

Useful Guidelines on Completing Registrations in Excel or Online

Field	Notes	Example
TEAM	Name of team (including A/B/C team and Womens if applicable)	Athlone IT Womens B
PLAYER'S LAST NAME	Proper Case to be used (i.e. First Letter should be Capital and other letters should be in small)	Doe
PLAYER'S LAST NAME	No space between Mc and Carthy	McCarthy
PLAYER'S LAST NAME	Apostrophe after the (O') and no space between the apostrophe and the C	O'Donnell
PLAYER'S FIRST NAME	Proper Case to be used	Jane
GENDER	Enter Female or Male (Proper Case)	Female
PLAYER'S HOUSE NUMBER (Online Entry)	House Number to be entered in Number Field.	2
PLAYER'S STREET ADDRESS 1	Enter Street Address Line 1 Here. Proper Case to be Used.	2 The Mill
PLAYER'S STREET ADDRESS 2	Enter Street Address Line 2 Here. Proper Case to be Used. Leave Blank if next field is Town/City.	
PLAYER'S STREET ADDRESS 2	Enter Street Address Line 3 Here. Proper Case to be Used. Leave Blank if next field is Town/City.	
PLAYER'S TOWN/CITY	Town/City entered in Town/City field. Proper Case Used.	Castlebar
PLAYER'S COUNTY (or Dublin Area Code)	County Entered In County Field as "Co. XXXXX". If In Dublin Area then Enter as "Dublin XX"	Co. Mayo or Dublin 15
DOB	Date of Birth Entered As (DD/MM/YYYY)	23/01/1991
STUDENT ID	Enter ID Number	UCD 0511038
COURSE OF STUDY	Enter Name of Course. Proper Case to be used.	BA Sports
YEAR OF STUDY	Entered as a Number (as opposed to text)	3
CONTACT TELEPHONE	Space between Area Code and Number (as opposed to number joined)	094 1111111
EMAIL ADDRESS	For convention enter email address in small letters as email addresses are not case sensitive.	janedoe@mayorovers.ie
CURRENT NON THIRD LEVEL CLUB	FC or AFC Entered after Club Name to avoid conflict with Team Names. Proper Case should be used	Mayo United
LAST 3rd LEVEL TEAM	Enter Name of Last 3rd Level Team.	None
SIGNATURE OF PLAYER PROVIDED <input type="checkbox"/> (Y O	Enter Y if Yes or N if No	Y
DATE OF PLAYER SIGNATURE	Date Entered As (DD/MM/YYYY)	03/09/2008
PARENTAL CONSENT PROVIDED	Enter Y if Yes or N if No	Y
DATE OF PARENT/GUARDIAN SIGNATURE	Date Entered As (DD/MM/YYYY)	05/09/2008
OPT OUT BOX TICKED	Enter Y if Yes or N if No	N

Notes

1. By using the above guidelines, you will assist in the smooth entry of data into the system and reduce the number of data problems that may otherwise result.
2. Proper Case means that First Letter should be Capital and other letters should be in small.
3. Please note that data collected will be stored and used in accordance with the FAI Data Protection Policy.