



Easing Administration in Football

A guide to online services for clubs, leagues, referees and coaches



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Full-Time

The FA's Free League Administration System

www.TheFA.com/Fulltime

FULL-TIME is the easy way of managing your football league 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 and Respect Monitoring.

FULL-TIME was launched in October 2003 and is currently used by over 600 leagues. FULL-TIME is used by league officials to manage the day to day running of a league, as well as generating a website or displaying results within your existing league website.

You can start with the basics (fixtures, results and tables), and build in as many of the wide range of options as you like, when you're ready to introduce them.

The screenshot shows the FULL-TIME Home Page. The browser address bar displays <http://full-time.thefa.com/>. The page header includes 'TheFA.com' and 'FULL-TIME'. The navigation menu contains 'HOME', 'SIGN IN', 'FULL-TIME NEWS', 'FAQS', 'CONTACT US', and 'FIND YOUR LEAGUE' with a search input field. The main content area features a large image of a person in a dark jacket with their hands raised, and the text 'FULL-TIME League Administration'. Below this, a red button says 'REGISTER YOUR LEAGUE NOW!'. The text describes FULL-TIME as an easy way to manage football leagues online, free for all affiliated leagues. It lists benefits: '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', and 'ADVERTISE your sponsors on your website'. A 'FULL-TIME NEWS' section highlights a 'New User Guide - Version 2'. A 'MOST VISITED LEAGUES' list is shown with 10 items and their change in visits. At the bottom, there are banners for 'ENGLAND UNITED THE WORLD INVITED' and 'ON SALE NOW: ENGLAND v BELARUS 2010 FIFA World Cup Qualifier'.

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Full-Time

Professional Website

Using FULL-TIME gives you a secure, professional and permanent presence on the Internet, free of charge.

The Full-Time website has a "home page" for each division, with menus to switch from one to another. Each home page shows the league table, recent results and forthcoming fixtures for that division as well as league notices, news items, photos and documents. There are links to useful items such as team statistics or referee appointments and you can easily add your sponsor's logo and message.

The screenshot shows the website for The Sydenhams Football League (Wessex). At the top, there is a header with 'TheFA.com FULL-TIME' and a navigation bar with 'FT Home' and 'Sign In'. Below this is the league logo and the title 'The Sydenhams Football League (Wessex)'. The page includes filters for 'Season: 2008/09', 'Division: Division One', and 'Hit Counter: 2297342'. There are three dropdown menus for selecting the season, division, and cup/competition, each with a 'GO' button. A navigation menu includes 'Home', 'News', 'Fixtures', 'Results', 'Stats', 'Email Sub', 'Contact', 'RESPECT', 'Feeds', and 'F-T WAP'. The main content area is divided into three sections: 'League Table', 'Recent Results', and 'Upcoming Fixtures'. The 'League Table' shows the following data:

POS		P	W	D	L	GD	PTS
1	Totton & Eling	40	31	8	1	90	100*
2	Blackfield & Langley	40	28	7	5	67	91
3	United Services Portsmouth	40	23	8	9	53	77
4	Petersfield Town	40	22	10	8	30	76

The 'Recent Results' section shows the following data:

DATE	HOME	RESULT	AWAY
L 29/04/09	Farnborough North End	1 - 1	Downton
L 25/04/09	AFC Portchester	1 - 3	Totton & Eling
L 25/04/09	East Cowes Victoria	2 - 0	Verwood Town
L 25/04/09	Fawley	6 - 1	Fleet Spurs



Full-Time

Sharing the Workload

FULL-TIME allows you to assign access rights to other league officers so they can log in and share the workload. In addition to create roles for your Fixture Secretaries, Referees' Secretaries, Registration Secretaries you can involve Club Administrators too, to enter results, match details and mark referees.

League Setup Wizard

Fixture Wizard

Cup Wizard

Results/Stats

People Wizard

Email Wizard

SMS Wizard

Notices

Photo Albums

Contact Messages

Match Reports

Referees

Table Adjustments

Feature Rich

Full-Time has been designed to work for all affiliated leagues with a full range of features to support leagues whether you have 1 division or over 50. However, leagues can start with the basics, and bring in more advanced features as they become familiar with the system.

For example: Fixtures, results and league tables are essential to any football league, and you'll probably want to post news items and notices from the start. Appointment and marking of referees, sending results via SMS text message, team sheets, match reports, player registration and many other features are options you may decide to bring in later on, depending on your league priorities.



Full-Time

Instant Results via SMS

No more trawling through answerphone messages in the evening!

FULL-TIME's SMS (text message) results service can be used to send out a reminder message to all of your team managers during their match. The managers then send back a simple text with the result, Full-Time processes it immediately.

Results and league tables can be updated live, both on your website and on the mobile internet (WAP), or held until the league have approved them.

Full-Time is also available on the Mobile Internet (WAP) – key information, results, fixtures and tables are available on mobile phones for those who want to check them wherever they may be.



Full-Time

Fixtures and Results

FULL-TIME offers a variety of fixture options, from automated fixture generators to manual options. You can even upload fixtures from a spreadsheet if you wish.

The automated setup allows for team sharing the same pitch (so one is at home each week, and the

other away), avoids fixture clashes (ensuring a team isn't playing two games at the same time!) and obeys closed dates you manually set (when teams, or pitches aren't available).

Results are easy to input, either manually, or directly using the SMS option.

Advanced Options

FULL-TIME offers a wide range of features, and leagues can decide themselves whether to use them, or when to introduce them:-

- Referees - Appointments & Marking
- Cup Competitions
- Player Registration
- Team Sheets and Match Statistics
- Player Suspensions
- Match Reports
- Spreadsheet Downloads
- Photo Albums

How To Find Out More

To find out more about FULL-TIME, go to www.TheFA.com/Fulltime and find the User Guide news item. The "Getting Started" guide is designed to show you everything that Full-Time can offer you, and gives you step-by-step details on the basics of how to get your league set-up and started on Full-Time.

Manual Fixture Setup

Division Division 1 After changing wait for screen to refresh

Home Team	Away Team									
	ALL	ASH	CLJ	DEC	FIN	FRE	LIN	NAB	SLA	WAT
ALLEN & OVERY		Feb 18	0-3	2-1	<input type="checkbox"/>	<input type="checkbox"/>	1-5	3-0	A-W	0-4
ASHURST	0-0		Feb 25	1-1	<input type="checkbox"/>	Feb 9	3-0	3-0	1-4	4-1
CLIFFORD CHANCE	2-1	3-1		2-1	Feb 9	1-5	P-P	<input type="checkbox"/>	Feb 18	3-3
DECHERT	4-2	<input type="checkbox"/>	0-4		0-2	2-5	2-5	Feb 9	<input type="checkbox"/>	1-6
FINANCIAL SERVICES AUTHORITY	0-0	5-3	1-2	Feb 4		1-1	2-1	2-1	0-0	1-0
FRESHFIELDS BRUCKHAUS DERINGER	1-1	1-2	1-2	4-1	2-1		0-7	2-2	P-P	1-1
LINKLATERS	Feb 9	<input type="checkbox"/>	1-1	3-0	3-3	Feb 19		2-3	2-3	1-1
NABARRO	5-3	0-1	1-2	3-2	0-2	<input type="checkbox"/>	0-4		1-1	Feb 19
SLAUGHTER & MAY	9-2	1-3	2-1	5-0	1-3	5-2	1-0	<input type="checkbox"/>		5-4
WATSON FARLEY WILLIAMS	Feb 26	4-1	<input type="checkbox"/>	3-0	<input type="checkbox"/>	1-0	0-2	1-1	Feb 9	

To create fixtures for your selected date either select a checkbox in the grid for the teams you wish to play or select the teams from the lists below then press the create button.

Create Cancel



What Is Member Services?

Member Services is a new online facility being offered by County Football Associations and The Football Association. It's free to all affiliated leagues, clubs, referees and coaches.

Our aim is to provide online information to leagues, clubs, referees and coaches giving them access to their football, reducing the administrative burden for them, and giving them up-to-date information instantly, whenever they need it.

How Do I Get to Member Services?

Member Services are available from any County FA website, via the Members link. You'll need to know your FA Number (FAN, which used to be referred to as an NPD) and you'll need to get a password, which can be obtained automatically from the website.

When you first request access, the system will check your details (cross-referencing with the FA/County records), and then email you a password so you can login and access your information.

Find your Local County FA website here:
<http://www.thefa.com/GetIntoFootball/CountyFA>

Who Can Use Member Services?

At present Member Services is available to the following people:-

Leagues – Chairman, Secretary, Treasurer, Club Welfare Officer

Clubs – Chairman, Secretary, Treasurer, Club Welfare Officer

Referees – All Registered Referees

Coaches – All Level 1-5 qualified coaches



How to get online as a Club Official

Club Secretaries, Chairmen and Treasurers can access the following information through their County website.

- View your Club Information online
- Update your contact information
- View your FA accreditations
- Keep up to date with your latest Club discipline
- Manage your Club's Safeguarding Children records (Club Welfare Officer Only)
- Check which players you have registered (County Registered only)
- Football Pages – Find a Referee tool
- Keep up to date with your Club payments to your County FA
- Feedback on what other services you would like



How to get online as a Club Official

Stage 1 – Request Access

Step 1

In order to access the secure area to view all the County held information for your club, first you will need to request access to Member Services. If you require any assistance email GetOnline@TheFA.com

Locate your FAN (NPD), Club ID and your latest Club Affiliation No. These are displayed on the receipt which you received from your Parent County FA when you affiliated for the current season.

- FAN = Sec ID
- Club ID = ID
- Affiliation Number = Club Affiliation No

RECEIPT						
Club Secretary's Name Club Secretary's Address		Receipt No: 1 Date: 29/05/2008 ID: XXXXXXXX Sec ID: XXXXXXXX				
Date	Description	Quantity	Unit Price	Allocated	VAT	Total
29/05/2008	Senior Club Affiliation Fee XXXXXXXX	1	0.00	0.00	£0.00	£0.00

Step 2

Open any web-browser and enter your chosen County's website address into the web address bar. (Example below will be using www.gloucestershirefa.com).

Step 3

Click on the Members section of the website.



Step 4

Click on the Request Access menu item in the left hand menu.



How to get online as a Club Official

Step 5

Click on the Club Official menu item in the left hand menu.

Member Login
Request Access
Club Official
League Official
Referee
Coach

Step 7

Enter your email address in the space provided and click **Confirm**.

NPD/FAN	XXXXXXXXXX
First Name	Craig
Last Name	Grandy
Club Name	Gloucestershire FA
Role(s)	Club Official
Email Address	<input type="text" value="Enter Email Address here"/>
	<input type="button" value="Confirm"/>

Step 6

Enter your FAN (NPD), Club ID and Affiliation Number into the spaces provided and click **Submit**

FAN	<input type="text" value="XXXXXXXXXX"/>	(NPD)
Club ID	<input type="text" value="XXXXXX"/>	
Affiliation Number	<input type="text" value="XXXXXXXXXX"/>	
	<input type="button" value="Submit"/>	

Step 8

Assuming the details entered match the County-held information your login details will be emailed to the specified email address. This email will contain your FAN and password, which you will need to login to Member Services.

 Gloucestershire County FA <small>DEVELOPING FOOTBALL FOR EVERYONE</small>
Members' Services Request Access Confirmation
Dear 'Your Name',
Thank you for using our Request Access Services.
You can now use your new FAN Number and password below to gain access to Members' Services. Go to http://www.gloucestershirefa.com/MembersServices now to see what you can do.
Your FAN Number : XXXXXXXX
Your password : XXXXXXXX



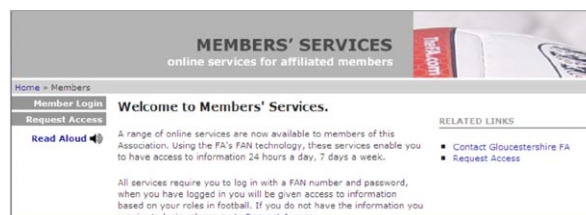
How to get online as a Club Official

Stage 2 – How to access the club official services

Once you have requested access and received the email containing your unique login details you can logon to the online Club services available through your local County Website.

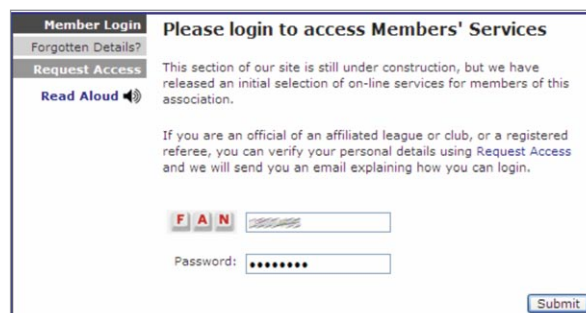
Step 1

Click on the Member Login menu item.



Step 2

Enter your FAN and Password into the spaces provided and click **Submit**.



Step 3

Click on the My Football menu item.



Step 4

Click on the Club menu item which you wish to access.



Please use the Feedback tool within Member Services to tell us what other services you would like to be available.



How to get online as a League Official

League Secretaries, Chairmen and Treasurers can access the following information through their County website.

- View your League Information Online
- Update your contact information
- View your FA accreditations
- Weekly Discipline Statement online – keep up to date with discipline
- Link your Clubs from Full-Time to the County information
- Football Pages – Find a Club and Find a Referee
- Keep up to date with your League payments to your County FA
- Feedback on what other services you would like



How to get online as a League Official

Stage 1 – Request Access

Step 1

In order to access the secure area to view all the County held information for your league, first you will need to request access to Member Services. If you require any assistance email GetOnline@TheFA.com

Locate your FAN (NPD), League ID and your latest League Sanction No. These are displayed on the receipt which you received from your Parent County FA when you were sanctioned for the current season.

- FAN = Sec ID
- League ID = ID
- League Sanction No = League Affiliation

RECEIPT						
League Secretary's Name League Secretary's Address		Receipt No: 10,000 Date: 28/05/2008 ID: XXXXXX Sec ID: XXXXXXXX				
Date	Description	Quantity	Unit Price	Allocated	VAT	Total
28/05/2008	Affiliation League Affiliation XXXXXXXX	1	0.00	0.00	£0.00	£0.00

Step 2

Open any web-browser and enter your chosen County's website address into the web address bar. (Example below will be using www.gloucestershirefa.com).

Step 3

Click on the Members section of the website.



Step 4

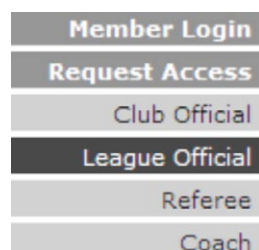
Click on the Request Access menu item in the left hand menu.



How to get online as a League Official

Step 5

Click on the League Official menu item in the left hand menu.



A vertical menu with the following items: Member Login, Request Access, Club Official, League Official (highlighted with a dark background), Referee, and Coach.

Step 7

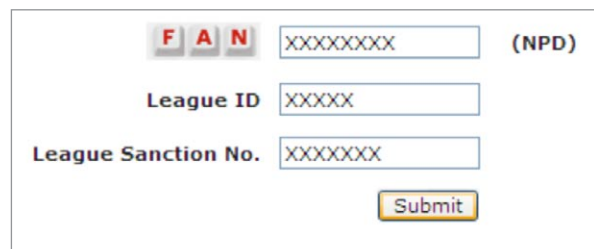
Enter your email address in the space provided and click **Confirm**.



A registration form with the following fields: NPD/FAN, First Name (Craig), Last Name (Gravelly), Club Name (Gloucestershire FA), Role(s) (Contributor/Referee), and Email Address (Enter Email Address here). A Confirm button is located to the right of the Email Address field.

Step 6

Enter your FAN (NPD), League ID and League Sanction No. into the spaces provided and **Submit**



A form with three input fields: FAN (NPD) containing XXXXXXXX, League ID containing XXXXX, and League Sanction No. containing XXXXXXXX. A Submit button is located below the fields.

Step 8

Assuming the details entered match the County-held information your login details will be emailed to the specified email address. This email will contain your FAN and password, which you will need to login to Member Services.



An email confirmation message from Gloucestershire County FA. The header includes the Gloucestershire County FA logo and the text 'Gloucestershire County FA' and 'DEVELOPING FOOTBALL FOR EVERYONE'. The body of the email reads: 'Members' Services Request Access Confirmation', 'Dear 'Your Name'', 'Thank you for using our Request Access Services.', 'You can now use your new FAN Number and password below to gain access to Members' Services. Go to <http://www.gloucestershirefa.com/MembersServices> now to see what you can do.', 'Your FAN Number : XXXXXXXX', and 'Your password : XXXXXXXX'.



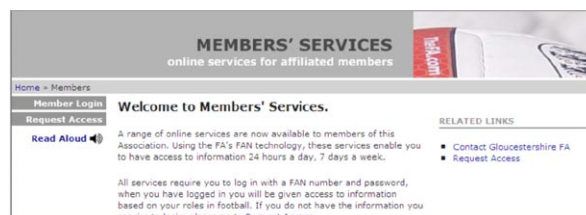
How to get online as a League Official

Stage 2 – How to access the league official services

Once you have requested access and received the email containing your unique login details you can logon to the online League services available through your local County Website.

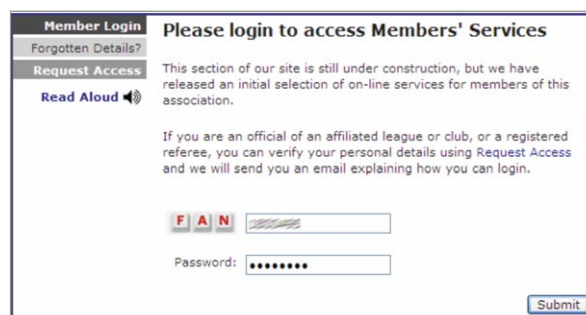
Step 1

Click on the Member Login menu item.



Step 2

Enter your FAN and Password into the spaces provided and click **Submit**.



Step 3

Click on the My Football menu item.



Step 4

Click on the League menu item which you wish to access.



Please use the Feedback tool within Member Services to tell us what other services you would like to be available



How to get online as a Referee

Referees can access the following information through their County website.

- Check your contact details
- Update your contact information
- View your FA accreditations
- Enter Respect Monitoring marks for fixtures in which you officiate
- Feedback on what other services you would like



How to get online as a Referee

Stage 1 – Request Access

In order to access the secure area first you will need to request access to Member Services. If you require any assistance email GetOnline@TheFA.com

Step 1

Locate your FAN (NPD) and latest registration number. (Please do not use your FAMOA number). These are displayed on the receipt which you received from your Parent County FA when you registered for the current season.

RECEIPT						
Your Name						
Your Address						
Your Address						
Your Address						
Your Address						
Your Address						
				Receipt No: 10,000		
				Date: 18/06/2008		
				ID: XXXXXXXX		
Date	Description	Quantity	Unit Price	Allocated	VAT	Total
Affiliation						
18/06/2008	Referee Registration 2008-2009 XXXXXXXX	1	15.00	15.00	£0.00	£15.00

Step 2

Open any web-browser and enter your chosen County's website address into the web address bar. (Example below will be using www.gloucestershirefa.com).

Step 3

Click on the Members section of the website.



Step 4

Click on the Request Access menu item in the left hand menu.



How to get online as a Referee

Step 5

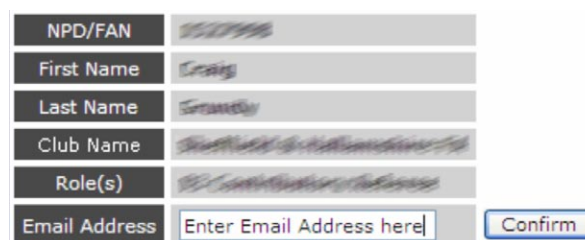
Click on the Referee menu item in the left hand menu.



A vertical list of menu items: Member Login, Request Access, Club Official, League Official, Referee (highlighted in dark grey), and Coach.

Step 7

Enter your email address in the space provided and click **Confirm**.

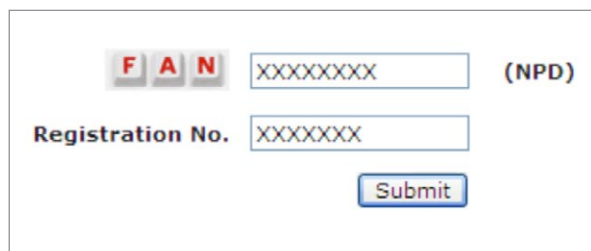


A registration form with the following fields: NPD/FAN, First Name (Craig), Last Name (Grandy), Club Name, Role(s), and Email Address (Enter Email Address here). A Confirm button is located to the right of the Email Address field.

Please use the Feedback tool within Member Services to tell us what other services you would like to be available.

Step 6

Enter your FAN (NPD) and Registration Number into the spaces provided and click **Submit**



A form with two input fields: 'FAN (NPD)' containing 'XXXXXXXX' and 'Registration No.' containing 'XXXXXXX'. A Submit button is located below the Registration No. field.

Step 8

Assuming the details entered match the County-held information your login details will be emailed to the specified email address. This email will contain your FAN and password, which you will need to login to Member Services.



An email confirmation message from Gloucestershire County FA. The subject is 'Members' Services Request Access Confirmation'. The body text reads: 'Dear 'Your Name', Thank you for using our Request Access Services. You can now use your new FAN Number and password below to gain access to Members' Services. Go to <http://www.gloucestershirefa.com/MembersServices> now to see what you can do. Your FAN Number : XXXXXXXX Your password : XXXXXXXX'.



How to get online as a Qualified Coach

Coaches can access the following information through their County website.

- Check your contact details
- Update your Contact Information
- View your FA accreditations
- Display yourself on the Find a Coach tool
- Download The FA Learning Coaching tool
- Feedback on what other services you would like



How to get online as a Qualified Coach

Stage 1 – Request Access

In order to access the secure area first you will need to request access to Member Services. If you require any assistance email GetOnline@TheFA.com

Step 1

Open any web-browser and enter your chosen County's website address into the web address bar. (Example below will be using www.gloucestershirefa.com).

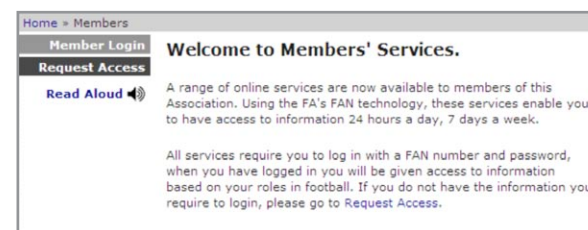
Step 2

Click on the Members section of the website.



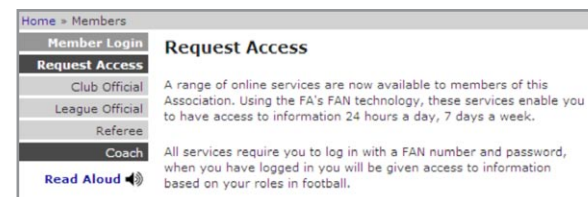
Step 3

Click on the Request Access menu item in the left hand menu.



Step 4

Click on the Coach menu item.



How to get online as a Qualified Coach

Step 5

Enter your Date of Birth and Candidate Registration Number and click submit.

Your candidate registration number is a component of your certificate number on your 1st4sport Level 1, 2 or 3 certificate i.e. ***** - 000000 - **. If you are UEFA A Licence or Pro Licence qualified or do not have a copy of your certificate please email GetOnline@TheFA.com for further assistance.

Member Login Coach

Request Access Coaches with one or more of the following coaching qualifications can have free access to upcoming online services, which will allow you to update your details, check your qualifications, join FACA and so on.

- Club Official
- League Official
- Referee
- Coach**

Read Aloud

- 1st4sport Level 1 Certificate in Coaching Football
- 1st4sport Level 2 Certificate in Coaching Football
- 1st4sport Level 3 Certificate in Coaching Football (UEFA B)

To request access as a coach please enter your details below. If you do not know the information required please email GetOnline@TheFA.com.

Date of Birth

Candidate Registration No. The candidate component of your 1st4sport certificate

Step 6

Enter your Email Address and click confirm. Your login details will then be emailed to this account.

NPD/FAN

First Name

Last Name

Qualification **1st4Sport Level 1 Certificate in Coaching Football**

Email Address



How to display yourself on Find a Coach

Find a Coach is an online search facility where FA qualified coaches with one of the following qualifications can display their availability to clubs.

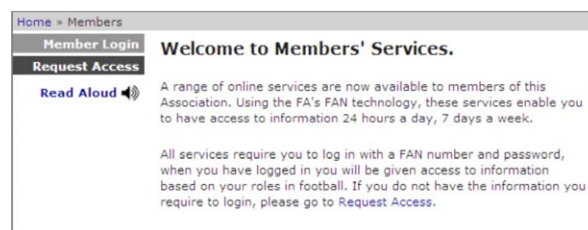
- 1st4sport Level 1 Certificate in Coaching Football
- 1st4sport Level 2 Certificate in Coaching Football
- 1st4sport Level 3 Certificate in Coaching Football (UEFA B)
- UEFA A Licence
- UEFA Pro Licence

Coaches must also have an FA Enhanced CRB Check and have an up to date Safeguarding Children Certificate or have attended a Welfare Officer Workshop.

Clubs can then use this tool to help recruit coaches to fill any coaching positions they have available.

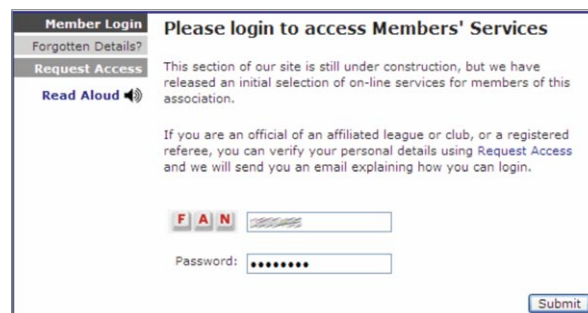
Step 1

Once you have received your login details by email click on the Member Login menu item.



Step 2

Enter your FAN and Password and click Submit.



Step 3

You are now logged into Member Services. To appear on The FA's 'Find a Coach' tool click on the **My Football** menu item.

Step 4

The My Coaching menu will then appear. Click on the **My Availability** menu item.

Step 5

Select at least one Date and Time that you are available, at least one Type of Football and Age Group that you are looking to coach.



How to display yourself on Find a Coach

Step 6

Change the 'Would you like to be searchable on The FA's 'Find a Coach' tool?' dropdown to **yes** and select the contact details(s) which you would like to be contacted on.

The FA has developed a 'Find a Coach' tool which will allow clubs to search for coaches who have marked themselves as available and looking for a Coaching position.

Would you like to be searchable on The FA's Find a Coach tool?

Which contact details would you like to be visible?

Email Address

Step 7

Click the **Save** button to update your availability.

Step 8

It will take 24 hours for you to become visible on the Find a Coach tool. You can check this by going to the Find a Coach tool which is available by clicking on the GetIntoFootball section.

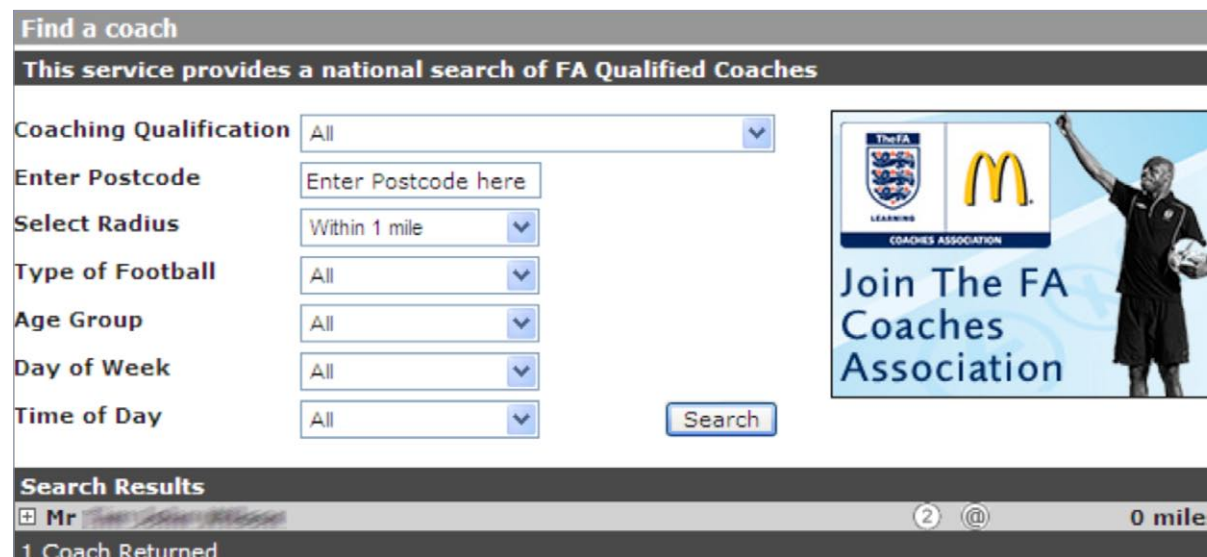


Step 9

Click on the **Find a Coach** menu item.

Step 10

Enter your postcode and click **Search**.



Find a coach

This service provides a national search of FA Qualified Coaches

Coaching Qualification: All

Enter Postcode: Enter Postcode here

Select Radius: Within 1 mile

Type of Football: All

Age Group: All

Day of Week: All

Time of Day: All

Search

Join The FA Coaches Association

Search Results

Mr [Name] 2 @ 0 miles

1 Coach Returned

If you have any problems please email
GetOnline@TheFA.com for further assistance.



If you have any problems please email
GetOnline@TheFA.com for further assistance.

The Football Association
Wembley Stadium
Wembley
London
HA9 0WS

Postal address
The Football Association
Wembley Stadium
PO Box 1966
London
SW1P 9EQ

