

# BAFA National Leagues



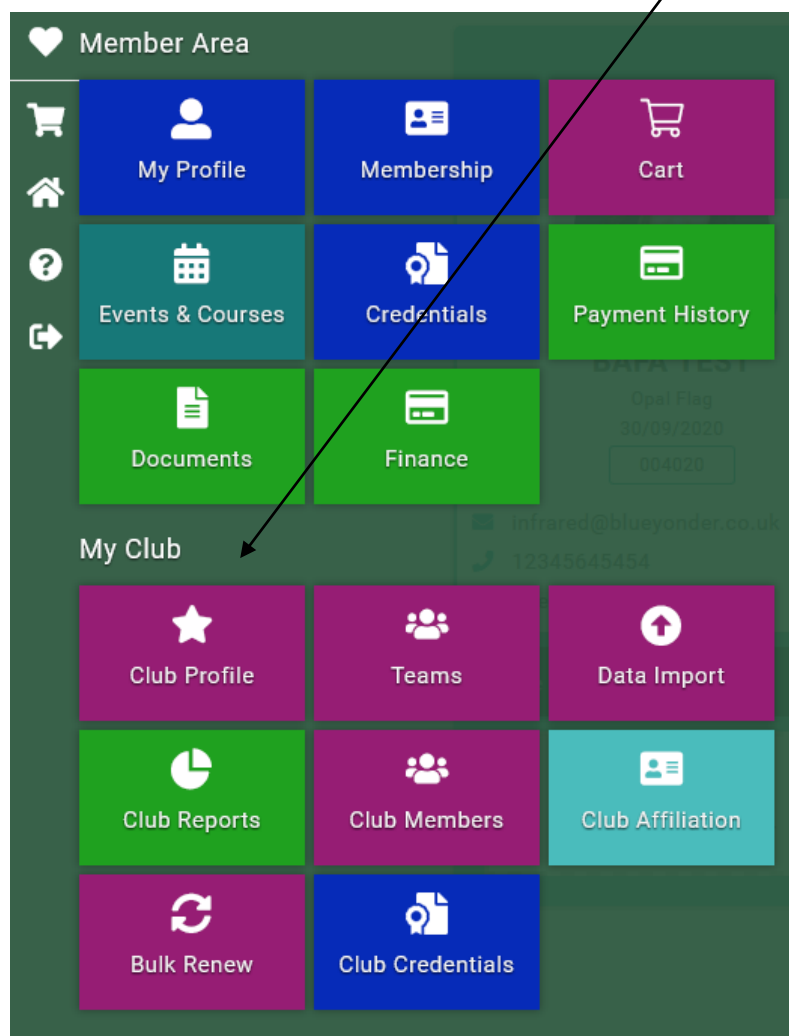
## How to upload club credentials

Club credentials are documents evidencing good club practice, as required by the BAFA competition rules and regulations.

These are:

- Club Constitution
- Summary of most recent annual accounts (if you have separate accounts for each team within your club, please load these up as well as overall summary accounts for the club)
- Codes of conduct (sample copy)
- Player agreement / contract (sample copy)
- Child protection / welfare policy (required for clubs with teams who have members under 18)
- Anti-discrimination and anti-bullying policy

Log on to your profile, go to Menu and select the Club Profile tile.

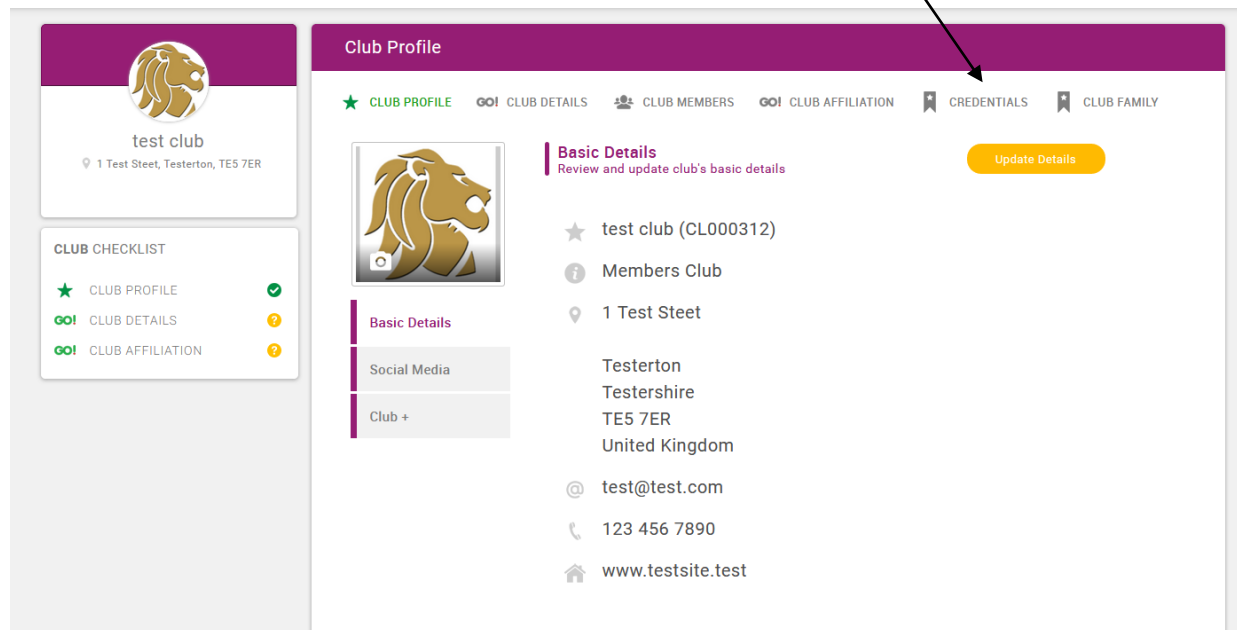


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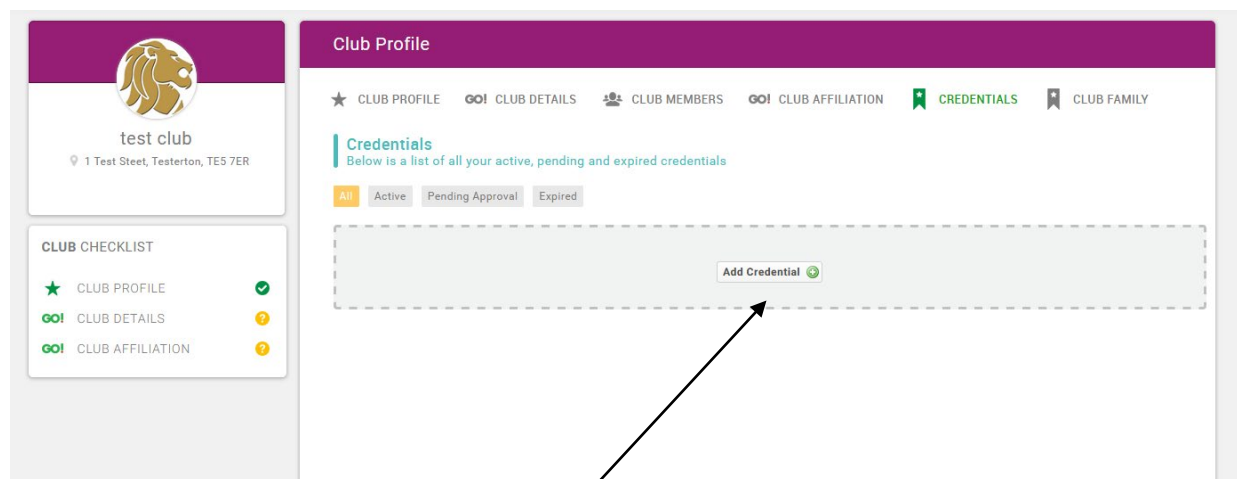


## How to upload club credentials

A screen containing information about your club will appear. Select 'credentials'



A screen containing any existing credentials that you, or another or previous club administrator have loaded up, will appear. If no credentials have been uploaded for your club before, this will be empty.



To upload new documents, click on 'add credential'

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## How to upload club credentials

A pop-up box will then appear, inviting you to select the type of document you want to upload.

This is a screenshot of a web application's pop-up window titled "Create a new credential". The window has a close button (an 'x' in a square) in the top left corner. Below the title, there is a section labeled "Step 1" with the instruction "Select a credential from the available list below". Underneath, the word "Credential" is followed by a dropdown menu. The dropdown menu is currently open, showing a list of options: "(Please Select)", "Club AGM Minutes", "Public Liability Insurance", "Code of conduct (sample)", "Summary of most recent accounts", "Club Constitution", "Other", "Player agreement / contract (sample)", "Children protection / welfare policy", and "Club Admin non-disclosure agreement". A yellow highlight is visible on the "Club Constitution" option. To the right of the dropdown menu, there is a small asterisk (\*) and a yellow button labeled "Next".

Pick the document type you wish to upload, and then click on 'next'

This is a second screenshot of the same "Create a new credential" pop-up window. In this view, the dropdown menu is closed, and "Club Constitution" is selected and displayed in the input field. Below the input field, there is a yellow button labeled "Next". A black arrow points from the text above to the "Next" button. Below the button, the text "Next to credential details" is displayed in a teal color.

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Please enter **your own club name** in the provider space, the **date you are uploading the document** in 'completed date' and '**30 September 2021**' as the expiry date and then click on next.

Create a new credential

**Step 2**  
Please complete the following details

### Club Constitution

Provider

Test Club \*

Completed Date

18/07/2020 \*

Expiry Date

30/09/2021 \*

Back

Next

Next to supporting evidence

Click on upload and then select browse to search on your device or computer and select the document you want to add.

Create a new credential

**Step 3**  
Please upload supporting evidence for your credential

### Club Constitution

Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.

Attachment

File Name - Comment

Test club constitution.docx

Back

Finish

Finish to close and save

Click on finish to close and save, and then repeat for the different documents you want to upload

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## How to upload club credentials

You will now see the documents you've uploaded sitting pending approval from BAFA, which will take place in due course. If there are any issues or queries relating to the documents you have uploaded, you will be contacted to discuss these.

The screenshot shows the 'Club Profile' page with a navigation menu: CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS, CLUB AFFILIATION, CREDENTIALS (highlighted), and CLUB FAMILY. The 'Credentials' section is active, displaying a sub-header 'Credentials' and a note: 'Below is a list of all your active, pending and expired credentials'. There are filter buttons for 'All', 'Active', 'Pending Approval', and 'Expired'. A dashed box contains an 'Add Credential' button with a plus icon. Below this, a credential card is shown for 'Club Constitution' with a green star icon, status 'PENDING APPROVAL', start date '18/07/2020', and end date '30/09/2021'.

If you have any problems uploading documents to the system, please contact [registrations@britishamericanfootball.org](mailto:registrations@britishamericanfootball.org) for support.