

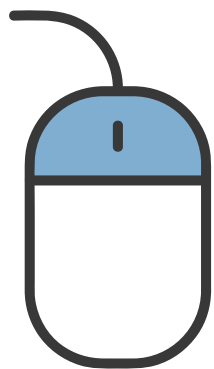
REGISTERING GRASSROOT PLAYERS



STEPS

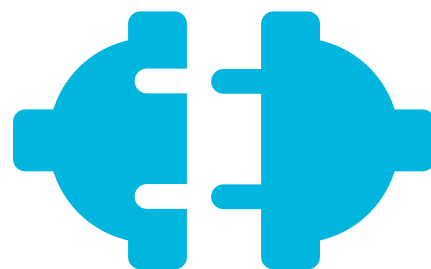
Registering grass root players in your organisation requires 3 simple steps

STEP 1: CREATE NSF ACCOUNT



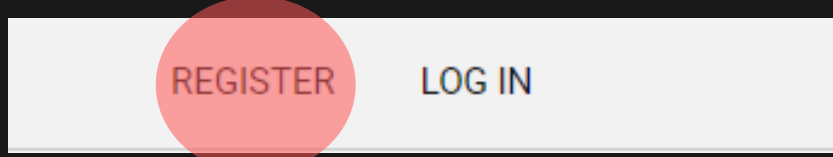
STEP 2: ACCESS MANAGE PAGE

STEP 3: REGISTER YOUR PLAYER



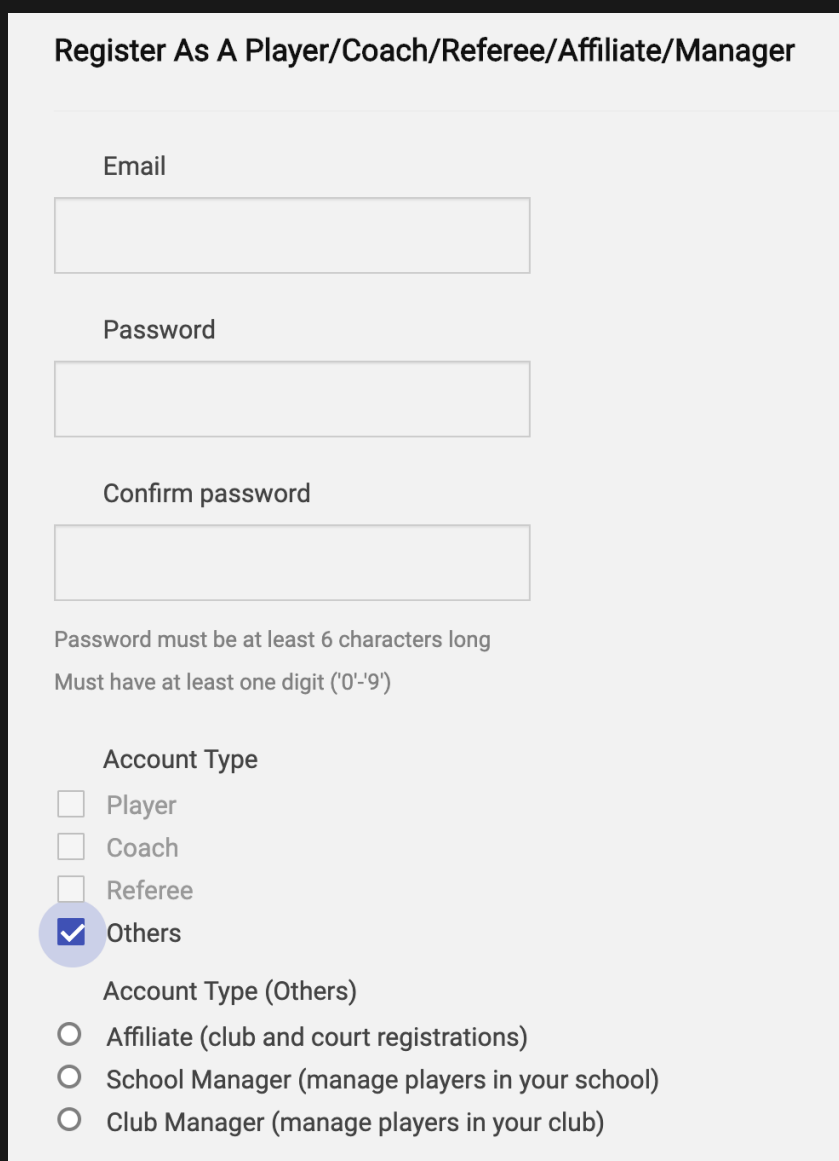
STEP 1: CREATE NSF ACCOUNT

An NSF account must first be created before you can register your details. You can access the account creation page in these steps



TOP SIDE OF THE SITE

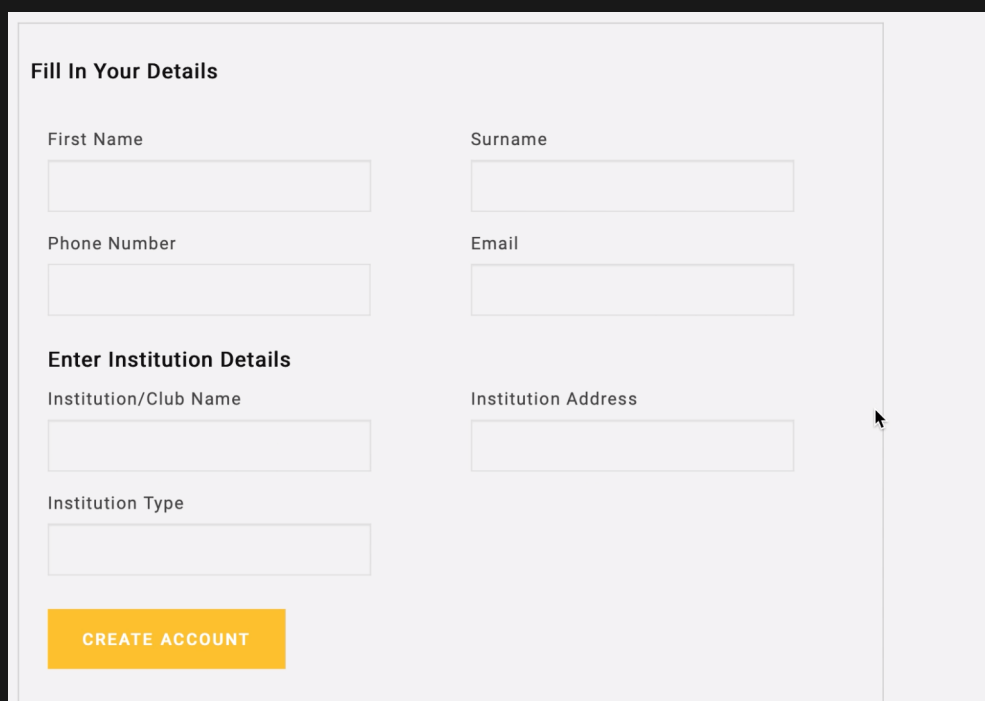
When you are not logged in, the register link is visible at the top of your screen, click on this and you will be directed to a page where you can create an account. Or you can go to <https://nigeriasquashfed.com/account/register> in your browser to access the page as well



FILL FORM

Enter your email, password and confirm the password entered. Ensure the password meets the requirements listed or you will not be allowed to create an account.

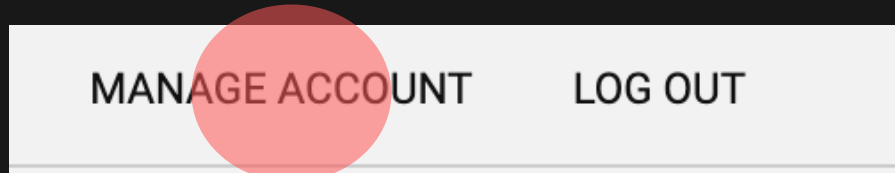
Under "**Account Type**" select **Others** then select the type of account you want to be created. To register grassroots players you need to select either **School Manager** or **Club Manager**. With this feature, you will be able to register multiple players; players who may not be able to register by themselves because of some email challenges.



Fill in your personal details and details of the institution you represent

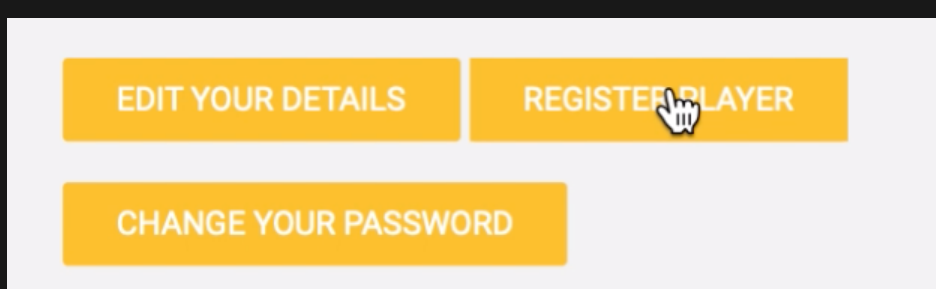
STEP 2: ACCESS MANAGE PAGE

After filling in your personal and institution's details you will be automatically directed to the manage account page where you can access the Register Player link



TOP SIDE OF THE SITE

If on the occasion you do not get automatically redirected to the **Manage Account** page, the link to the page can be accessed at the top of the site after logging in to the site. It can also be accessed by going to <https://nigeriasquashfed.com/manage>

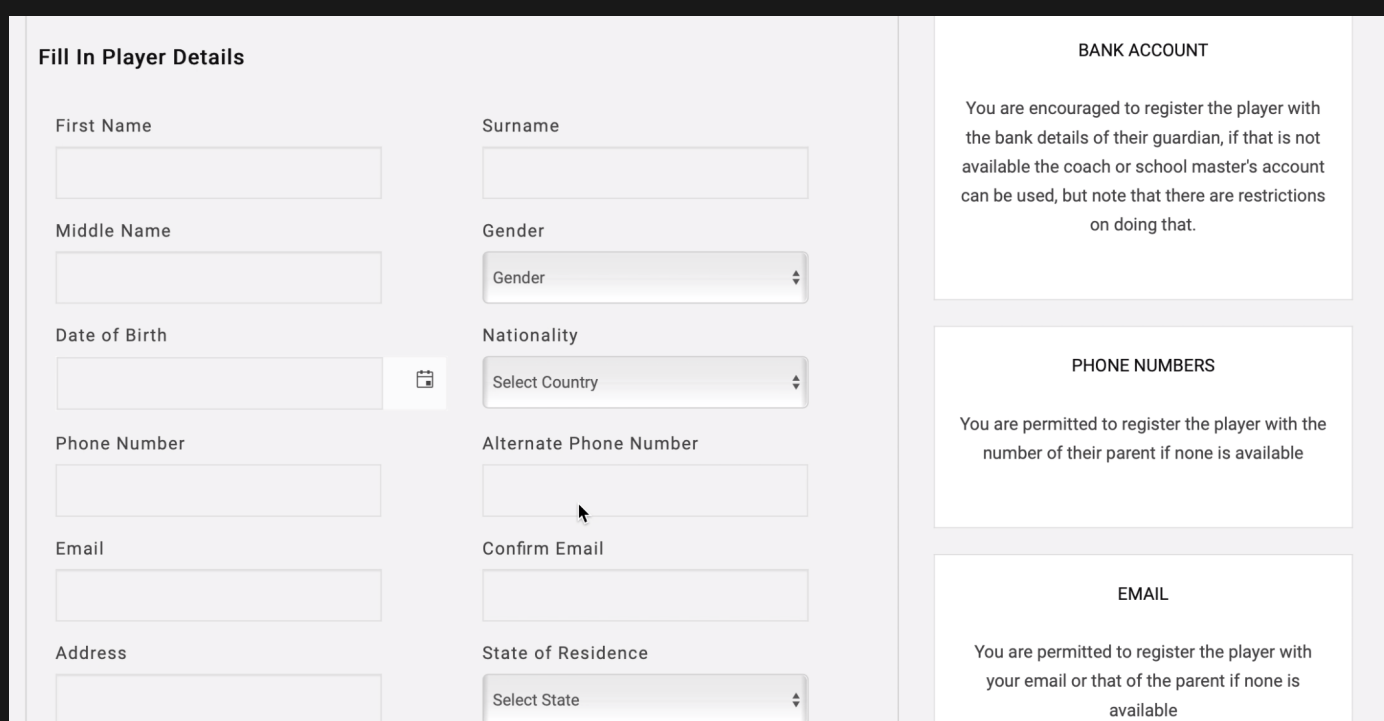


MANAGE PAGE

On the manage page, you will find your details and a list of all the players that you have registered. On the bottom left side of the page, you will find a button that will take you to a form where you will register your players on.

NOTE: You should not visit <https://nigeriasquashfed.com/players/new> if you plan on registering a player with your manager account. The proper way to register a player under your account is by visiting Manage Page > Register Player or by visiting <https://nigeriasquashfed.com/schoolmanager/register>

STEP 3: REGISTER YOUR PLAYER

A screenshot of a registration form titled 'Fill In Player Details'. The form is divided into two columns. The left column contains fields for: First Name, Middle Name, Date of Birth (with a calendar icon), Phone Number, Email, and Address. The right column contains fields for: Surname, Gender (dropdown), Nationality (dropdown with 'Select Country'), Alternate Phone Number, Confirm Email, and State of Residence (dropdown with 'Select State'). To the right of the form are three informational sections: 'BANK ACCOUNT' (encouraging registration with guardian details), 'PHONE NUMBERS' (allowing parent numbers), and 'EMAIL' (allowing parent email).

You can now fill in the details of your player, following the guidelines provided.

After registering the player, you can find their details on your manage page. On there you can edit and view their details.

To register another player repeat the steps from step 2

NOTE: THE STEPS PROVIDED IN THIS MANUAL ARE FOR BOTH SCHOOL MANAGERS WHO WANT TO REGISTER PLAYERS IN THEIR SCHOOL AND CLUB MANAGERS WHO WANT TO REGISTER THEIR CLUB PLAYERS