

## How to Register a Player's Suspension on Whole Game

When a participant receives a suspension, it is important that details of the suspension games are entered on Whole Game System (WGS) as soon as possible.

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. Below is the process for entering a suspension.

The screenshot shows the FA Whole Game System interface. At the top, there is a blue header with the FA logo and the text 'WHOLE GAME'. To the right of the header is a user profile section with a blacked-out name and a 'LOGOUT' button. Below the header is a navigation bar with buttons for 'All Home', 'Club Secretary', and a blacked-out button. The main content area is titled '2020 - 2021 season' and contains a 'MATCH DATE' field with the date '24/10/2020'. Below this are radio buttons for 'Home Team' (selected) and 'Away Team'. There is a dropdown menu for the first team, followed by radio buttons for 'League Competition', 'Cup Competition', 'Other Matches', and 'FA Competition'. Below these is another dropdown menu for the second team, and a 'Select Team' dropdown at the bottom. On the right side of the form is a '+ New Match' button. At the bottom right are 'Cancel' and 'Create' buttons. A sidebar on the left contains icons for 'Dashboard', 'Safeguarding', 'Player Registration', 'Email Capture', and 'Matches'. Numbered callouts are placed as follows: 1) on the user profile; 2) on the 'Club Secretary' button; 3) on the 'Matches' sidebar icon; 4) on the '+ New Match' button; 5) on the 'MATCH DATE' field; and 6) on the 'Create' button.

- 1) Log in to the FA Whole Game System
- 2) Click on 'Club Secretary'
- 3) Click on 'Matches'
- 4) Click '+ New Match'
- 5) Enter match details (date, home or away, first or reserve team etc, competition type, competition name, opponent's team name)
- 6) Click 'Create'
- 7) Repeat from 4) to add additional matches

Please note abandoned, cancelled, postponed or re-arranged fixtures 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 you would need to delete the game and add the next available match as a replacement.

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.

If you have any questions relating to Whole Game Discipline, contact us on 01454 615888 (option 4) or email [support@gloucestershirefa.com](mailto:support@gloucestershirefa.com). The core hours when our offices are open are 9.00am to 5.30pm, Monday to Friday.