

# 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

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[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.

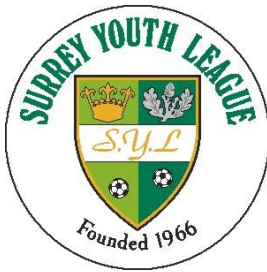
**Getting Started**  
Please click on the links at the top of this page to manage your players process.

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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](#)

**Surrey Youth League**

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
<a href="#">Spencer Armstrong</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>
<a href="#">Callum Barker</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>
<a href="#">Marcus Bishop</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>
<a href="#">Billy Boorer</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>
<a href="#">Luke Boulton</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>
<a href="#">Joao Caeiro</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>
<a href="#">Will Cunningham</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>
<a href="#">Sean Davey</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>
<a href="#">chay davies</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>

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

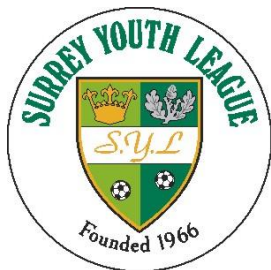
And then add new player

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"

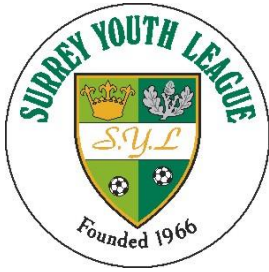
### Club Association

Player's Club	<input type="text" value="xtown"/>
---------------	------------------------------------

Cancel

Specify a Team

Use the drop down to select the required team



# Surrey Youth League

**Team Association**

Player's Team  ?

Request Registration

Cancel Previous

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

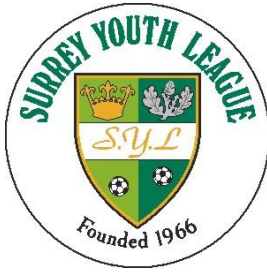
Tick "request Registration" and click "click to save"

**Team Association**

Player's Team  ?

Request Registration

Cancel Previous



# Surrey Youth League

Click edit player

## Player Details

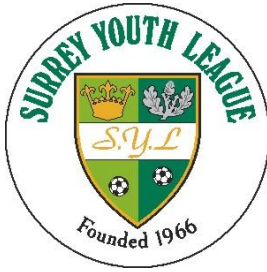
<b>Reg Number</b>	55901
<b>First Name</b>	waye
<b>Surname</b>	Rooney
<b>Date of Birth</b>	01/01/2002
<b>Identity Document</b>	
<b>Identity Reference Number</b>	
<b>Address</b>	1 High Street
	newtown
<b>County</b>	
<b>Post Code</b>	kt1 1aa
<b>Home Phone</b>	
<b>Allergies/Medications</b>	
<b>Parents Email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

NO  
IMAGE  
AVAILABLE

[Edit Player](#)

The next step is to upload the photo

Tap "choose file"



# Surrey Youth League

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**

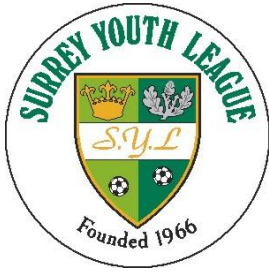
Uploaded Image



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

joan.Rooney@wsyl.org.uk \*

Permission Given

Not Provided

Request Permission

Enter text to search...

### 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

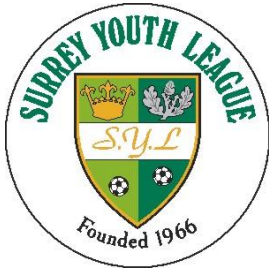
Once the parent has responded to the email confirmation will be shown as below

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 Team Sheets (this replaces ID cards)

Sign in to Prawnsandwich at [www.prawnsandwich.com](http://www.prawnsandwich.com)

In the Managers Area



Log in with your credentials

LOG IN

town1

.....

Log in

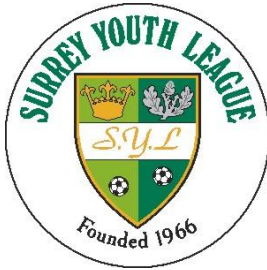
[Club and League officials click here](#)

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 a single card per line, choose '2 per row' to optimise printing.





# Surrey Youth League

Select the players you require for your team sheet that you wish to produce

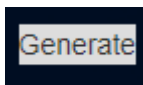
Select the Players in your team that you want ID cards displayed for:

- 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 )

Check All  
Uncheck All

Generate

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 <b>55844</b> Club xtown Team xtown UIS's Name <b>Wayne Rooney</b> Registration Date <b>21/01/2019</b> Note	Registration Number <b>55890</b> Club xtown Team xtown UIS's Name <b>Asfe Derry</b> Registration Date <b>22/03/2019</b> Note

Then print from your browser usually “ctrl p”