

GLOUCESTERSHIRE FA – WHOLE GAME SYSTEM DISCIPLINE GUIDANCE



HOW TO MANAGE NOTIFICATIONS

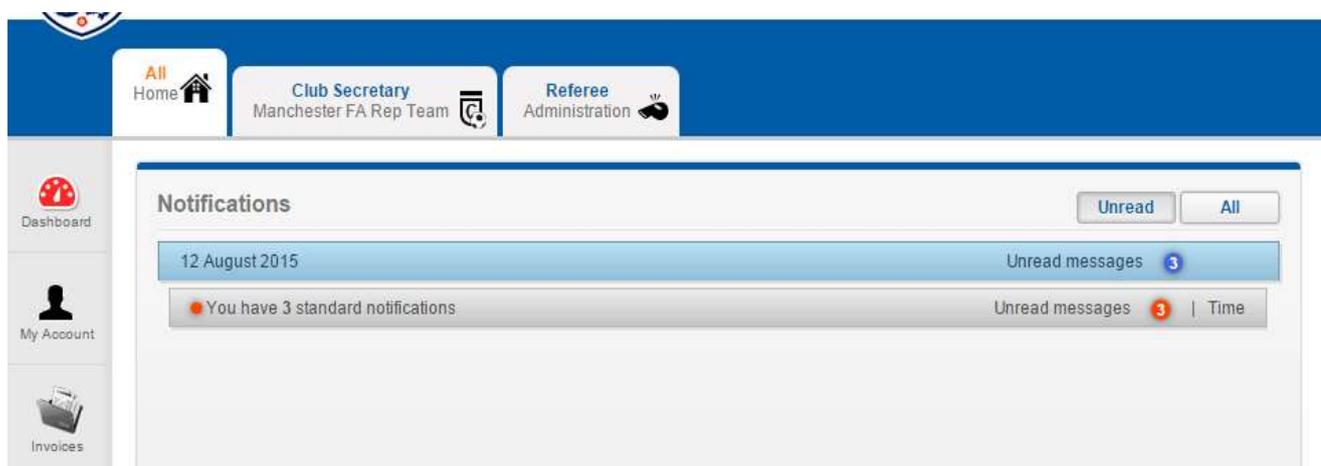
It is important that Club Secretaries manage notifications on Whole Game System (WGS) correctly. You will receive a new notification whenever there is an update relevant to your club, league etc. These notifications are on the first page you see when you login.

You will also receive an email alert if you have not marked a notification as read as it approaches its deadline for action.

Below is the process for actioning Notifications. Guidance for other aspects of WGS can be found in other user guides; acknowledging cautions and dismissals, entering a suspension, discipline invoicing and acknowledging a misconduct case.

Access to discipline functions on Whole Game is initially limited to the Club Secretary. However, the Club Secretary can designate other members of the club as 'Discipline Officer' within the 'Club Officials' area so that the responsibility can be shared.

Once logged in to FA Whole Game you will see a login page that has new notifications:-



If you click the bar of the notification you will see what this relates to. In this instance it is a new discipline case that requires action. You may also receive notifications relating to discipline invoices being available, a new player/team suspension, late response reminders, CRC expiry dates, amongst others:-

You then need to click the individual notification to show full information of the update. You will see 'Mark as read' on the right hand side. Click this for all notifications once you have read them:-

Once you have marked all notifications as read you will see the screen below:-

Please mark all new notifications as read as you action them.

If you have any questions relating to Whole Game Discipline, contact us by email: support@gloucestershirefa.com.