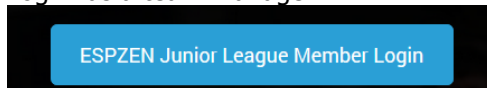


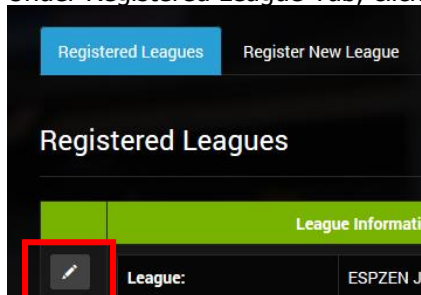
User Guide on Player Registration and Photo Upload Function

To register your players, please follow the instructions below:

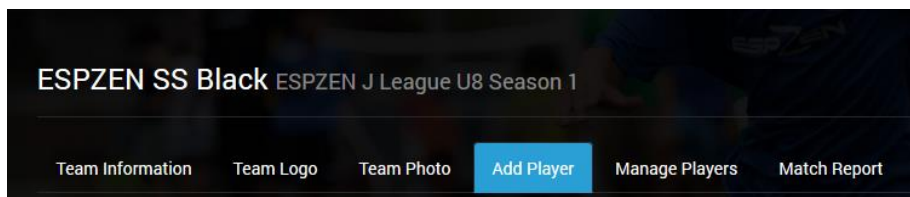
- 1) Log in as a team manager



- 2) Under Registered League Tab, click on the Manage Team Information icon



- 3) In manager admin page, click on "Add Players"



- 4) Then click on "Add Player" to start registering
- 5) For every player you will require his / her
 - a. Full Name As per the NRIC / Passport
 - b. Gender
 - c. Date of Birth
 - d. Nationality
 - e. Country of Origin
 - f. Playing Position

All fields with * are required fields

* First Name

* Last Name

* Gender

* Birth Date

* Nationality

* Country of Birth

Parent Name

Parent Contact Number

Parent Email

* Position

Jersey No

Player Description

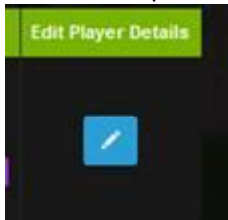
- 6) Once information has been inserted, click "Add Player"
- 7) Repeat the steps for registration of other players.

Manage Players

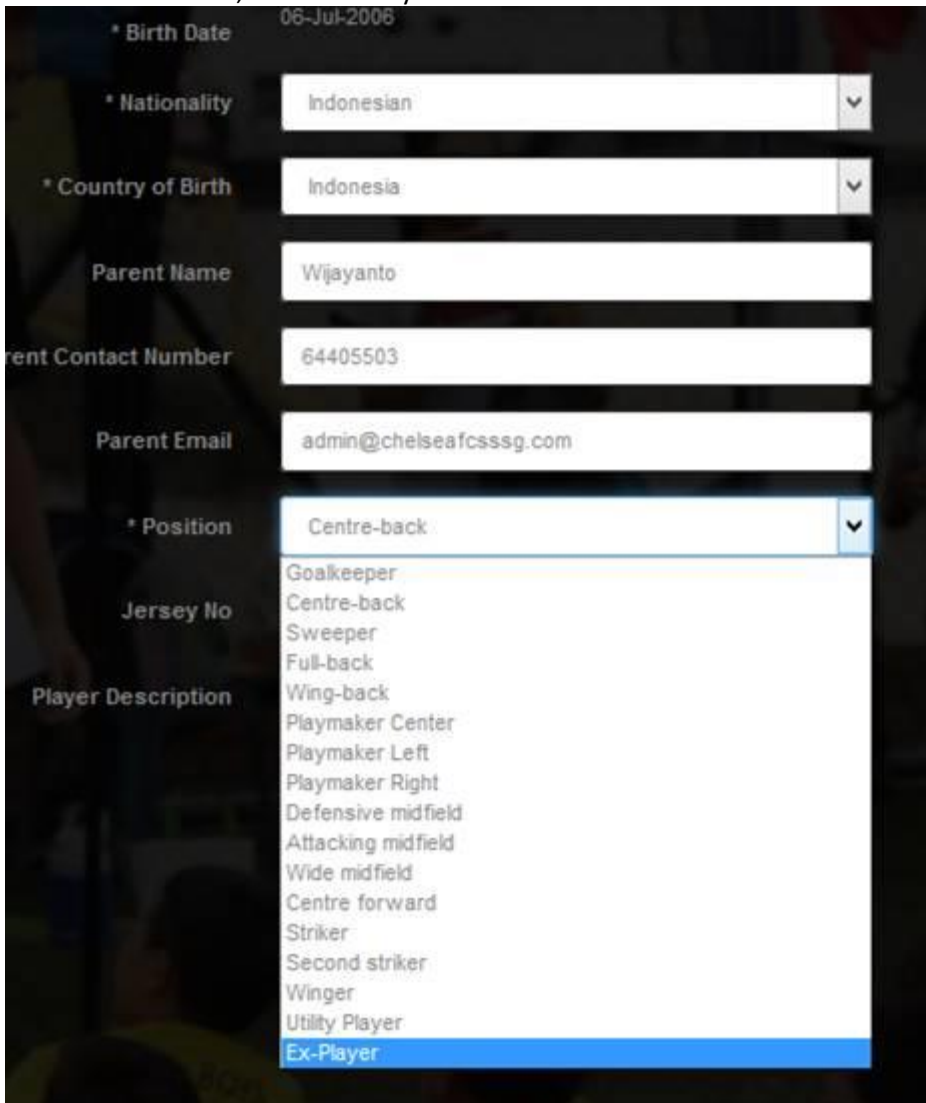
- 1) Delete players is not available in the manage players function.
- 2) To remove the player, go to Manage Player Tab

Photos	Name	Gender	Jersey No	Position	Date of Birth	Nationality	NRIC/ Passport Status	Edit Player Details
Active Player Ex-Players								

- 3) Click on the pencil icon on the right hand side and choose Edit Information



- 4) In the Position field, Select Ex-Player



A screenshot of a player information form. The form has a dark background with white text and input fields. The fields are as follows:

- * Birth Date: 06-Jul-2006
- * Nationality: Indonesian (dropdown menu)
- * Country of Birth: Indonesia (dropdown menu)
- Parent Name: Wijayanto
- Parent Contact Number: 64405503
- Parent Email: admin@chelseafc.ssg.com
- * Position: Centre-back (dropdown menu)
- Jersey No: (empty field)
- Player Description: (empty field)

The dropdown menu for the Position field is open, showing a list of player positions. The "Ex-Player" option is highlighted in blue at the bottom of the list.

Position
Goalkeeper
Centre-back
Sweeper
Full-back
Wing-back
Playmaker Center
Playmaker Left
Playmaker Right
Defensive midfield
Attacking midfield
Wide midfield
Centre forward
Striker
Second striker
Winger
Utility Player
Ex-Player



- 5) To view all Active and Ex-Players, click the link Active Player | Ex-Players under Manage Players Tab



IMPORTANT NOTES:

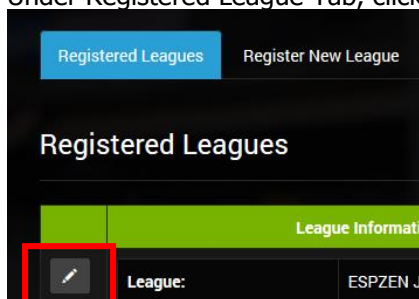
- Once you add a player you cannot edit the locked fields: First Name, Last Name, Birth Date, Gender
- If you want to edit the locked field please contact administrator jleague@espzen.com
- Upload NRIC and player photos and wait for the administrator to approve.
- Player will only be allowed to play once player NRIC and photo has been uploaded and validated.

Upload Team and Player Photo

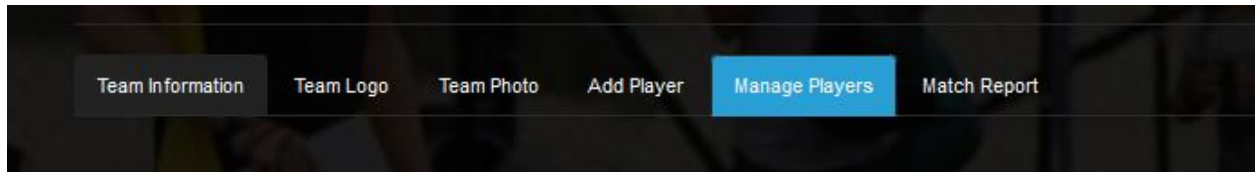
1. Log in to your Team Profile through this link





2. Under Registered League Tab, click on the Manage Team Information icon



3. Then go to Manage Players Tab



4. On the right hand side, click on the pencil icon, choose Upload Player Photo

Gender	Jersey No	Position	Date of Birth	Nationality	NRIC/ Passport Status	Edit Player Details
Male	0	Full-back	30-Sep-2004 11 year(s) old	Singaporean	No Uploaded NRIC/Passport Found Player is not allowed to play	 Edit Information Upload Player Photo Upload NRIC
Male	0	Wing-back	02-Nov-2004 11 year(s)	Singaporean	No Uploaded NRIC/Passport Found	

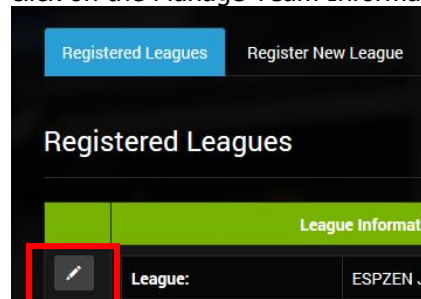
5. Follow the steps:
- Step 1 – Upload Player Photo
Ensure to follow this guidelines:
 - File size must be less than 1 MB
 - Image must be in .jpg format
 - Please be patient while your file uploads, this could take up to 1 minute before the picture appears
 - Click on Browse and locate the file.
 - Crop the photo then click on Upload

6. To Upload NRIC or Passport copy, On the right hand side, click on the pencil icon, choose Upload NRIC

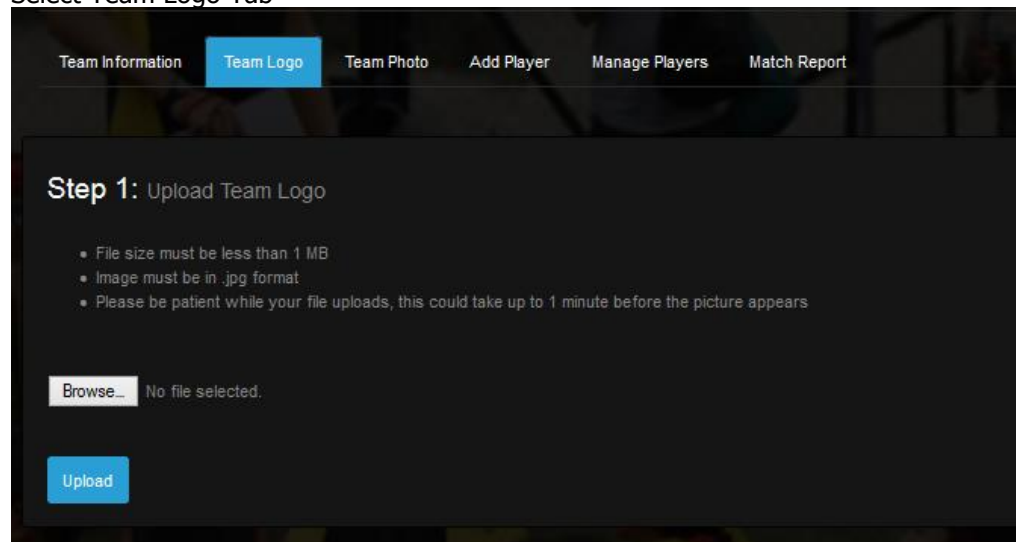
Gender	Jersey No	Position	Date of Birth	Nationality	NRIC/ Passport Status	Edit Player Details
Male	0	Full-back	30-Sep-2004 11 year(s) old	Singaporean	No Uploaded NRIC/Passport Found Player is not allowed to play	 Edit Information Upload Player Photo Upload NRIC
Male	0	Wing-back	02-Nov-2004 11 year(s)	Singaporean	No Uploaded NRIC/Passport Found	

7. Ensure to follow the guidelines provided:
- Please Upload NRIC or Passport to prove child's age.
The child can only play once this task is accomplished
 - .gif, .jpeg, .jpg, .png, .pdf format are allowed to upload
 - file must be less than 2 MB

- Please be patient while your file uploads, this could take up to 1 minute before the picture appears
- a. Click on Browse and locate the file.
 - b. Click on Upload to upload the file.
8. Once uploaded, files can be viewed on the team's profile , manage players
 9. To Upload Team Photo and Team Logo, follow these steps:
 - i. click on the Manage Team Information icon



- ii. Select Team Logo Tab



Follow the guidelines provided:

- File size must be less than 1 MB
 - Image must be in .jpg format
 - Please be patient while your file uploads, this could take up to 1 minute before the picture appears
- iii. Click on Browse and locate the file.
 - iv. Click on Upload to upload the file.
 - v. Repeat the process for Team Photo, but you must select the Team Photo tab first.