

# Surrey Youth League

## How to register a new player

If you want to register a player that didn't play for your club in season 2019/20 follow this process

## Registration System

**Surrey Youth League** Welcome Joe smith, Club Secretary [Logout](#)

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

### 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](#)

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'.

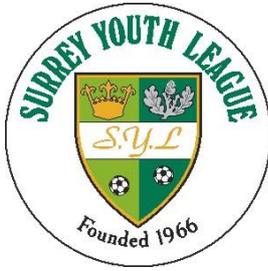
Please note: If the season has started and you wish to sign a player who has already registered to another club or team in the current season, then you must click on the "Transfers" link and follow the instructions.

**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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# Surrey Youth League

[Setup](#)[Staff](#)[Teams](#)[Players](#)[Player List](#)

## Add a Player



Add all the relevant information



## Add a Player



### Identifying Information

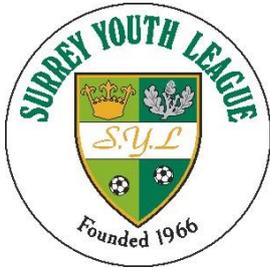
First Name	<input type="text" value="Wayne"/>	*
Surname	<input type="text" value="Rooney"/>	*
Date Of Birth	<input type="text" value="1"/> <input type="text" value="Jan"/> <input type="text" value="2002"/>	
Player's Gender	<input type="text" value="Male"/>	
Identity Document	<input type="text"/>	
Identity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



# Surrey Youth League

**Club Association**

Player's Club

Use the drop down to select the required team

**Team Association**

Player's Team  

Request Registration

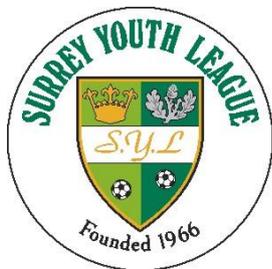
- Not in team
- Not in team
- xtown 1 U18's
- xtown 2 U18's
- xtown 3 U18's
- xtown 4 U18's

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

**Team Association**

Player's Team  

Request Registration



# Surrey Youth League

Click edit player

## Player Details

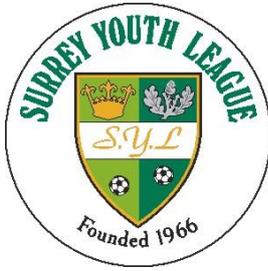
<b>Reg Number</b>	55901
<b>First Name</b>	waye
<b>Surname</b>	Rooney
<b>Date of Birth</b>	01/01/2002
<b>Identity Document</b>	
<b>Identity Reference Number</b>	
<b>Address</b>	1 High Street
	newtown
<b>County</b>	
<b>Post Code</b>	kt1 1aa
<b>Home Phone</b>	
<b>Allergies/Medications</b>	
<b>Parents Email</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 square 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”

**\*\* The picture must be square, if it isn't the picture will be distorted when uploaded \*\***

Choose file wyne.jpg

Upload

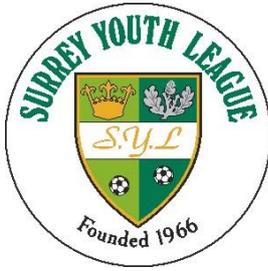
**Player Image Information**

Uploaded Image



Choose file No file chosen

Press “Save Changes”



# Surrey Youth League

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

Parents Email  \*

Permission Given

Email Permission Audit

Date	Email Address	Action	By
------	---------------	--------	----

The audit trail will display when the request was sent

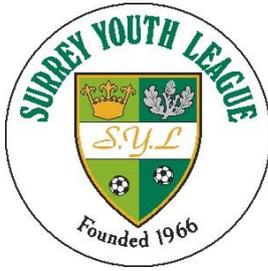
Email Permission Audit			
Date	Email Address	Action	By
08/05/2019 19:39:59	joan.Rooney@wsyl.org.uk	Request Sent	Joe smith

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

[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 / ID cards

**Team sheets will only be available once a team has been placed in a division**

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

In the Managers Area



Log in with you credentials

— LOG IN —

town1

.....

Log in

[Club and League officials click here](#)

Click generate ID cards



# Surrey Youth League

- 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

Select the ID cards you wish to produce

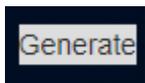
Select the Players in your team that you want ID cards displayed for:

- 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 )

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 U18's Name <b>Wayne Rooney</b> Registration Date <b>21/01/2019</b> Note	Registration Number <b>55890</b> Club xtown Team xtown U18's Name <b>Asfe Derry</b> Registration Date <b>22/03/2019</b> Note

Then print from your browser