

Affiliating teams

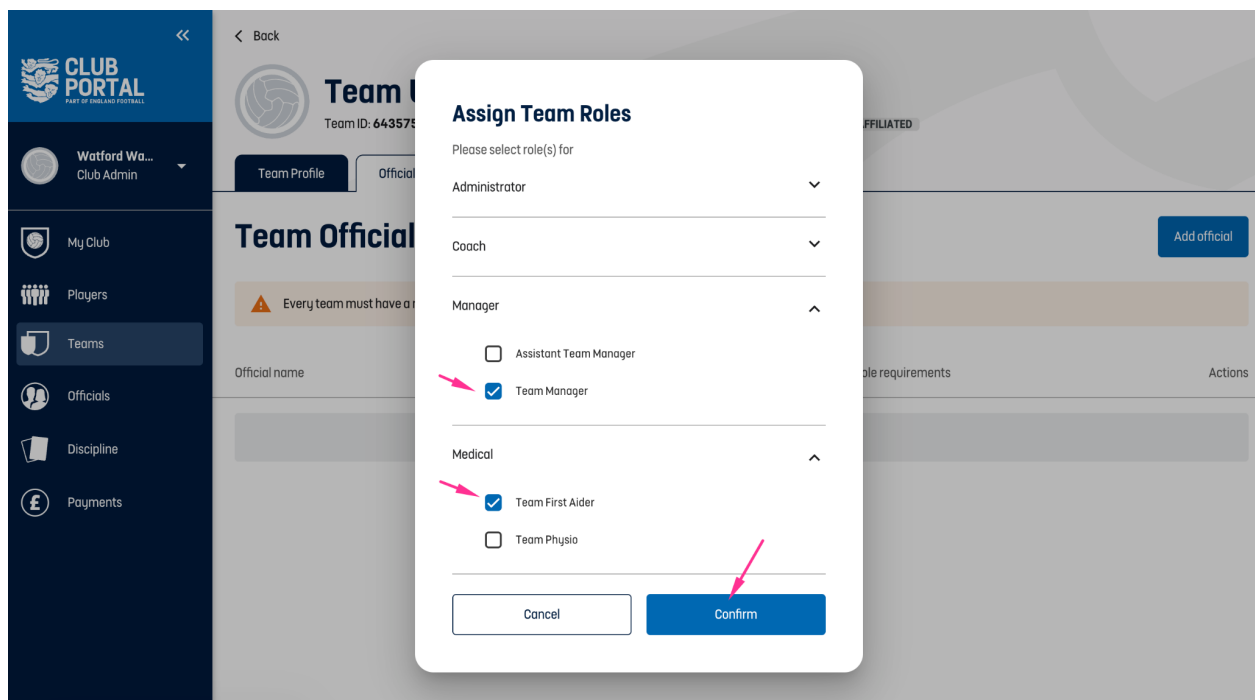
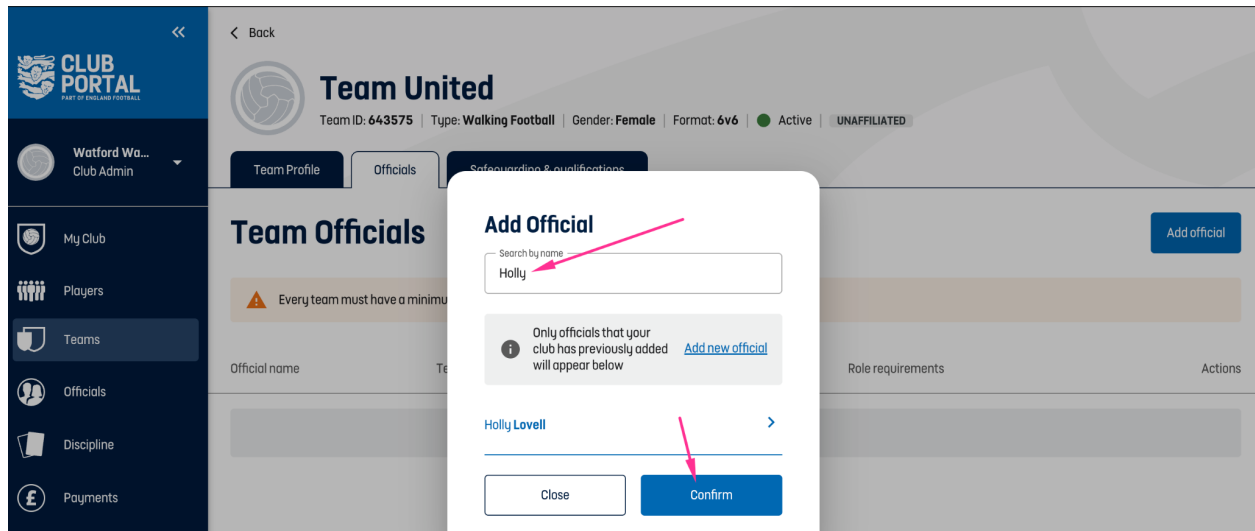
For existing teams that need re-affiliating, skip to **Step 2**

Step 1: Create a New Team

1. Log in to the **FA Club Portal**.
2. Select the **Teams** tab from the left-hand menu and click **Create Team**.
3. Fill in mandatory details (Team Name, Gender, Format, Age Group, and Sanctioned League). Ensure you select the '**Open**' age group.
4. Set up mandatory requirements:
 - **Grounds:** Go to the **Grounds** section, click **Add Ground**, and assign a home venue.
 - **Officials:** Select **Officials**, assign required roles (e.g., Team Manager), and ensure all qualification requirements are met.

The screenshot shows the 'Create Team' form in the FA Club Portal. The left-hand menu is visible with the 'Teams' tab selected. The form is titled 'Create Team' and has a 'Back' button. The 'Team details' section contains several dropdown menus: 'What is the team name?' (Team United), 'What type of football do you play?' (Walking Football), 'What is the age group?' (Open), 'Does the team have an impairment?' (Non Disability), 'What format do you play?' (6v6), 'When does your team play?' (Sunday), 'What gender is the team?' (Female), and 'Also plays Futsal?' (No). A 'Create Team' button is in the top right. A blue information bar at the bottom states: 'Once you have created the team you will need to complete the following details: add team officials, add a league to your team, and add a team ground'.

The screenshot shows the 'Team Officials' page in the FA Club Portal. The left-hand menu is visible with the 'Teams' tab selected. The page is titled 'Team Officials' and has a 'Back' button. The team name 'Team United' is displayed, along with its ID (643575), type (Walking Football), gender (Female), format (6v6), and status (Active, UNAFFILIATED). There are three tabs: 'Team Profile', 'Officials', and 'Safeguarding & qualifications'. The 'Officials' tab is selected. A blue 'Add official' button is in the top right. A yellow warning bar states: 'Every team must have a minimum of one Manager or Coach'. Below this is a table with columns: 'Official name', 'Team role', 'Start date', 'Role requirements', and 'Actions'. The table is currently empty, with a message 'No officials found' at the bottom.



CLUB PORTAL
PART OF ENGLAND FOOTBALL

Watford Wa...
Club Admin

My Club

Players

Teams

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Teams

All teams

Search by team name

Show Filters

Create team

Manage league

Affiliate teams

11 Teams

Team name	Affiliation Status	League	County cups	Players	Penalty points	Team Requirements
<u>Team United</u> Female 6v6	Unaffiliated			Registered 0 Allocated 0	0	Officials COMPLIANT Qualifications COMPLIANT Team Ground NON-COMPLIANT

CLUB PORTAL
PART OF ENGLAND FOOTBALL

Watford Wa...
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Team United

Team ID: 643575 | Type: Walking Football | Gender: Female | Format: 6v6 | Active | UNAFFILIATED

Team ProfileOfficialsSafeguarding & qualifications

Team DetailsCompetitionsGrounds

A match or training ground can only be assigned once a club ground has been added

Match day ground
NOT ASSIGNED
[Assign](#)

Training grounds
[Assign](#)

CLUB PORTAL
PART OF ENGLAND FOOTBALL

Watford Wa...
Club Admin

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Team United

Team ID: 643575 | Type: Walking Football | Gender: Female | Format: 6v6 | Active | UNAFFILIATED

Team ProfileOfficialsSafeguarding & qualifications

Team DetailsCompetitionsGrounds

A match or training ground can only be assigned once a club ground has been added

Match day ground
NOT ASSIGNED
[Assign](#)

Assign match day ground (Team United)

HAREFIELD SCHOOL >

EVERETT ROVERS FC >

MERIDEN COMMUNITY CENTRE >

BISHAM ABBEY NATIONAL SPORTS CENTRE >

Cancel

Step 2: Affiliate the Team

1. In the **Teams** tab, click **Affiliate Teams**.
2. Review and confirm **Club Details**, ensuring all required fields are updated.
3. Under **Select Teams**, select the newly created team. (*Note: If a team is greyed out, update missing requirements such as grounds or team officials*).
4. Provide mandatory **Public Liability** and **Personal Accident Insurance** details (either purchased through your County FA or uploaded independently).
5. Review the payment summary and click **Proceed to Payment** or **Submit** for County FA approval.

The screenshot shows the 'Teams' section of the Club Portal. On the left is a sidebar with navigation links: 'My Club', 'Players', 'Teams' (highlighted), and 'Officials'. The main content area is titled 'Teams' and includes a search bar, 'Show Filters', and buttons for 'Create team', 'Manage league', and 'Affiliate teams' (highlighted with a pink arrow). Below these is a table of teams. The first team listed is 'Team United', which is 'Unaffiliated' and has 0 registered and 0 allocated players. To the right of the team name are links for 'Officials', 'Qualifications', and 'Team Ground', each followed by a 'COMPLIANT' status tag.

Team name	Affiliation Status	League	County cups	Players	Penalty points	Team Requirements
Team United Female 6v6	Unaffiliated	-	Update	0 Registered 0 Allocated	0	Officials COMPLIANT Qualifications COMPLIANT Team Ground COMPLIANT

This screenshot shows the same 'Teams' page as above, but with a modal dialog box open in the center. The dialog is titled 'Before you start' and contains the text: 'Have you updated your team details to ensure they are all correct? You cannot edit these within the affiliation process.' Below this text is a light blue box with an information icon and the message: 'Don't forget to enter your team in County Cups, using the Manage County Cups action.' At the bottom of the dialog are two buttons: 'No, take me back' and 'Yes, continue' (highlighted with a pink arrow). The background of the page is dimmed.

Team name	Affiliation Status	League	County cups	Players	Penalty points	Team Requirements
Team United Female 6v6	Unaffiliated	-	Update	0 Registered 0 Allocated	0	Officials COMPLIANT Qualifications COMPLIANT Team Ground COMPLIANT
Watford Ballers Female 6v6			Division 4 (March 26)	18 Allocated	0	Officials COMPLIANT Qualifications COMPLIANT Team Ground COMPLIANT



Watford Wa...
Club Admin

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Apply for affiliation for 2026/27

[Get started](#)

What is affiliation?

Affiliation is an annual validation of your club, teams and officials, ensuring everyone playing affiliated football is meeting a minimum set of requirements. In order to participate in a FA or County FA sanctioned league and or competition your teams must be affiliated. For more information regarding the benefits and costs associated to affiliation, please contact your County FA.

What do I need before I apply?

Teams

Ensure you have updated your team information before starting an affiliation application. On the teams page you can:

- Update team details, such as team name
- Add or remove teams from leagues
- Ensure the correct officials are attached to the teams
- Enter teams in to county cups

Insurance

You must ensure your club & teams have the required insurance cover to affiliate. Your County FA may offer insurance products on behalf of an insurance provider. You will see these in the insurance product section of the process. Alternatively if you have already purchased insurance, ensure you have copies available to upload prior to starting an application.



Watford Wa...
Club Admin

My Club

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Affiliation

Application ID: 135515

1

Club details

2

Select teams

3

Club insurance

4

Team insurance

Confirm club details

Key officials [Update](#)

Secretary Holly Lovell	Chairperson Spencer Whytock	Treasurer Joseph Aiello	Welfare Officer (Adult Teams) Holly Lovell
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Club grounds [Update](#)

Main ground
EVERETT ROVERS FC

Safeguarding declarations [Update](#)

Accepted by Holly Lovell	Accepted on 24 Jun 2026
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☒ I confirm I have checked all of the above details and this is an accurate record of my club

[Continue](#) [Exit application](#)

Once you continue you will need to take **add or upload insurance for the team and players**. The cost will depend on your **county FA**. Once insurance is added or uploded you will be able to affiliate the team and there will be a fee per team.

Step 3: Register Players

1. Navigate to the **Player Registration** tab and select **Add Player**.
2. Add players using one of three methods:
 - **Search FA Players:** Input name/FAN to find existing FA records.
 - **Invite Players / Link:** Send an email invite or share the **Copy Club Invite Link** for players to complete their own details.
 - **Create Player:** Use as a last resort if no record exists to prevent duplicate profiles.

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Add player to club

Search players Invite players Create player

Search by name Search by FAN

i All players who have previously been registered to play for your club, or any other club, will already have an FA account. Please search here before creating new records as new records can become duplicates and may cause issues for your club administration.

Use a player's name and date of birth to find their FA account, and add them to your club.

First name* Surname* Date of birth* Email address Postcode

Clear search Search

This search functionality and searches made will be monitored and tracked and should be used for legitimate reasons only. Any misuse of this system will result in removal of access and sanction by appropriate bodies.

The easiest way to search for a player is via their FAN ID and date of birth:

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Add player to club

Search players Invite players Create player

Search by name Search by FAN

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Use a player's FAN and date of birth to find their FA account, and add them to your club.

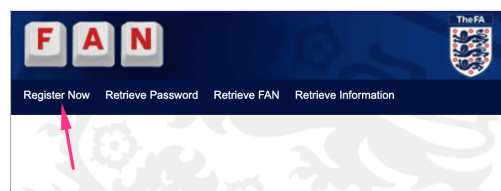
FAN* Date of birth*

Clear search Search

This search functionality and searches made will be monitored and tracked and should be used for legitimate reasons only. Any misuse of this system will result in removal of access and sanction by appropriate bodies.

If a player does not have a FAN ID they can register for one here:

<https://secure.thefa.com/fan/UpdateFANDetails.aspx>



Step 4: Assign Players to the Team

1. Select an individual player or select multiple players in bulk using check boxes.
2. Choose **Assign to Team**, pick the specific team from the eligible list, and click **Save**.

CLUB PORTAL
PART OF ENGLISH FOOTBALL

Watford Wa... Club Admin

My Club

Players

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Officials

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Players

All Players Pending Actions (5) Player Email Addresses

Search by Name or FAN: holly

1 Player (1 selected)

☒ Player name Age Status Registered teams Pending teams Other clubs

☒ Holly Lovell Registered Watford Walking Football Watford Hornets Watford Walking Football Watford Hornets W50s [Show more](#)

Assign player to team(s)

Select the team(s) you wish to assign for: Holly Lovell

The teams shown below are the teams which this player is eligible for. If you believe the player should be eligible for a team, and it is not shown below, please contact your County FA for more information.

☐ Team name	League	Team details
☒ Watford Walking Football Team United 2026/27	Thames Valley Walking Football League	Female Open 6v6 Non Disability
☐ Watford Walking Football Watford Ballers 2026/27	Thames Valley Walking Football League TVWFL Ladies Division 4 (March 26)	Female Open 6v6 Non Disability
☐ Watford Walking Football Watford Hornets 2026/27	Thames Valley Walking Football League TVWFL Ladies Division 2 (March 26)	Female Open 6v6 Non Disability
☐ Watford Walking Football Watford Hornets W50s 2026/27	Thames Valley Walking Football League	Female Open 6v6 Non Disability
☐ Watford Walking	Hertfordshire Walking	Mixed Veterans

CLUB PORTAL
PART OF ENGLISH FOOTBALL

Watford Wa... Club Admin

My Club

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Player details

Registration form

Holly Lovell DOB: [redacted] Female FAN: [redacted] New Registration: #25001366 **READY TO SUBMIT**

Requirements

Is international clearance required? ☐ No

Consent **COMPLETE** Assign team **COMPLETE** Player info **COMPLETE** Verify ID **COMPLETE**

Consent given by: Holly Lovell on 26 Jan 2024 1:25 PM [Update](#)

Verified by: [redacted] 2022

Step 5: Fulfill Prerequisites & Submit to League

1. Clear outstanding requirements in the **Pending Actions** tab for each assigned player:
 - **Consent:** Request/confirm **Online Consent** (valid for 5 years) or tick **Offline Consent** (annual signed form).
 - **ID Verification:** Click **Verify ID**, select verification date, and confirm.
 - **Player Photo:** Upload a clear head-and-shoulders photo if required by your league.
2. Once status changes to **Ready to Submit**, select the player(s) and click **Submit to League**.
3. The status will update to **Pending League** until formally approved by the league registrations secretary.

Please email the league if you need any urgent approvals: committee.twfl@gmail.com