

How To Add A Guest Player or Player Attending a Taster Session

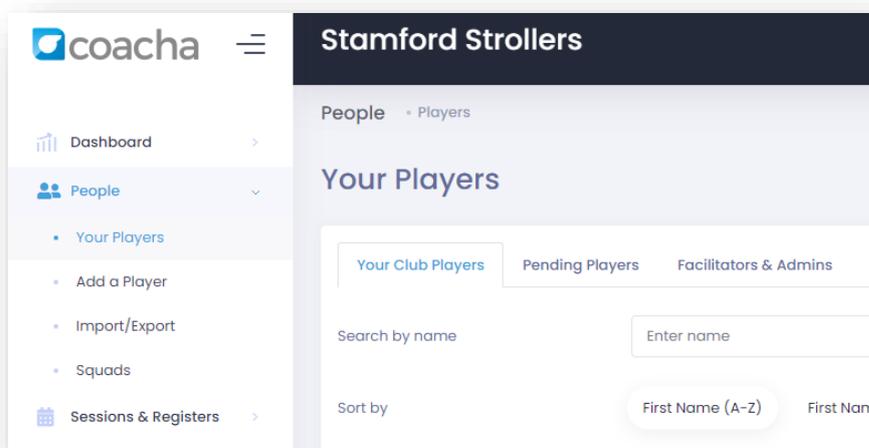
Whether a new player wants to attend as a guest for a one off session (such as a visiting family member or friend) or they are a new player wanting to try our walking football at their taster session, the individual must provide the following in advance:

- Your Name
- Your Date of Birth:
- Your Address:
- Your mobile:
- Any medical conditions that you have that we should know about in an emergency:
- Emergency Contact Name:
- Emergency Contact Telephone Number:
- The date/time of the session you'd like to try for your free 'taster session'

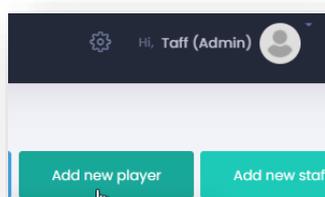
The must also be sent a player registration and health waiver form that can be returned by email or handed in on the day of their session. The form can be downloaded from https://www.stamfordstrollers.org.uk/_files/ugd/5491a2_6b3378aaf69a4fc0a19a7adae5929875.pdf

Once the initial details are provided their account can be logged into Coacha.

- **Open the People-All Players section**



- **Click the Add new player button**



- A form for the new player appears – enter the player’s contact detail and their emergency contact details on their profile.

The screenshot shows a player profile form for 'Les Woods'. The form includes fields for First Name (Les), Last Name (Woods), DOB (14 Mar 2022), Age (34), Telephone, Mobile, Email, and an Archive toggle. Below the main form are sections for 'Player Address', 'Primary Next of Kin / Emergency Contact', and 'Squads'. The 'Squads' section has a list of checkboxes for various teams, with 'Guests' checked.

- In the Squads section on the right, tick the Guests check box. (this is changed later if a player decides to become a member)

This close-up shows the 'Squads' section of the form. It features a list of checkboxes for different squads: Stamford Strollers (Members), Lincs FA 50+ 2022, Lincs FA 60+ 2022, PDFL 50+ 21/22, WFA Cup 22 50+, WFA Cup 22 60+, WFA Cup 22 65+, and Guests. The 'Guests' checkbox is checked, while all others are unchecked.

- Click on the Notes tab and enter the health details that the player provided

The screenshot shows the 'Notes' tab selected in the player profile form. It is divided into two main sections: 'Medical Notes' and 'Notes'. The 'Medical Notes' section contains a text area for entering health details and a checked checkbox for 'No medical conditions'. The 'Notes' section has sub-sections for 'Player Notes (0)', 'Facilitator Notes (0)', and 'Safeguarded Notes (0)', with a text area for adding notes and an 'Add Facilitator Note' button.

- Click on the **Data & Documents** tab and tick all three data protection boxes (the player can change these at a later date should they wish to do so)

Player Data Protection & Use

GDPR requires your players to opt in for you to use their data. Ask them to read and give consent to the following 3 actions and tick the boxes to ensure compliance

(Note: The player cannot be added into Coacha without selecting the first two options).

I agree for you to use my data for legal reasons associated with the running of your club.

I agree for you to use my data so that you can provide me with your club's services.

I agree for you to use my data so that I can receive benefits as part of my membership, including occasional marketing info.

- Click back on the **Important Info** tab and ensure that the **Allow Login** box is disabled at this point (only full members get a Coacha login)

Telephone

Mobile

Email

Allow Login

- Double check the entries on the main form and click **Add Player** to create the new profile

Add Player

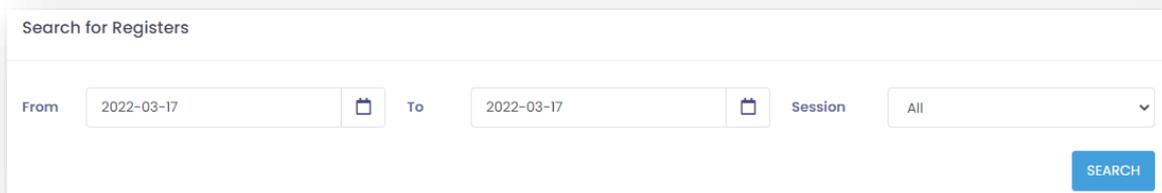


If you know the session in which the 'guest' or potential new member wants to attend, then you can now book them in for this session manually.

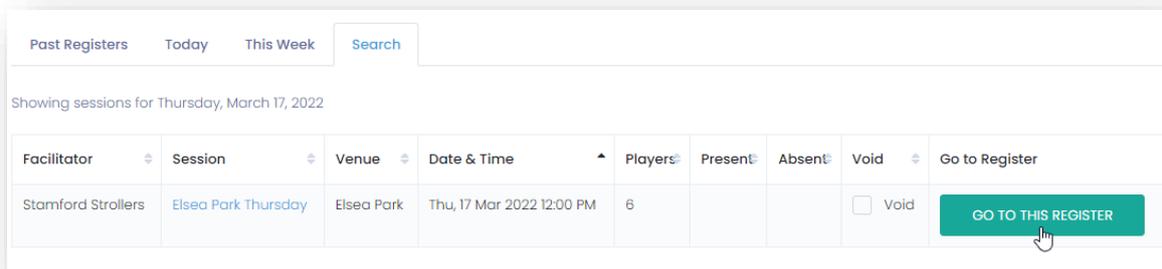
- **Click on the Sessions & Register – Attendance Registers option**



- **Enter the date/s in the Search for Registers**

A screenshot of a 'Search for Registers' form. It features two date input fields labeled 'From' and 'To', both containing the date '2022-03-17'. To the right of the 'To' field is a 'Session' dropdown menu currently set to 'All'. A blue 'SEARCH' button is located at the bottom right of the form.

- **Find the session you require and click on *Go to this Register***

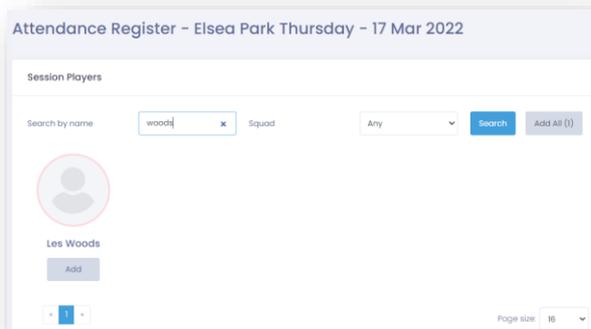


Past Registers Today This Week Search

Showing sessions for Thursday, March 17, 2022

Facilitator	Session	Venue	Date & Time	Players	Present	Absent	Void	Go to Register
Stamford Strollers	Elesa Park Thursday	Elesa Park	Thu, 17 Mar 2022 12:00 PM	6			<input type="checkbox"/> Void	GO TO THIS REGISTER

- **Click Add an Existing Player and search for the player just added**
- **Click on Add under the players name to add them to the session**



Attendance Register - Elesa Park Thursday - 17 Mar 2022

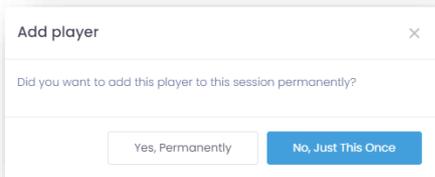
Session Players

Search by name: woods Squad Any Search Add All (0)

Les Woods Add

Page size: 16

- When the pop up appears click on *No, Just This Once*



Add player ✕

Did you want to add this player to this session permanently?

Yes, Permanently **No, Just This Once**

The player is now added to the session

If the session concerned is a taster or a guest playing for 'free' then you can waive the fees.

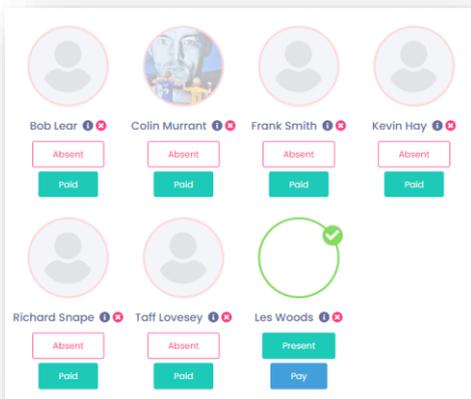
- Click on Back in the screen where you added the player (you should still be on that screen)

Attendance Register - Elsea Park Thursday - 17 Mar 2022

Back

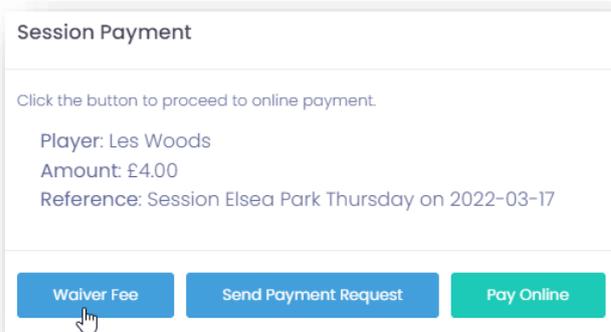
You will now see a list of players that have signed up for that session.

- Find the player that you want to set for a free session
- Click on the blue Pay button under their name



Bob Lear	Colin Murrant	Frank Smith	Kevin Hay
Absent	Absent	Absent	Absent
Paid	Paid	Paid	Paid
Richard Snape	Taff Lovesey	Les Woods	
Absent	Absent	Present	
Paid	Paid	Pay	

- Click on *Waiver Fee*



Session Payment

Click the button to proceed to online payment.

Player: Les Woods
Amount: £4,00
Reference: Session Elsea Park Thursday on 2022-03-17

Waiver Fee Send Payment Request Pay Online