# **GDPR INSTRUCTIONS FOR MANAGERS – SENDING LOG IN & HOW TO CHECK IF COMPLETED**

#### Log into your teams account



#### Cont'd

After clicking the 'Email Team' link you will be taken to the below



Enter the subject as GDPR Link and either copy the below message into the Message box or write your own message to the parents of either one player or all your players together. After sending click the HOME link to return to your teams account

<u>Cont'd</u>

### COPY THIS AND ENTER IN THE MESSAGE SECTION OR USE AS A GUIDE

Dear Parent

We have to have your consent to allow your child to play football within Tamworth Junior League and you need to complete an online consent form. The details of how to complete the form is listed below with a link to your account and log-in & password at the bottom of this email. Once finished it will notify ourselves and the league and the player will be permitted to play.

Thank you

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The Log-in provided is the username required to be entered to access the player account. This needs to be entered in the 'Registered Players' section and NOT in 'New players'.

Once you log-in you will be presented with your player account and a link to your 'Required TJFL Parent/Guardian consent form'

Click on the link which takes you to the player registration Step 2 of 4 requirements.

You are required to enter your details within the registration area. There is no need to amend the email address if already showing in the player section but parent/guardians are required to complete their details to ensure authentication of the person consenting. This is for League purposes and allows us to contact you for data quality purposes.

Please then scroll to <u>'ADDITIONAL INFORMATION'</u> where you will select your child's <u>CLUB</u> from the drop down list. This confirms you agree to your child playing within TJFL for the selected club.

Please then tick the box to confirm the details relating your child.

You are required to read through the remainder of the form and tick your acceptance and agreement to your child's details being held within the Player registration system in Tamworth Junior Football League and Associated Governing bodies.

After pressing *Continue* you will be taken to a 'Payment section' showing your child's details and where it shows the fee as *ZERO (£0.00)*-you must accept there is no payment and enter your name and tick the relevant box to complete the process. Once finished, your child's player profile will show the Manager of your team that you have agreed and accepted the Registration.

Thank you for your co-operation - TJFL Management Committee

## HOW TO CHECK WHETHER GDPR IS COMPLETED

|  |  |  |         |          |                    |          |       |             |                 | Master Ac   | count     |
|--|--|--|---------|----------|--------------------|----------|-------|-------------|-----------------|-------------|-----------|
| me Events Game History Email Team                    | Help Log Out   |  |         |          |                    |          |       |             |                 |             |           |
| erview Team Profile Manager Coach                    | Team List Player History Account Assistance                  |  |         |          |                    |          |       |             |                 |             |           |
| Team - Coed U8 Amington<br>GotSoccer TeamID # 303491 | Juniors  | Update Team Age and More View Public Team Page       |         | IZ View  | Print Team Contact | ts Sheet |       |             | 🖻 <u>Team I</u> | Fundraising |           |
| Get the most out of your account                     | Event Registration Vistory                                   |  |         |          |                    |          |       |             |                 |             |           |
| Teams U15 and Older - How to add                     | Items 1 - 9 of 9   |  |         |          |                    |          | Devid | Torona Land | and the second  |             | PROTECT 1 |
| Click Here to access the roster page                 | Name/Date  |  | Type    | Status   | Applied            | Accepted | Paid  | Team List   | Fixtures        | eTravel     | Support   |
| Account Merge Tool is Now Available!                 | Tamworth Junior League 2023) 2024<br>01/09/2023 - 31/08/2024 |  | League  | Accepted | 20/07/2023         | Yes      | No    | Frozen (1)  | TBA             | Request     | Request   |
| STREE THEY TO BE SHARED.                             | Sheila Scott Cup 2022/23<br>01/04/2023 - 31/05/2023          |  | League  | Accepted | 26/03/2023         | Yes      | No    | Default     | View            | Request     | Request   |
| Your Club  | Tamworth Invitation Cup 2022/23                              |  | I eanne | Accented | 03/02/2023         | YPR      | No    | Default     | View            | Renuest     | Remest    |
|  |  | Click your 'Team List' to enter<br>your player squad |         |          |                    |          |       |             |                 |             |           |

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## TEAM PLAYER LIST SHOWS YOUR SQUAD

| erview Te   | eam Profile Manager                      | Coach Team List                          | Player History | Account Assistance  |  |                        |                          |  |                  |                   |
|---|--|--|----------------|---------------------|--|------------------------|--------------------------|--|------------------|-------------------|
| Ded U8  | Amington Juni<br>move functions have bee | ors - Team Pla<br>n locked by your club. | yer Lists      |                     |  |                        |                          |  |                  |                   |
| View by E   | vent: Primary Player L                   | ist                                      | ~              |                     |  |                        |                          |  | Print Contacts » | Email Players »   |
|   |  |  |                |                     |  |                        |                          |  | R                | egister New Playe |
| ull Team P<br>Photo   | layer List<br>L.Name                     | F.Name                                   | ID#            | Jrsv#               | Gender   | DOB                    | County                   | Updated  | Last Reg.        | Login             |
|   |  |  | TJFL2019/20    |                     | Boys   | 28/07/2015 <b>≜(V)</b> | Staffordshire            | 02/02/2023   | 02/02/2023       | Ok                |
|   |  |  | TJFL2019/20    |                     | Boys   | 03/06/2015 🗎 (V)       | Staffordshire            | 04/09/2021   | 04/09/2021       | Ok                |
|   |  | Ĩ  | TJFL2019/20    |                     | Boys   | 02/11/2014 🗎 (V)       | Staffordshire            | 05/09/2021   | 05/09/2021       | Ok                |
|   |  |  | TJPL2019/20    |                     | Boys   | 23/03/2015 🗎 (V)       | Staffordshire            | 05/09/2021   | 05/09/2021       | Ok                |
|   |  |  | TJFL2019/20    |                     | Boys   | 04/05/2015 A(V)        | Staffordshire            | 18/08/2023   | 20/09/2021       | Ok                |
|   |  |  | TJFL2019/20    |                     | Boys   | 06/10/2014 🗎 (V)       | Staffordshire            | 18/08/2023   | 20/09/2021       | Ok                |
|   |  |  | TJFL2019/20    |                     | Girls  | 04/11/2014 🚔 (V)       | Staffordshire            | 31/08/2021   | 31/08/2021       | Ok                |
|   |  |  | TJFL2019/20    | $\mathbf{N}$        | Boys   | 22/04/2015 🗎 (V)       | Staffordshire            | 02/09/2021   | 02/09/2021       | OK                |
|   |  |  |                |                     |  | Powere                 | d An                     |  |                  |                   |
|   |  |  |                | The<br>here<br>mate | The primary player list you see<br>here is your SQUAD and not your<br>match day roster |                        |                          | 'OK' in this box confirms the<br>player has a personal login in<br>and password created for GDPR |                  |                   |
| The next step will show your<br>cont'd roster and if GDPR has been<br>completed by the parent |  |  |                |                     |  |                        | or for par<br>childs pro | ents to vie<br>file  | w their          |                   |

### HOW TO VIEW YOUR PLAYERS GDPR STATUS BOTH PRE-SEASON AND DURING THE SEASON

| Tamworth Junior League              | entacts » Email Players »     |                             |                    |                     |                          |                      |  |             |            |          |                |
|-------------------------------------|-------------------------------|-----------------------------|--------------------|---------------------|--------------------------|----------------------|--|-------------|------------|----------|----------------|
| Submitted 20/07/2023                | Accepted                      | fes ID#s <u>Default</u>     | Docs 🔹 <u>Tea</u>  | m List Cards        | <mark>≂ Print</mark>     |                      |  |             |            | Schedule | / Game Cards » |
| ist<br>range are not attending this | event and may not             | be added to the official te | am list. This info | ormation can be mod | None Selected. Use Playe | er List.<br>er accou | nt.  |             |            |          |                |
| L.Name                              | F.Name                        | ID#                         | Jrsy#              | Gender              | DOB                      |                      | County   | Updated     | Last Reg.  | Login    | Forms          |
|                                     |                               | TJFL2023/24                 |                    | Boys                | 27/10/2012 🔒 (V)         |                      | Staffordshire  | 15/08/2023  | 29/11/2020 | Ok       | ~              |
|                                     |                               | TJFL2019/20                 |                    | Boys                | 21/03/2013 🔒 (V)         | A                    | ny players not   | showing a ' | vellow     | Ok       | 1              |
|                                     |                               | TJFL2023/24                 |                    | Boys                | 03/08/2013               |                      | adlock' has no   | h or        | Ok         | ×        |                |
|                                     | $\mathbf{\overline{\bullet}}$ | TJFL2023/24                 |                    | Boys                | 17/12/2012               | G                    | DPR is yet to b  | e complete  | d l        | Ok       | , ×            |
|                                     |                               | TJFL2019/20                 |                    | Boys                | 05/12/2012 €(V)          | C.                   | CANNOT be added to your official roster and match report form so are |             |            | Ok       | ~              |
|                                     | TJFL202                       |                             |                    | Boys                | 18/05/2013 🗎 (V)         |                      | INELIGIBLE to play   |             |            | Ok       | <i>v</i>       |
|                                     |                               | TJFL2019/20                 |                    | Boys                | 17/10/2012 <b>(V)</b>    | /                    | Staffordshire  | 15/08/2023  | 27/10/2021 | Ok       | ~              |
|                                     |                               | TJFL3019/20                 |                    | Boys                | 16/02/2013 = (V)         |                      | Staffordshire  | 15/08/2023  | 27/10/2021 | Ok       | ×              |
|                                     |                               | TJFL2013/24                 |                    | Boys                | 19/10/2012               |                      | Staffordshire  | 15/08/2023  | N/A        | Ok       | ×              |
|                                     |                               | TJFL2023/24                 |                    | Boys                | 15/08/2013               |                      | Staffordshire  | 18/08/2023  | N/A        | Ok       | ×              |
|                                     |                               | TJFL2023/24                 |                    | Boys                | 06/12/2012               |                      | Staffordshire  | 18/08/2023  | N/A        | Ok       | ×              |
|                                     |                               | TJFL2019/20                 |                    | Boys                | 23/11/2012 <b>(V)</b>    |                      | Staffordshire  | 27/10/2021  | 27/10/2021 | Ok       | ~              |
|                                     |                               |                             | 4                  |                     |                          |                      | ~  |             |            |          |                |

Click the down link to select your current season instead of Primary Player List – this will auto load your 'Roster Squad' –

See below to view your team once your roster has been enabled and ready for the match report form A player showing a RED 'X' confirms GDPR has not been completed – a 'tick' confirms it has been completed

Cont'd

# VIEW OF YOUR OFFICIAL ROSTER AND SQUAD LIST ONCE THE SEASON COMMENCES

| Tamworth Jun  | nior League 20                   | 22/2023 (01/09/202  | 22) 🗸       |  |  |                                 |                        |                  |                     |                     | Print      | Contacts » | Email      | Players »  |
|---|----------------------------------|---|-------------|--|--|---------------------------------|------------------------|------------------|---------------------|---------------------|------------|------------|------------|------------|
| Submitted 13/07/2022 Accepted Yes ID#s Default Docs Team List Cards Print |                                  |   |             |  |  |                                 |                        |                  |                     |                     |            |            | lule / Gam | ne Cards » |
| L.Name  |                                  | F.Name  | ID#         |  | Jrsy# Gender DOB*  |                                 |                        |                  |                     | Date Added          |            | C          | ard        | Туре       |
|   |                                  |   | TJFL2019/20 | 19/20  |  | Boys                            | 21/03/2013 🔒           | 21/03/2013 🔒 (V) |                     | 21/08/2022 21:24:51 |            |            | int        | Р          |
|   |                                  |   | TJFL2019/20 | <sup>Bo</sup> The blue 'P' shows the player is verif |  |                                 |                        | rified 21:24:50  |                     |                     | int        | Р          |            |            |
|   | )                                | TJFL2019/20 Bo and added to your official roster and 12:13:35 |             |  |  |                                 |                        | 13:35            | Print               |                     | Р          |            |            |            |
|   |                                  |   | TJFL2019/20 |  | and is eligible to play  |                                 |                        |                  |                     | 21:24:51            |            |            | int        | Р          |
|   |                                  |   | TJFL2019/20 |  |  | Boys 17/10/2012                 |                        |                  | 21/08/2022 21:24:50 |                     | 24:50      | Print      |            | P          |
| •   |                                  |   | TJFL2019/20 | L2019/20   |  | Boys 16/02/2                    |                        | 16/02/2013 🚔 (V) |                     | 21/08/2022 21:24:51 |            | Pr         | int        | р          |
|   |                                  |   | TJFL2019/20 |  | Boys   |                                 | s 08/07/2013 €(V)      |                  | 2                   | 21/08/2022 21       | Pr         | int        | P          |            |
|   | TJFL2019/20                      |   |             |  | Players not verified by showing the 'yellow<br>padlock', has no photograph or is yet to have |                                 |                        |                  |                     | 21/08/2022 21       | 24-50      | Pr         | int        | Р          |
|   | TJFL2019/20                      |   |             | GDPR completed cannot be added to the official       |  |                                 |                        |                  |                     | 24:51               | Pr         | int        | P          |            |
| yer age and tes<br>st<br>ange are not a<br>ight green belo                | am age shown<br>ttending this ev | in parentheses if ap<br>ent and may not be<br>avers.          | pplicable.  | roster so<br>THESE M                                 | are in-eli<br>IAY BE ADI   | gible to play i<br>DITIONAL PLA | n any mato<br>YERS ADD | ch –<br>ED       |                     |                     |            | <u>[</u>   |            |            |
| L.Name  | E                                | Name  | ID#         | AFIERI   | HE SEASO   | N COMMENC                       | ES.                    |                  |                     | Updated             | Last Reg.  | Log        | gin 🛛      | Forms      |
|   |                                  |   | TJFL2023/24 |  | Boys 27/10/2012 (V)  |                                 | Staffordsh             | nire 1           | 15/08/2023          | 29/11/2020          | Ok         |            | 1          |            |
|   |                                  |   | TJFL2019/20 |  | Boys   | 21/03/2013 🗎 (V                 | 2                      | Staffordsh       | nire 1              | 15/08/2023          | 27/10/2021 | Ok         |            | ×.         |
|   |                                  | TJFL2023/24 Bo  |             | Boys   | 03/08/2013   | Staffordshire                   |                        | 16/08/2023       | N/A                 | Ok                  |            | X          |            |            |
| TJFL2023/24   |                                  |   |             | Boys   | 17/12/2012   | Staffordshire                   |                        | 18/08/2023 N/A   |                     | Ok                  |            | ×          |            |            |