

Surrey Youth League

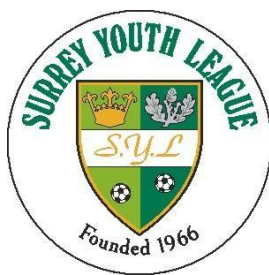
How to register an existing 2020/21 player for season 2021/2022

For season 2021/22 player's photos will be carried over from last season
there is no need to use a new photograph.

Quick guide

- 1) Sign in to Prawnsandwich as the club secretary
- 2) Select players
- 3) Select free agents
- 4) Assign to team
- 5) Request permission **remembering to change the email address to your own IF THE CLUB ALREADY HAVE PARENTAL CONSENT**
- 6) 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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[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.

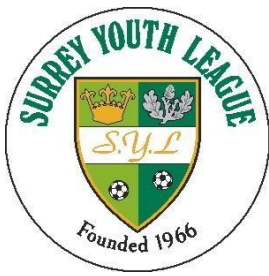
League Secretaries
You will be able to view all players from all clubs and can perform all of the tasks above on behalf of any club.

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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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.



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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

- 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.

For 2021/22 season the photograph will already be loaded **there is no need to submit a new photograph.**

- Now select the team

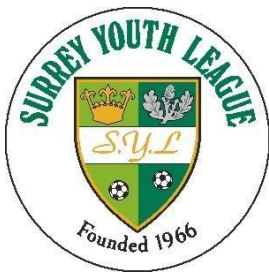
Club Association

Player's Club

- Now request parental permission (email addresses are loaded from last season)

TO SPEED THIS PROCESS UP WE ARE HAPPY THAT THE CLUB / REGISTRATION SECRETARY CHANGES THE PARENT E-MAIL TO THEIR OWN E-MAIL ADDRESS AND CONFIRMS CONSENT THEMSELVES. THIS SHOULD ONLY BE DONE IF THE CLUB HAVE THE CONSENT OF THE PARENT / GUARDIAN.

THE NEXT STEP IS TO REQUEST PERMISSION.



Surrey Youth League

Parents Email *

Permission Given

6. Request registration

Team Association

Player's Team ?

Request Registration

7. Save changes

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