

[Draft] IMPORTANT : Club sessions - Let's Play Football

From admin@footballsouthcoast.com

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Sent: Friday, 22 November 2024 10:24 AM

Subject: IMPORTANT : Club sessions - Let's Play Football

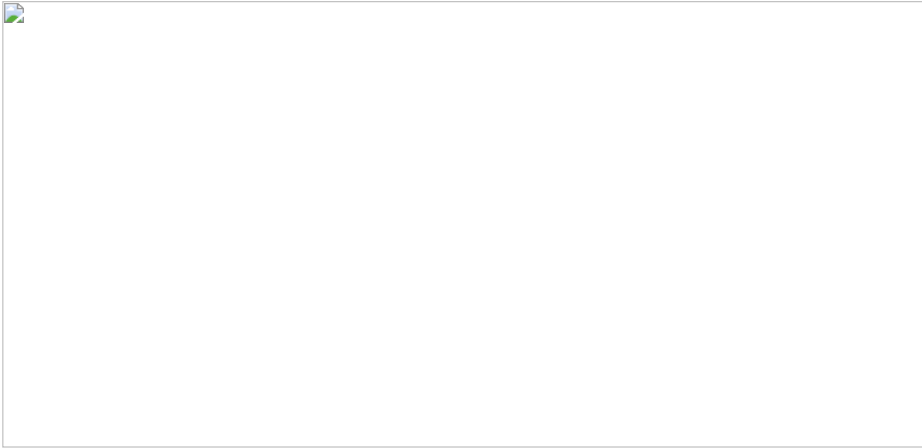
Dear Member Clubs

Football South Coast has received access to the new Let's Play Football system and over the next week will:

1. Invite the club administrator to create an account in the Football Registration Management system  
The invitation will contain the email address given and a temporary password.

As part of the account creation, you need to have a document which contains your WWCC. (Suggest that you save it to your desktop as a PDF)

You may also get this message when you first log in. When the WWCC is approved by FSC then you will be able to get full access.



2. Commence creating Registration Types. This is a slightly different process for FSC as we need to also add which clubs can access the product.

You will find, (as I have) that products from previous seasons have come across and some are active, and some are archived. Do not do anything with them at this stage.

**NOTE WELL – If you have not provided your banking details for the new system, you will continue to have restricted access.**

We have attached two documents for your administrator and registrar(s) to review.

The first document Let's PlayFootball checklist has a summary of what clubs should have done to this point with the next step of updating club details and inviting your other administration users for the system.

There is a video included re products which needs to be viewed.

The second document is specifically targeting what you need to consider and prepare for product creation. We will follow up with another email next week advising clubs when they can commence creating their product.

We are also offering for clubs, a workshop (6 clubs per session) to assist members in creating their products. You will need to bring your laptop and have prepared the information outlined in the product creation checklist .

We are currently looking at three sessions 2:00pm – 3:30, 4:00pm – 5:30pm. 6:00pm – 7:30pm on each day for Tuesday 3 Dec, Wednesday 4 Dec and Thursday 5 Dec. (You only need to register one person and you can bring along another)

To book a place please use this link : [Product Setup Assistance](#). As places are limited in each session, you can choose a couple of options above. We send an email confirming the day and time.

Any questions – please send an email to David Ware ([davidware@footballsouthcoast.com](mailto:davidware@footballsouthcoast.com))

Yours in football,

**Sonya Keir**

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