Whole Game System

Step by Step Guide to Discipline Processing

If you have any questions or problems with the Whole Game System then please give us a call on 01626 325911/01626 325916 or send an email to <u>discipline@devonfa.com</u>.

Logging in	-	Step 1
Log in at https://wholegame.thefa.com/Account/Login , use FA number and password		
Cautions (Yellow card)	-	Step 4
Select case ID, click on acknowledge and confirm by clicking ok		
Standard Charges (Red Card)	-	Step 7
Select case ID, click on acknowledge and confirm by clicking ok. Add suspension matches	5	
Misconduct Charges	-	Step 9
Select case ID, click on respond and select how you plead and type of hearing		
Invoices	-	Step 12
Click on the Club Invoices tab, select the invoices you would like to pay and click on pay		
Notifications	-	Step 13

Read your outstanding notifications and then click on mark as read

Please note that this guide is designed to guide you through how to acknowledge and pay off disciplinary cases.

Throughout the Whole Game System Portal you can see words written in blue. Anything in blue will either take you to another screen or allow you to complete an action for example acknowledge a case.

The circles on the screenshots show you where on the page you can find the next step.

Please note that you now have two different response dates, you have 14 days to respond to the charge and 14 days to pay the case once invoiced.

You can still pay by cheque, you can either write your club name and case ID numbers on the back of the cheque or attach it to the invoice.

Step 1. Log In

You can log in the Whole Game System at this address <u>https://wholegame.thefa.com/Account/Login</u>

To log in you will need to use your own Football Association number	The FA L sun h England The FA Cup Wembley St. George's Park Women Take Part Governance Shop Mu The FA WHOLE GAME	ore
(which you can find out by contacting the Devon FA) and your password.	Welcome to Whole Game Ensil / FAN ID: 5623028 Password: Login Have you forgoten your password? Hyou are already a FA registered user get started by idealing on with your existing email address or FAN. To create a FAN ID, please click here	and showed
	The FA FA FA Initiatives Social Media > About The FA > England > FA Skills > England Facebook Page > History > The FA Cup > Just Play > Fa Cup Facebook Page > Forball Directory > Wembley > Forball Mash Up > Women's Facebook Page > Forball Directory > Wembley > Forball Mash Up > England Facebook Page	

If this is your first time in using the Whole Game System then you will need to create a password by clicking on "Have you forgotten your password?"

Step 2. Home Page

From the Home Page you can see all your roles in football. To administer your club's discipline please select "Club Secretary" or "Club Discipline Officer".

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England The FA Cup	Wembley St. George's	s Park Women Take Part	Governance Shop More	12
TheFA	OLE GAN	IE	LOGOUT HELP CARLTON PARKER	a je sa sin
All Home All Devon	Ib Discipline Officer FA Representative Youth 💽	Club Discipline Officer Devon FA Representative Ladit Club	Discipline Officer Test Club	to all showed
Dashboard No notifications to di	splay		Unread	and the spo
My Account				
Invoices				and the
TheFA				
About The FA	The FA	FA Initiatives	Social Media	
 About The FA History Football Directory 	EnglandThe FA CupWembley	 ≻ FA Skills > Just Play > Football Mash Up 	 > England Facebook Page > FA Cup Facebook Page > Women's Facebook Page 	

Step 3. Opening Cases

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England	The FA Cup Wembley St. G	eorge's Park Women Take Part	Governance Shop More	a series
TheFA	WHOLE GA	AME	LOGOUT HELP CARLTON PARKER	nip in
	All Club Discipline Officer Home All Devon FA Representative Youth	Club Discipline Officer Devon FA Representative Ladies	Iub Discipline Officer Test Club	to all show
Dashboard	Club Dashboard for Test (Club	Manage Discipline Permissions	was the
1	You have NO unread notifications.			
Details	Details	Charter Standard	Discipline	
Affiliation	Test Club	Status None	Club Status Not Suspended	
2015 - 2016	Current Season Affiliation Number Q-DEV1586	Type None	Suspended Teams 0	2.2.2
Club Officials	Next Season Affiliation Number		Suspended Players 1	
	Address		Web & Email	
Discipline Club Players	6 Rea Barn Road BRIXHAM TGS 90U Devon			
Teams	Social Media	Finance		
£t.		WGS Amount Outstanding	£45.00	

You will then need to select the discipline tab along the left hand side of the page.

On this page you can see your current outstanding cases which need acknowledging.

To open up a case just click on the case ID number in blue.

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	<u> </u>					LOGOU	T HELP	CARLTON PARKER	
14 100	All Club Home 🎢 Devon FA	Discipline Officer Representative Youth	C. Devo	Club Discipline Officer n FA Representative La	idies 💽	lub Discipline Officer Test Club	©.		nip to a
Dashboard	Test Club Dise	cipline Sum	mary			Show Response	Due In	tention To Claim	bat she
Details	County FA	▼ 2	015 - 2016	▼	*				was the
roved		Cautions	Send Offs	Misconducts	All		7		
Affiliation 2015 - 2016	First team	1	1	0	2				
	Non First team	0	0	0	0				
Club Officials					Q	Search		10 -	
Discipline	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date	
Club Players	S John Smith (Devon)	01/05/2015	FT	Test Club 1st v Devon FA Representative Seniors 1st	8178653- S	Awaiting club confirmation		15/07/2015	
Teams	C John Smith (Devon)	01/05/2015	FT	Test Club 1st v Devon FA Representative Seniors 1st	8178652- C	Awaiting club confirmation		22/07/2015	
Les Team Officials	α < 1 >	»					Showing	1 to 2 of 2 entries	
	FT First NFT Non First	t Team t Team							

Step 4. Caution Details

Once you have clicked on a caution case ID number you will be taken to the caution detail page. You can acknowledge the case by clicking on the acknowledge button in the top right hand corner.



You will now need to confirm the acknowledgment by clicking on ok.

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England	The FA Cup Wembley St. George's Park Women Take Part Governance Shop More	
Thefa	WHOLE GAME	14 14
	All Home 🏠 Club Discipline Officer Club Discipline Officer Test Club Discipline Officer Test Club Discipline Officer Test Club	and showed
Dashboard	Caution Details	
Details Details Afficiation 2016 - 2016 Cub Officials Cub Officials	Details A Discipline Admin Charge of £10.00 is payable. Name: You will be invoiced separately for this amount. Offence: Offence Coate: Response Due Outstanding Bit Acknowledged: Ok	
Cub Payers	Ist team cautions this season - 1 non 1st team cautions this season -: 0 * These totals includes any cautions imposed by the CFA View match official report/letter	

Step 5. Player Details

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If you get a pop up box stating that the player's details are incomplete you will have to update our system before you can acknowledge the case.



To do this you will need to click on the players name on the caution detail page. You will then be taken to the player's detail screen where you will need to click on update details and then fill in the relevant columns and then click save.



Step 6. Payment

Once you have acknowledged the case you can pay for it straight away or you can wait for all your cases to be invoiced on the following Thursday.

To pay for a case just click on the "tick to pay" box on the caution detail page and then click on pay.

5		01/05/2015						
Details								
Name:			John Smith (Devon)					· · · · · · · · · · · · · · · · · · ·
Date of Bir	th:		01/01/1990					
Offence:			C1 - Unsporting behav	riour				
ials Offence Da	ite:		01/05/2015					
Response	Due Date:		22/07/2015					
Payment D	ue Date:		22/07/2015					
Outstandin	g Balance:		£10.00 ¥					
Acknowled	lged:		Yes					
1st team ca	autions this season*:		1					
non 1st tea	im cautions this season*:							
vers								
* These total	s includes any cautions imposed b	y the CFA						
						Vi	ew match officia	al report/letter 🖶
L Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Vie	ew match officia County	al report/letter 🖶 Type
Tick to pay	Number	Date 08/07/2015	Payment Due Date	Amount £10.00	Paid £0.00	Vie Balance £10.00	ew match officia County Devon FA	al report/letter 🖨 Type Discipline Invoice
Tick to pay	Number	Date 08/07/2015	Payment Due Date	Amount £10.00	Paid £0.00	Vie Balance £10.00	County Devon FA Payment	al report/letter 🖨 Type Discipline Invoice Balance
Tick to pay	Number	Date 08/07/2015 Discip	Payment Due Date 22/07/2015 Line Item Dine Admin Charge (8)	Amount £10.00	Paid £0.00	Vii Balance £10.00	County Devon FA Payment £ 10.00	Type Discipline Invoice Balance £10.00
Tick to pay	Number	Date 08/07/2015 Discip	Payment Due Date 22/07/2015 Line Item Oline Admin Charge (8	Amount £10.00	Paid £0.00	Vie Balance £10.00	ew match official County Devon FA Payment £ 10.00 umount to Pay:	Type Discipline Invoice Balance £10.00 the function of the fun
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tices Tick to pay	Number	Date 08/07/2015 Discip	Payment Due Date 22/07/2015 Line Item Oline Admin Charge (8	Amount £10.00	Paid £0.00	Vii Balance £10.00	ew match officie County Devon FA Payment £ 10.00 umount to Pay:	Type Type Discipline Invoice Balance £10.00 CPay £10.00
Tick to pay	Number	Date 08/07/2015 Discip	Payment Due Date 22/07/2015 Line Item Oline Admin Charge (8)	Amount £10.00	Paid £0.00	Vii Balance £10.00	ew match officie County Devon FA Payment £ 10.00 Amount to Pay:	Type Discipline Invoice Balance £10.00 Pay £10.00
e FA out The FA	Number	Date 08/07/2015 Discip	Payment Due Date 22/07/2015 Line Item Oline Admin Charge (3	Amount £10.00 178652C)	Paid £0.00	Vii Balance £10.00	ew match officia County Devon FA Payment £ 10.00 Imount to Pay:	al report/letter A

You will then be taken to the secure payment screen where you will need to fill in your card details.

	von FA	Your Game Your County FA
	Total payment amount GBP 10.00	
	Card Payment	
	Card Number	
	Card Expiry Date / / V CVC/CVV/CID What is CVC/CVV/CI	D?
	Pay	
Cancel		Verified by MasterCard. VISA SecureCode.

Step 7. Sending Off Details

To get to this page you will need to click on the case ID number, on this page you can see the details of a standard charge.

You can enter the matches the player will miss due to his suspension here.

You will need to acknowledge a standard charge in the same way as cautions by clicking on acknowledge. You will again to have confirm that you wish to acknowledge the case.

310 1				
Detra	Test Club 1st v l	Devon FA Representative Seniors	1st Case ID: 8178653S	
Details		01/05/2015		- past with
Hart of the test	Details			inp and
2015 - 20	Name:	John Smith (Devon)		
for a part	Date of Birth:	01/01/1990		bel Shoute
181	Offence:	S1 - Serious Foul Play		A la here h
Club Offi	ials Offence Date:	01/05/2015		
	Response Due Date:	15/07/2015		were the of
-	Outstanding Balance:	£35.00 -		
	Acknowledged:	No		
Disciplin	Sanction:	3 matches from 15/05/2 from All Saturday Footb	015(Playing) all	
1	Suspension Status:	Active (Serving)		
Club Play	John Smith (Devon) is suspended Test Club 1st has completed 3 ma	from All Saturday Football commencing from 15 tches.	/05/2015 until	
Team	Charge The player is suspended from 3 m	atches from All Saturday Football until the te netitions	am mentioned above have completed the required nu	umber of
Team Offi	sials			
Cith Inst	Date	Match	Competition	
	No upcoming matches exist in t	he system or the list is currently being updat not being displayed, please p	ed. If there are any upcoming matches you are aware ress 'Add Match'.	e of that are
			Ad	ld Match +
	Disclaimer			
	Discidine			

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March	England	The FA Cup Wembley	St. George's Park Women Take Part	Governance Shop More	and a
11+1 	TheFA	WHOLE	GAME	LOGOUT HELP CARLTON PARKER	4.40
		All Club Discipline O Home A Representa	Micer Club Discipline Officer Tes	teasurer 0	A a how he
	Destributed	Sending C		C thowledge Lodge Claim (2)	me the ope
	Details	Tet A Fine of £25.0 You will be invo	10 and a Discipline Admin Charge of £10.00 are payable.	1786535	
	Affiliation 2015 - 2016	Details Name: Date of Birth:		Carrel	
	Club Officials	Offence: Offence Date: Response Due Date:	01/05/2016 20/07/2015		
	Discpine	Outstanding Balance: Acknowledged: Sanction:	£35.00 ★ No 3 matches from 15/05/2015(Playing) from All Saburday Football		
	Cub Players	Suspension Status: John Smith (Devon) is suspended f Test Club 1st has completed 3 mate	Active (Not Serving) from All Saturday Football commencing from 15/05/2015 until ches.		
	Teams				
	10	games in approved qualifying comp	nones non An Sacurday Pooloan Until the team mentioned above setitions	nave completed the required number of	

Add Cancel

Step 8. Suspension Matches

To add suspension matches you will need to open the case and then scroll down the page to find the "add match" button, you will then get a pop up box where you can follow the process from top downwards filling in the information.

You will need to follow that process for however many matches the player will miss.

	Suspension Match	C
Supervise Metab	Add Suspension Match	
Suspension Match	Season	
	2015 - 2016	8
dd Suspension Match	First Team:	
dd Sospension Materi	Test Club 1st	â
	As:	ome Team 💿 Away Team
Season	Match Date:	
	15/05/2015 Competition	88
2015 - 2016	dev	
First Team:	Devon FA - Devon 5,6,7's Plymstock	A
	Devon FA - Devon and Exeter Football League Devon FA - Devon County Veterans League	
Test Club 1st	Devon FA - Devon County Youth League Devon FA - Devon FA Just Play Summer Tournament Devon FA - Devon Fair Play League	
	Devon FA - Devon Futsal Championship Devon FA - Devon Futsal Cup	
Home Team V Away Team	Devon FA - Devon Girls Football League	Ψ
Match Date:		
Select the date		Add Cancel
Competition		
	Suspension Match	
Search to add a competition by typing the first 3 characters of their name	Add Suspension Match	
	Season	
	2015 - 2016	â
	First Team:	
	Test Club 1st	A
	As:	ome Team 💿 Away Team
	Match Date:	
	15/05/2015 Competition	111
	Devon FA - Devon and Exeter Football League	
Add Cancel	Division	
	Premier	~
	Second Team	
	Alphington 2nd	•

Step 9. Misconduct

On the misconduct case page you can see the details of who's been charged and for what offence.

You can also read the public notes which details why the case has been raised.

From this page you can also view and download a copy of the match officials report or evidence used in the charge.

You will need to respond to the case by clicking on the "respond" box in the top right hand corner.

and 1	Dashboard	Participant Misconduc	ct	T Bick R	espond
		Test Club 1st v Devo	on FA Representative Seniors 1st	Case ID: 8178657M	rop the
	Details		01/05/2015		and sho
	Bada State	Details			All to how
	2015 - 2016	Name:	John Smith (Devon)		spece The
	1	Date of Birth:	01/01/1990		
	Club Officials	Offence:	E3(d) - Improper Conduct (not including threatening and/or abusive language/behaviour)		
		Offence Date:	01/05/2015		
		Response Due Date:	22/07/2015		
	Discipline	Outstanding Balance:	£0.00 🔻		
		Responded:	No		
	-	Public Notes:	Test Test		
	Club Players	Charge			
	~	The participant has been charged for a l	preach of misconduct in accordance with FA rules. It is allow	ed FA Rule E3 - Improper Conduct (r	ot
	Teams	including threatening and/or abusive lan report(s) which refer to the alleged misc	guage/behaviour). A response to the charge is required by no onduct is available below. To respond to the case please clic	later than 22/07/2015. A copy of the k 'Respond' above.	
	Teams	including threatening and/or abusive lan report(s) which refer to the alleged misc	usge/behavior, A response to the charge is required by no onduct is available below. To respond to the case please clic	later than 22/07/2015. A copy of the k Respond above.	
	Team Officials	including threatening and/or abusive lan report(s) which refer to the alleged misc	usge/behaviorul. A response to the charge is required by no onduct is available below. To respond to the case please clic	later than 22/07/2015. A copy of the k Respond above.	
	Teams Team Officials Club Involces The F	Including threatening and/or abusive lan report(s) which refer to the alleged misc	usacitor insocritation in accordance with P rules. It is alleg guage/behaviour). A response to the charge is required by no onduct is available below. To respond to the case please clic	later than 22/07/2015. A copy of the k Respond above.	

Step 10. Misconduct Reponses

On this page you can select what type of hearing the individual/club would like and how the individual/club would like to plead.

1	Response to E3	mp in it
Details	FA Rule E3 - Improper Conductor microaring bireatering, Max abusive language function	pal shore
Affiliation 2015 - 2016	I am peeaning Guilty V I request a Non-Personal hearing V	we the of
Club Officials	Optional Document Upload	1000
Disciple	Where possible written statement form should be supplied.	
Club Players	Iunderstand that by clicking the Submit button, I must pay the administration fee of £0.00. In the event of the fee not covering the amount of costs charge an additional amount may be charged by the Disciplinary Commission. Submit	
~		
Teams		
Teams		

You can also supply evidence on this page by uploading the document. You can also send this in via post or email if easier.

Open	N B Mannachappentite a B	ter an	×				
C C C KAMPLE	FOLDER > EXAMPLE - 47	Search EXAMPLE	٩				
Organize ▼ New folder III ▼							
🔶 Favorites	Name	Date modified	Туре				
🧮 Desktop	🖳 TEST	08/07/2015 12:22	Microsoft W				
💷 Recent Places							
🐌 Downloads 👘							
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Documents							
Music			P Type Microsoft W Cancel				
Pictures							
Videos							
Computer							
Windows (C)							
	< III		F.				
File na	me: TEST 🔹	All Files	•				
			Cancel				
		open I	cancel				

Step 11. Hearing Results

Once the case has been taken to a disciplinary hearing, either personal or non-personal (Correspondence), you can find the results of the hearing on the same page.

You will receive a notification of this event.

You may have to enter suspension matches or pay a fine depending on the outcome of the hearing.



Step 12. Invoices

At any point you can find all your clubs invoices under the "club invoices" tab. You will first need to select your role in the club before you can see the "club invoices" tab.

From that page you can view and download a copy of the invoice and pay multiple invoices at a time.

To pay off an invoice you will need to select it by clicking on the "tick to pay" box and then click on pay. You will be taken to the secure payment page where you will need to fill in your card details.

2	to of the grou	The	FA	👤 Sign In								1 022
Dashboard	yara	England	The FA (Cup Wembley	St. George's	Park Women	Take	Part	Govern	ance SI	nop More	
Details	of the pro-	TheFA	W	HOLE	GAM	IE				LOGOUT HE	LP CARLTON PARKER	ang to a
Affiliation 2015 - 2016	A mit to the contract of the c		All Home 🎢	Club Discipline Office Devon FA Representative	r Youth 💽 E	Club Discipline Off Devon FA Representativ	iicer /e Ladies 🦉	Clu	b Discipline Test Clut	Officer 🗔		to all show
Club Officials	in the	Dashboard	Test Cl	ub Invoices								were the
Discipline	. and so is	Details	Credit Not	ver Date	Due	Amount	Paid	Bala	ance	County	Туре	
Club Players	free the	Approved Affliation	Outstand.			No invoices t	found					1
			Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Туре	4.4. I
Re.		Club Officials	\bigcirc	D-INV-DEV007678	08/07/2015	22/07/2015	£10.00	£0.00	£10.00	Devon FA	Discipline Invoice	
		Discipline		D-INV-DEV007679	8/07/2015	22/07/2015	£35.00	£0.00	£35.00	Devon FA	Discipline Invoice	
Club Invoices		Club Players									Pay	
		Teams	Pending li Numb	nvoices er Date	Due	Amount	Paid	Bala	ance	County	Туре	
		<u>.</u>				No invoices t	found					

Step 13. Notifications

You can find your notifications on your Home Page or on the club Dashboard.

These inform you of any changes to your club for example new invoices, new cases or new suspensions.

Once you have read the notification you can hide it by marking it as read by opening the notification and the clicking on the button "mark as read"

All Home 🏠 Cl Devon	IND Discipline Officer FA Representative Youth	Club Discipline Officer		All Home 🈭	Club Discipline Officer Devon FA Representative Youth	Club Discipline Officer Devon FA Representative Ladies		
Notifications			Unread	Dashboard Notifica	tions		Unread] Ali
08 July 2015			Unread messages 🛛 🙆	08 July	2015		Unread messages	9
• You have 4 s	tandard notifications		Unread messages G Time	You	have 4 standard notifications		Unread messages 🛛 🔾	Time
Discipline inv	oice D-INV-DEV007679 has been cr	eated for club Test Club.	• 10:18	Disc	ipline invoice D-INV-DEV007679 has been	created for club Test Club.		10:18
Discipline inv	oice D-INV-DEV007678 has been cr	eated for club Test Club.	• 10:18	то	Carlton Parker		O Mark as n	t bi
Discipline Case 8178653- S has been added to Test Club. Discipline Case 8178652- C has been added to Test Club.		• 10:17 • 10:15	Involces Subj	ject Discipline Invoice D-INV-DEV007	679 has been created for club Test Club.	$\mathbf{}$		
			More notifications	Equality & Disci	ipline Invoice D-INV-DEV007678 has been	created for club Test Club.		10:18
				Disci	ipline Case 8178653- S has been added to	Test Club.	•	10:17
FA				Disci	ipline Case 8178652- C has been added to	Test Club.	•	10:15
out The FA	The FA	FA Initiatives	Social Media				More	notificatio
ut The FA	> England	> FA Skills	England Facebook Page					
огу	> The FA Cup	> Just Play	> FA Cup Facebook Page	TheFA				
all Directory	> Wembley	> Football Mash Up	 Women's Facebook Page 					
ball Rules & Governance	St. George's Park	 England Supporters Club 	> Follow TheFA on Twitter	About The EA		EA Initiativos	Social Media	
	> Women's Football	> Full Time	 Follow St. George's Park on Twitter 	About the FA	A THEFA	FA Initiatives	Social Media	1
ct Us	My Football	 Take Part in Football 	> The FA on YouTube	> About The FA	> England	> FA Skills	England Facebook Pa	ge
				> History	> The FA Cup	Number Plan	> EA Cup Eacobook Pag	

If you have any questions or problems with the Whole Game System then please give us a call or send an email.

You can ring 01626 325911 or email discipline@devonfa.com