**BCFA Club Admin Portal – Notes for Club Secretary**

All Teams created in the portal should align to the age group category that the Club has submitted to your local County FA – see Q & A below for examples

When in the Club Admin portal all fields in a section that are in blue font are Mandatory

You must complete all the Club sections in the Club Admin portal. Until you have completed this you will not be able to submit your League application.

Please enter mobile numbers starting with 0

If creating new teams please try to follow the naming convention already in use for your Club. It has been set this way to align with the naming convention in WGS to make cross verification of teams easier.

Where manager names are not known this has defaulted to Unknown and requires updating.

Where email addresses are not known these have been defaulted to [tbc@tbc.com](mailto:tbc@tbc.com) and require updating.

If you have any issues please email [Laurence.bough@bcfayl.co.uk](mailto:Laurence.bough@bcfayl.co.uk) or call 07757753126 between 8pm - 9pm in the evening

**Frequent Q & A**

Q1 How to I setup a Girls Team that is playing down an Age Group

A1 Example girls team affiliated as “Local Club Girls U9 Lionesses”. This would be set up in the Portal as below where the (D) in brackets informs the League that you want to team to play down an Age Group. So this team would be assigned to an U8 Division

Team Name Age Group Category

Local Club Girls Lionesses (D) U9 Girls

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Q2 How do I setup a Boys Team that is playing up an Age Group

A2 Example boys team affiliated as “Local Club U9 Reds”. This would be set up in the Portal as below where the (U) in brackets informs the League that you want to team to play up an Age Group. So this team would be assigned to an U10 Division

Team Name Age Group Category

Local Club Reds (U) U9 Boys

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Q3 My team has folded before the season starts how can I get a membership refund

A3 TBC. Updates will be given in the News section

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Q4 Can I load my sponsor details against my team

A4 This functionality is currently being implemented and will be released before the season commences. Updates will be given in the News section

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Q5 My team has folded how do I remove them

A5 When teams fold then you just need to change their status from active to inactive. They will only then be visible in the Club portal

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Q6 My team is showing against the wrong division

A6 Contact the League who will reassign the team to the correct Division

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Q7 My login is no longer working

A7 Contact the League who will regenerate a new unique login id

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Q8 I want another member of my Club to have access as they deal with a lot of the admin tasks

A8 In the Club Detail Section add them as an additional Secretary contact

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Q9 I am no longer the League Secretary for my Club

A9 Use Contact form to inform the League who will generate a new unique login for the replacement Club Secretary

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