

# Surrey Youth League

## How to register an existing 2019/20 player for season 2020/21

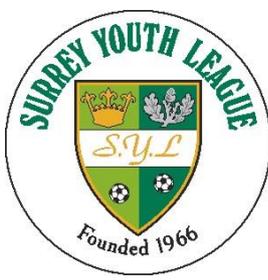
### Registration System

For season 2020/21 only player's photos will be carried over from last season

#### Quick guide

- 1) Sign in to Prawnsandwich as the club secretary
- 2) Select players
- 3) Select free agents
- 4) Edit selected player
- 5) Assign to team
- 6) Request parental permission
- 7) Request registration

For a more detailed view read the 'Detailed Section' below



# Surrey Youth League

## Existing Players – Detailed section

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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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### 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.

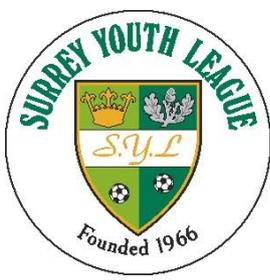
**League Secretaries**  
You will be able to view all players from all clubs and can perform all of the tasks above on behalf of any club.

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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1. Click the Players Tab
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.



# Surrey Youth League

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[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 daves</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Release</a>

- 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.
- You must now go into each player by clicking edit.
  - Check details are still correct

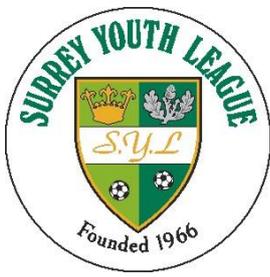
For 2020/21 season the photograph for season 2019/20 will already be loaded.

- Now select the team

**Club Association**

Player's Club

- Now request parental permission (email addresses are loaded from last season) If the email address has changed from last season change it here. And "Request Permission"



# Surrey Youth League

Parents Email	<input type="text" value="joan.Rooney@wsyl.org.uk"/>
Permission Given	<input type="text" value="Not Provided"/>
<input type="button" value="Request Permission"/>	

For more details see SYL Parent consent document

## 7. Request registration

<b>Team Association</b>	
Player's Team	<input type="text" value="xtown 1 U18's"/> ?
Request Registration	<input checked="" type="checkbox"/>

and ensure you read the declaration

## 8. Save changes

<input type="button" value="Save Changes"/>
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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