

Berks & Bucks FA Football Services Department



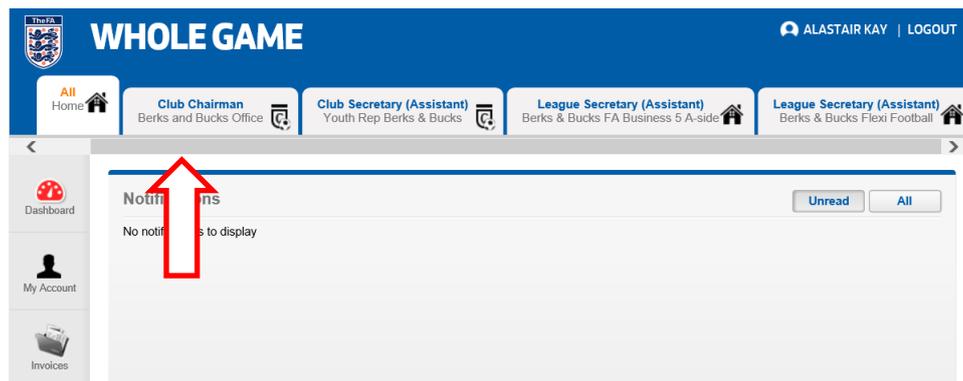
Whole Game Guide - Managing suspension matches

Following a participant receiving a suspension it is important that details of the suspension games are entered on Whole Game System (WGS). You can enter all suspension games or part of a suspension if you do not have the full amount of fixtures required. These suspension games can be amended if there are any new or cancelled fixtures.

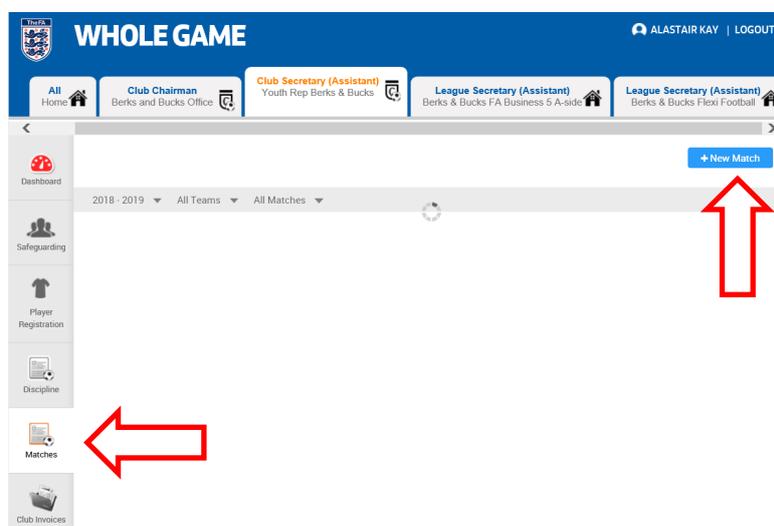
Please note games **abandoned, cancelled, postponed or re-arranged do not count towards a match suspension**. The game must be completed with a result. If a game does get abandoned, cancelled, postponed or re-arranged then this will not count towards suspensions and an alternative match will need to be added.

Only secretaries have access to the discipline functions; however a secretary can allow access to other members of the club by making them a club discipline officer within the 'club officials' area.

Once logged in you will be required to click your club tab:



Click on the "Matches" tab on the left hand side and select "+New Match:"



Complete the required information, including match date, the two teams, which team was home and away and whether it was a League or Cup Competition. Then Click “Create”:

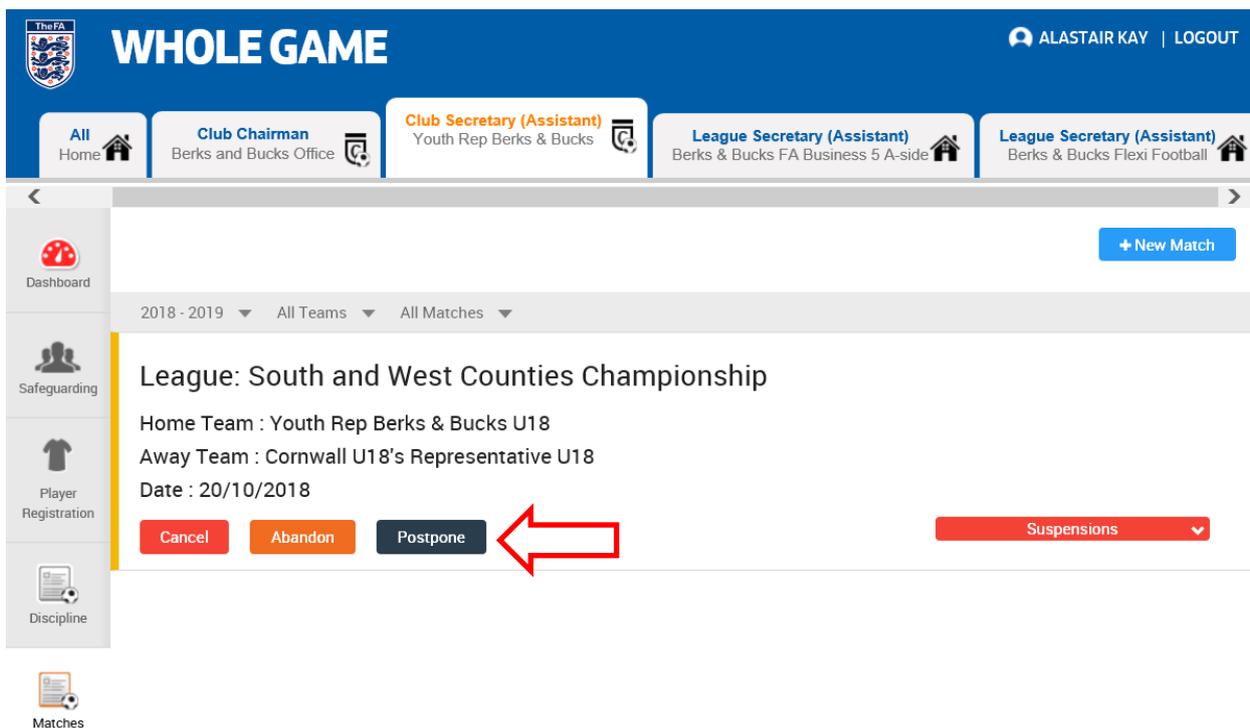
The screenshot shows the 'WHOLE GAME' interface for creating a match. The top navigation bar includes the FA logo, the title 'WHOLE GAME', and the user name 'ALASTAIR KAY | LOGOUT'. Below this are several role-based navigation buttons: 'All Home', 'Club Chairman Berks and Bucks Office', 'Club Secretary (Assistant) Youth Rep Berks & Bucks', 'League Secretary (Assistant) Berks & Bucks FA Business 5 A-side', and 'League Secretary (Assistant) Berks & Bucks Flexi Football'. The main content area is titled '2018 - 2019 season' and features a '+ New Match' button. A sidebar on the left contains icons for 'Dashboard', 'Safeguarding', 'Player Registration', 'Discipline', 'Matches', and 'Club Invoices'. The match creation form includes a 'MATCH DATE' field with a calendar icon, radio buttons for 'Home Team' and 'Away Team', dropdown menus for 'Youth Rep Berks & Bucks U18' and 'Cornwall U18's Representative U18', and radio buttons for 'League Competition', 'Cup Competition', and 'Other Matches'. A dropdown menu for 'South and West Counties Championship' is also present. At the bottom right, there are 'Cancel' and 'Create' buttons. A red box highlights the form fields, and a red arrow points to the 'Create' button.

The match will then be allocated against any eligible suspensions for that team:

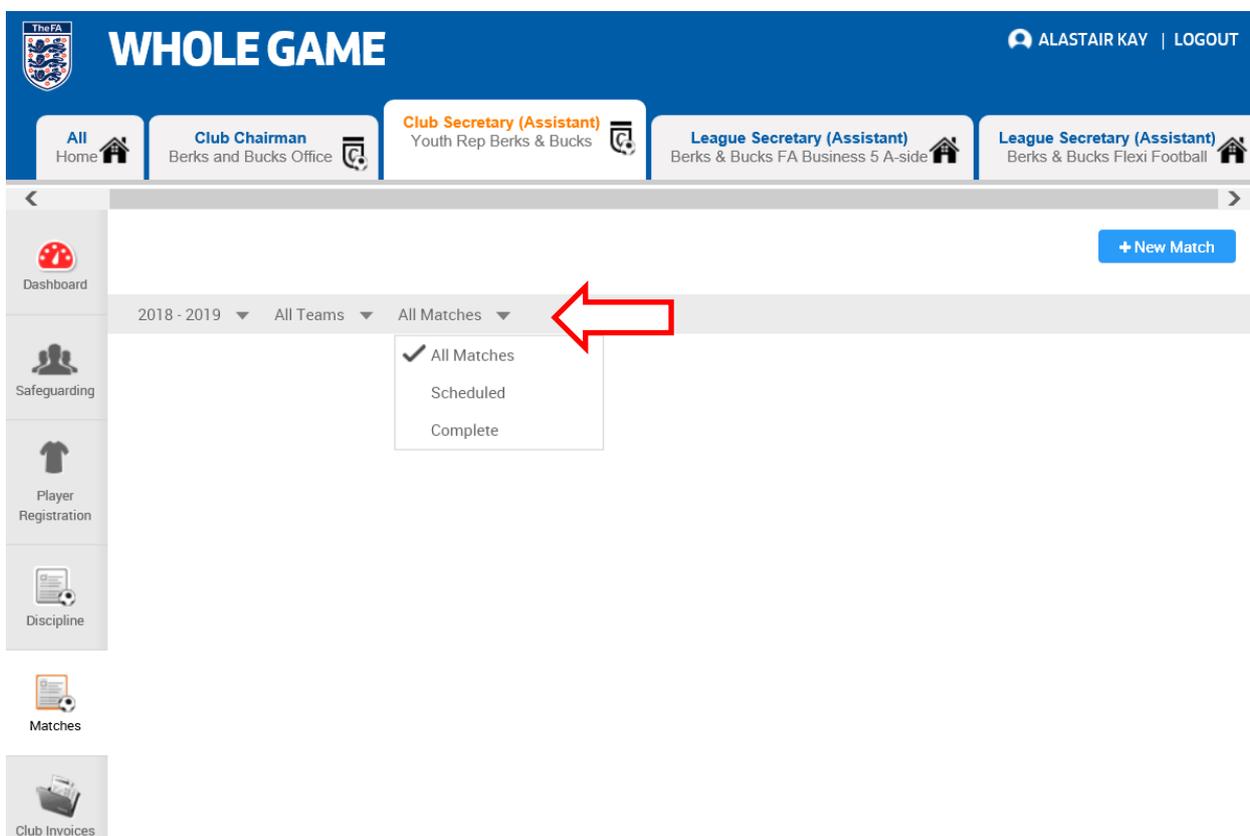
The screenshot shows the 'WHOLE GAME' interface for viewing match details. The top navigation bar is identical to the previous screenshot. The main content area is titled 'League: South and West Counties Championship'. Below the title, the match details are displayed: 'Home Team : Youth Rep Berks & Bucks U18', 'Away Team : Cornwall U18's Representative U18', and 'Date : 20/10/2018'. At the bottom, there are three buttons: 'Cancel', 'Abandon', and 'Postpone'. To the right, there is a 'Suspensions' dropdown menu. The sidebar on the left is the same as in the previous screenshot.

Please note that a match must be fully completed in order for it to be counted as a suspension match.

If a match is cancelled, postponed or abandoned during play, you **must** update the match on the Whole Game System using one of the buttons under the match details. This will then remove the match:



You can also use the settings at the top of the page to filter matches already added by team or status:



If you have any questions in relation to WGS Discipline, contact us on 01235 544890 or at Discipline@Berks-BucksFA.com