

Making Manager Details Visible

To ensure that your manager contact details will display on the Club Directory, first log into your Club Admin area ([Norfolk Women's & Girl's Football League Club Administration \(helpwithit.co.uk\)](https://www.norfolk-women-and-girls-football-league.co.uk/helpwithit.co.uk) (if you do not have the details, contact your Club Secretary).

Norfolk Women's & Girl's Football League

Registered Club Administration Website



[Retrieve your Club Login](#)

Please enter your registered email address and Clubs Unique Identifier (UI)
(Click the button above if forgotten)

Registered Email Address:

Club Unique Identifier:

- On the home page, click **'View Detail'** under the **Team Information** section

Club Information



Update your Club Information such as Secretary, Chairman, Treasurer and Welfare Officer contact detail.

[View Detail →](#)

Team Information



Create/Edit Team Information such as Manager/Match Arranger contacts, team colours, pitch detail and post a team advert.

[View Detail →](#)

Fines/Charges & Invoices



View details of fines/charges & invoices.

[View Detail →](#)

Agreements



View and sign League/Trophy Documents.

[View Detail →](#)

League Application



Confirm and Submit your League Application.
(To be completed by Friday 31st May 2024)

[View Detail →](#)

- Click the **'Edit Team Record'** icon 

League Team Information

Create New Teams and Edit existing ones with contact information for Manager and Assistant, home ground information and team colours. Relevant information is shown on the Leagues website so please ensure it is up to date and accurate.

To remove a team from the list, edit the record and select 'No' against the 'Team Active' section and click the update button. [Show Example](#)

Key :  Edit |  Website Advert |  Postponement Request

[Create NEW Team](#) [Close](#)

2024/2025 Example Club F.C. - SENIOR 11-A-SIDE (Pep Guardiola)	Complete	  
2024/2025 Example Club F.C. - UNDER 16's (Jurgen Klopp)	Complete	  

- Under Manager Detail, make sure the **Display Mob on Website** and **Display Email on Website** buttons are ticked 'Yes'.

Manager Detail

First Name :

Surname :

Mobile :

Display Mob on Website : ☒ Yes ☐ No

Email Address :

Display Email on Website : ☒ Yes ☐ No

- Scroll down and click '**Update**'

The managers details should be visible on Club Directory now. You can do the same process for Assistant Managers too if you would like a secondary point of contact to be visible.

Any questions, speak to your Divisional Secretary