**TEAM ADMINISTRATOR GUIDELINES**

**STEPS TO SIGN IN PLEASE NOTE THIS GUIDE IS FOR USE ON THE WEB SITE -FULLTIME we ask everyone for this Season reports via the Fulltime website ONLY**

1. **On your search engine type in fulltime**
2. **Select Full-Time: Home**
3. **Select SIGN IN- Select SIGN IN USING USERNAME**
4. **Enter your username and password (a link to set this up will be sent to all team administrators email addresses)**

**And SIGN IN**

**HOME PAGE TABS ACROSS TOP**

**ADMIN HOME FIXTURES RESULTS PEOPLE NOITCES MATCH REPORTS VIEW SITES**

**(THIS GUIDE WILL DEAL WITH THESE TABS ONLY IGNORE THE TABS IN VERTICAL COLUMN)**

**RESULTS- this** replaces the match forms from mini soccer and every team must report by 7pm Sunday or if playing midweek within 24 hours of the game being played. Please note there are fines for none compliance and in total these fines could reach a maximum cost of £95 for no compliance or incomplete compliance.

**STEPS TO TAKE**

 **VERY INPORTANT-**

**You should see the date of fixture teams ,status, history, home team score Half -time/fulltime and away team score halftime/fulltime IF YOU REPLIED TO THE TEXT SENT FROM FA THE RESULT WILL SHOW HOW YOU ENTERED IT CHECK THIS IS CORRECT IF NOT :-**

**COMPULSARY ACTIONS**

1. Enter your Half time and Full-time scores Select **UPDATE**
2. Now it’s the match report piece
3. **Select STATISTICS**
4. Page 1 -**FA MARKS**
5. Every page **MUST BE COMPLEATED page one details are**
* **Officials Marks- you will see Referee :name**- if this has changed then there is a boxto make the changes

**Mark-** based on your opinion you give**:-**

* **1-40 based on overall decision making**
* **1-30 on judgement of major decisions**
* **1-30 on Overall control**

Should your total mark be 60 or less you need to comment why –please be constructive **DO NOT MARK 61-64 to cop out of following the process –**please note a email then needs sending with a more detailed report to your league referee secretary so appropriate training and support can be organised for the match officials

* R**espect Marks** click appropriate marks based on your opinion-

2 questions both with 3 options to choose please select as you deem fit

* **Pitch Marks** click on surface type and pitch marksagain based on your opinion 5

When all completed press  **UPDATE** this saves your entries and takes you to the top of page 1

**You’re now ready to fill in page 2 which is easiest of the lot**

**To enter Page 2 select** League Team Marks (top of page) under **Statistics**

**There is only on question to answer-**please answer YES or No it is important you do not say YES if you have not exchanged Squad Lists **this is a league directive so should be being done before you kick off every time.** Once answered press **UPDATE**

**You’re now ready to fill in page 3**

**To enter Page 3 select** Player Statistics (top of page) under **Statistics**

* **VERY IMPORTANT-** When you first enter page 3 the report is set to a default setting this is called **SIMPLE VIEW This needs to be changed to SWITCH TO QUICK STAT ENTRY once changed this will always be the default setting for the season**

So you’re now at **QUICK STAT ENTRY** vertically you will see a list of your players for each player there is a line of boxes to enter information in so moving left to right we have

* **POSITION –**Click and select
* **STARTED –** Only select if in your starting team
* **BENCH USED –** Only selectif on the bench at start of game
* **BENCH UNUSED –**Ignore this box please
* **CAPTIAN-**Only select if was team captain
* **GOAL-** if a player scored for you in the game enter here 1/2/3 etc etc
* **OWN GOAL CONCEADED-** If a player scores for the opposition enter here
* **PENALTY-**Ignore please
* **YELLOW CARD-** If cautioned please tick box if not ignore
* **SIN BIN-** If sin binned in the game please tick if not ignore
* **SECOND YELLOW CARD –**Please Ignore
* **RED CARD-**If A player is sent off in a game please tick if not ignore
* **PLAYER OF THE MATCH –**Please select one player from your team

**Under the team you will see TOTAL CUMALATIVE FIXTURE TEAM STATS**

As you fill in the boxes for each team member these will add up and by the end you should in theory see

* Started -9 ( will be less if you were short on the day)
* Bench Used ( Number between 0-7 depending on how many subs you had at kick off )
* Captain -1
* Goal – how many goals in total scored
* Own Goals – if conceded
* Yellow card –if any otherwise this will be blank
* Sin bin if any otherwise this will be blank
* Red Card-if any otherwise this will be blank
* Player of Match-1

**Please check this and ensure you are happy before pressing UPDATE STATS FOR PLAYERS and then selecting BACK**

**You’re now returned to the original RESULTS PAGE**

On the results page you will have the opportunity to check your inputs to ensure they are complete and accurate.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Team** | **STARTED/BENCH** | **GOALS** | **CARDS** | **OTHER STATS** | **FA MARKS** | **LEAGUE MARKS** | **REFEREE MARKS** | **FIXTURE NOTE** |
| **Avfc**  | **9/4** | **3** | **1** | **7** | **GREEN TICK** | **GREEN TICK** | **87** |  |

* **AS LONG AS YOU PLAYERS ADD SUB NUMBERS ARE CORRECT ( so many times last season I saw numbers like 8 starters and 5 subs for example ) please never click sub unused to account for players who are not there. This totally messes up the numbers**
* **YOUR GOALS COLUM AND CARDS COLUM are correct**
* **OTHER STATS captain/player of match etc added together**
* **You have a green tick under FA Marks a green tick**
* **You have a green tick under League Marks**
* **A Referee Score between 3-100**

 YOU ARE DONE

**IF NOT –please return to areas of the report that are incorrect and change making sure you UPDATE (save ) any changes and then check the information is correct before logging off**

Initially, this entire process will take 10-15 minutes to complete, but once you become familiar with it, it will be much quicker. This is the only report accepted by the Walsall Junior Youth Football League and is a mandatory requirement for every game, to be completed by the specified deadlines.

**From this information it enables us as a League and the FA to**

* **Monitor the number of participants in grassroots football**
* **Aid with development of players and officials**
* **Recognize and reward the positives in the game**
* **Formulate action plans**
* **Formulate leagues and competitions for clubs to enter**
* **Develop and improve facilities**
* **Manage Discipline within the game**
* **Integrity**

**For Teams and Players and Parents**

* **Confidence in fair play**
* **Insurance cover**
* **Record of season and progress viewable to all the public**
* **Divisions**
* **Player statistics**
* **Quick access to all other results**

Fulltime is a quick efficient system that allows leagues to have results, tables up to date and is accessible to all