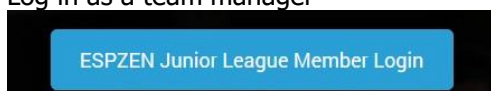


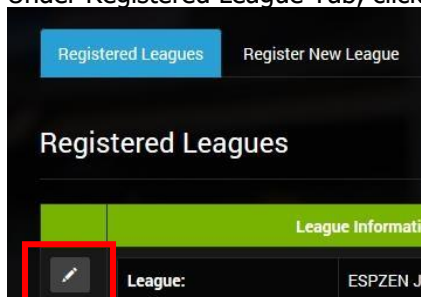
User Guide on Player Registration and Photo Upload Function

To register your players, please follow the instructions below:

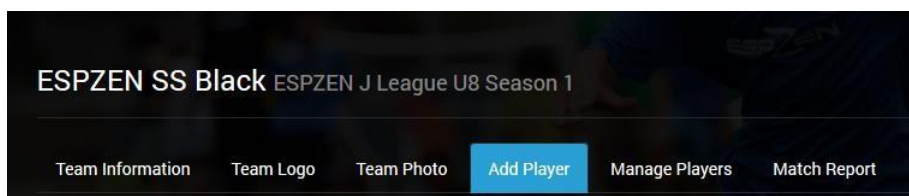
- 1) Log in as a team manager



- 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

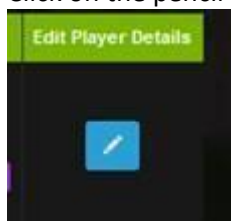
- 6) Once information has been inserted, click "Add Player"
- 7) Repeat the steps for registration of other players.

Manage Players

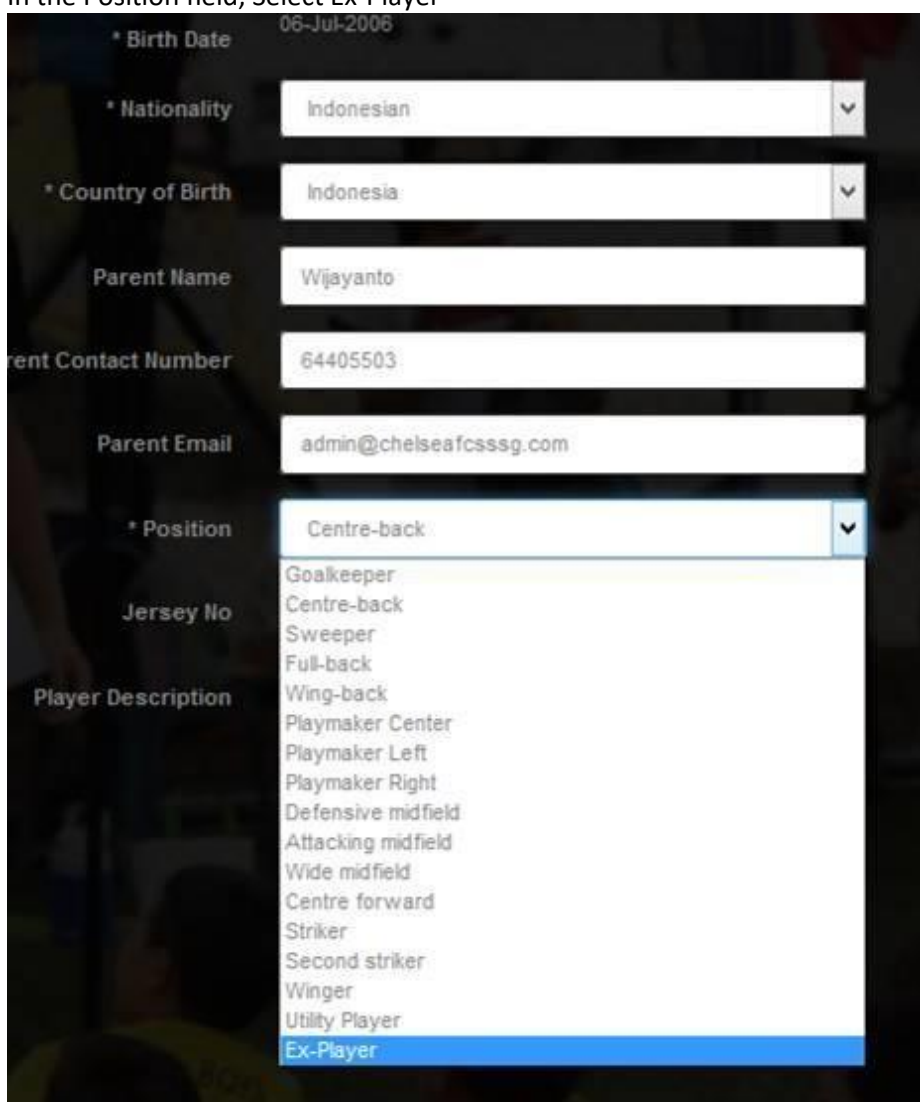
- 1) Delete players is not available in the manage players function.
- 2) To remove the player, go to Manage Player Tab

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



* Birth Date 06-Jul-2006

* Nationality Indonesian

* Country of Birth Indonesia

Parent Name Wijayanto

Parent Contact Number 64405503

Parent Email admin@chelseafc.ssg.com

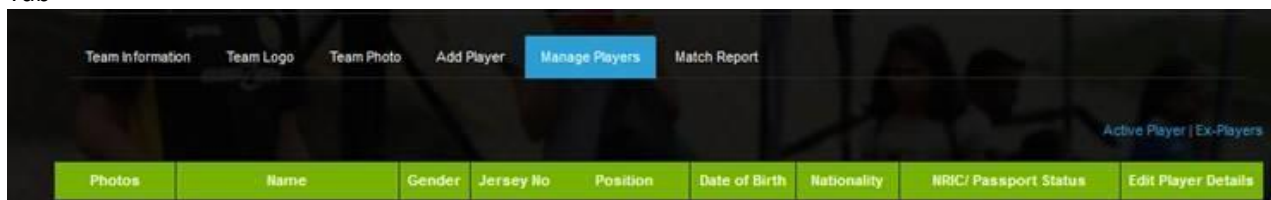
* Position Centre-back

Jersey No

Player Description

- 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

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



IMPORTANT NOTES:

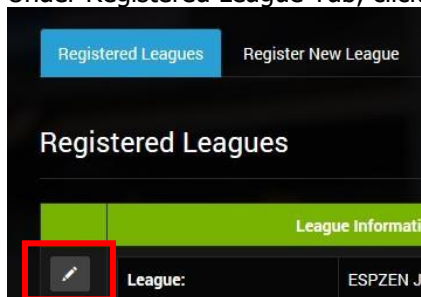
- Once you add a player you cannot edit the locked fields: First Name, Last Name, Birth Date, Gender
- If you want to edit the locked field please contact administrator jleague@espzen.com
- Upload player photos and wait for the administrator to approve.
- Player will only be allowed to play once player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

Upload Team and Player Photo

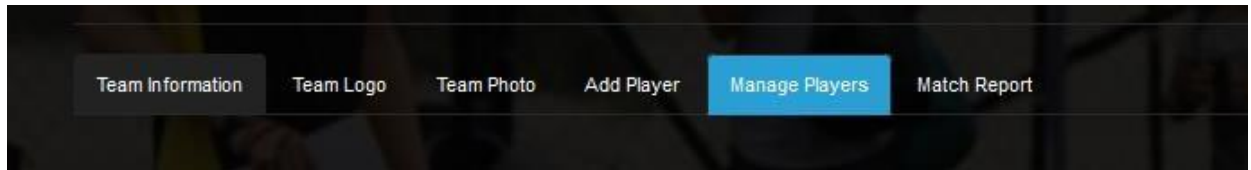
- Log in to your Team Profile through this link



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



- Then go to Manage Players Tab



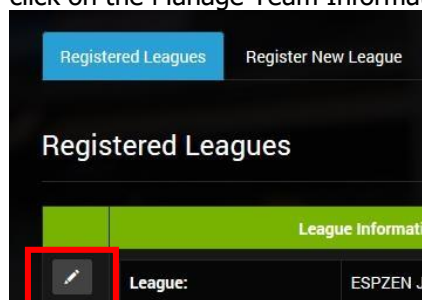
4. On the right hand side, click on the pencil icon, choose Upload Player Photo

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

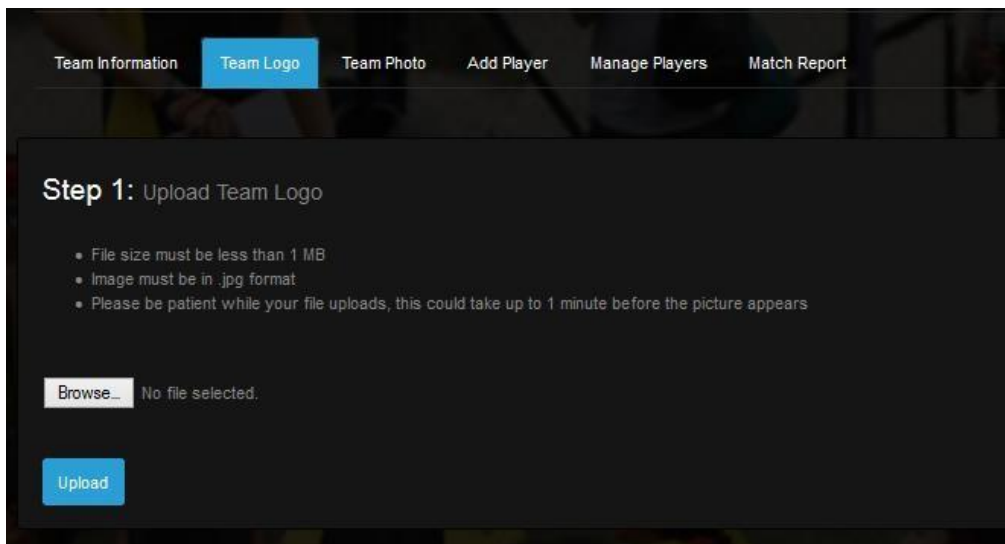
5. Follow the steps:
- Step 1 – Upload Player Photo
Ensure to follow this guidelines:
 - File size must be less than 1 MB
 - Image must be in .jpg format
 - Please be patient while your file uploads, this could take up to 1 minute before the picture appears
 - Click on Browse and locate the file.
 -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

6. Once uploaded, files can be viewed on the team’s profile , manage players
7. To Upload Team Photo and Team Logo, follow these steps:

- i. click on the Manage Team Information icon



- ii. Select Team Logo Tab



The screenshot shows a dark-themed web interface with a navigation bar at the top containing the following tabs: Team Information, Team Logo (highlighted in blue), Team Photo, Add Player, Manage Players, and Match Report. Below the navigation bar, the main content area is titled "Step 1: Upload Team Logo". Underneath the title, there are three bullet points providing instructions: "File size must be less than 1 MB", "Image must be in .jpg format", and "Please be patient while your file uploads, this could take up to 1 minute before the picture appears". Below these instructions is a file selection area with a "Browse..." button and the text "No file selected.". At the bottom of the form is a blue "Upload" button.

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.