



## Guidance on Downloading and Checking League Squad Lists / Teams Sheets

### 1. Introduction

In addition to the master team admin guide, this is a key topic when it comes to league fixtures especially at the start of the season.

**For all league team managers and team admins, this is how you know which of your players are in fact registered with the league and so can be selected to play in upcoming games. And what you need to if any of your players are missing.**

Ahead of any league fixture weekend, if you identify any last minute issues regarding missing players, **midday on Wednesdays** will be our Player Registration Secretary's normal deadline to sort out any league player registrations in time for the forthcoming weekend.

### 2. Downloading Your Latest Squad Lists / Team Sheets

See the steps below to download your very latest Squad Lists (aka Team Sheets) from the FA system. **All team managers and team admins should be able to do this yourselves and these lists are now the definitive record of who is registered to play for your team.**

**League team managers will also need these on match days ready to show the opposition and the referee (if you have one).** The opposition teams should be doing the same! You can download and save them on your phone and/or print.

**Step 1** - Log in directly to the FA's new Club Portal using your FA login credentials (e-mail plus password) <https://clubs.thefa.com> Any access issues, let the Club Secretary know.

**Step 2** - Click on "**Players**" in the left hand column.

**Step 3** - Then click on the "**Export**" button on the right hand side. You can then select the Squad List of the team you want to download - all league teams to which you are linked will appear in the drop down list.

Select a team and then click on the "Confirm" button - please note that you may need to click on the "Confirm" button twice to activate.

**Step 4** - You may then receive an email to confirm the new document has been created. While still logged in to the Club Portal, now click on "**My Club**" in the left hand column and then select the "**Documentation**" tab and in "**My Downloads**" you will see your Squad List there ready to download.

**Step 5** - The file will then be downloaded to the device you're using - it may not pop up and open on your device automatically but it will have been downloaded as a pdf to the device you are

using, so please check your recent downloads folder. You can then save the pdf to that device ready to present on match day and/or print off a copy.

The FA publish their own how to guide for the above:

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001146406-download-a-squad-list>

### **3. Missing Players**

If any players are missing from your Squad List who you are expecting to be there and you're not already in touch with our Player Registration Secretary about them, then please contact our Player Registration Secretary asap. Please note that there can be a 24/48 hr time lag, but if they are fully registered with the league on a Thursday, they should appear on your Squad List by Saturday morning.

### **4. Missing Coaches and Missing Coaches' Photos**

It will also be clear when you look at your Squad List if there are any missing coaches and if there are any missing photos of coaches. All coaches who may be in the technical area on match days must be listed with a photo.

For any missing coaches, please contact the Club Secretary. Note that Clubs cannot link a coach to a team until they have in-date DBS and FA Safeguarding Children qualifications. (Plus note that the league now also requires all coaches to have an in-date FA First Aid qualification.)

For any missing photos of coaches, coaches need to log onto <https://myaccount.thefa.com/> using their own FA login credentials (e-mail plus password), click on the missing profile photo next to their name and upload a photo - please chase up your coaches to do so.

### **5. Player Data**

The Squad Lists may also list emergency contact details for some of your players. Please bear in mind that this personal data is on the sheet (as well as your players' names and photos) so please look after your sheets and delete/destroy any copies of old ones you no longer need.

### **6. The FA Matchday App**

If you use the FA's Matchday App, you can also see your league registered players listed there. But please note we've found in the past that the Matchday App does not always pull across up-to-date player registration data.

The latest Squad List (see above) is the definitive record of who is registered to play for your team. So the safest course of action is to download the actual Squad List (as above) and only use the Matchday App as a back-up.

### **7. FA Full Time Public Website**

Please note that since the start of the 24/25 season the FA Full Time public website no longer lists the names of youth players registered with a youth league team.