



## Brislington Junior Football Club

Brislington Juniors FC have signed up to the online CRB check process, as recommended by the Somerset FA. As a result, all new CRB Checks will be conducted following this online process.

The Brislington Junior FC Child Welfare Officer (CWO) is Graham Mills.

<https://online.tmgcrb.co.uk/Login.aspx>

Please ensure you have read the online Applicant Guidance Notes and have your Proof of ID ready for when you complete the application form.

To start, select the website listed above and click on the 'Register' button.

The screenshot shows a web browser window with the URL <https://online.tmgcrb.co.uk/Login.aspx>. The page has a white background with a purple and yellow TMGCRB logo in the top right corner. The main content area is divided into several sections:

- Login:** A form with three input fields: "Org PIN \*", "Email \*", and "Password \*". Below the fields is a link "Forgotten Login Details?" and two buttons: "Login" and "Register".
- Login Help:** A section with a question mark icon, containing the text: "To login, complete the three fields and press login to access the online system" and "If your organisation has provided you with a PIN and secret word, click on the Register button to register prior to logging into the online application".
- Queries Helpline:** A section with a question mark icon, containing the text: "Click on the links below for the service guidance notes" and a list of links: "Applicant Guidance Notes", "Verifier Guidance Notes", "Disclosure Manager Guidance Notes", and "Important Updates". Below the links is the text: "If you have any queries contact us on 0845 251 5000" and the email address "online@tmgcrb.co.uk".
- Message Board:** A section with the text: "Due to strike action by the Communication Workers Union Crown Post Office branches will be closed all day on Monday 29 July 2013. We regret the inconvenience this causes for those applicants using the integrated Post Office checking service."

The version number "5.9.3.26518" is displayed in the bottom right corner of the page.

You will be redirected to the Registration screen.

When you start to Register you will need the Org PIN specific to Brislington Junior FC, which is a unique six digit number available from the club. You will also need to add your name and email address, before entering the security code shown on the screen.



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You will then be presented with another screen, where you will need to enter the secret word supplied by the club and password of your own for your application. You will see confirmation that the ORG Pin entered on the previous page refers to Brislington Junior Youth.

Once Registration has been successful, you will be redirected back to the initial logon screen.

You will also receive an email confirming your online registration.

You can now login using the Org PIN, your email address and your password.

Once you have accepted the Terms and Conditions, You may now start your online CRB check.

There are 4 Steps and you can 'Save' your application anytime by pressing the Save button in the top right hand corner. You can even logout after a Save and log back in to continue your application later.

Please note that you will not be able to proceed onto the next step, until your current step has been completed successfully.

Step 1 requires Passport Number, NI Number and/or Driving Licence Number - where applicable.

Step 2 requires you to note the three documents you will share with the club CWO.

Step 3 is where you confirm that previous steps have been completed accurately.

Step 4 confirms the form has been completed successfully and asks you to meet up with CWO.