



Full-Time Team Administrators

Version 2.0

TheFA.com FA sites County FAs

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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	SIMPLE to use - website updated instantly	SHARE the workload, multi-user access
EASY management of fixtures, results & tables	OPTIONAL features to suit your league	APPOINT referees for Respect monitoring
REGISTER players and manage teams	ADD news stories, photos and match details	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 affiliated leagues within England.

With around 1700 leagues to be supported we are aware that there will be varying requirements from a league administration package. Some of the features your league will want to use, some they won't (though they may in the future).

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. Leagues will make their own decisions, so if you have any questions, please contact your League Secretary.

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 Secretary 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 Secretary.

Match Statistics/Registering Players

Before any Match Statistics can be registered on Full-Time, the club must have registered its players with the League. These may be done individually, or your league may be prepared to take them on an Excel spreadsheet, and load them as a group. Ask your League Secretary for more information.

League Administrators

The sections in this guide are almost identical to sections in the “Getting Started and Basic Options” and “Advanced Options” guides, which have been written for League Administrators, though this booklet has been adjusted so it is appropriately written from the perspective of Team Administrators.

Contents

It is important to note that leagues may not be using some or all of these functions.

1.0 Signing In To Full-Time

1.1	How to... Sign In To Full-Time	2
-----	--------------------------------	---

2.0 Players and Registration

2.1	How to... Request Player Registration (Team Administrators)	3
2.2	How to... Update a Player's Details (Team Administrators)	4

3.0 SMS Results

3.1	How to... Submit SMS Results	5
-----	------------------------------	---

4.0 Team Sheets and Match Statistics

4.1	How to... Allocate Marks for Referees and/or Assistants	6
4.2	How to... Register Basic Statistics	7
4.3	How to... Register Team Sheets	9
4.4	How to... Register Advanced Statistics (with Times)	11

5.0 Notices and News

5.1	How to... Create a Notice	13
5.2	How to... Change the Order of Notices	15
5.3	How to... Delete a Notice	16

6.0 Contact Messages

6.1	How to... View/File Contact Messages	17
6.2	How to... Get Contact Messages Copied to Your Email	19

7.0 Match Reports

7.1	How to... Create Match Reports	20
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1.0 Signing In To Full-Time

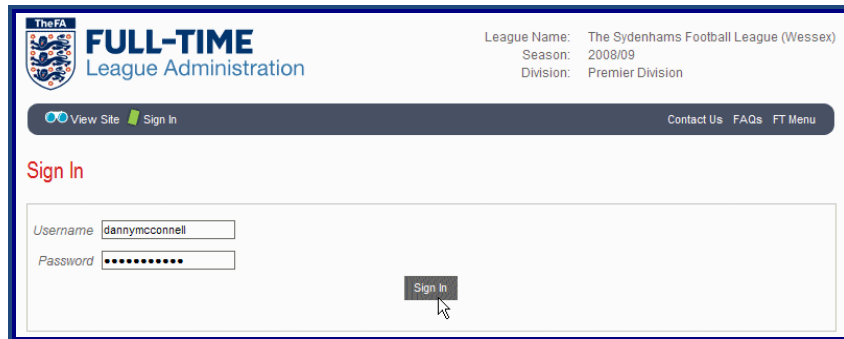
1.1 How to... Sign In To Full-Time

Once you've received your username and password, you can log onto Full-Time for the first time

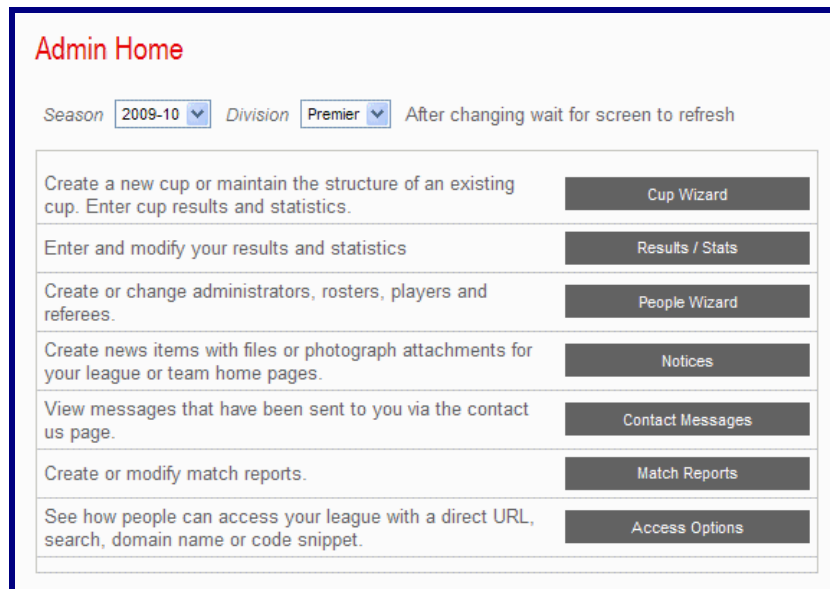
Step 1: Go to the Full-Time home page, <http://www.thefa.com/fulltime> and click on "Sign In".



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



The "Admin Home" menu for Full-Time will appear.



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.

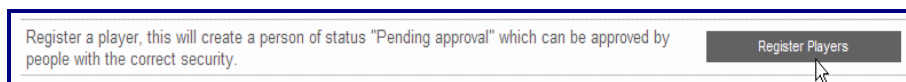
Some leagues may also allow clubs to submit Registration Lists at the start of the season on an Excel spreadsheet. Check with your League Secretary if you wish to do this.

Requests by Team Administrators to register players must be confirmed by a League Administrator before their registration is processed.

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.

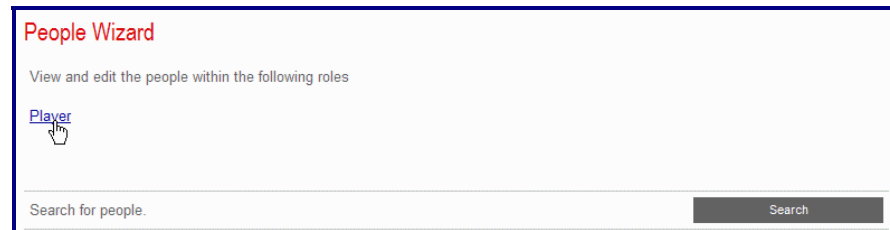
2.2 How to... Update a Player's Details (Team Administrators)

This option is available to Leagues who have allowed Team Administrators to Edit People within their clubs (i.e. players). Some 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.

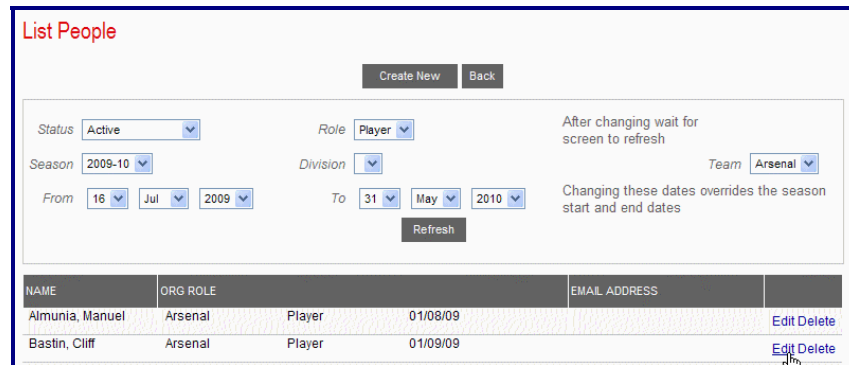
Step 1: From "Admin Home", click on "People Wizard".



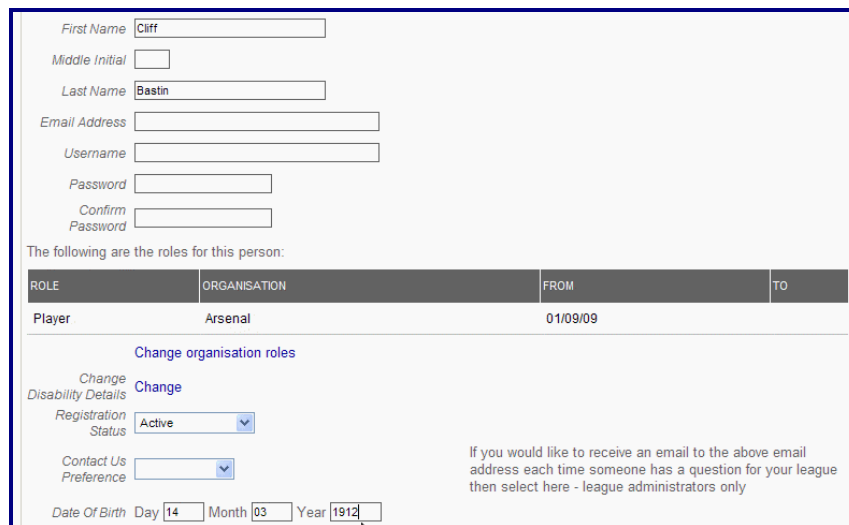
Step 2: Click on "Player" (there is also a Search option).



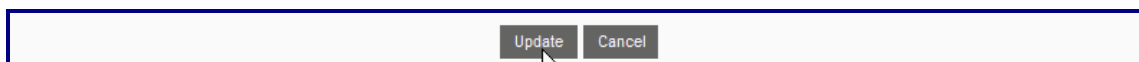
Step 3: Full-Time will list all Players currently registered for the team. Click "Edit" for the player whose details you wish to update.



Step 4: Update the appropriate details.



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



3.0 SMS Results

3.1 How to... Submit SMS results

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 off 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 using the word **RESULT** (followed by a space) and 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: RESULT H-A e.g. RESULT 2-1

Replying To Full-Time

To report a 2-1 win to the home side (Chelsea 1sts!) you would simply reply:

RESULT 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: RESULT H-A CHE1 e.g. RESULT 2-1 CHE1

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

RESULT 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 (**RESULT P-P**) and abandonments (**RESULT A-A**).

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
- Your message **MUST** start with **RESULT** – otherwise it won't reach 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.

Full Time on WAP

Full-Time and the SMS results can also be seen on the mobile internet, using a WAP enabled phone (at:- www.theFA.com/FULL-TIME/WAP).

4.0 Team Sheets and Match Statistics

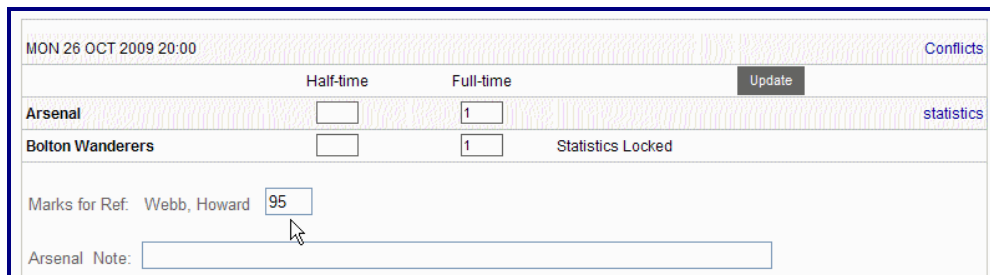
4.1 How to... Allocate Marks for Referees and/or Assistants

Full-Time allows Team Administrators to enter marks for referees and/or assistant referees if their league have enabled this option. These marks can (and should) 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”.



Step 2: select the relevant match and enter the referee’s mark out of 100 (Team Administrators may also be allowed to enter the score and a note for League Administrators).



The screenshot shows a match statistics entry form for a match on "MON 26 OCT 2009 20:00". The form includes a table for team statistics and a section for referee marks.

	Half-time	Full-time	
Arsenal	<input type="text"/>	<input type="text" value="1"/>	statistics
Bolton Wanderers	<input type="text"/>	<input type="text" value="1"/>	Statistics Locked

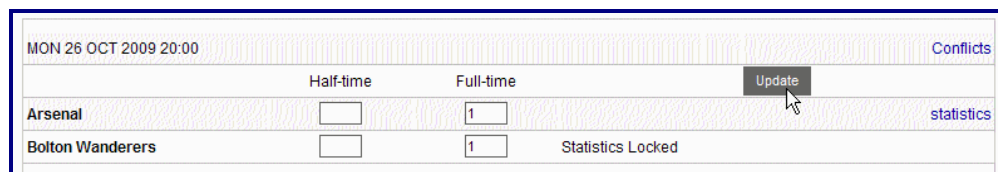
Marks for Ref: Webb, Howard

Arsenal Note:

Buttons: Conflicts, Update

Step 3: click “Update”.

Important Note: make sure you click Update, as this saves the mark. If you don’t click Update then the mark will not be stored.



This screenshot is identical to the previous one, but the "Update" button is highlighted with a mouse cursor, indicating the final step of the process.

The marks are recorded within Full-Time (note they are not displayed publicly on your website).

4.2 How to... Register Basic Statistics

Step 1: From “Admin Home”, click on “Results/Stats” (for Cup Games click on Cup Wizard).

Enter and modify your results and statistics Results / Stats

Step 2: Click on “Results/Stats” to take you to the “Results Summary” page.

Enter and modify your results and statistics. Results/Stats

Step 3: Select the match required by clicking on the appropriate “statistics” link (note that the default only shows the last 7 days, you’ll need to tick the box and click on “Update” if you want to see matches from further back).

Team Admin Result Entry

Hide Statistics:

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

Update Finished/ Cancel

MON 07 SEP 2009 19:40		Half-time	Full-time	Conflicts
Arsenal	<input type="text"/>	<input type="text" value="2"/>		statistics
Aston Villa	<input type="text"/>	<input type="text" value="4"/>	Statistics Locked	

Step 4: There are two pages for entering stats. The “Quick Stat Entry” page is easiest to use, as it offers a drop-down menu for all players. The “Team Sheet Wizard” enables you to enter times etc as well. In this example we’ll use the “Quick Stat Entry”.

Team Sheet Wizard - Step 3: Match Stats
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

Switch to quick stat entry.

Player: Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat

1st Half: 2nd Half:

Stat:

Note:

Create

Step 5: Enter the goal-scorers and click “Update Stats for Players”.

Quick Stat Entry
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

Switch to team sheet wizard.

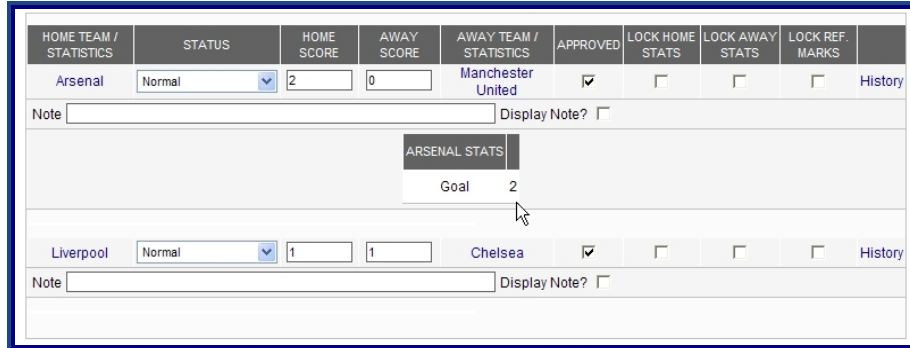
	GOAL
Adams, Tony	<input type="text" value="1"/>
Dixon, Lee	<input type="text"/>
Keown, Martin	<input type="text" value="1"/>
Winterburn, Nigel	<input type="text"/>

Update Stats For Players Back

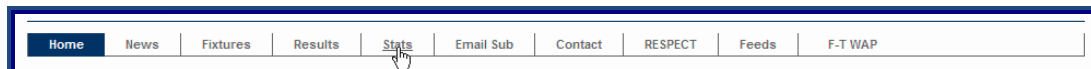
Step 6: Click “Back”.



Note that the statistics recorded are also shown on the results page.



To see them on your Full-Time website click on “Stats”.



The stats have options to sort by league or cup (or both) and also by the various statistics chosen.

Player Stats		Team Stats			
To sort click on column header					
View stats in mode:					
Summary					
Breakdown					
League Only					
Cup Only					
		Team	Appearances	Bench	Goals
1	Warren Hunt	VT FC	43		39
2	Charles Austin	Poole Town	36	2	37
3	Jamie Laidlaw	Moneyfields	41	4	30
4	Kevin Gibbens	VT FC	43		29
5	Steven Smith	Poole Town	16	24	29
6	David Greening	Brading Town	40	2	28
7	Paul Sales	VT FC	37		28
8	Scott Joyce	Wimborne Town	28	9	27
9	Warren Byerley	Hamworthy United	45		25

4.3 How to... Register Team Sheets

Full-Time will allow League or Team Administrators to register team-sheets using the Match Statistics option, assuming the League has selected “Started” and “Bench” as statistic options.

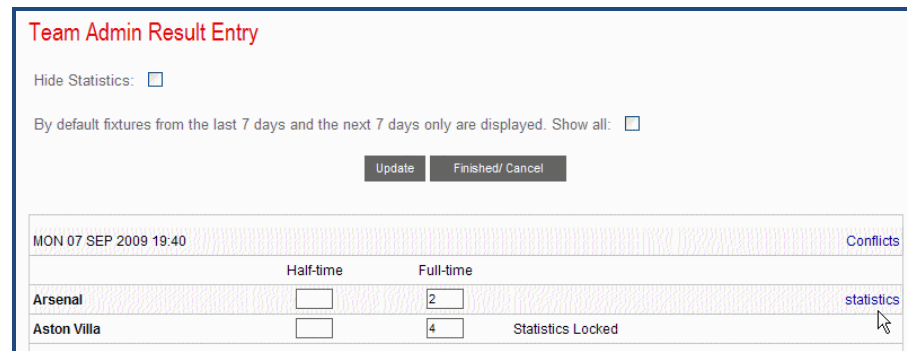
Step 1: From “Admin Home”, click on “Results/Stats” (this link is also on the Fixtures Wizard).



Step 2: click on “Results/Stats” to take you to the “Results Summary” page.



Step 3: Select the date required by clicking on the appropriate “statistics” link (note that the default only shows the last 7 days, you’ll need to tick the box and click on “Update” if you want to see matches from further back).

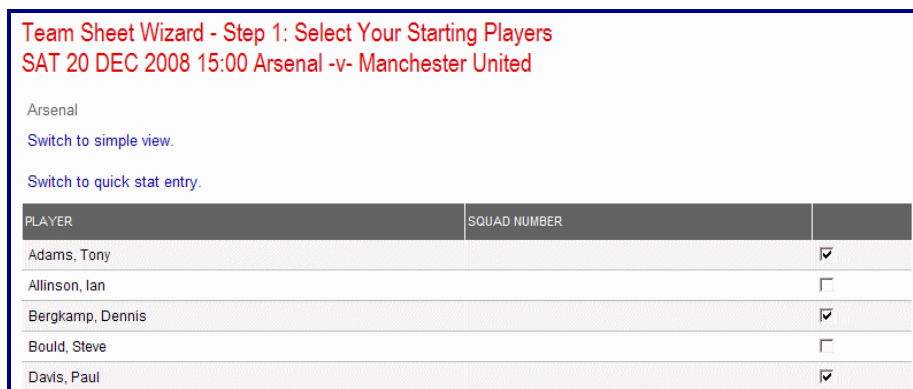


Step 4: You need to have the “starter/bench view” version of the Team Sheet Wizard appear. If you have the “Match Stats View”, then click on “Starter/Bench View”.

Note: this step may not be necessary. Depending on which view you last used, you may be taken direct to the Starter/Bench View.



Step 5: On the “Starter/Bench View” page, Full-Time will list all players registered to play for the team selected on the date of the fixture. Tick the boxes for the players who started the game.



Step 6: once you have ticked all players required, click on “Process/Next”.



Step 7: A similar page will appear, showing all remaining players (it won't include those who started the game). Tick the boxes for the players who started the game on the bench.

Team Sheet Wizard - Step 2: Select Your Players For The Bench
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United

Arsenal
[Switch to simple view.](#)
[Switch to quick stat entry.](#)

PLAYER	SQUAD NUMBER	
Allinson, Ian		<input type="checkbox"/>
Bould, Steve		<input checked="" type="checkbox"/>
Groves, Perry		<input checked="" type="checkbox"/>
Platt, David		<input checked="" type="checkbox"/>

Step 8: once you have ticked all players required, click on “Process/Next”.



Step 9: The Match Stats page will appear. To record substitutions, tick the box of the starting player who came off the pitch, the box for the substitute who was brought on, and select the time (first half or second half) when the substitution was made. Once you have selected these, click on “Create”.

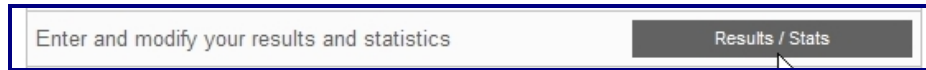
STARTERS / SUBBED ON	BENCH / SUBBED OFF
Adams, Tony <input type="checkbox"/>	Bould, Steve <input type="checkbox"/>
Bergkamp, Dennis <input type="checkbox"/>	Groves, Perry <input checked="" type="checkbox"/>
Davis, Paul <input type="checkbox"/>	Platt, David <input type="checkbox"/>
Dixon, Lee <input type="checkbox"/>	
Keown, Martin <input type="checkbox"/>	<input checked="" type="radio"/> Time Stats <input type="radio"/> Stats <input type="radio"/> Value Stats
Merson, Paul <input type="checkbox"/>	After changing wait for screen to refresh
Rocastle, David <input checked="" type="checkbox"/>	1st Half: <input type="text"/> 2nd Half: <input type="text" value="75"/>
Seaman, David <input type="checkbox"/>	Stat: <input type="text" value="Substitution"/>
Smith, Alan <input type="checkbox"/>	Note: <input type="text"/>
Winterburn, Nigel <input type="checkbox"/>	<input type="button" value="Create"/>
Wright, Ian <input type="checkbox"/>	

Full-Time will register the substitution as a Match Statistic. You can repeat this for other substitutions.

4.4 How to... Register Advanced Statistics (with Times)

The most simple way to register Match Statistics is to do so without recording the time of the incident, and can be done using the Quick Stat Entry page (see How To... Register Basic Statistics). However, you may also register Player Statistics with the time of the incident, using the "Team Sheet Wizard". This allows you to record more details of your game.

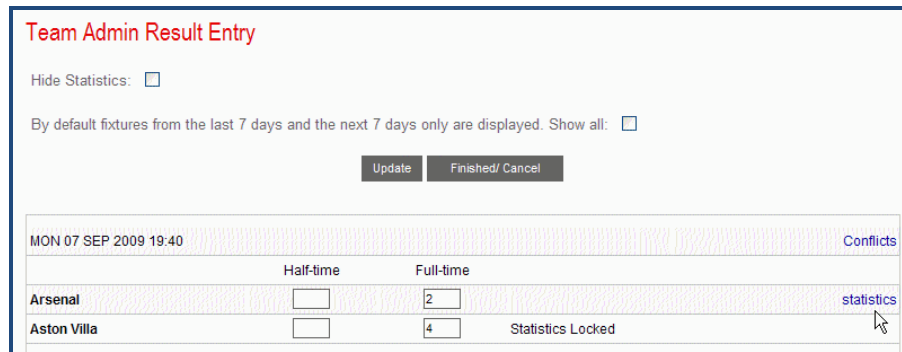
Step 1: From "Admin Home", click on "Results/Stats" (this link is also on the Fixtures Wizard).



Step 2: click on "Results/Stats" to take you to the "Results Summary" page.



Step 3: Select the date required by clicking on the appropriate "statistics" link.



Step 4: There are two pages for entering stats.

The "Team Sheet Wizard" allows you to enter times of incidents, but also has links to opposition team stats (e.g. if you want to record own goals scored by your players), the "Starter/Bench View" (for recording team sheets – see How To... Record Team Sheets) and the "Quick Stat Entry" option (see How To... Register Basic Statistics).

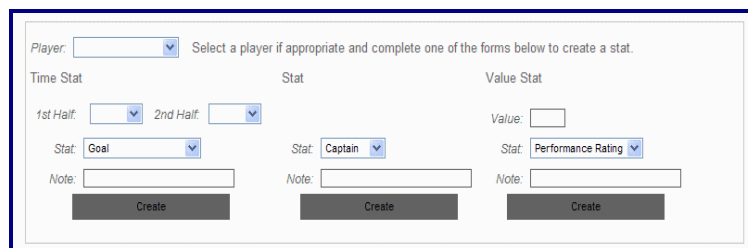


Step 5: The stat entry page has four separate sections, a drop-down menu offering each player, plus three separate sections – "Time Statistics", "Factual Statistics" and "Value Statistics":-

Time Statistics – incidents which occurred during a game (e.g. goals, substitutions, etc).

Factual Statistics – e.g. who was the team captain, who washed the kit that week!

Value Statistics – e.g. Performance Rating for the player concerned.



Step 6: To register a Time Statistic, select the player concerned, the time at which it occurred, and the incident involved. You may also add a note if you wish. Once you have selected these, click “Create”.

Player: **Adams, Tony** Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat **Stat** **Value Stat**

1st Half: **43** 2nd Half:

Stat: **Goal** Stat: **Captain** Stat: **Performance Rating**

Note: **Toe poke from two feet** Note: Note:

Create **Create** **Create**

Step 7: To register a Factual Statistic, select the player concerned, and the statistic required. You may add a note if you wish. Once you have selected these, click “Create”.

Player: **Adams, Tony** Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat **Stat** **Value Stat**

1st Half: 2nd Half:

Stat: **Goal** Stat: **Captain** Stat: **Performance Rating**

Note: Note: Note:

Create **Create** **Create**

Step 8: To register a Value Statistic, select the player concerned, the statistic required and the value (from 1 to 10). You may add a note if you wish. Once you have selected these, click “Create”.

Player: **Adams, Tony** Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat **Stat** **Value Stat**

1st Half: 2nd Half:

Stat: **Goal** Stat: **Captain** Stat: **Performance Rating**

Note: Note: Note: **Storming performance**

Create **Create** **Create**

Step 9: In each case, Full-Time will log the statistic, and will display it at the bottom of the screen. You may register as many statistics as you like. When you have finished, click “Finished Wizard”.

TIME	NO.	PLAYER	STAT	VALUE	NOTE	TEAM	
		Adams, Tony	Captain			Arsenal	Edit Delete
		Adams, Tony	Performance Rating	9	Storming performance	Arsenal	Edit Delete
43		Adams, Tony	Goal		Toe poke from two feet	Arsenal	Edit Delete
43		Davis, Paul	Assist			Arsenal	Edit Delete
70		Keown, Martin	Goal		Screamer from 30 yards	Arsenal	Edit Delete

Finished Wizard

5.0 Notices and News

5.1 How to... Create a Notice

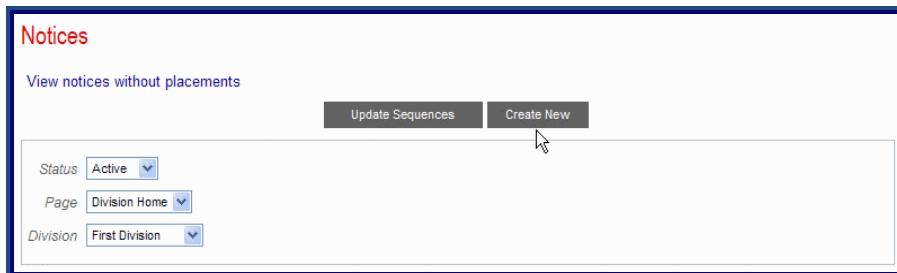
Full-Time allows leagues to enable Team Administrators to post notices (news items) which appear on their team page of the Full-Time website (team notices will **not** appear in the main notice section). Notices can also include documents or pictures. Any pictures appear alongside the notice – if you 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/TheFA/WhatWeDo/FootballSafe/Downloads.aspx>

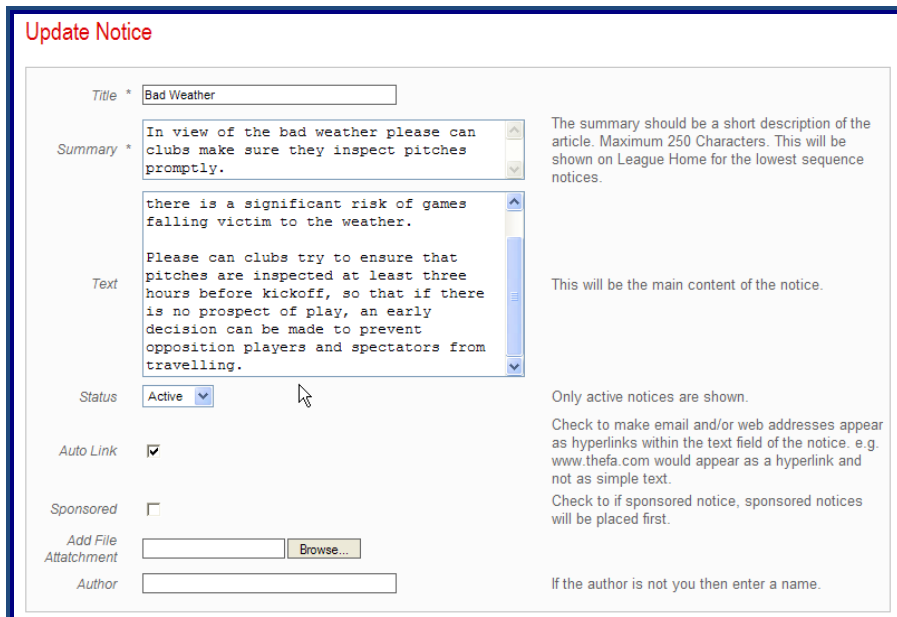
Step 1: From “Admin Home”, click on “Notices”.



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 with 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 with a 'Browse...' button.
- Author**: Text input field.

Help text on the right side of the form:

- For 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 Text: 'This will be the main content of the notice.'
- For Status: 'Only active notices are shown.'
- For 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 Sponsored: 'Check to if sponsored notice, sponsored notices will be placed first.'
- For 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.

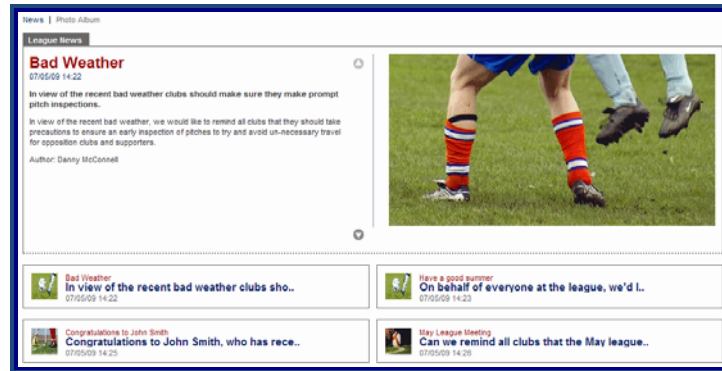
Once you have selected the file, click on “Upload”.

Step 9: Click on “View Site”.

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

5.2 How to... Change the Order of Notices

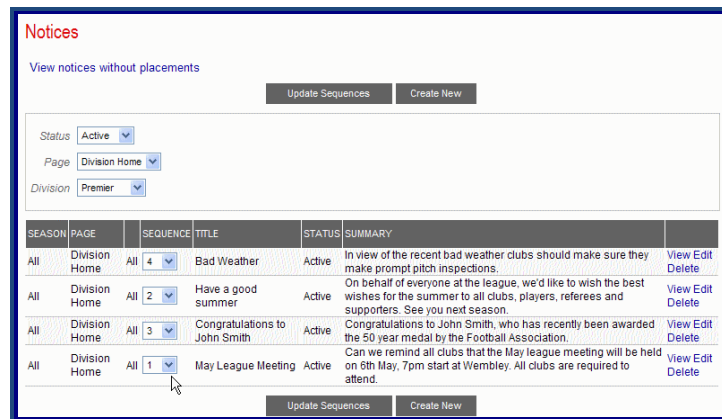
Full-Time will display one notice in full size, and other notices lower down (click on a notice and it will appear in full size), in the order you have selected. You may wish to swap these around.



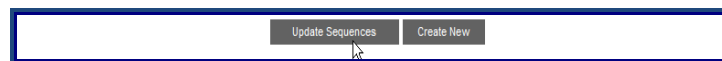
Step 1: From “Admin Home”, click on “Notices”.



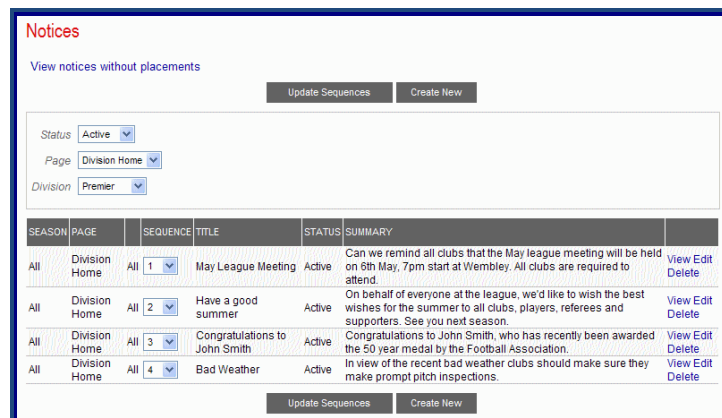
Step 2: On the “Notices” page, change the “Sequence” numbers of the news items you wish to swap.



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.

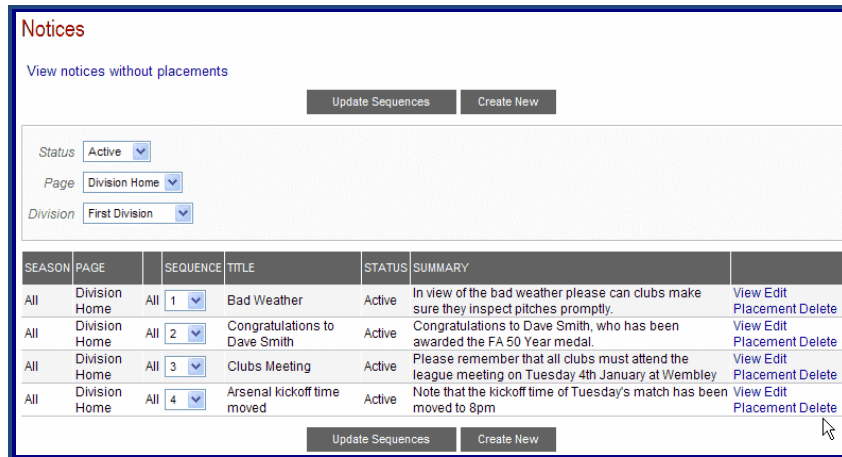
5.3 How to... Delete a Notice

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

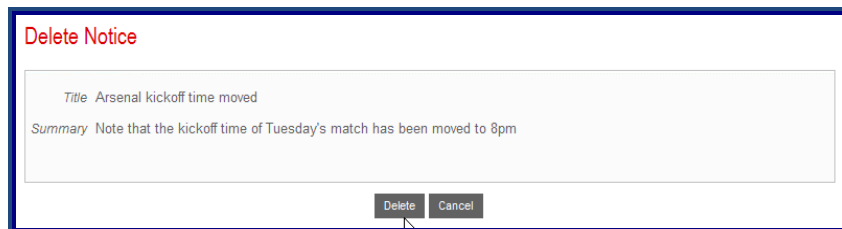
Step 1: From “Admin Home”, click on “Notices”.



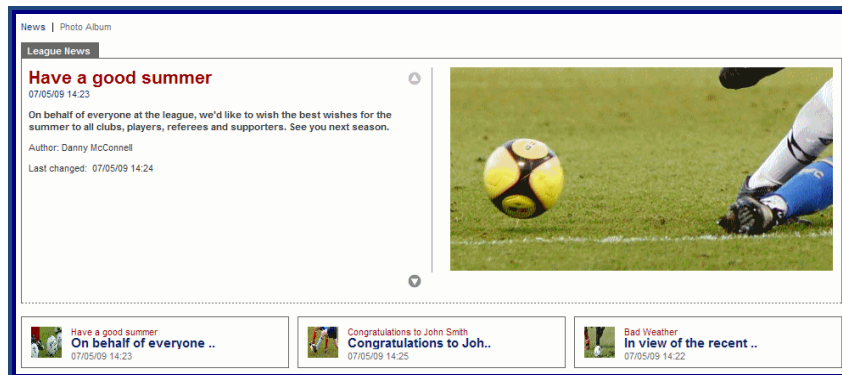
Step 2: On the “Notices” page, click on “Delete” for the news item you wish to delete..



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



The news item disappears.

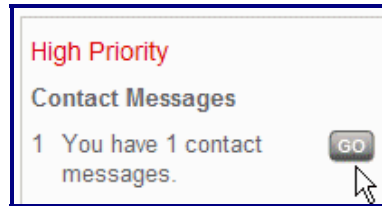


6.0 Contact Messages

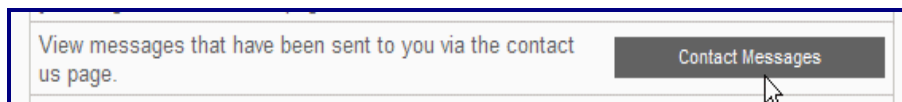
6.1 How to... View/File Contact Messages

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”.



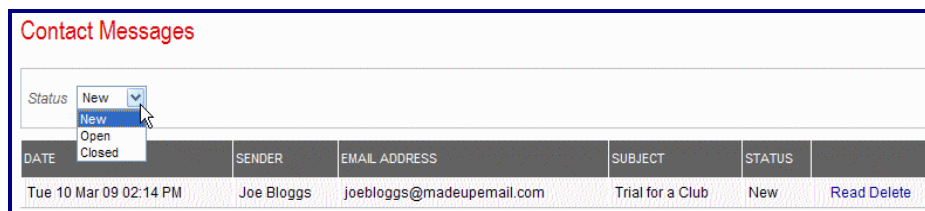
To access the message, either click on “Go”, or from “Admin Home”, click on “Contact Messages”.



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.



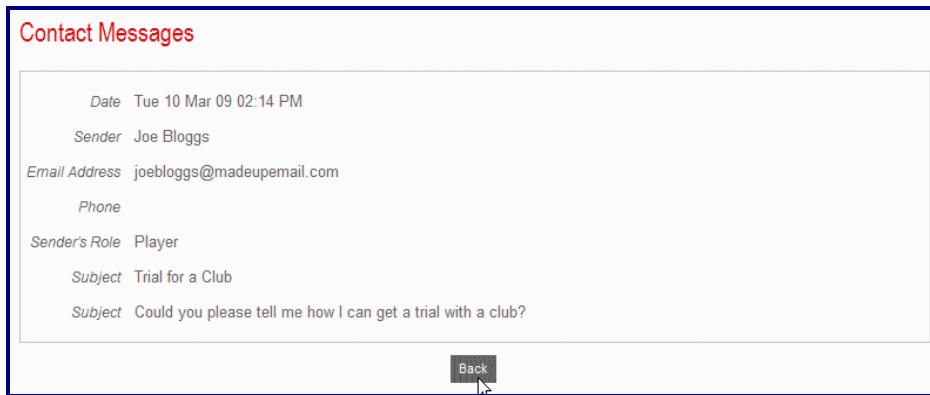
Step 3: Select the category of message required (New, Open or Closed) and click on “Read” for the message you wish to look at.



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.

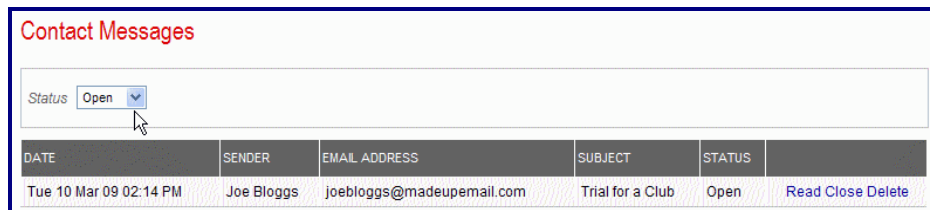
Once you have finished reading the message (and possibly responded), click on “Back”.



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”.



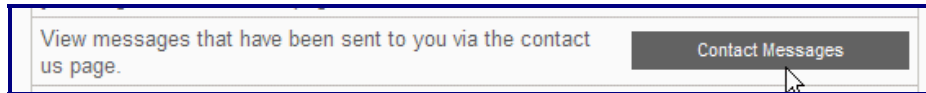
Note: we recommend that you check your “Open” messages periodically, as it is quite possible that one league officer will read a message, decide to leave it for someone else, and you do not want messages to slip through un-noticed.

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).

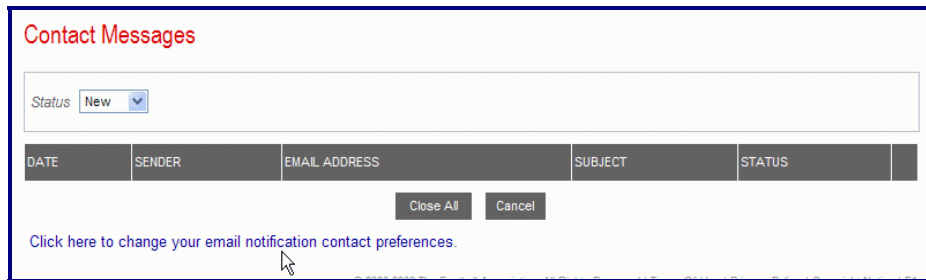
6.2 How to... Get Contact Messages Copied to Your Email

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.

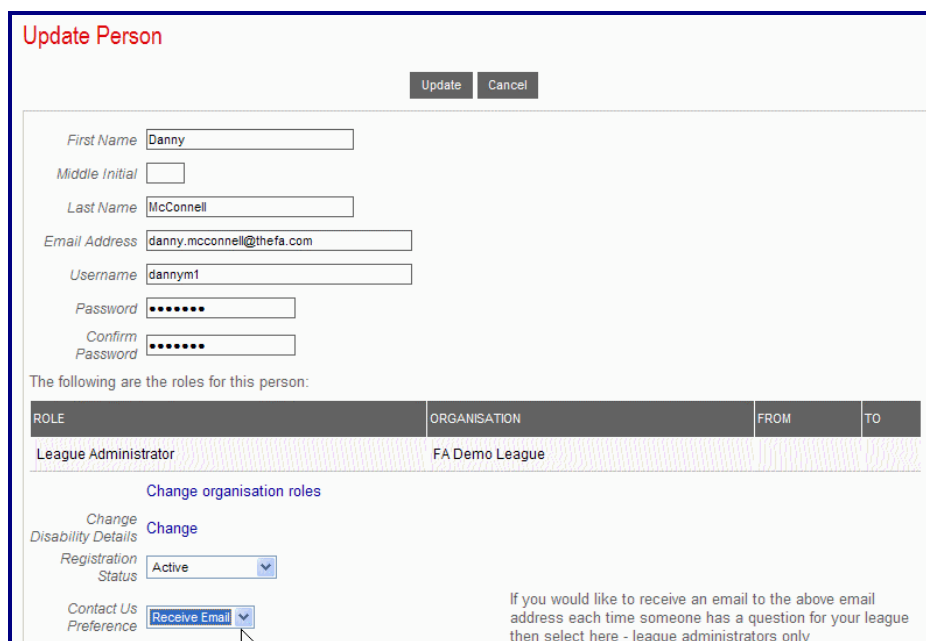
Step 1: From “Admin Home”, click on “Contact Messages”.



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.

7.0 Match Reports

7.1 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 Secretary.

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/TheFA/WhatWeDo/FootballSafe/Downloads.aspx>

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

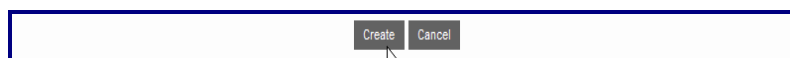
Title:

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/ffimages/d/ata/league803367/52985.jpg	Gunners celebrate their first goal

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