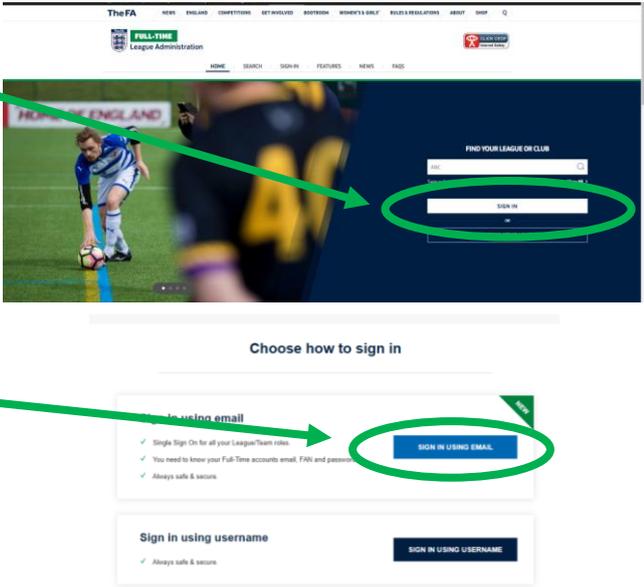# NORTH BURY JUNIOR FOOTBALL LEAGUE

Integration of the FA Whole Game System and the FA FullTime systems combined with changes to data protection legislation means that the smooth running of the league is more dependent than ever upon all clubs, coaches and managers 'doing their bit' every week to keep our results, league tables and fixtures up to date and accurate.

Every team coach (administrator) needs to be set-up and able to access the FA Fulltime system correctly in order to receive fixture information, record their referee marks after each game and generally keep up to date with league activities such as cup competitions.

This guide provides details of how to access the FA FullTime system and how to record referees' marks and team statistics.

NOTE: to do this, a team coach (administrator) must have already been setup correctly in the FA Whole Game System by their club secretary, and their personal details (e-mail address and mobile number as a minimum) must have been added to their Whole game System profile (see separate guide for how to do this).

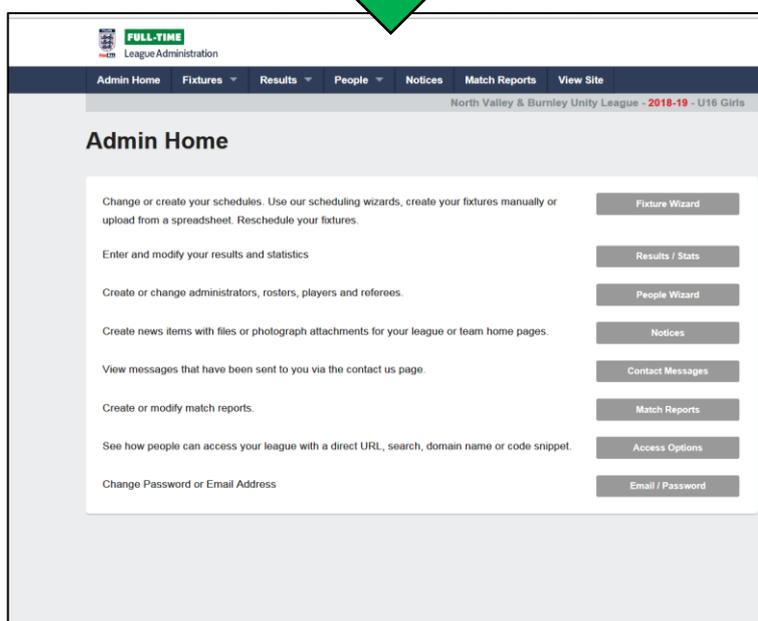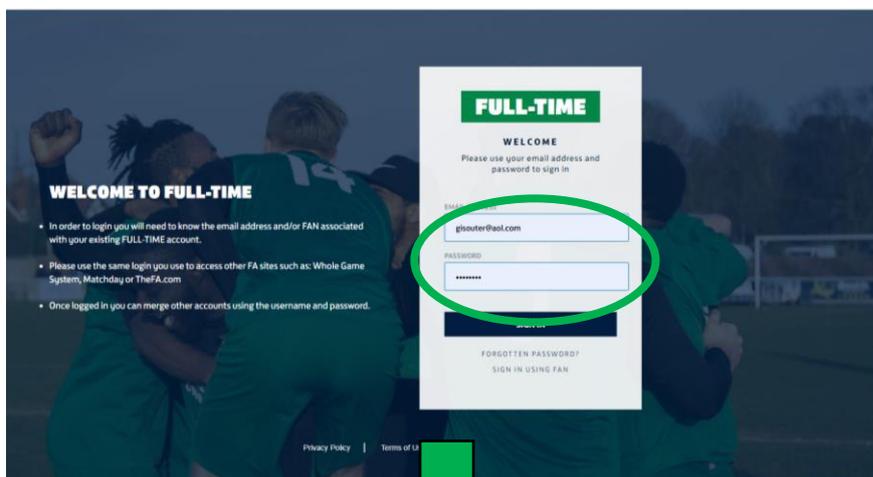## ACCESS TO THE 'FA FULLTIME' SYSTEM

1.	Searching 'FA FullTime' on the internet brings up this website as the top search result…. https://fulltime.thefa.com Although this is correct to view information in a mobile friendly way, it is not the place to be for entry of referees marks etc. (as the green box explains). You need to click on the white box labelled 'BACK TO FULL-TIME ADMIN' to get to the right place.	
2.	You are now in the correct place – click ;SIGN IN' In the 'FIND YOUR LEAGUE' box type 'North Bury' and click on 'GO' Click on 'SIGN IN USING E-MAIL'	

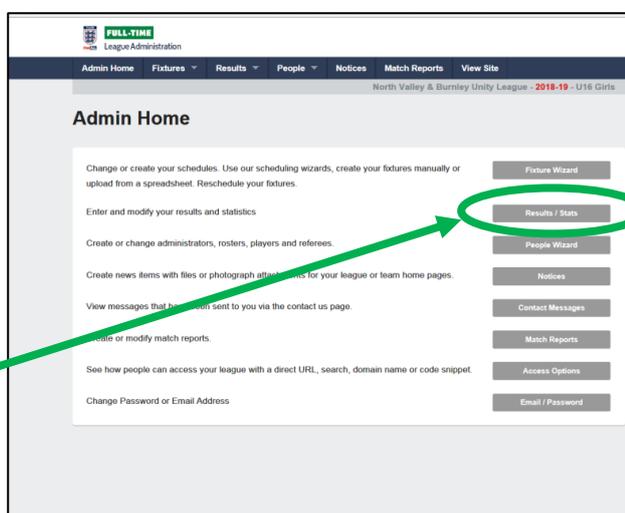| 3.	You can now add this to your favourites to skip steps 1 and 2 in the future. Enter your username and password. Please note that your club secretary must have already set you up as a team coach or manager in the FA Whole Game System (WGS) for the league to have sent you an invite to register for FA FullTime. Also, your personal WGS profile must have your e-mail address and mobile number in it.	

ENTERING MATCH STATISTICS INTO THE 'FA FULLTIME' SYSTEM

1.	Once logged into FA FULLTIME, you will see a screen with several options. The options available to you depend on the level of access you have to FA FullTime. As a team manager it is your responsibility to ensure you provide details of your referee's performance each week by 5pm on a Monday for Saturday fixtures. Click on 'Results / Stats' to provide referee marking details. *If you have not had a league match official appointed – you do not need to complete this process.*	

2.	TEAM ADMIN RESULTS ENTRY	
	This screen will show you the last 7 days and next 7 days fixtures for your team.	
	Your last match score will have already been populated via the automated SMS results system.	
	Click on the blue 'statistics' box	
3.	On this screen you can add information about your starting line-up etc. This is totally optional and not required by the league.	
	Click on the 'FA Marks' tab.	

4.	
Your referees name will already be populated on this screen. Enter 3 marks for the referee's performance. A total mark of 60 or less requires the additional of comments describing why the score is so low (at least 50 characters required). Select one option for each of the 'Respect Marks' section. Confirm the pitch type and select and select an option for pitch markings. Click on 'update'. You may then have to click 'back' to return to main 'stats' page where you can click 'Finished'. If at any point you cannot click 'update' or 'finished' to move between screens, it's because you have missing / incorrect data e.g. forgetting to add comments for a low referees score. So please read the screen carefully to find 'error' descriptions which appear when you make a mistake or miss out required fields. You can now exit FA FULLTIME.	