



## Match Sheets 2014-2015 Season

The Leagues uses the FA Full Time system to record match results and match sheets. This has saved the League and clubs considerable time and money, estimated to be a saving of over £10,000.

By 6pm on a Sunday the result of the fixture must be on the website. This is the responsibility of the home team, though the away team can do it. If the result is missing then the home team will be fined £5. The result must be inputted on to the system for ALL age-groups. For the U7-U10 at the public facing end of the site and inputted result will show as X-X as U7-U10 results cannot be published.

### Deadlines for games taking place on a Sunday (for other days, use the same timescale)

By Sunday 6pm – home team must have entered the result of the fixture

By Thursday midday – the match sheet must be completed by both teams

To visit the site click go to <http://full-time.thefa.com/>

**FULL-TIME**  
League Administration

HOME | **SIGN IN** | FULL-TIME NEWS | FAQs | CONTACT THE FA | FIND YOUR LEAGUE | Type first 3 letters of League name here | 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 and Whole Game System.

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

**FULL-TIME NEWS**  
FULL-TIME League Administration  
**Full-Time User Guides**  
The current User Guides for Full-Time can be found here

**Full-Time Upgrade (March 20..)**  
A number of changes to Full-TI..

**FA Religious Calendar**

**MOST VISITED LEAGUES**

1. Sheffield & District Junior League Supporting T	=
2. Midland Football League	+10
3. Young Elizabethan League Nottingham	+1
4. The Pin Point Recruitment Junior Football Leag	-2

Click on the Sign In button to access the admin section

## Sign In

### Sign in to Full-Time

**Username**

**Password**

**Sign In**

[? Forgot Password](#)

Club Secretaries have been given the user names and password for accounts. Any request for a password reset must come from the Club Secretary.

Some clubs have it so teams input the information themselves and others have it that one person does it all.

Once Logged in this page will appear

The screenshot shows the 'Admin Home' page of the Full-Time League Administration system. At the top, there is a navigation bar with links for 'Admin Home', 'Fixtures', 'Results', 'SMS', and 'View Site'. To the right of the navigation bar are buttons for '?', 'Contact Us', and 'Sign Out'. Below the navigation bar, a breadcrumb trail reads 'Sheffield & District Junior League Supporting The Children's Hospital Charity - 2014/2015 - U10 - Single Orange'. The main heading is 'Admin Home'. Below this, there is a section titled 'Select Season and Division' with two dropdown menus: 'Season: 2014/2015' and 'Division: U10 - Single Orange'. To the right of these dropdowns is a note: 'After changing wait for screen to refresh'. Below this section, there are five buttons arranged in a grid: 'Fixture Wizard', 'Results / Stats', 'SMS Wizard', 'Access Options', and 'Email / Password'. To the right of these buttons, there is a section titled 'Full-Time Admin Pages' with a note: 'You will notice a new look to the administration pages for Full-Time. [read more](#)'. Below this section, there is a 'Full-Time User Guide' link with a small logo. At the bottom right, there is a section titled 'FT Updates and Tins'.

**Admin Home**

**Select Season and Division**

Season: After changing wait for screen to refresh  
2014/2015

Division:  
U10 - Single Orange

Change or create your schedules. Use our scheduling wizards, create your fixtures manually or upload from a spreadsheet. Reschedule your fixtures.

Enter and modify your results and statistics

Setup your league to enable results to be entered from your mobile phone.

See how people can access your league with a direct URL, search, domain name or code snippet.

Change Password or Email Address

Fixture Wizard

Results / Stats

SMS Wizard

Access Options

Email / Password

**Full-Time Admin Pages**

You will notice a new look to the administration pages for Full-Time. [read more](#)

**Full-Time User Guide**

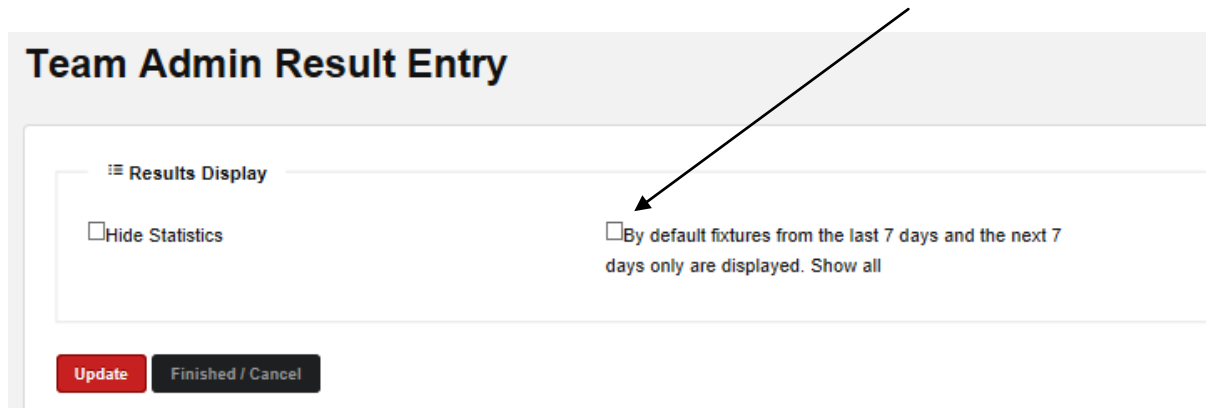
**FT Updates and Tins**

Clubs can input result and match sheets by clicking on the Result/Stats tab

If you want to set up SMS text alerts to enable you to text in the score then you use the SMS Wizard.  
(Note: you will need to check that this is correct for this season managers , for example last season U13 details will not be carried over to this years U14 team )

## Results / Fixtures

If you see a blank page or cannot view a fixture, then place a tick in this box



### Team Admin Result Entry

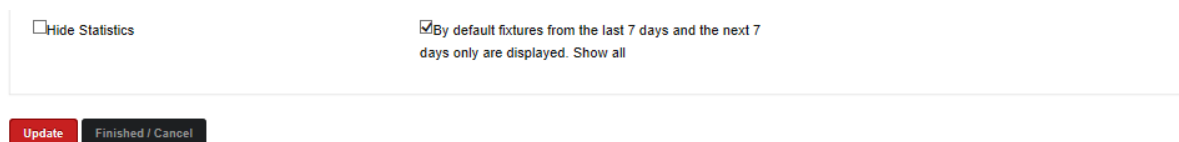
**Results Display**

☐ Hide Statistics

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

**Update** **Finished / Cancel**

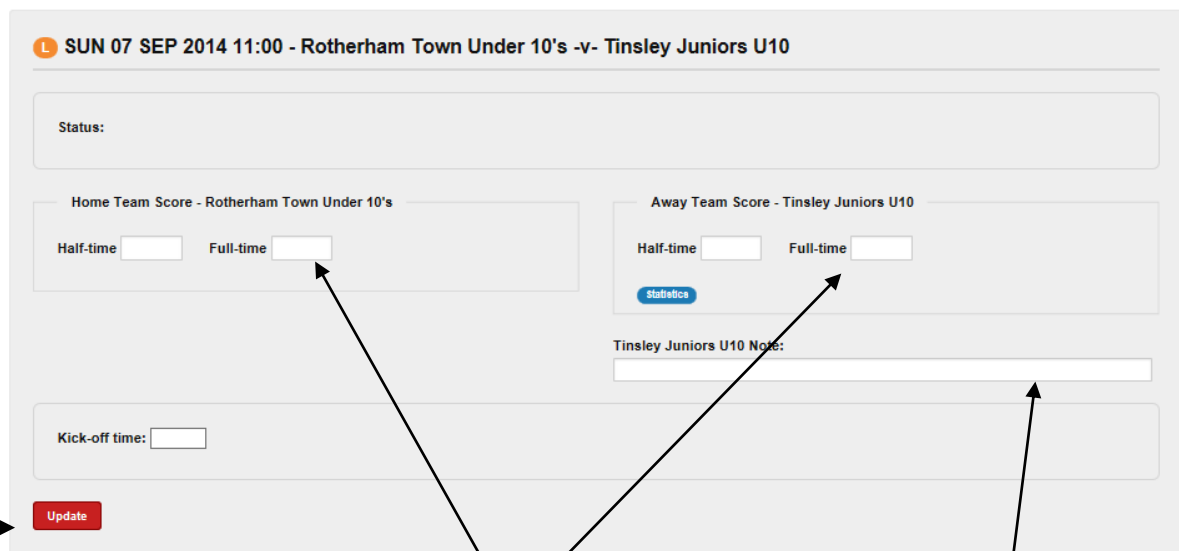
The fixtures will appear as follows



☐ Hide Statistics

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

**Update** **Finished / Cancel**



**SUN 07 SEP 2014 11:00 - Rotherham Town Under 10's -v- Tinsley Juniors U10**

Status:

Home Team Score - Rotherham Town Under 10's

Half-time  Full-time

Away Team Score - Tinsley Juniors U10

Half-time  Full-time

**Statistics**

Tinsley Juniors U10 Note:

Kick-off time:

**Update**

By Sunday 6pm, you can simply add the details into the Full Time box for both teams.

Enter the Kick-Off time, remember to use ":" EG "11:00"

The Half-time score is optional. Teams can put in any notes if they wish in this area

Once complete press update


**By Thursday at midday at the latest, the match sheet needs to be completed**

The sheet is broken into 2 areas – Team Marks and Statistic

You need to complete the Team Marks section first and the statistic area will not appear until the Team Marks is complete.

The Team Marks has an area on Respect, that forms part of the national Respect programme and those results go straight to Wembley as well as the League

# Respect



**Respect Questions**

Please Rate Behaviour as 1 = Very Poor, 5 = Excellent

Were Respect barriers/areas used during this match?

☐ Yes ☐ No

Respect team marks must be entered before statistics button is enabled

Did the Respect handshake take place?

☐ Yes ☐ No

Respect team marks must be entered before statistics button is enabled

Behaviour of players from opposition?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Respect team marks must be entered before statistics button is enabled

Behaviour of supporters from opposition?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Respect team marks must be entered before statistics button is enabled

Once all completed press the Update button

Tip:

Question	Mandatory to answer	Notes
Were Respect Barriers/Areas used during the match?	Yes	This can be a barrier, additional line, row of cones but must be place
Did the Respect handshake take place?	Yes	
Behaviour of players from opposition	Yes	Mark out of 5 If scoring 1 or 2 then you must email your registrar explaining why
Behaviour of supporters from opposition		
Behaviour of coach/manager from opposition		
Did your manager check your opponents ID cards prior to kick off?	Yes	
Did your opponents contact you with the timeframe with the match details	Yes	5 days clear notice must be given. Details of venue, kick off time and ref must be given
Did your opponents management team ALL remain on the correct side of the pitch?	Yes	All Spectators must be on one side and both management teams (max of 3 per team) on the other side
Did your opponents management stay in their technical area?	Yes	All management officials (max of 3) must stay within their technical area. This is if they regularly left the technical area and not for collecting a ball etc. If they are running/walking/jogging etc up and down the touchline then mark yes.
Referees Name	Yes	This is on the referee's League ID Card
Referee Number	Yes	This is on the referee's League ID Card
Referees County FA	Yes	This is on the referee's League ID Card
Referee score out of 100	Yes	If scoring 50 or less, you must email <a href="mailto:craig.grundy@sheffieldfa.com">craig.grundy@sheffieldfa.com</a> and your registrar explaining why
Did the Referee show you their League ID Card?	Yes	If no, then must be treated as non-registered ref, and you need to enter their name in the box below
Enter FULL name of the ref here if they did not show you a League ref ID Card	Only if League Ref ID Card was not shown.	IF fixture was refereed by a person who did not show a League ref ID card. The League has a list of who has a League ID card so important clubs get this right or could end up in trouble for falsifying a match sheet
Did the Home team mark out a technical area?	Yes	Home Teams must mark out technical areas
Did your opponents Spectators ALL remain on the correct side of the pitch?	Yes	All Spectators must be on one side and both management teams (max of 3 per team) on the other side





Then go to the Statistics section

Statistics

Team MarksStatistics

[Results](#)  
**Quick Stat Entry - Kiveton Park FC Under 8's**  
SAT 06 SEP 2014 11:00 Kiveton Park FC Under 8's -v- Brampton United u8

Switch to Team Sheet Wizard

	Started	Bench Used	Bench Unused	Captain	Goal	Assist	Own Goal Conceded	Penalty	Penalty Missed	Penalty Saved	Yellow Card	Second Yellow Card	Red Card	Kit Wash
	<input 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="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input 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="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input 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="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input 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="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On here you need to indicate if a player played (Started) and if the player was cautioned (yellow card) or sent off (Red Card). All the other options are optional.

All your players registered with the League are recorded and you simply just click in the box to indicate that they have played.

Once completed press the 

Update Stats For Players

 button to confirm.