STEP-BY-STEP GUIDE FOR CLUBS

Notice of Approach

Issuing, answering and completing a Notice of Approach on One Admin

oneadmin sports admin made easy.

Approaching club
The club that would like to sign the player. Follows steps 1, 2 and 4.

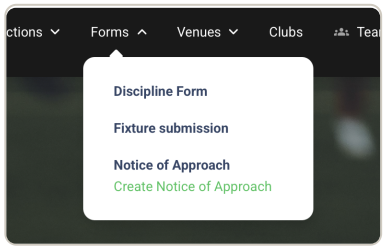
Approached club
The player's current club. Follows step 3.

League
Copied in throughout, and approves the registration at step 5.

1 APPROACHING CLUB
Open the form and log in

On the league website, open the **Forms** menu and choose **Create Notice of Approach**, then log in with your One Admin account – the form opens for you.

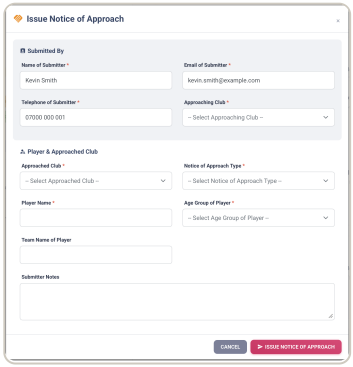
Already logged in? Go to the **NoA Inbox** and press **Issue Notice of Approach**.



2 APPROACHING CLUB
Issue the notice

1. Check your **contact details** and pick your club as the **Approaching Club**.
2. Choose the **Approached Club** and the **Notice of Approach Type**.
3. Enter the **player's name**, **age group** and current **team**.
4. Add any **notes** – e.g. a request to waive the notice period.
5. Press **Issue Notice of Approach** (any league fee is shown first).

The approached club and the league are emailed straight away, with a copy to you. Status: **Awaiting Response**

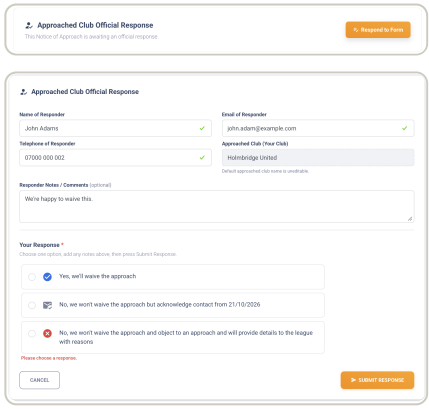


3 APPROACHED CLUB
Respond within 7 days

Use the response buttons in the email, or open the notice in your **NoA Inbox** and press **Respond to Form**. Confirm your details, choose one option and press **Submit Response**:

- **Waive** – happy for the approach to go ahead **Waived**
- **Acknowledge** – won't waive, but accept contact from the end date **Acknowledged**
- **Object** – give reasons; the league follows up **Objected**

Your response is emailed to the approaching club and the league. No response yet? The approaching club can send a reminder.



4 APPROACHING CLUB
From day 8, submit on the FA portal

Each notice shows its **Approach Ending Date** and days left. From the **day after** the end date, submit the registration on the **FA portal** as usual.



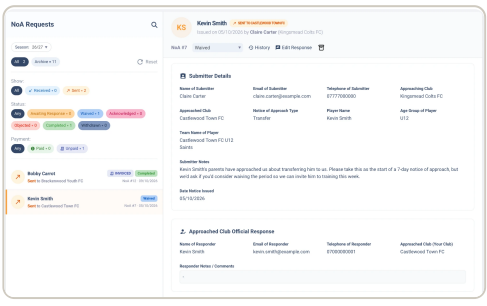
DAY 0	DAYS 1–7	DAY 8+
Notice issued	Notice period	Submit on FA portal

One Admin records the notice; it doesn't register the player. Always submit on the **FA portal**, no earlier than day 8.

5 LEAGUE
The league checks and approves

The league compares the FA portal request with the notice on One Admin. If the status is appropriate, and any objection has been dealt with, the league approves it and the notice is marked **Completed**.

Need a change? The approaching club can edit or withdraw the notice from the NoA Inbox.



Questions about a Notice of Approach? Contact your league.