

Surrey Youth League

Registration System

Surrey Youth League Welcome Joe smith, Club Secretary [Logout](#) v2.0520

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Welcome

Joe smith, Club Secretary, xtown

Welcome to prawnsandwich.com - Friday 08 February 2019

You have the following site access permissions:

- Club Secretary

Getting Started
Please click on the green tabs at the top of this page to begin using prawnsandwich.com

First time user? [?](#)

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Select Players

Surrey Youth League Welcome Joe smith, Club Secretary [Logout](#) v2.0520

[Setup](#) [Staff](#) [Teams](#) [Players](#) [Referees](#) [Fees](#) [Divisions](#) [Cups](#) [Fixtures](#) [Results](#) [Reports](#) [Search](#)

[Player List](#) [Import Player](#) [Add New Player](#)

Players

Adding Players
If, at any time before or during the season, you are adding a new player to your club, please click on the 'Add New Player' link and complete all of the details in the 'Add a Player' form.

If you wish this player to play for a team within your club, you must select the appropriate team by clicking the 'Specify a team' option and click the 'Request Registration' tick box. The player will then be submitted to Surrey Youth League for approval and will be registered to play in the specified team, provided that he/she meets all of the conditions required. Please contact Surrey Youth League for details of those conditions.

If you DO NOT wish this player to play for a team within your club, or you wish to register the player at a later date, please click the 'Specify a team' option and choose 'Not in team'.

Please note: If the season has started and you wish to sign a player who has already registered to another club or team in the current season, then you must click on the 'Transfers' link and follow the instructions.

League Secretaries
You will be able to view all players from all clubs and can perform all of the tasks above on behalf of any club.

This is also the area where you view and action player registration requests by clicking on the 'Awaiting' and 'Registered' links.

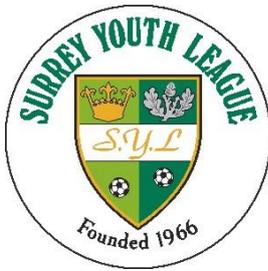
Getting Started
Please click on the links at the top of this page to manage your players process.

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Existing players

For Existing Players carry out the following:-

1. Click the Players Tab



Surrey Youth League

2. Click on "Free Agents" You will be presented with a list similar to below. This list is for all of the players in your club – every team.

Welcome Graham Ekins, League Administrator [Logout](#)

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Setup Staff Teams **Players** Referees Fees Divisions Cups Fixtures Results Reports Search

Player List Player Directory Add Player ID Cards Registered Awaiting Free Agents Suspensions Transfers Statistics

AFC Epsom

Player List (Free Agents)

Name	View	Edit	Release
Spencer Armstrong	View	Edit	Release
Callum Barker	View	Edit	Release
Marcus Bishop	View	Edit	Release
Billy Boorer	View	Edit	Release
Luke Boulton	View	Edit	Release
Joao Caeiro	View	Edit	Release
Will Cunningham	View	Edit	Release
Sean Davey	View	Edit	Release
chay davies	View	Edit	Release

3. If a player no longer plays for you please release them, by holding on to them in Prawn Sandwich will not stop them signing for another club, this is a database admin function needed to tidy the system.
4. You must now go into each player by clicking edit.
 - a. Check details are still correct

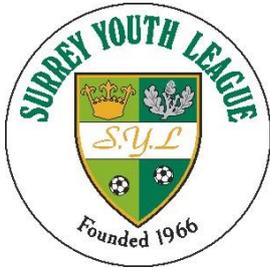
And then add new player

Setup Staff Teams **Players**

Player List

Add a Player

Add all the relevant information



Surrey Youth League

Add a Player

Identifying Information

First Name	<input type="text" value="Wayne"/>	*
Surname	<input type="text" value="Rooney"/>	*
Date Of Birth	<input type="text" value="1"/> <input type="text" value="Jan"/> <input type="text" value="2002"/>	
Player's Gender	<input type="text" value="Male"/>	
Identity Document	<input type="text"/>	
Identity Reference Number	<input type="text"/>	

Consent for a player to join a club is now obtained electronically, players signatures are no longer required to be held by the SYL, although Clubs still need to have these

The parents Email address

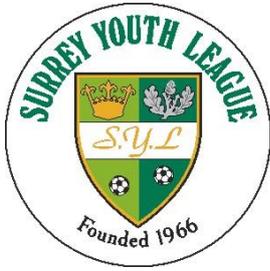
Parents Name	<input type="text" value="Joan"/>
Parents Mobile	<input type="text" value="Rooney"/>
Parents Email	<input type="text" value="joan.Rooney@wsyl.org.uk"/>

Once complete, click the "Specify a Team"

Club Association

Player's Club	<input type="text" value="xtown"/>
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Use the drop down to select the required team



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Team Association

Player's Team ?

Request Registration

Cancel Previous

(Note: A dropdown menu is open showing options: Not in team, xtown 1 U18's, xtown 2 U18's, xtown 3 U18's, xtown 4 U18's)

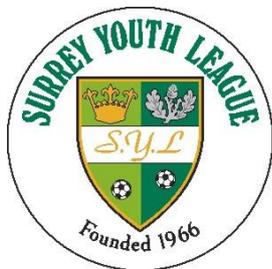
Tick "request Registration" and click "click to save"

Team Association

Player's Team ?

Request Registration

Cancel Previous



Surrey Youth League

Click edit player

Player Details

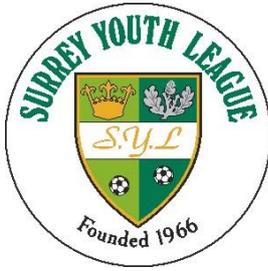
Reg Number	55901
First Name	waye
Surname	Rooney
Date of Birth	01/01/2002
Identity Document	
Identity Reference Number	
Address	1 High Street
	newtown
County	
Post Code	kt1 1aa
Home Phone	
Allergies/Medications	
Parents Email	joan.Rooney@wsyl.org.uk
Permission Given	
Parents Mobile	Rooney
Parent / Guardian Name	Joan
Emergency Contact	
Emergency Number	
School	Not at School/College
School Year	
Gender	Male
Team	xtown 3
AgeGroup	U18's
Registration Status	Registration Requested
Date of Registration	
Notes	
Previous	Next

NO
IMAGE
AVAILABLE

[Edit Player](#)

The next step is to upload the photo

Tap "choose file"



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Choose file No file chosen

Note: Image file should be the approx 200x200 to be used for identification within the system
Only jpg, jpeg and png files are supported
Please click on Upload once images are selected.

Upload

Navigate to the picture you require and then press “upload”

Choose file wyne.jpg

Upload

Player Image Information

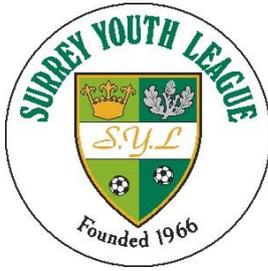
Uploaded Image



Choose file No file chosen

Press “Save Changes”

Once you have uploaded the picture you can request permission from the players Parent / Guardian to confirm they want to “sign” for your club.



Surrey Youth League

Parents Email

 *

Permission Given

Request Permission

Email Permission Audit

Date	Email Address	Action	By

The audit trail will display when the request was sent

Email Permission Audit			
Date	Email Address	Action	By
08/05/2019 19:39:59	joan.Rooney@wsyl.org.uk	Request Sent	Joe smith

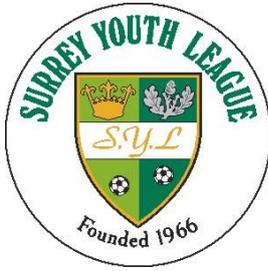
Once the parent has responded to the email confirmation will be shown as below

Date	Email Address	Action	By
08/05/2019 19:46:11	joan.Rooney@wsyl.org.uk	Consent Given	Parent

Save Changes

[For more details see SYL Parent consent document](#)

At this stage as long as the player registration details are valid and the image is suitable the SYL registration secretary will register the player



Surrey Youth League

How to produce ID cards

Sign in to Prawnsandwich as www.prawnsandwich.com

In the Managers Area



Log in with you credentials

LOG IN

town1

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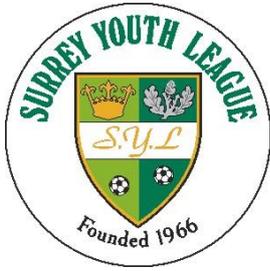
Log in

[Club and League officials click here](#)

Click generate ID cards

- Generate ID Cards (2 per row)
- Generate ID Cards (singles)

you have the option to produce via an A4 sheet (2 per row) or via a Single ID card per row suited for viewing on an electronic device



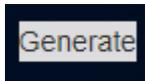
Surrey Youth League

Select the ID cards you wish to produce

Select the Players in your team that you want ID cards displayed for:

- lomax, pam - (55843)
- rooney, wayne - (55844)
- bally, karen - (55846)
- bally, karen - (55847)
- 1, player - (55848)
- 2, player - (55849)
- 4, player - (55852)
- 5, player - (55854)
- 6, player - (55855)
- 6, player - (55856)
- 7, player - (55857)
- 8, player - (55859)
- 9, player - (55860)
- 10, player - (55861)
- 10, player - (55864)
- 11, player - (55865)
- 16, player - (55873)
- Smith, Dave - (55889)
- derry, asfe - (55890)

Once all the players are in the right hand pane then press “generate”



Surrey Youth League 2018/19	Surrey Youth League 2018/19
Registration Number 55844 Club xtown Team xtown U18's Name Wayne Rooney Registration Date 21/01/2019 Note	Registration Number 55890 Club xtown Team xtown U18's Name Asfe Derry Registration Date 22/03/2019 Note

Then print from your browser