

Full Time Changes for 2021-22

Reporting of Results

The Combined Counties League uses The FA FULL-TIME SMS result reporting system for all competition matches. This system makes the reporting of results easier for clubs whilst also providing a more rapid results service where clubs are able to access results of league & cup matches within your division soon after they have been completed.

These will then be available to view from the internet using a PC or mobile phone/device.

For each team, two mobile numbers can be registered. This will allow either one of the two nominated people to report the result for any match. Only one text is required to successfully make the report.

These people must be created as "Team Administrators" and then assigned by the league to receive SMS messages. It is the league who will configure the SMS system with the correct two "Team Administrators" to be part of this service.

All Clubs **must** report their results using the SMS text messaging system. If, for any reason, a text message cannot be sent, then the result should be reported by telephone or text to the League Results Secretary (whose number can be found in either the handbook or the admin guide).

Team/Result Sheets

After the match you are also responsible for entering the details from the team sheet into Full Time. You must be a registered "Team Administrator" on Full Time in order to do this.

You will need to inform the League which of the Team Administrators will enter team sheets. They will then be assigned an account to allow them to log in and enter team sheet information.

Once assigned, the person will receive an email inviting them to log in and set up their password for the Team Administrator account.

Some people may already have an account on Full-Time from previous seasons. It appears that some of these may no longer work and only people registered through the WGS and assigned a FAN are able to use Full-Time. Please try your existing account and if it does not allow access try assigning yourself to the "Team Secretary" role in WGS.

Full Time Notification of Fixture/Match Official Changes

Full Time will send out automated emails to the club/team primary contact to inform you about fixtures and any related changes, particularly if a match official is changed.

Again, you need to be set up as described above, ideally as "Team Secretary" but as there are a number of roles you will also need to inform us who should receive these automated emails. The "Team Secretary" will be the person notified of all changes. If more than one person is assigned as a "Team Secretary" we will set the primary contact to the person shown in the handbook. However, if you wish this to be different you will need to tell us.

Setting up Your Team Administrators in WGS

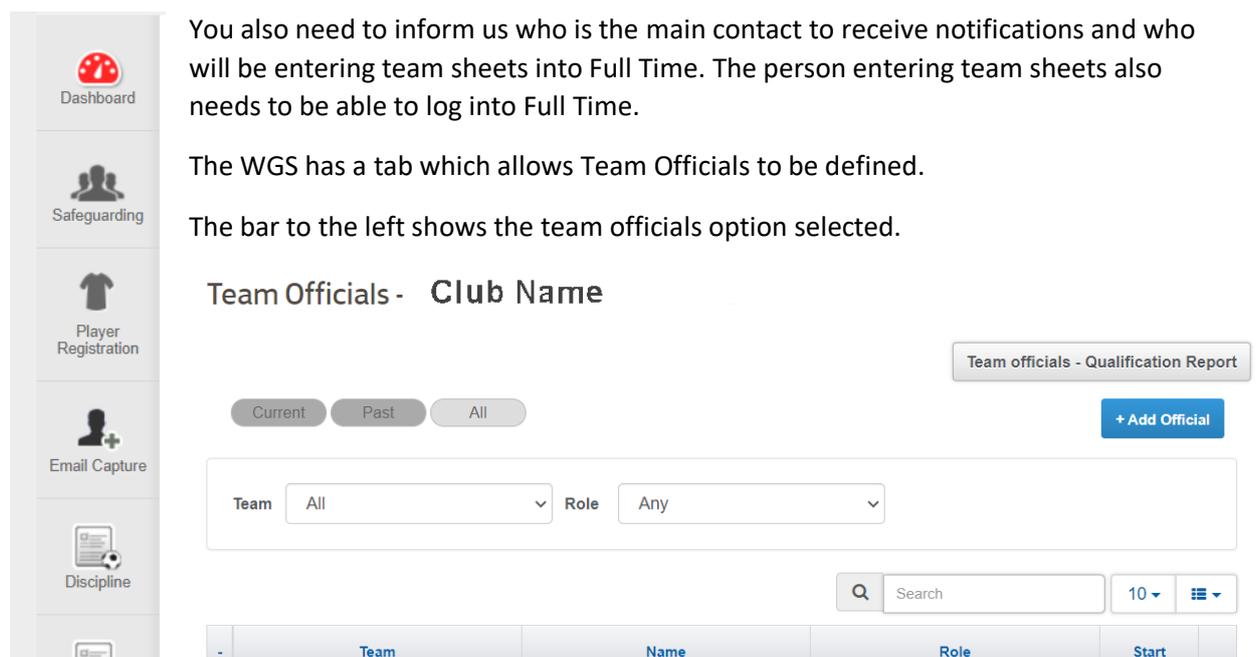
Your Club Secretary will need to access WGS in order to assign roles.

In order to allocate people to the role of Team Administrator you will have to register the people using WGS and assign them one of the roles that are available i.e. "Team Secretary", "Team Manager", "Team Assistant Manager" or "Team Coach". All of these roles are able to perform the role of Team Administrator in Full Time. You then need to inform the league which of these should be assigned to receive and respond to SMS messages.

You also need to inform us who is the main contact to receive notifications and who will be entering team sheets into Full Time. The person entering team sheets also needs to be able to log into Full Time.

The WGS has a tab which allows Team Officials to be defined.

The bar to the left shows the team officials option selected.



Team Officials - Club Name

Team officials - Qualification Report

Current Past All + Add Official

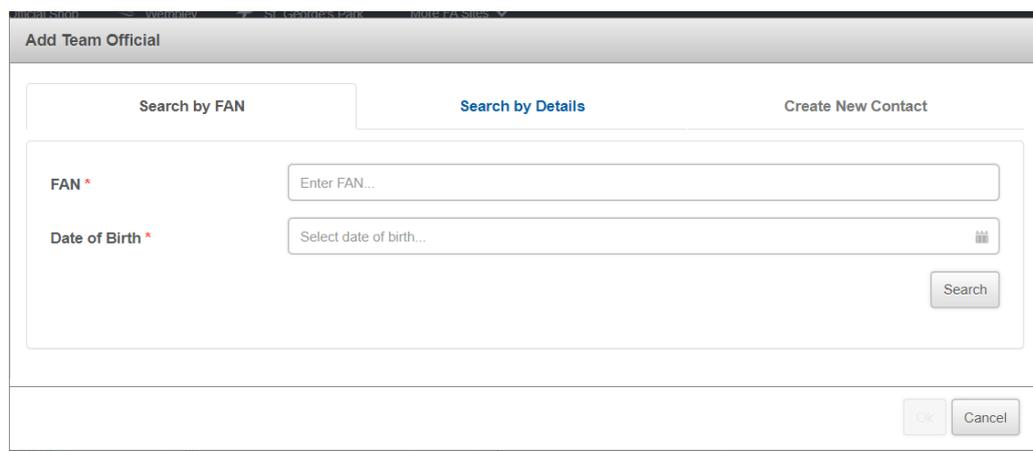
Team All Role Any

Search 10

Team	Name	Role	Start
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You should also see the above image which will have a list of your current team officials. There is a blue button allowing you to add a new team official.

You must choose your first team which is with the Combined Counties League.



Add Team Official

Search by FAN Search by Details Create New Contact

FAN * Enter FAN...

Date of Birth * Select date of birth...

Search

OK Cancel

You will need to choose the person you wish to add as a team official by entering their FAN and their DOB.

Clicking the search button should find the individual.

You will now select their role.

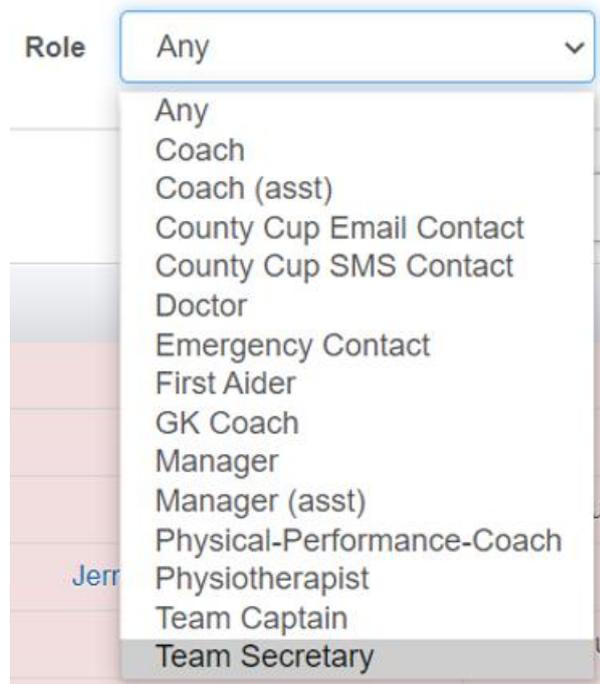
Again we suggest that the Team Administrator should be assigned as “Team Secretary” in WGS.

When done you should see this person in your team officials list against your first team.

The WGS will then synchronise with Full Time and pass this person and all of their details across.

You should inform us whether this is the person that receives email notifications about fixture/match official changes.

These can all be the same person or you can have different people performing these tasks. For example, it could be your team manager, plus one other person, who send the SMS message with the match result. It could be your match secretary who entered the team sheets after a match and fixture notifications could go to the club secretary or match day secretary.



The following table shows the roles that need to be assigned.

Role	Purpose	Name
Prime Contact	To receive fixtures changes by email	
SMS Contact(s)	To respond to SMS messages with match results	
Team Secretary	To enter team sheets into Full Time	

We suggest that you use this table to provide information to the league.

Please make sure you have done this and informed the league ASAP.