

Play with Friends – Guide for Parents



Introduction

This instruction sheet outlines how parents can request the club to place their child in a team with a friend or group of friends. This is known as a “Play with Friends” request.

Commencing in 2020, all Play with Friends (PWF) requests must be submitted online following the process outlined below.

This guide covers the following topics:-

- 1) LFC Play with Friends Policy
- 2) Creating an Initial PWF Request
- 3) Adding team members to the request form
- 4) Retrieving your request to make changes
- 5) Submitting the request
- 6) How the club handles PWF requests

Note: The request form is supported in the following browsers – Chrome (preferred), Firefox, Microsoft Edge and Safari. **Microsoft Internet Explorer is not supported**

1) LFC Play with Friends Policy

For social teams, the club will attempt to place team members with their friends when requested to do so by a parent. This applies across all age groups but is particularly relevant for the younger age groups. For SAP, Super League, Diamond League and Development squads the club does not support Play with Friends requests. The Club grading policy outlines how team members are selected for these teams.

A Play with Friends request can be used to request a whole team, part of a team or to request that a few children play together in any team.

When requesting a group of children to play together in a team, the requesting parent must ensure that they have received the consent of all other team members on the request and include the details of these team members on the request. Parents (not the age coordinators) are responsible for collecting this information and entering this on the form.

2) Creating an Initial PWF Request

- The link to the Play with Friends request form can be found on the club website. The link is also listed here :-

https://teamgrader.com.au/TGPublic_1.html#public/grading/iuLFrdgOme

- To create a new request, tap on the **Play with Friends** menu option in the black bar on the top of the screen
- Select **New Play with Friends Request**
- Select the correct Age group – all team members in the request must meet the age groups requirements
- The screen shown below will be displayed

New Play with Friends Request Screen

The screenshot shows a web form titled "New Play with Friends Request". At the top right, there is a link "< back to Age Groups". The form contains the following fields:

- Age Group: G14
- Internal Ref: FR10
- Team Name: [Empty field with a dropdown arrow]
- Status: [Empty field]

Below these fields is a note: "Note: the team name above is used for reference only. This will not be the name used during the season".

The "Team Contact Details" section includes:

- Contact Name: [Empty field]
- Email: [Empty field]
- Mobile Ph: [Empty field]

There is a "Notes to AC" text area below the contact details.

The "Last Year's team" section includes:

- Age Group (last year): [Empty field]
- Team (last year): [Empty field]

At the bottom of the form are two buttons: "Save Request" and "Submit Request". A small note at the very bottom reads: "Save request to continue and add players. You will receive an email containing the request details for easy reference".

- To create the form, the following fields must be entered
 - Team Name – this is the name used to refer to the request, this will not be the team name used during the season
 - Contact Details – name, email and mobile phone number
 - Notes (optional) – used for any comments that you wish to pass to the Age Coordinator
- Now save the request by pressing **Save Request**
- You will receive an email with a link to the request for easy retrieval of the request later. If you don't receive the email, please check you junk mail.

3) Adding team members to the request form

There are two ways of adding team members to your request. You can manually add team members to the form or, if your team is largely the same as the team the season before, you can copy across all team members from that team. Both options are described below.

a) Manually Adding team members to the form

- As all team members must have an FFA id and be registered in playfootball before the request can be submitted, the simplest option to add a player is to enter the player's FFA ID and press search

Team Member Details [< back to Request](#)

If the player is a returning member, enter their FFA Id below to retrieve their details

FFA Id

New Team Member Details

First Name Last Name FFA Id

Date of Birth Gender Male Female

Primary Email Mobile Ph

Alternate Email Alternate Ph

Powered by Team Grader

- The system allows you to manually enter all the team member's details if the search does not return a player

b) Copying Team members from a Previous Team

- Select the correct age group (Note: this is last year's age group and last year's team – not the current year age group)

Copy team members from last year's team (optional)

Age Group (last year) Team (last year)

Note: To copy team members from last year, select an age group, last year's team and then press copy. All team members will be copied across. You can delete team members no longer playing in this team and add new players

When the request has been finalised, press the submit button for review by your Age Coordinator. An email will be sent to all members on the request, so please ensure that their contact details are correct

Team Members

Name	Date Registered
No records to display.	

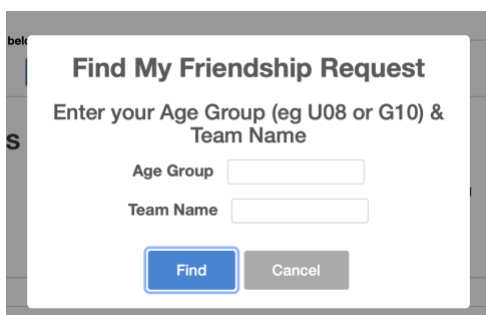
- The list of teams in that age group will be displayed. Select the correct team
- All team members from that team will be added to the form
- You may delete team members that are no longer in the team and manually add new team members if needed
- Before submitting the request, please confirm each player's contact details. You will need their FFA Id to access their details

4) Submitting the request

- Once you have added all the team members to your request, you are ready to submit your request
- Press **Submit Request**
- An email will be sent to all team members on the request to notify them that the request has been submitted
- The status of the request will change to "Submitted"
- Your Age Coordinator can only see your request once it has been submitted.

5) Retrieving your request to make changes

- It is possible to make changes (add/delete player or change contact details/notes) to your request after it has been submitted.
- To make a change, you first need to redisplay your request form by clicking on the request reference email you received when you first created the form
- If you can not find this email, it is possible to search for your request as follows
 - Navigate to the Play with Friends menu option (describes in step 2 above)
 - Select the **Find my Play with Friends Request** menu option
 - Enter the Age Group and Team (the name you gave the request in Step 2) and press **Find**



Find My Friendship Request
Enter your Age Group (eg U08 or G10) & Team Name

Age Group

Team Name

- Make the changes to the request and remember to press **Save Request**
- Once your request has been move to **Final** stays by your Age Coordinator you be unable to make any further changes.

6) How the club handles PWF requests

- Once your request has been submitted, your Age Coordinator can see the request in TeamGrader
- For whole teams, they will validate that the team has the appropriate number of team members. If not, they may either contact you to add team members to your request or add team members from the Age Group that have not already been assigned
- For other requests, the Age Coordinator will look to combine requests and spare team members to form whole teams. The club has clear guidelines on the minimum and maximum number of team members in a team. Age Coordinators can not go outside these guidelines. It may not always be possible to accommodate all Play with Friends requests. If there are issues accommodating your request, the Age Coordinator will be in touch to discuss options with you.
- The club has a target date (detailed on the Events Calendar) where we aim to have all teams finalised. After this date, you can not make changes to your request.

For questions regarding this process, please talk to your Age Coordinator or email info.lsc@gmail.com