photo using the Player **Print** button.

It is intended that this temporary list will only be used for a maximum of a few weeks until you receive the player ID laminates.

As the list will be printed on A4 paper, you are advised to retain it in a plastic wallet and keep in dry conditions. There is no limit to the number of times this can be printed. Please note that player ID laminates should be available in reasonably short order and if they are not received within a few of weeks of registering your players then this should be taken up with your Club Secretary (to whom all ID laminates are sent).

Please note that using the **Print** button will open a new window. When you have finished with the screen, click out of that window to return to the previous screen.

To **View** you should select a player by clicking on him in your list and you will see their details.

The Match button

Selecting the **Match** button will give 2 possible selections. **Match Result Form** and **Match Details**.

You would click on **Match Result Form** following a match when you want to fill in and submit your form to the League/Combination (required within 2 days of the match taking place) – see the next sections on how to do this.

You would click on **Match Details** if you want to view a previously submitted match result form, although this view is also available on the **Home** screen.

If you click on **Match Result Form,** you will be faced with a screen which allows you to enter match details.

The button will allow you to see and print any submitted Match Result Form for a match that you select from the **Home** screen.

Amending your email address or telephone number held by the system

If you need to amend your email address or telephone number the system holds for you, you can do this by clicking on the 'head' icon at the top-right of the screen. This will show your First Name, Last Name, Email address and Telephone number. If you click on Edit Profile ,you can overwrite the email address or telephone number and then click the 'Update' button to save it to the system. You do not need to enter your password to do this; although this function also allows a password change - see section 3, Passwords.

When you have finished using the system, you should log out.

2.1   Completing a League (HYFL) Match Result Form

PAGE 1 (NB – this system is NOT to be used for County FA cup matches)

Date of Match - you select from a Calendar when clicking on the box.

Age-Group – This will be automatically selected for you from your login details as will your players.

Competition – You must select from 'League', 'Challenge Cup' or 'Challenge Trophy' (please be accurate)

Division/Group – If a League match, you can select from 'Premier' to '6'. If you don't select one of the 7 possible divisions then, when you go to move to the second screen, it will flag an error which you will need to correct i.e. enter a division. NB. The system does not know what division each team is in and will allow you to enter an incorrect division – so **please enter these carefully and accurately**.

If a Cup or Trophy match it will automatically enter 'N/A' for you. Cup and Trophy matches at Under 17 and Under 18 will allow selection of teams in both age-groups.

Home Team and **Away Team** - requires you to enter the first few characters of an HYFL team – after one character the system will select teams with those characters in their name e.g. selecting 'K' first will bring up (for example) Kensington Dragons, Kinja Youth and Kodak Youth but adding a second character 'e' would then show only Kensington Dragons.

NB. Be careful to select the correct team as you will be presented with more than one possibility for any club with more than one team in any age-group e.g. *Team Name* U12 Red or *Team Name* U12 White. Please ensure you select a team name and do not type it.

Home Team and **Away Team Score** – is self-explanatory (please **be accurate**).

Player selection is the next part of the form and all the players in your squad will have already been added to the form and you need to 'tick' the box (by clicking on it) alongside each player's name if they 'actually played' in the match (only those players who played should be ticked). Those ticked will be added to your form.

Once this has been done, you have completed the first part of the form and should click 'Next' at the bottom of the screen and this will take you to the second and last page of the form. If you have failed to fill out certain fields then the system will not take you to the next page unless you correct the error stated in an error message.

PAGE 2

Completing the second page of the League form

You need to answer 'Yes' or 'No' to the 4 questions you are faced with by clicking one of them, although the system automatically defaults to 'Yes'. The questions are:

Did the pitch have the required barriers, cones and markings?	Yes ⦿	No ◯
Was the pitch size/condition, goals and changing rooms adequate?	Yes ⦿	No ◯
Did your opponent players, management and spectators comply with the Codes?	Yes ⦿	No ◯
Did you check your opponent players ID cards?	Yes ◯	No ◯

If you answer 'No' to any of these questions you MUST add a comment in the box below. You can also add any observations in this box even if you answered YES to any of the 4 questions.

Next is the **Referee** section. You are asked if the referee was appointed by the League with a drop-down to allow you to select 'Yes' or 'No'. The default for the League is 'Yes' but if you need to select 'No' click on the downward arrow to select 'No'.

Following this, you are required to enter the name of the referee. If you answered 'Yes', then by typing in the first character of the referee's first name you will be presented with possible selections containing that character. If you want to add 'Keith Jones' then select 'K' and you will be presented with a number of names containing the letter 'K'. 'Ke' will reduce this list further but 'Kei' will present you with the Keith's on the referees list. Select the correct one and this will be entered for you in the box.

If the referee is not league-appointed then you should select 'No' and you MUST type their first and last name in the box – no names will appear unless you have entered the referee's name before as the system will remember it.

Referee's mark out of a 100 requires you to enter a mark between 0 and 100. If your mark is '60' or less then you are 'required' to give a full explanation in the box below. By doing this, it means that you do 'not' have to submit a separate written report to the Referees' Officer.

If your score is above '60' but you still want to add a referee comment then you can do so by adding your comments to the box below.

Finally, you are required to add your name by typing it in the box **Print your name** and it will appear in the box below. Depending on whether it is fully shown below you may need to click on **Type it** below. If you do not enter a name then the form will give an error message until you enter one. The system will remember your signature for use after the first time of typing.

When you are ready to submit the form, click the **Submit** button. If you realise you have made a mistake on the first page of the form you can click on the **Prev** button to go back and correct it. Once you have clicked 'Submit' please allow the system to complete the submission 'before' clicking any further buttons or exiting the system.

After submitting the form the system will present you with a screen confirming its successful submission - see below. If you then click on Match Details (or **Home**) you will see the submitted result on your screen.
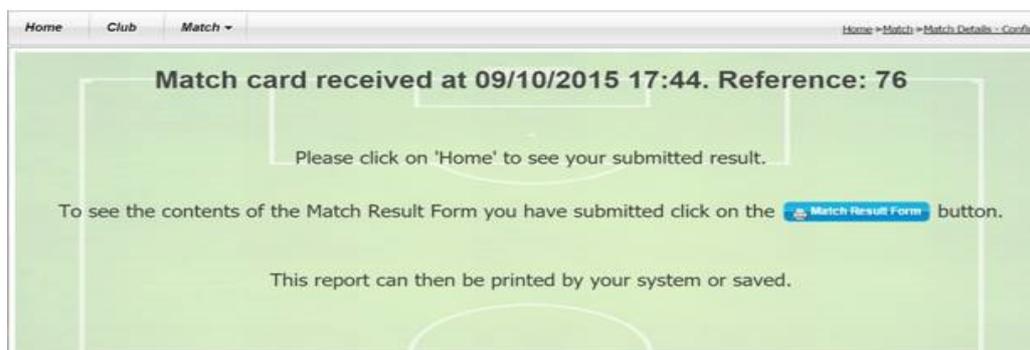
The button   will allow you to see and print that form in its entirety (or any other) for a match that you select from the Match Details or **Home** screen.

NB – once you have submitted a form you 'cannot' edit or delete it – so please check all details before submission.

2.2   Completing a Combination (HSC) Match Result Form

Page 1

Date of Match - you select from a Calendar when clicking on the box.

Age-Group - This will be automatically selected for you from your login details as will your players.

Competition – For an HSC match it will automatically enter 'Combination' for you.

Group – If a Combination match you can select from 'A' to 'I' using the drop-down arrow. If you don't select one of the 9 possible groups then when you go to move to the second screen it will flag an error which you will need to correct i.e. enter a group.

NB. The system does not know which group each team is in and will allow you to enter an incorrect group as you can on a match result card - **please enter these carefully and accurately.**

Home Team and **Away Team** - require you to enter the first few characters of a HSC team – after one character the system will select teams with those characters in their name e.g. selecting 'K' first will bring up (for example) Kensington Dragons, Kinja Youth and Kodak Youth but adding a second character 'e' would then show only Kensington Dragons.

NB. Be careful to select the correct team as you will be presented with more than one possibility for any club with more than one team in any age-group e.g. *Team Name* 'U10 Red' or *Team Name* 'U10 White'.

Home Team and **Away Team Score** – is self-explanatory (please **be accurate**).

Player selection is the next part of the form and all the players in your squad will have already been added to the form and you need to 'tick' the box (by clicking on it) alongside each player's name if they 'actually played' in the match. Those ticked will be added to your form.

Once this has been done you have completed the first part of the form and should click 'Next' at the bottom of the screen and this will take you to the second and last page of the form. If you have failed to fill out certain fields then the system will not take you to the next page unless you correct the error stated in an error message.

Page 2

Completing the second page of the Combination form

You need to select one of the 4 options for the following 8 questions by clicking on the button for Excellent, Good, Fair or Poor. The default is Excellent, so please ensure that you do this with some thought.

Referee	Excellent ☑	Good ☐	Fair ☐	Poor ☐
Opponent Players	Excellent ☑	Good ☐	Fair ☐	Poor ☐
Opponent Management	Excellent ☑	Good ☐	Fair ☐	Poor ☐
Opponent Spectators	Excellent ☑	Good ☐	Fair ☐	Poor ☐
Pitch Size	Excellent ☑	Good ☐	Fair ☐	Poor ☐
Pitch Condition	Excellent ☑	Good ☐	Fair ☐	Poor ☐
Goal Size	Excellent ☑	Good ☐	Fair ☐	Poor ☐

Changing Rooms   Excellent ☑ Good ☐ Fair ☐ Poor ☐

You then need to answer the following 2 questions by selecting 'Yes' or 'No'.

Did you check your opponent players ID cards?   Yes ☑ No ☐

Did the pitch have the required barriers, cones and markings?   Yes ☑ No ☐

If you enter 'Poor' to any of the 8 questions or 'No' to at least one of the above then you MUST write a comment in the box below. Regardless of your marking, you can make any comment you wish in this box.

Next is the **Referee** section. You are asked if the referee was appointed by the Combination with a drop-down to allow you to select 'Yes' or 'No'. (It is likely that only the Under 11 age-group in the Combination will have Combination-appointed referees). The default for the Combination is 'Yes' but if you need to select 'No' click on the downward arrow to select 'No'.

Following this, you are REQUIRED to enter the name of the referee. If you answered 'Yes', then by typing in the first character of the referee's first name you will be presented with possible selections containing that character. If you want to add 'Keith Jones' then select 'K' and you will be presented with a number of names containing the letter 'K'. 'Ke' will reduce this list further but 'Kei' will present you with the only Keith's on the referees list. Select the correct one and this will be entered for you in the box.

If the referee is not Combination-appointed then you should select 'No' and you MUST type their first and last name in the box – no names will appear unless you have entered the referee's name before as the system will remember it.

Finally, you are required to add your name by typing it in the box **Print your name** and it will appear in the box below. Depending on whether it is fully shown below you may need to click on **Type it** below. If you do not enter a name then the form will give an error message until you enter one. The system will remember your signature for use after the first time of typing.

When you are ready to submit the form, click the **Submit** button. If you realise you have made a mistake on the first page of the form you can click on the **Prev** button to go back and correct it.

After submitting the form the system will present you with a screen confirming its submission. If you then click on Match Details (or **Home**) you will see the submitted result on your screen.

The button will allow you to see and print that form in its entirety (or any other) for a match that you select from the Match Details or **Home** screen.

NB – once you have submitted a form you cannot edit or delete it – so please check all details before submission.

2.3 Completing an Unplayed/Defaulted Fixture Form (HYFL & HSC)

This form is available by clicking, as you would, for completion of a Match Result Form.

If you click on **Match Result Form** you will be faced with a screen which allows you to enter match details. For an unplayed fixture, you should enter valid details in the 'Date of Match', 'Competition', 'Division/Group' and 'Home Team' and 'Away Team' and then click the 'Unplayed' box below.

This will take you to a screen that allows you to enter the relevant details for the Unplayed Match. The 'Reason' field gives you a drop-down box that gives the 5 most common reasons for the match being unplayed – select one of these. If none of these are relevant to your match being unplayed then select the sixth which is 'Other Reason'. Reasons, 4, 5 and 6 on the drop-down box will cause a text box to be opened named 'Explanation' in which you must provide a full explanation of the reasons relating to the match being unplayed.

If entering one of the first 3 reasons, then details of how the advice for the match being unplayed was given should be entered. These should include the name of the person who advised of the postponement, who they advised and the date and time of the advice.

When all of the fields have been completed. Click 'Next' and this will complete the form.

The button will allow you to see and print any submitted Match Result Form or Unplayed/Defaulted Fixture Form for a match that you select from the **Home** screen.

3. Passwords

When a user (Club Secretary or Manager) is registered on the system, the User Name and Password chosen for them is sent via email to the email address registered on the system for them.

When you want to log in to the system, you will need the username and password you have been given. You can change this password, and it is recommended that you do, by clicking on your login details at the top-right of the screen (the 'head' icon and then edit profile) and you will be invited to enter and confirm a new password. Confirmation of the change will be emailed to you.

If you forget your password, then there is a 'Forgotten Password?' link to click on below the password box on the on the System Login screen; please use this before emailing the system Support. Click this and a new password will be sent to your email address, which you can change. If the email is not received, then please ensure that you check the registered email address and, if necessary, your spam box.

4. Player Photographs and Documentation

Clubs are required to submit photographs ('images') of their players and their proof of date of birth documents and upload them to the system using the 'Browse' or 'Choose file' functionality on the **Player/Add** screen.

The photographs should be stored on an electronic device (PC, laptop, tablet, or mobile phone) which allows them to be uploaded to the Match Result Form and Player Registration system.

Uploaded player photographs and documentation should not be larger that 5Mb. Whether you take the images yourself or are forwarded them by parents, it is your responsibility to ensure that they meet this system size requirement, which may require you to resize them. Useful, free, software to do this can be found at https://resizeimage.net. (You may need to experiment a little with this). There are other software options available dependent upon the systems you are using.

Please note that if you upload very large images then it may appear that the registration has been successful but they will not register and will not be visible on your team list. If this occurs go back, check the image size(s) and resize them before re-registering them.

4.1 Taking player photographs

- Player photographs are required to be in the same style, format and quality as passport photos.

- This means that they must be head and shoulders only; in colour; and with a plain, light, background to enable the face to be clearly recognisable.

- Players should not be wearing hats or glasses, or the registration will be rejected.

- Player photos must also be 'current', which means taken no more than 6 weeks prior to the date of registration.

Photographs uploaded not meeting these requirements will be rejected by the League.

- Player photographs are most likely to be taken on mobile devices, phones or tablets, and these should be taken holding the device in **portrait** mode and **not landscape** – as per the example below.
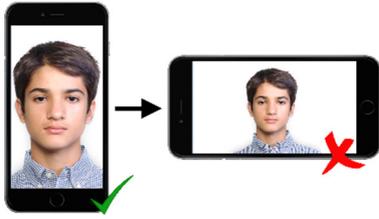
If the photograph is taken with a camera, then the camera should be turned sideways and not held in the standard way.

It is important that the player is centred in the photograph as these can be in many different sizes - some phones or cameras take photographs of 20 megapixels or even greater than this.

The best photo format to upload is .jpg.

4.2 Player documentation

As well as player photographs, there is a requirement for proof of date of birth documentation to be uploaded for each player. This documentation should be an image of last season's player registration ID card. If this is not available then a passport details page, medical card, or birth certificate can be accepted with the preference in that order.

The documentation can be photographed using a mobile device, phone or tablet, a camera or can be a scanned image and should be taken in **landscape** format. **The image format needs to be .jpg. The key to a successful document upload is that it is readable, which can be checked before submission.**

4.3 Uploading a player photograph or their documentation

In both cases, the **Add** player function has a **Choose file** or **Browse** button to allow the manager or administrator to select the correct file containing the player photograph or their proof of date of birth documentation. Each image should not exceed 5Mb in size.

Following use of the **Choose file** or **Browse** button you will see a 'thumbnail' view of the player photograph. If the images are not showing in the correct orientation (portrait for the player image and landscape for the proof of date of birth), then you must use the 'rotate button' to ensure that they are as they should be.

You can then click on either image to enlarge it and check that it meets the requirements of the HYFL/HSC, given in 4.1.

Once you are sure that the images meet the system requirements then you should click '**Register**'.

If, on checking the player image, it is clear that it does not meet the HYFL/HSC requirements then you should 'Cancel'.

You may have to take a new photo or use a software tool to modify the image. If using Windows, then the 'Snipping Tool' can be very useful in this regard – for instance it can be used to home in on a player's head and upper body if the player appears to be too distant.

PLEASE NOTE THAT THE TIME TO UPLOAD AN IMAGE IS DEPENDANT UPON YOUR SYSTEM UPLOAD SPEED – PLEASE BE PATIENT AS A LARGE IMAGE AND A SLOW SYSTEM UPLOAD SPEED MAY TAKE A MINUTE OR MORE TO COMPLETE. YOU SHOULD AVOID TRYING TO REGISTER A PLAYER USING A 3G MOBILE CONNECTION AS THIS IS LIKELY TO TIME-OUT.

Once you have clicked 'Register', you will be unable to edit the uploaded images but will be able **View** them.

When all player information, including the photo and documentation, has been successfully uploaded then the system will generate a player registration number and date of registration.

5 <u>SUPPORT</u>

There is a 'SUPPORT' button on both login pages and another once logged into the system.

This can be used to email any questions/queries/issues you may have.

This goes through to our system support team and they will respond as soon as they can.

Please do not email the League directly with any 'system' issues; use the Support button.

<u>END OF DOCUMENT</u>