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

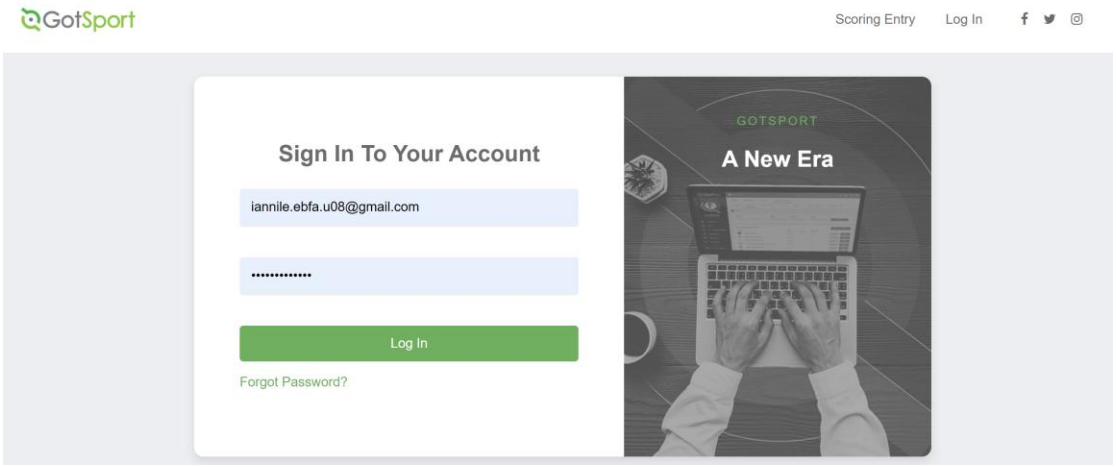
GotSport Guide to Parents and Guardians

Log in To GotSport

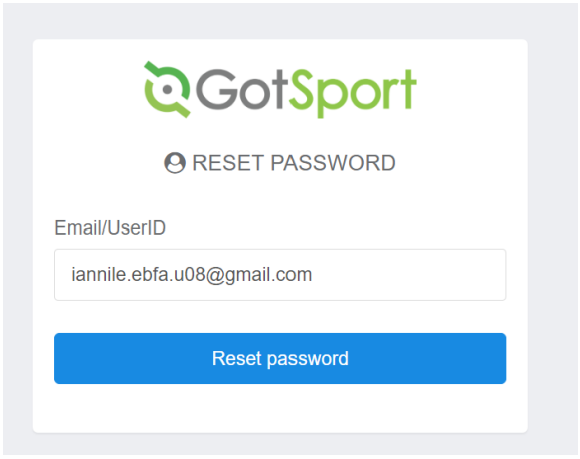
The GotSport system is developed in the USA and used worldwide, in countries such as the USA, Canada, and England, so there are regional small changes that need to be made as you work through the system.

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

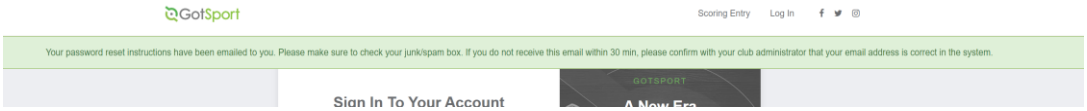
Login Page



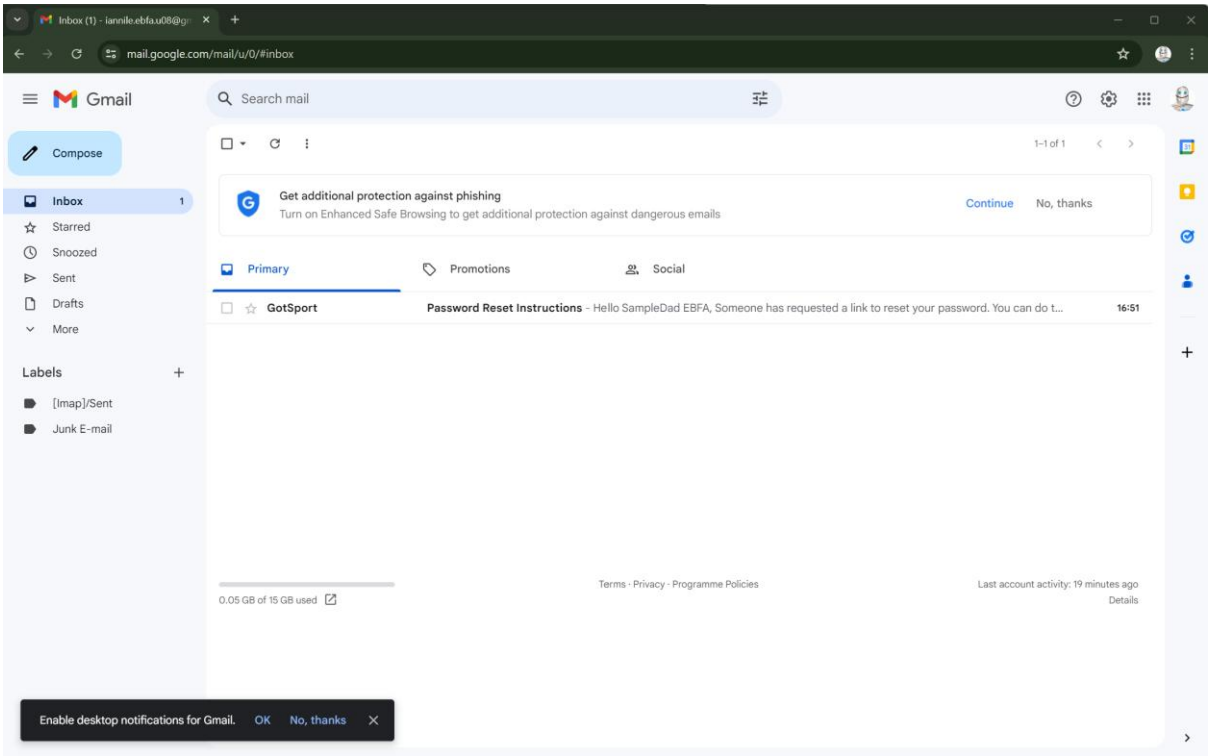
Use your email and click on Forgot Password?



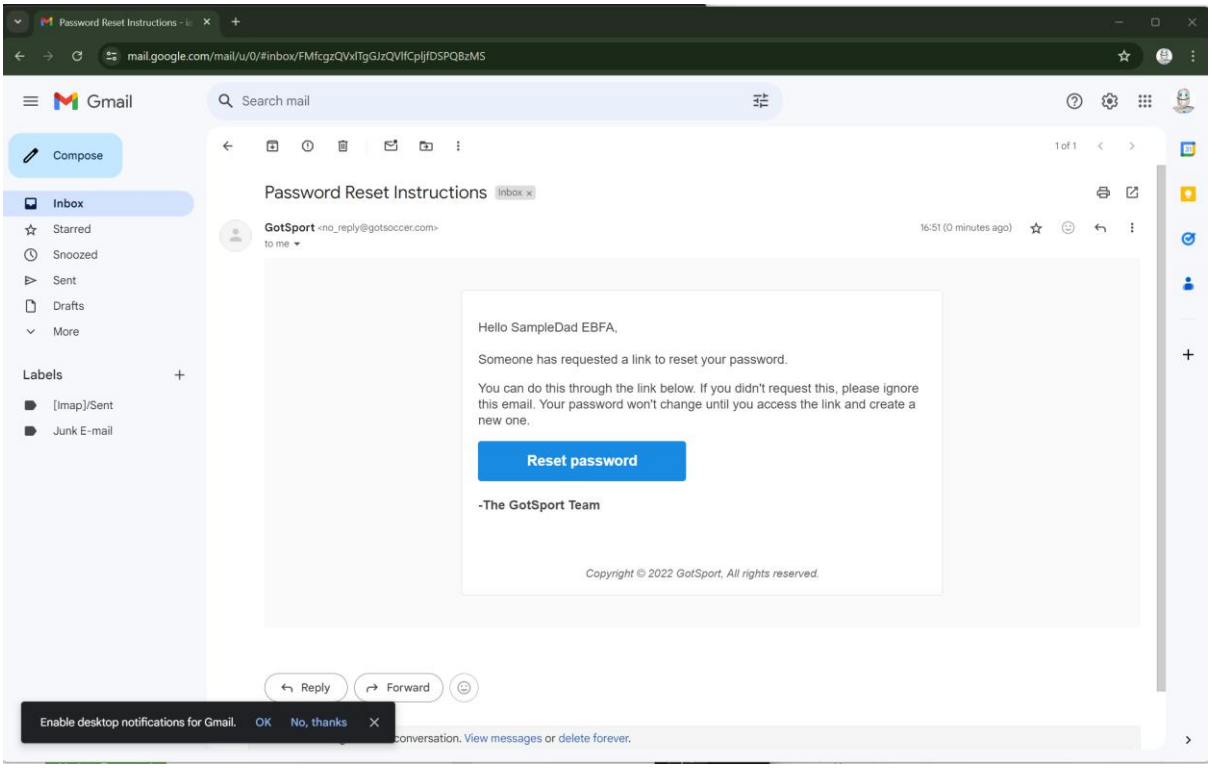
The GotSport system will email you a reset password email.



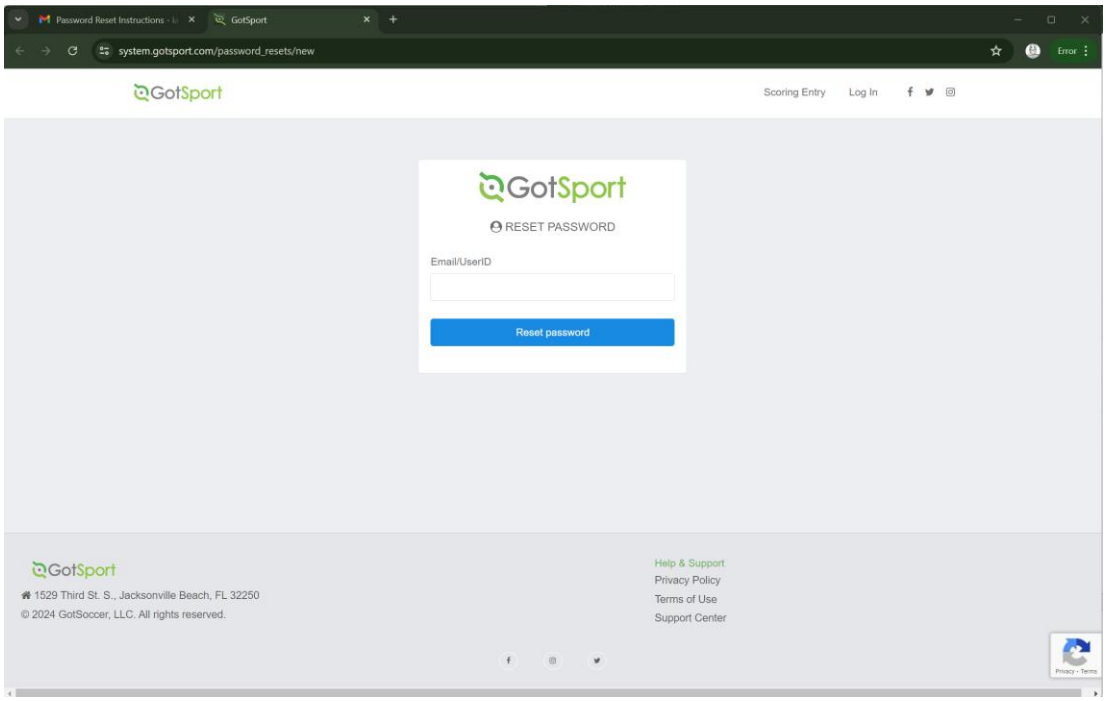
Gmail Account for iannile.ebfa.u08@gmail.com



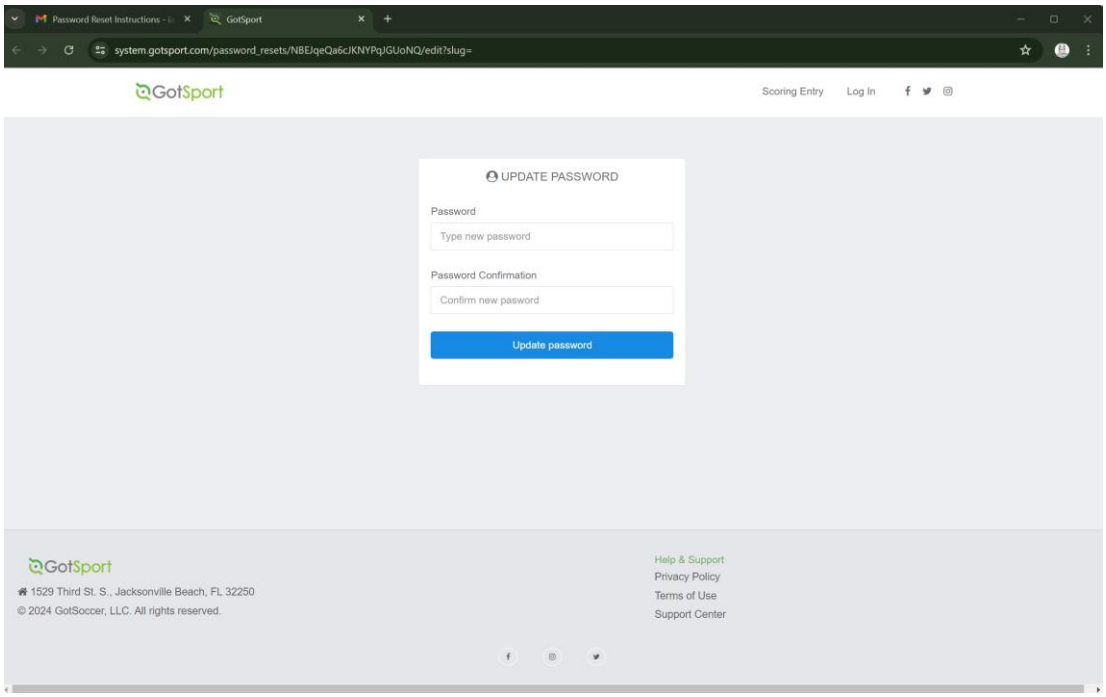
Open GotSport Email



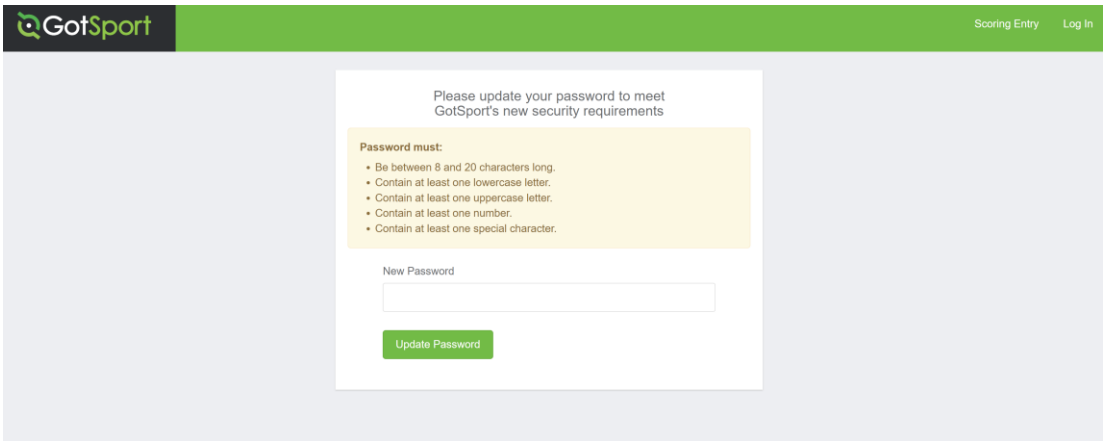
Enter a new Password that meets the GotSport Password Criteria (See Below)



Or

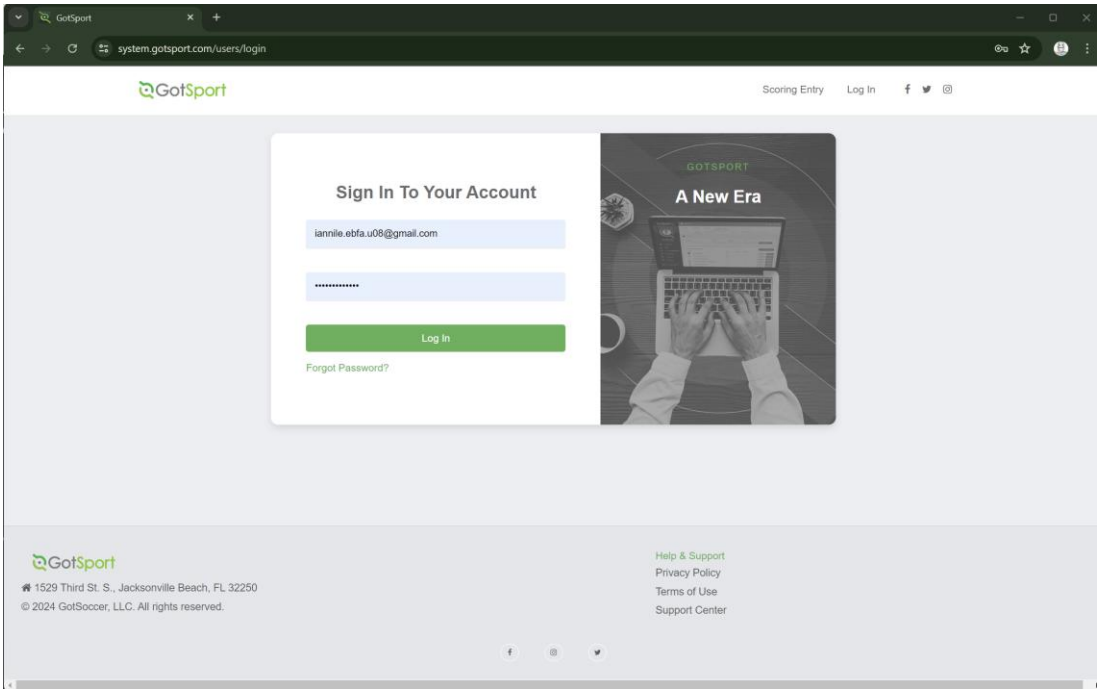


Update/Change Password – Password Criteria

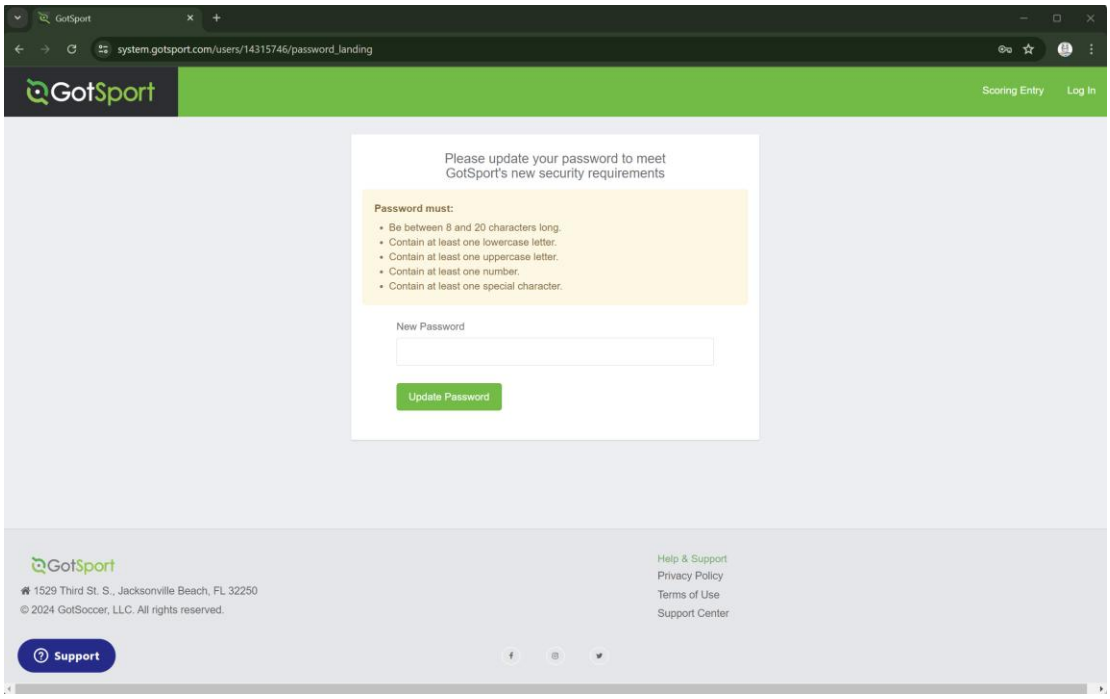


DO NOT Use PASS or Password or sequential numbers – security is important!

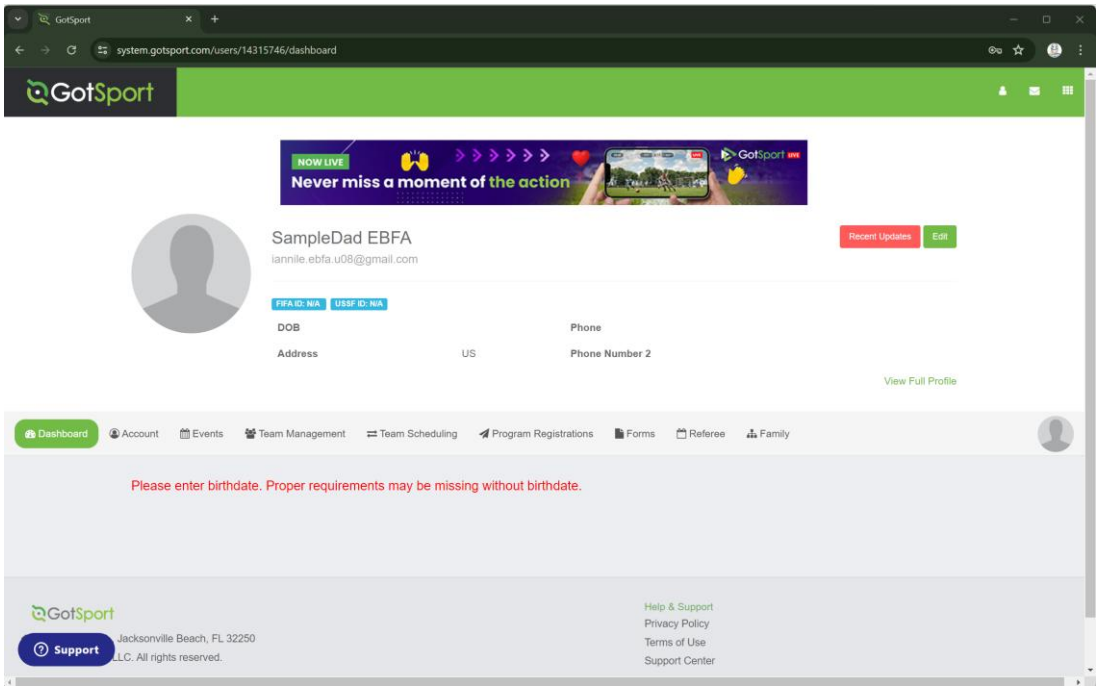
Now Login



System Might Want a Password Update



Landing Page – Parent/Guardian Account Dashboard Page

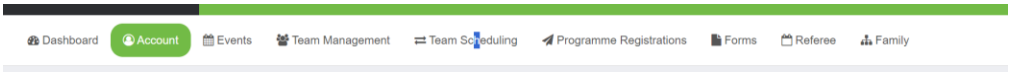


GotSport Single Sign-on Functionality

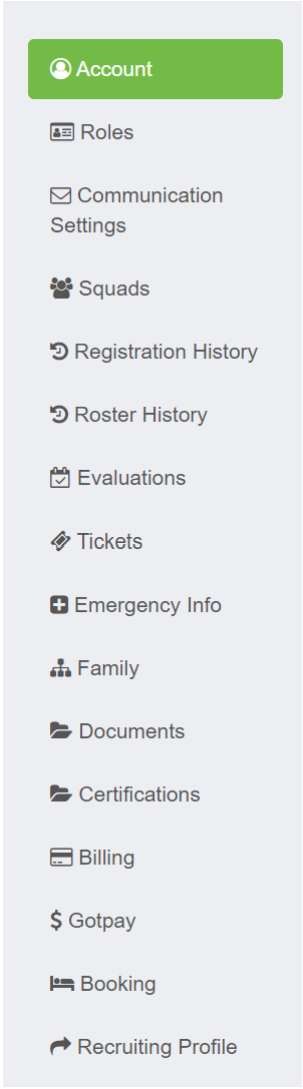
GotSport is a single-sign-on system which the user signs on with their email and has been allocated different roles

Parent/Guardian

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



B) Vertical Account Access - Account, Family, Documents

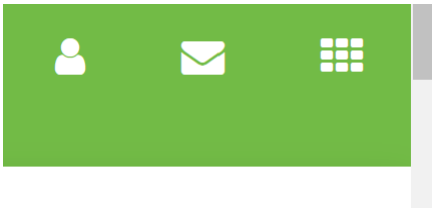


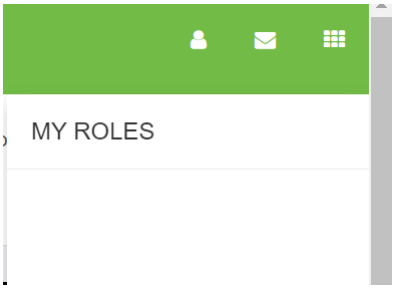
Team Official (Manager/Coach)

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 an 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.

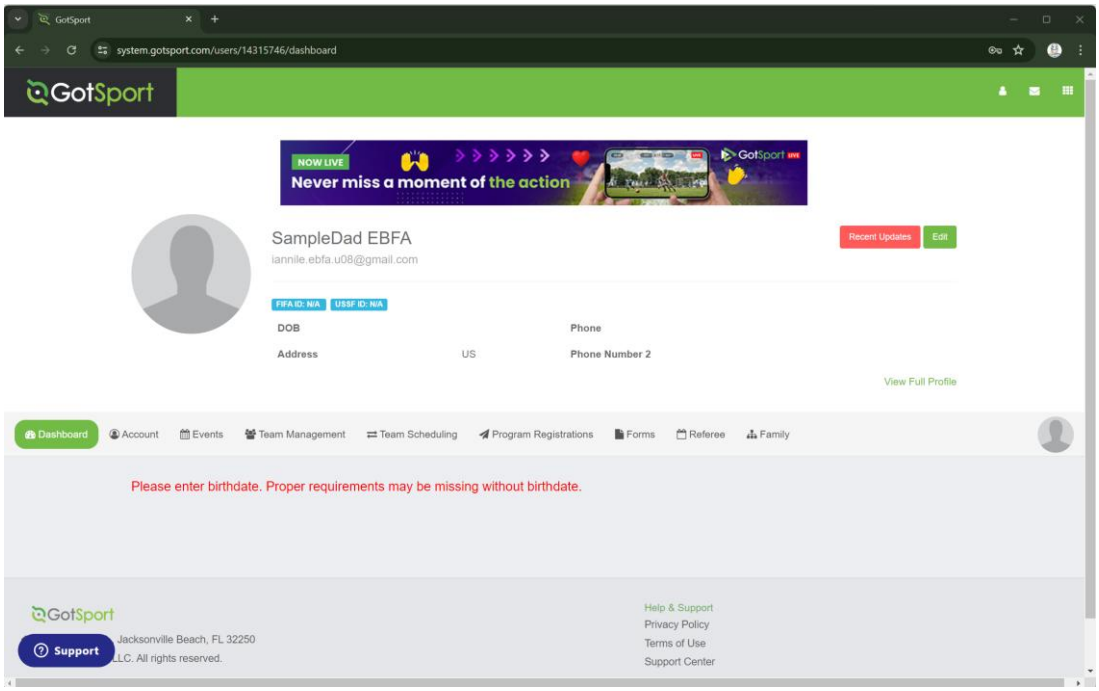
Player Data Migrated from Old Portal GotFootball

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

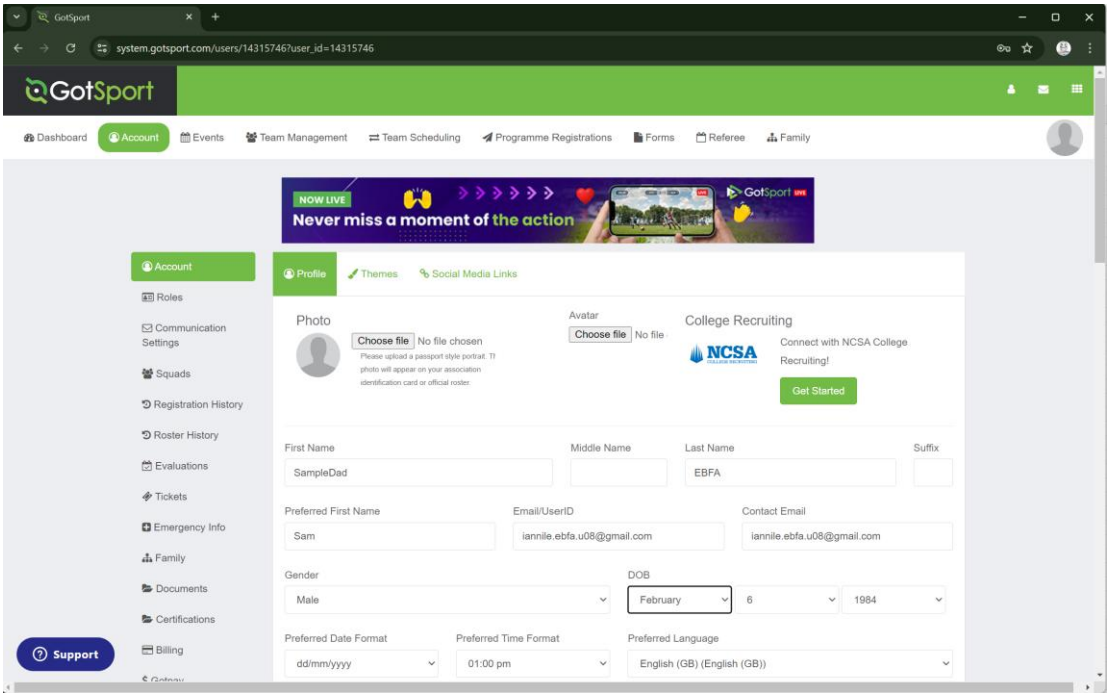
Log in to GotSport

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



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

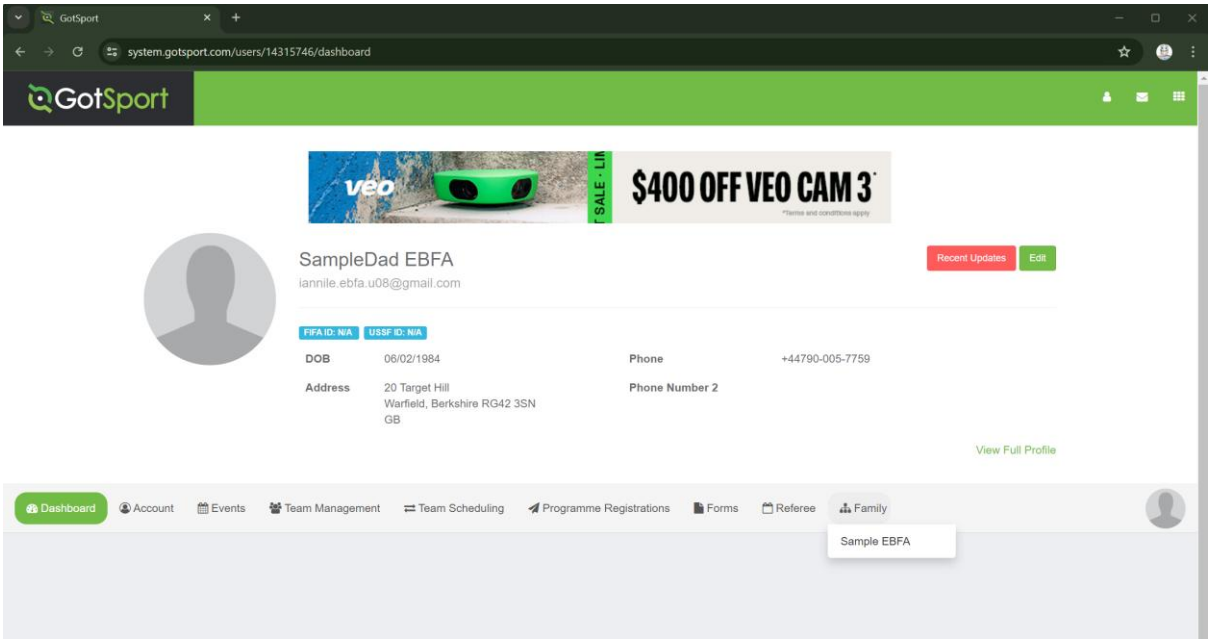
Please then complete:

- 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

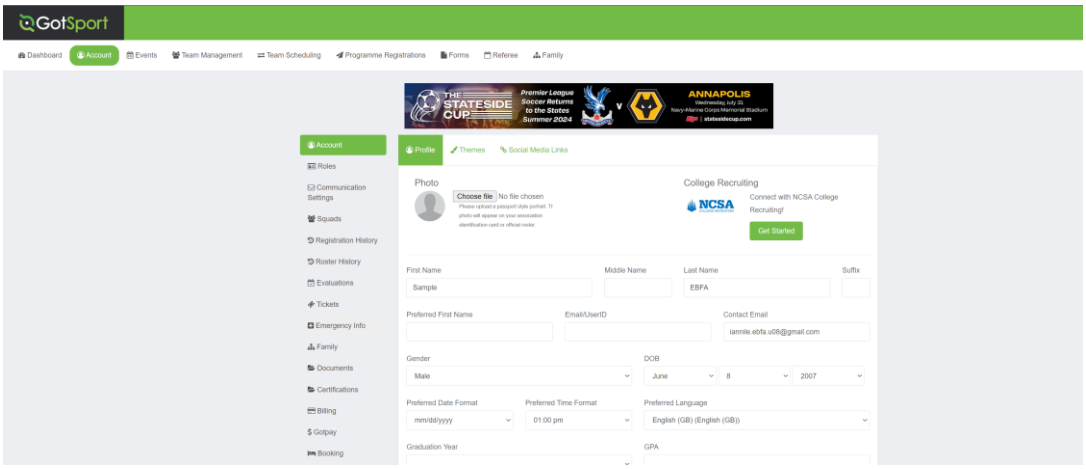
Click on Banner – ‘Family’ to show your child’s name(s) charges (In this case “Sample EBFA” Player). If charge(s) not present, contact your team manager.



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

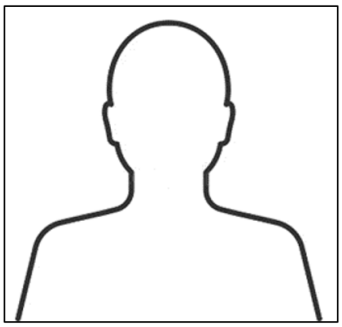
Do not change ITC Information

Do not change Citizenship

Seasonal Update of Player Photo

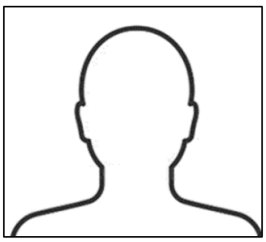
Add a recent player's Photo – The EBFA Photo Tech Spec is at the end of this document.

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

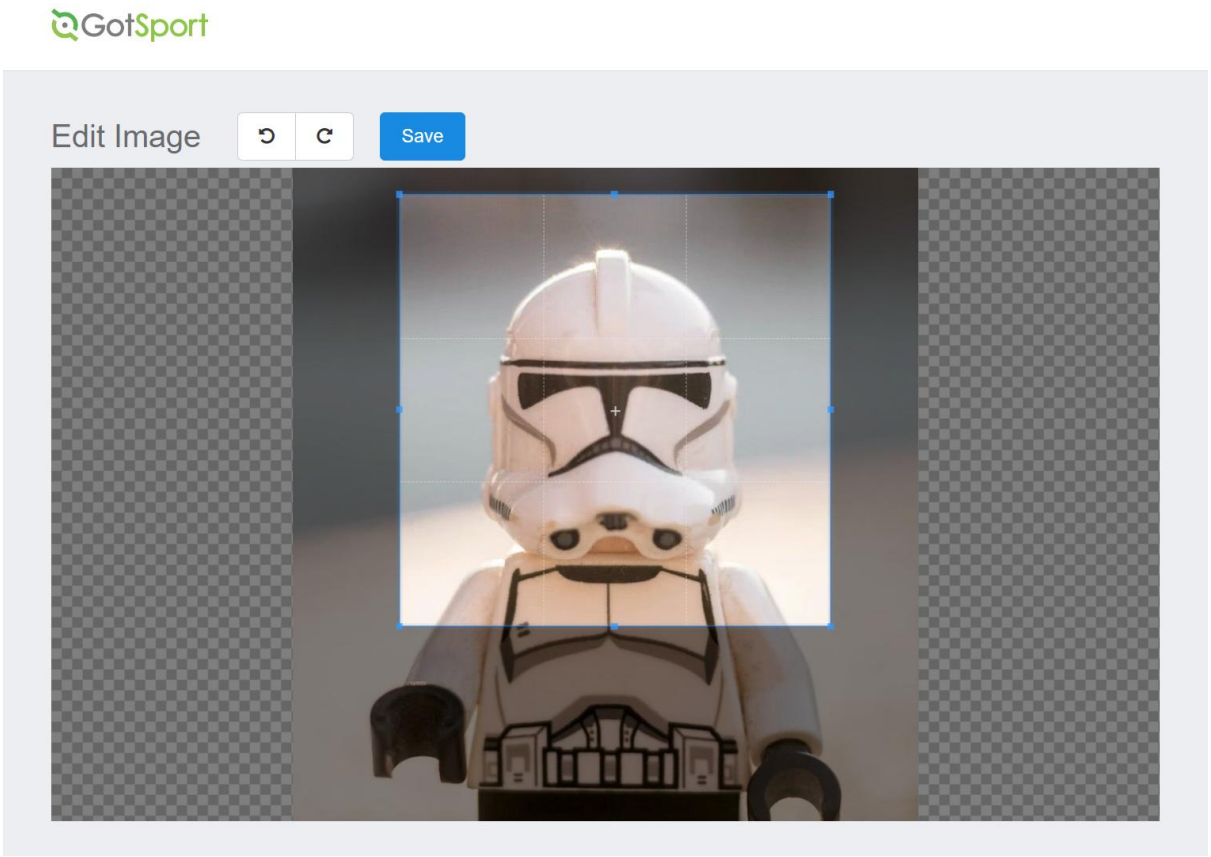
Player photos, created as JPG or PNG image files, feature the player's upper body, including their head and shoulders, with both arms visible in the picture. (See the Lego Star Wars Stormtrooper below).

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.

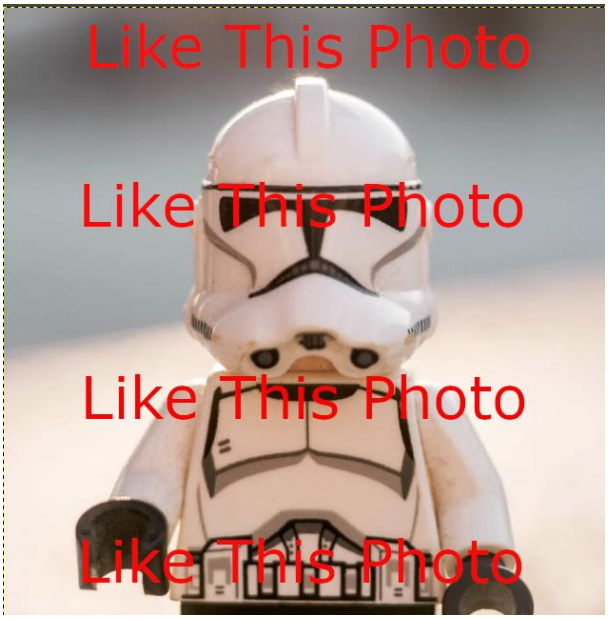
EBFA League Rejection of the Player Photo

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

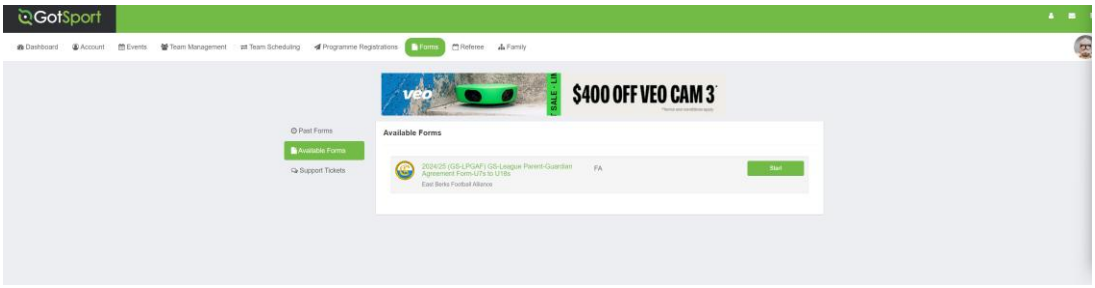
Sample -EBFA2526 Photo Non Compliant /

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

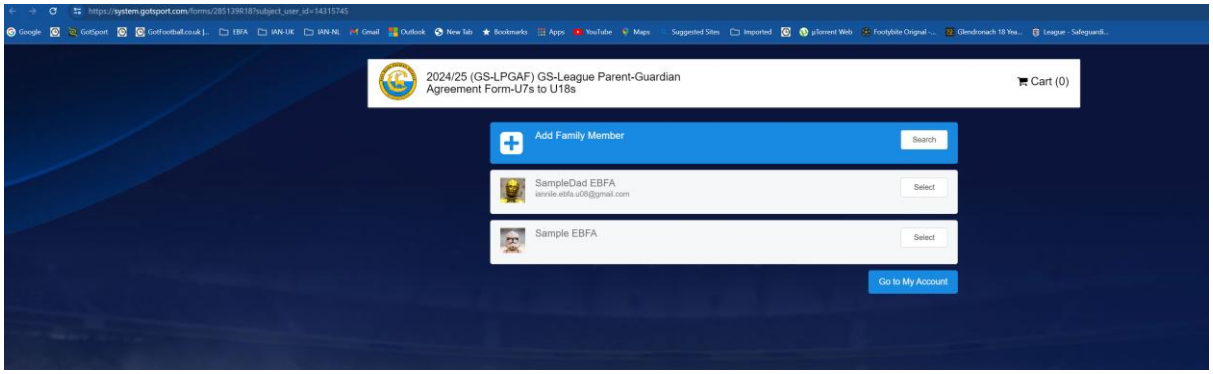


Complete the 2025/26 (GS-LPGAF) GS-League Parent Guardian Agreement Form-U7s to U18s

Click on the Banner Forms (Green Below)

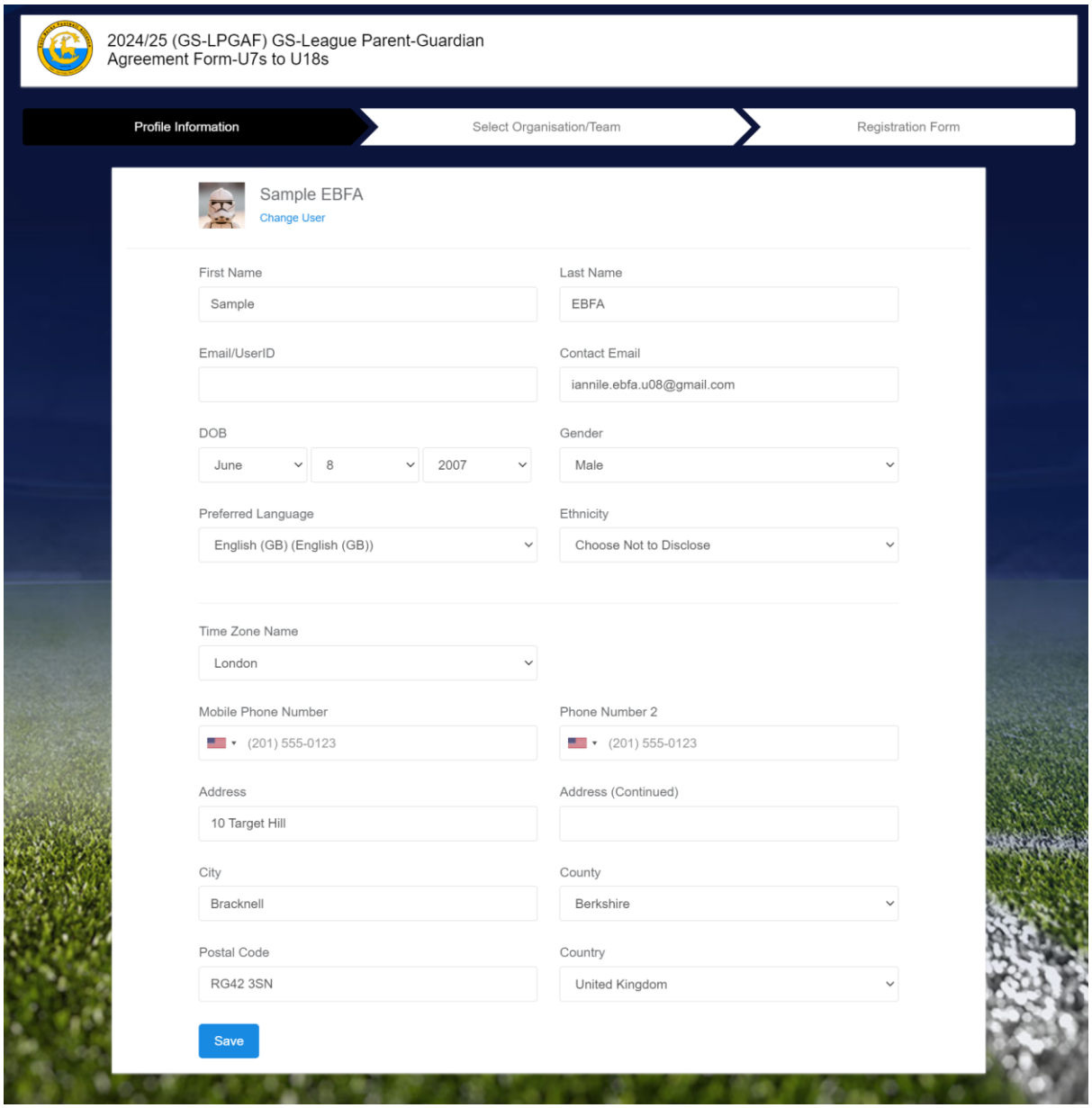


Click on <Start>



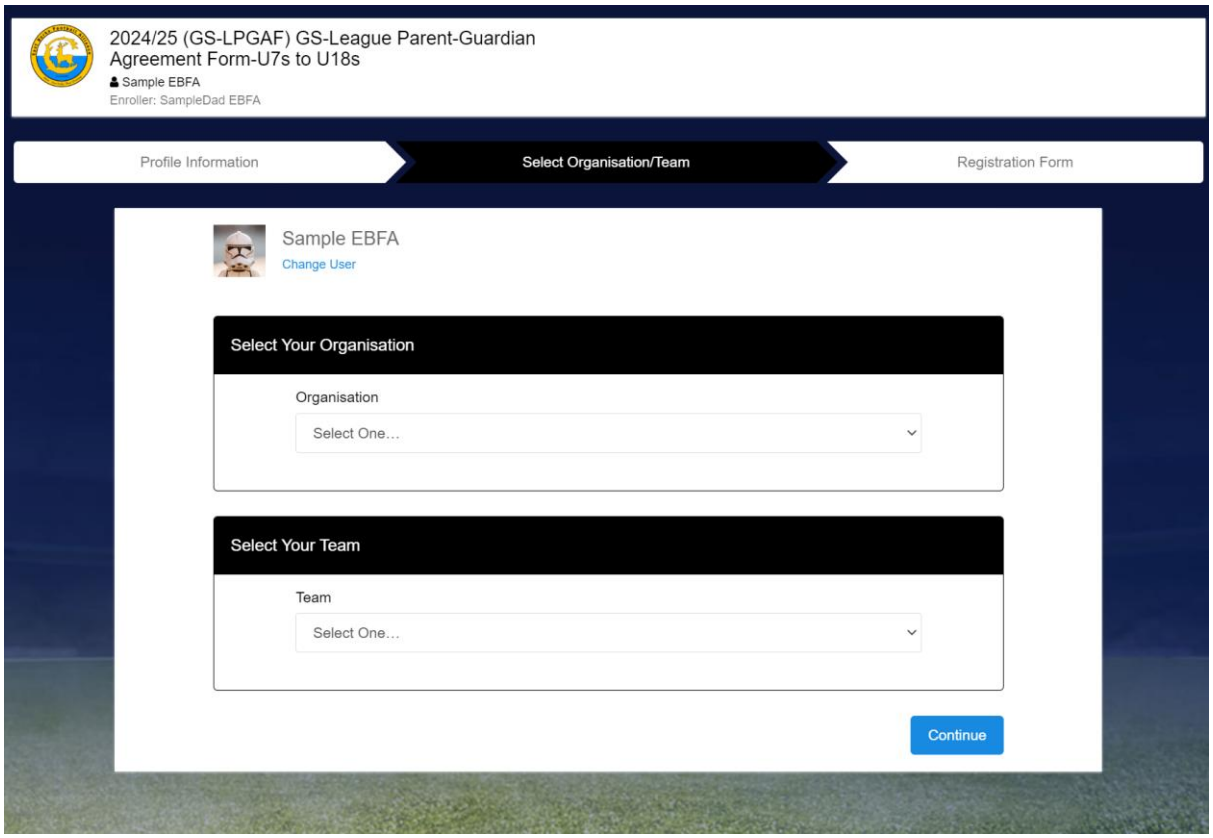
Click on Select for your Child

Check the Profile Information

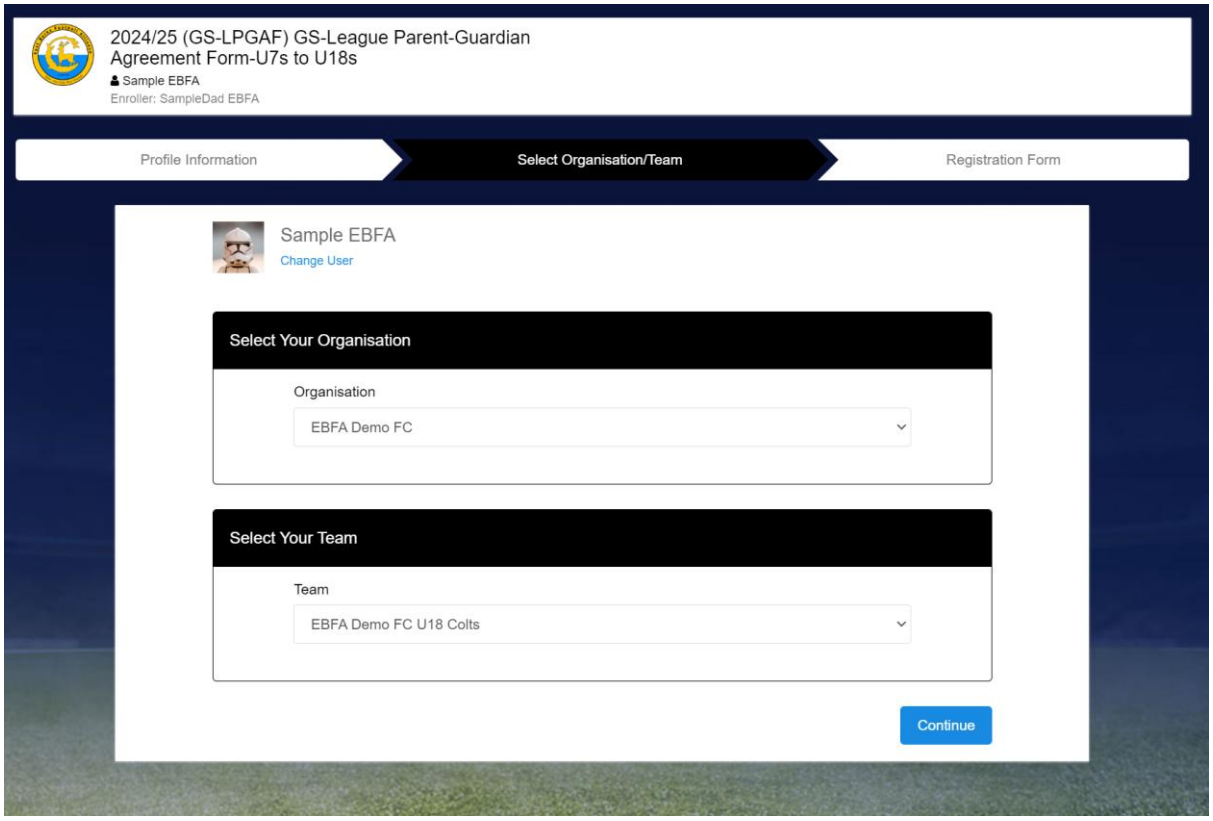


Press <Save> to Continue

Complete the Select Organisation (Club)/Team

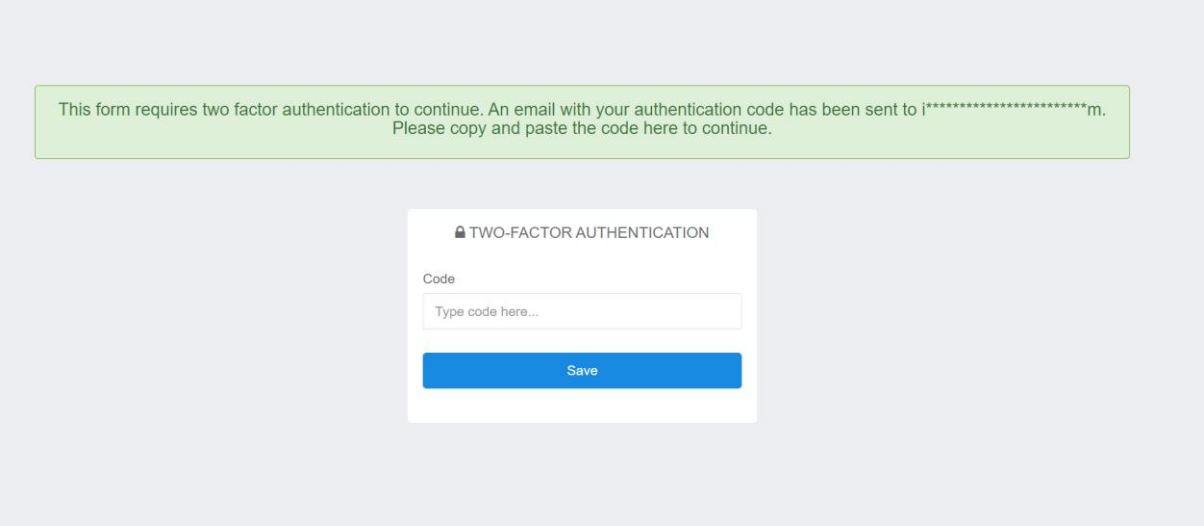


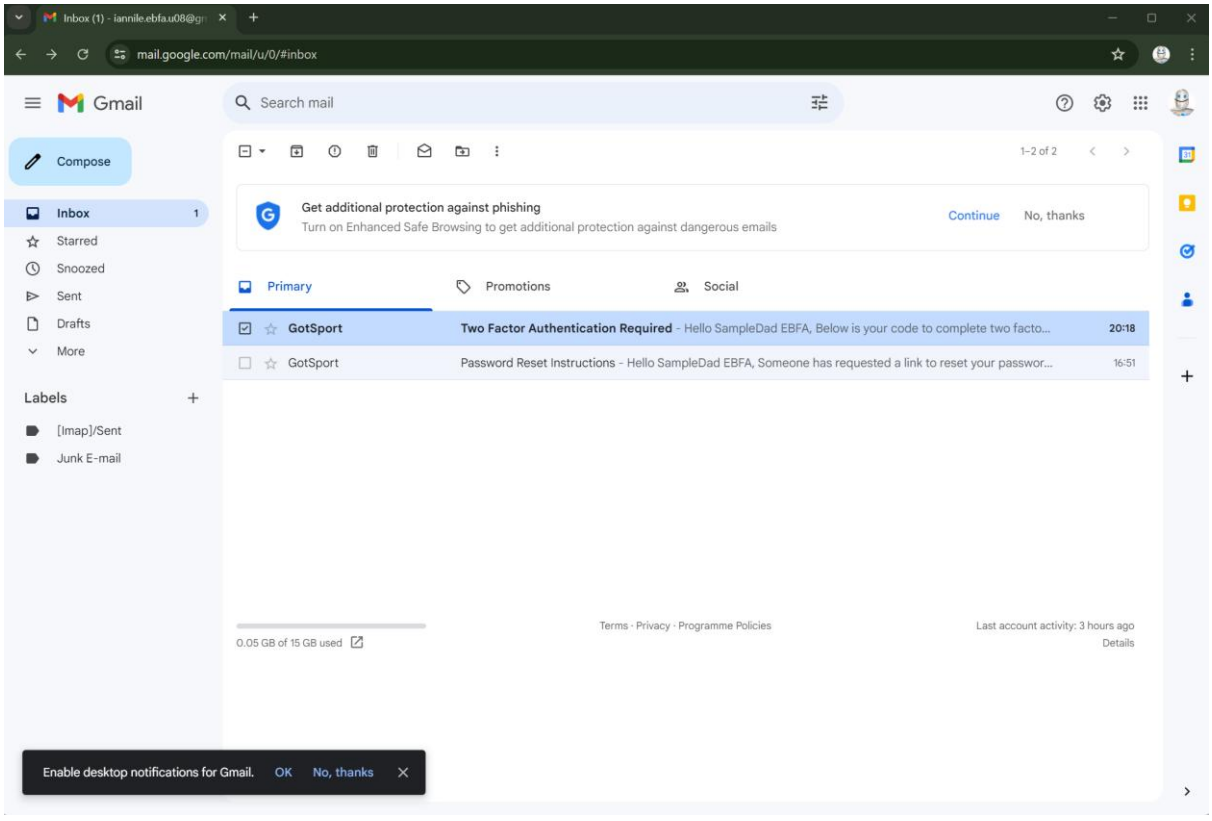
Selection Made

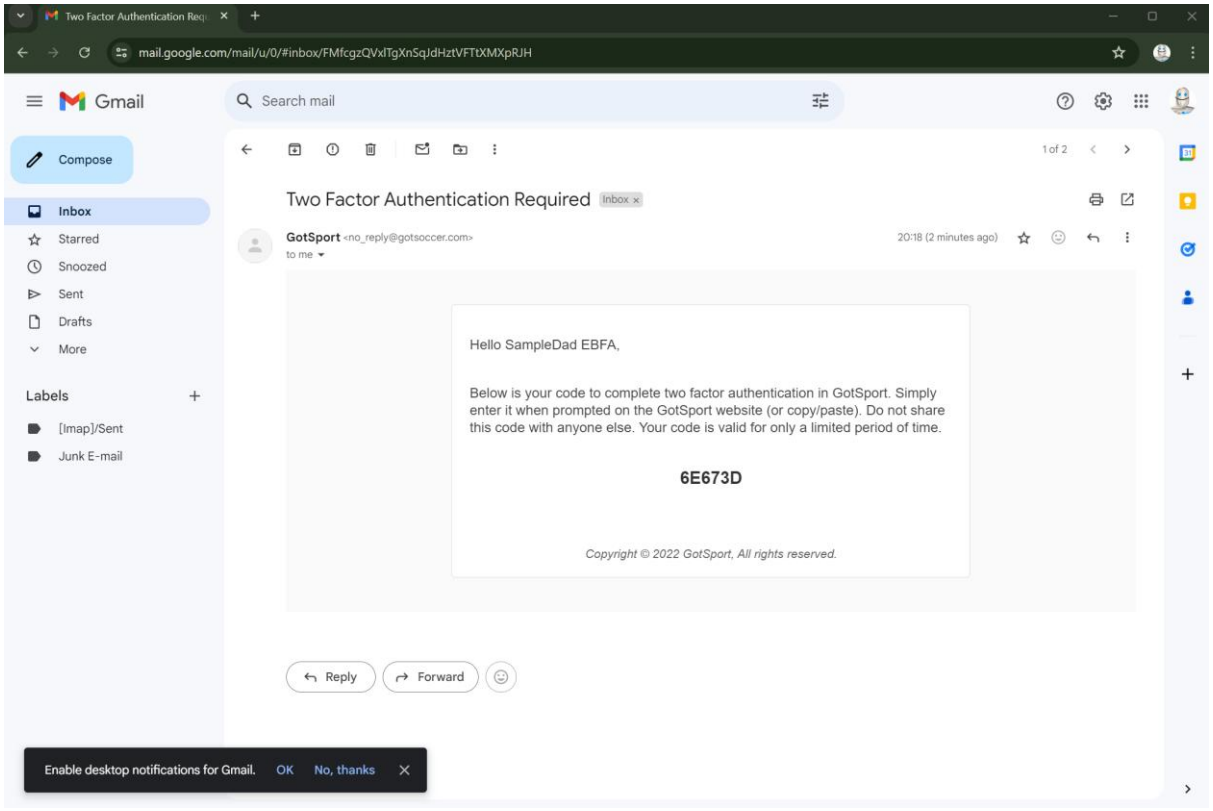


Press <Continue> button

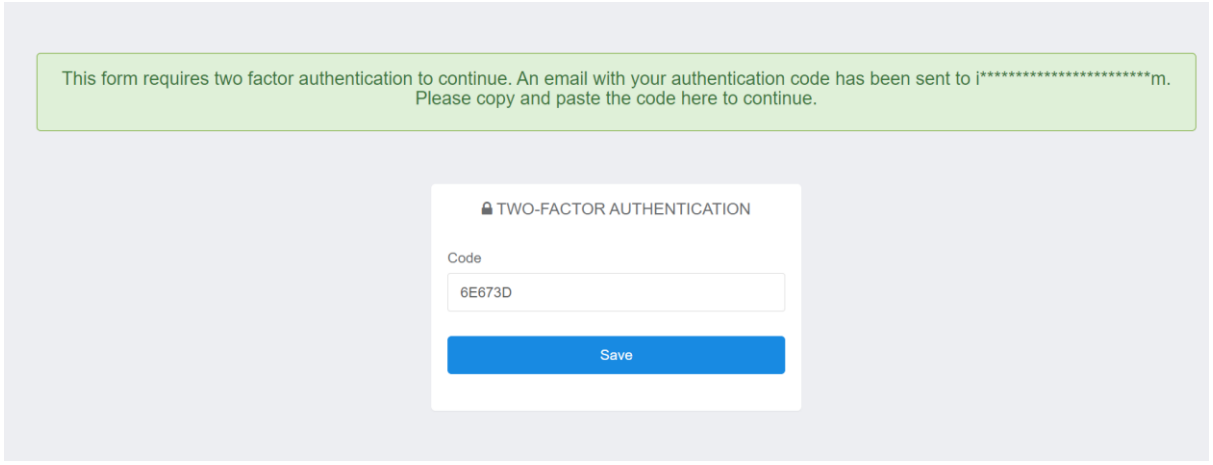
System now sends you a Two-Factor Authentication Email





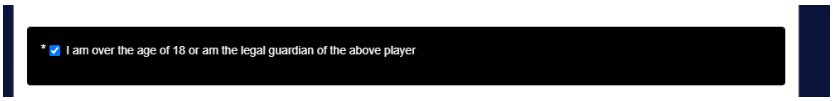


Enter the code and press <Save>)

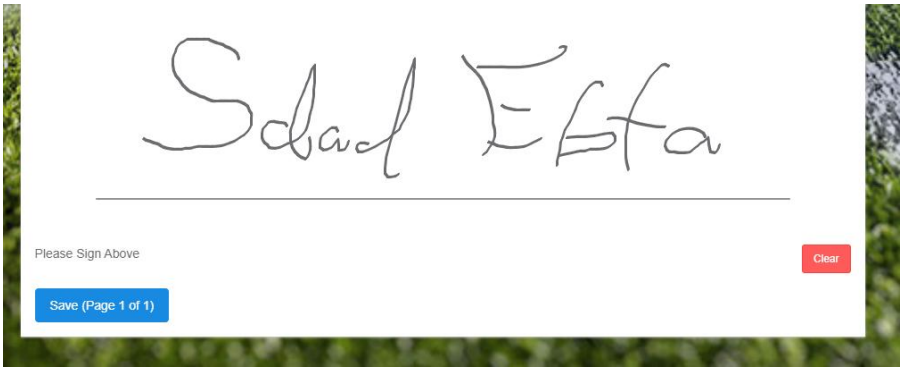


Read And Complete the Registration Form Section

After reading - Click the tick box

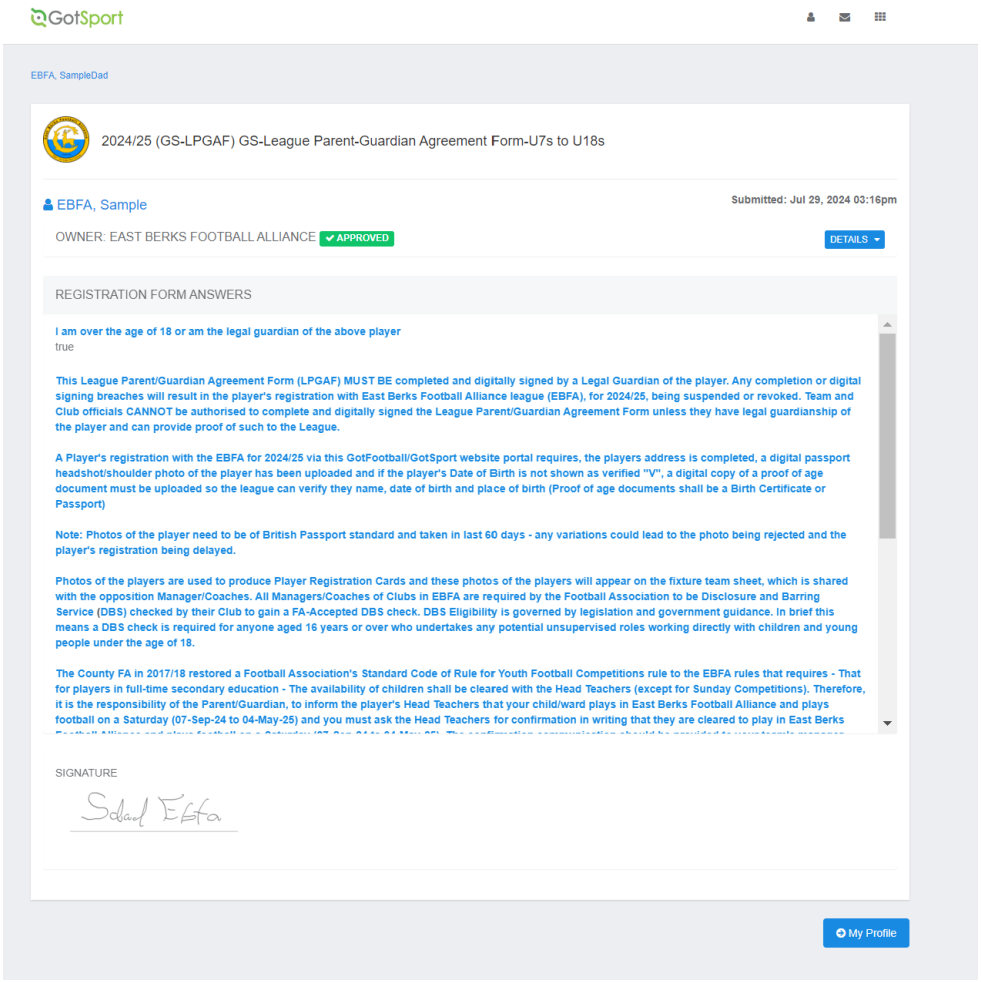


Sign the Form with mouse or touch screen



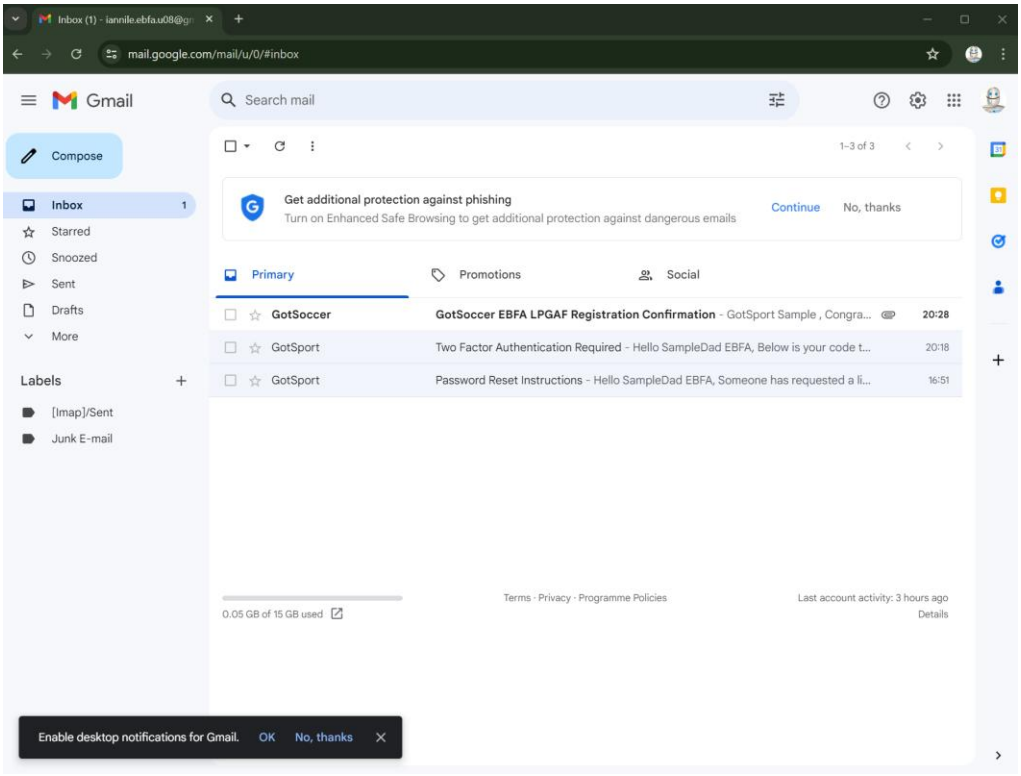
Click <Save (Page 1 of 1)> button

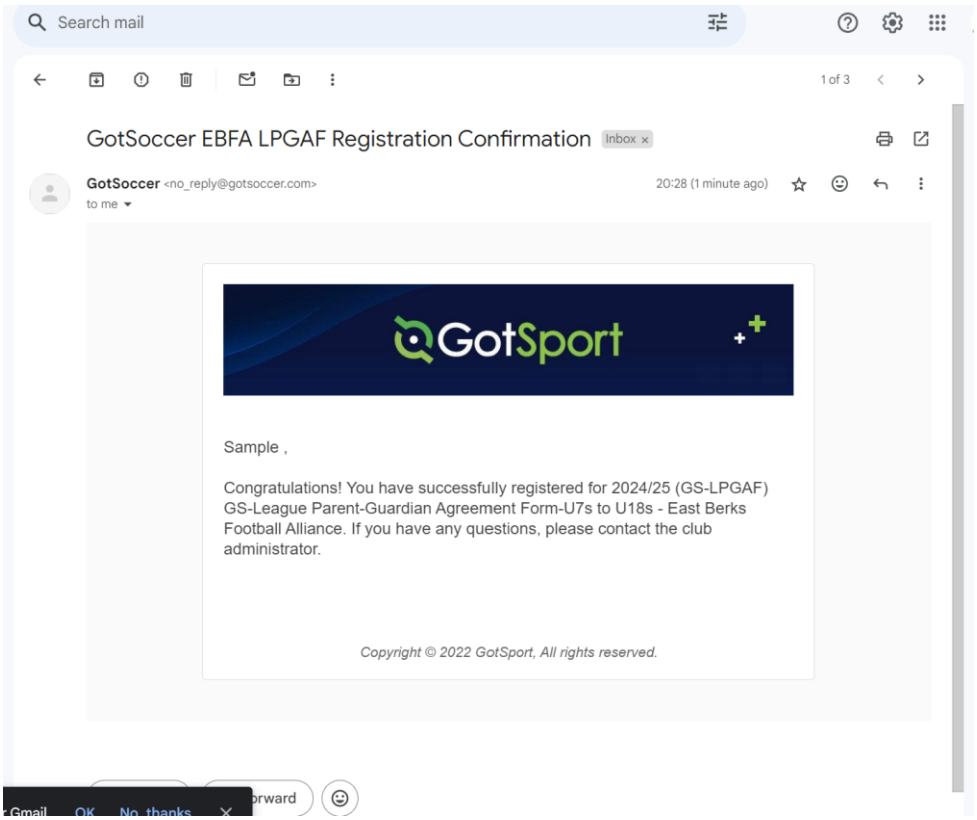
Confirmation that GS-LPAF has been approved by League



System also sends you a confirmation email

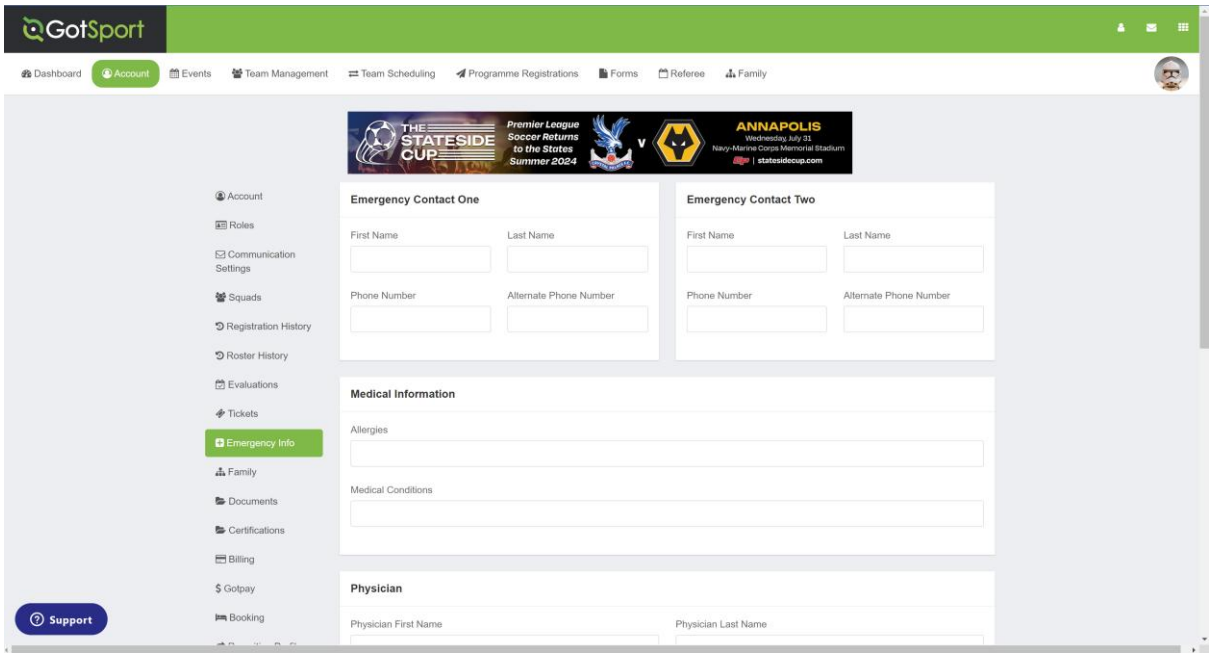
GS- LPGAF Confirmation Email





Account Extras – Emergency Contact One/Two and Medical Information

Select the Emergency Info



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)

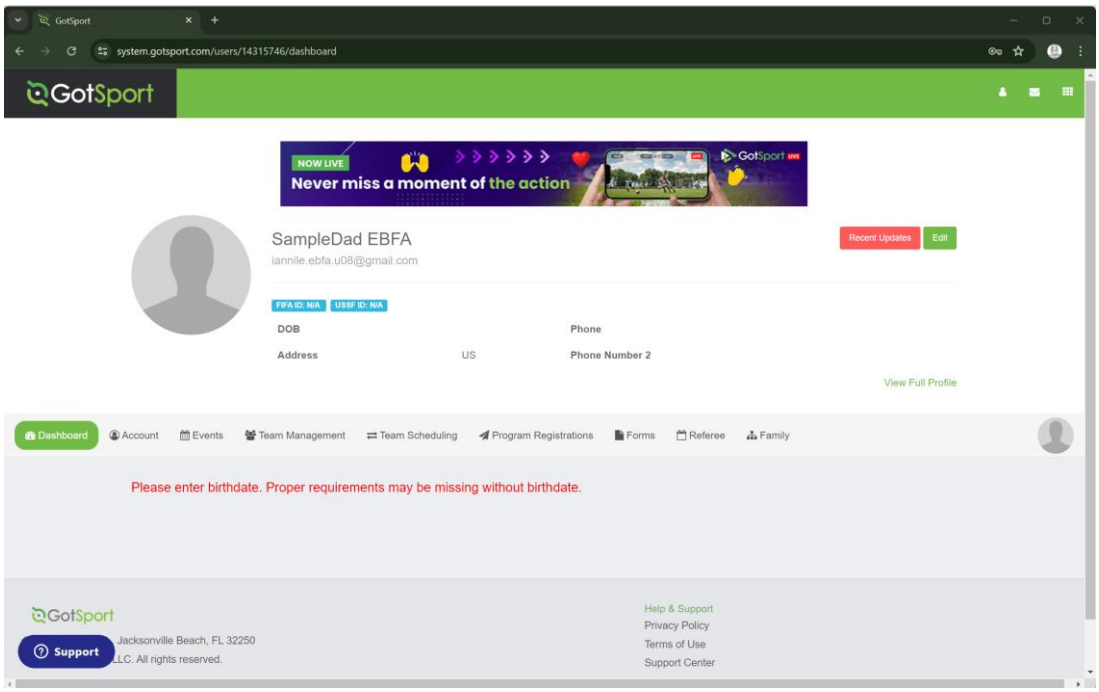
Update the Accounts page for the Player and add ITC Information and Citizenship details for the Player

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

Complete Forms GS-LPGAF League Parent Guardian Agreement Form

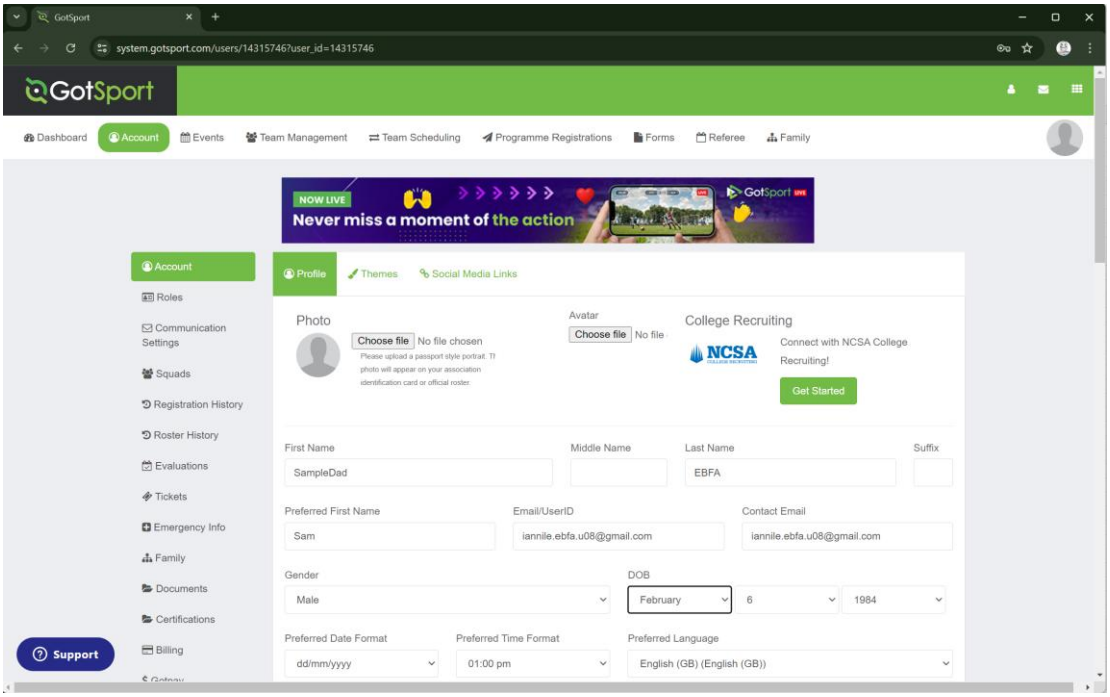
Log in to GotSport

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



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

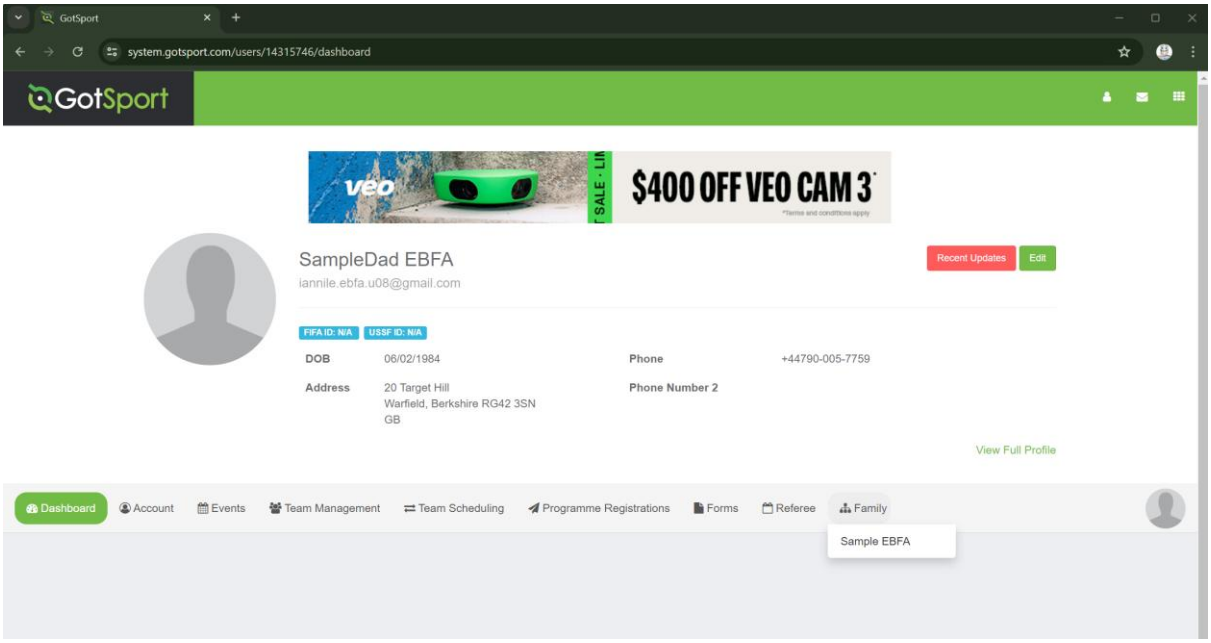
Please then complete:

- 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

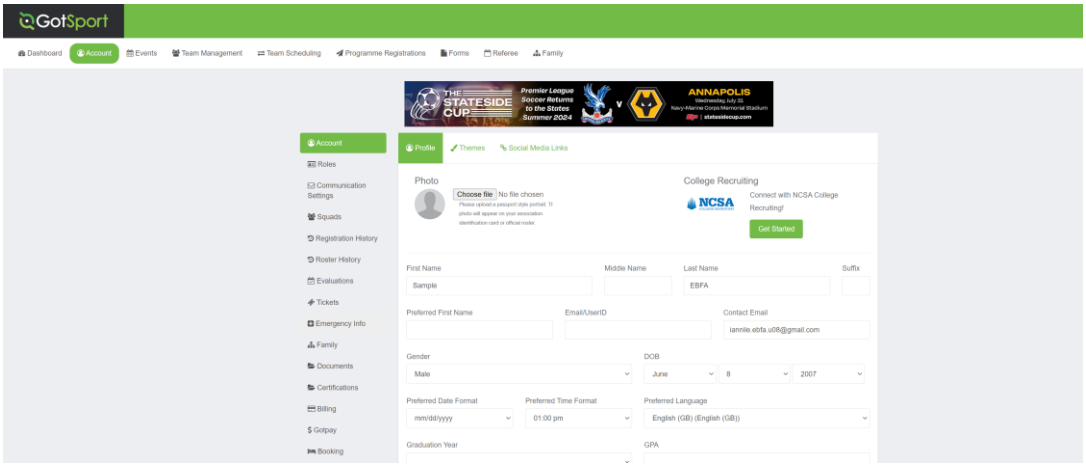
Click on Banner - Family to show your child’s name(s) charges (In this case “Sample EBFA” Player). If charge(s) not present, contact your team manager.



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!

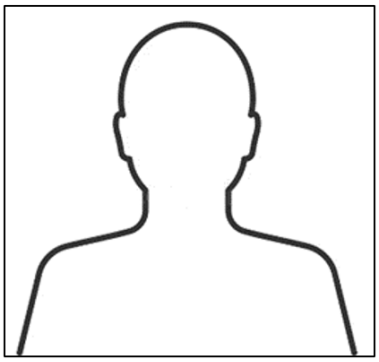
This will access the Players Account -> Sample EBFA



New Child to Club/Team – Add Player Photo

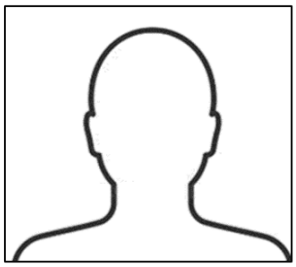
Add a Players Photo – The EBFA Photo Tech Spec is the at the end of this document.

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



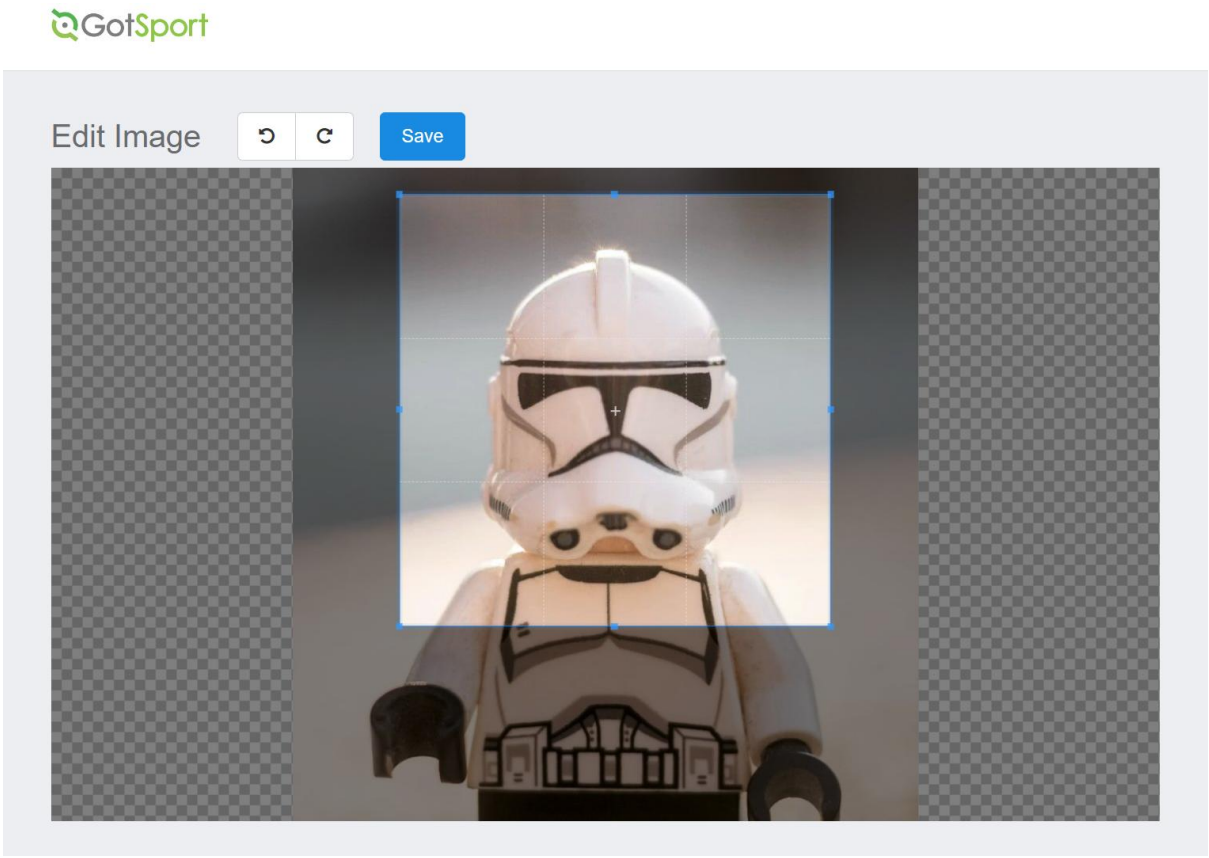
Edit Image after GotSport

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.

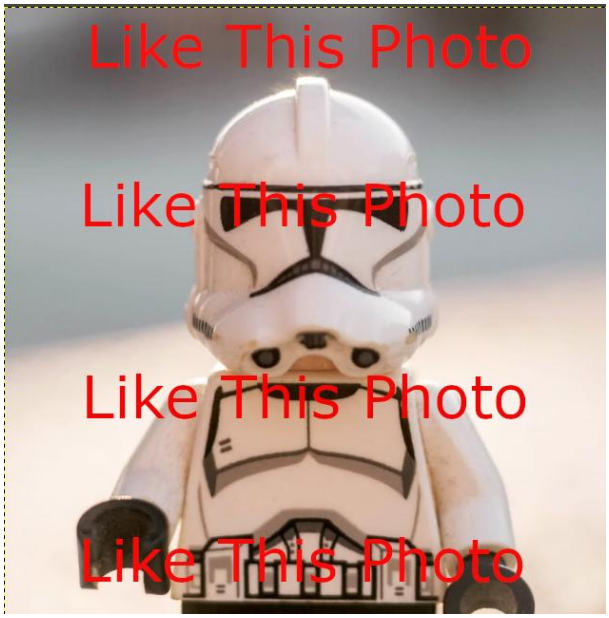
EBFA League Rejection of the Player Photo

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

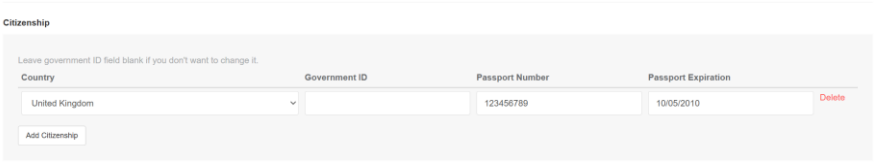
Update Preferred Language to English (GB) (English (GB))

Update Time Zone Name – London

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

Add Address

Enter Citizenship



Select 'Country' of Citizenship from the dropdown.

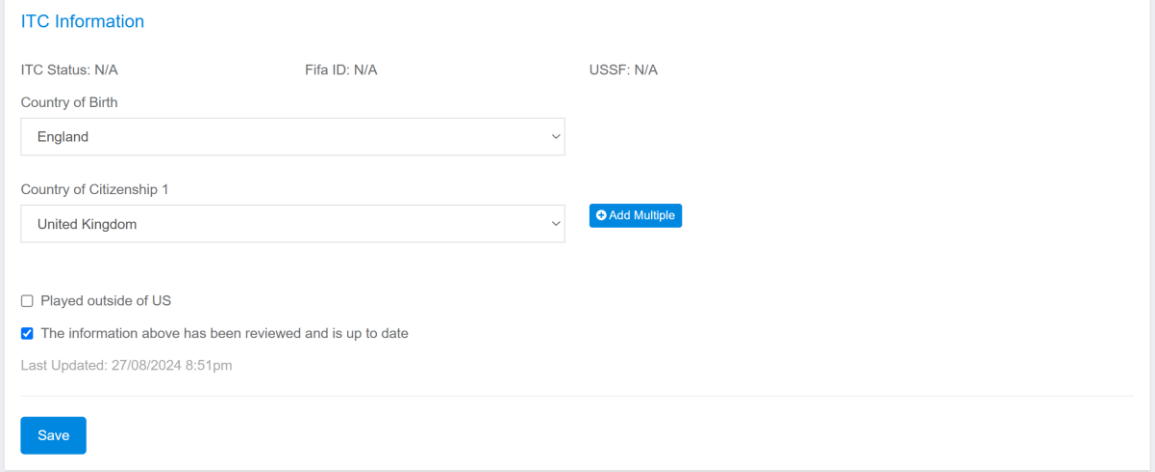
If POA/POBP is a Passport, then enter Passport No in the 'Passport Number' field and Passport Expiration date as shown on the Passport.

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



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

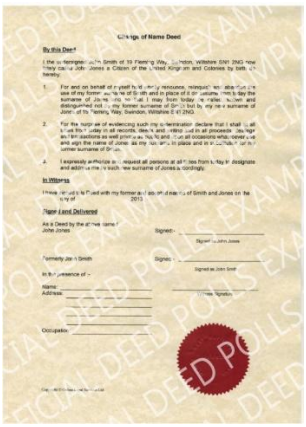
DOB

ITC Information

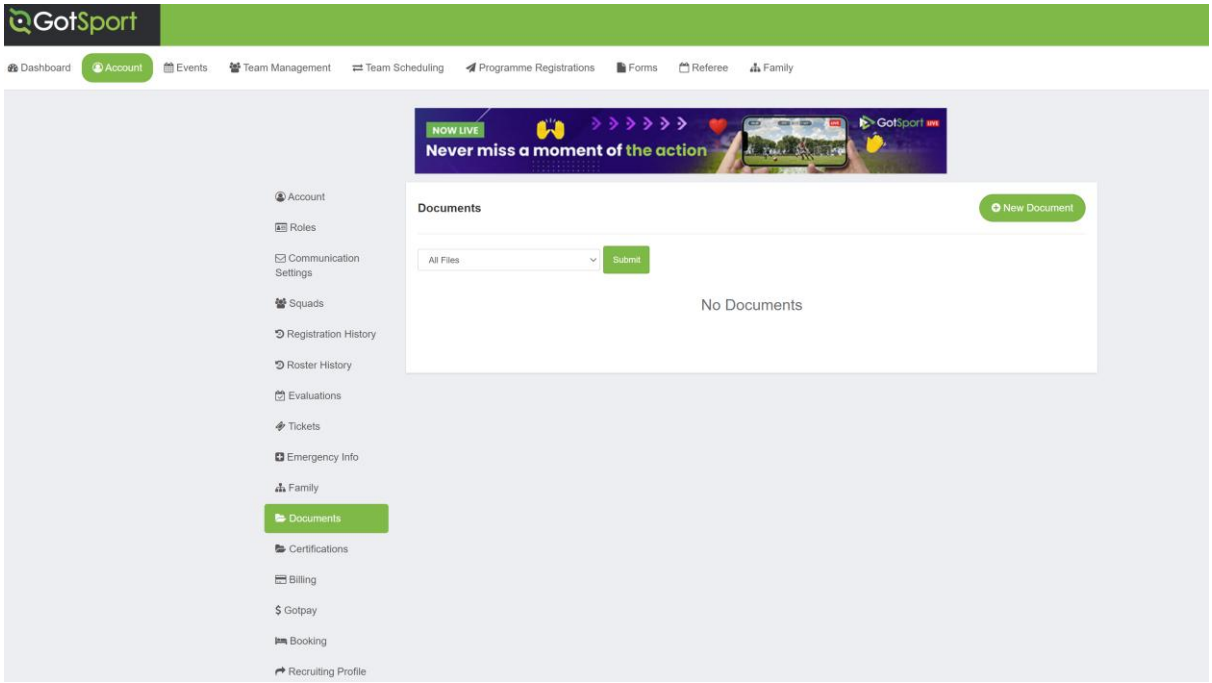
Citizenship

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.

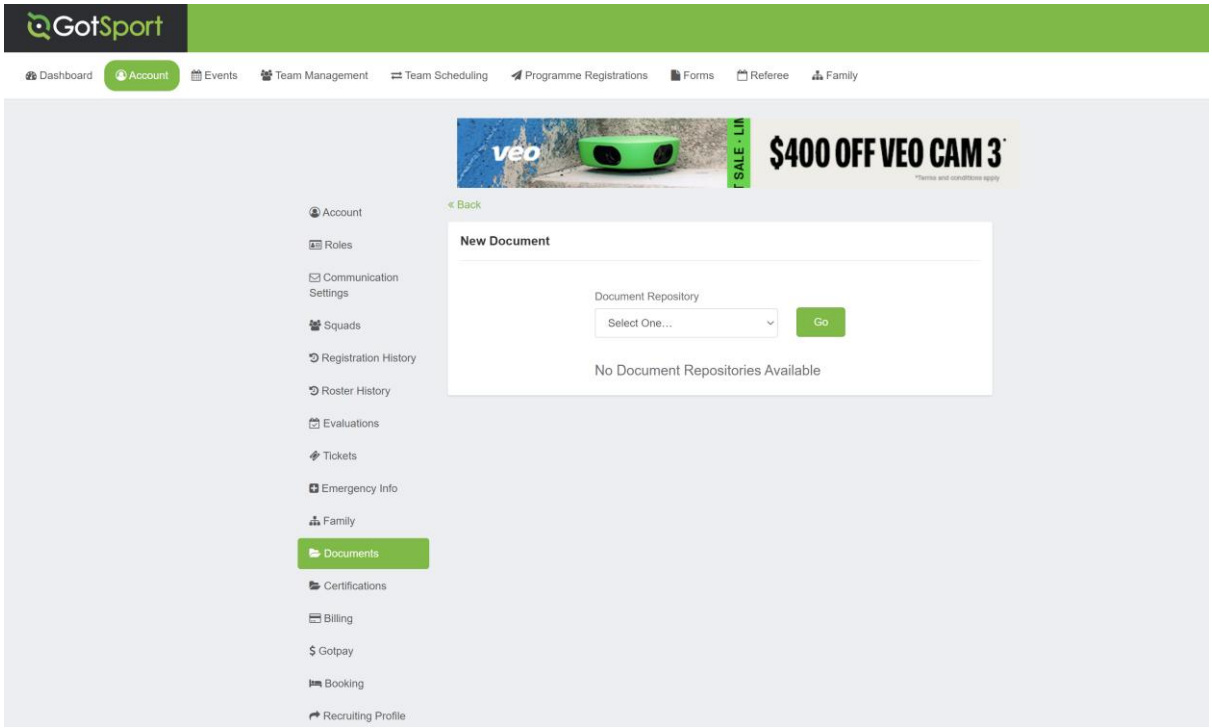
Short form birth certificates only contain the information of the child and place of birth. It does not contain parental information.



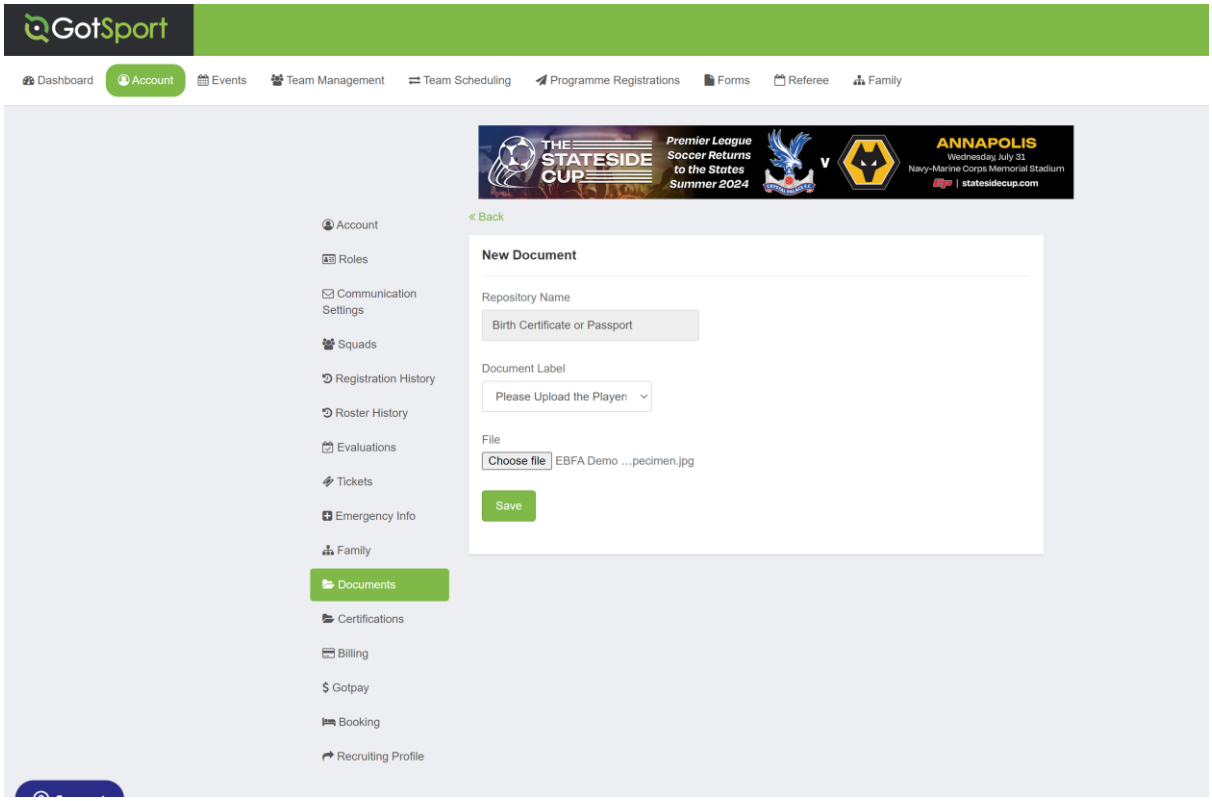
Select the Documents option



Select New Document



Select<Go>



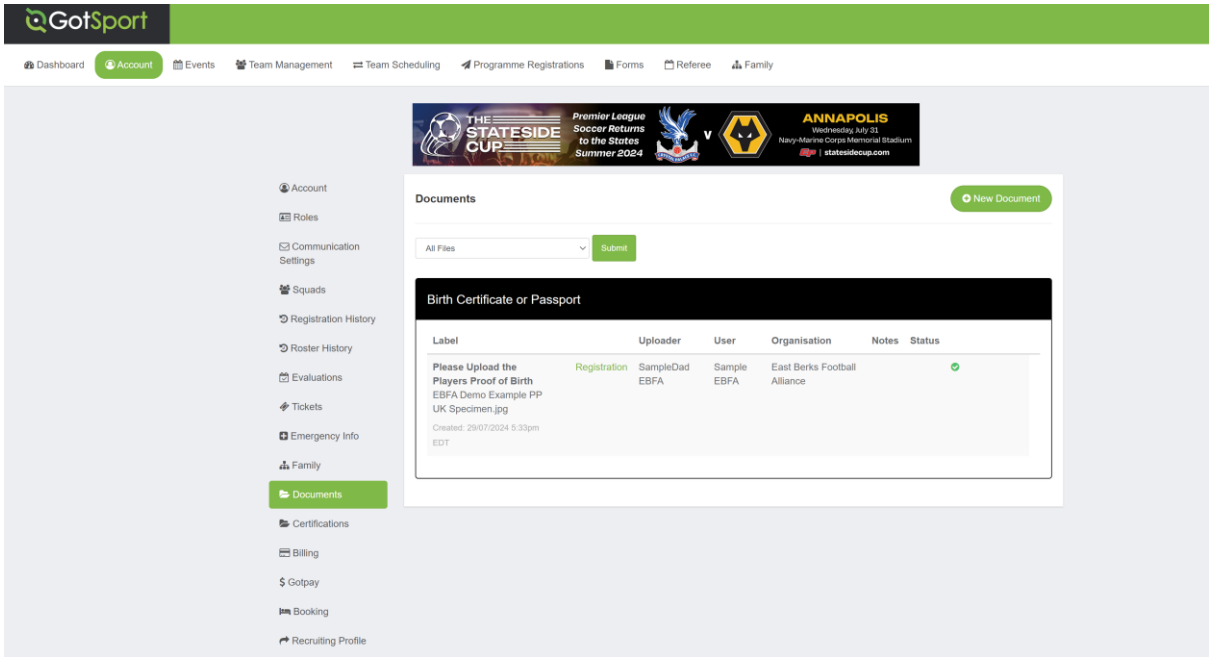
Select Document Label

Chose File to load document

Press <Save > to upload document

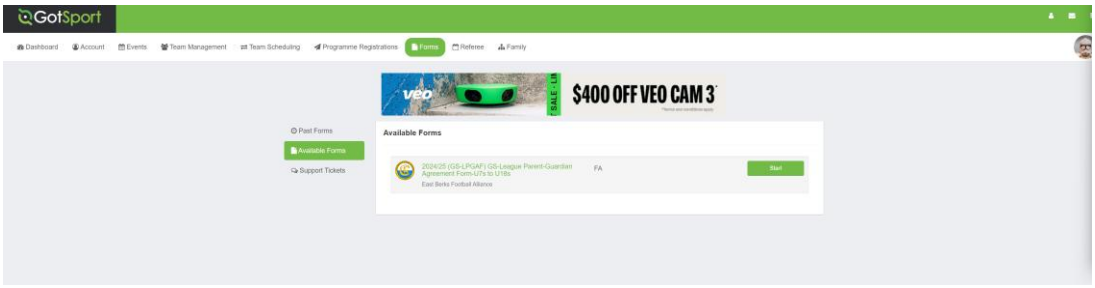
System will confirm upload status

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

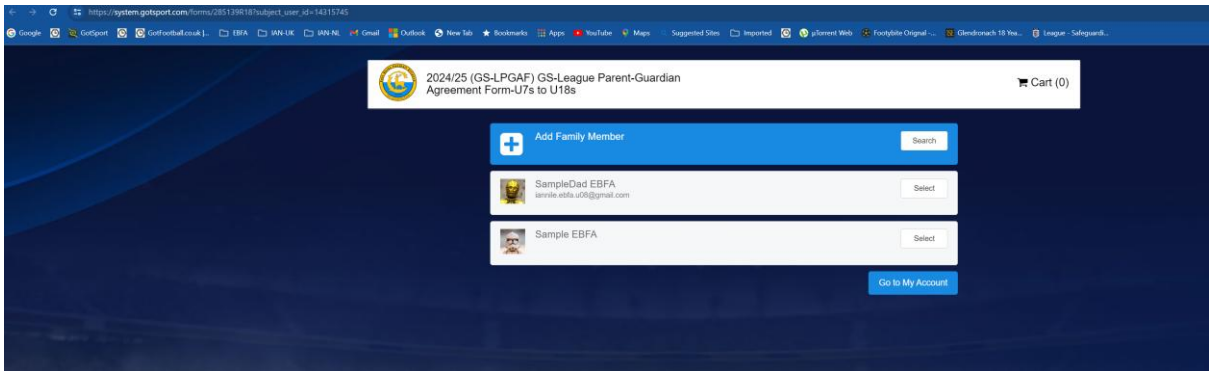


Complete the 2025/26 (GS-LPGAF) GS-League Parent Guardian Agreement Form-U7s to U18s

Click on the Banner Forms (Green Below)

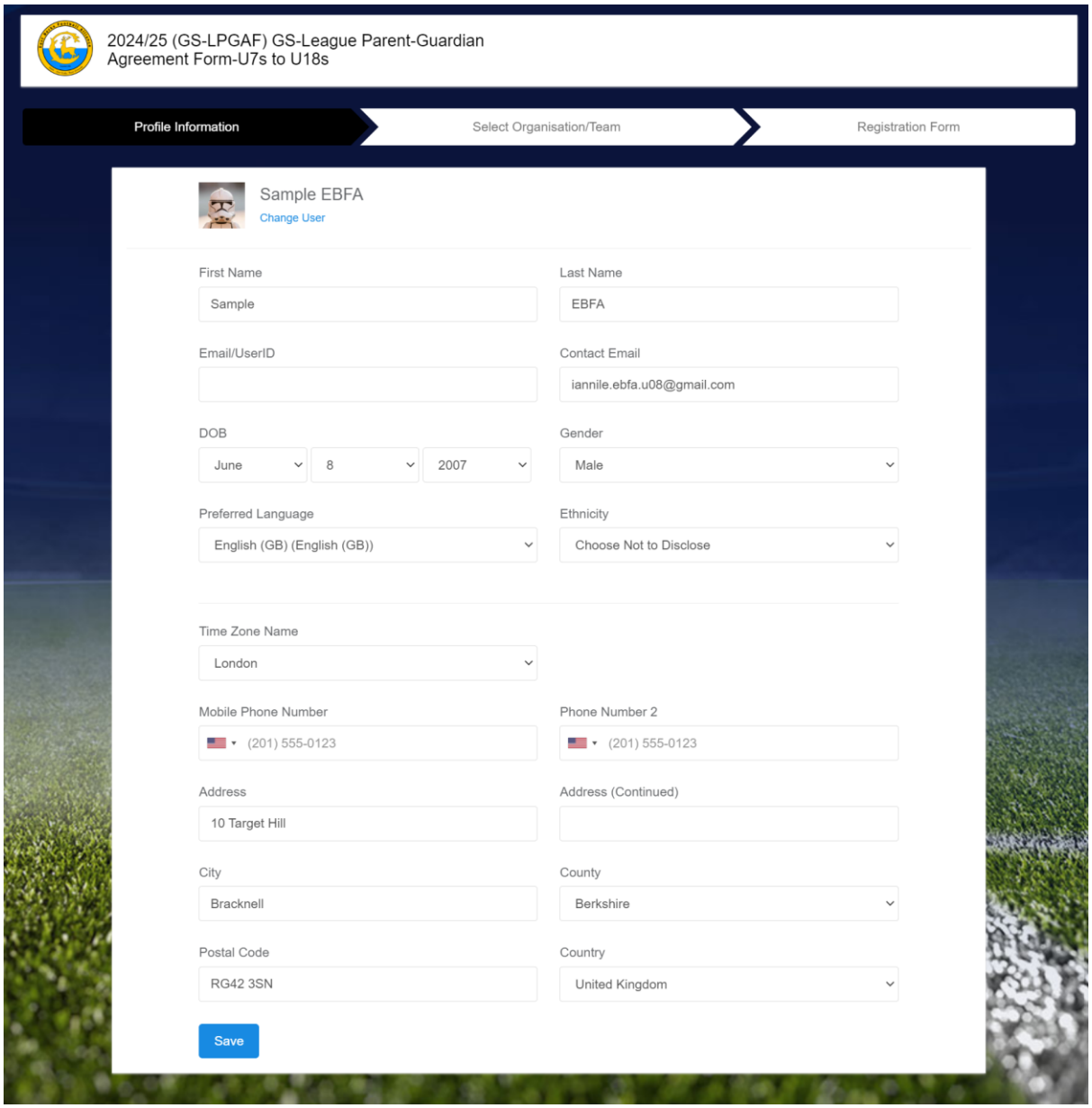


Click on <Start>



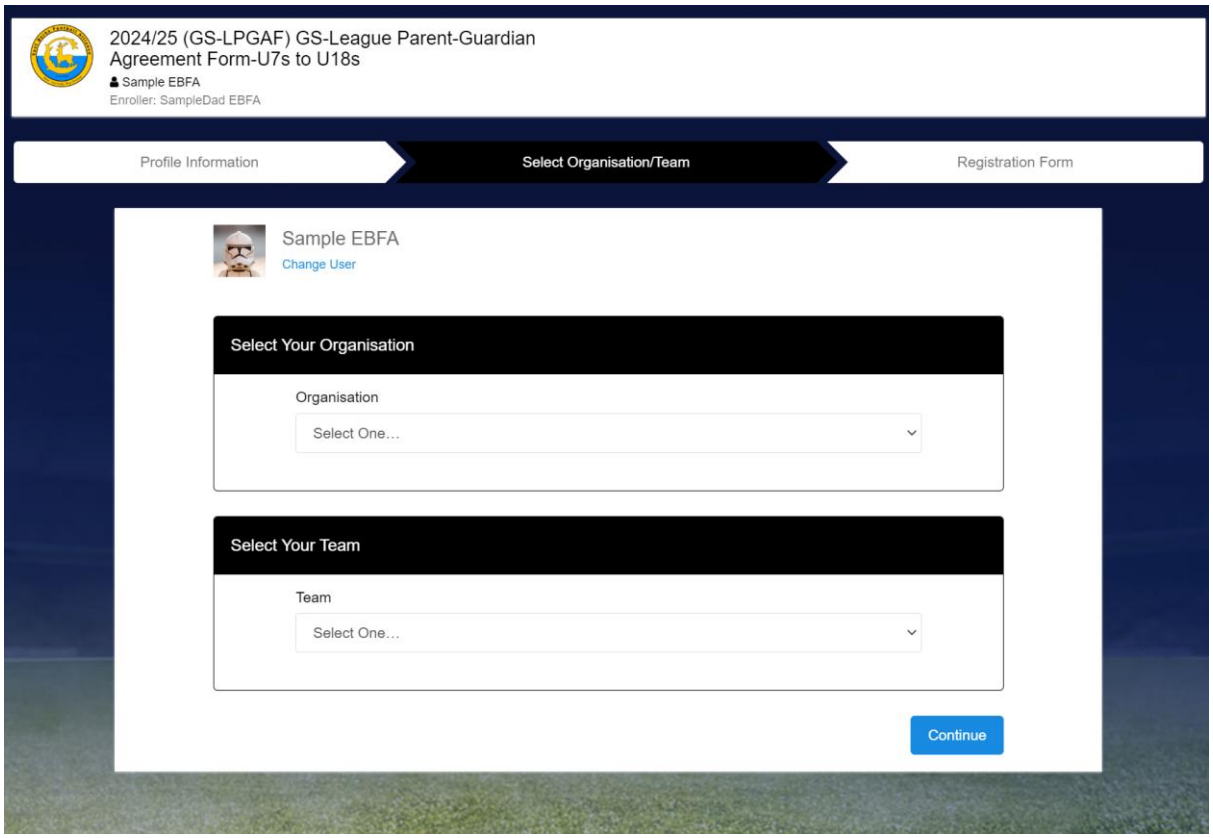
Click on Select for your Child

Check the Profile Information

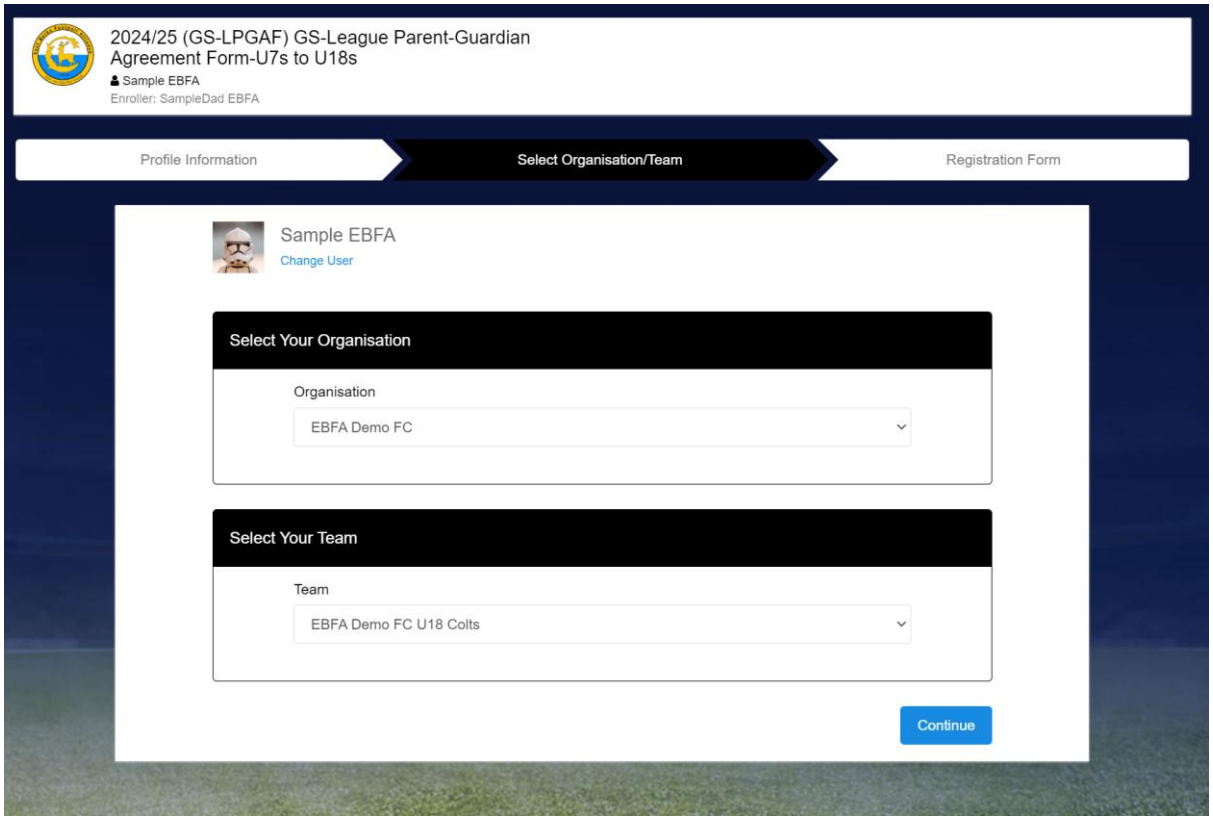


Press <Save> to Continue

Complete the Select Organisation (Club)/Team

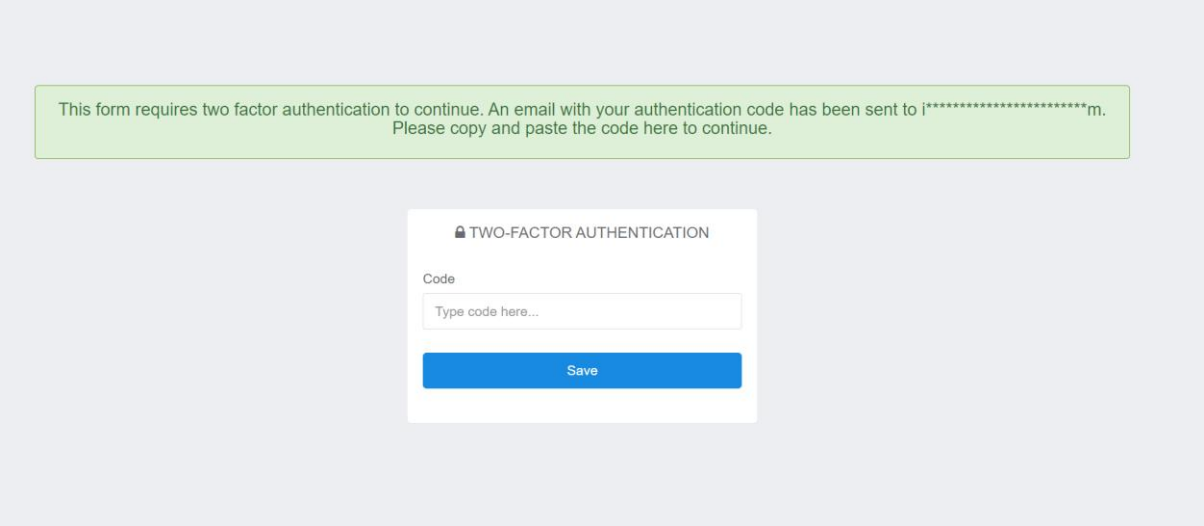


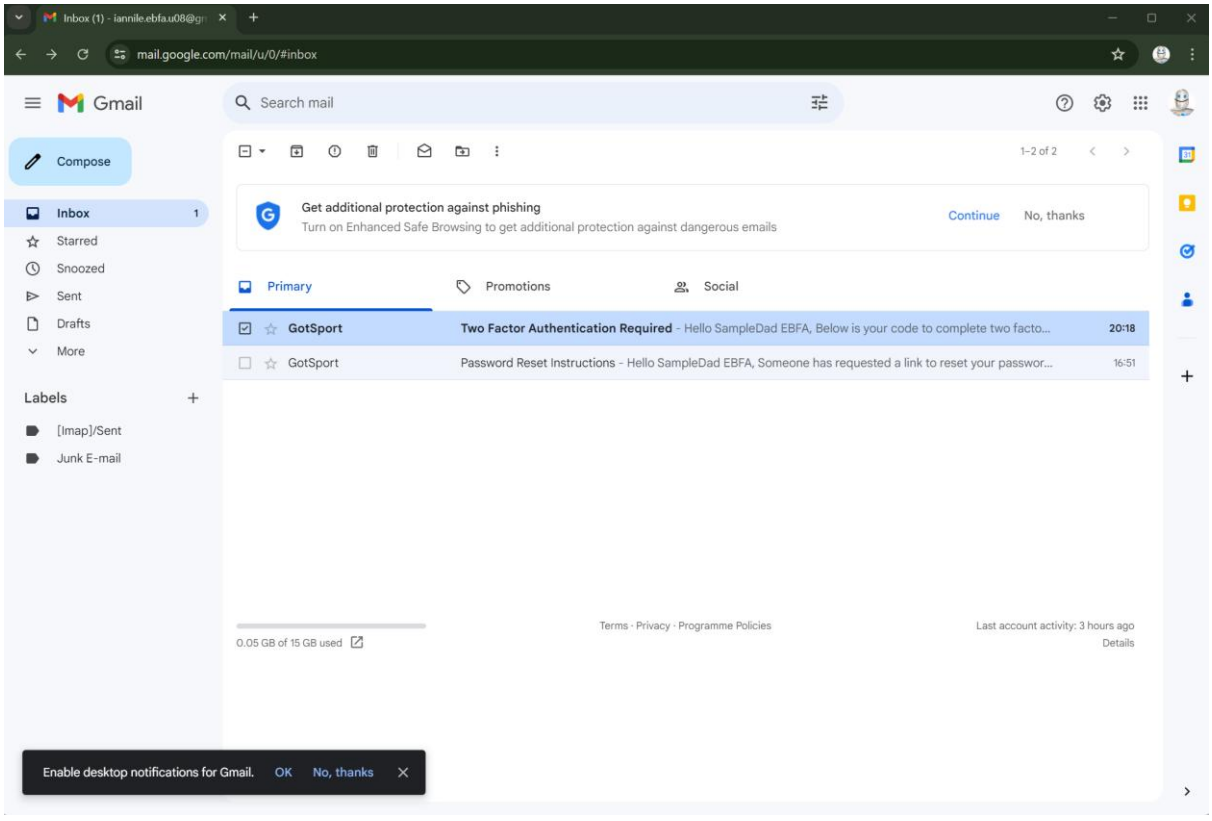
Selection Made

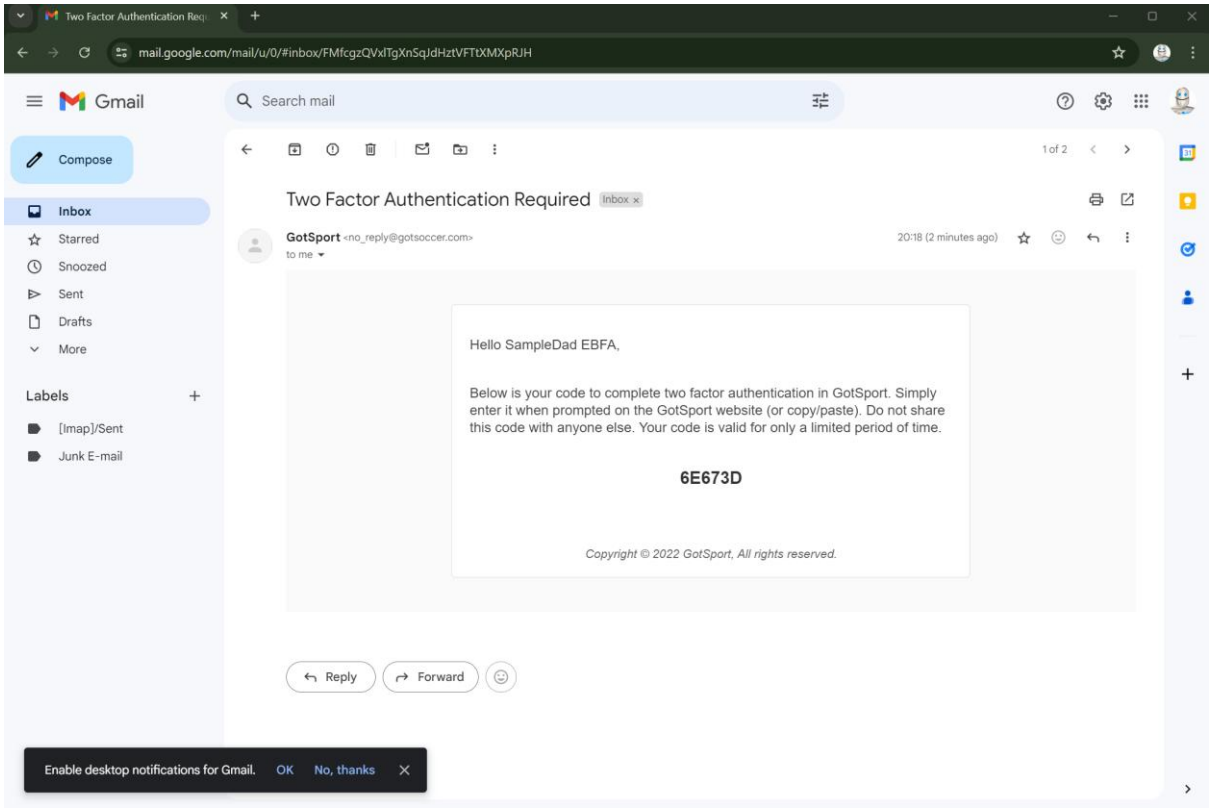


Press <Continue> button

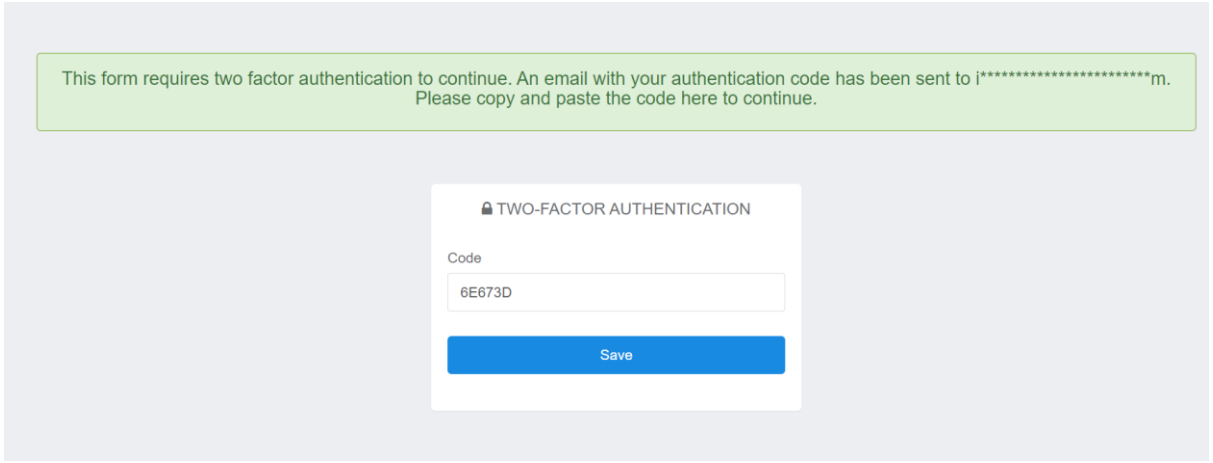
System now sends you a Two-Factor Authentication Email





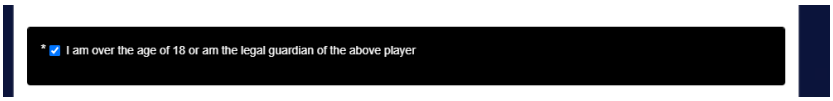


Enter the code and press <Save>)

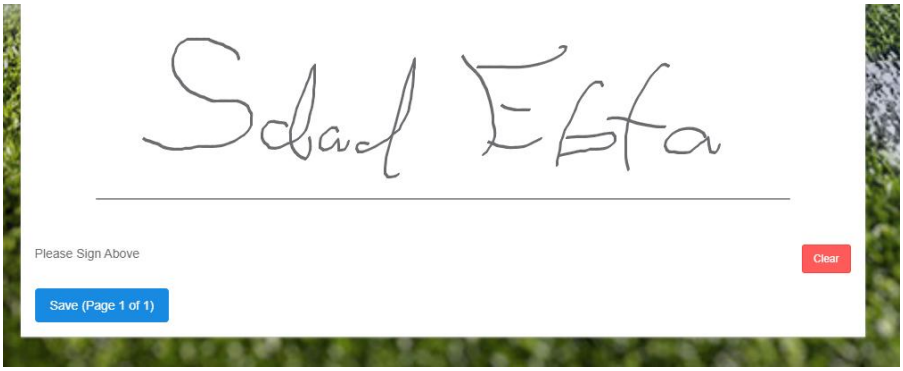


Read And Complete the Registration Form Section

After reading - Click the tick box

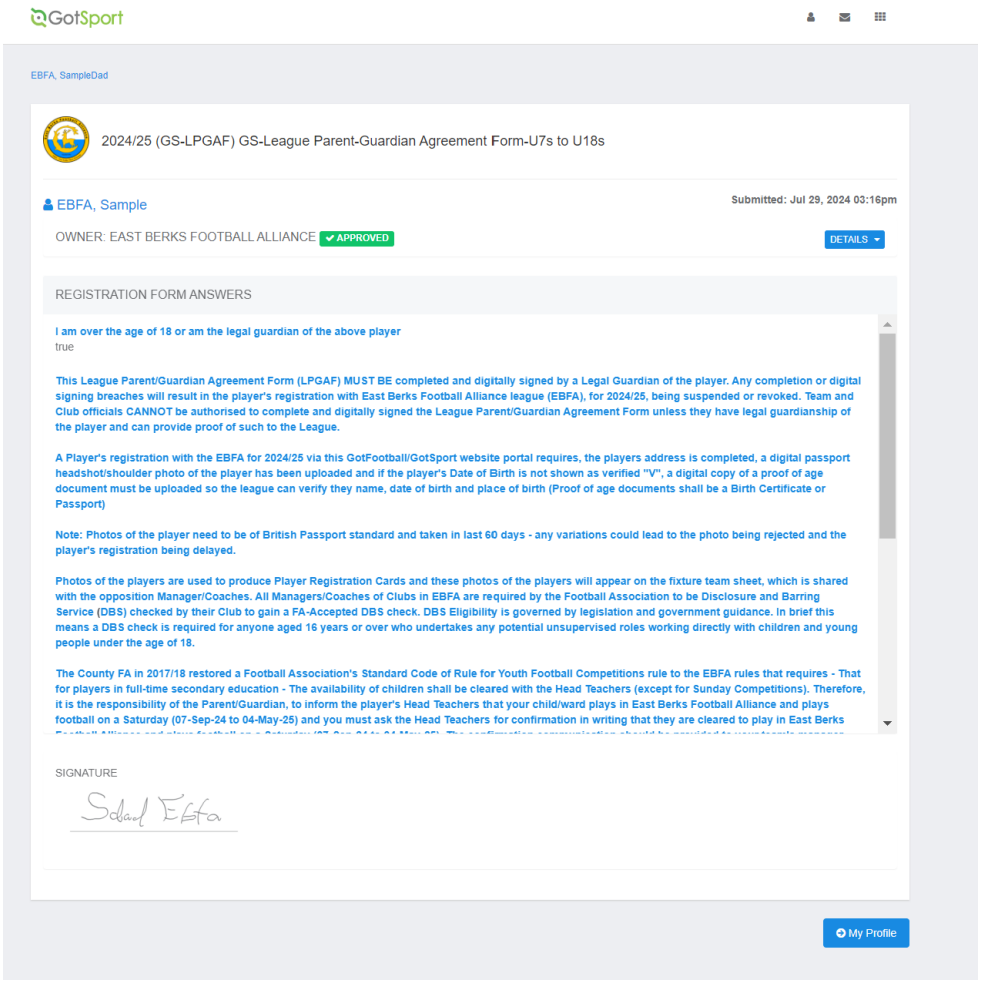


Sign the Form with mouse or touch screen



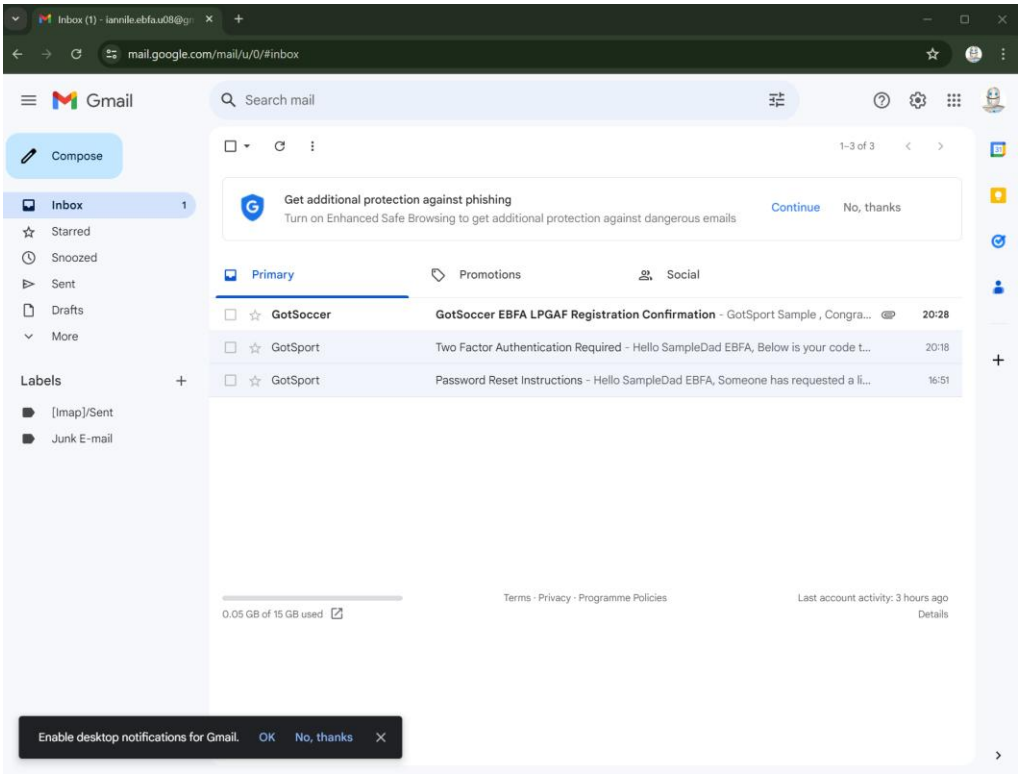
Click <Save (Page 1 of 1)> button

Confirmation that GS-LPAF has been approved by League



System also sends you a confirmation email

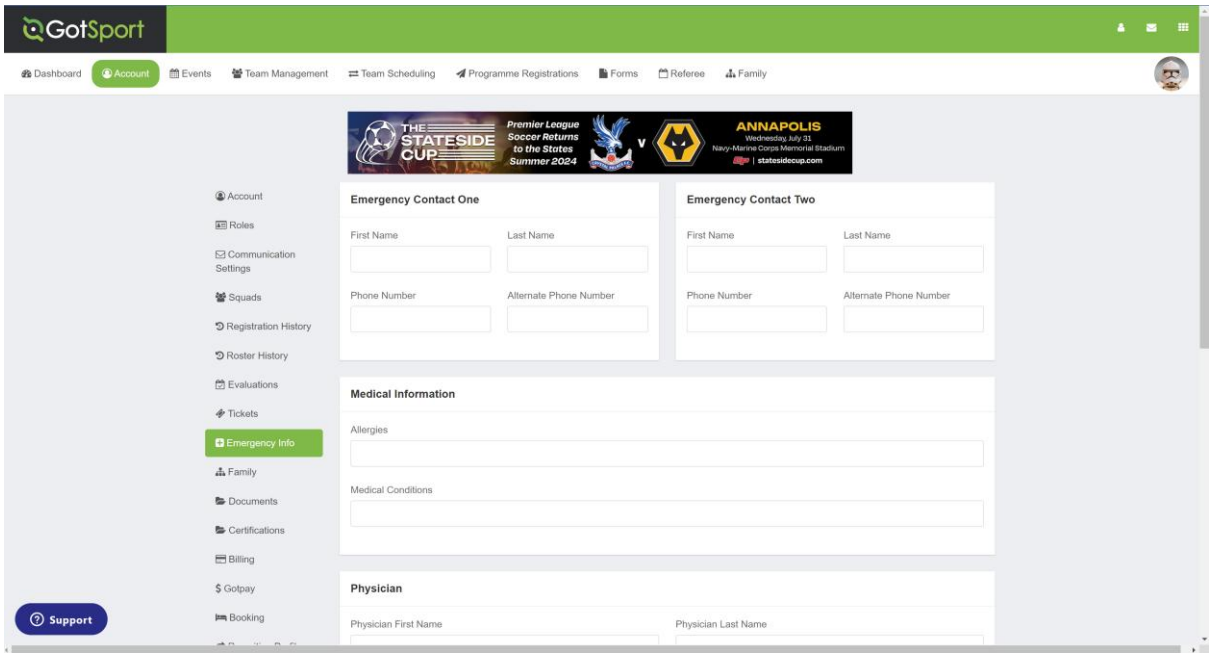
GS- LPGAF Confirmation Email



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

Account Extras – Emergency Contact One/Two and Medical Information

Select the Emergency Info



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

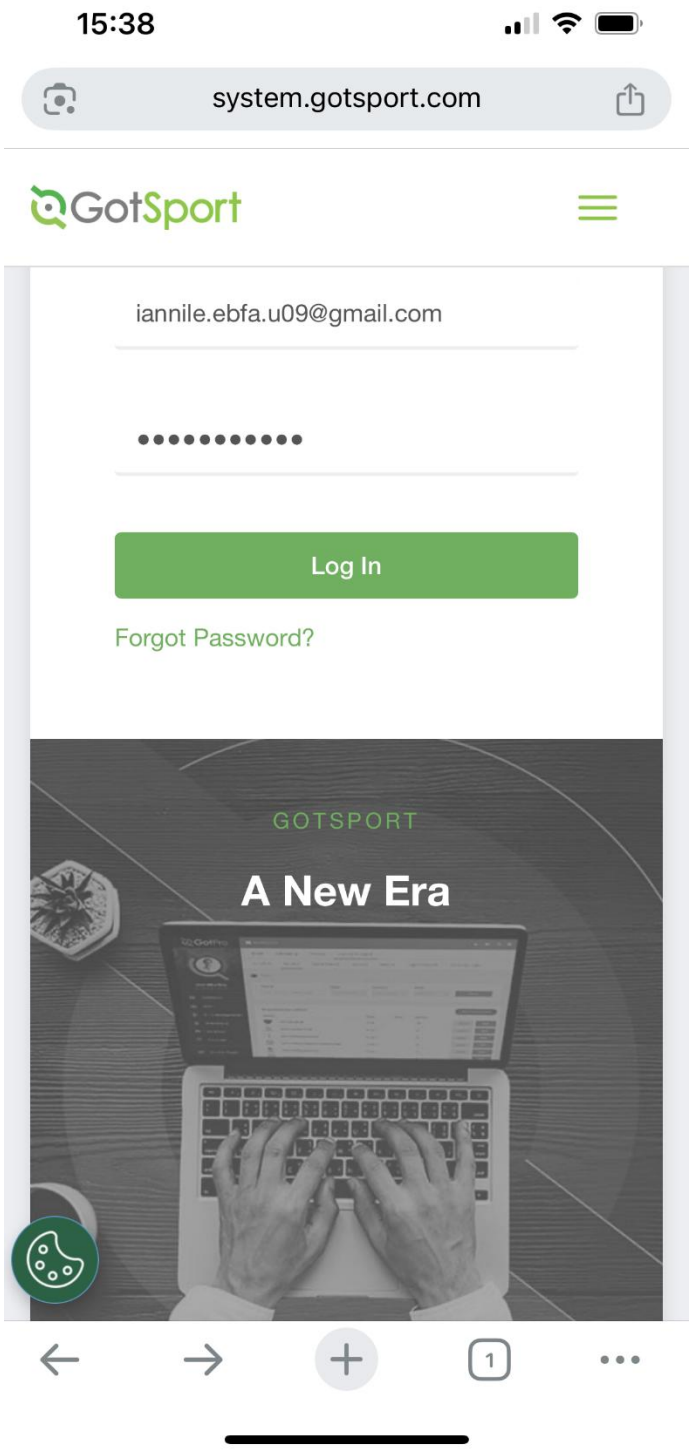
Press <Save> at the bottom of the screen.

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

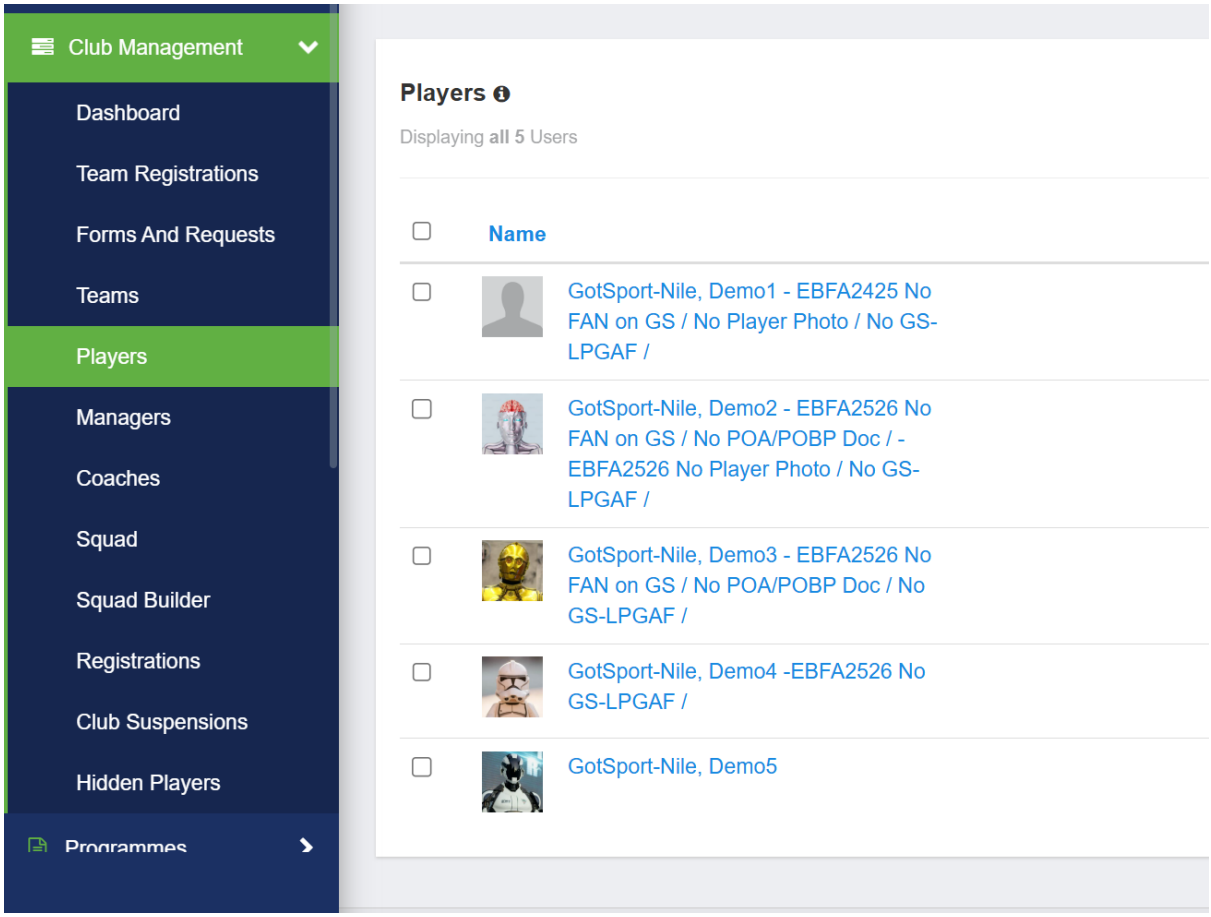
On mobile, use a browser to access GotSport using your parent/guardian email as the UserID

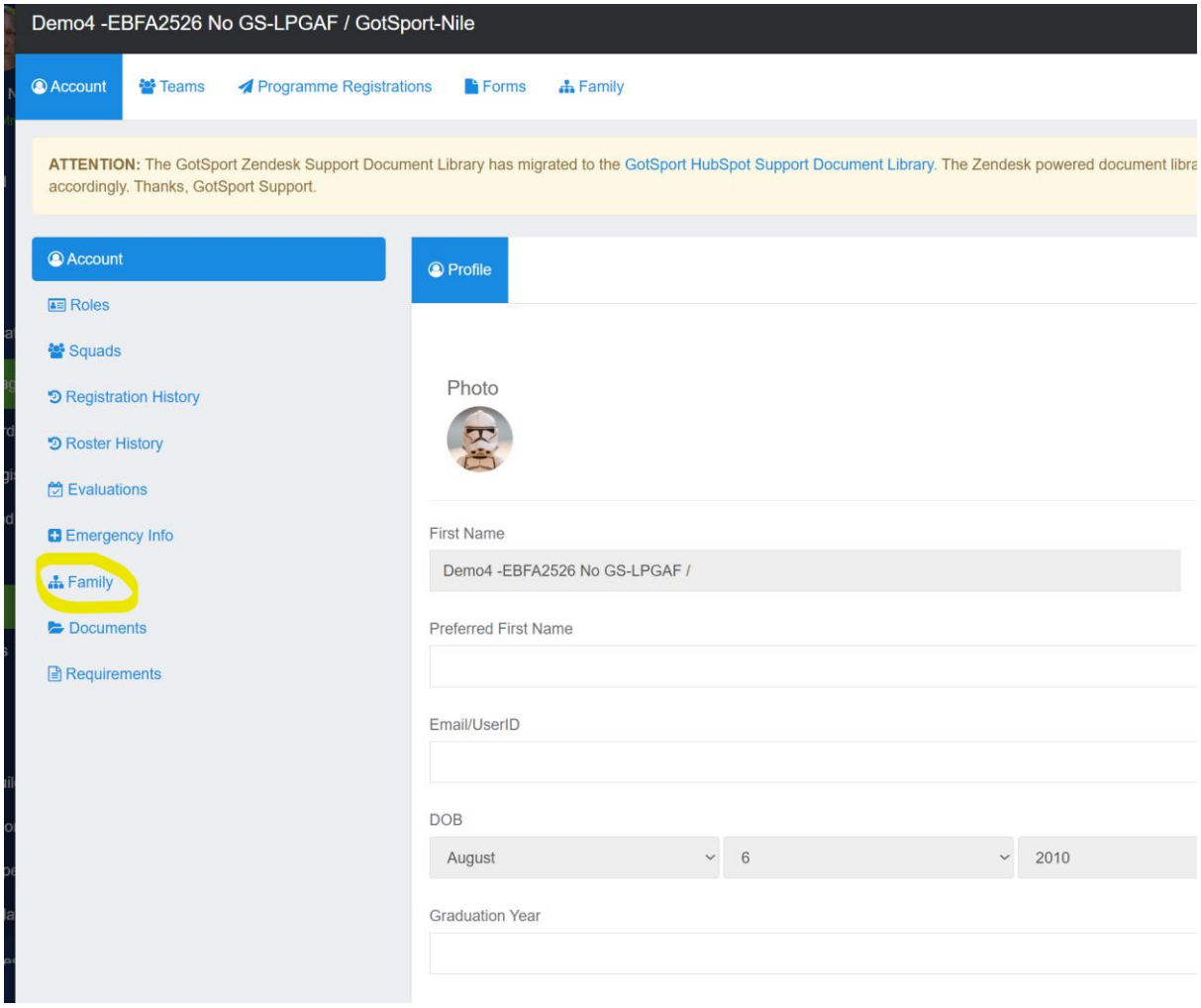
In this example

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

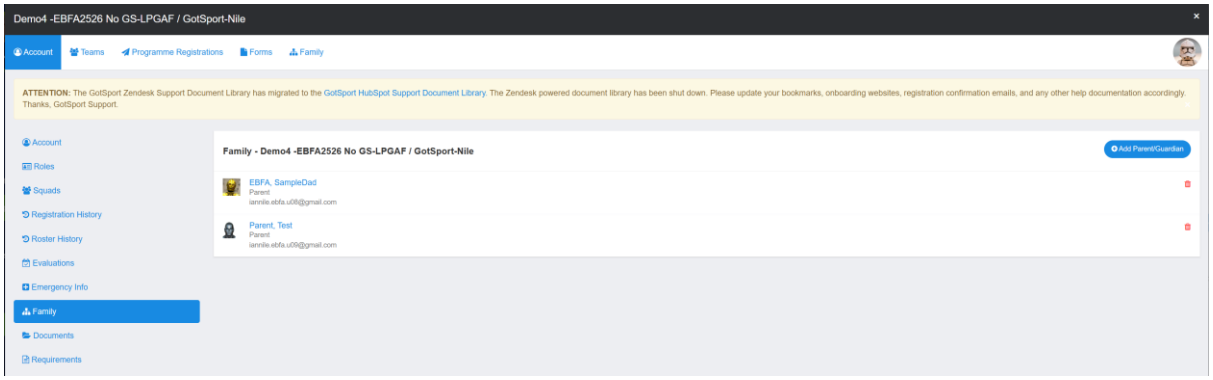


If you don't know your password, use the ‘Forgot Password?’ feature. If you do not get an email from GotSport, check your spam/junk folder and then ask your club contact to set a new password via Club Management / Player / {find and open player record by clicking on player's name}

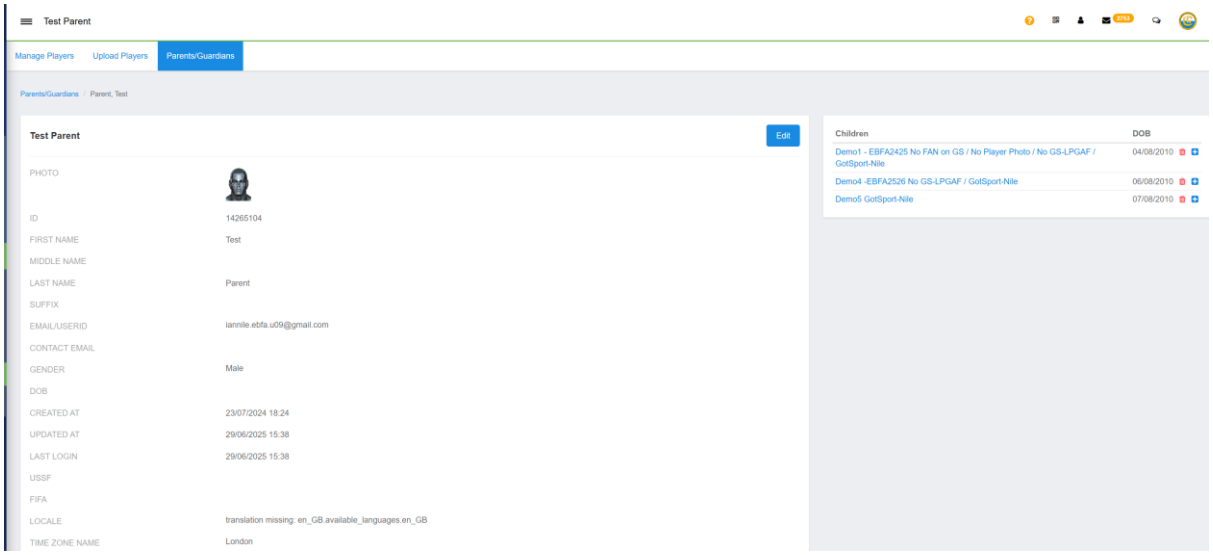


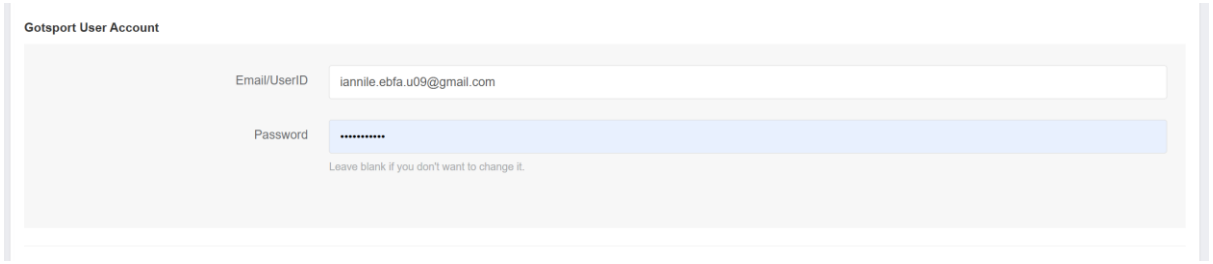


Then the club official should click on Family in the vertical menu (Show above).



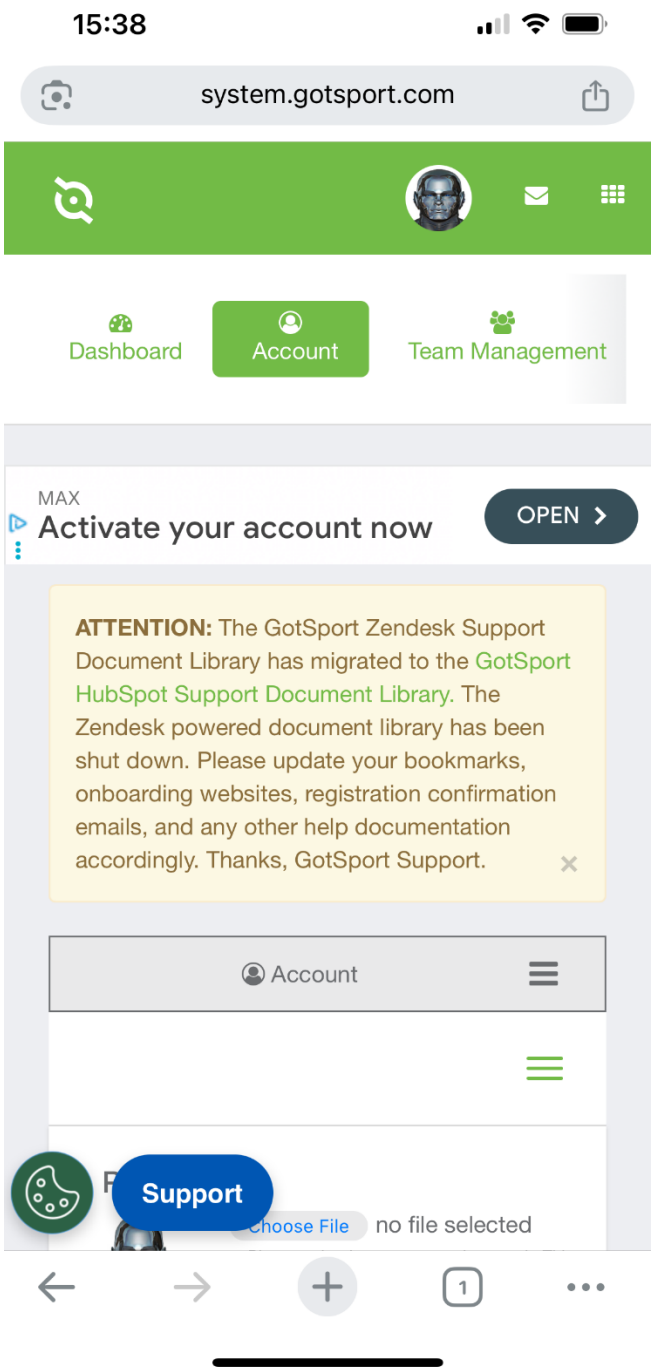
Then, click on the Parent/Guardian name to open the parent's record and click on <Edit> button to set a new password.



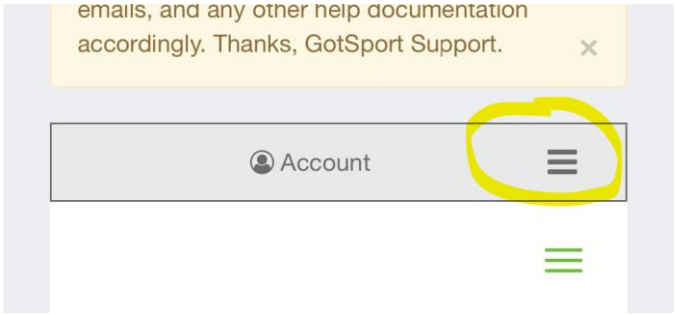


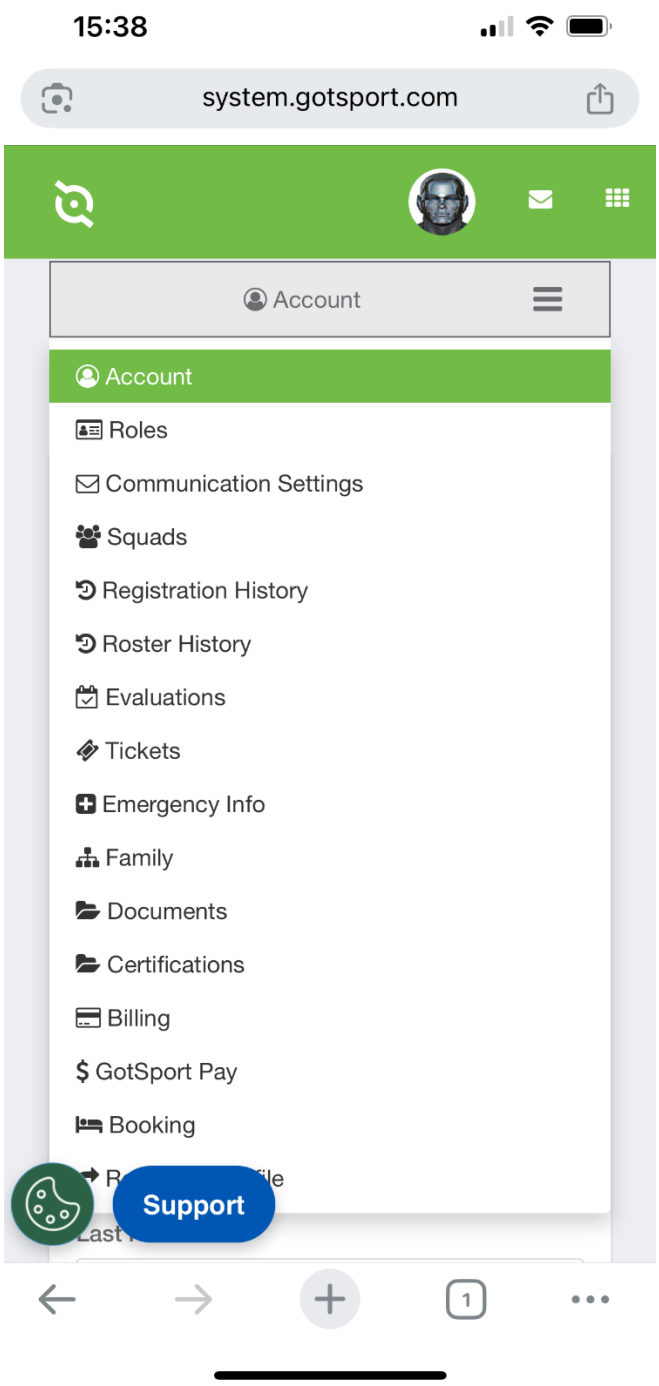
Then the club official lets the parent know the new password, which will allow the parent to log in, and the parent will be asked to set a new password.

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



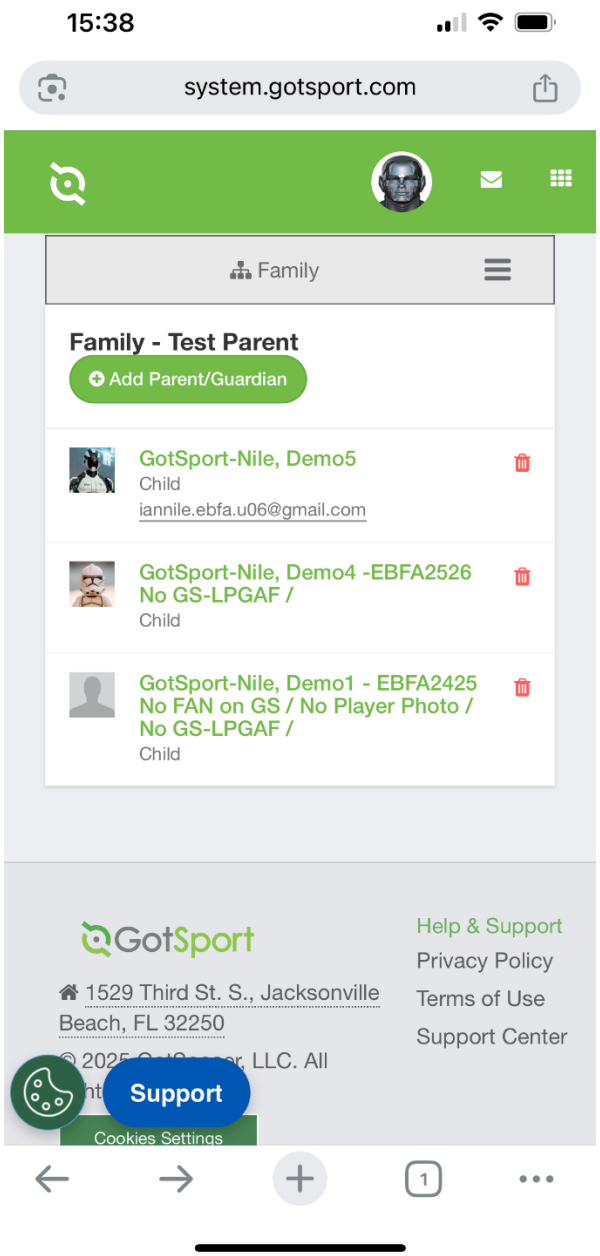
The parent should click on the three horizontal lines shown below, which will access menu options:





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

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

Photo

First Name

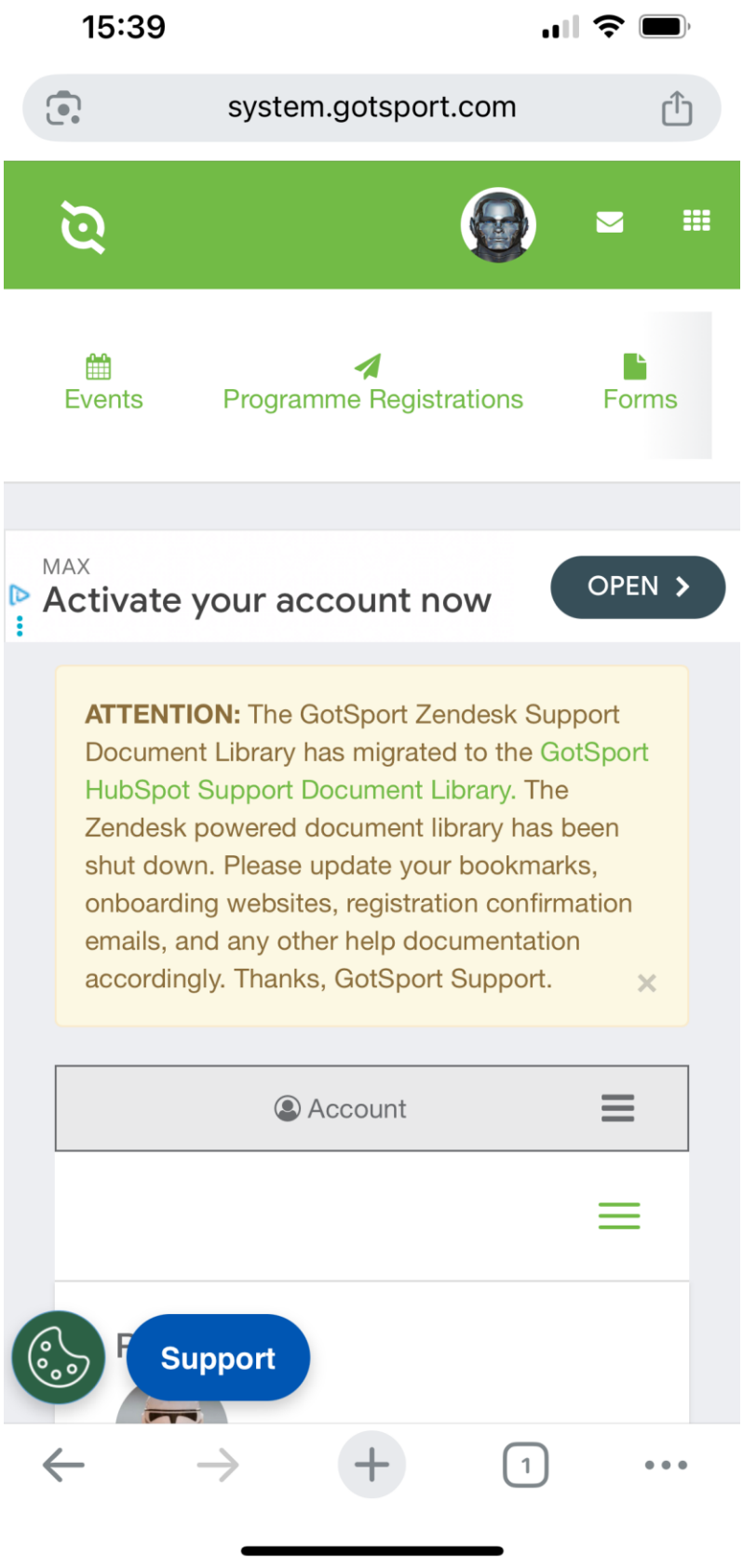
Demo4 -EBFA2526 No GS-LPGAF /

Middle Name

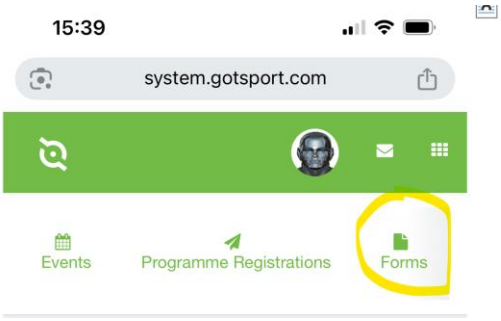
Support

Last Name

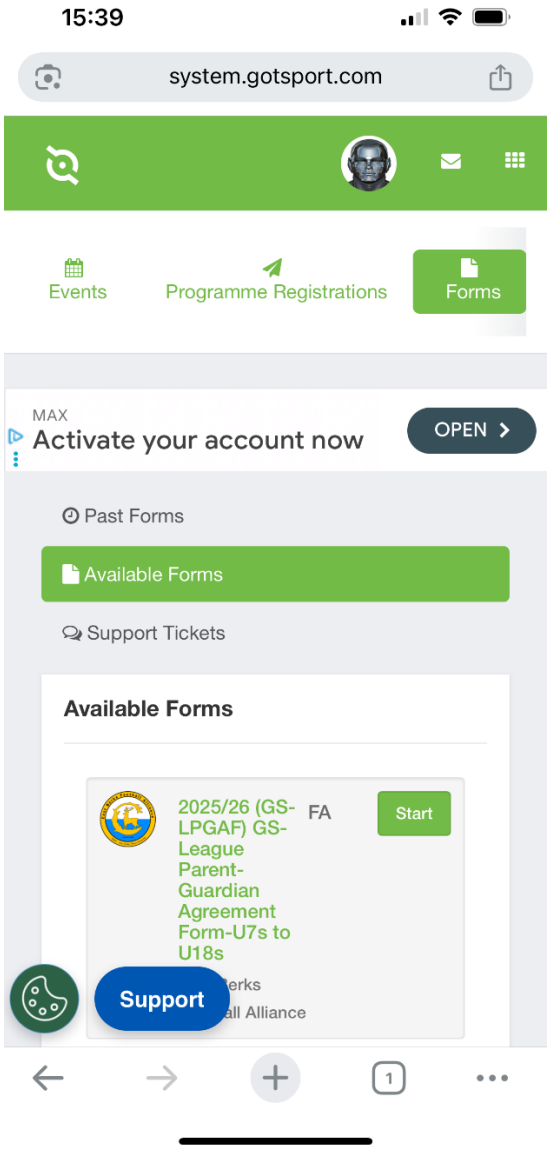
On this page, go to the top of the screen.

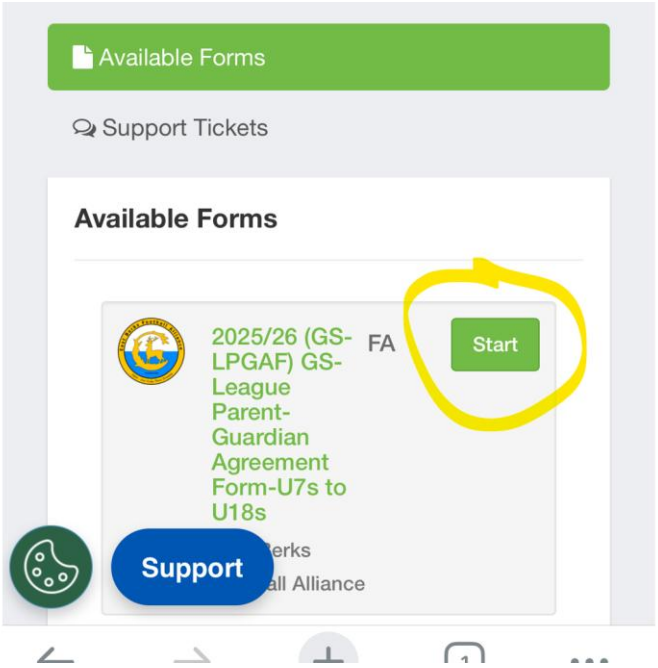


Move across the menu options to the furthest right button <Forms> and click <Forms>



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.

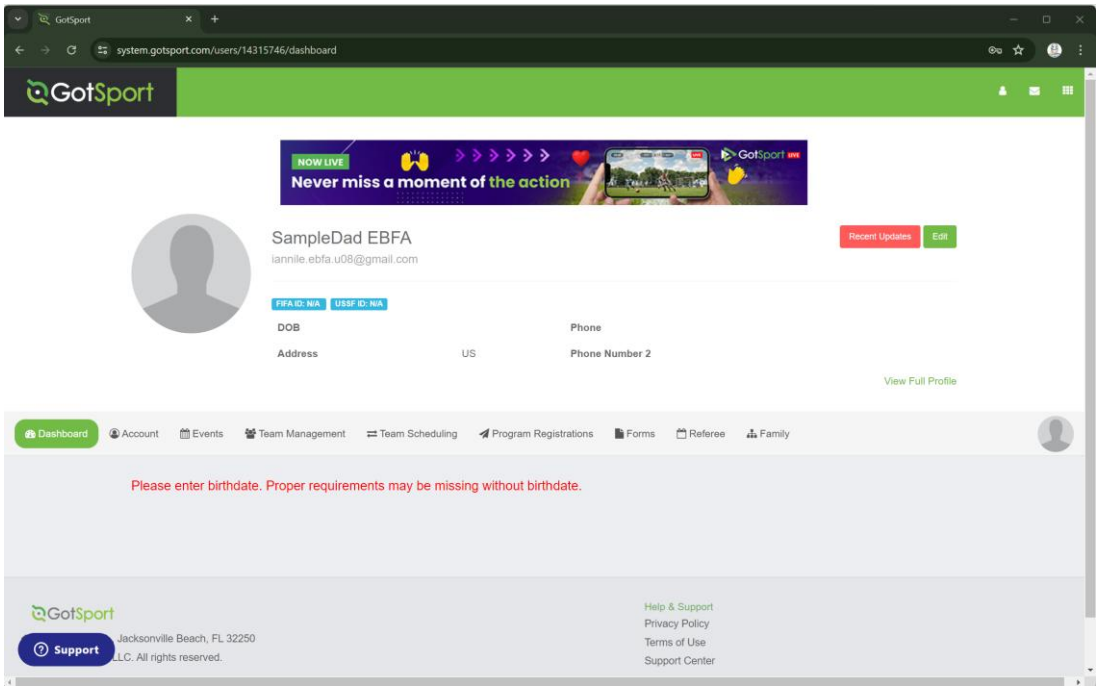
Player Data Enter or Update FAN

Requirements

Enter or Update Player FAN.

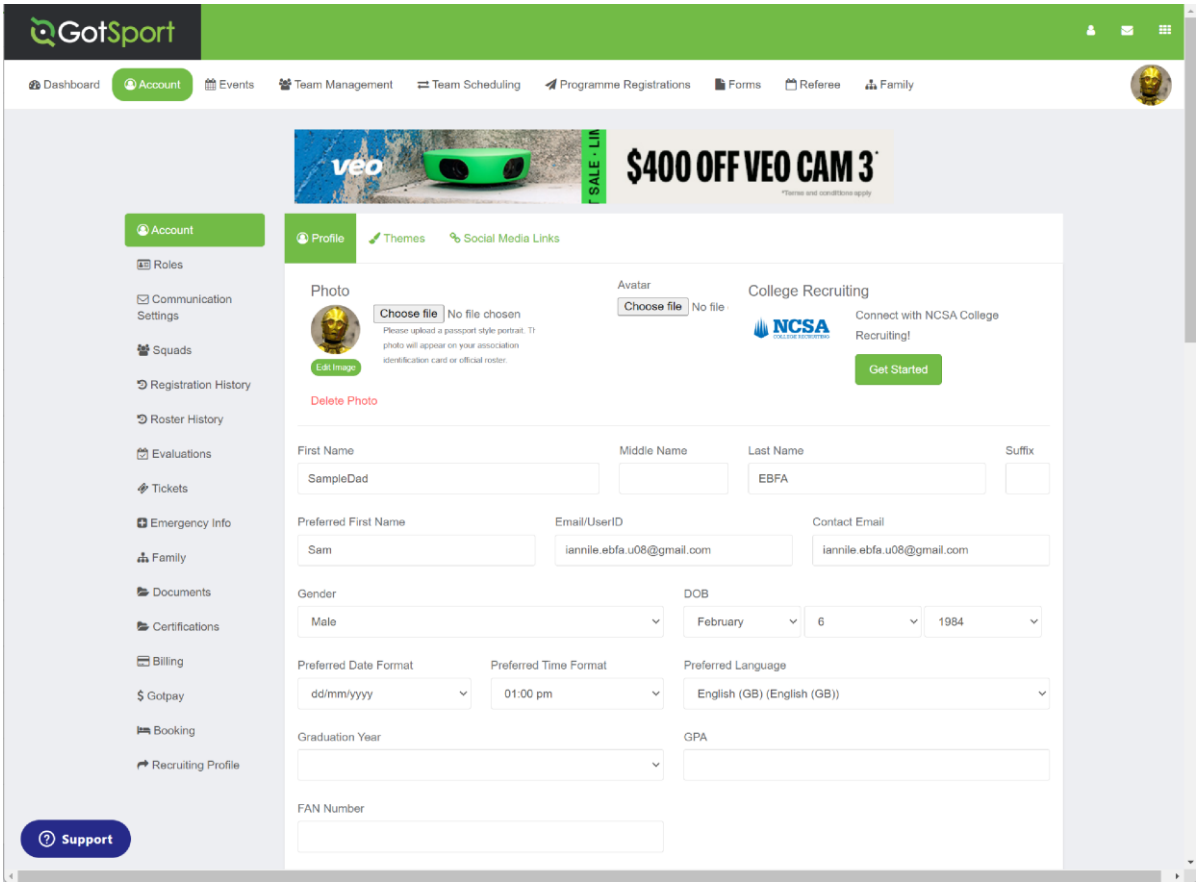
Log in to GotSport

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


GotSport
Dashboard
Account
Events
Team Management
Team Scheduling
Programme Registrations
Forms
Referee
Family
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Roles
Communication Settings
Squads
Registration History
Roster History
Evaluations
Tickets
Emergency Info
Family
Documents
Certifications
Billing
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Recruiting Profile
Support
Profile
Themes
Social Media Links
Photo
Choose file
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Avatar
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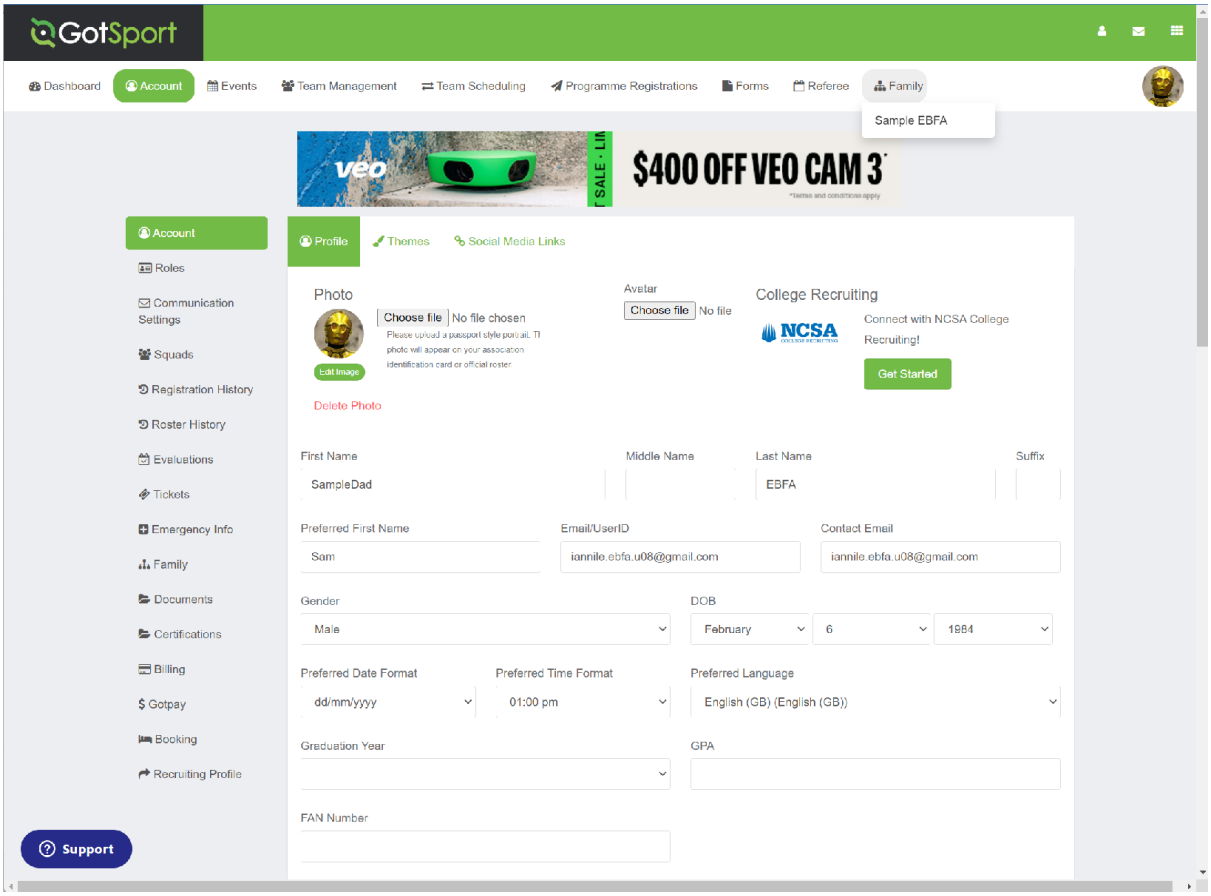
College Recruiting
NCSA
Connect with NCSA College Recruiting!
Get Started
First Name
SampleDad
Middle Name
Last Name
EBFA
Suffix
Preferred First Name
Sam
Email/UserID
iannile.ebfa.u08@gmail.com
Contact Email
iannile.ebfa.u08@gmail.com
Gender
Male
DOB
February
6
1984
Preferred Date Format
dd/mm/yyyy
Preferred Time Format
01:00 pm
Preferred Language
English (GB) (English (GB))
Graduation Year
GPA
FAN Number


GotSport
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Team Scheduling
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NCSA
Connect with NCSA College Recruiting!
Get Started
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Last Name
EBFA
Suffix
Preferred First Name
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iannile.ebfa.u08@gmail.com
Contact Email
iannile.ebfa.u08@gmail.com
Gender
Male
DOB
February
6
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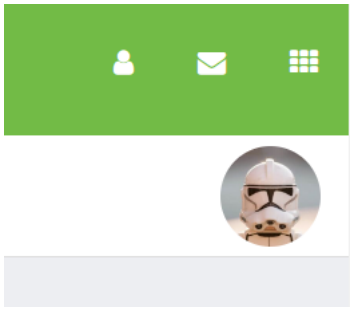
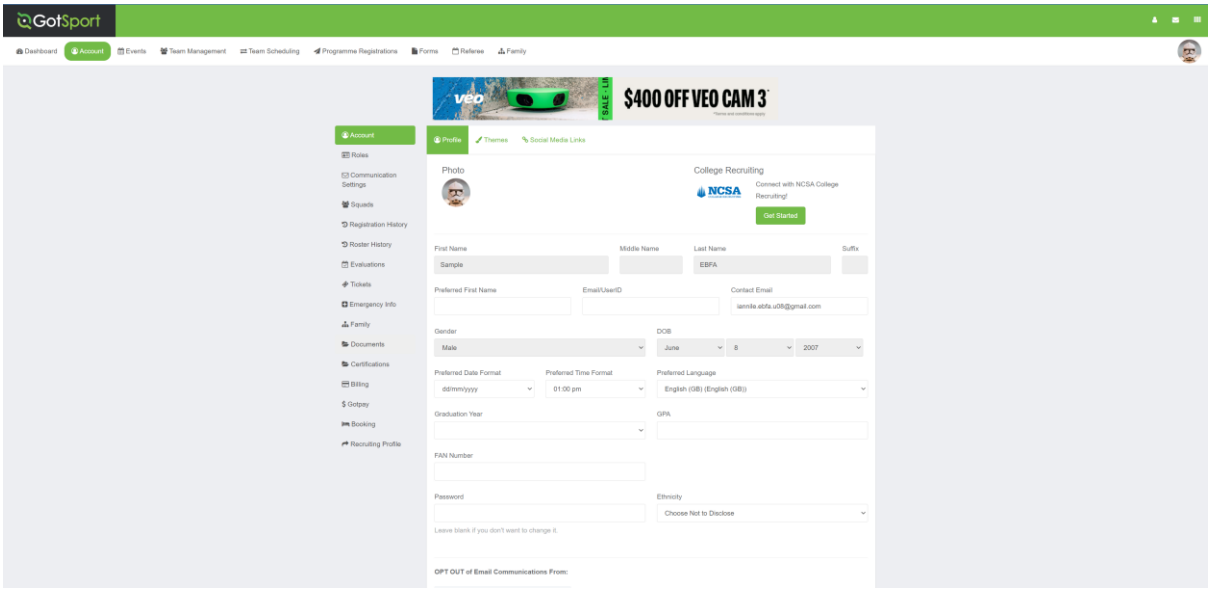
Preferred Date Format
dd/mm/yyyy
Preferred Time Format
01:00 pm
Preferred Language
English (GB) (English (GB))
Graduation Year
GPA
FAN Number

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



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

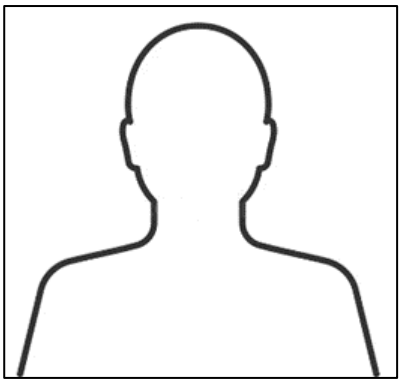
The Player's Photo uploaded to the EBFA GotSport system must be a digital Player Passport Style ID Photo taken in the last 3 months:

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

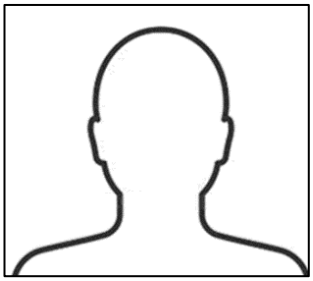
Look straight into the camera
Have a neutral facial expression and be sure your mouth is closed
Do not cover your face.
Have a contrast background on the photo (plain cream or light grey).
Your eyes have to be open.
Face has to be visible and not covered by trophies, sunglasses, glasses frames, tinted 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.



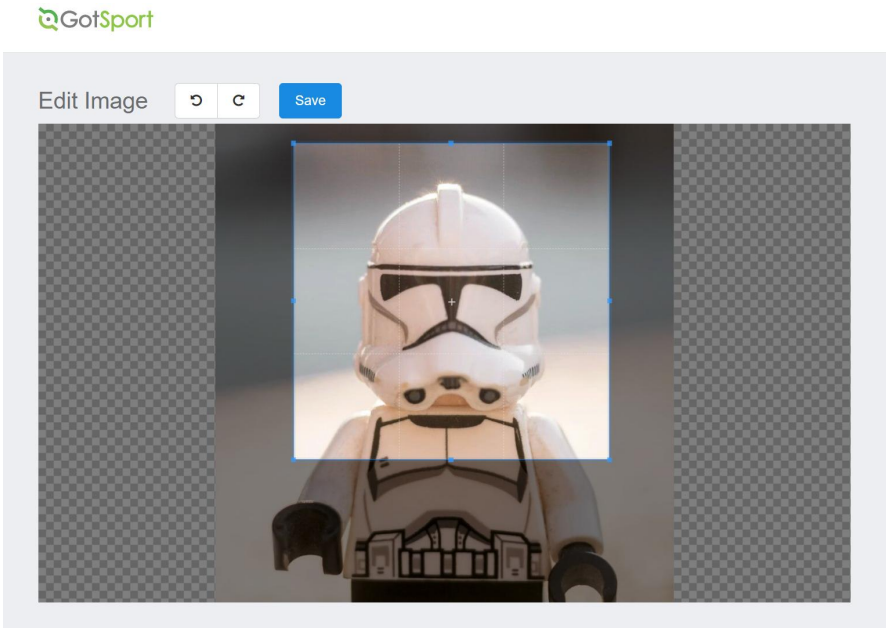
Digital Camera or Smart Phone Upload to GotSport



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)



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!!