



EBFA Guide to Parents and Guardians to Complete GotSport for Player Verification in the EBFA 25/26 Registration Event



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East Berks Football Alliance

7th July 2025 – Version 1.00

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Change History

Version	Description	Date
0.00	2024-25 – Draft	29-Jul-24
0.00a	Added League Processing and make sure you do your player's GS-LPGAF, not one for you as Guardian.	01-Aug-24
0.00b	Added Enter FAN Procedure	06-Aug-24

1.00	2025-26 - Version	07-Jul-25
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GotSport Guide to Parents and Guardians

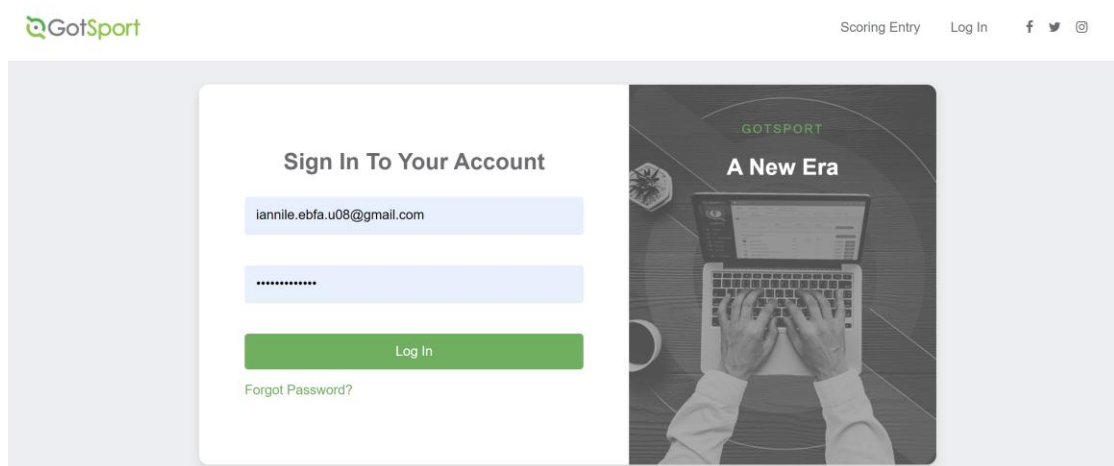
Log in To GotSport

The GotSport system is developed in the USA and used worldwide, in countries such as the USA, Canada, and England, so there are regional small changes that need to be made as you work through the system.

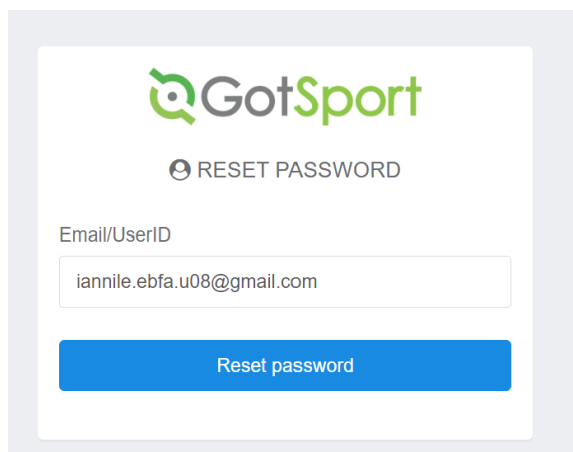
Log in to <https://system.gotsport.com/> with the user email as the Email/UserID.

URL -> <https://system.gotsport.com>

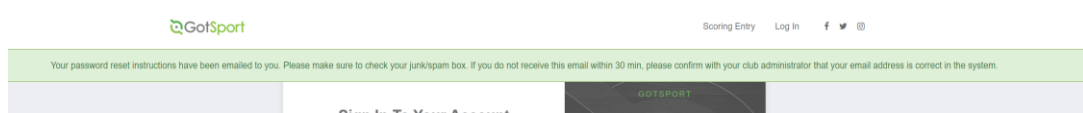
Login Page



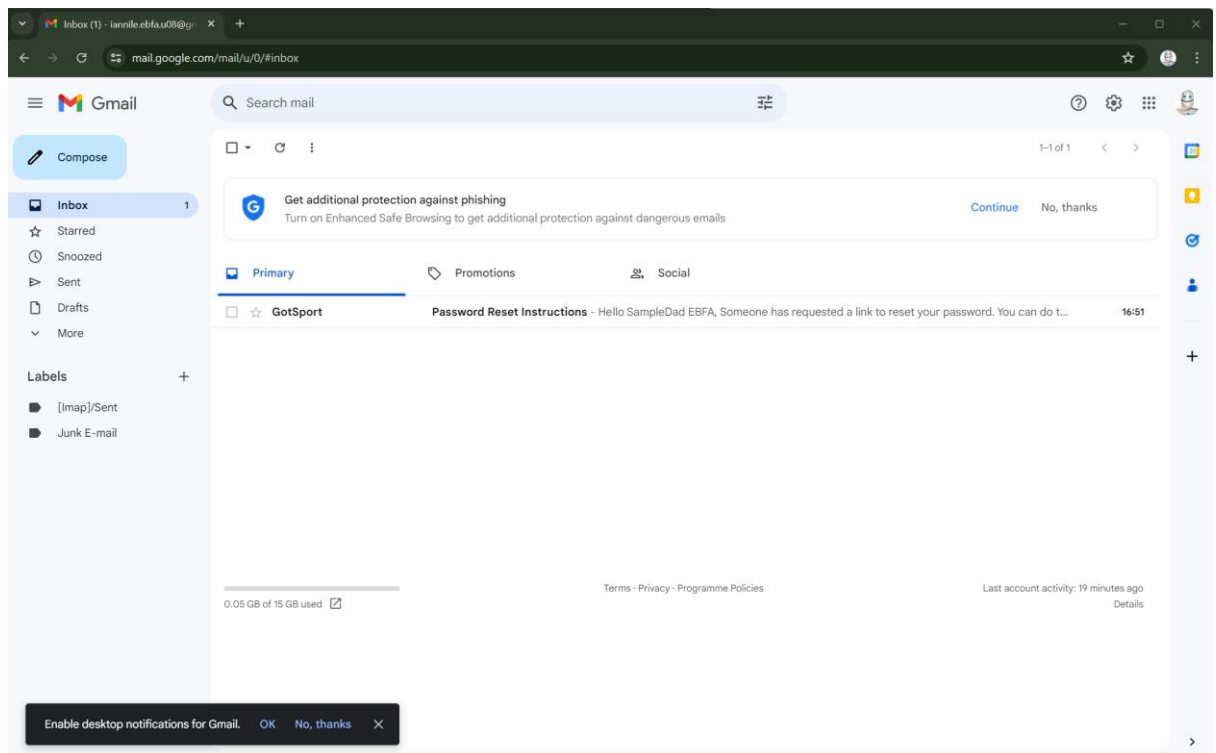
Use your email and click on Forgot Password?



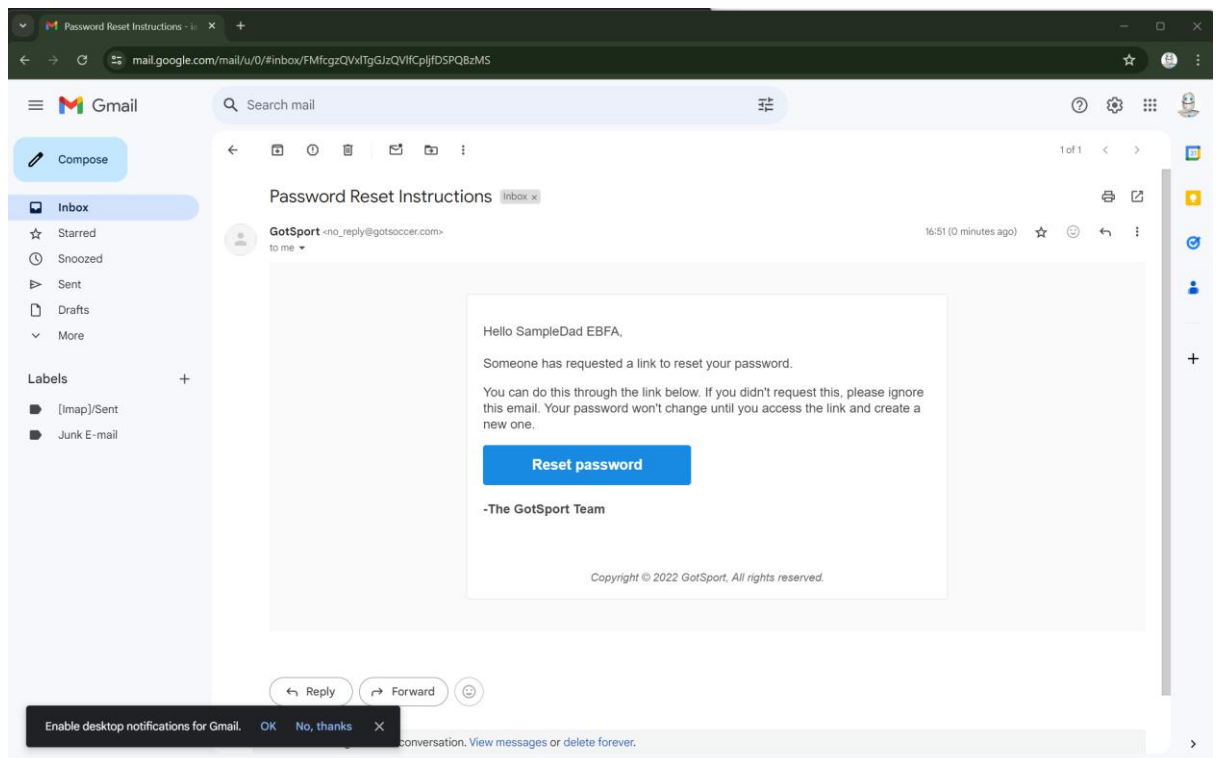
The GotSport system will email you a reset password email.



Gmail Account for iannile.ebfa.u08@gmail.com



Open GotSport Email



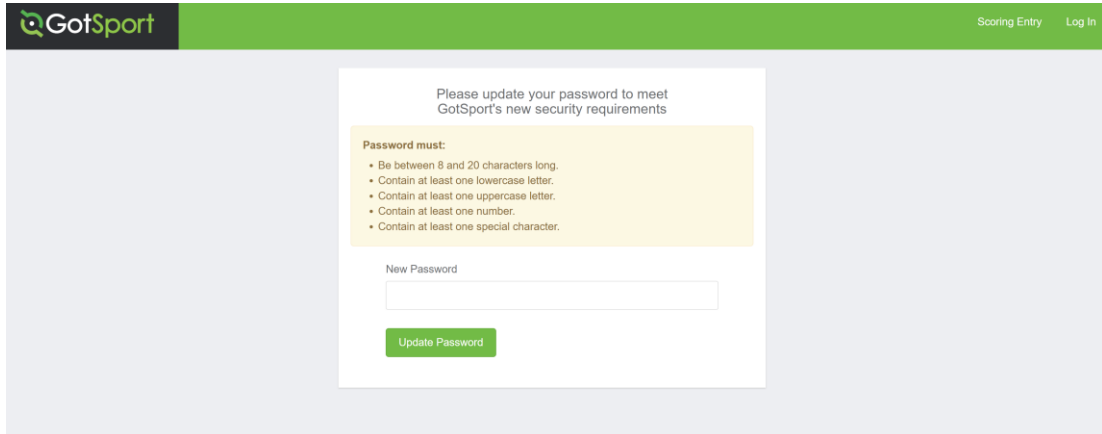
Enter a new Password that meets the GotSport Password Criteria (See Below)

This screenshot shows the 'RESET PASSWORD' form on the GotSport website. The browser's address bar displays 'system.gotsport.com/password_resets/new'. The form is centered on the page and contains the following elements: the GotSport logo, the title 'RESET PASSWORD', a text input field labeled 'Email/UserID', and a blue button labeled 'Reset password'. The footer of the page includes the GotSport logo, the address '1529 Third St. S., Jacksonville Beach, FL 32250', the copyright notice '© 2024 GotSoccer, LLC. All rights reserved.', and links for 'Help & Support', 'Privacy Policy', 'Terms of Use', and 'Support Center'. Social media icons for Facebook, Instagram, and Twitter are also present.

Or

This screenshot shows the 'UPDATE PASSWORD' form on the GotSport website. The browser's address bar displays 'system.gotsport.com/password_resets/NBEIqeQa6c/KNYPqJGUoNQ/edit?slug='. The form is centered on the page and contains the following elements: the GotSport logo, the title 'UPDATE PASSWORD', a 'Password' section with a text input field labeled 'Type new password', a 'Password Confirmation' section with a text input field labeled 'Confirm new password', and a blue button labeled 'Update password'. The footer of the page is identical to the first screenshot, featuring the GotSport logo, address, copyright notice, links, and social media icons.

Update/Change Password – Password Criteria

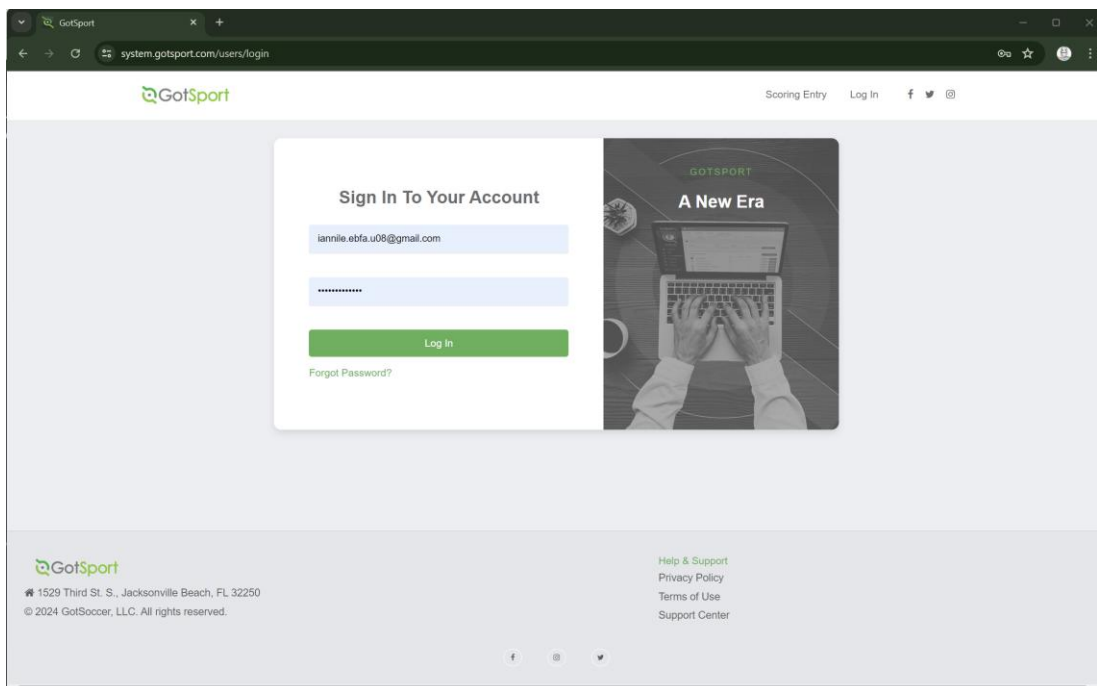


The screenshot shows the GotSport website's password update interface. At the top, there is a green header with the GotSport logo on the left and links for "Scoring Entry" and "Log In" on the right. The main content area is light gray and contains a white box with the following elements:

- A heading: "Please update your password to meet GotSport's new security requirements"
- A yellow box titled "Password must:" containing a list of requirements:
 - Be between 8 and 20 characters long.
 - Contain at least one lowercase letter.
 - Contain at least one uppercase letter.
 - Contain at least one number.
 - Contain at least one special character.
- A text input field labeled "New Password"
- A green button labeled "Update Password"

DO NOT Use PASS or Password or sequential numbers – security is important!

Now Login

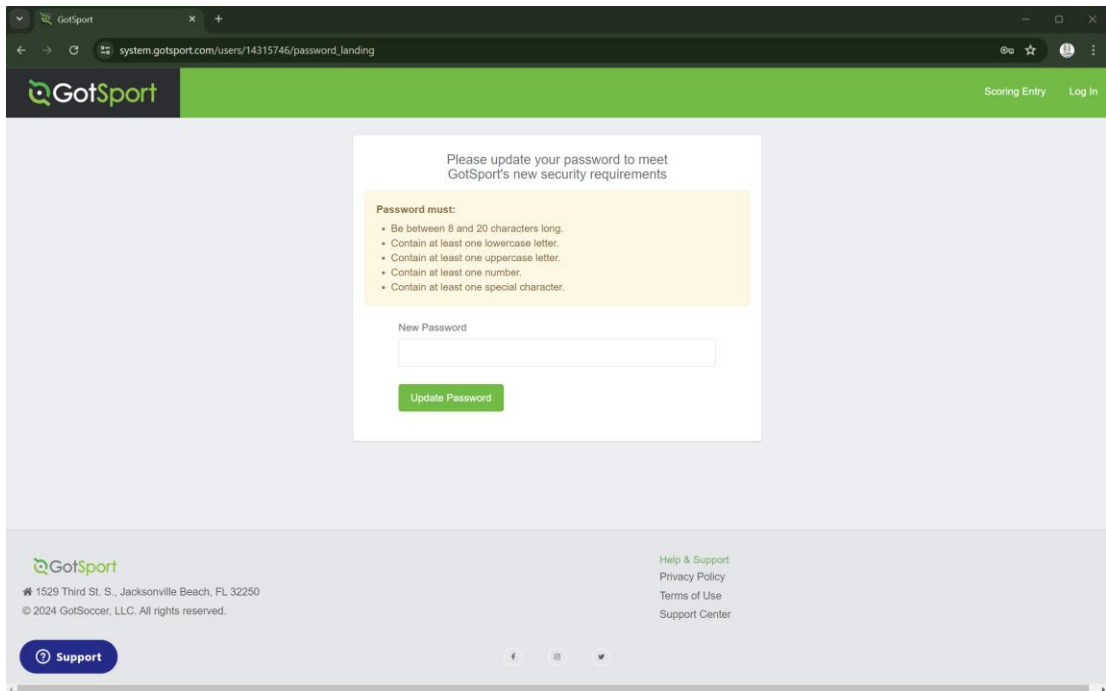


The screenshot shows the GotSport website's login page. At the top, there is a green header with the GotSport logo on the left and links for "Scoring Entry" and "Log In" on the right, along with social media icons. The main content area is light gray and contains a white box with the following elements:

- A heading: "Sign In To Your Account"
- A text input field containing the email address "lannile.ebfa.u08@gmail.com"
- A text input field for the password, represented by dots
- A green button labeled "Log In"
- A link labeled "Forgot Password?"

To the right of the login box is a promotional image with the text "GOTSPORT A New Era" and a person typing on a laptop. At the bottom of the page, there is a footer with the GotSport logo, address "1529 Third St. S., Jacksonville Beach, FL 32250", copyright "© 2024 GotSoccer, LLC. All rights reserved.", and a "Help & Support" section with links for "Privacy Policy", "Terms of Use", and "Support Center".

System Might Want a Password Update



The screenshot shows a web browser window with the URL `system.gotsport.com/users/14315746/password_landing`. The page has a green header with the GotSport logo and links for "Scoring Entry" and "Log In". The main content area is a light gray box with a white border. Inside, there's a message: "Please update your password to meet GotSport's new security requirements". Below this, a yellow box lists the password requirements: "Password must:" followed by a bulleted list: "Be between 8 and 20 characters long.", "Contain at least one lowercase letter.", "Contain at least one uppercase letter.", "Contain at least one number.", and "Contain at least one special character.". Below the list is a text input field labeled "New Password" and a green "Update Password" button. The footer contains the GotSport logo, address "1529 Third St. S., Jacksonville Beach, FL 32250", copyright "© 2024 GotSoccer, LLC. All rights reserved.", a "Support" button, and links for "Help & Support", "Privacy Policy", "Terms of Use", and "Support Center".

Please update your password to meet GotSport's new security requirements

Password must:

- Be between 8 and 20 characters long.
- Contain at least one lowercase letter.
- Contain at least one uppercase letter.
- Contain at least one number.
- Contain at least one special character.

New Password

Update Password

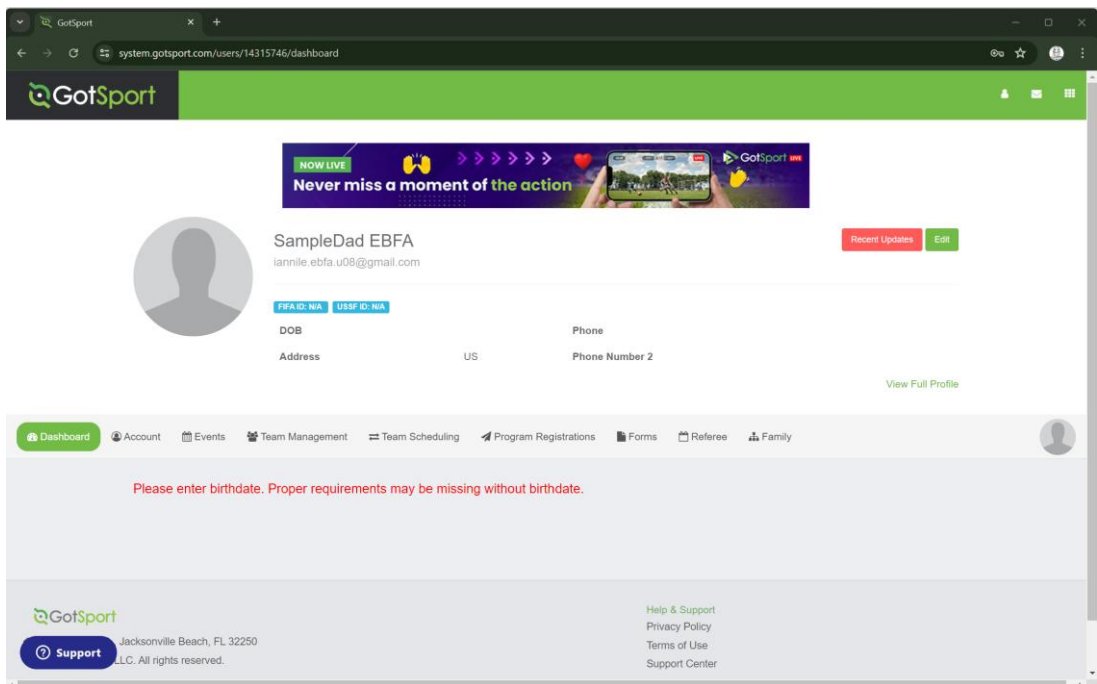
GotSport

1529 Third St. S., Jacksonville Beach, FL 32250
© 2024 GotSoccer, LLC. All rights reserved.

Support

Help & Support
Privacy Policy
Terms of Use
Support Center

Landing Page – Parent/Guardian Account Dashboard Page



The screenshot shows a web browser window with the URL `system.gotsport.com/users/14315746/dashboard`. The page has a green header with the GotSport logo and a user profile icon. Below the header is a banner with the text "NOW LIVE" and "Never miss a moment of the action". The main content area shows the user profile for "SampleDad EBFA" with email "iannile.ebfa.u08@gmail.com". There are buttons for "Recent Updates" and "Edit". Below the profile information, there are fields for "DOB", "Address", "US", "Phone", and "Phone Number 2". A "View Full Profile" link is also present. A navigation bar at the bottom contains links for "Dashboard", "Account", "Events", "Team Management", "Team Scheduling", "Program Registrations", "Forms", "Referee", and "Family". A red message states: "Please enter birthdate. Proper requirements may be missing without birthdate." The footer contains the GotSport logo, address "Jacksonville Beach, FL 32250", copyright "L.C. All rights reserved.", a "Support" button, and links for "Help & Support", "Privacy Policy", "Terms of Use", and "Support Center".

GotSport

SampleDad EBFA
iannile.ebfa.u08@gmail.com

Recent Updates Edit

DOB Address US Phone Phone Number 2

View Full Profile

Dashboard Account Events Team Management Team Scheduling Program Registrations Forms Referee Family

Please enter birthdate. Proper requirements may be missing without birthdate.

GotSport

Jacksonville Beach, FL 32250
L.C. All rights reserved.

Support

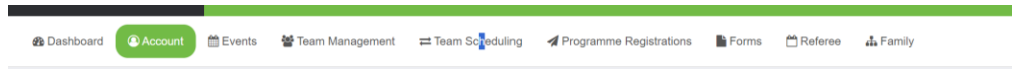
Help & Support
Privacy Policy
Terms of Use
Support Center

GotSport Single Sign-on Functionality

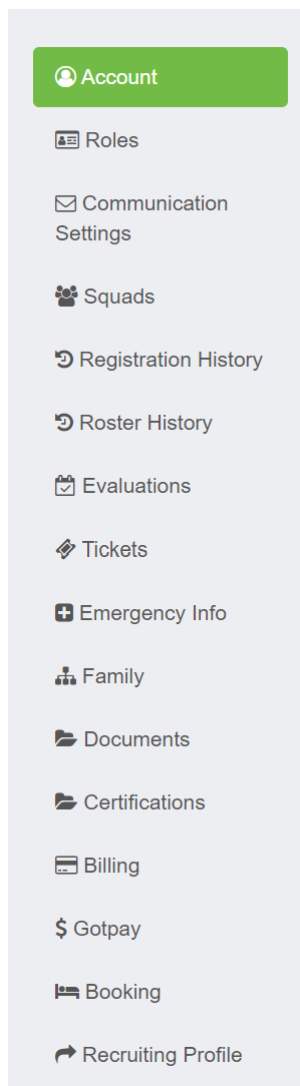
GotSport is a single-sign-on system which the user signs on with their email and has been allocated different roles

Parent/Guardian

A) Banner Access – Dashboard, Account, Form, Family



B) Vertical Account Access - Account, Family, Documents



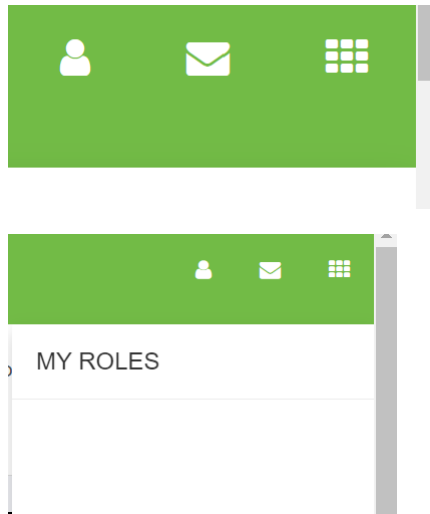
Team Official (Manager/Coach)

A) Banner Access – Dashboard, Account, Events, Team Management, Team Scheduling.

B) Vertical Account Access - Account

Club Official (Secretary, Child Welfare Officer etc)

A) Click on 9 Dots to select an authorise Club Official Roles that have been granted.



Two Possible Data Entry Paths

- 1) Player Data Migrated from Old Portal GotFootball
- 2) Player Data Entry is for New Player to Club/Team

The League Approval/Registration Process includes

Player Data Migrated from Old Portal GotFootball - Process

- 0) Player's record exists from migration.
- 1) Guardians or Club/Team officials add Player Photo (See Tech Spec at end of Document),
- 2) Guardians or Club/Team officials check FAN to see if any updates are required,
- 3) Player's photo approved by the League (If not approved, then the uploaded photo will be replaced by the EBFA 'Like This Photo' image example, and a new photo is required to be uploaded.)
- 4) Player's FAN approved by the League.
- 5) Guardian to complete the GS-LPGAF (For the Player and not for their own Guardian GotSport Record).

Then when and if 1) to 5) steps are done players, can be approved/registered on GotSport by Club officials, via GotSport Squad Builder interface and locked to the team.

Player Data Entry is for New Player to Club/Team - Process

- 0) Club/Team officials create a Player record on the relevant team.
- 1) Guardians or Club/Team officials add Player Photo (See Tech Spec at end of Document),
- 2) Guardians or Club/Team officials check FAN to see if any update required,
- 3) Player's photo approved by League, (If not approved then photo delete and a new photo is required to be uploaded.)
- 4) Player's FAN approved by League.
- 5) Upload POA/POBP (Full Page Passport or Birth Certificate (Unredacted)),
- 6) POA/POBP, League checks First Name, Last Name, DOB, No ITC Require these four (4) POA/POBP conditions are met, League verifies the POA/POBP and locks the first name, last name, DOB and FAN data fields,
- 7) Guardian then completes the GS-LPGAF for the Player and **NOT** for their own Guardian GS Record!

Then when and if 1) to 7) steps are done players, can be approved/registered on GotSport by Club officials, via GotSport Squad Builder interface and locked to the team.

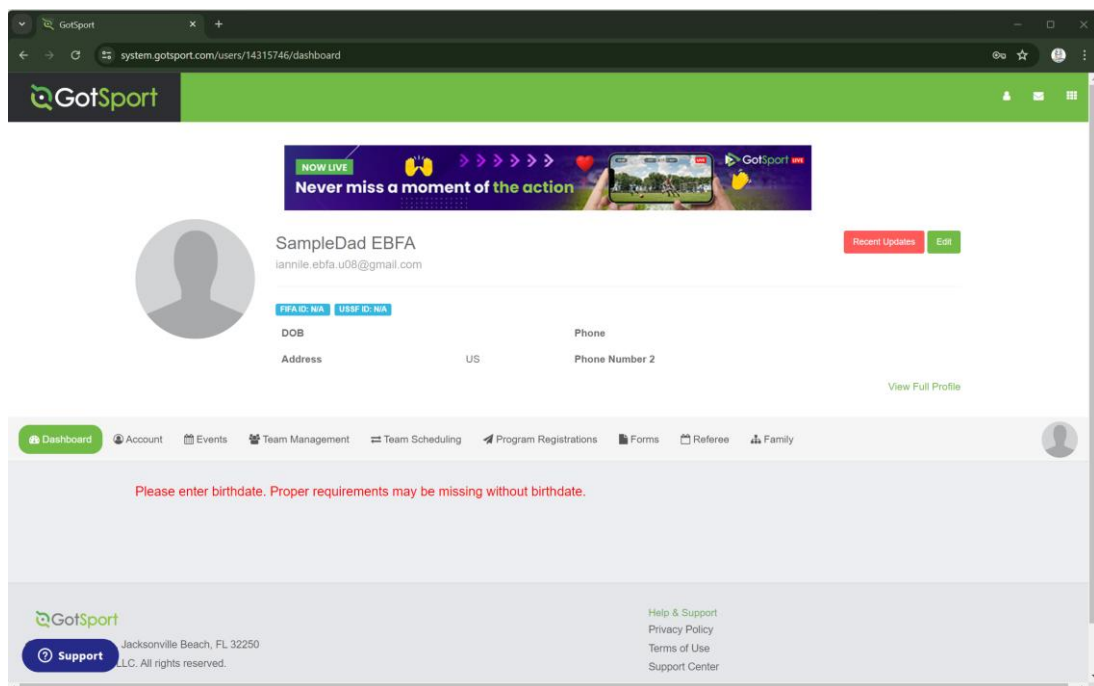
Player Data Migrated from Old Portal GotFootball

Requirements

- Update the Accounts page for Parent/Guardian and Player
- Add Photo for Player (Must conform to EBFA Player Photo Tech Spec)
- Complete Forms GS-LPGAF League Parent Guardian Agreement Form

Log in to GotSport

User Dashboard Landing Page



If you have issues with no email or password – contact your team Manager who will contact the Club Official dealing with the GotSport system and they might set you a temporary password for your email/UserID.

Press <Edit> button to update your GotSport Account



GotSport

system.gotsport.com/users/14315746?user_id=14315746

Dashboard Account Events Team Management Team Scheduling Programme Registrations Forms Referee Family

Account Profile Themes Social Media Links

Photo Choose file No file chosen Please upload a passport style portrait. If photo will appear on your association identification card or official roster.

Avatar Choose file No file

College Recruiting NCSA Connect with NCSA College Recruiting! Get Started

First Name Middle Name Last Name Suffix

SampleDad EBFA

Preferred First Name Email/UserID Contact Email

Sam iannile.ebfa.u08@gmail.com iannile.ebfa.u08@gmail.com

Gender DOB

Male February 6 1984

Preferred Date Format Preferred Time Format Preferred Language

dd/mm/yyyy 01:00 pm English (GB) (English (GB))

Support

1st Data field to update is Address – Make sure Country is changed to England first, which will regionally updated so of the other fields.

Please then complete:

Address

Gender

D.O.B. (Optional)

Preferred Date Format – to dd/mm/yyyy

Preferred Language – English (GB) (English (GB))

FAN –If you have one (Issued on Whole Game System) (Optional)

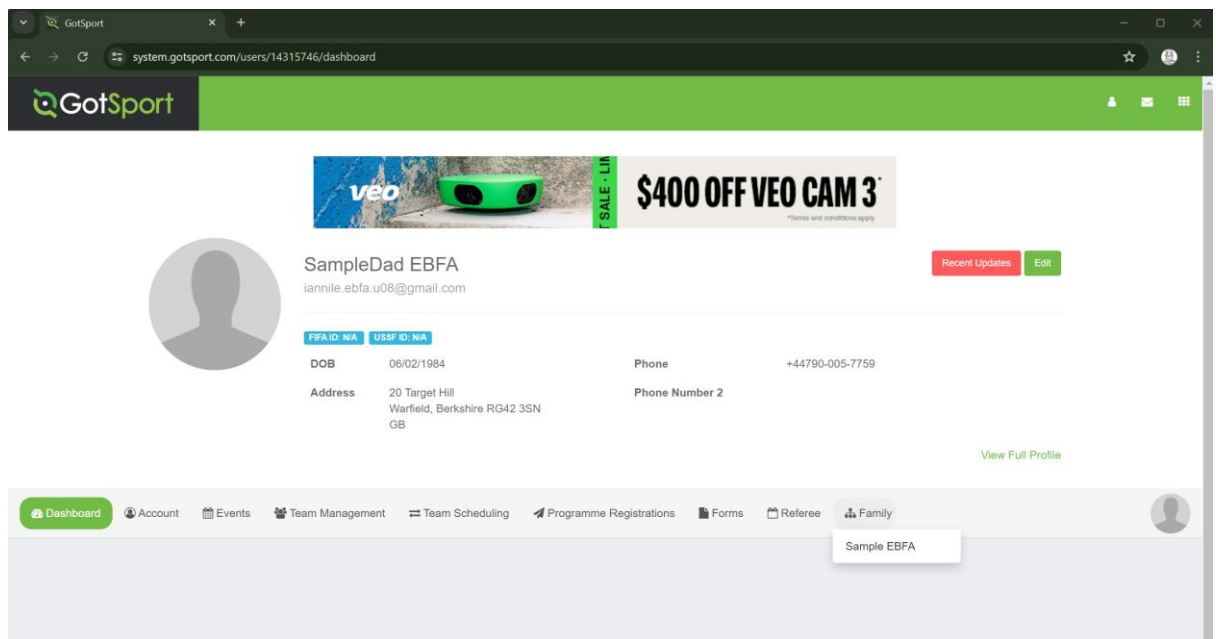
Mobile Phone Number – Select UK Flag and enter number – 07xxx xxxxxx

Select “Save” at bottom to update the account.

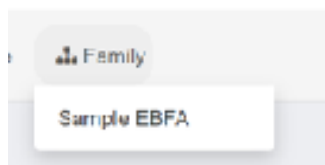
The system should confirm save or show issues with invalid data fields.

Click on Banner - Dashboard to return to Dashboard

Click on Banner – ‘Family’ to show your child’s name(s) charges (In this case “Sample EBFA” Player). If charge(s) not present, contact your team manager.



Click on 'Sample EBFA' Player - **Note "Sample EBFA" is the player's name – if you do not select the player, then the GS-LPGAF that is completed will be for your account and not the player, and the player then cannot finish approval/registration on this system**



On the Photo Image, top right, hover mouse over image and this will confirm your child's name, which means the account is now your child's account and not your guardian account!

This will access the Player's Account for the player called 'Sample EBFA'

If your Child was migrated from the previous EBFA Portal (GotFootball), then some of the account fields will be greyed out as they have already been verified and thus locked

For Instance:

First Name

Last Name

DOB

FAN Number

For a migrated child, we ask you to update the following

Update Preferred Date Format to dd/mm/yyyy

Update Preferred Language to English (GB) (English (GB))

Update the address if it has changed

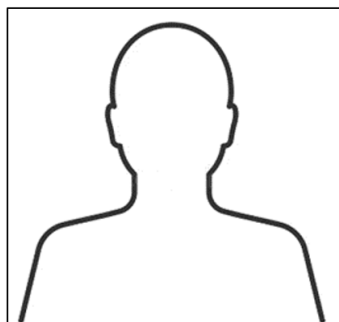
Do not change ITC Information

Do not change Citizenship

Seasonal Update of Player Photo

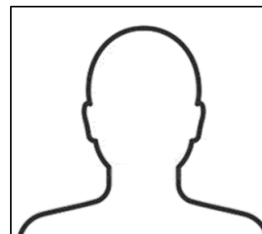
Add a recent player's Photo – The EBFA Photo Tech Spec is at the end of this document.

If the player photo does not match this Tech Spec, it will not be approved and will be denied, which means the player cannot be registered.



Digital Camera or Smart Phone

Upload to GotSport



Edit Image after GotSport

portal cropping

Player photos, created as JPG or PNG image files, feature the player's upper body, including their head and shoulders, with both arms visible in the picture. (See the Lego Star Wars Stormtrooper below).

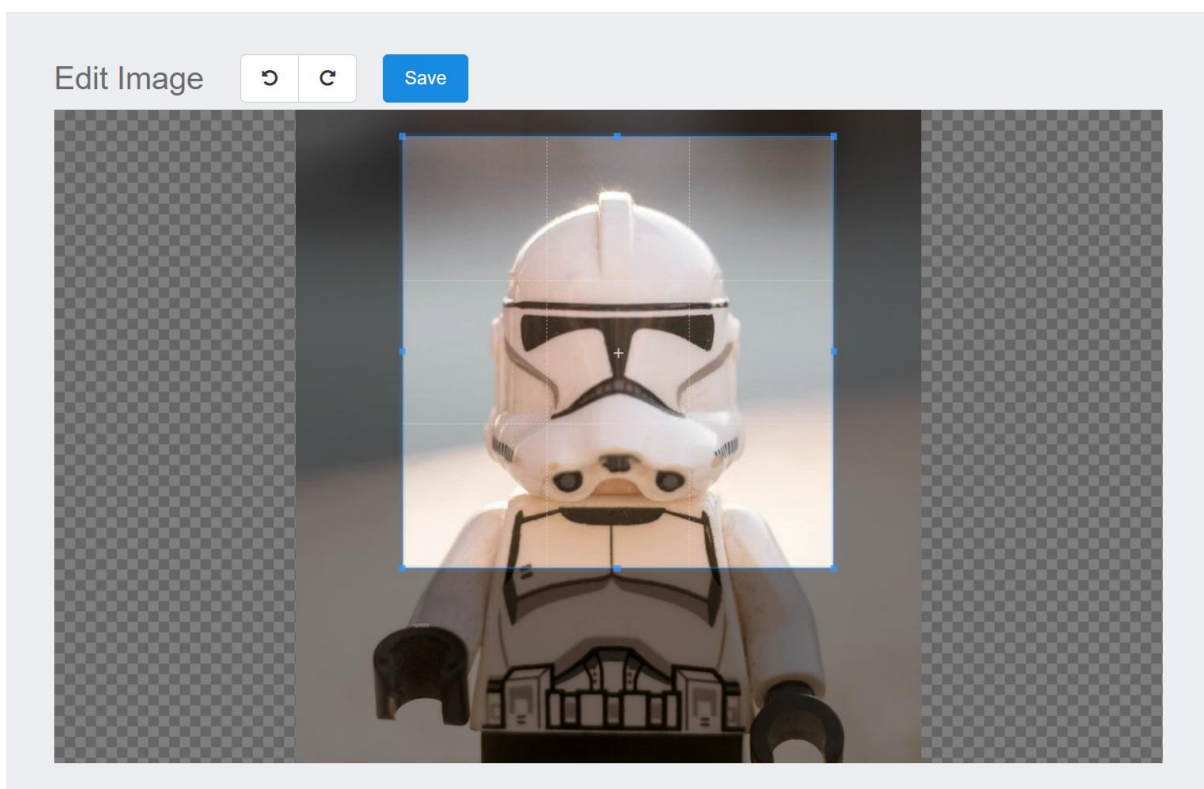
The photo is to be a high-quality image of approximately 2-3MB in size.

The League will utilize the GotSport Image edit cropping tool to create photos for ID Cards and Match Cards (Team Sheets).



Example of an Image that should be uploaded

EBFA Image Editing on Portal



Final Image for GotSport ID Cards and Team Sheet for Match Days



Press <Save> to save any changes.

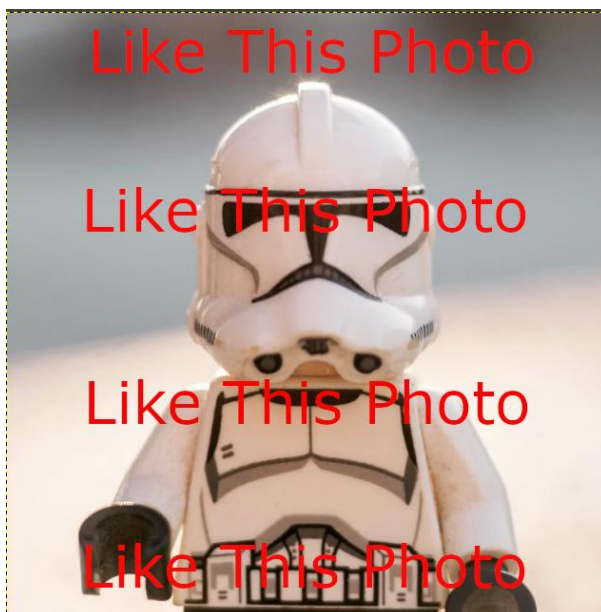
EBFA League Rejection of the Player Photo

Suppose the League rejects the Player Photo image because it is Non-Compliant with the EBFA tech specification. Then, the First Name field will have the following appended to it: ' -EBFA2526 Photo Non Compliant /'.

i.e., For the Player named Sample EBFA, the first name is Sample, so if the photo is non-compliant, then the first name field will be updated by the League to

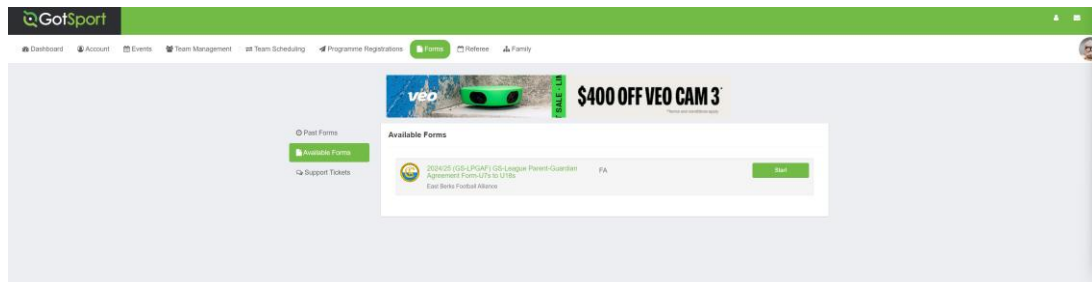
Sample -EBFA2526 Photo Non Compliant /

Also, the non-compliant player photo will be replaced by the following image:

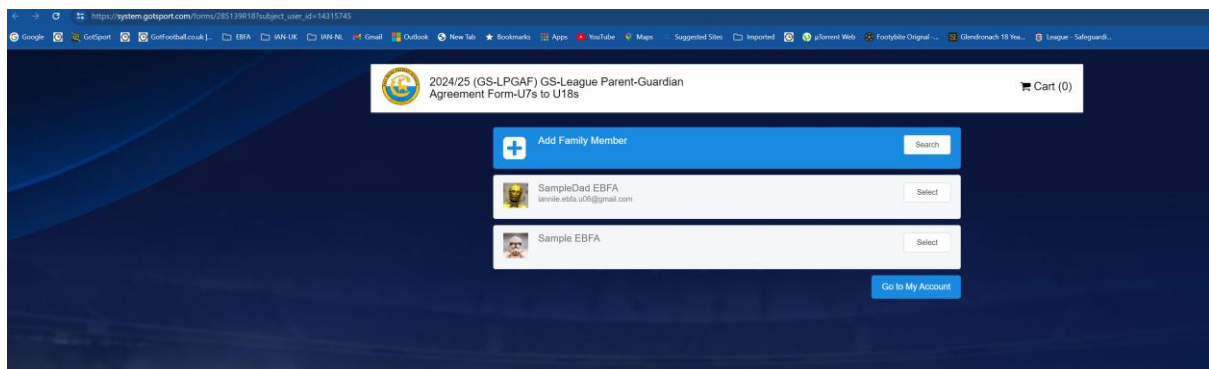


Complete the 2025/26 (GS-LPGAF) GS-League Parent Guardian Agreement Form-U7s to U18s

Click on the Banner Forms (Green Below)




Click on <Start>



Click on Select for your Child



Check the Profile Information




2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s

Profile Information

Select Organisation/Team

Registration Form



Sample EBFA
[Change User](#)

First Name

Sample

Last Name

EBFA

Email/UserID

Contact Email

iannile.ebfa.u08@gmail.com

DOB

June

8

2007

Gender

Male

Preferred Language

English (GB) (English (GB))


Ethnicity

Choose Not to Disclose


Time Zone Name

London

Mobile Phone Number

 (201) 555-0123

Phone Number 2

 (201) 555-0123

Address

10 Target Hill

Address (Continued)

City

Bracknell

County

Berkshire

Postal Code

RG42 3SN

Country

United Kingdom

Save

Press <Save> to Continue

Complete the Select Organisation (Club)/Team

2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s
Sample EBFA
Enroller: SampleDad EBFA

Profile Information **Select Organisation/Team** Registration Form

Sample EBFA
[Change User](#)

Select Your Organisation

Organisation
Select One...

Select Your Team

Team
Select One...

[Continue](#)

Selection Made

2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s
Sample EBFA
Enroller: SampleDad EBFA

Profile Information **Select Organisation/Team** Registration Form

Sample EBFA
[Change User](#)

Select Your Organisation

Organisation
EBFA Demo FC

Select Your Team

Team
EBFA Demo FC U18 Colts

[Continue](#)

Press <Continue> button

System now sends you a Two-Factor Authentication Email

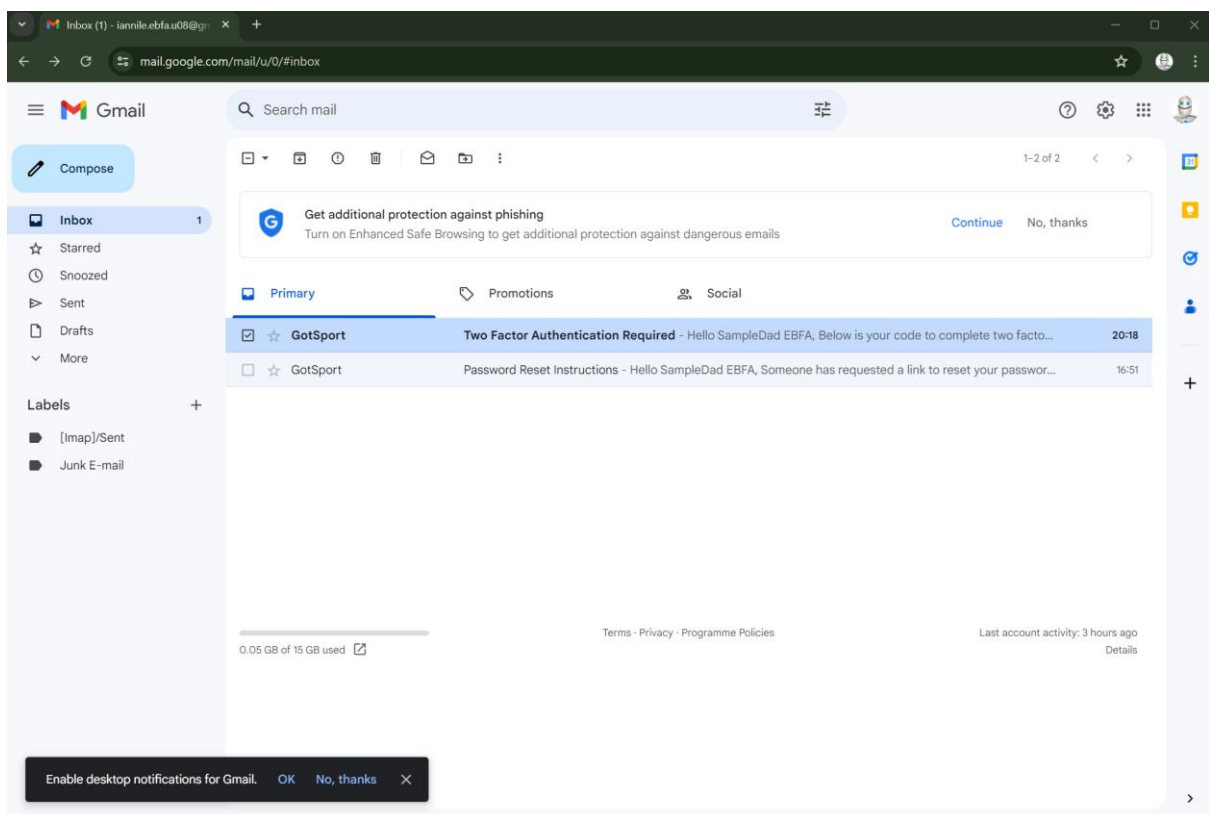
This form requires two factor authentication to continue. An email with your authentication code has been sent to j*****m.
Please copy and paste the code here to continue.

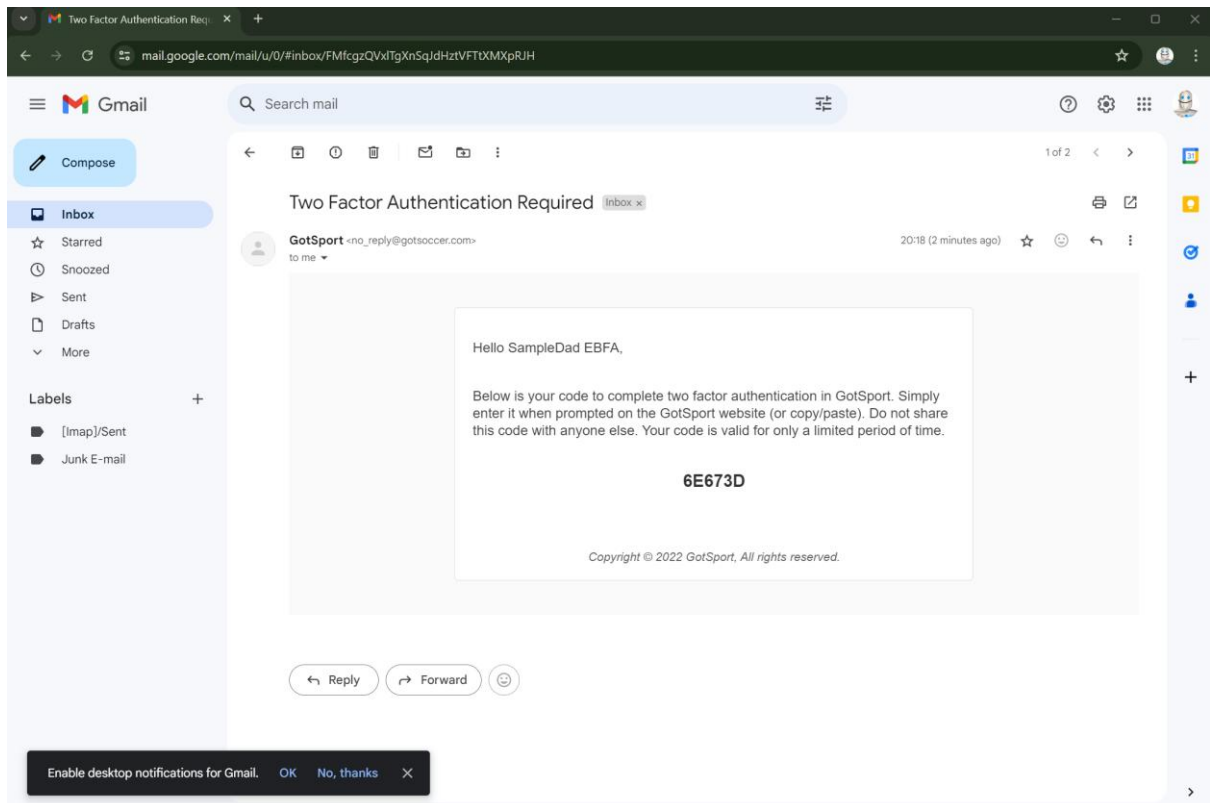
TWO-FACTOR AUTHENTICATION

Code

Type code here...

Save





Enter the code and press <Save>)

This form requires two factor authentication to continue. An email with your authentication code has been sent to j*****m. Please copy and paste the code here to continue.

TWO-FACTOR AUTHENTICATION

Code

Save

Read And Complete the Registration Form Section



2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s

Sample EBFA
Enroller: SampleDad EBFA

Profile Information

Select Organisation/Team

Registration Form

☐ I am over the age of 18 or am the legal guardian of the above player

This League Parent/Guardian Agreement Form (LPGAF) MUST BE completed and digitally signed by a Legal Guardian of the player. Any completion or digital signing breaches will result in the player's registration with East Berks Football Alliance league (EBFA), for 2024/25, being suspended or revoked. Team and Club officials CANNOT be authorised to complete and digitally signed the League Parent/Guardian Agreement Form unless they have legal guardianship of the player and can provide proof of such to the League.

A Player's registration with the EBFA for 2024/25 via this GotFootball/GotSport website portal requires, the players address is completed, a digital passport headshot/shoulder photo of the player has been uploaded and if the player's Date of Birth is not shown as verified "V", a digital copy of a proof of age document must be uploaded so the league can verify they name, date of birth and place of birth (Proof of age documents shall be a Birth Certificate or Passport)

Note: Photos of the player need to be of British Passport standard and taken in last 60 days - any variations could lead to the photo being rejected and the player's registration being delayed.

Photos of the players are used to produce Player Registration Cards and these photos of the players will appear on the fixture team sheet, which is shared with the opposition Manager/Coaches. All Managers/Coaches of Clubs in EBFA are required by the Football Association to be Disclosure and Barring Service (DBS) checked by their Club to gain a FA-Accepted DBS check. DBS Eligibility is governed by legislation and government guidance. In brief this means a DBS check is required for anyone aged 16 years or over who undertakes any potential unsupervised roles working directly with children and young people under the age of 18.

The County FA in 2017/18 restored a Football Association's Standard Code of Rule for Youth Football Competitions rule to the EBFA rules that requires - That for players in full-time secondary education - The availability of children shall be cleared with the Head Teachers (except for Sunday Competitions). Therefore, it is the responsibility of the Parent/Guardian, to inform the player's Head Teachers that your child/ward plays in East Berks Football Alliance and plays football on a Saturday (07-Sep-24 to 04-May-25) and you must ask the Head Teachers for confirmation in writing that they are cleared to play in East Berks Football Alliance and plays football on a Saturday (07-Sep-24 to 04-May-25). The confirmation communication should be provided to your team's manager.

East Berks Football Alliance is a FA Accredited League ("Respect league") and copies of the Rules & Regulations and Codes of Conduct are available of www.eastberksfa.com.

Please take the opportunity to review the East Berks Football Alliance's Privacy Statement Policy, on the www.eastberksfa.com website - EBFA's Privacy Statement.

The EBFA's use of the GotFootball/GotSport administration portal, is where your and your child's/ward's personal data is entered and stored. We keep personal data on our participants while they continue to be a participant or are otherwise actively involved with the League. We will delete this data 2 months after a participant has left or otherwise ended their registration or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on GotFootball system and is subject to the GotFootball's/GotSport's privacy statement so we advise you review that policy together with this notice. If anyone would like their personal data to be deleted from GotFootball then please complete the online form available on the GotFootball system via the GotFootball's/GotSport's privacy centre. However, if your request your personal data to be removed from the GotFootball/GotSport system your child/ward will then not be able to participate in any EBFA League activities as a Player.

By digitally signing this form you, as Parent/Guardian I agree to our child/ward being registered with the EBFA league and that you will all abide by the Rules & Regulations and Codes of Conduct as laid down by the EBFA and the English Football Association (theFA) for the 2024/25 season. Failure to abide by the Rules & Regulations and Codes of Conduct could lead to suspension or exclusion from the EBFA League.

The fee/payment for completing EBFA LPGAF is £0.00. All other football related fees are agreed by you with you Club and paid to your Club directly.

Please Sign Above


Clear

Save (Page 1 of 1)

After reading - Click the tick box

☒ I am over the age of 18 or am the legal guardian of the above player

Sign the Form with mouse or touch screen





Please Sign Above

[Save \(Page 1 of 1\)](#) [Clear](#)

Click <Save (Page 1 of 1)> button

Confirmation that GS-LPAF has been approved by League

 EBFA, SampleDad Submitted: Jul 29, 2024 03:16pm

 2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s

EBFA, Sample [DETAILS](#)

OWNER: EAST BERKS FOOTBALL ALLIANCE APPROVED

REGISTRATION FORM ANSWERS

I am over the age of 18 or am the legal guardian of the above player
true

This League Parent/Guardian Agreement Form (LPGAF) MUST BE completed and digitally signed by a Legal Guardian of the player. Any completion or digital signing breaches will result in the player's registration with East Berks Football Alliance league (EBFA), for 2024/25, being suspended or revoked. Team and Club officials CANNOT be authorised to complete and digitally signed the League Parent/Guardian Agreement Form unless they have legal guardianship of the player and can provide proof of such to the League.


A Player's registration with the EBFA for 2024/25 via this GotFootball/GotSport website portal requires, the players address is completed, a digital passport headshot/shoulder photo of the player has been uploaded and if the player's Date of Birth is not shown as verified "V", a digital copy of a proof of age document must be uploaded so the league can verify they name, date of birth and place of birth (Proof of age documents shall be a Birth Certificate or Passport)

Note: Photos of the player need to be of British Passport standard and taken in last 60 days - any variations could lead to the photo being rejected and the player's registration being delayed.

Photos of the players are used to produce Player Registration Cards and these photos of the players will appear on the fixture team sheet, which is shared with the opposition Manager/Coaches. All Managers/Coaches of Clubs in EBFA are required by the Football Association to be Disclosure and Barring Service (DBS) checked by their Club to gain a FA-Accepted DBS check. DBS Eligibility is governed by legislation and government guidance. In brief this means a DBS check is required for anyone aged 16 years or over who undertakes any potential unsupervised roles working directly with children and young people under the age of 18.

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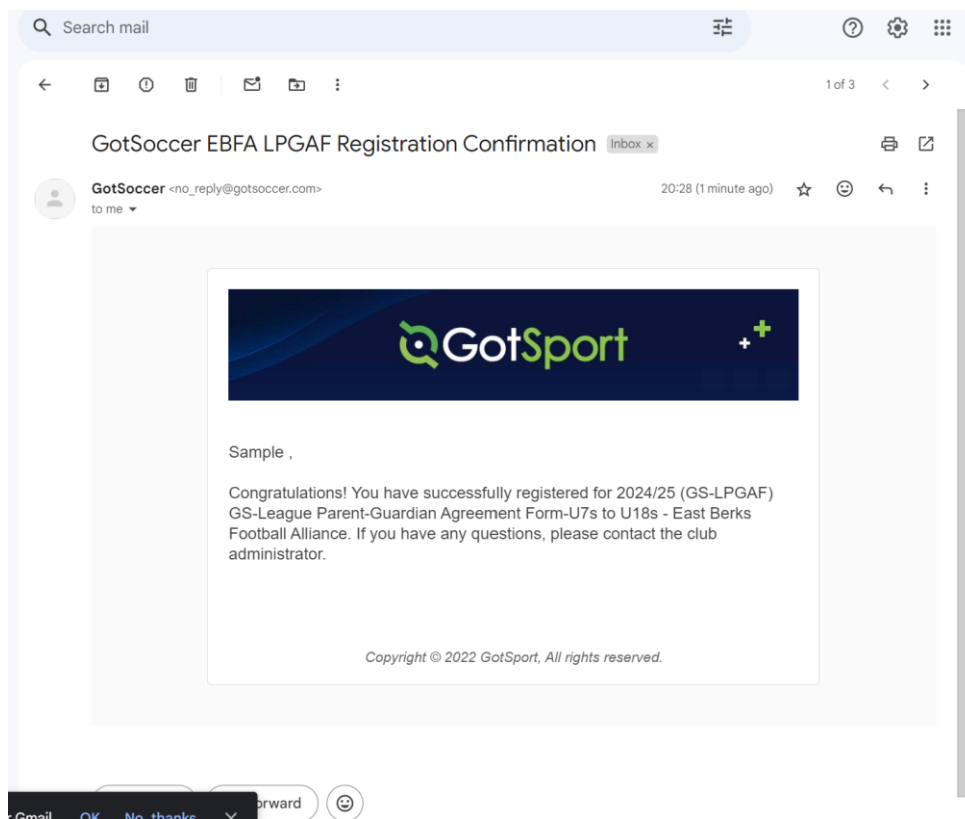
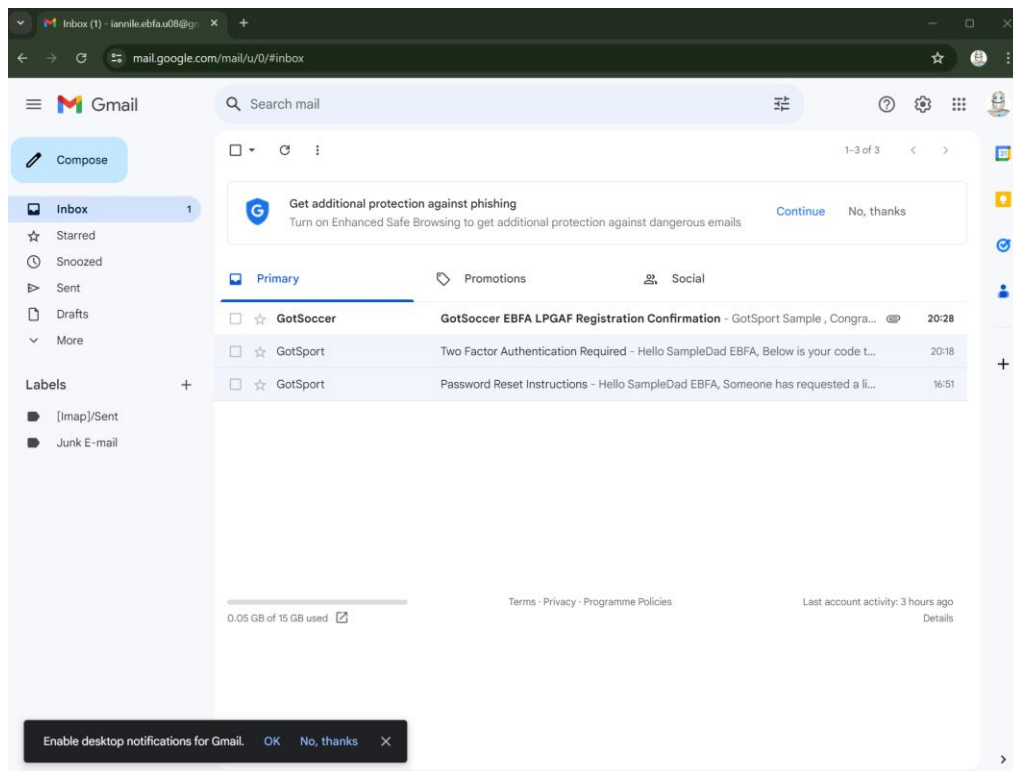
SIGNATURE



[My Profile](#)

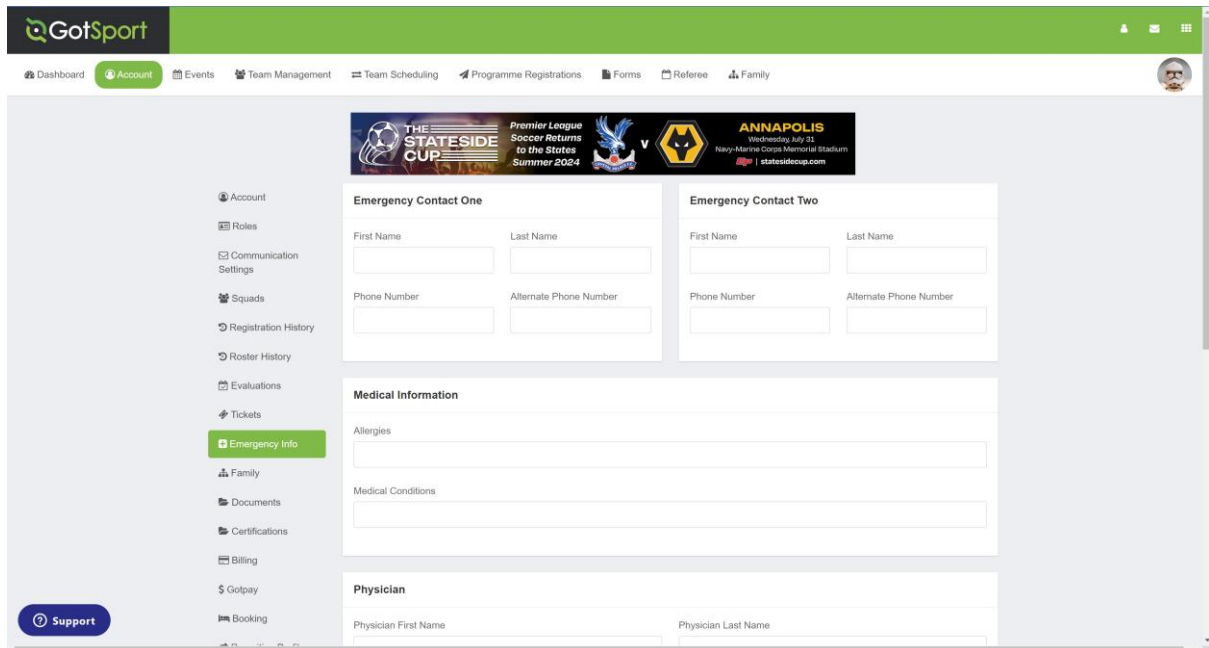
System also sends you a confirmation email

GS- LPGAF Confirmation Email



Account Extras – Emergency Contact One/Two and Medical Information

Select the Emergency Info



The screenshot displays the GotSport website interface. At the top, there is a green header with the GotSport logo and navigation icons. Below the header, a dark navigation bar contains links to Dashboard, Account, Events, Team Management, Team Scheduling, Programme Registrations, Forms, Referee, and Family. The main content area features a sidebar on the left with a list of menu items: Account, Roles, Communication Settings, Squads, Registration History, Roster History, Evaluations, Tickets, Emergency Info (highlighted in green), Family, Documents, Certifications, Billing, Gotpay, and Booking. A blue 'Support' button is located at the bottom of the sidebar. The main content area has a banner at the top for 'THE STATESIDE CUP' and 'ANNAPOLIS'. Below the banner, there are three main sections: 'Emergency Contact One', 'Emergency Contact Two', and 'Medical Information'. The 'Emergency Contact One' and 'Emergency Contact Two' sections each have four input fields: First Name, Last Name, Phone Number, and Alternate Phone Number. The 'Medical Information' section has two input fields: Allergies and Medical Conditions. At the bottom of the form, there is a 'Physician' section with two input fields: Physician First Name and Physician Last Name.

Emergency Contact One

First Name Last Name

Phone Number Alternate Phone Number

Emergency Contact Two

First Name Last Name

Phone Number Alternate Phone Number

Medical Information

Allergies

Medical Conditions

Physician

Physician First Name Physician Last Name

Update/Add the Emergency Contact One / Emergency Contact Two and relevant Medical Information.

Press <Save> at bottoms of screen.

The Parent/Gurdian procedure for a Migrated player is finished.

Player Data Entry is for New Player to Club/Team

Requirements

Update the Accounts page for Parent/Guardian

Add Photo for Player (Must conform to EBFA Player Photo Tech Spec)

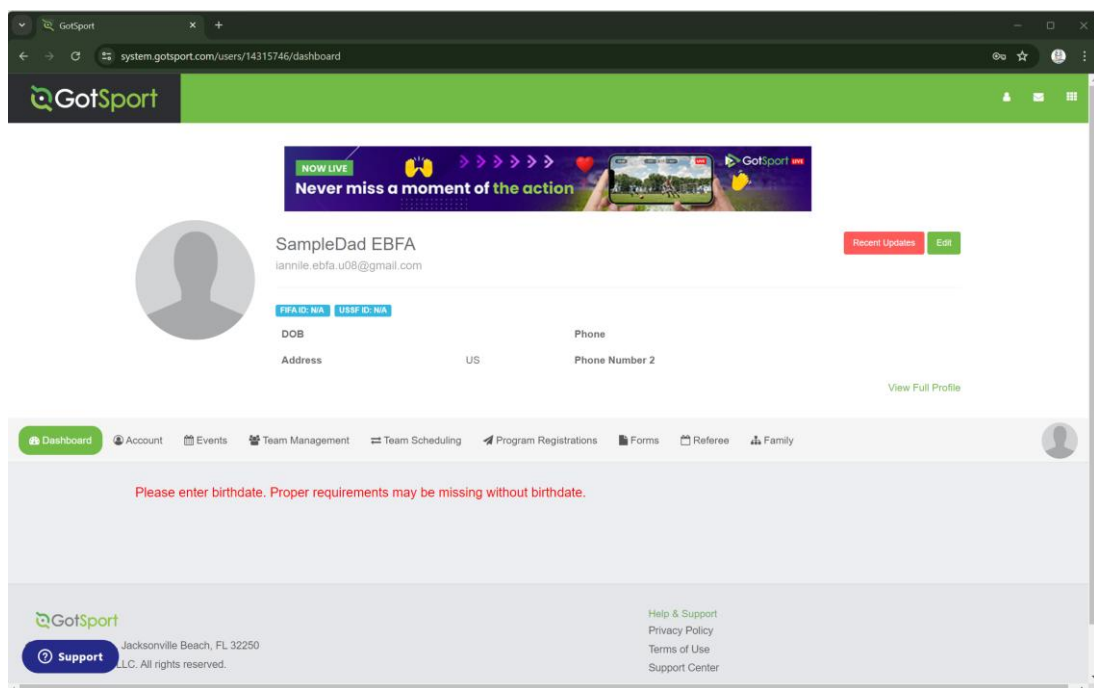
Update the Accounts page for the Player and add ITC Information and Citizenship details for the Player

Upload Documents (Proof of Age – Passport or Birth Certificate and any ITC documents) for Player.

Complete Forms GS-LPGAF League Parent Guardian Agreement Form

Log in to GotSport

User Dashboard Landing Page



If you have issues with no email or password – contact your team Manager who will contact the Club Official dealing with the GotSport system and they might set you a temporary password for your email/UserID.

Press <Edit> button to update your GotSport Account



GotSport

system.gotsport.com/users/14315746?user_id=14315746

Dashboard Account Events Team Management Team Scheduling Programme Registrations Forms Referee Family

Account Profile Themes Social Media Links

Photo Choose file No file chosen Please upload a passport style portrait. If photo will appear on your association identification card or official roster.

Avatar Choose file No file

College Recruiting Connect with NCSA College Recruiting! Get Started

First Name Middle Name Last Name Suffix

SampleDad EBFA

Preferred First Name Email/UserID Contact Email

Sam iannile.ebfa.u08@gmail.com iannile.ebfa.u08@gmail.com

Gender DOB

Male February 6 1984

Preferred Date Format Preferred Time Format Preferred Language

dd/mm/yyyy 01:00 pm English (GB) (English (GB))

Support

1st Data field to update is Address – Make sure Country is changed to England first, which will regionally updated so of the other fields.

Please then complete:

Address

Gender

D.O.B. (Optional)

Preferred Date Format – to dd/mm/yyyy

Preferred Language – English (GB) (English (GB))

FAN –If you have one (Issued on Whole Game System) (Optional)

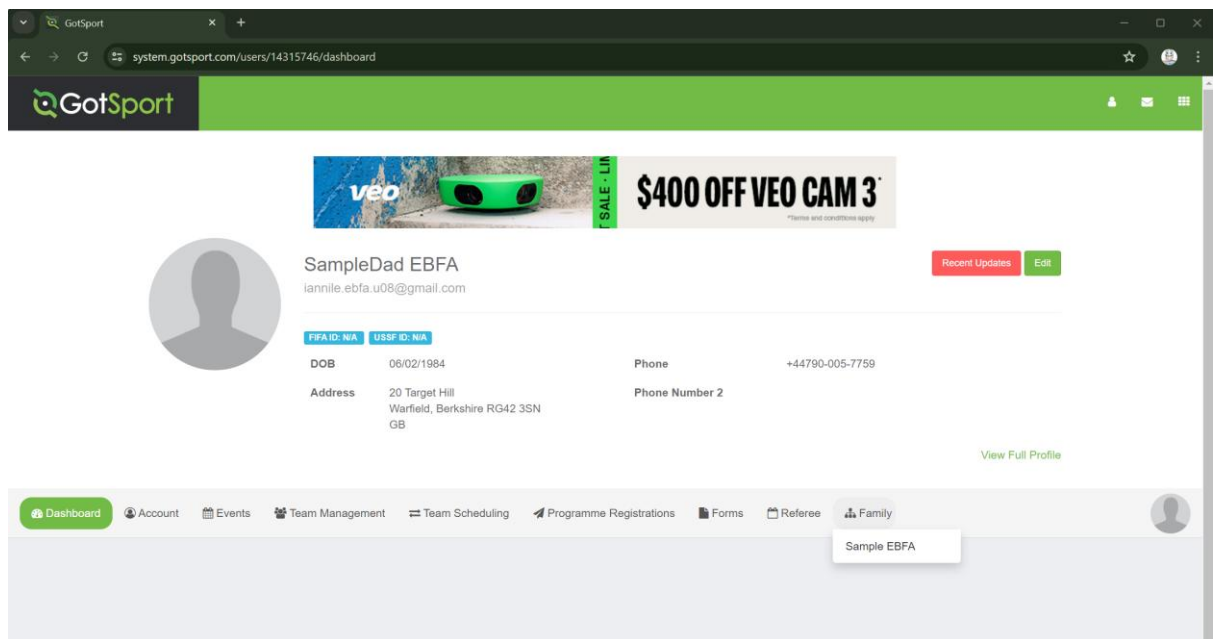
Mobile Phone Number – Select UK Flag and enter number – 07xxx xxxxxx

Select “Save” at bottom to update the account.

The system should confirm save or show issues with invalid data fields.

Click on Banner - Dashboard to return to Dashboard

Click on Banner - Family to show your child’s name(s) charges (In this case “Sample EBFA” Player). If charge(s) not present, contact your team manager.



Click on “Sample EBFA” Player - **Note “Sample EBFA” is the players name – if you do not select the player – then the GS-LPGAF that is completed will be for your account and not the player and player then cannot finish approval/registration on this system**



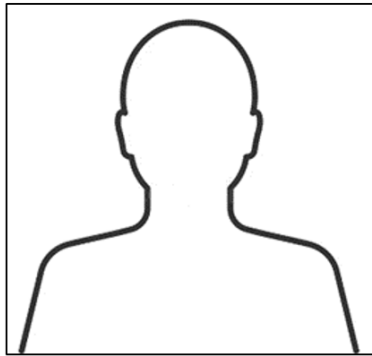
On the Photo Image, top right, hover mouse over image and this will confirm your child’s name, which means the account is now your child’s account and not your guardian account!

This will access the Players Account -> Sample EBFA

New Child to Club/Team – Add Player Photo

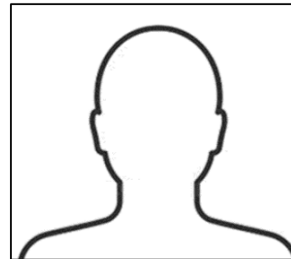
Add a Players Photo – The EBFA Photo Tech Spec is the at the end of this document.

If the player photo does not match this Tech Spec, then photo will not be approved but denied approval which means the player cannot be registered.



Digital Camera or Smart Phone

Upload to GotSport



Edit Image after GotSport

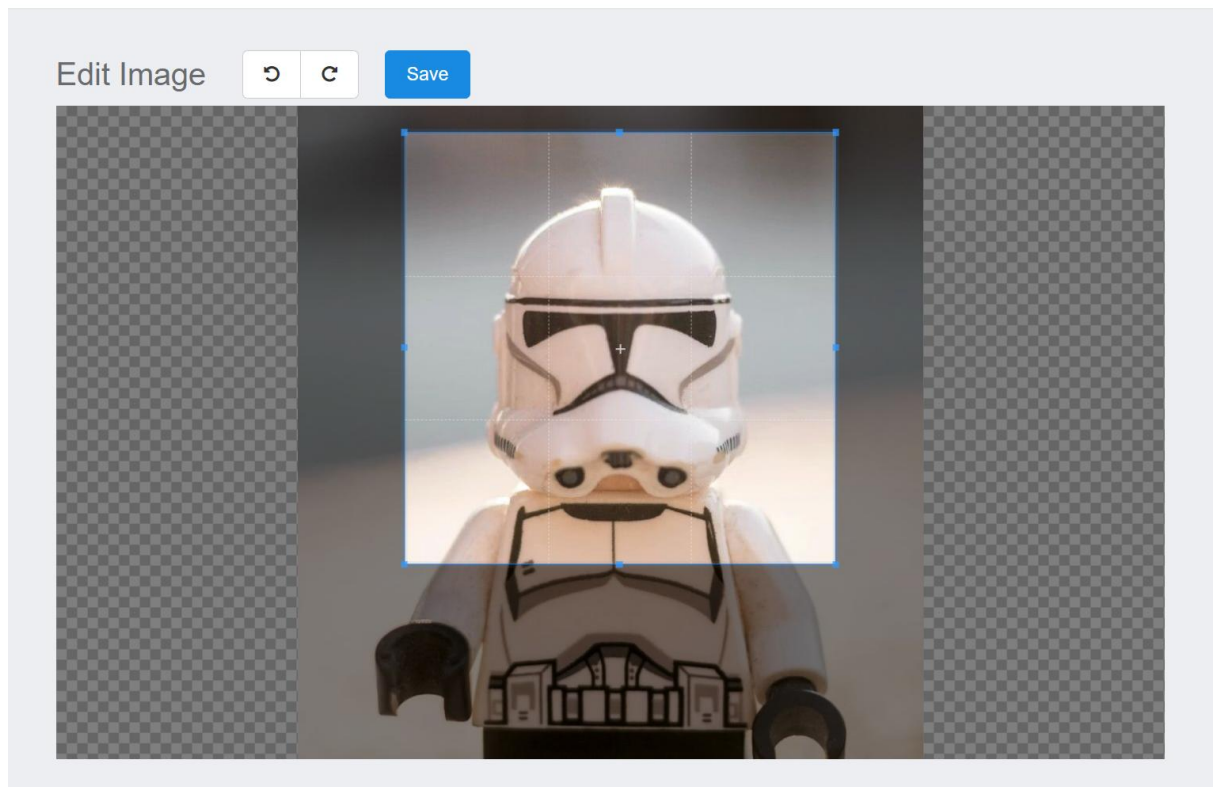
portal cropping

Player Photo as Upload source. Head, Shoulders and Upper body with arms (High Quality Image 2-3MB size). League will use the GotSport Edit Image cropping tool to create photo for ID Cards and Team Sheets.



Example of Image that should be uploaded

EBFA Image Editing on Portal



Final Image for GotSport ID Cards and Team Sheet for Match Days



Press <Save> to save any changes.

EBFA League Rejection of the Player Photo

Suppose the League rejects the Player Photo image because it is Non-Compliant with the EBFA tech specification. Then, the First Name field will have the following appended to it: ' -EBFA2526 Photo Non Compliant /'.

i.e., For the Player named Sample EBFA, the first name is Sample, so if the photo is non-compliant, then the first name field will be updated by the League to

Sample -EBFA2526 Photo Non Compliant /

Also, the non-compliant player photo will be replaced by the following image:



Add Player Details

Make sure Country is changed to United Kingdom or England, first so related field are updated.

Add player details, for Instance:

First Name (Legal First Name as shown on passport or birth certificate)

Last Name (Legal Surname as shown on passport or birth certificate)

Gender of Player

DOB (Date of Birth as shown on passport or birth certificate)

FAN Number (If you have this from Football Association Whole Game System

Update Preferred Date Format to dd/mm/yyyy

Update Preferred Language to English (GB) (English (GB))

Update Time Zone Name – London

Add Mobile Phone Number – Select UK Flag and enter number – 07xxx xxxxxx

Add Address

Enter Citizenship

Citizenship

Leave government ID field blank if you don't want to change it.

Country	Government ID	Passport Number	Passport Expiration	
United Kingdom		123456789	10/05/2010	Delete
Add Citizenship				

Select ‘Country’ of Citizenship from the dropdown.

If POA/POBP is a Passport, then enter Passport No in the ‘Passport Number’ field and Passport Expiration date as shown on the Passport.

If POA/POBP is a Birth Certificate, then enter Birth Certificate in the ‘Passport Number’ field.

Enter ITC Information

Country of Birth (as shown by passport or birth certificate).
Country of Citizenship 1 (as shown by passport or birth certificate)

Example of ITC Information

ITC Information

ITC Status: N/A Fifa ID: N/A USSF: N/A

Country of Birth

England

Country of Citizenship 1

United Kingdom

Add Multiple

☐ Played outside of US

☒ The information above has been reviewed and is up to date

Last Updated: 27/08/2024 8:51pm

Save

Ensure that the tick box for ‘The Information above has been reviewed and is up to date’ or in the 2nd season of the player playing in the EBFA League, when the players photo is renewed, if this tick box has not been ticked, it will prevent uploading of the new season’s player’s ID photo.

If the Player's Passport is a United Kingdom Passport, then :

Country of Birth field – Please do not select 'United Kingdom' as there are four Football Associations in the United Kingdom (England, Northern Ireland, Scotland, and Wales). Please be specific in the Country of Birth field, which matches the Passport as uploaded to GotSport for player verification.

Country of Citizenship 1 would be the 'United Kingdom' for a United Kingdom Passport.

In the above example, a UK passport is used and shows the player's Place of Birth as Reading, so the Country of Birth is changed to England.

In Citizenship box 1 at the bottom – select United Kingdom if UK Passport.

If the Player's Birth Certificate was issued in Glasgow, the Country of Birth is 'Scotland', and Country of Citizenship 1 is 'England'. If the Player has achieved the age of ten, then the Player's club will be required to perform ITC Due Diligence to determine if the Club needs ITC for the player or ITC exception from the English Football Association.

Upload Documents

For League verification of

First Name

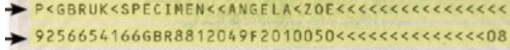
Last Name

DOB

ITC Information

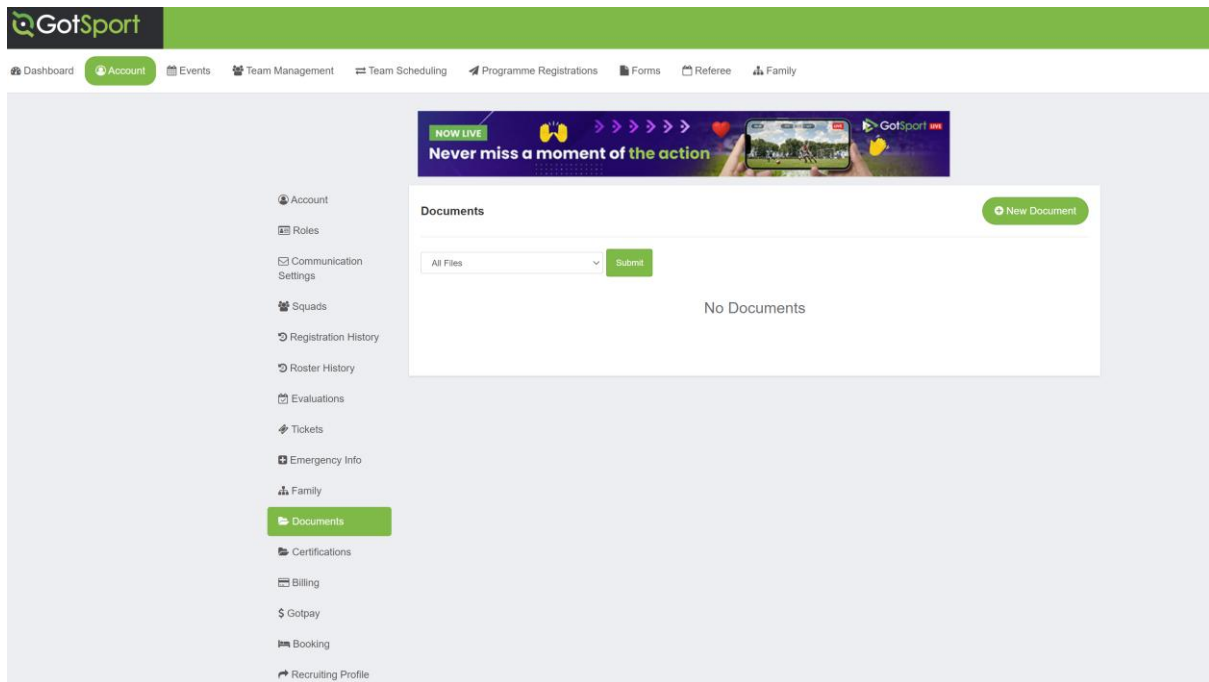
Citizenship

Please upload an image copy of the Passport or Birth Certificate along with an image copy of a Deed Poll if the player's name has been legally changed. Image formats should be JPG or PNG.

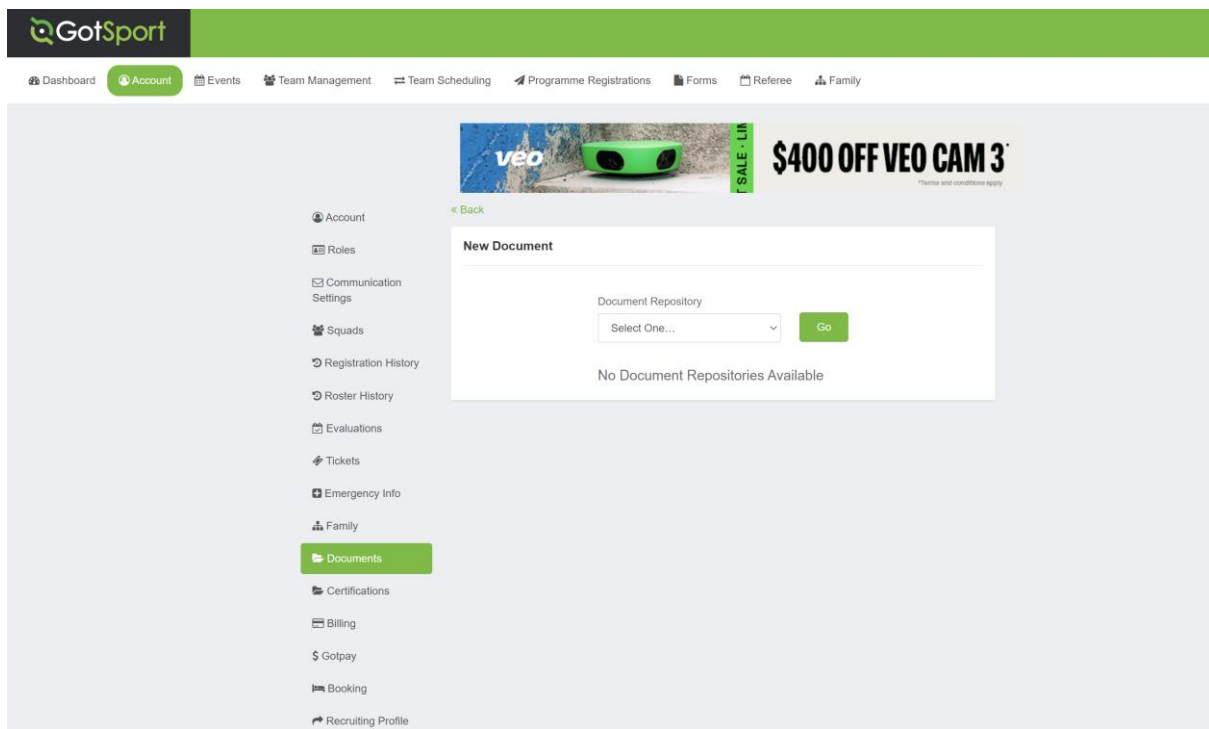


Short form birth certificates only contain the information of the child and place of birth. It does not contain parental information.

Select the Documents option



Select New Document



Select<Go>

GotSport

DashboardAccountEventsTeam ManagementTeam SchedulingProgramme RegistrationsFormsRefereeFamily

AccountRolesCommunication SettingsSquadsRegistration HistoryRoster HistoryEvaluationsTicketsEmergency InfoFamilyDocumentsCertificationsBillingGotpayBookingRecruiting Profile

THE STATESIDE CUPPremier League Soccer Returns to the States Summer 2024ANNAPOLISWednesday, July 31Navy-Marine Corps Memorial Stadiumstatesidecup.com

< Back

New Document

Repository NameBirth Certificate or Passport

Document LabelPlease Upload the Player:

FileChoose fileEBFA Demo ...pecimen.jpg

Save

Select Document Label

Chose File to load document

Press <Save > to upload document

System will confirm upload status

Click back on Documents to see what and when document was uploaded

GotSport

DashboardAccountEventsTeam ManagementTeam SchedulingProgramme RegistrationsFormsRefereeFamily

AccountRolesCommunication SettingsSquadsRegistration HistoryRoster HistoryEvaluationsTicketsEmergency InfoFamilyDocumentsCertificationsBillingGotpayBookingRecruiting Profile

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Documents

New Document

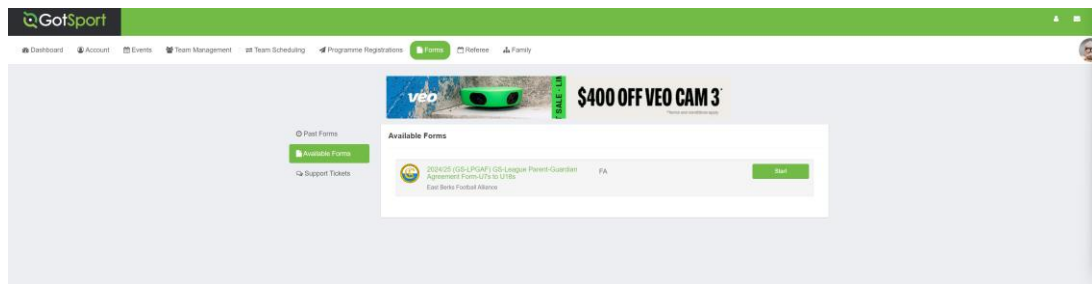
All FilesSubmit

Birth Certificate or Passport

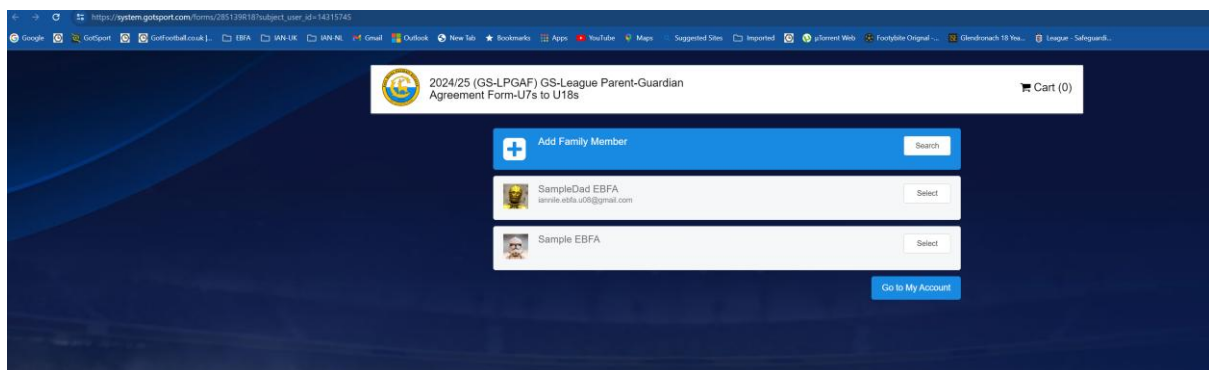
Label	Uploader	User	Organisation	Notes	Status
Please Upload the Players Proof of Birth EBFA Demo Example PP UK Specimen.jpg	Registration	SampleDad EBFA	Sample EBFA	East Berks Football Alliance	✓

Complete the 2025/26 (GS-LPGAF) GS-League Parent Guardian Agreement Form-U7s to U18s

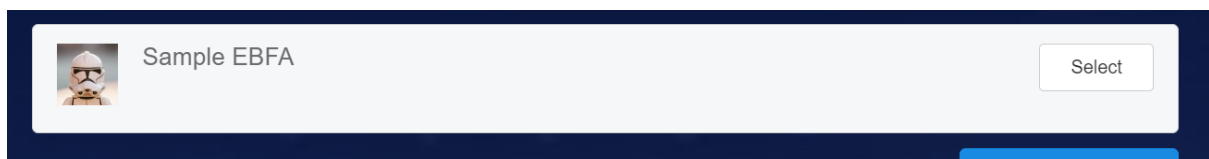
Click on the Banner Forms (Green Below)




Click on <Start>



Click on Select for your Child



Check the Profile Information




2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s

Profile Information

Select Organisation/Team

Registration Form



Sample EBFA
[Change User](#)

First Name

Sample

Last Name

EBFA

Email/UserID

Contact Email

iannile.ebfa.u08@gmail.com

DOB

June

8

2007

Gender

Male

Preferred Language

English (GB) (English (GB))


Ethnicity

Choose Not to Disclose


Time Zone Name

London

Mobile Phone Number

 (201) 555-0123

Phone Number 2

 (201) 555-0123

Address

10 Target Hill

Address (Continued)

City

Bracknell

County

Berkshire

Postal Code

RG42 3SN

Country

United Kingdom

Save

Press <Save> to Continue

Complete the Select Organisation (Club)/Team

2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s
Sample EBFA
Enroller: SampleDad EBFA

Profile Information **Select Organisation/Team** Registration Form

Sample EBFA
[Change User](#)

Select Your Organisation

Organisation
Select One...

Select Your Team

Team
Select One...

[Continue](#)

Selection Made

2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s
Sample EBFA
Enroller: SampleDad EBFA

Profile Information **Select Organisation/Team** Registration Form

Sample EBFA
[Change User](#)

Select Your Organisation

Organisation
EBFA Demo FC

Select Your Team

Team
EBFA Demo FC U18 Colts

[Continue](#)

Press <Continue> button

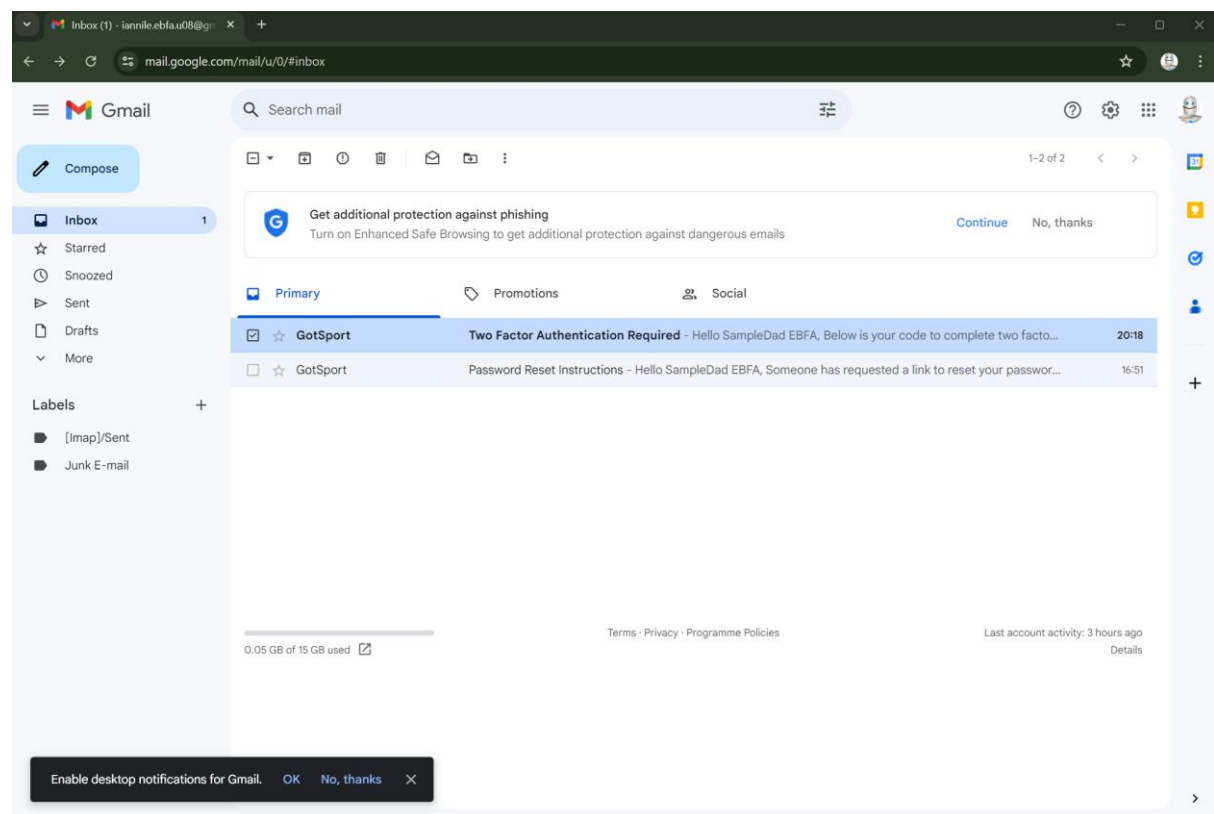
System now sends you a Two-Factor Authentication Email

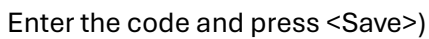
This form requires two factor authentication to continue. An email with your authentication code has been sent to j*****m. Please copy and paste the code here to continue.

TWO-FACTOR AUTHENTICATION

Code

Save





This form requires two factor authentication to continue. An email with your authentication code has been sent to i*****m.
Please copy and paste the code here to continue.

TWO-FACTOR AUTHENTICATION

Code

6E673D

Save

Read And Complete the Registration Form Section



2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s

Sample EBFA
Enroller: SampleDad EBFA

Profile Information

Select Organisation/Team

Registration Form

☐ I am over the age of 18 or am the legal guardian of the above player

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East Berks Football Alliance is a FA Accredited League ("Respect league") and copies of the Rules & Regulations and Codes of Conduct are available of www.eastberksfa.com.

Please take the opportunity to review the East Berks Football Alliance's Privacy Statement Policy, on the www.eastberksfa.com website - EBFA's Privacy Statement.

The EBFA's use of the GotFootball/GotSport administration portal, is where your and your child's/ward's personal data is entered and stored. We keep personal data on our participants while they continue to be a participant or are otherwise actively involved with the League. We will delete this data 2 months after a participant has left or otherwise ended their registration or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on GotFootball system and is subject to the GotFootball's/GotSport's privacy statement so we advise you review that policy together with this notice. If anyone would like their personal data to be deleted from GotFootball then please complete the online form available on the GotFootball system via the GotFootball's/GotSport's privacy centre. However, if your request your personal data to be removed from the GotFootball/GotSport system your child/ward will then not be able to participate in any EBFA League activities as a Player.

By digitally signing this form you, as Parent/Guardian I agree to our child/ward being registered with the EBFA league and that you will all abide by the Rules & Regulations and Codes of Conduct as laid down by the EBFA and the English Football Association (theFA) for the 2024/25 season. Failure to abide by the Rules & Regulations and Codes of Conduct could lead to suspension or exclusion from the EBFA League.

The fee/payment for completing EBFA LPGAF is £0.00. All other football related fees are agreed by you with you Club and paid to your Club directly.

Please Sign Above


Clear

Save (Page 1 of 1)

After reading - Click the tick box

☒ I am over the age of 18 or am the legal guardian of the above player

Sign the Form with mouse or touch screen





Please Sign Above

[Save \(Page 1 of 1\)](#) [Clear](#)

Click <Save (Page 1 of 1)> button

Confirmation that GS-LPAF has been approved by League

 EBFA, SampleDad Submitted: Jul 29, 2024 03:16pm

 2024/25 (GS-LPGAF) GS-League Parent-Guardian Agreement Form-U7s to U18s

EBFA, Sample OWNER: EAST BERKS FOOTBALL ALLIANCE APPROVED [DETAILS](#)

REGISTRATION FORM ANSWERS

I am over the age of 18 or am the legal guardian of the above player
true

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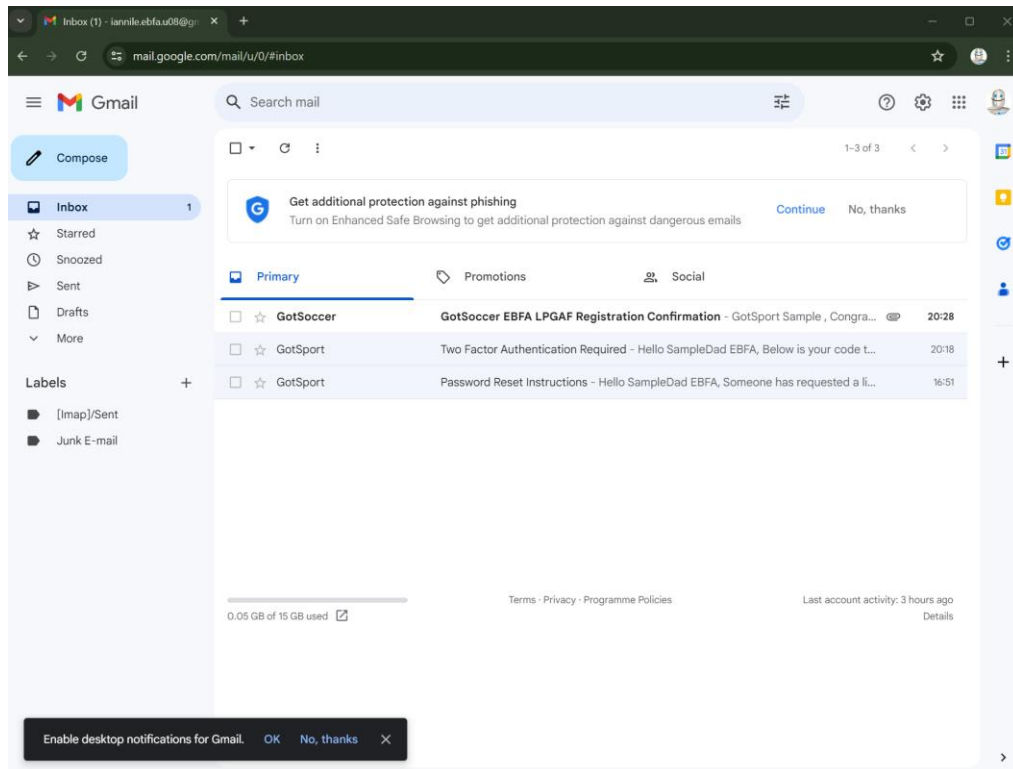
SIGNATURE



[My Profile](#)

System also sends you a confirmation email

GS- LPGAF Confirmation Email



The Parent/Gurdian procedure for a Migrated player is finished.

Account Extras – Emergency Contact One/Two and Medical Information

Select the Emergency Info

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Emergency Contact One

First Name Last Name

Phone Number Alternate Phone Number

Emergency Contact Two

First Name Last Name

Phone Number Alternate Phone Number

Medical Information

Allergies

Medical Conditions

Physician

Physician First Name Physician Last Name

Update or add the Emergency Contact One, Emergency Contact Two, and relevant Medical Information.

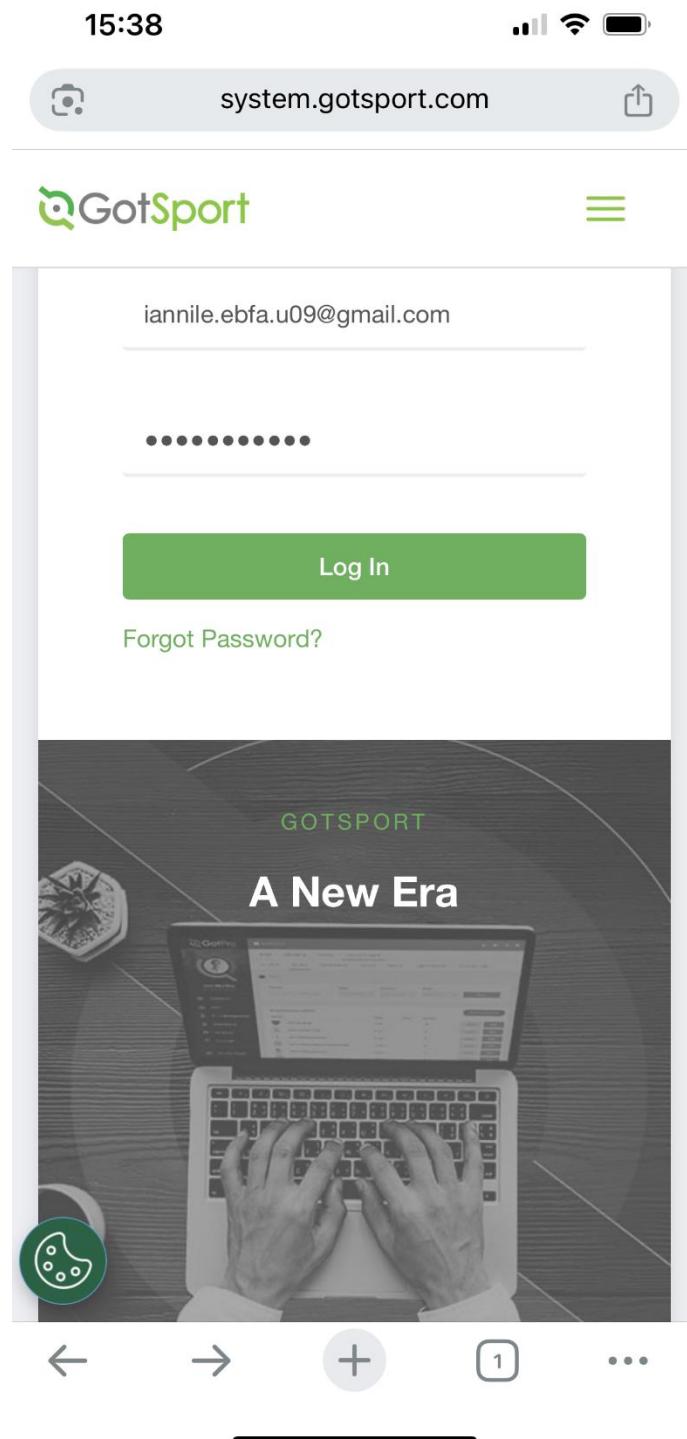
Press <Save> at the bottom of the screen.

GotSport – Mobile Access to Complete the 25/26 GS-LPGAF (2025/2026 GotSport – League Parent/Guardian Agreement Form) – For Each Player

On mobile, use a browser to access GotSport using your parent/guardian email as the UserID

In this example

URL ->	https://system.gotsport.com
Email/UserID ->	iannile.ebfa.u09@gmail.com



If you don't know your password, use the 'Forgot Password?' feature. If you do not get an email from GotSport, check your spam/junk folder and then ask your club contact to set a new password via Club Management / Player / {find and open player record by clicking on player's name}

Club Management

Dashboard

Team Registrations

Forms And Requests

Teams

Players

Managers

Coaches

Squad

Squad Builder

Registrations






Club Suspensions

Hidden Players

Programmes

Players

Displaying all 5 Users

<input type="checkbox"/>	Name
<input type="checkbox"/>	 GotSport-Nile, Demo1 - EBFA2425 No FAN on GS / No Player Photo / No GS-LPGAF /
<input type="checkbox"/>	 GotSport-Nile, Demo2 - EBFA2526 No FAN on GS / No POA/POBP Doc / - EBFA2526 No Player Photo / No GS-LPGAF /
<input type="checkbox"/>	 GotSport-Nile, Demo3 - EBFA2526 No FAN on GS / No POA/POBP Doc / No GS-LPGAF /
<input type="checkbox"/>	 GotSport-Nile, Demo4 -EBFA2526 No GS-LPGAF /
<input type="checkbox"/>	 GotSport-Nile, Demo5

Demo4 -EBFA2526 No GS-LPGAF / GotSport-Nile

Account Teams Programme Registrations Forms Family

ATTENTION: The GotSport Zendesk Support Document Library has migrated to the [GotSport HubSpot Support Document Library](#). The Zendesk powered document library has been shut down. Please update your bookmarks, onboarding websites, registration confirmation emails, and any other help documentation accordingly. Thanks, GotSport Support.

Account Profile

Roles
Squads
Registration History
Roster History
Evaluations
Emergency Info
Family
Documents
Requirements

Photo

First Name
Demo4 -EBFA2526 No GS-LPGAF /

Preferred First Name

Email/UserID

DOB
August 6 2010

Graduation Year

Then the club official should click on **Family** in the vertical menu (Show above).

Demo4 -EBFA2526 No GS-LPGAF / GotSport-Nile

Account Teams Programme Registrations Forms Family

ATTENTION: The GotSport Zendesk Support Document Library has migrated to the [GotSport HubSpot Support Document Library](#). The Zendesk powered document library has been shut down. Please update your bookmarks, onboarding websites, registration confirmation emails, and any other help documentation accordingly. Thanks, GotSport Support.

Account
Roles
Squads
Registration History
Roster History
Evaluations
Emergency Info
Family
Documents
Requirements

Family - Demo4 -EBFA2526 No GS-LPGAF / GotSport-Nile

Add Parent/Guardian

EBFA_SampleDad	Parent	ianmle.abba.u08@gmail.com	
Parent_Test	Parent	ianmle.abba.u08@gmail.com	

Then, click on the Parent/Guardian name to open the parent's record and click on <Edit> button to set a new password.

Test Parent

Manage Players

Upload Players


Parents/Guardians

Parents/Guardians / Parent, Test

Test Parent

Edit

PHOTO



ID

14265104

FIRST NAME

Test

MIDDLE NAME

LAST NAME

Parent

SUFFIX

EMAIL/USERID

iannile.ebfa.u09@gmail.com

CONTACT EMAIL

GENDER

Male

DOB

CREATED AT

23/07/2024 18:24

UPDATED AT

29/06/2025 15:38

LAST LOGIN

29/06/2025 15:38

USSF

FIFA

LOCALE

translation missing: en_GB.available_languages.en_GB

TIME ZONE NAME

London

Children

DOB

Demo1 - EBFA2425 No FAN on GS / No Player Photo / No GS-LPGAF / GotSport-Nile

04/06/2010

Demo4 - EBFA2526 No GS-LPGAF / GotSport-Nile

06/06/2010

Demo5 GotSport-Nile

07/06/2010

GotSport User Account

Email/UserID

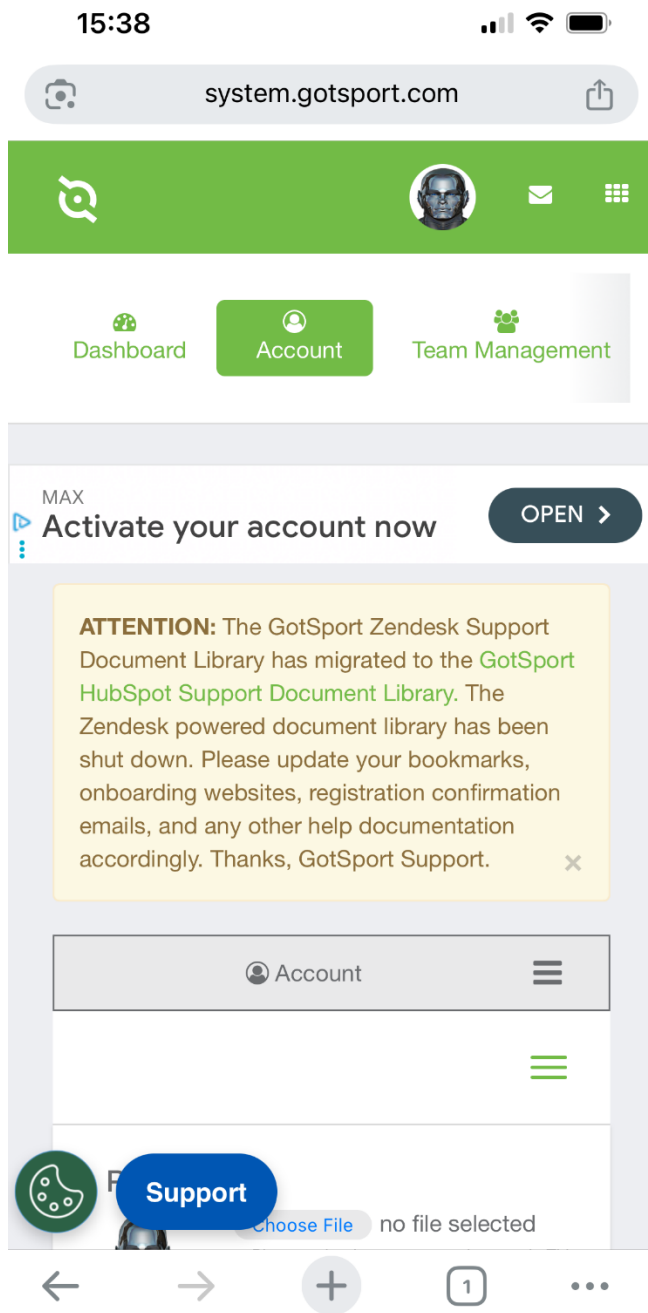
iannile.ebfa.u09@gmail.com

Password

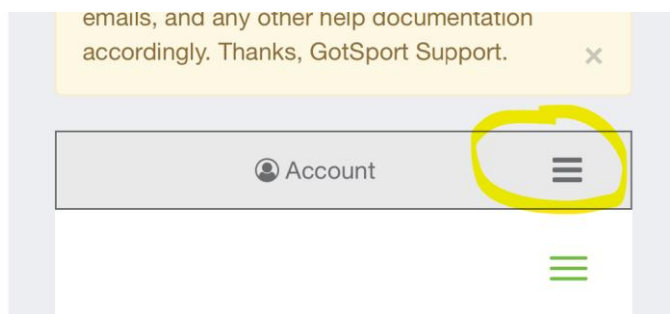
Leave blank if you don't want to change it.

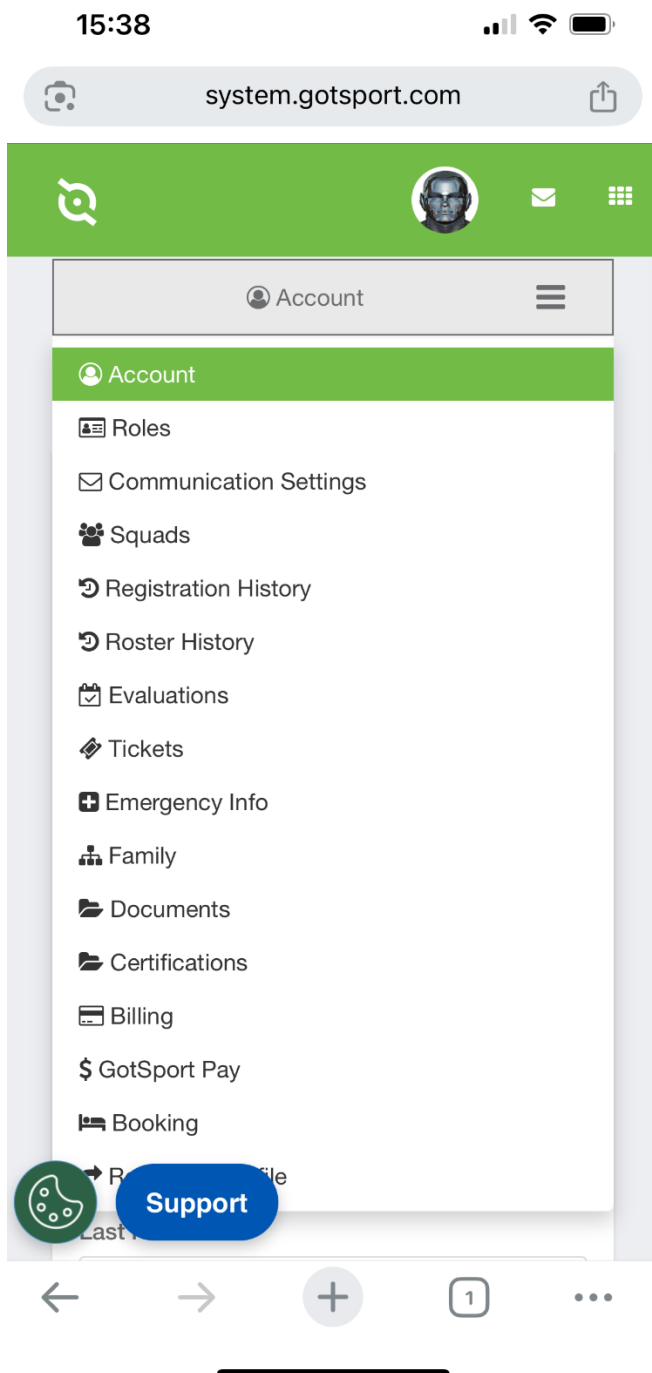
Then the club official lets the parent know the new password, which will allow the parent to log in, and the parent will be asked to set a new password.

When the parent logs in on the mobile they will land on the parents GotSport account (NOT the players account).



The parent should click on the three horizontal lines shown below, which will access menu options:

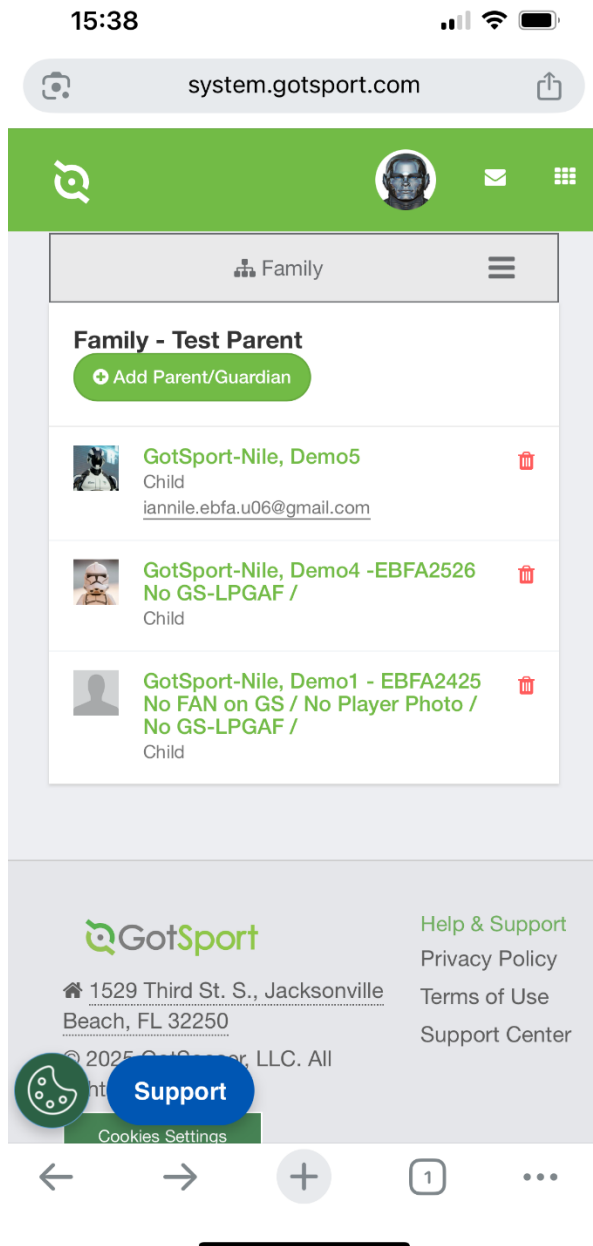




Click on Family



This will open a dialog, showing the parents' children {3 in this case), to whom the parents are linked as parent/guardians.



Click on the child for whom you wish to complete the 2025/26 GS-LPGAF.

This will open the player GotSport record (in this case Demo4 Player).

15:38



system.gotsport.com



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 Account



Photo



First Name

Demo4 -EBFA2526 No GS-LPGAF /

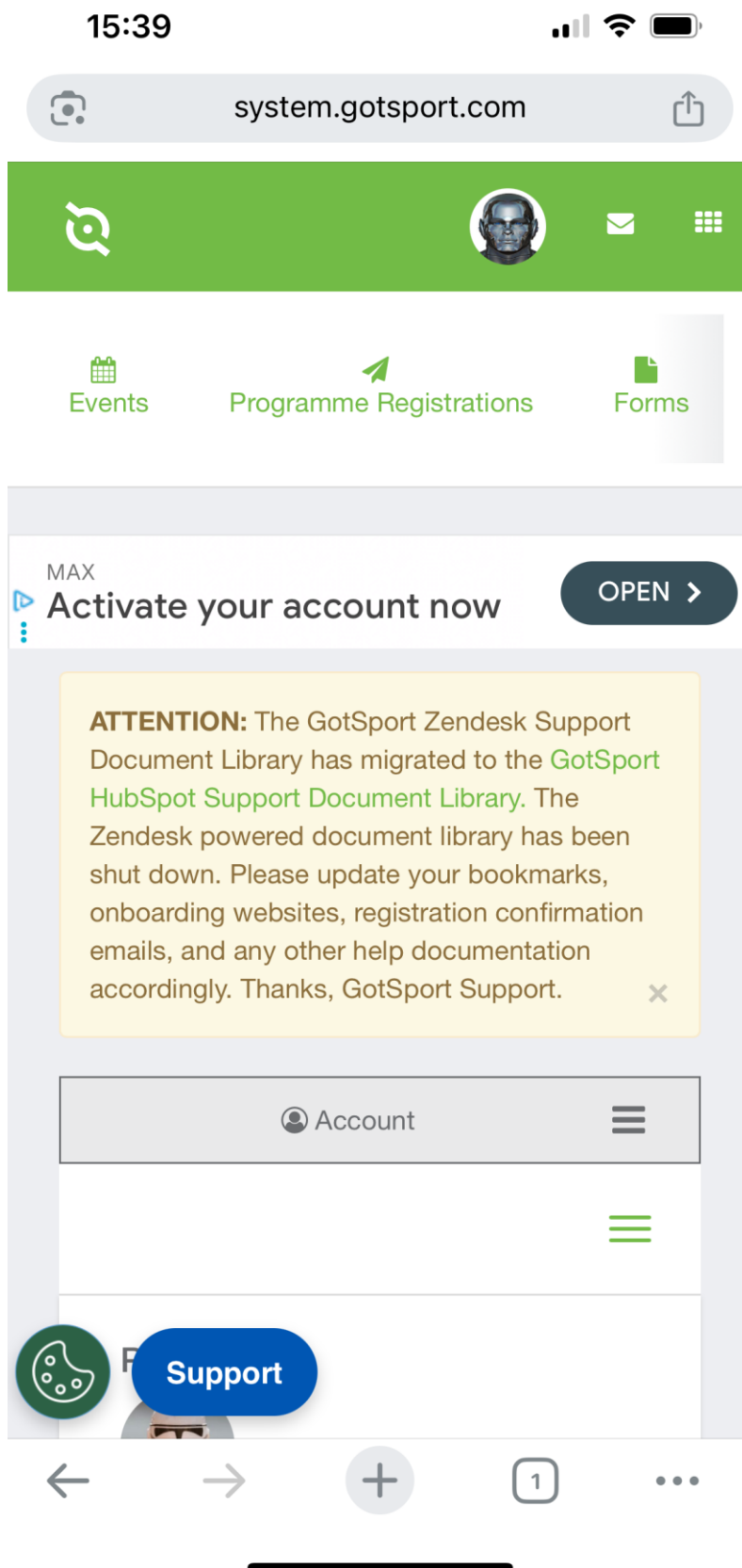
Middle Name

Last Name

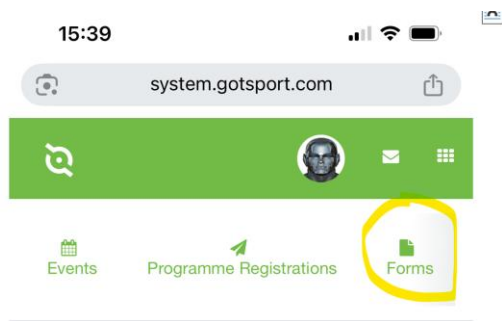


Support

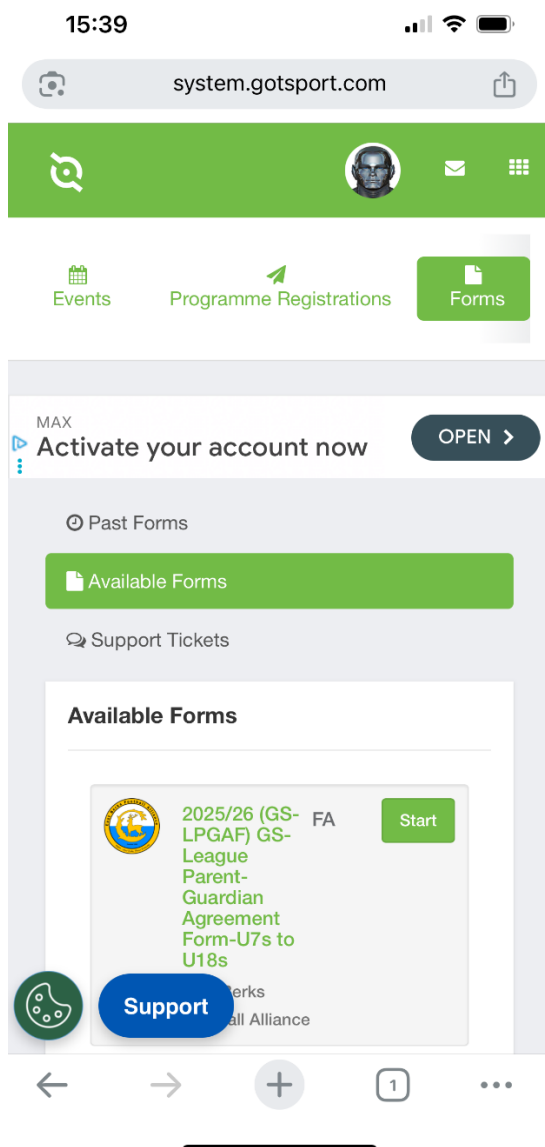
On this page, go to the top of the screen.

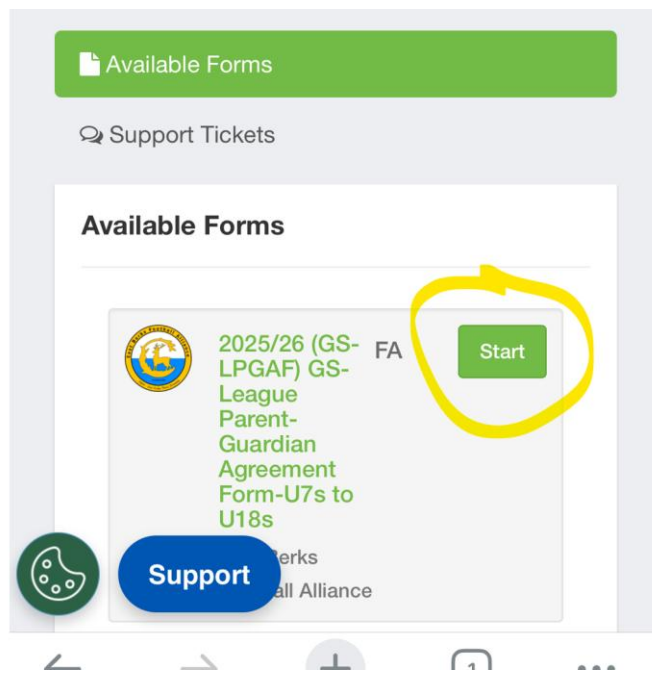


Move across the menu options to the furthest right button <Forms> and click <Forms>



This will open the dialog on the player's record, which will allow you to <Start> the process to complete the player's GS-LPGAF for 25/26.





Ian Nile - July 2025

The Parent/Guardian procedure for a New Club/Team player is finished.

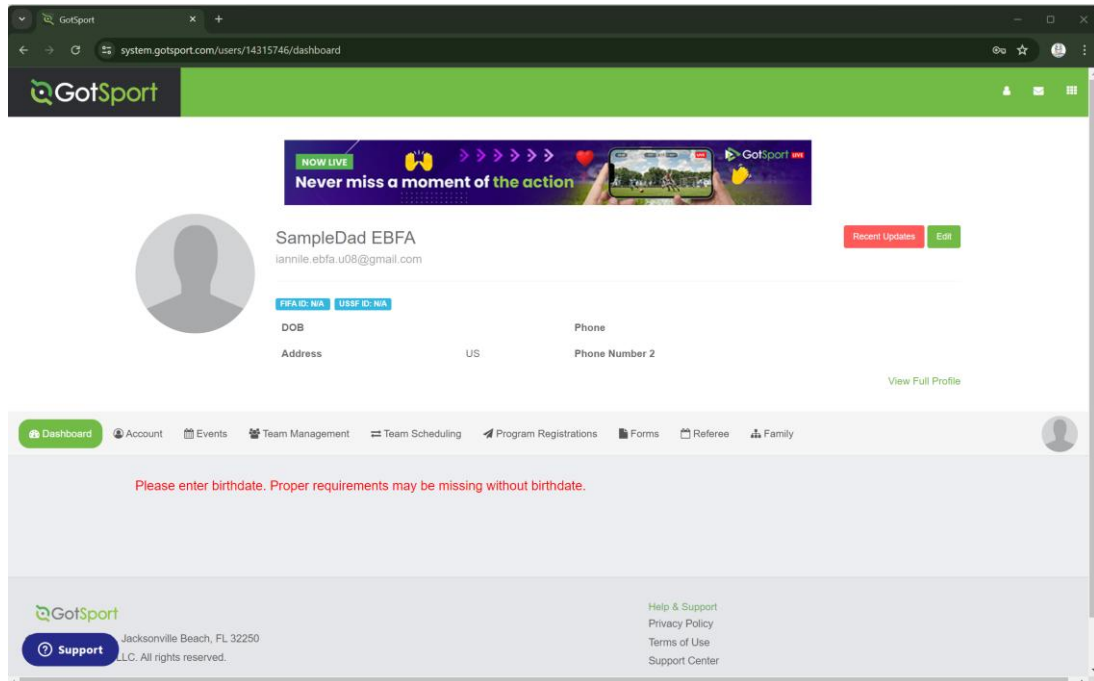
Player Data Enter or Update FAN

Requirements

Enter or Update Player FAN.

Log in to GotSport

User Dashboard Landing Page



If you have issues with no email or password – contact your team Manager who will contact the Club Official dealing with the GotSport system and they might set you a temporary password for your email/UserID.

Press <Edit> button to update your GotSport Account

Edit

GotSport

Dashboard

Account

Events

Team Management

Team Scheduling

Programme Registrations

Forms

Referee

Family

Account

Profile

Themes

Social Media Links

Roles

Communication Settings

Squads

Registration History

Roster History

Evaluations

Tickets

Emergency Info

Family

Documents

Certifications

Billing

Gotpay

Booking

Recruiting Profile

Support

veo

SALE - LIMITED TIME

\$400 OFF VEO CAM 3

*Terms and conditions apply

Photo

Avatar

College Recruiting

Choose file

No file chosen

Choose file

No file

Choose file

No file

Edit Image

Delete Photo

Photo

Please upload a passport style portrait. The photo will appear on your association identification card or official roster.

First Name

Middle Name

Last Name

Suffix

SampleDad

EBFA

Preferred First Name

Email/UserID

Contact Email

Sam

iannile.ebfa.u08@gmail.com

iannile.ebfa.u08@gmail.com

Gender

DOB

Male

February61984

Preferred Date Format

Preferred Time Format

Preferred Language

dd/mm/yyyy

01:00 pm

English (GB) (English (GB))

Graduation Year

GPA

FAN Number

GotSport

Dashboard

Account

Events

Team Management

Team Scheduling

Programme Registrations

Forms

Referee

Family

Account

Profile

Themes

Social Media Links

Roles

Communication Settings

Squads

Registration History

Roster History

Evaluations

Tickets

Emergency Info

Family

Documents

Certifications

Billing

Gotpay

Booking

Recruiting Profile

Support

veo

SALE - LIMITED TIME

\$400 OFF VEO CAM 3

*Terms and conditions apply

Photo

Avatar

College Recruiting

Choose file

No file chosen

Choose file

No file

Choose file

No file

Edit Image

Delete Photo

Photo

Please upload a passport style portrait. The photo will appear on your association identification card or official roster.

First Name

Middle Name

Last Name

Suffix

SampleDad

EBFA

Preferred First Name

Email/UserID

Contact Email

Sam

iannile.ebfa.u08@gmail.com

iannile.ebfa.u08@gmail.com

Gender

DOB

Male

February61984

Preferred Date Format

Preferred Time Format

Preferred Language

dd/mm/yyyy

01:00 pm

English (GB) (English (GB))

Graduation Year

GPA

FAN Number

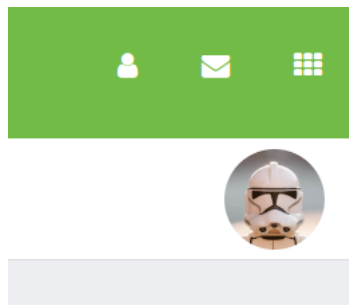
Family

Sample EBFA

Click on “Sample EBFA” Player - **Note “Sample EBFA” is the players name – if you do not select the player – then the GS-LPGAF that is completed will be for your account and not the player and player then cannot finish approval/registration on this system**



On the Photo Image, top right, hover mouse over image and this will confirm your child's name, which means the account is now your child's account and not your guardian



This will access the Players Account -> Sample EBFA

A screenshot of the GotSport website's 'Profile' page for a player named 'Sample EBFA'. The page has a green header with the GotSport logo and navigation links. A sidebar on the left contains various menu items like 'Account', 'Profile', 'Themes', and 'Social Media Links'. The main content area shows the player's profile information, including a photo, a 'College Recruiting' section with an NCSA logo, and a form with fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Preferred First Name', 'Email/Username', 'Contact Email', 'Gender', 'DOB', 'Preferred Date Format', 'Preferred Time Format', 'Preferred Language', 'Graduation Year', 'GPA', 'FAN Number', 'Password', and 'Ethnicity'. A 'Save' button is at the bottom right.

Enter the Players FAN Number (If Greyed out the FAN is locked by the League and the Club will need to request a FAN Update with the League)

Press **<Save>** at bottom of player's record to save any changes.

The Enter FAN procedure is finished.

Appendix – Player ID Registration Photo Specification

The Player's Photo uploaded to the EBFA GotSport system must be a digital Player Passport Style ID Photo taken in the last 3 months:

The main rules for good preparation of the player passport style ID photo is to:

Look straight into the camera

Have a neutral facial expression and be sure your mouth is closed

Do not cover your face.

Have a contrast background on the photo (plain cream or light grey).

Your eyes have to be open.

Face has to be visible and not covered by trophies, sunglasses, glasses frames, tinted glasses, face paint, or hair.

The covering of the head and face has to be reduced. It is not allowed to cover your head (except for medical or religious reasons).

If you wear normal glasses or football glasses, make sure that you do not have reflection or glare on them.

Photo cannot have the 'red eye' effect.

Photo cannot have shadows on the picture.

Photo cannot have watermarks on the picture.

Your passport photo should be in colour, printed, clear, sharp and in focus.

It is also important to have a recent photo (taken within the last 3 months) that is not digitally changed.

In the photo you cannot be in the company of other people or objects.

The photo must include your full head and shoulders only.

Tech Spec:

Clear and in focus

In colour

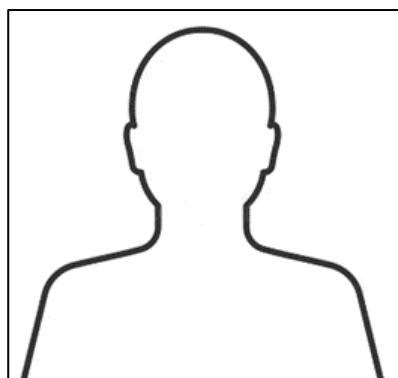
Unaltered by computer software

At least 600 pixels wide and 750 pixels tall, preference for 2316 pixels wide and 3088 pixels tall 72dpi,

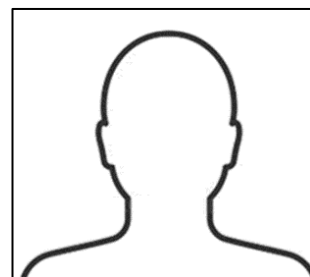
Photo size at least 1MB and no more than 3MB.

Phot type: JPEG, JPG, PNG

Photos taken on an iPhone with Live Photo mode on will not work.



**Digital Camera or Smart Phone
Upload to GotSport**



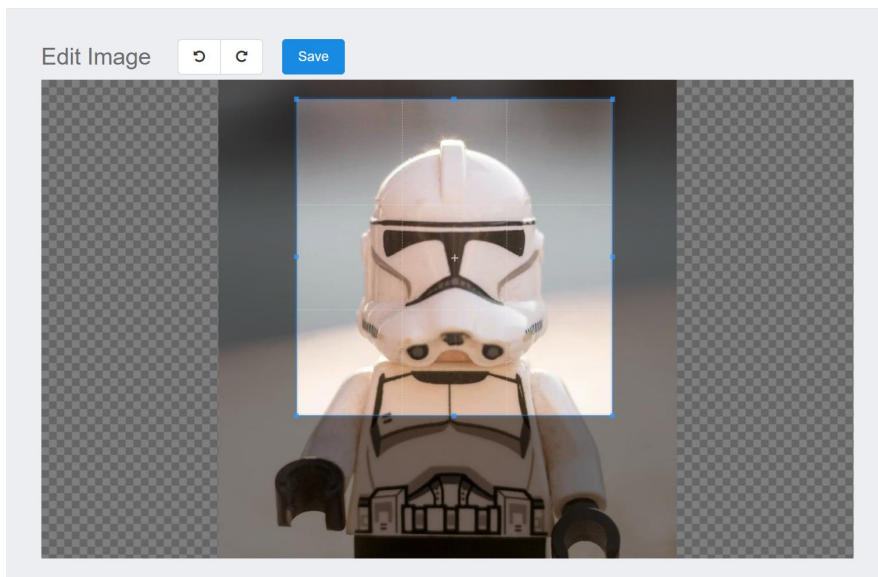
**Edit Image after GotSport
portal cropping**

Example of Image that should be uploaded



EBFA Image Editing on Portal (Will be Completed by League if not done by Upload User)

GotSport



Example of final Image for GotSport ID Cards and Team Sheet for Match Days



Also –

Do not cut Photos from Photo of the Team – image resolution quality very poor and photo size will be too small

No photo of player on other side of field

No photo of player with trophies or medals

No photo of player with siblings

No photo of player with face paint

No photo of player eating a meal

No photo of player showing their favourite football shirt

No photo of player standing in their favourite football stadium

Etc. etc. etc

Summary – Photo should Include the head, shoulders and upper body. Do not crop your photo, this can be done on GotSport!!

