



ACCREDITED
PART OF ENGLAND FOOTBALL

Woburn and Wavendon FC

Registration Guide

2023 - 2024

We'd like to start by thanking you for choosing to join Woburn & Wavendon FC and welcome you to the club. We hope your time with us is enjoyable and provides lots of opportunities to make memories during your footballing journey with us.

Our Registration team plays a vital part within the club to ensure it runs successfully, however please keep in mind that it is made up of volunteers who all have commitments outside of the club and therefore may not be able to respond immediately to emails, so please be patient. Any queries can be sent to our team at wwfcereg@gmail.com as we aim to review this at least twice a week.

In order to register a new player, please click on the relevant link below:

U7 to U18 - <https://bit.ly/WWFCRegistration23>

Adult - <https://bit.ly/WWFCRegistrationAdult23>

When on the registration site, please select the team you are joining (we have included the managers name in the description) and then complete the online form but answering all questions.

You will note there is a request for the date of birth of a parent, this is requested as the FA require us to include an emergency contact for all players under the age of 18 on the Whole Game System (FA player database) as part of the FA registration process. We are unable to register a player without listing an emergency contact.

Please ensure all email addresses and mobile phone numbers are correct as these are what we use when communicating with you. Please also ensure all names are entered as they appear on your identification documents (no nicknames/shortened names).

As part of the Registration process, you will need to pay the Registration fee (£25 U7 to U18/£40 Adult) once the online form has been completed. Please ensure you have payment details to hand when you register otherwise the process will fail.

There are two payment methods; if you choose to pay by card, this will take you to PayPal and a valid card must be added to your account. The Direct Debit option is managed through GoCardless and takes approximately 4/5 working days to be processed and debited from your account. You will need your Bank sort code and account number for this.

The registration fee is taken from your annual membership fee with the remaining balance due from 1st of September 2023. If you join part way through the season, this will be the following month either in full or Monthly instalments to 1st March 2024. (e.g. if joining in October instalments will be due 1st November to 1st March inclusive).

The remaining balance will be:

- £175 - this can be paid in full or monthly (£25 per month)

Sibling Discount - Should you qualify for sibling discount, please email wwfcreg@gmail.com after completing your renewal and paying the £25 Registration fee. Within the email, please include full names of all the sibling players, and the team each player is a member of. We offer £30 discounts (pro rata if joining through the season) for second and subsequent players, and this will be actioned manually by the registrations team.

Registrations for new players joining for the new season, we must have completed Registration on LoveAdmin and Registration fee paid, along with Photo/ID being sent to the team manager by 5pm on Friday 11th August 2023. Any received after this date, the player cannot play until early October 2023.

Registrations after October, these must be completed on LoveAdmin along with Photo/ID being sent to the team manager by 5pm on Monday for a Registration to be completed to play the following weekend.