

National Registrations User Guide

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Version Control

1

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Overview

The Scottish FA National Registrations system is intended to provide the capability for the Scottish Youth Football Association to process, cancel and query player registrations online.

The National Registrations system provides:

- The ability for users to submit a new registration for a new player for their team.
- The ability for users to request registration cancellation for a player currently registered with their team.
- The ability for users to query if a player is currently registered with a team.
- The ability for users to query accepted, pending, rejected and cancelled registrations for their team.

The system contains a number of sections as follows: -

Home – the Home section displays a list of all currently registered players for the current season. There are links to view pending, rejected and cancelled registrations within this section. There is also the ability to either produce a new registration form or submit a completed registration form in this section.

Player Search – the Player Search section allows the user to query a specific player to determine if they are eligible to be registered for their team.

FAQ – a list of Frequently Asked Questions, and the answers, relating to the system.

Contact Us – contact details for contacting the appropriate point of contact.

Login Page

The team secretary will access the site via the Scottish Youth FA website (<http://www.syfaregistrations.co.uk>), then click on the menu 'Register/Cancel a Player'.

The Login page will be displayed (figure 1).



The screenshot shows the login page for the Scottish Youth FA website. The page has a dark blue header with the Scottish FA logo and the URL 'scottishfaive.co.uk'. Below the header, there is a 'SYFA LOG IN' section on the left and a 'Scottish FA News' section on the right. The login section includes a 'Login' icon, a 'Surname' field, a 'DOB (DD/MM/YYYY)' field, a 'SYFA Team ID' field, and a 'Password' field, all with white input boxes. A 'LOGIN' button is located below the password field. The news section contains five articles with titles, dates, and 'Read More' links.

Field	Input
Surname	<input type="text"/>
DOB (DD/MM/YYYY)	<input type="text"/>
SYFA Team ID	<input type="text"/>
Password	<input type="password"/>

Scottish FA News

- Henry McLeish Review of Scottish Football**
Scottish FA - Friday, 23 April 2010
[Read More](#)
- Council approves funding to support 3G pitch at Netherdale**
South East - Friday, 23 April 2010
[Read More](#)
- Kids For a Fiver at Active Nation Scottish Cup Final**
Scottish Cup - Thursday, 22 April 2010
[Read More](#)
- Free Football with Stenhousemuir FC in Midnight Leagues**
Central - Thursday, 22 April 2010
[Read More](#)
- Early Touches Course This Weekend - Venue Change**
Central - Thursday, 22 April 2010
[Read More](#)
- Active Nation Scottish Cup Final 125 Year Parade and New Memberships**
SSC E-Mails - Thursday, 22 April 2010
[Read More](#)

Figure 1 - Login Page

Enter the Surname, DOB, SYFA Team ID and Password and click LOGIN. If login fails the page will display the following error message.

Your login was not recognised, please try again.

If you have forgotten any of your login details then you should contact the Scottish Youth FA (syfareg@scottish-football.com).

Home Page

ScottishFootball.co.uk

NATIONAL REGISTRATIONS

Milngavie BC 15s (5)

Home Player Search FAQ Contact Us

Milngavie B C 95's (5) – Registered Players

Options: [Registered Players](#) | [Registrations Awaiting Approval](#) | [Rejected Registrations](#) | [Cancelled Registrations](#)

Actions: [Registration Forms](#) | [Process Registration Form](#) | [Print this List](#)

Please select a season:

Number of Registered Players: 17

Registered Players - 2009/2010 Season						
Player ID	Firstname	Surname	DOB	Date of Submission	Date of Registration	
11111	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11112	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11113	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11114	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11115	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11116	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11117	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11118	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11119	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11120	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11121	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11122	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11123	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11124	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11125	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11126	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details
11127	John	Smith	12/12/1985	11/07/2009	11/07/2009	View Details

Figure 2 - Home Page

The Home page (figure 2) displays, by default, a list of all your team's currently Registered Players.

Selecting the 'View Details' button next to a player will take you to that player's Player Details page.

From the 'Options' menu you can choose to view either Registered Players, Registrations Awaiting Approval, Rejected Registrations or Cancelled Registrations.

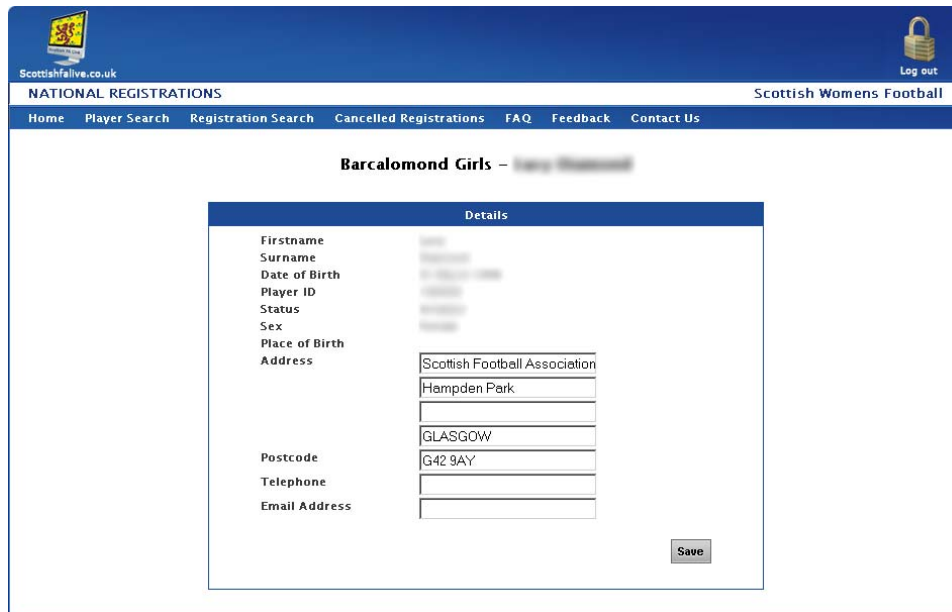
From the 'Actions' menu you can choose either Registration Forms (where you will create either a blank or a pre-filled registration form), Process Registration Form (where you will process a previously created registration form), or you can print the current list of players.

Note: During the period 1st May through 30th June a drop-down will appear asking you to select which season you want to view your list of players for, the current season or the forthcoming season.

Player Details

The user is able to edit a player registered for their club by selecting the 'View Details' option next to the desired player on the Registered Players page.

The user can then add/edit that player's address and contact details. Once done, select the 'Save' button to save any changes.



The screenshot shows a web application interface for 'NATIONAL REGISTRATIONS' under 'Scottish Womens Football'. The page title is 'Barcalomond Girls - View Details'. A central form titled 'Details' contains the following fields and values:

Field	Value
Firstname	[Redacted]
Surname	[Redacted]
Date of Birth	[Redacted]
Player ID	[Redacted]
Status	[Redacted]
Sex	[Redacted]
Place of Birth	[Redacted]
Address	Scottish Football Association Hempden Park GLASGOW G42 9AY
Postcode	G42 9AY
Telephone	[Redacted]
Email Address	[Redacted]

A 'Save' button is located at the bottom right of the form.

Figure 3 – Player Details Page

Registrations Awaiting Approval

The Registrations Awaiting Approval page (figure 4) shows any players who have been submitted for registrations by your team and are awaiting to be approved by the Scottish Youth Football Association.



The screenshot shows a web application interface for 'NATIONAL REGISTRATIONS' under 'Milngavie BC 15s (5)'. The page title is 'Milngavie B C 95's (5) - Players'. Below the title, there are navigation links: 'Options: [Registered Players](#) | [Registrations Awaiting Approval](#) | [Rejected Registrations](#) | [Cancelled Registrations](#)' and 'Actions: [Registration Forms](#) | [Process Registration Form](#) | [Print this List](#)'. A dropdown menu for 'Please select a season:' is set to 'Please Select'. Below this is a table titled 'Registrations Awaiting Approval - 2009/2010 Season' with the following columns: Player ID, Firstname, Surname, DOB, Date of Submission, and Form ID. The table is currently empty.

Figure 4 – Registrations Awaiting Approval Page

Rejected Registrations

The Rejected Registrations page (figure 5) shows any players that have had their registration rejected, along with the date it was rejected and the reason for rejection.

The screenshot shows the 'Rejected Registrations' page for Milngavie BC 95's (5) in the 2009/2010 season. The page header includes the ScottishFalve.co.uk logo, 'NATIONAL REGISTRATIONS', and a 'Log out' button. The main content area is titled 'Milngavie B C 95's (5) - Players' and contains navigation links for 'Registered Players', 'Registrations Awaiting Approval', 'Rejected Registrations', and 'Cancelled Registrations'. Below these are 'Actions' links: 'Registration Forms', 'Process Registration Form', and 'Print this List'. A dropdown menu for 'Please select a season:' is set to 'Please Select'. A table titled 'Rejected Registrations - 2009/2010 Season' displays the following data:

Player ID	Firstname	Surname	DOB	Date of Rejection	Reason for Rejection
				27/04/2010	Registration incomplete

Figure 5 – Rejected Registrations Page

Cancelled Registrations

The Cancelled Registrations page (figure 6) shows any players that have had their registration cancelled, along with the date of cancellation.

The screenshot shows the 'Cancelled Registrations' page for Milngavie BC 95's (5) in the 2009/2010 season. The page header is identical to Figure 5. The main content area is titled 'Milngavie B C 95's (5) - Players' and contains navigation links for 'Registered Players', 'Registrations Awaiting Approval', 'Rejected Registrations', and 'Cancelled Registrations'. Below these are 'Actions' links: 'Registration Forms', 'Process Registration Form', and 'Print this List'. A dropdown menu for 'Please select a season:' is set to 'Please Select'. A table titled 'Cancelled Registrations - 2009/2010 Season' displays the following data:

Player ID	Firstname	Surname	DOB	Date of Cancellation
				10/09/2009

Figure 6 – Cancelled Registrations Page

'Print this List' Option

Selecting the 'Print this List' option from the 'Actions' options bar allows the user to print a list of players on the current page.

Registration Forms

The screenshot shows the 'Registration Forms' page on the Scottish FA website. At the top, there is a blue header with the Scottish FA logo, the URL 'ScottishFAlive.co.uk', and a 'Log out' button. Below the header, it says 'NATIONAL REGISTRATIONS' and 'Milngavie BC 15s (5)'. A navigation bar includes 'Home', 'Player Search', 'FAQ', and 'Contact Us'. The main content area is titled 'Registration Forms' and features a button labeled 'GENERATE BLANK 2010/2011 REGISTRATION FORM'. Below this is a 'Player Search' form with fields for 'Player ID', 'OR', 'Firstname', 'Surname', 'Date of Birth (DD/MM/YYYY)', and 'Season' (set to 2010/2011), followed by an 'ADD TO FORM' button.

Figure 7 – Create Registration Form

There are two methods of creating a registration form, either producing a blank registration form or a pre-filled registration form.

Pre-Filled Registration Form

Any player that is currently in the Scottish FA database can be added to a dynamically populated registration form by entering either their Player ID number OR entering the player's Firstname, Surname and Date of Birth.

If the player is eligible to be submitted for registration with your team then their details will appear on the page and a 'Generate Form' button will appear (figure 8) or else a message will be displayed informing you why the player cannot be selected for submission.

You will be able to add as many players to a pre-filled form as you like, until you reach your maximum number of 22 players.

You can remove a player from a pre-filled form before generating the form by selecting 'Remove Player' next to the player you wish to remove.

Once you have added the desired players click 'Generate Form' to create your printable Registration Form.

Registration Forms

GENERATE BLANK 2010/2011 REGISTRATION FORM

Player Search

Player ID

OR

Firstname
 Surname
 Date of Birth (DD/MM/YYYY)

ADD TO FORM

Print Full Name	Print Address (inc. postcode)	Player ID No.	Date of Birth	Place of Birth	
					Remove Player
					Remove Player
					Remove Player

GENERATE FORM

Figure 8 – Pre-Filled Registration Form Process

Blank Registration Form

Any player that is not in the Scottish FA database will need to be submitted for registration using a blank registration form.

Click the 'Generate Blank Registration Form' button for the relevant season and this will open a new window where you can download your printable registration form.

Process Registration Form

The screenshot shows the 'Process Registration Form' page. At the top, there is a blue header with the Scottish Football logo, the URL 'Scottishfa.live.co.uk', and a 'Log out' button. Below the header, a navigation bar contains 'Home', 'Player Search', 'FAQ', and 'Contact Us'. The main content area is titled 'Process Registration Form' and includes the instruction: 'Perform a search using the form below to retrieve all Player Registrations from a specified Form Number.' Below this instruction is a 'Form Search' box with a text input field labeled 'Form Number:' containing the value '0' and a 'SEARCH' button.

Figure 9 – Process Registration Form Page

The Process Registration Form section facilitates the submission of registrations for approval to the Scottish Youth FA.

To submit a registration, enter the Form Number and select 'Search'.

You will then be directed to one of two screens depending on the type of form that was created. If the form created was a blank registration form then you will be directed to a 3-step registration process (figures 10 to 12) or else if it was a pre-filled form the players from the form will be displayed.

Blank Registration Form

The screenshot shows the 'Milngavie BC 15s - Player Registration' page. At the top, there is a blue header with the Scottish Football logo, the URL 'Scottishfa.live.co.uk', and a 'Log out' button. Below the header, a navigation bar contains 'Home', 'Player Search', 'FAQ', and 'Contact Us'. The main content area is titled 'Milngavie BC 15s - Player Registration' and includes a progress bar with buttons for 'STEP 1', 'STEP 2 >>', 'STEP 3 >>>', and 'SUBMIT REGISTRATION'. Below the progress bar is a 'Step One - Player Search' box with the following fields: 'Player ID' (text input), 'OR', 'Firstname' (text input with 'John'), 'Surname' (text input with 'Smith'), and 'Date of Birth (DD/MM/YYYY)' (three dropdown menus with values '01', '01', and '1995'). A 'SEARCH' button is located at the bottom of the form.

Figure 10 - Register a Player: Step One

Step One

To register the player the user will enter either:

- **Player ID number**

OR

- **Player Firstname, Surname and Date of Birth.**

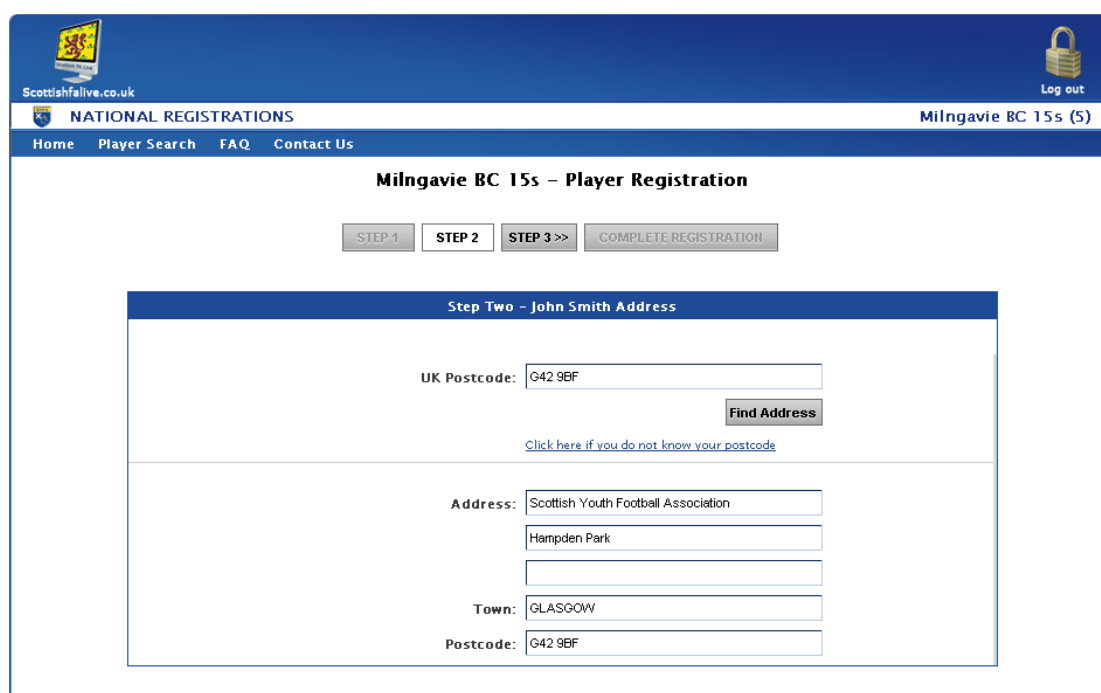
A check will be performed to ensure that the player is eligible to be registered.

If the player is ineligible then an error message will be displayed informing the user of the reason why the player cannot be registered and an entry will be created in the database stating that the team made an attempt to register this player.

All player registration queries should be performed using the Player Search function to determine the player's eligibility before attempting to register them.

If the player is eligible to be registered then the user will move to step two of the registration process.

Step Two



The screenshot shows a web browser window with a blue header. The header contains the Scottish Football Federation logo, the URL 'ScottishFootball.co.uk', and a 'Log out' button with a padlock icon. Below the header is a navigation bar with 'NATIONAL REGISTRATIONS' and 'Milngavie BC 15s (5)'. The main content area is titled 'Milngavie BC 15s - Player Registration' and features a progress bar with buttons for 'STEP 1', 'STEP 2' (highlighted), 'STEP 3 >>', and 'COMPLETE REGISTRATION'. The 'STEP 2' form is titled 'Step Two - John Smith Address' and contains the following fields: 'UK Postcode' (G42 9BF), 'Find Address' button, a link 'Click here if you do not know your postcode', 'Address' (Scottish Youth Football Association), 'Town' (GLASGOW), and 'Postcode' (G42 9BF).

Figure 11a - Register a Player: Step Two

If the player already exists in the database then the fields will be automatically populated with the address details that are stored for them.

If they do not already exist then the user will need to enter the player's details. This is done by entering the player's postcode and selecting **Find Address**. This will then return a list of all addresses for that postcode. Select the address by either clicking on the address, or selecting it from the drop-down list.

ScottishFA logo: ScottishFAlive.co.uk

NATIONAL REGISTRATIONS

Milngavie BC 15s (5)

Home Player Search FAQ Contact Us

Milngavie BC 15s – Player Registration

STEP 1 **STEP 2** STEP 3 >> COMPLETE REGISTRATION

Step Two – John Smith Address

UK Postcode:

Find Address

[Click here if you do not know your postcode](#)

Click to confirm your address: [Scottish Youth Football Association, Hampden Park, GLASGOW](#)

If you are unable to find your address please [click here](#)

Figure 11b - Register a Player: Step Two

If you do not know the player’s postcode you can search the address by selecting the ‘**Click here if you do not know your postcode**’ option and entering House No/Name, Street and Town.

ScottishFA logo: ScottishFAlive.co.uk

NATIONAL REGISTRATIONS

Milngavie BC 15s (5)

Home Player Search FAQ Contact Us

Milngavie BC 15s – Player Registration

STEP 1 **STEP 2** STEP 3 >> COMPLETE REGISTRATION

Step Two – John Smith Address

House No./Name:

Street:

Town:

Find Address

[Return to search by Postcode](#)

Figure 11c - Register a Player: Step Two

Step Three

ScottishFAlive.co.uk Log out

NATIONAL REGISTRATIONS Milngavie BC 15s (5)

Home Player Search FAQ Contact Us

Milngavie BC 15s – Player Registration

STEP 1 STEP 2 **STEP 3** COMPLETE REGISTRATION

Step Three – Confirm John Smith Details

Please verify that all information below is complete and accurate. To make any amendments select the 'Edit Stage' option next to the relevant section.

Step 1	
Form ID	280
Player ID	197804
Firstname	John
Surname	Smith
Date of Birth	01/01/1995
Season	2010/2011
Date of Submission	30/04/2010

EDIT STEP 1

Step 2	
Address	Scottish Youth Football Association Hampden Park
Town/City	GLASGOW
Postcode	G42 9BF

EDIT STEP 2

SUBMIT REGISTRATION

Figure 12 - Register a Player: Step Three

Step three provides the user with an overview of all data entered so far and gives the option to go back and edit a specific step if an error has been made.

Once all the data is correct then selecting the 'Submit Registration' button that will submit the registration for approval to the Scottish Youth FA. The player will now appear in the Registrations Waiting Approval list.

ScottishFAlive.co.uk Log out

NATIONAL REGISTRATIONS Milngavie BC 15s (5)

Home Player Search FAQ Contact Us

Milngavie BC 15s – Player Registration

Player Submitted For Registration

John Smith has been successfully submitted for registration for Milngavie BC 15s

[Register Another Player From Form 280](#) | [Register Another Player From A Different Form](#)

Figure 13 – Register a Player: Player Submitted for Registration

Pre-Filled Form

Scottishfalve.co.uk NATIONAL REGISTRATIONS Milngavie BC 15s (5)
Home Player Search FAQ Contact Us

Process Registration Form

Perform a search using the form below to retrieve all Player Registrations from a specified Form Number.

Registration Search

Form Number: 269

SEARCH

Club:	Milngavie BC 15s						
Player Name	Address	Player ID	DOB	Place of Birth	Submit	Remove	
					<input checked="" type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
					<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SUBMIT

Figure 14 – Process Pre-Filled Registration Form Page

If the form created was a pre-filled registration form then the players that were on that form will be displayed. The user must then select whether they wish to continue to submit the player for registration or remove them from submission by selecting the relevant checkbox next to each player.

An action must be performed against all players before the system will allow you to progress by clicking the 'Submit' button.

Scottishfalve.co.uk NATIONAL REGISTRATIONS Milngavie BC 15s (5)
Home Player Search FAQ Contact Us

Process Registration Form

Perform a search using the form below to retrieve all Player Registrations from a specified Form Number.

Registration Search

Form Number: 269

SEARCH

registration submitted.
registration submitted.
registration removed.
registration submitted.
registration submitted.

Figure 15 – Processed Pre-Filled Registration Form Page

Once a form has been submitted, the form is no longer available to edit again. Any players submitted for registration will now appear on the Registrations Pending Approval page, until such time as they have been processed by the SYFA.

The club should now gather all required signatures and submit the form to the Scottish Youth FA within three days.

Player Search

ScottishFootball.co.uk

NATIONAL REGISTRATIONS

Milngavie BC 15s (5)

Home Player Search FAQ Contact Us

Player Search

Perform a search using the form below to enquire if a player is currently registered or not.

Player Search

Player ID

OR

Firstname

Surname

Date of Birth (DD/MM/YYYY)

Season

Figure 16 - Player Search Page

The Player Search section provides the user with the functionality to query a player's current registration details.

To perform a search either:

- Enter the **Player's ID** number and select the 'SEARCH' button.

OR

- Enter the **Player's Firstname and Surname** and select the 'SEARCH' button.

OR

- Enter the **Player's Firstname, Surname and Date of Birth** and select the 'SEARCH' button.

A message will be returned to the user informing them if the player is eligible to be registered or not with your team, and if not it will display the reason why.

If there is more than one player found then a list of all search results will be displayed (figure 17) and the user must then select '**Search**' next to the relevant player and then perform a search to establish that player's eligibility.

Player Search

Perform a search using the form below to enquire if a player is currently registered or not.

Player Search

Player ID

OR

Firstname

Surname

Date of Birth (DD/MM/YYYY)

Season

Search Results					
Player ID	Firstname	Surname	D.O.B.	Current Club	
12345	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12346	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12347	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12348	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12349	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12350	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12351	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12352	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12353	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>
12354	John	Smith	15/03/1985	Milngavie BC	<input type="button" value="Search"/>

Figure17– Player Search Results

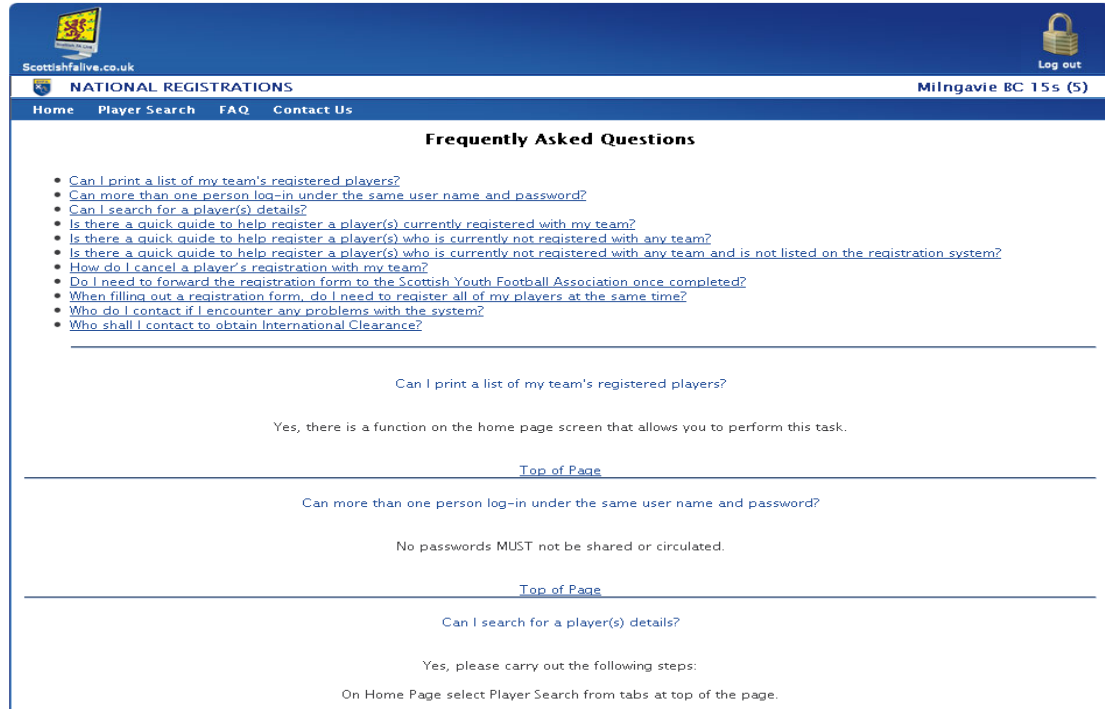
The user can click on a Player’s ID to open his Player Passport to view his previous registration history as a method of ensuring the correct player is selected.

Player Passport

Season	Club	Reg Type	Reg Date	Reg Expiry	Reg ID
2009/2010	Milngavie BC	Full	15/03/2009	31/03/2010	12345
2008/2009	Milngavie BC	Full	15/03/2008	31/03/2009	12346
2007/2008	Milngavie BC	Full	15/03/2007	31/03/2008	12347

Figure 18 – Player Passport Screen

FAQ

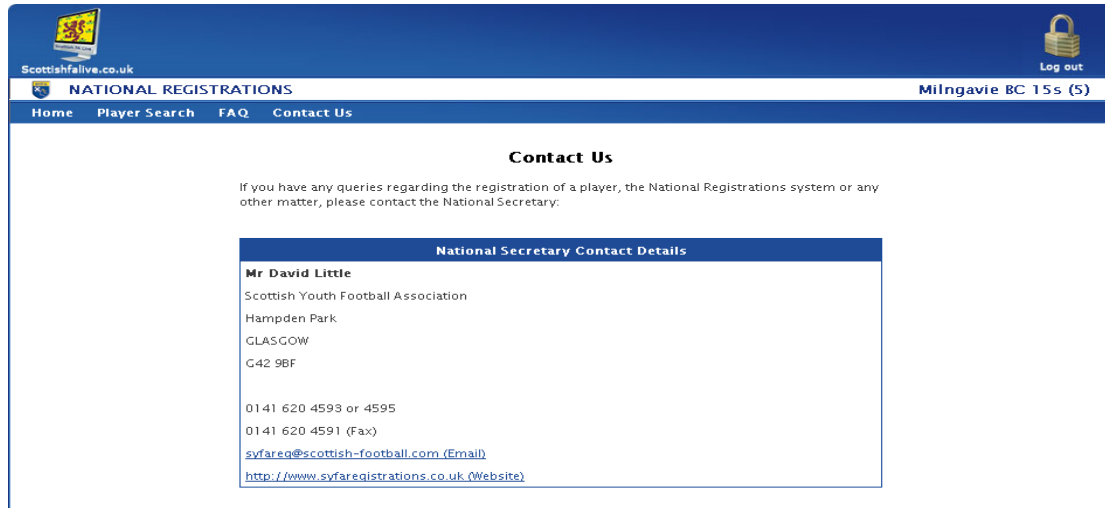


The screenshot shows the 'Frequently Asked Questions' section of the Scottish Football website. The page has a blue header with the Scottish Football logo, the URL 'ScottishFootball.co.uk', and a 'Log out' button. Below the header is a navigation bar with 'Home', 'Player Search', 'FAQ', and 'Contact Us'. The main content area is titled 'Frequently Asked Questions' and contains a list of questions with their corresponding answers. The questions are: 'Can I print a list of my team's registered players?', 'Can more than one person log-in under the same user name and password?', 'Can I search for a player(s) details?', 'Is there a quick guide to help register a player(s) currently registered with my team?', 'Is there a quick guide to help register a player(s) who is currently not registered with any team?', 'Is there a quick guide to help register a player(s) who is currently not registered with any team and is not listed on the registration system?', 'How do I cancel a player's registration with my team?', 'Do I need to forward the registration form to the Scottish Youth Football Association once completed?', 'When filling out a registration form, do I need to register all of my players at the same time?', 'Who do I contact if I encounter any problems with the system?', and 'Who shall I contact to obtain International Clearance?'. The answers are: 'Yes, there is a function on the home page screen that allows you to perform this task.', 'No passwords MUST not be shared or circulated.', 'Yes, please carry out the following steps: On Home Page select Player Search from tabs at top of the page.', and 'Yes, please carry out the following steps: On Home Page select Player Search from tabs at top of the page.'

The Frequently Asked Questions section provides the user with a set of commonly asked questions regarding the National Registrations system, and the response.

This should be used to check any queries a user may have in the first instance, and if it does not solve their query then they should contact the appropriate person – whose details can be found on the Contact Us page.

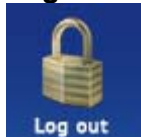
Contact Us



The screenshot shows the 'Contact Us' page of the Scottish Football website. The page has a blue header with the Scottish Football logo, the URL 'ScottishFootball.co.uk', and a 'Log out' button. Below the header is a navigation bar with 'Home', 'Player Search', 'FAQ', and 'Contact Us'. The main content area is titled 'Contact Us' and contains the following text: 'If you have any queries regarding the registration of a player, the National Registrations system or any other matter, please contact the National Secretary:'. Below this text is a box titled 'National Secretary Contact Details' containing the following information: 'Mr David Little', 'Scottish Youth Football Association', 'Hampden Park', 'GLASGOW', 'G42 9BF', '0141 620 4593 or 4595', '0141 620 4591 (Fax)', 'syfareq@scottish-football.com (Email)', and 'http://www.syfaregistrations.co.uk (Website)'. The box is styled with a blue header and a white background.

The Contact Us page contains the information for contacting the appropriate point of contact.

Logout



Clicking Logout on the Menu will log out the user and return them to the Login Page.