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:-

<i>y</i>	All Home A Club Secretary Manchester FA Rep Team	Referee Administration
) ard	Notifications	Unread
	12 August 2015	Unread messages 3
	You have 3 standard notifications	Unread messages 👩 Time

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:-

Ho	me A Club Secretary Referee Administration	
	Notifications	Unread
	12 August 2015	Unread messages 3
	• You have 3 standard notifications	Unread messages 👩 Tim
	Discipline Case 8187887- M has been added to Manchester FA Rep Team.	. 21:39
	Discipline Case 8187886- S has been added to Manchester FA Rep Team.	• 21:37
	Discipling Case 9197985. C has been added to Manchester FA Ren Team	21:36

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:-

	Manchester FA Rep Team	
1	Notifications	Unread
	12 August 2015	Unread messages 3
	You have 3 standard notifications	Unread messages 👩 Tin
t	Discipline Case 8187887- M has been added to Manchester FA Rep Team.	• 21:35
	To Richard Cooper Subject Discipline Case 8187887- M has been added to Manchester FA Rep Team.	Mark as read
	Details Discipline Case 8187887- M has been added to Manchester FA Rep Team.	
	Discipline Case 8187886- S has been added to Manchester FA Rep Team.	• 21:37

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

0			
	All Home A Club Secretary Manchester FA Rep Team C Manchester FA Test Leag	gue 🕋 Referee Administration 🐳	
Dashboard	No notifications to display	Unread All	
My Account			
Invoices			

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: <u>support@gloucestershirefa.com</u>.