



Full-Time

Team Administrators

Version 5.1

TheFA.com FA sites County FAs F A N

TheFA.com **FULL-TIME**

HOME | SIGN IN | FULL-TIME NEWS | FAQs | CONTACT US FIND YOUR LEAGUE GO

FULL-TIME

League Administration

FULL-TIME is the easy way of managing your football leagues online. The FA is offering it free to all affiliated leagues across the country.

FULL-TIME is the only league administration package that works in conjunction with TheFA.com, your County website, Members Services and RESPECT monitoring.

Read more about FULL-TIME

REGISTER YOUR LEAGUE NOW!

CREATE your own league website
EASY management of fixtures, results & tables
REGISTER players and manage teams

SIMPLE to use - website updated instantly
OPTIONAL features to suit your league
ADD news stories, photos and match details

SHARE the workload, multi-user access
APPOINT referees for Respect monitoring
ADVERTISE your sponsors on your website

Welcome to Full-Time

Welcome to our “Team Administrators” guide to Full-Time. Full-Time is The FA supported league administration package, freely available to all sanctioned leagues and competitions in England.

This user guide is intended for the use of Team Administrators (i.e. Clubs). Depending on which options your league has decided to use, some, all (or none) of these may be available to clubs. Leagues will make their own decisions about which functionality to make available, so if you have any questions, please contact your League directly.

Accessing Full-Time

To access Full-Time and use these options, a Team Administrator must be provided with a username and password. These will be assigned by their League and gives them limited access to Full-Time, though this is restricted to the information appropriate for their club. If you do not have a username or password, please contact your League.

Match Statistics/Registering Players

Before any Match Statistics can be registered on Full-Time, the players for the team concerned must have been registered with the league and added to Full-Time. If you need more information on registration of players, please contact your league directly.

League Administrators

The sections in this guide are almost identical to sections in the main user guides for Full-Time, which have been written for League Administrators, though this booklet has been adjusted so it is appropriately written from the perspective of Team Administrators.

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It is important to note that leagues may not be using some or all of these functions. If you need to check whether an option is in use, please contact your league directly.

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Version 5.1 Updates (November 2015)

The following sections listed above were added/updated as part of the release of Full-Time Version 5.1 in November 2015.

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1.0 Signing In To Full-Time

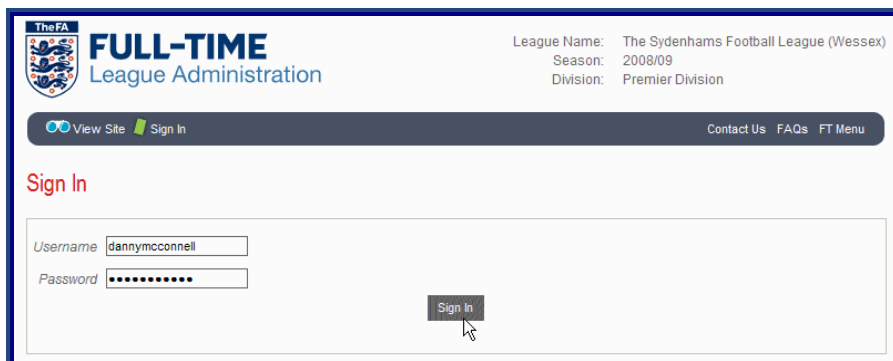
1.1 How to... Sign In To Full-Time

Once you've received your username and password (note that these are set up by leagues, assuming they want their Team Administrators to be able to login to Full-Time, you can log onto Full-Time for the first time.

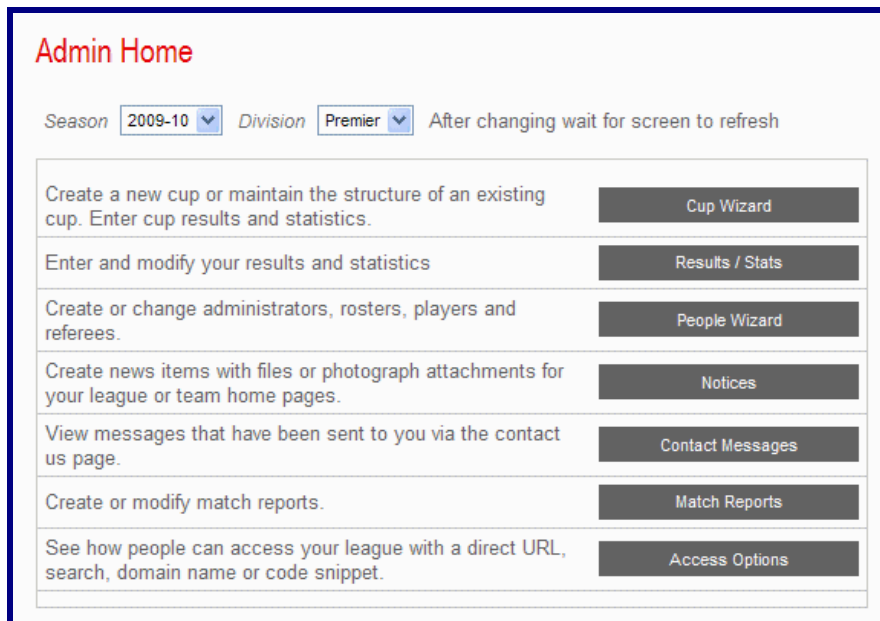
Step 1: Go to the Full-Time home page, <http://full-time.thefa.com> and click on "Sign In".



Step 2: On the "Sign In" page, enter your username and password.



The "Admin Home" menu for Full-Time will appear. The options you will see will be dependent on which functionality your league has chosen to make available to Team Administrators.



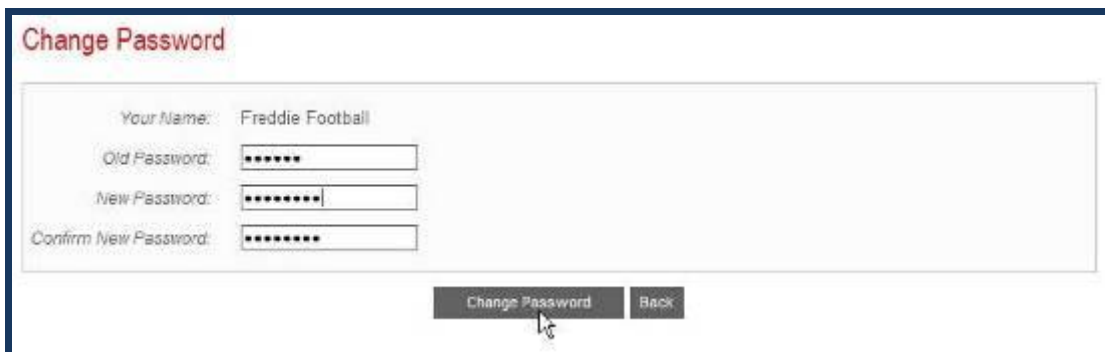
1.2 How to... Change Your Password

Full-Time includes an option to allow users to change their own password. You are reminded that you should not use the same password as your username, and that you should not share login details with others (if other people need access, the league administrators can set them up to do so).

Step 1: From “Admin Home”, click on “Change Password”



Step 2: On the “Change Password” screen, enter your existing password, and your new password (you are asked to input the new one twice, to ensure you don’t make any typing mistakes).


 A screenshot of the "Change Password" form. The form has a title "Change Password" in red. Below the title, it displays "Your Name: Freddie Football". There are three input fields: "Old Password:" with a masked password "*****", "New Password:" with a masked password "*****", and "Confirm New Password:" with a masked password "*****". At the bottom of the form, there are two buttons: "Change Password" and "Back". A mouse cursor is hovering over the "Change Password" button.

Full-Time will confirm that you have changed your password successfully.



1.3 How to... Retrieve a Forgotten Password

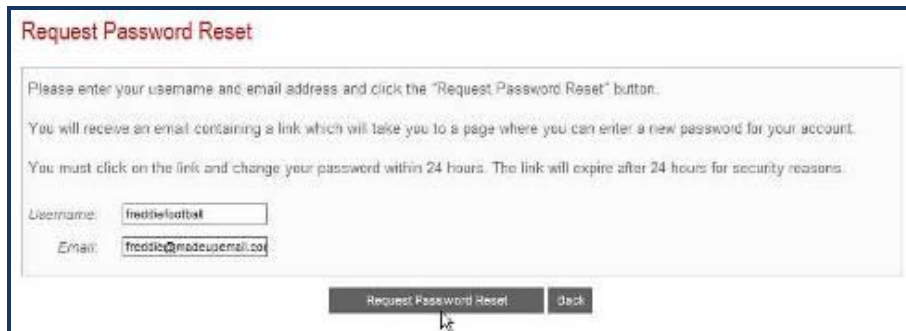
Full-Time includes an option to allow users to retrieve a forgotten password, by getting it sent to their email address. For security reasons, this email address must already be registered on Full-Time.

If you have forgotten your password, and your email address is not on Full-Time, then you will need to contact your League Administrator to get your password reset.

Step 1: From the Sign-In page for Full-Time, click on the “Forgot Password?” link.



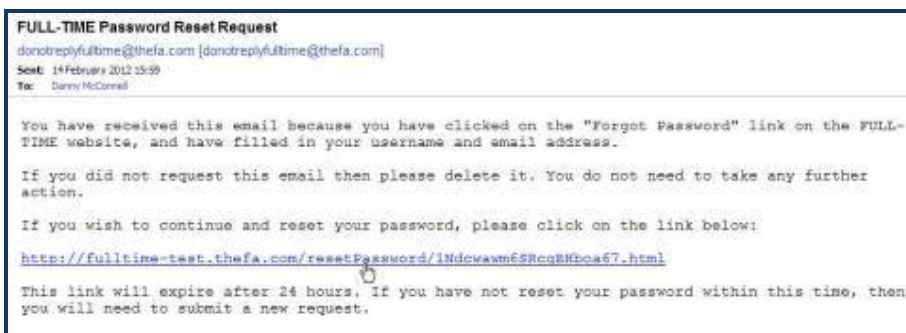
Step 2: On the “Request Password Reset” page you should input your username and email address within Full-Time. If the email address entered does not match the email address within Full-Time, then the password reset request will fail (Full-Time verifies who you are by checking this email address)



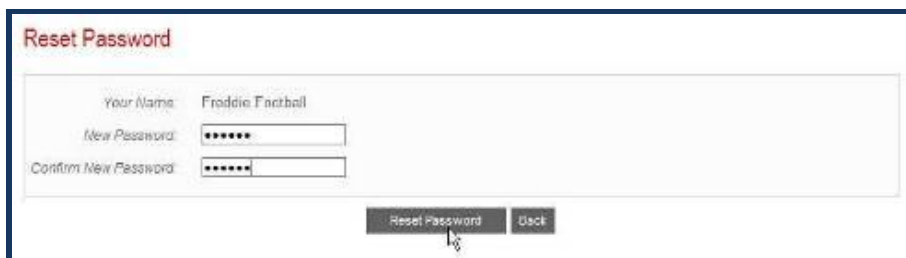
Step 3: Assuming the email address matches your username, Full-Time will confirm that an email has been sent to your email address (it cannot be sent to any other email address).



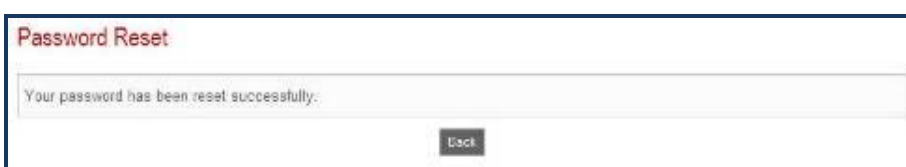
Step 4: Within a few minutes, you should receive an email from Full-Time which includes a link to a Reset Password page created specifically for you to use. This **must** be used within 24 hours, or it will expire and you will need to request the reset password again. Click on the link shown.



Step 5: The Reset Password page will appear. Enter your new password (you will be required to confirm it, to guard against typing mistakes) and click on “Reset Password”.



Full-Time will confirm that your password has been successfully reset.



1.4 How to... Change/Verify Your Email Address

Full-Time users who login to the system are asked to verify their email address (this confirms you have input the email address correctly). You will be asked to verify your email address only once, unless you change your email address.

Step 1: From “Admin Home”, select “Email/Password” (if you don’t have a verified Email address, you will be taken to this section when you log in).

Step 2: To verify your email address, simply click on the “To send a verification email, please click here” link. Full-Time will send an email to your email address, and you can click on the appropriate link to verify your email address.

If you do not receive the verification email, then check that your email address is correct within Full-Time, and check your spam filters, in case the verification email has been sent there.

Step 3: To change your email address, simply enter the new email address in the box shown (you will be asked to enter it twice, to confirm your email address) and click on “Change Email Address”. Your email address on Full-Time will be updated, and the verification email sent to you.

1.5 How to... Find FA Initiative Leagues on Full-Time

Full-Time has a number of home pages for FA Initiatives (FA Futsal Fives, FA National Futsal League, Team Sixteen and Team Nineteen). Leagues which are part of these initiatives will not appear on the main search page, but instead can be found on these home pages.

Links to these home pages can be found underneath the search box on Full-Time.

1.6 How to... Access the Mobile Site for Full-Time

Full-Time has a mobile site, designed to allow users to view fixtures, results and tables from a mobile device. To access this site, click on the “Mobile” link at the top of a league.

2.0 Players and Registration

2.1 How to... Request Player Registration (Team Administrators)

This option is available if Leagues have decided to allow Team Administrators to request Player Registration Access and is available to Team Administrators when they log in to Full-Time.

Requests by Team Administrators to register players must be confirmed by a League Administrator before their registration is processed and the players become visible on the public pages.

Step 1: From “Admin Home”, click on “People Wizard”.



Step 2: Click on “Register Players”.



Step 3: Full-Time will request various details. Boxes marked by a * must be completed.

There is a comment box at the bottom, which allows the Club to give any additional information which may be of assistance to the League when they decide whether to approve the registration.

Register Players

First Name *

Middle Initial

Last Name *

Date Of Birth * Day Month Year

Email Address

Team If you play for or want to play for a particular team then select it here. You can leave this blank.

Work Phone

Home Phone

Mobile Phone

* At least Address Line 1 and Town/City required

House Name

House Number

Address Line 1

Address Line 2

Address Line 3

Town / City

County

Postcode / Zip

Comment Add a comment for the league/team administrator which they will see when approving this request - no more than 7 lines.

Step 4: Once the details have been entered, click on “Create”.



The registration request is sent to the League Administrator.

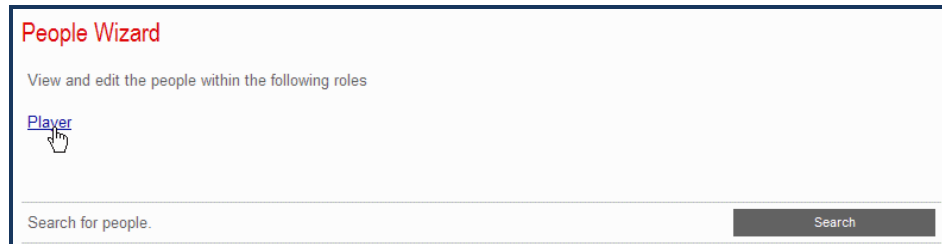
2.2 How to... Update a Player's Details (Team Administrators)

This option is available to Leagues who have allowed Team Administrators to Edit People within their clubs (i.e. players). Many leagues may decide they will not allow Team Administrators to update player details directly, and that any amendments must be done by a League Administrator.

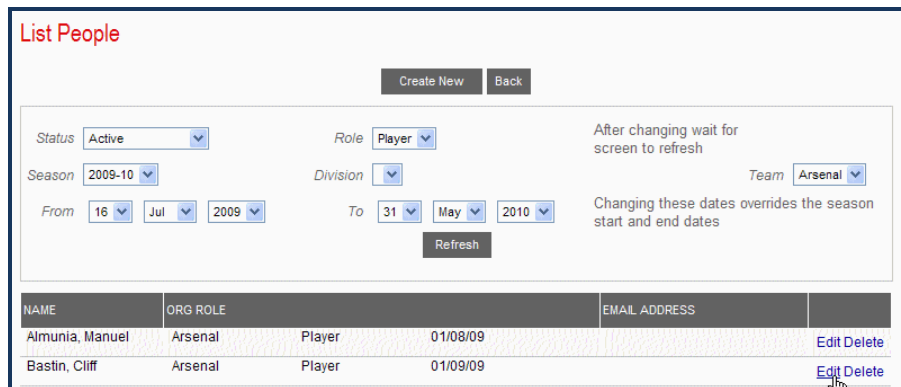
Step 1: From "Admin Home", click on "People Wizard".



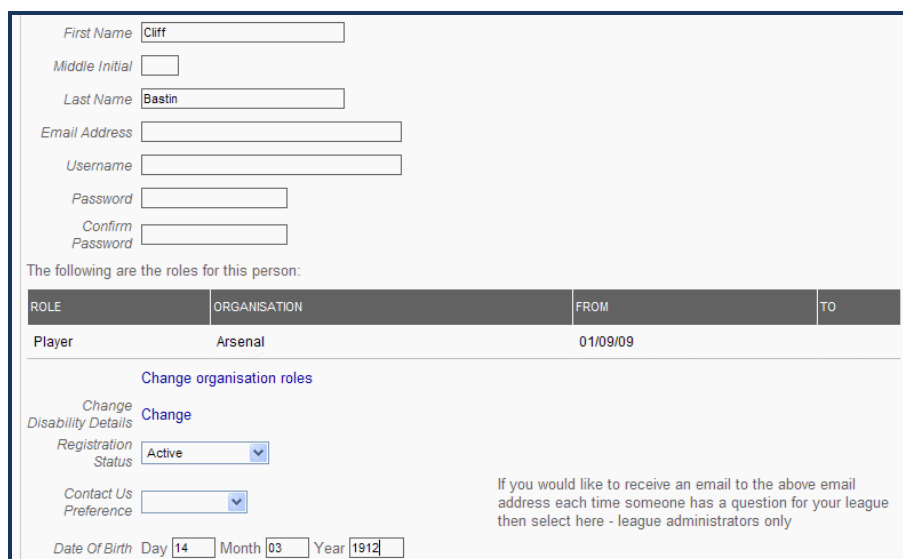
Step 2: Click on "Player" (note that there is also a Search option to search for players by name).



Step 3: Full-Time will list all Players currently registered for the team. Click "Edit" for the player whose details you wish to update.



Step 4: Update the appropriate details.



Step 5: Click on Update to save the changes made.



3.0 SMS Results

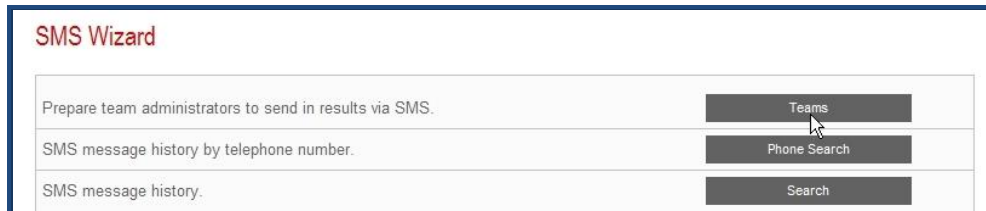
3.1 How to... Set Up a Team Administrator to send SMS Results

Some leagues may give their clubs access to update the administrators who are set up to report scores via SMS text message. These people must have already been added to Full-Time as Team Administrators for them to be added as SMS contacts.

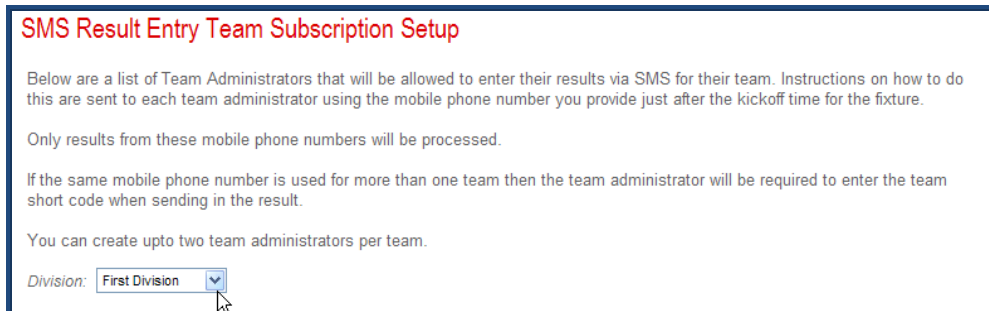
Step 1: From “Admin Home”, click on “SMS Wizard”.



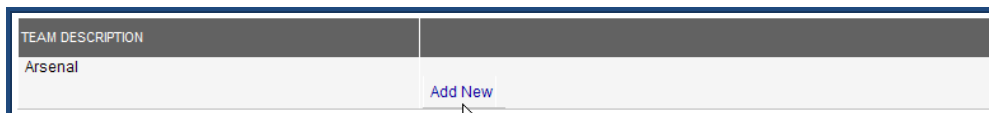
Step 2: Click on “Teams”.



Step 3: Select the division for which you wish to add a Team Administrator to use SMS results.

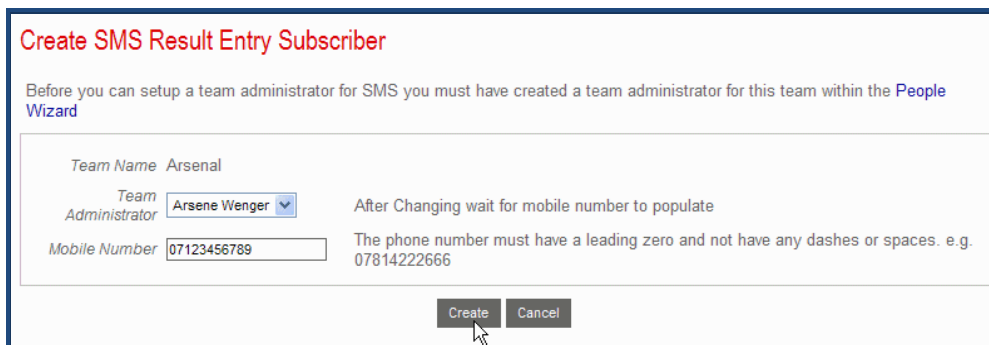


Step 4: Full-Time will display the Team Administrators currently registered for SMS Results (maximum of two per team). If you wish to replace one, click on their name and you’ll be given the option to delete them from using SMS results for that team. To add a new one, click on “Add New”.



Step 5: Full-Time will give you a drop-down menu showing all Team Administrators currently assigned to this Team. Select the one you wish to register for SMS Results. If you’ve already entered their mobile number via the People Wizard, this is automatically displayed, but you do have the option to enter a different mobile number if required.

Once you have selected the person and entered their mobile number, click on “Create”.



The Team Administrator will now be automatically registered to submit results via SMS Text Message.

3.2 How to... Submit SMS Results for League Games

The SMS result option allows leagues to have scores (only scores, no other match details) reported by SMS text message. This reduces league administration by removing the need for results to be taken from voicemail, as well as allowing leagues to get results published "instantly". Furthermore, it helps to reduce the risk of Team Administrators forgetting to report results, as Full-Time sends them a text message prompting them to report the score.

Who Can Report Results

For each team, two mobile numbers can be registered (for example the Club Secretary and Team Manager). Leagues will need to inform the clubs how to get their contacts changed.

With the SMS system, home and away clubs both report scores. There's no need to restrict it to home teams only, as SMSes are processed automatically, and it's better to get them double-checked.

The SMS Text Prompt

During each game (normally 15 minutes after kickoff), the Full-Time will send an SMS Text Message to each registered mobile number, reminding them to send in the result of the game. After the game, both home and away clubs should report the score by replying to their message, giving the score for the game, **home team first, away team second, and separated by a hyphen.**

For example:-

FA Full-Time Automated Results: CHE1 v MNU1 Sun 21 Sep 14:00. Reply with home and away scorers exactly in the format: H-A e.g. 2-1

Replying To Full-Time

To report a 2-1 win to the home side you would simply reply:

2-1

The only exception is if you are registered to send in results for more than one team, in which case Full-Time will include a team code, which you need to add after the result so that Full-Time can identify which team is being reported. In the above example the text you would receive would say:-

FA Full-Time Automated Results: CHE1 v MNU1 Sun 21 Sep 14:00. Reply with home and away scorers exactly in the format: H-A CHE1 e.g. 2-1 CHE1

Note the CHE1 team code at the end. The reply would be:

2-1 CHE1

Important Notes

It is important to note you should not add other information and that the text must begin with the word RESULT or Full-Time will ignore it. The text must be sent from one of the registered mobiles (as Full-Time identifies you by the mobile number it has been given).

Full-Time allows you to report postponements (**P-P**) and abandonments (**A-A**) although leagues will usually want you to report these games separately as well.

Troubleshooting

If users are having problems with sending in results, please ask them to check the following:-

- Don't submit the score before you receive the incoming SMS prompt from Full-Time
- If Full-Time asks for a team code, make sure it's included, **AFTER** the scores.
- Make sure you give the **home score first, away score second.**
- Tell the league if you change your mobile number!
- Tell the league if a fixture is incorrect on Full-Time before the game is played.
- Remember that the SMS score is processed by a computer, so the format needs to be correct.

3.3 How to... Submit SMS Results for Cup Games

Full-Time also allows SMS users to submit full score-lines from cup games, including the scores after extra time and penalties.

The format of the outgoing SMS message sent to administrators is as follows:-

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & code CHED, followed by AET & PENS if required: eg 2-2 CHED 3-3 AET 3-1 PENS

The Team Administrator is therefore required to potentially send back up to four pieces of information in the same SMS text message:-

1. **Score** – The score after normal time in the usual way
2. **Short Code** – if they are required to submit a short code, to identify which team is involved.
3. **Extra Time score** – the score line after extra time, followed by AET (it is essential that AET is included, to identify that the scores beforehand applies to extra time)
4. **Penalty score** – the score after penalties, followed by PEN (it is essential that PEN is included, to identify that the scores beforehand applies to penalties)

If the normal time score is not level, then any extra time and penalty score will be ignored. If extra time is not played, and the game goes direct to penalties, then do not input an extra time score nor AET (e.g. 2-2 CHED 3-1 PEN means the game finished 2-2 and went straight to penalties).

The “SMS cup format” is also used for all “Other Fixtures” (in most cases, “Other Fixtures” are used for cup games – if the game is not a cup game, then the user can simply report it the same way as any other fixture which is completed after normal time).

3.4 How to... Submit SMS Results Including Attendances

Full-Time includes the facility to have attendances included within the reporting of scorelines from games. This option will only be used rarely, usually by leagues higher in the National League System pyramid.

When the outgoing SMS messages are sent out by Full-Time, they will include a reference to the attendance within the example at the end of the message (note that the limitation in number of characters restricts the guidance the SMS can give). This is **only** sent to the **Home** team – the away team are not prompted to report the attendance.

e.g. the outgoing message is of the format

FA Full-Time Results: ARS1 v CRY1, Fri 07 Aug 19:30. Reply home and away scores and attendance in format H-A e.g. 3-2 ATT 100

When replying to the SMS prompt, the home team should include at the end ATT and a number, this will be included as the attendance for the match concerned.

Key Points:

- Attendances can be reported for league or cup games.
- The letters ATT **must** precede the figure reporting the attendance.
- Away teams are not prompted for attendances and cannot report them.
- Attendances of over 99,999 will not be processed.

4.0 Fixtures

4.1 How to... Update Fixtures (Date, Time, Venue and Date Status)

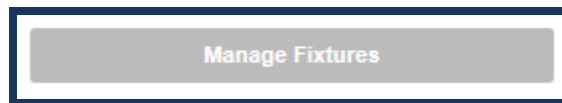
This section has been updated in November 2015 as part of the Version 5.1 upgrade. The “Mass Update” page previously used by Team Administrators has now been removed and replaced with a more user friendly page.

Some leagues may give their clubs access to amend some details of fixtures, most commonly the kickoff time, although they can also give clubs access to amend dates, venues and date status (Normal/Scheduled to To Be Confirmed and vice versa) if required. In addition, leagues can now also give away teams access to amend fixtures if they choose to do so.

Team Administrators can only update fixtures involving their teams.

Note: This option does not appear on the menu until you have at least one fixture you can update.

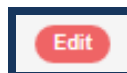
Step 1: From “Admin Home”, click on “Fixture Wizard” and “Manage Fixtures”.



Step 2: You will be presented with a list of one or more fixtures (your league have the option of allowing you to update home and/or away fixtures)

Team Administrator Update Fixtures					
<p><i>i</i> Here you can update the fixture details for your team</p>					
	Date And Time	Date Status	Status	Home Team	Away Team
Premier	Sun 07/09/14 12:05	Normal / Scheduled	Normal	Arsenal	Fulham
Premier	Sun 21/09/14 12:05	Normal / Scheduled	Normal	Arsenal	Liverpool

Step 3: Select the fixture to be changed by clicking on Edit.




Step 4: The Update fixture page will appear, and you may be able to edit some or all of the following, depending on whether your league have given access permission to do so:-

Date and Time – the date and time on which the fixture will be played


Date Status – the fixture’s Date Status from To Be Confirmed to Normal/Scheduled (and vice versa)

Venue – the venue at which the fixture will be played


 **Update Fixture**

Home Team Arsenal

Away Team Fulham

Date And Time 07/09/2014 12:05 

Date Status Normal / Scheduled 

Venue Emirates 

Step 5: Once the changes required have been made, click on Update to save the changes,

5.0 Match Returns (Team Sheets)

5.1 How to... Register Scores and Referee/Respect/Team Marks

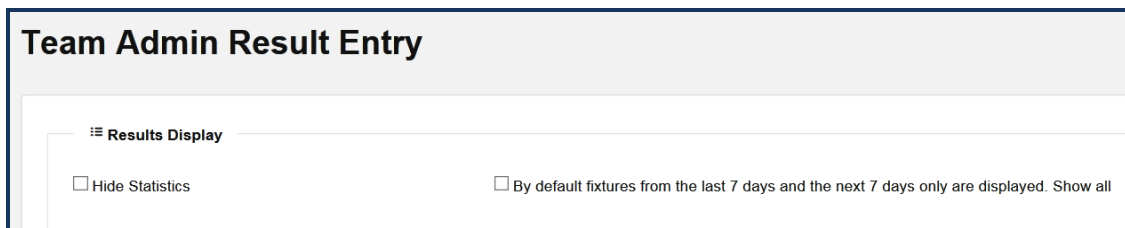
Full-Time allows Team Administrators to enter marks for referees as well as recording fuller details to complete a Match Return/Team Sheet. These marks can (and should) normally be locked by League Administrators to prevent them being updated by clubs at a later date.

Step 1: From “Admin Home”, click on “Results/Stats”.



Enter and modify your results and statistics Results / Stats

Step 2: A list of fixtures will appear in date order. By default, only fixtures for the last seven days will appear – if you want to see older fixtures, check the box marked “Show all”.



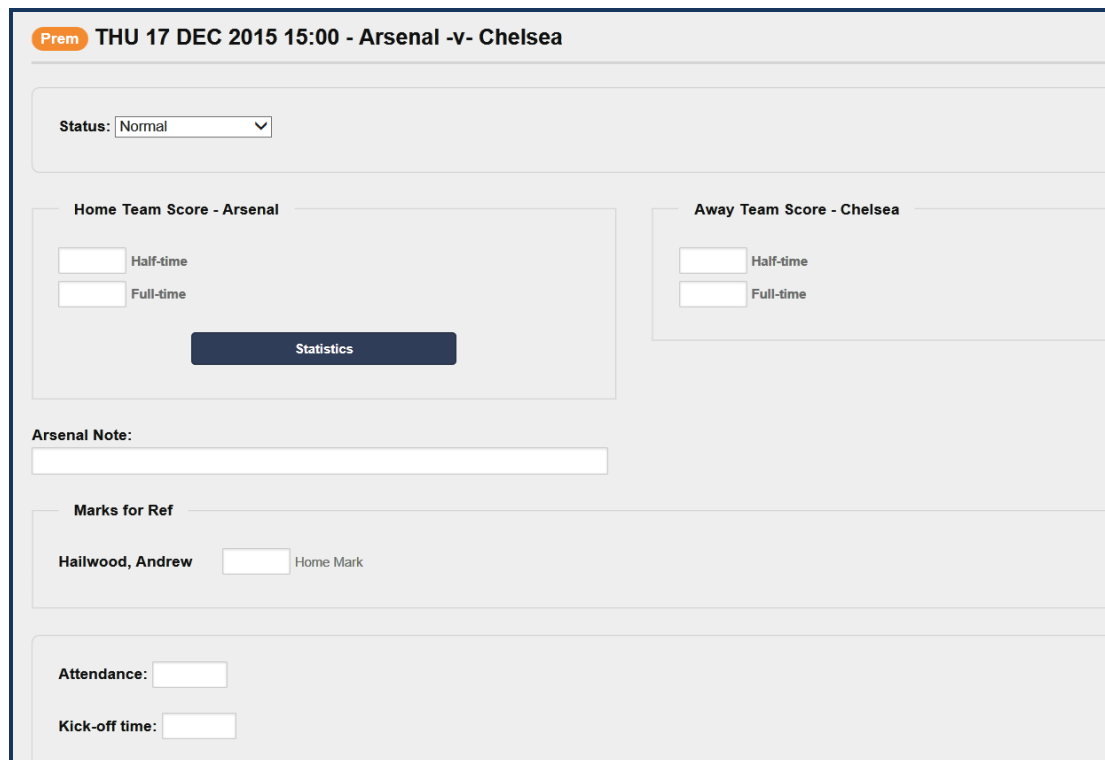
Team Admin Result Entry

☰ Results Display

Hide Statistics By default fixtures from the last 7 days and the next 7 days only are displayed. Show all

Step 3: Select the relevant match and you may be able to enter some or all of the following data:-

- **Scores** - these may have been locked by your league to prevent updating.
- **Marks for referee** – these boxes will only appear if a referee has been appointed to the game, and may have been locked by your league to prevent access.
- **Attendance** – this will only appear for home teams, and only if the league have enabled the option to report attendances.
- **Kickoff Time** – home and away teams can record kickoff times separately (in case of dispute)
- **Notes** – any notes you wish to leave for the league (these do not appear on public pages)
- **Statistics** – link to complete full details for the Match Return (Team Sheet)



Prem THU 17 DEC 2015 15:00 - Arsenal -v- Chelsea

Status:

Home Team Score - Arsenal

Half-time

Full-time

[Statistics](#)

Away Team Score - Chelsea

Half-time

Full-time

Arsenal Note:

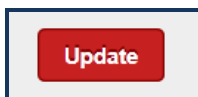
Marks for Ref

Hailwood, Andrew Home Mark

Attendance:

Kick-off time:

Step 4: Once you have finished click on Update.



You must click on Update to save any marks.

Step 5: Click on the Statistics link to enter the fuller details on the Match Return/Team Sheet.



The main statistics page will appear. Note that this will have tabs for the **Team Marks** as well as a **Statistics** tab (this may be greyed out and shown with a question mark, as it cannot be accessed until any Team Marks have been recorded).



Step 6: The “Team Marks” tab displays the Referee Mark, Attendance and Kick-Off Time boxes (if they’ve been selected for recording by your league) as well as the Note box (you may have already recorded these on the main results page).

Statistics

Team Marks
Statistics?

[Results](#)

Marker's Team - Arsenal

Thu 17 Dec 2015 15:00 Arsenal v Chelsea

2 Marks For Ref

Hailwood, Andrew

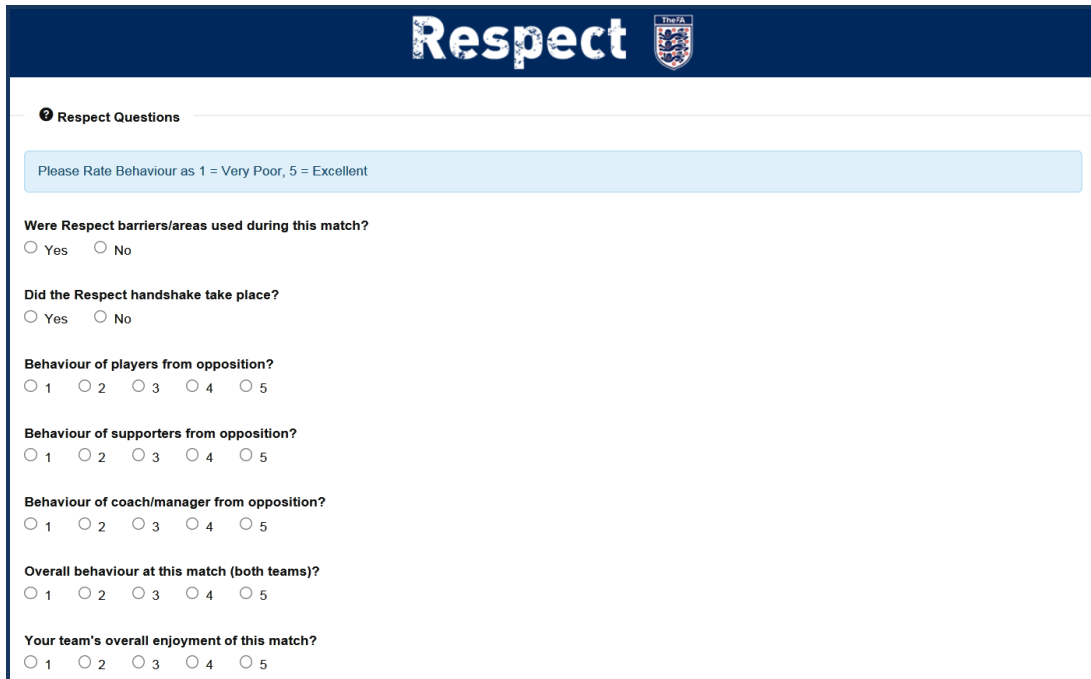
Attendance

Reported Kick-off Time

e.g. 15:30

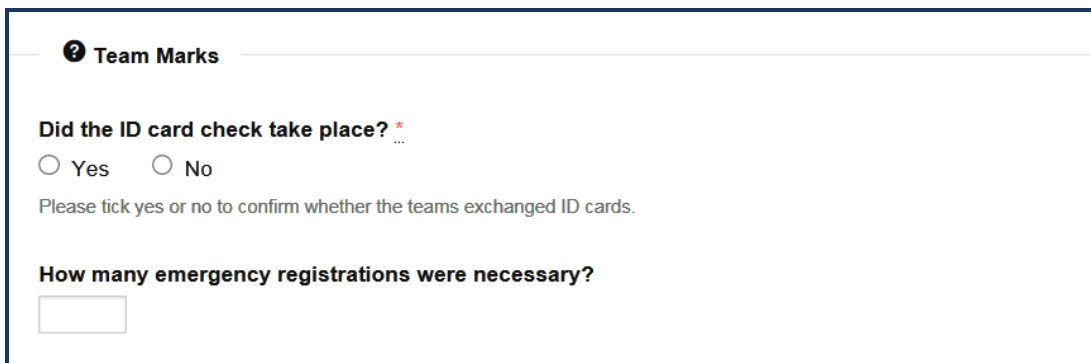
Step 7: In addition, this page may display Respect Questions (if these have been enabled for use by the league) further down the screen, as well as any other questions the league may have created. Again, these may have been configured by the league such that these must be completed before the Statistics tab is enabled for use.

There are seven Respect questions which may be asked, though leagues can choose to disable selected questions if they do not feel they are appropriate to their level of football.

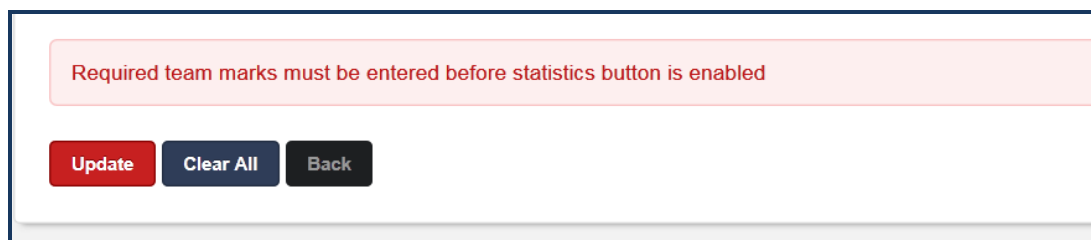


Step 8: Underneath any Respect Questions, you may also have to complete any “Team Marks” – these are questions which have been created by your league for you to respond to.

These may include questions which require a Yes/No, a number to be input or a free text field where you can enter text as required.



Step 9: Once you have finished entering any general marks, Respect Marks and Team Marks, click on the “Update” button to save your marks.



This will save these marks, as well as activating the Statistics tab which can be used for entering Player Statistics.

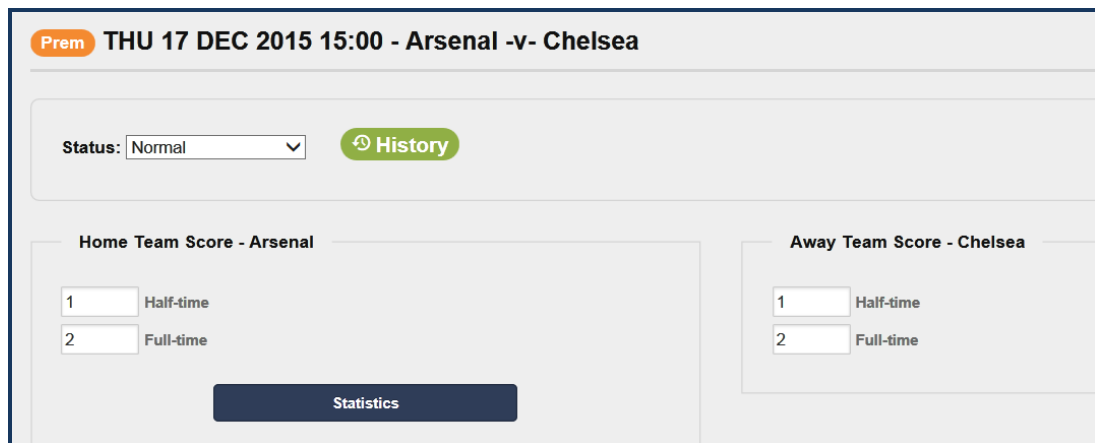
5.2 How to... Register Player Statistics – Quick Stat Entry

To register Basic Player Statistics you will need to follow the steps covered in the section “How to Register Scores/Referee Marks/Team Marks to ensure those marks have been recorded prior to trying to enter any player statistics.

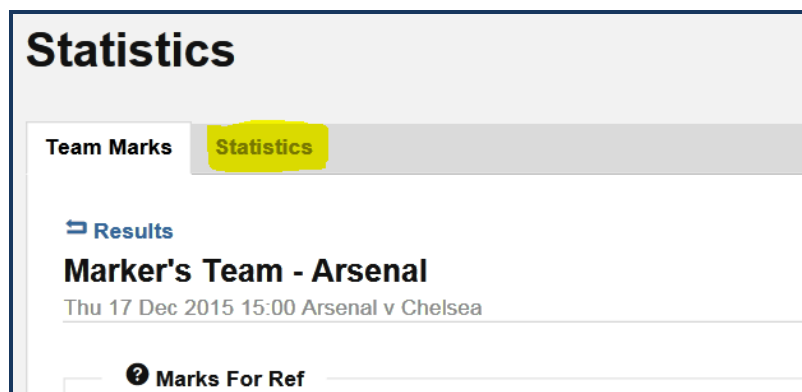
Step 1: From “Admin Home”, click on “Results/Stats”.



Step 2: Having found the match required, click on the Statistics link.

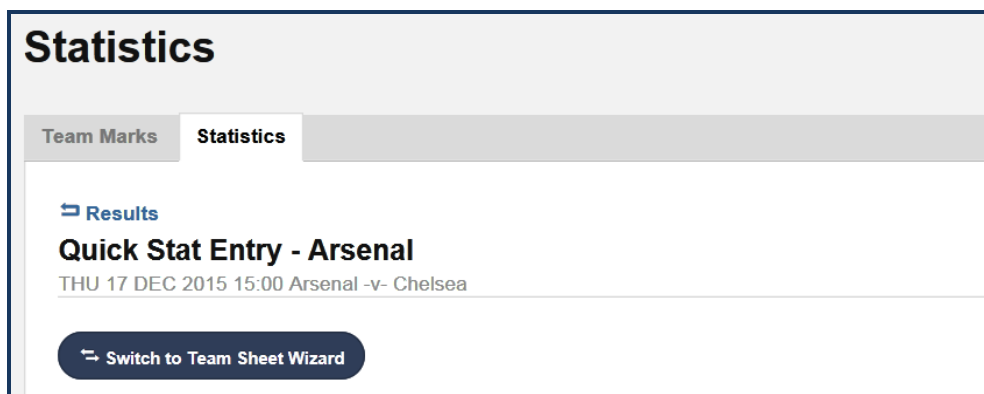


Step 3: From the Statistics page, click on the Statistics tab (if this is shown with a ? after the end of it, you have not completed all Team Marks required).



Step 4: There are two options for entering stats.

This section covers the “Quick Stat Entry” page, which is the easiest to use, as it offers a drop-down menu for all players. If you want to use the “Team Sheet Wizard” option, click on the “Switch to Team Sheet Wizard”, which is covered in the next section of the user guide.

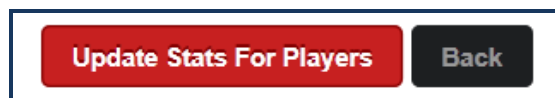


Step 5: The “Quick Stat Entry” page will appear.

This will list all players who are registered for the team on the day of the game and a selection of player statistics selected by your league (leagues can choose which statistics to make available, and may make different statistics available to different age groups – e.g. goal-scorers will not normally be recorded for developmental age groups).

Team Marks		Statistics								
Results Quick Stat Entry - Arsenal THU 17 DEC 2015 15:00 Arsenal -v- Chelsea Switch to Team Sheet Wizard										
	Started	Bench Used	Bench Unused	Captain	Goal	Assist	Own Goal Conceded	Penalty	Yellow Card	Second Yellow Card
Groves, Perry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keown, Martin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merson, Paul	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 6: Once you have finished recording the stats for your players click on “Update Stats for Players”



The updated stats will appear at the bottom of the Quick Stat entry page as well as on the main Results menu from which you selected the game to record.

Total Cumulative Fixture Team Stats	Value
Started	2
Bench Used	1
Goal	1

Unless your league have chosen the option to have them hidden from public display pages, these match statistics will appear on the public pages of Full-Time, both for the fixture concerned and on any of the cumulative statistic pages.

FA Demo Premier League Test

Season: 2014-15 Division: Premier Hit Counter: 38680

[FT Home](#) [Sign In](#)

2014-15 [GO](#)

After selecting wait for screen to refresh

Premier [GO](#)

After selecting wait for screen to refresh

Select Cup / Competition [GO](#)

After selecting wait for screen to refresh

Home
News
Fixtures
Results
Stats
Refs
Email Sub
Contact
RESPECT
Feeds
Mobile
Your Game

Fixture Details

Thu 17/12/15 15:00

[g+](#) 0

[Share](#) 0

[Tweet](#) 0

Premier

Attendance: 34678

Emirates

2 - 2

HT 1 - 1

Starters

Perry Groves

Martin Keown

Starters

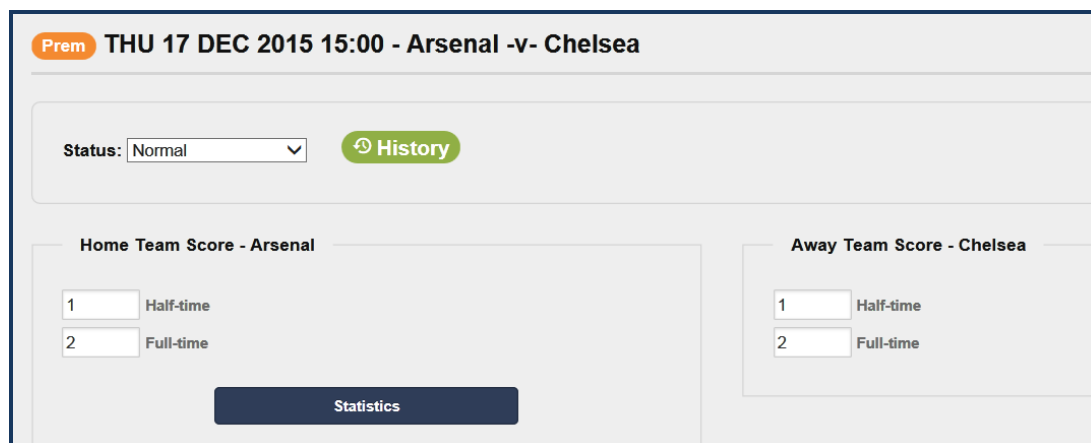
5.3 How to... Register Player Statistics – Team Sheet Wizard (Advanced Entry)

To register Basic Player Statistics you will need to follow the steps covered in the section “How to Register Scores/Referee Marks/Team Marks to ensure those marks have been recorded prior to trying to enter any player statistics.

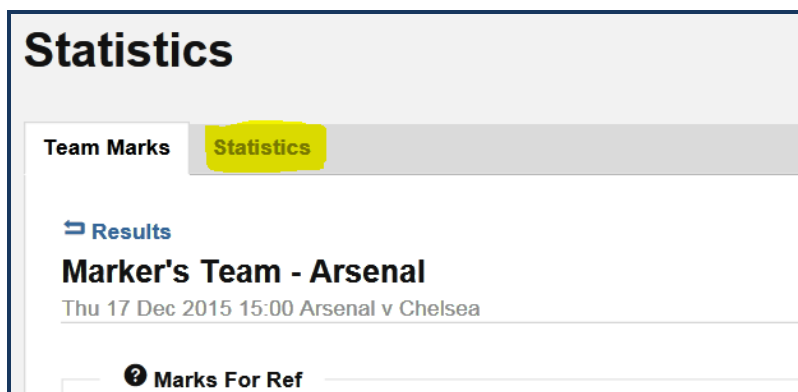
Step 1: From “Admin Home”, click on “Results/Stats”.



Step 2: Having found the match required, click on the Statistics link.

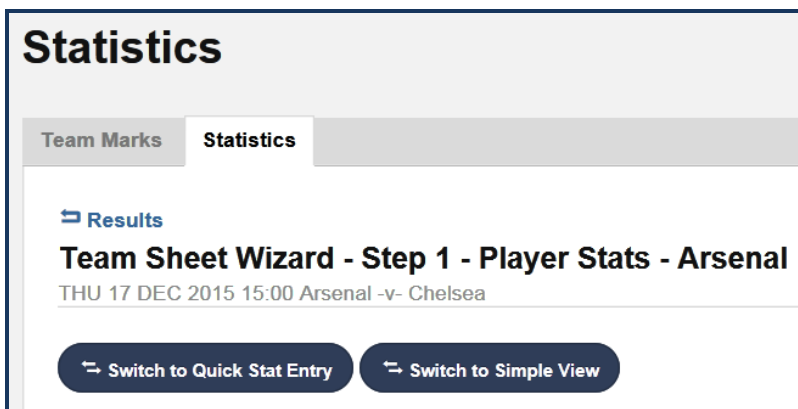


Step 3: From the Statistics page, click on the Statistics tab (if this is shown with a ? after the end of it, you have not completed all Team Marks required).



Step 4: There are two options for entering stats.

This section covers the “Team Sheet Wizard” option, which is the Advanced Option for entering player statistics. If you want to use the “Quick Stat Entry” option, click on the “Switch to Quick Stat Entry”, which is covered in the previous section of the user guide.



Step 5: The first step is to select the players involved in the match concerned. The first step of the Team Sheet Wizard will display all players eligible for the game concerned, with check boxes to allow you to specify which players started the game, which players began the game on the bench and which players were on the bench and did not play.

Note there is a “Load Starters” button which if used, will automatically select as starters the players who started the previous game played by the team (these can then be updated as required).

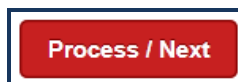
Team Sheet Wizard - Step 1 - Player Stats - Arsenal

THU 17 DEC 2015 15:00 Arsenal -v- Chelsea

Load starters from the fixture: TUE 08 SEP 2015 14:45

Player	Squad Number	Starter	Bench	Unused Bench
Groves, Perry		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keown, Martin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merson, Paul		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Platt, David		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quinn, Niall		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seaman, David		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stapleton, Frank		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunderland, Alan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winterburn, Nigel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wright, Ian		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 6: When you have selected the players as required, click on “Process Next”.



This will take you to the second step of the Team Sheet Wizard, where the players selected are shown, along with the option to select various statistics lower down on the screen. Note that there is also a “Simple View” option, which is covered in Steps 7b to 9b.

Team Sheet Wizard - Step 2 - Match Stats - Arsenal

THU 17 DEC 2015 15:00 Arsenal -v- Chelsea

Starters / Subbed On:

Groves, Perry

Keown, Martin

Merson, Paul

Platt, David

Quinn, Niall

Bench / Subbed Off:

Seaman, David

Time Stats
 Stats
 Value Stats

After choosing, wait for progress to refresh

Steps 7a to 10a: The following steps (7a to 10a) assume that you have **NOT** selected the Simple View option for the Team Sheet Wizard. Details for the Simple View follow later in this section.

Step 7a: Select the type of statistic you wish to update – there are three options:-

- **Time Stats** – statistics associated with a time in the match (e.g. a goal or substitution)
- **Stats** – statistics which have no time associated (e.g. who was the captain)
- **Value Stats** – statistics which have no time associated but have a mark (e.g. player rating)

Time Stats
 Stats
 Value Stats

After changing wait for screen to refresh

If you change the type of statistic you are going to record, note that the screen will refresh as it reloads the data with the appropriate statistics.

Step 8a: Select the type of statistic required and the player(s) involved. Normally only one player will be involved, but for substitutions you will need to specify both players involved in the substitution.

If you are selecting a time statistic, you will need to select the time required.

If you are selecting a value statistic, you will need to specify the value required.

Starters / Subbed On:

Groves, Perry

Keown, Martin

Merson, Paul

Platt, David

Quinn, Niall

Bench / Subbed Off:

Seaman, David

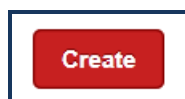
Time Stats
 Stats
 Value Stats

After changing wait for screen to refresh

1st Half
 2nd Half

Stat

Step 9a: Click on “Create” to add the statistic required.



The statistic added will be shown at the bottom of the screen, which includes options to Edit and Delete if required.

Time	No.	Player	Stat	Value	Note	Team	
10		Keown, Martin	Goal			Arsenal	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

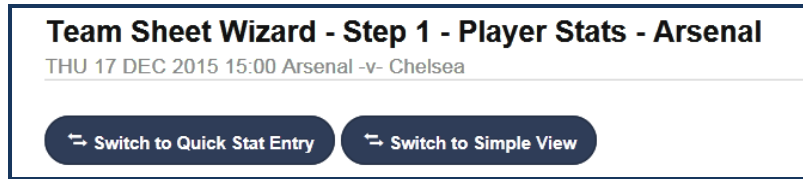
Steps 7, 8 and 9 can be reproduced as many times as required until the statistics for the game have been completely input.

Step 10a: Once you have completed your statistics, click on “Finished” to return to the results menu.



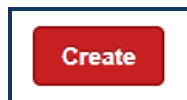
Steps 7b to 10b: The following steps (7b to 10b) assume that you **have** selected the Simple View option for the Team Sheet Wizard.

Step 7b: To use the “Simple View”, click on “Switch to Simple View”.



Step 8b: The simple view screen requires you to select the player concerned from a drop-down list of players, but has all three sets of statistics on one screen, so you can select a Time Stat, Stat or Value Stat as required.

Step 9b: Click on “Create” to add the statistic required.



The statistic added will be shown at the bottom of the screen, which includes options to Edit and Delete if required.

Time	No.	Player	Stat	Value	Note	Team	
10		Keown, Martin	Goal			Arsenal	Edit Delete

[Back](#) [Finished](#)

Steps 7, 8 and 9 can be reproduced as many times as required until the statistics for the game have been completely input.

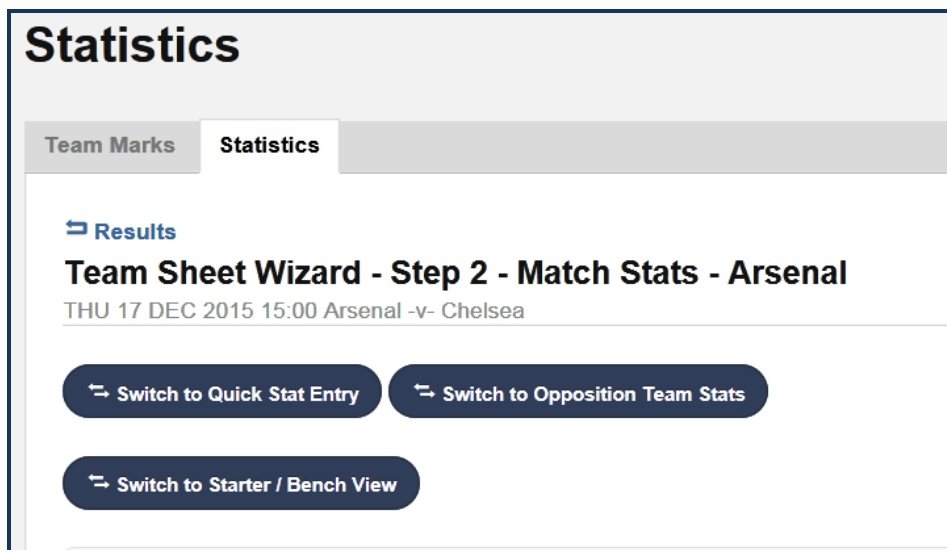
Step 10b: Once you have completed your statistics, click on “Finished” to return to the results menu.



5.4 How to... Register Opposition Player of the Match

The steps required to record Opposition Player of the Match will only be required if your league has chosen to use the option to allow teams to report the player of the match for the Opposition (not commonly used).

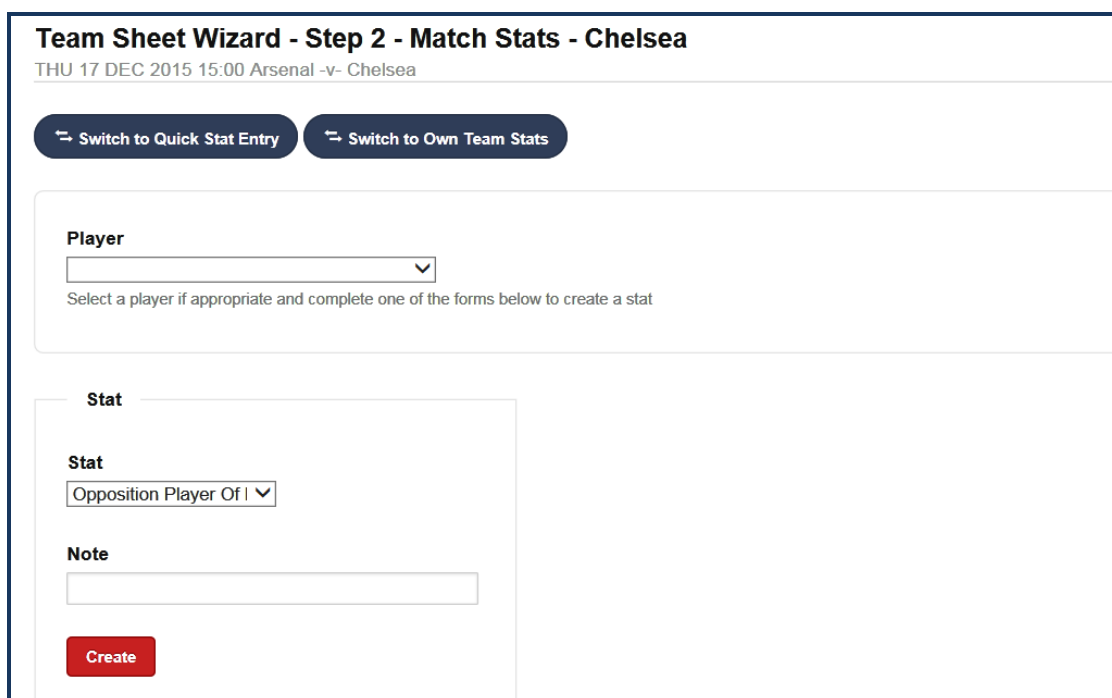
Follow steps 1-6 of the section “How to... Register Player Statistics – Team Sheet Wizard (Advanced Entry)” to take you to Step 2 of the “Team Sheet Wizard”.



Step 1: Click on the link “Switch to Opposition Team Stats”



Step 2: A version of the “Simple View” input screen will appear, but with a drop-down menu showing the players from the opposition, along with a dropdown menu allowing you to select the Opposition Player of the Match.



Step 3: Once selected, click on “Create”.

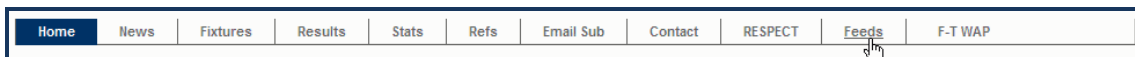
6.0 Widgets, Notices and News

6.1 How to... Display Fixtures, Results and Tables on other Websites

Important Note: this section is only likely to be meaningful for those with some knowledge of website programming, HTML and Java-script coding.

Full-Time offers the facility to create Java script for your tables, fixtures or results. Users can copy and paste it into their own HTML code, allowing them to be displayed directly within other websites.

This option does not require users to have log-in status to Full-Time. It can also be accessed by anyone via the “Feeds” link on your Full-Time website.



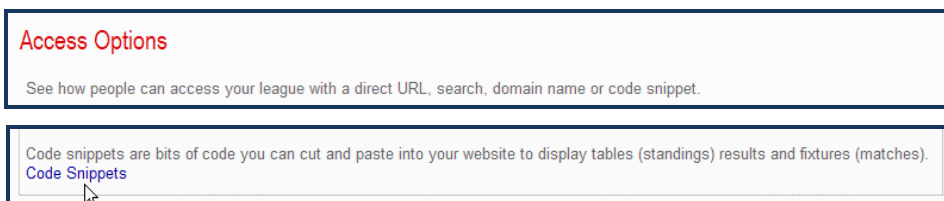
Note: There is no limit on the number of times you can generate this code, so feel free to experiment with the different colours and schemes. Once you have created a set of live code you must use it within 30 days, otherwise Full-Time will delete it and you'll need to recreate it again.

If you use the live code, then it will not be deleted.

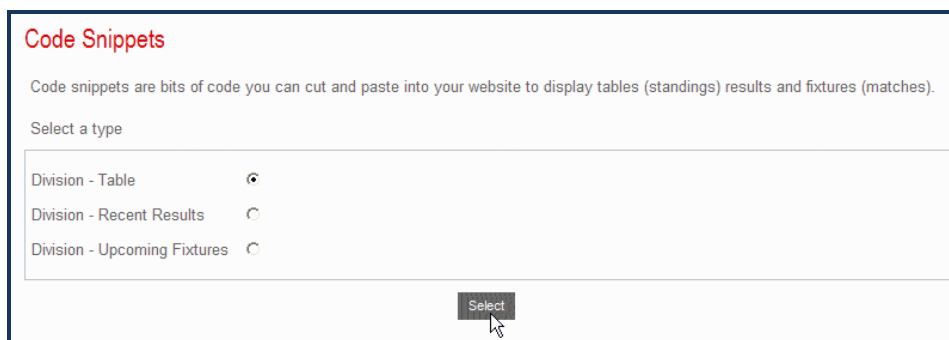
Step 1: From “Admin Home”, click on “Access Options”.



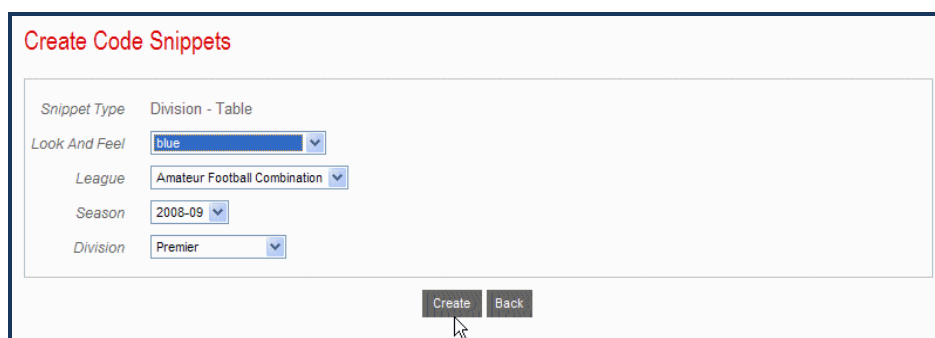
Step 2: Within the “Access Options” page, click on “Code Snippets”.



Step 3: The Code Snippets page will offer you a choice of creating code to display a League Table, Recent Results or Upcoming Fixtures (Results and Fixtures also give options to display 7, 14, 21 or 28 days, and to hide venues from being displayed). Choose the option required and click on “Select”.



Step 4: The “Create Code Snippets” page allows you to select a variety of “Looks and Feels” (colour schemes), a particular season and division. Once you have chosen your selection, click on “Create”.



Step 5: Full-Time will display the Java-script code required, as well as an example of how it will appear once it is published. If you wish to try a different colour scheme, just click on the “Back” button at the bottom of the page.

Create Code Snippets

Cut and paste the following code into your website. The only part you can change is the width from the default of 350px.

This code will be deleted if it is not used for 30 days.

```

<div id="lrep5471641" style="width: 350px;">Data loading...<a href="http://full-time.thefa.com/Index.do?divisionseason=181907">click here for Premier</a><br/><br/><a href="http://www.thefa.com/FULL-TIME">FULL-TIME Home</a></div>
<script language="javascript" type="text/javascript">
<!--
var lrcode = '5471641'
-->
</script>
<script language="Javascript" type="text/javascript" src="http://full-time.thefa.com/client/api/cs1.js"></script>

```

The code should display the following:

POS		P	W	D	L	F	A	GD	PTS
1	Bealonians	10	8	1	1	25	9	16	25
2	Old Hamptonians	13	7	4	2	30	16	14	25

Once you are happy with the scheme chosen, the Java-script created can be copied into the source code of your existing website, and the tables/fixtures/results from Full-Time will be displayed within that website.

[Spirit of Football](#)
[Fixtures](#)
[Results & Table](#)

[AFC News](#)

[Home Page](#)

[AFC on Full-Time](#)

[SMS & Phoned Results](#)

[Respect and the AFC](#)

WATCH THE FILM

Respect

Laws of the Game

Returning League Trophies

2008-09 - Premier

POS		P	W	D	L	F	A	GD	PTS
1	Bealonians	10	8	1	1	25	9	16	25
2	Old Hamptonians	13	7	4	2	30	16	14	25
3	Honorable Artillery Company	12	7	3	2	24	15	9	24
4	Old Aloysians	12	7	3	2	24	16	8	24
5	Albanian	11	4	2	5	21	23	-2	14
6	Parkfield	12	3	3	6	18	30	-12	12
7	Old Meadonians	10	3	2	5	18	17	1	11
8	Old Parmiterians	9	2	3	4	14	20	-6	9
9	Old Salvatorians	10	2	1	7	16	26	-10	7
10	UCL Academicals	11	1	0	10	15	33	-18	3

Note: the code generated will always produce an insert with a fixed width of 350 pixels.

The “Code Snippets”/“Feeds” options have been extended to include some all-white and white-grey colour schemes. See the “Feeds” link on your Full-Time site for more details.

6.2 How to... Create a Notice

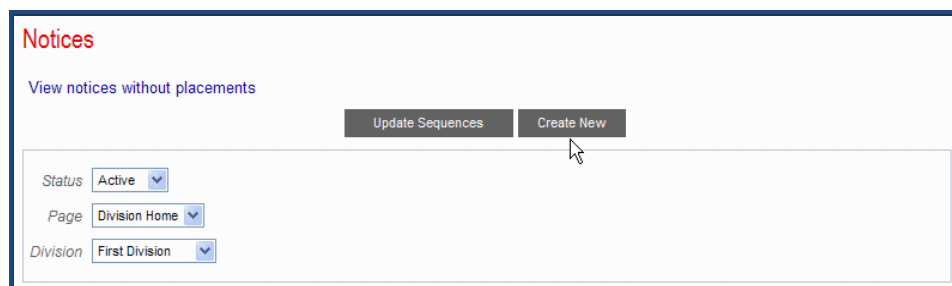
Full-Time allows leagues to enable Team Administrators to post notices (news items) which appear on their team page of the Full-Time website (team notices will **not** appear in the main notice section). Notices can also include documents or pictures. Any pictures appear alongside the notice – if you post a notice without a picture, Full-Time will use a picture of its own (of a “general football” theme).

Important Note: Please make sure you have read the Football Association guidance on use of appropriate images (photographs) of anyone under the age of 18. This is available on the Football Association website at:- <http://www.thefa.com/football-rules-governance/safeguarding>

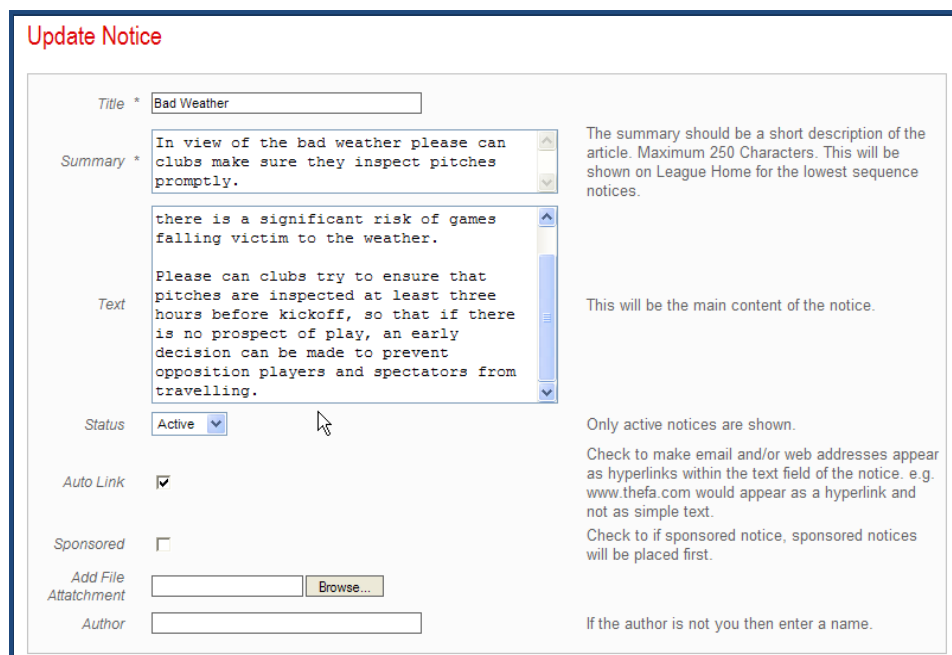
Step 1: From “Admin Home”, click on “Notices”.



Step 2: On the “Notices” page, click on “Create New”.



Step 3: Type in your news item. You should give it a title, a summary (250 letters, including spaces) and the main text of the news item. You may also add an attachment (a picture, or a document).



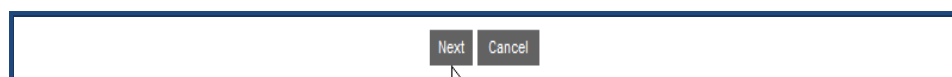
The screenshot shows the "Update Notice" form. It includes the following fields and options:

- Title ***: Text input field containing "Bad Weather".
- Summary ***: Text area containing "In view of the bad weather please can clubs make sure they inspect pitches promptly." and "there is a significant risk of games falling victim to the weather.".
- Text**: Text area containing "Please can clubs try to ensure that pitches are inspected at least three hours before kickoff, so that if there is no prospect of play, an early decision can be made to prevent opposition players and spectators from travelling.".
- Status**: Dropdown menu set to "Active".
- Auto Link**: Checked checkbox.
- Sponsored**: Unchecked checkbox.
- Add File Attachment**: Text input field and "Browse..." button.
- Author**: Text input field.

Help text on the right side of the form:

- For the summary: "The summary should be a short description of the article. Maximum 250 Characters. This will be shown on League Home for the lowest sequence notices."
- For the text: "This will be the main content of the notice."
- For the status: "Only active notices are shown."
- For the auto link: "Check to make email and/or web addresses appear as hyperlinks within the text field of the notice. e.g. www.thefa.com would appear as a hyperlink and not as simple text."
- For the sponsored: "Check to if sponsored notice, sponsored notices will be placed first."
- For the author: "If the author is not you then enter a name."

Step 4: Once you have completed the notice, click on “Next”.



Step 5: The “Placement” page is used to decide where notices appear. For Team Administrators notices can only be placed on the Team Home page.

If you have more than one notice to display, they’re displayed in order according to their “Sequence number” – e.g. notices with sequence 1 are displayed first, then notices with sequence 2 etc.

Step 6: Once you have selected where you want the notice to appear, click on “Create”.

Step 7: To add a document or a photograph to a notice, go to the Images and Documents section at the bottom of the page and click “Create”.

Step 8: The file attachment page allows you add as many files as you wish, either documents (Word - .doc or .docx, Excel .xls or .xlsx, PDF .pdf or image files .jpg).

For each file you wish to include, give a caption (to explain what the file is), a sequence (sequence no.1 will appear first, etc) and then select the file using the browsing tool.

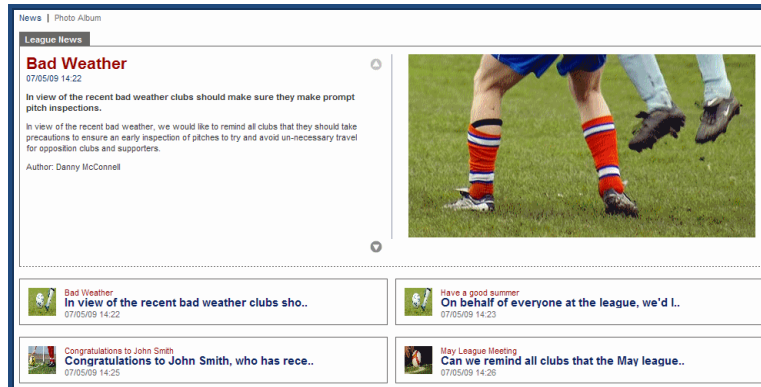
Once you have selected the file, click on “Upload”.

Step 9: Click on “View Site”.

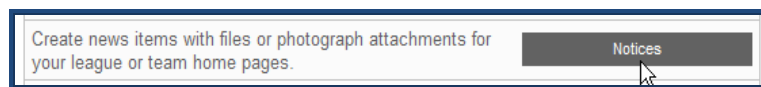
Check that the notice appears the way you want it to.

6.3 How to... Change the Order of Notices

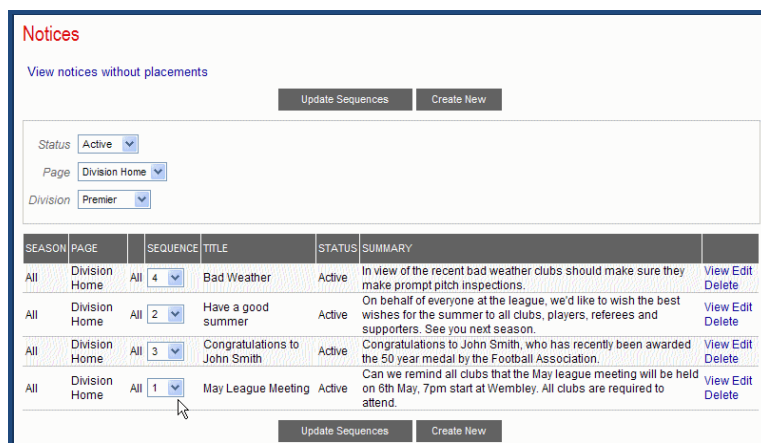
Full-Time will display one notice in full size, and other notices lower down (click on a notice and it will appear in full size), in the order you have selected. You may wish to swap these around.



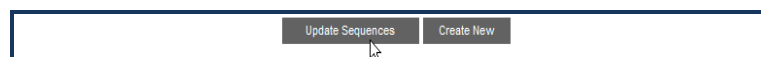
Step 1: From "Admin Home", click on "Notices".



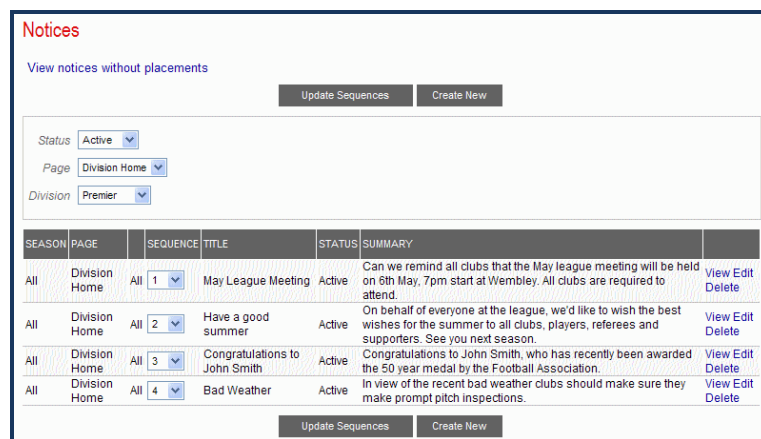
Step 2: On the "Notices" page, change the "Sequence" numbers of the news items you wish to swap.



Step 3: Once you have finished changing their "sequences", click on "Update Sequences".



The notices will refresh, re-ordered with their new sequences.



The order in which the notices appear will also have swapped around on your website.

6.4 How to... Delete a Notice

You may wish to delete a news item because it has become out-of-date.

Step 1: From “Admin Home”, click on “Notices”.



Step 2: On the “Notices” page, click on “Delete” for the news item you wish to delete..

Notices

View notices without placements

Update Sequences Create New

Status: Active

Page: Division Home

Division: First Division

SEASON	PAGE	SEQUENCE	TITLE	STATUS	SUMMARY	
All	Division Home	All 1	Bad Weather	Active	In view of the bad weather please can clubs make sure they inspect pitches promptly.	View Edit Placement Delete
All	Division Home	All 2	Congratulations to Dave Smith	Active	Congratulations to Dave Smith, who has been awarded the FA 50 Year medal.	View Edit Placement Delete
All	Division Home	All 3	Clubs Meeting	Active	Please remember that all clubs must attend the league meeting on Tuesday 4th January at Wembley	View Edit Placement Delete
All	Division Home	All 4	Arsenal kickoff time moved	Active	Note that the kickoff time of Tuesday's match has been moved to 8pm	View Edit Placement Delete

Update Sequences Create New

Step 3: On the “Delete Notice” page click on “Delete”.

Delete Notice

Title: Arsenal kickoff time moved

Summary: Note that the kickoff time of Tuesday's match has been moved to 8pm

Delete Cancel

The news item disappears.

News | Photo Album

League News

Have a good summer
07/05/09 14:23

On behalf of everyone at the league, we'd like to wish the best wishes for the summer to all clubs, players, referees and supporters. See you next season.

Author: Danny McConnell
Last changed: 07/05/09 14:24

Have a good summer
On behalf of everyone ..
07/05/09 14:23

Congratulations to John Smith
Congratulations to Joh..
07/05/09 14:25

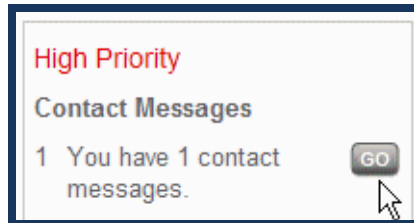
Bad Weather
In view of the recent ..
07/05/09 14:22

7.0 Contact Messages

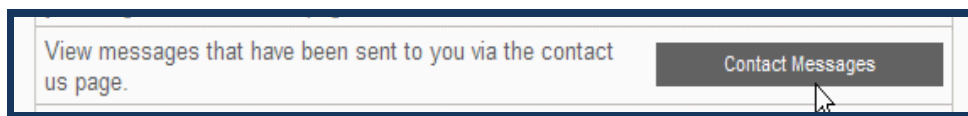
7.1 How to... View/File Contact Messages

Full-Time allows people to send messages to a particular Team, which Full-Time will store until one of the Team Administrators has had time to respond to it. Once you have looked at a message, you should file it so that other Team Administrators know it has been dealt with.

Step 1: When a message has been left, a reminder will appear in Admin Home, under “High Priority”.



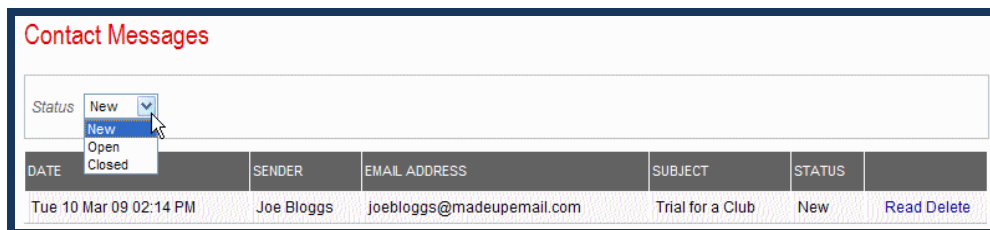
To access the message, either click on “Go”, or from “Admin Home”, click on “Contact Messages”.



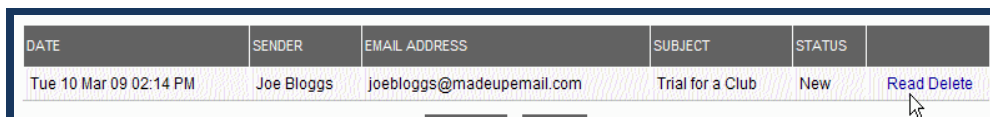
Step 2: The “Contact Messages” page will appear, with a drop-down menu offering three categories:-

- New** - Messages which no-one from the league has yet looked at.
- Open** - Messages which have been looked at, but have not yet been answered.
- Closed** - Messages which have been answered, and need no further action.

It is important to note that once a message has been answered, you should make sure it is closed. This will prevent another Team Administrator from answering it as well.



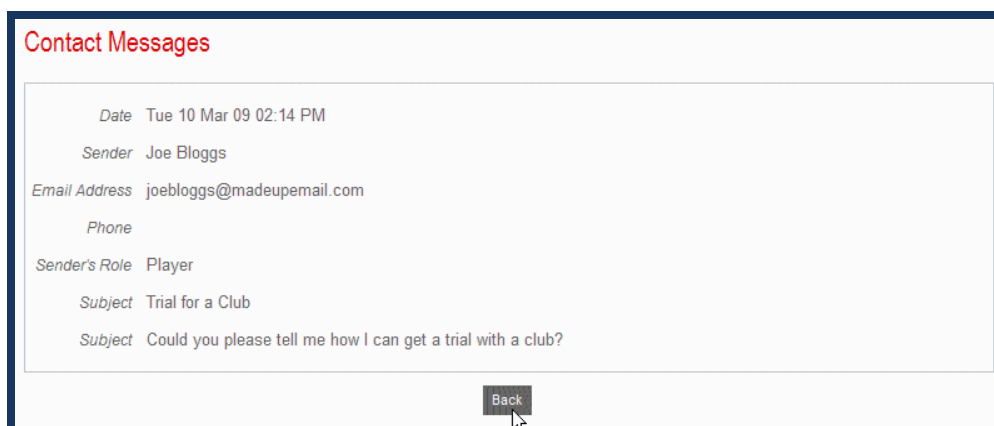
Step 3: Select the category of message required (New, Open or Closed) and click on “Read” for the message you wish to look at.



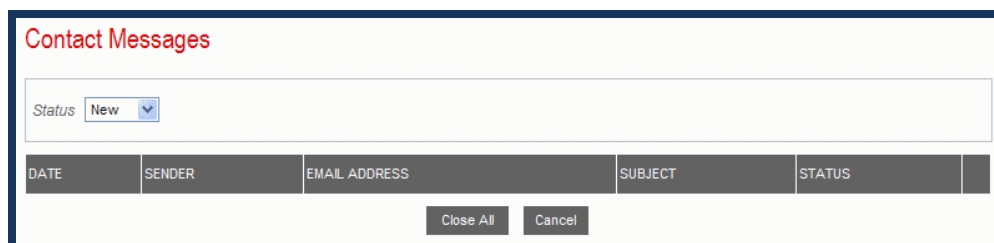
Step 4: Full-Time displays the message, including the sender’s email address.

If you wish to send an email to the contact who emailed the league, you should do so using your normal email system. You cannot use Full-Time to send replies to these messages.

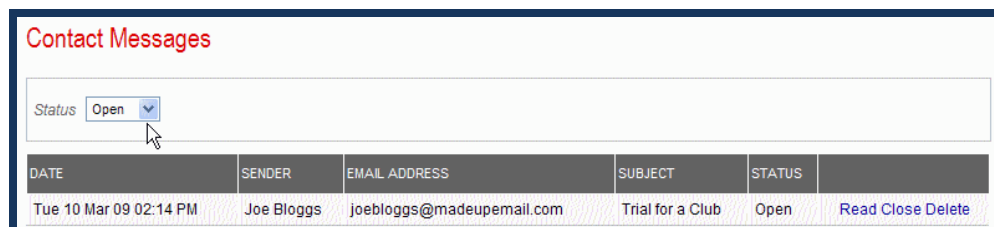
Once you have finished reading the message (and possibly responded), click on “Back”.



Step 5: Full-Time returns you to the “Contact Messages” page. Note that the message just read no longer appears under “New” (because you have read it).



Step 6: Change the status drop-down box to “Open” and the message you have just read will appear. You have three options – Read (if you need to read it again), Close (in which case Full-Time will flag the message as “Closed”, though it will not delete it) and “Delete”.



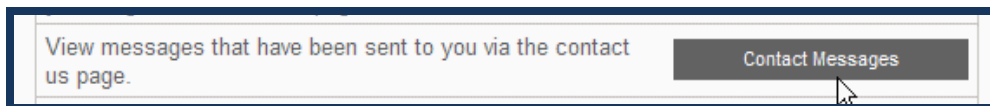
Note: we recommend that you check your “Open” messages periodically, as it is quite possible that one league officer will read a message, decide to leave it for someone else, and you do not want messages to slip through un-noticed.

There is also an option to have any incoming messages copied by email to your email account (see How To... Get Contact Messages Copied to Your Email).

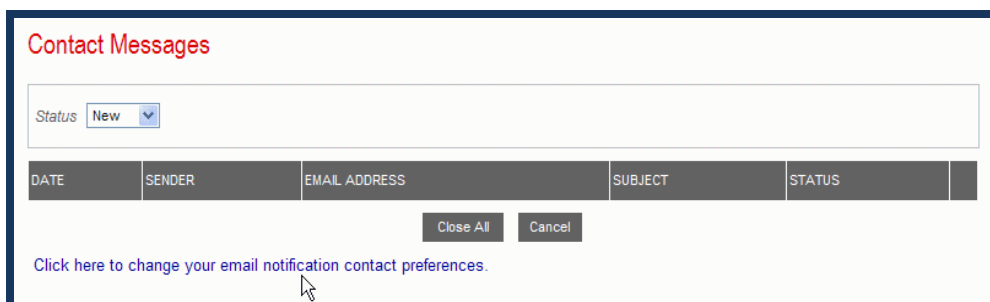
7.2 How to... Get Contact Messages Copied to Your Email

Full-Time enables people to send messages to teams, which Full-Time will store until one of your Team Administrators has had time to respond to it. It also has an option to have these messages copied to your email address, so that you can reply to them directly from there.

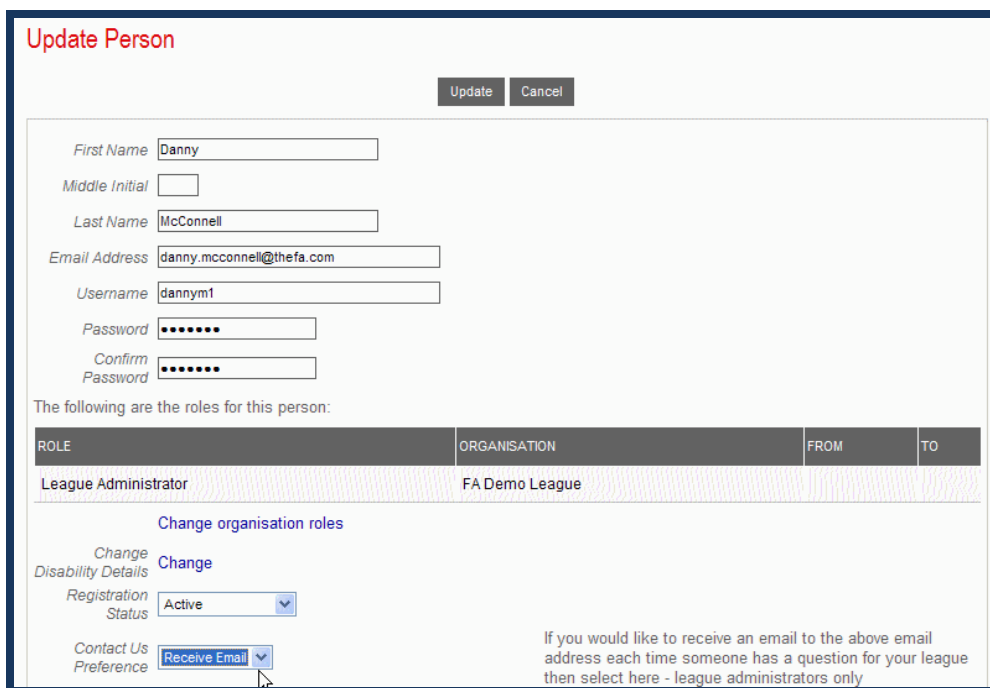
Step 1: From “Admin Home”, click on “Contact Messages”.



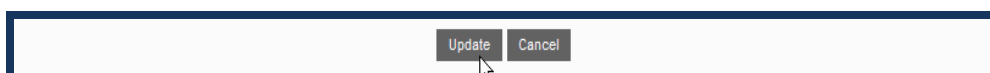
Step 2: The “Contact Messages” page will appear. Click on “Email Notification Contact Preferences”.



Step 3: Full-Time will take you to your entry on the “Update Person” page (so you could also access this via the People Wizard). In the box marked “Contact Us Preference” select “Receive Email”.



Step 4: Click on “Update”.



Any messages sent to the league will now be copied to your email address. Any number of Team Administrators may set this option, and all would then receive a copy.

This is why it’s important to “Close” any message once you have dealt with it (see How to... View/File Contact Messages), so that other Team Administrators know you’ve answered the message.

8.0 Match Reports

8.1 How to... Create Match Reports

Full-Time allows Team Administrators to create Match Reports, which appear on the Full-Time website. Match reports can include photographs (note: these **must** be .jpg files).

This is an option which your league may decide to disable, or they may wish reports to be sent to the league who will add them to Full-Time. If you are unsure, please contact your League directly.

Important Note: Please make sure you have read the Football Association guidance on use of appropriate images (photographs) of anyone under the age of 18. This is available on the Football Association website at:- <http://www.thefa.com/football-rules-governance/safeguarding>

Step 1: From “Admin Home”, click on “Match Reports”.



Step 2: Full-Time displays all matches for the team concerned (including those which haven't yet been played). To create a new match report click on “Create New”.

You have no match reports for this team.

	DATE	HOME TEAM	SCORE	AWAY TEAM	SCORE	APPROVED	
L	Sat 20 Dec 08 03:00 PM	Arsenal	2	Manchester United	0	Y	Create New
L	Tue 30 Dec 08 03:00 PM	Arsenal	2	Aston Villa	0	Y	Create New
L	Sat 21 Feb 09 03:00 PM	Arsenal		Chelsea			Create New

Step 3: The “Create Match Report” page allows you to give a Title, and space for the main text report. You should also enter the author's name (if you leave it blank, your name is used by default).

If you include any email addresses or web-addresses within the report, then tick the “Auto Link” box and Full-Time will display these as hyperlinks.

Create Match Report

Arsenal v Manchester United Sat 20 Dec 08 03:00 PM
Match report for team: Arsenal

Title

Text

Auto Link Check to make email and/or web addresses appear as hyperlinks within the text field of the notice. e.g. www.thefa.com would appear as a hyperlink and not as simple text.

Author If the author is not you then enter a name.

Step 4: Once the match report is complete, click “Create”.



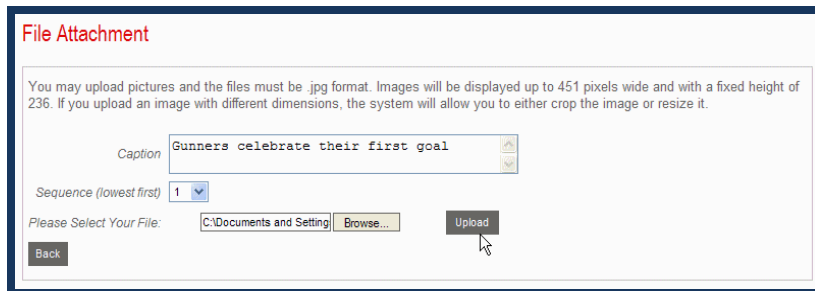
Step 5: The “Images and Documents” section appears. If you want to add photographs to your match report, click on “Create”, otherwise click on “Finished/Cancel”

Images and Documents

SEQUENCE	PATH	CAPTION

Step 6: The “File Attachment” page appears. Write a caption for the photograph you want to include, give a sequence number for it (the photograph with sequence number 1 will appear first, then sequence number 2, etc) and use the “Browse” option to select the photograph you wish to upload.

Once you have selected the caption, sequence and file, click on “Upload”.

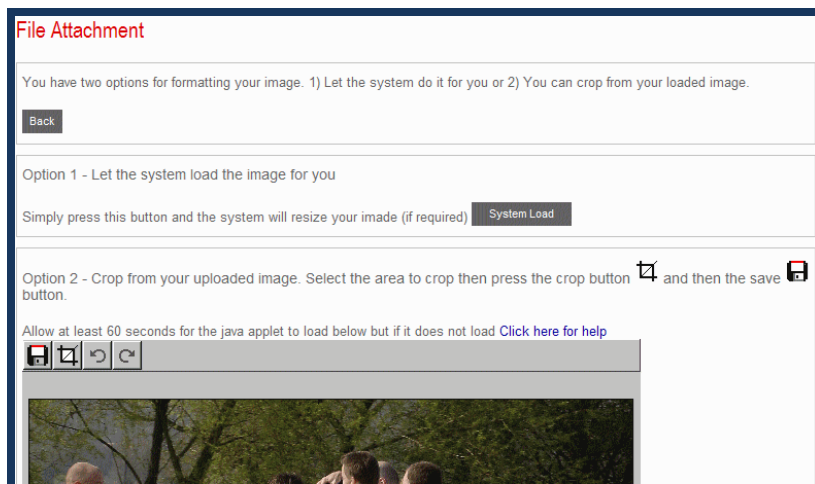


Step 7: Full-Time will upload the photograph for you. Assuming the photograph is not exactly the right size (236 pixels high, up to 451 pixels wide) it will offer one or two options for editing the photograph.

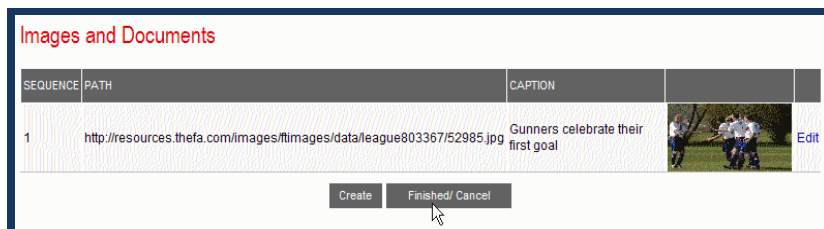
Option 1 – Let Full-Time automatically resize the photograph for you.


Option 2 – “crop” the photograph using a “Java-enabled applet”. This option will only appear if you have Java enabled in your web-browser (there is a link for more information if you need it).

If you want to leave Full-Time to do it automatically, or the Java enabled option doesn’t appear, then click on “System Load” within option 1 (**hint** – if in doubt, select this option).

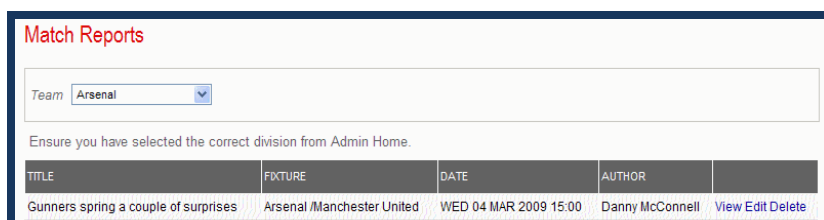


Step 8: The photograph and caption appear within the “Images and Documents” section. To add more photographs, click on “Create”. When you’ve added all your photographs, click on “Finished/Cancel”.



SEQUENCE	PATH	CAPTION	
1	http://resources.thefa.com/images/fimages/data/league803367/52985.jpg	Gunners celebrate their first goal	 Edit

Step 9: The Match Report is now listed at the top of the team results page.



Team:

Ensure you have selected the correct division from Admin Home.

TITLE	FIXTURE	DATE	AUTHOR	
Gunners spring a couple of surprises	Arsenal /Manchester United	WED 04 MAR 2009 15:00	Danny McConnell	View Edit Delete