



How to amend and manage your

SSE WILDCATS

Event and session(s) online



• THE FA GIRLS' FOOTBALL CENTRES •



FOR ALL

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WELCOME

It's great to have you as an organiser of a(n) SSE Wildcats session(s).

This booklet is a step-by-step guide to amending and managing your event and sessions online once you've created them and they've been approved by your County FA.

An 'event' is a group of sessions that take place at an approved centre, while the 'sessions' are individual dates and times when activity takes place.

You'll be guided through:

1. Editing your event and sessions (including cancelling sessions);
2. Recording attendance and accessing participants' details;
3. Messaging participants or their parents/carers;
4. Amending your original application.

We want to make everything as easy as possible so you can focus on delivering great activities FOR ALL.

1. GETTING STARTED

WHO CAN ACCESS THE FA EVENTS' PLATFORM?

All staff listed and approved on your SSE Wildcats application can log-in and access the FA events' platform. For example, approved staff such as coach(es), volunteer(s) and designated safeguarding officer(s) (DSOs).

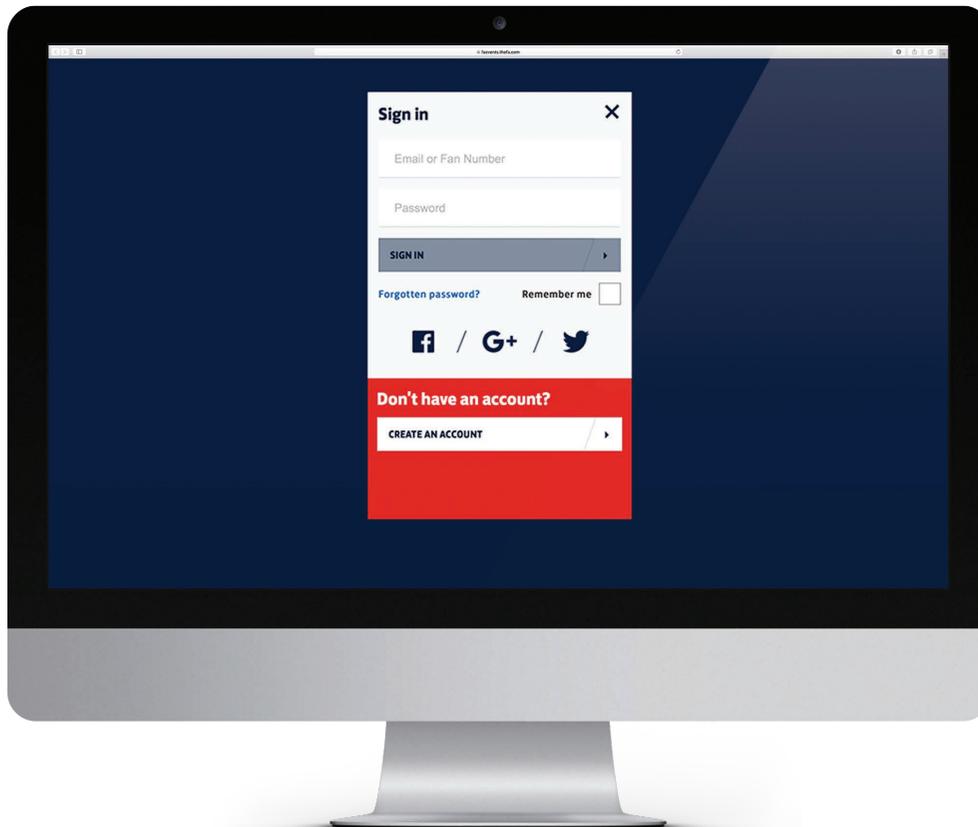
Once logged-in (see steps below) they can access all the platform's functionalities. These include:

- Amending
 - Events
 - Individual sessions
 - Applications
- Recording attendance
- Viewing participants' details, including medical info and emergency contacts
- Messaging booked-in participants

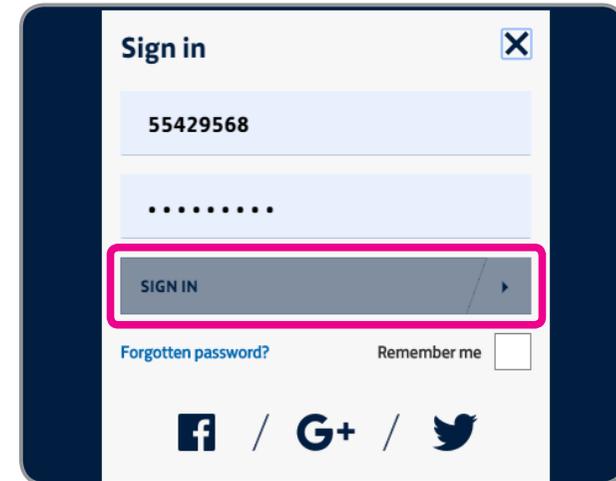
1. GETTING STARTED

LOGGING-IN

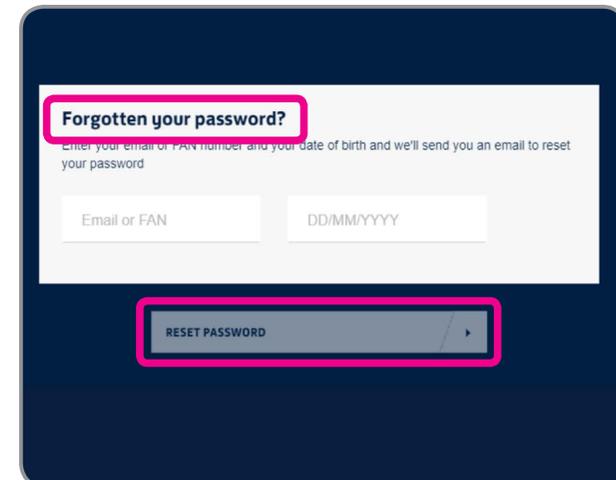
Open a web browser (we advise Google Chrome) and go to: <https://faevents.thefa.com/>. Then enter your FAN and password.



Please enter your FAN and password, then click **'SIGN IN'** to access The FA events' platform.



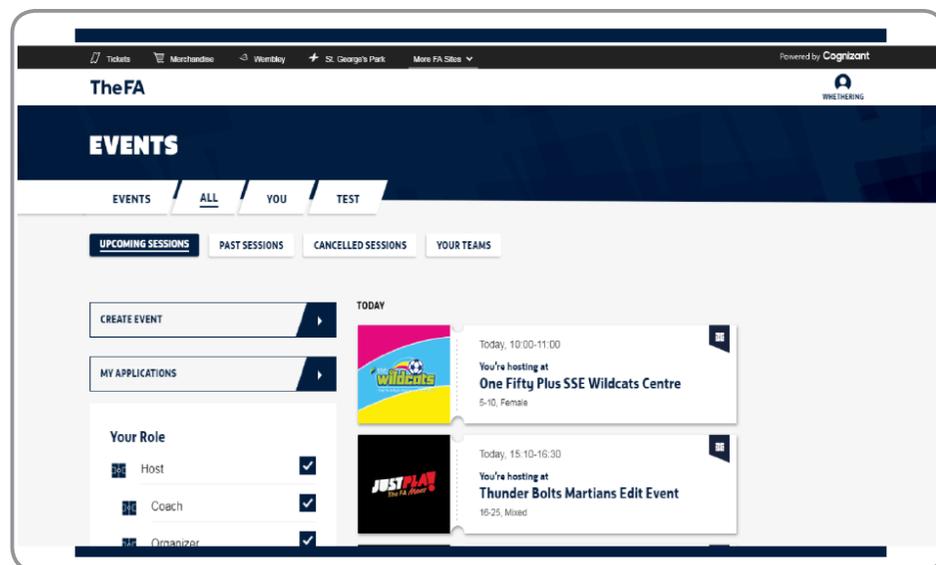
If you forget your password, just select **'Forgotten your password'** and follow the steps to reset it.



1. GETTING STARTED

THE LANDING PAGE

Once logged-in, this landing-page screen will appear;



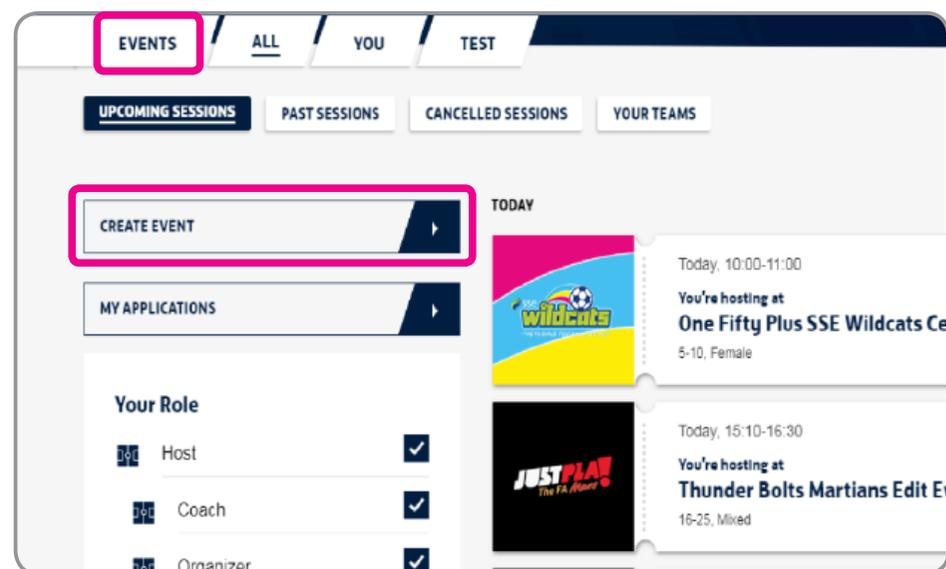
TABS

At the top of the page are various tabs.

If you click the first one, **'EVENTS'**, you'll see a list of events in which you're involved. These are the groups of sessions that you have had approved with your County FA for an FA programme.

Click the second tab, **'ALL'**, and you can view your events and all the sessions within them. However, sessions will only appear if you have created your event. You can create your event by selecting **'CREATE EVENT'**.

Some of you may have tabs with people's names. These will be individuals linked to your FAN. For example, a coach's daughter may have been booked into an SSE Wildcats Centre using the coach's FAN. Therefore her name will show on this account when the coach logs in. If you click on any person's name only that person's sessions show up.

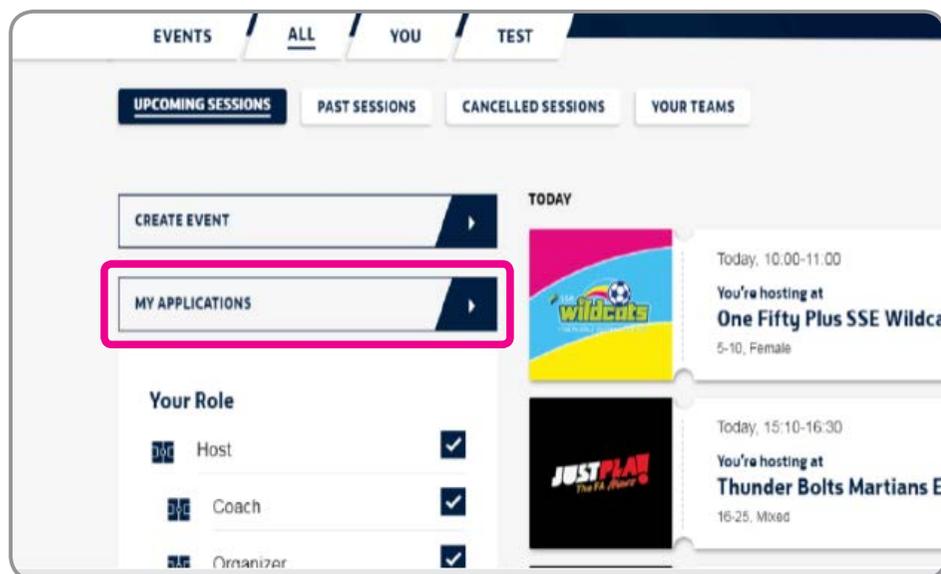


1. GETTING STARTED

VIEWING YOUR APPLICATIONS

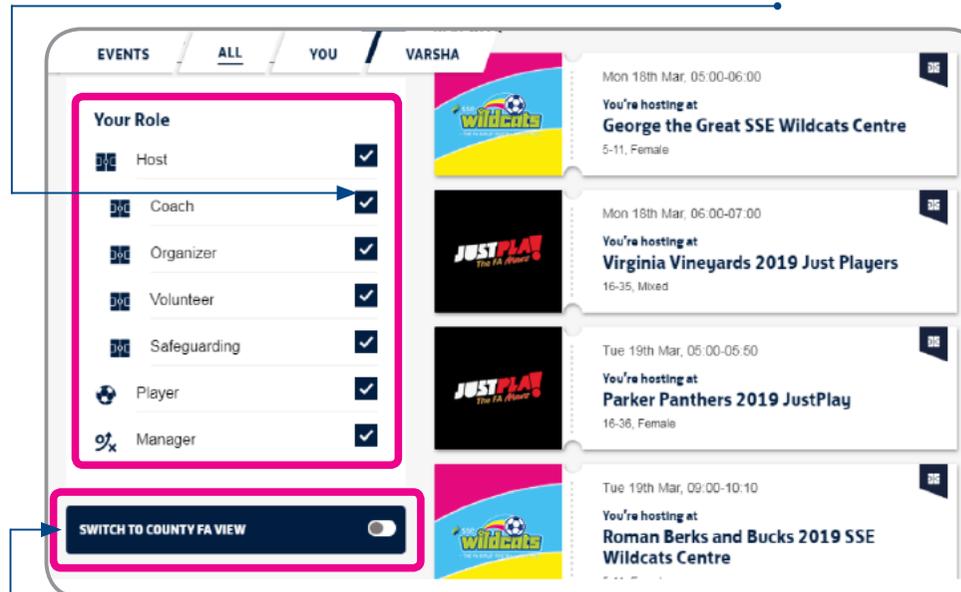
To view all your applications to run events – whether submitted, approved or rejected – click on **'MY APPLICATIONS'**:

To amend an application and re-submit it for approval by your County FA, see Section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**.



YOUR ROLE

On the left-hand side of the landing-page screen is a section called **'Your Role'**. This shows you the various roles for the session(s) you've created. You can tick/untick the roles you are/are not undertaking which will filter the results for you. For example you could choose to only see sessions where you are a player or a coach here.



COUNTY FA VIEW

If you're both the organiser and the County FA, click **'SWITCH TO COUNTY FA VIEW'** here. In the County FA view, you can view the session applications' list for approvals. County FA staff can then approve, reject or send them back for clarification.

2. EDITING AN EVENT

Once you have created your event, you can amend any element which has a pencil icon alongside it.

However, some changes require County FA approval and will not update or change until approval has been made. Edits made to the following do not need County FA approval;

- **Event Name**
- **Event Description**
- **'Event Start' and 'Event End' dates**
- **Organiser contact information**
- **Event age group**

1

Edit Event

Event Name
Angelina dual role SSE Wildcats Centre

Start Date **End Date**
01/03/2019 25/09/2020

Event Criteria
FEMALE

Minimum Age **Maximum Age**

- To make edits, click the **'ALL'** tab:

2

TheFA

EVENTS **ALL** YOU / VARSHA

Your Role

- Host
- Coach
- Organizer
- Volunteer
- Safeguarding
- Player
- Manager

Mon 18th Mar, 05:00-06:00
You're hosting at
George the Great SSE Wildcats Centre
5-11, Female

Mon 18th Mar, 06:00-07:00
You're hosting at
Virginia Vineyards 2019 Just Players
10-25, Mixed

Tue 19th Mar, 05:00-05:00
You're hosting at
Parker Panthers 2019 JustPlay
16-36, Female

Tue 19th Mar, 09:00-10:10
You're hosting at

- Click on one of your sessions you have created this will appear as a visual of a ticket stub:

3

TheFA

EVENTS **ALL** YOU / VARSHA

Your Role

- Host
- Coach
- Organizer
- Volunteer
- Safeguarding
- Player
- Manager

Mon 18th Mar, 05:00-06:00
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Tue 19th Mar, 05:00-05:00
You're hosting at
Parker Panthers 2019 JustPlay
16-36, Female

Tue 19th Mar, 09:00-10:10
You're hosting at

- Click on **'EDIT EVENT'**:

4

MY APPLICATION

EDIT EVENT

nic Centre Edgware
Edgware Primary School
HEMING ROAD, EDGWARE, HA8 9AB

- Select the **'pencil icon'** next to the information you want to edit;
- When finished, click **'SAVE'**:

5

TheFA

Edit Event

Event Name
Angelina dual role SSE Wildcats Centre

Start Date **End Date**
01/03/2019 25/09/2020

Event Criteria
FEMALE

Minimum Age **Maximum Age**
6 11

Event Description
Event Description

SAVE

CANCEL

2. EDITING AN EVENT

EDITING SPECIFIC ELEMENTS

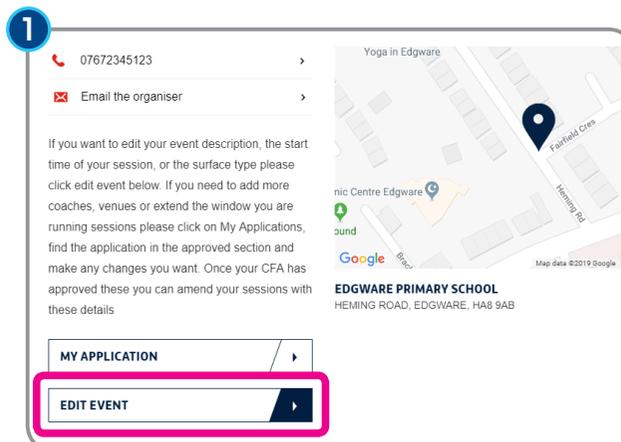
EDITING AGE GROUPS

If there is an age group (e.g. 5-11) in your approved application, you can only change the age group if no participants have booked and before your sessions have started delivery.

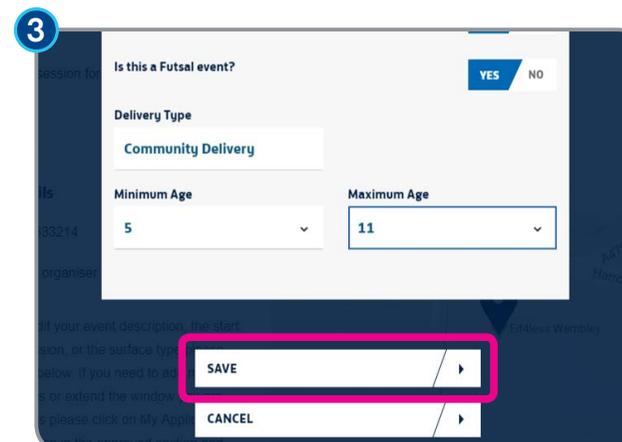
If participants have booked onto a session, you must create a new application. See Section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**.

CHANGING DATES OUTSIDE THOSE IN YOUR APPROVED APPLICATION

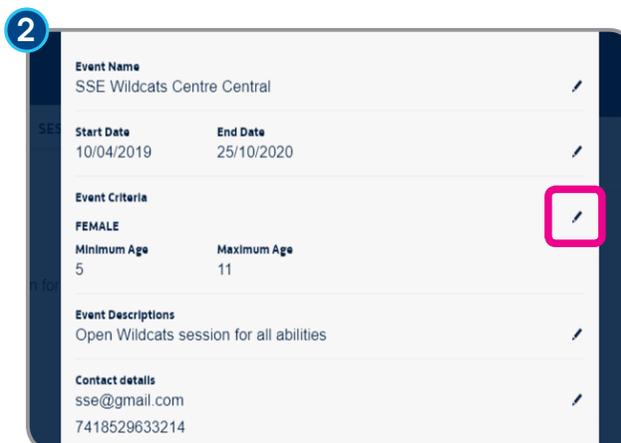
- Click on **'EDIT EVENT'**:



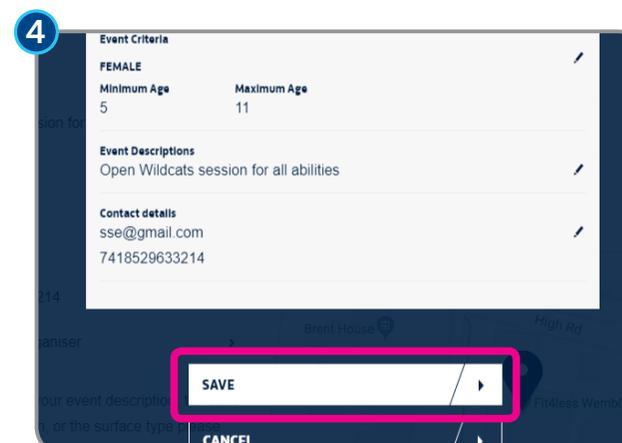
- Make desired change and click **'SAVE'**:



- Go to **'Event Criteria'** and select pencil icon:



- Click **'SAVE'** on the next page:



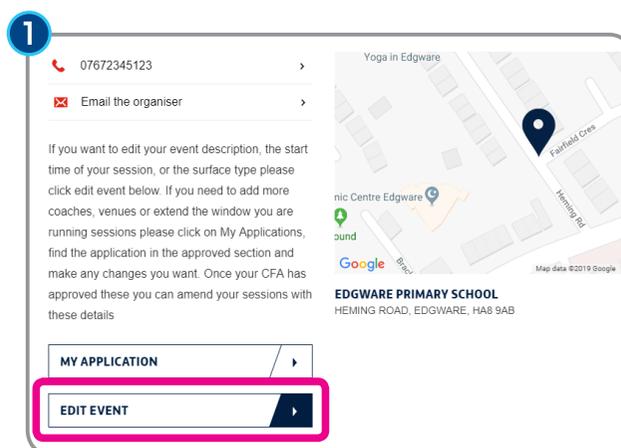
2. EDITING AN EVENT

CHANGING DATES INSIDE THOSE IN YOUR APPROVED APPLICATION

To change dates within the start and end dates in the approved application, follow the steps below. However, you can only make these changes before anyone books onto a session. Any changes you make to your event will change on all of your sessions'

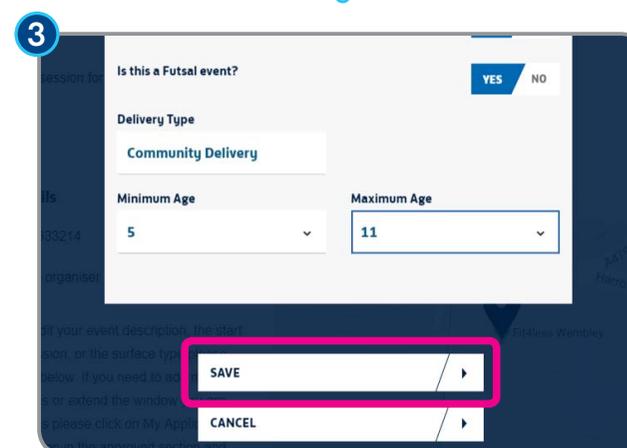
Please note: after bookings have started to be made, you can only edit the end date.

- 1 Click on **'EDIT EVENT'**:



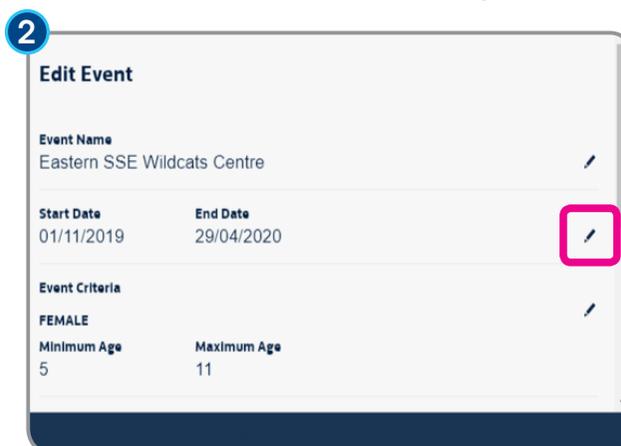
A screenshot of a mobile application interface. At the top, there is a contact number '07672345123' and an option to 'Email the organiser'. Below this is a text block with instructions on how to edit an event. At the bottom, there are two buttons: 'MY APPLICATION' and 'EDIT EVENT'. The 'EDIT EVENT' button is highlighted with a pink rectangular box.

- 3 Make desired change and click **'SAVE'**:



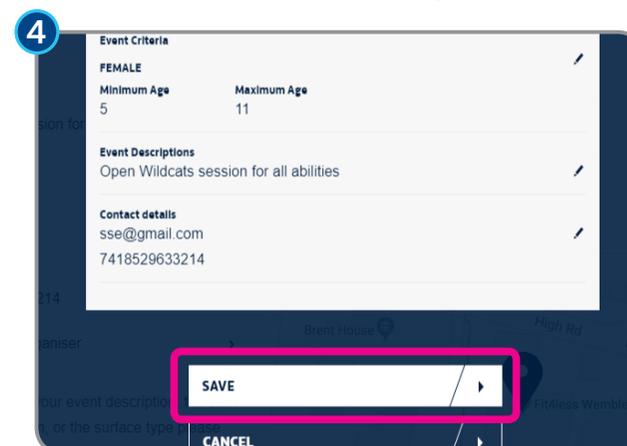
A screenshot of a mobile application interface showing the 'Event Criteria' form. The form includes a question 'Is this a Futsal event?' with 'YES' and 'NO' options. Below this are fields for 'Delivery Type' (set to 'Community Delivery'), 'Minimum Age' (set to '5'), and 'Maximum Age' (set to '11'). At the bottom, there are two buttons: 'SAVE' and 'CANCEL'. The 'SAVE' button is highlighted with a pink rectangular box.

- 2 Go to **'Event Criteria'** and select pencil icon:



A screenshot of a mobile application interface showing the 'Edit Event' screen. The screen displays event details: 'Event Name' (Eastern SSE Wildcats Centre), 'Start Date' (01/11/2019), 'End Date' (29/04/2020), and 'Event Criteria' (FEMALE, Minimum Age 5, Maximum Age 11). A pencil icon is visible next to the 'End Date' field, and this icon is highlighted with a pink rectangular box.

- 4 Click **'SAVE'** on the next page:



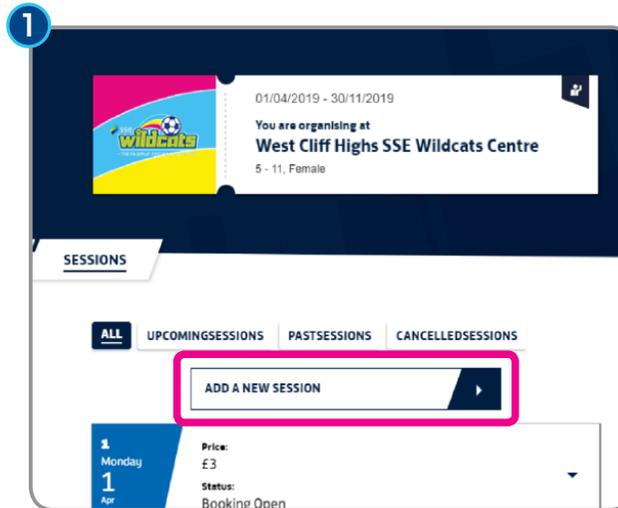
A screenshot of a mobile application interface showing the 'Event Criteria' form. The form displays the same details as in step 3: 'Event Criteria' (FEMALE, Minimum Age 5, Maximum Age 11), 'Event Descriptions' (Open Wildcats session for all abilities), and 'Contact details' (sse@gmail.com, 7418529633214). At the bottom, there are two buttons: 'SAVE' and 'CANCEL'. The 'SAVE' button is highlighted with a pink rectangular box.

2. EDITING AN EVENT

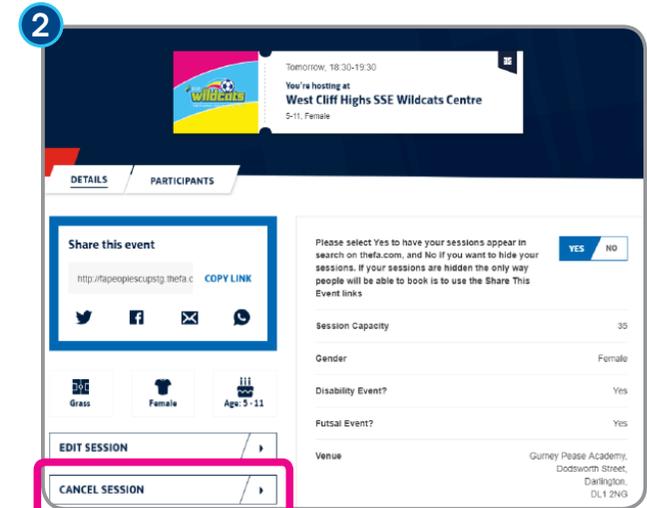
ADDING AND CANCELLING SESSIONS

You can cancel any sessions you create and anyone who is booked onto that session will be automatically notified of the cancellation or change made. Remember you will still be required to deliver at least 16 sessions for 2019.

To create new sessions, go to <https://faevents.thefa.com/>, select **'EVENTS'**, click on the sessions tab and click on the relevant event. Then click **'ADD NEW SESSIONS'**:



To cancel a session, just click **'CANCEL SESSION'** on any individual session page. You can get to these by clicking on any session from <https://faevents.thefa.com/>



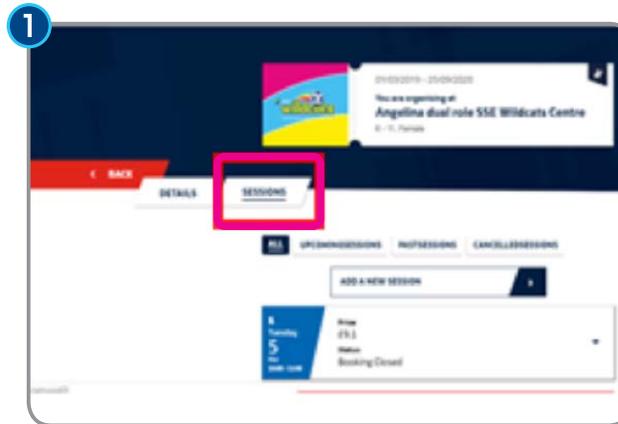
If the start date of a series of sessions needs to be brought forward, you should cancel the existing sessions and edit your application for County FA approval. See Section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**.

3. EDITING AN INDIVIDUAL SESSION(S)

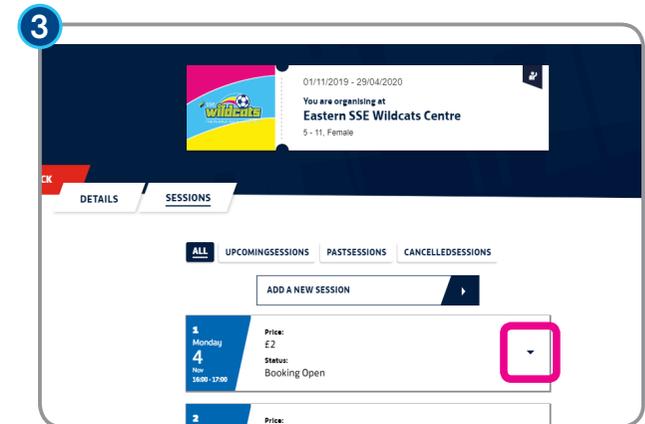
You can edit various elements of individual sessions, but those underlined in yellow below require County FA approval first. They will not update until this approval has been made but once the CFA has approved any of one of these then you can change these ad hoc.

- The coach details
- The volunteer details
- The designated safeguarding officer (DSO) details
- The venue details
- The organiser contact details
- The session start and end time
- The number of participant places
- The cost per session
- The surface type

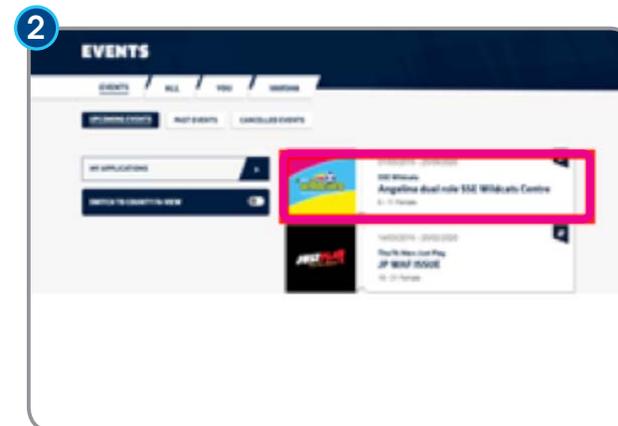
- Click on the **'SESSIONS'** tab at <https://faevents.thefa.com/>, select **'EVENT'**, and go to the **'SESSIONS'** tab:



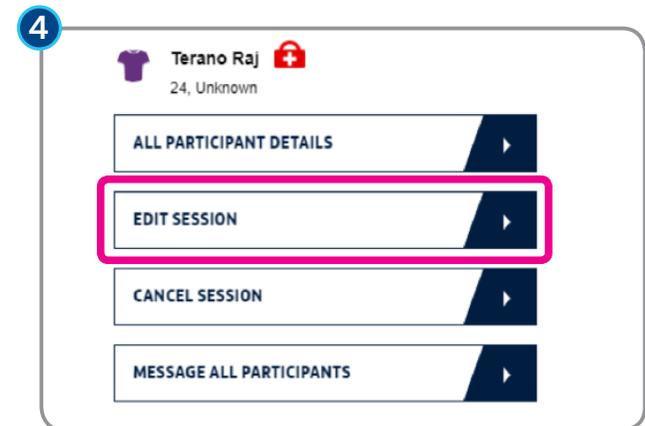
- Click on the arrow against each of the sessions to view the session details:



- Click on the relevant session, or the relevant session ticket stub:



- Click the **'EDIT SESSION'** button:



3. EDITING AN INDIVIDUAL SESSION(S)

CHANGING OR ADDING ADDITIONAL VENUES:

Venue changes have to be approved by your County FA, so you need to re-visit your original, approved application. See Section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**.

Once you've changed or added a venue and it's been approved by your County FA (the same one to whom you made the original application), the originally-approved venue will appear in the dropdown list. But now you can change it or add a session and insert the newly-approved venue.

Venue Name / Postcode

Westonzoyland Primary School
Cheer Lane, Westonzoyland, Bridgwater, TA7 0EY

Westonzoyland Playing Field
Cheer Lane, Westonzoyland, Bridgwater, TA7 0EX

If your venue is not within the list of approved venues, please click on my applications, find your application in the approved section and add the venue for approval. Once confirmed by your CFA this will then show up in this list and allow you to select it

ADDING A NEW STAFF MEMBER:

All staff must meet SSE Wildcats criteria. For these criteria, refer back to your SSE Wildcats' guidance document or contact your County FA.

Adding a new coach/volunteer/DSO must be approved by your County FA (the same one to whom you made the original application). See Section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**.

Once approved, the originally-approved staff members will appear in the dropdown list. But now you can change them and insert the newly-approved staff names.

Please note: changes in staff do not update automatically across all sessions. You have to edit each session and add in new staff, or delete existing staff you have already added to sessions.

- A dropdown screen will appear. Make changes to individual fields by clicking on the pencil icon(s).
- Click **'SAVE'**.
- Anyone booked onto the session will automatically be sent an email notification of changes.

19/03/2019

Tuesday 19th Mar

Start Time 10:00 End Time 11:00

Coaches
angelina j.

Volunteers
Corey Anderson

Designated Safeguarding Officers
shalija shalija

Event Spaces
35

SAVE

CANCEL

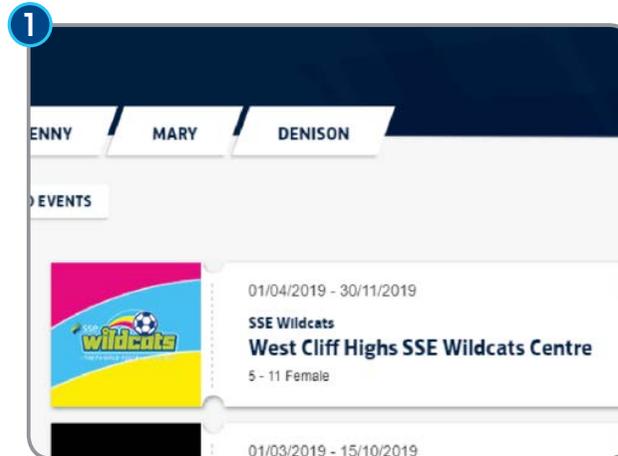
If you want to make significant changes to an original application you need to re-submit it to your County FA for approval. See Section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**.

3. EDITING AN INDIVIDUAL SESSION(S)

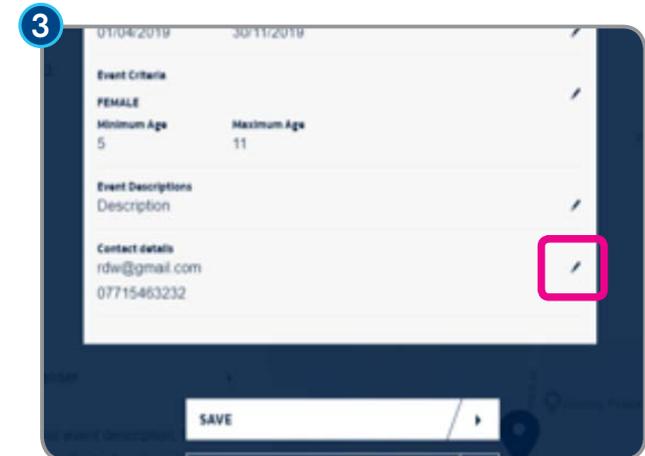
CHANGING THE MAIN CONTACT ON A SESSION/EVENT:

Remember any staff listed in your approved application can log-in and access the events platform. To change the lead contact details for a session, follow the steps on this page.

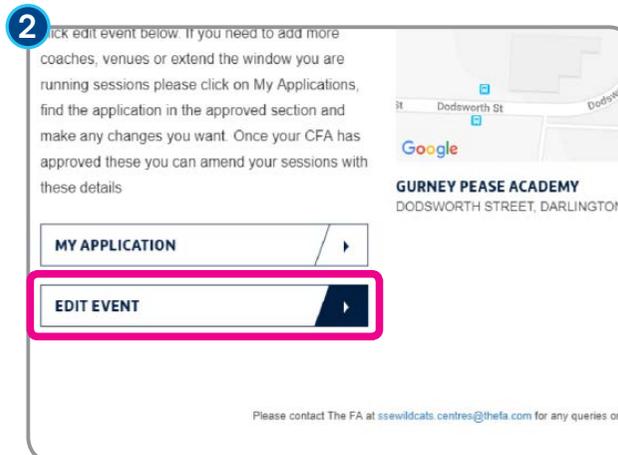
- From <https://faevents.thefa.com/> Go to **'EVENTS'** and select the event you want to change:



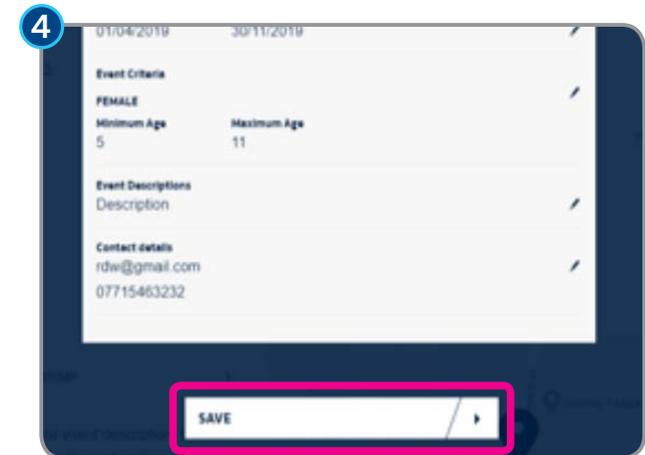
- Click on pencil icon next to **'Contact details'**:



- Click on **'EDIT EVENT'**:



- Make the desired change and click **'SAVE'**:

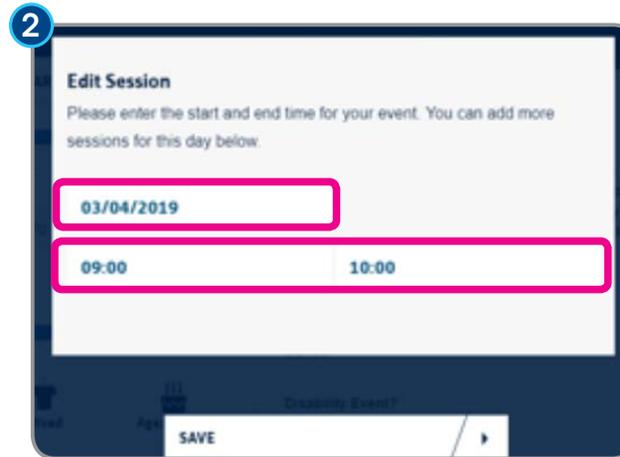
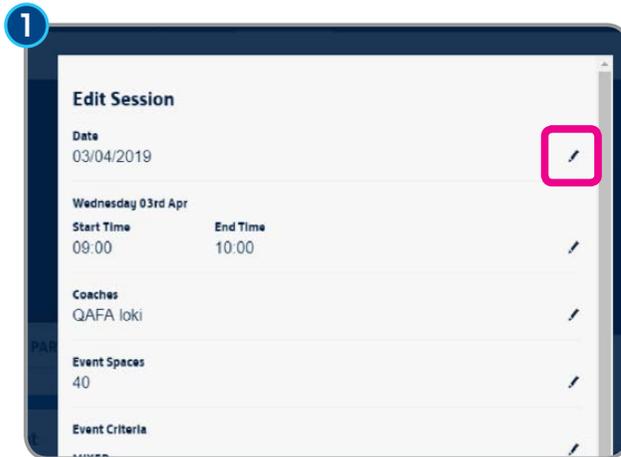


3. EDITING AN INDIVIDUAL SESSION(S)

CHANGING THE DATE FOR ONE SESSION:

If you want to change a one-off session date, just:

- Go to the specific session and click **'Edit Session'**. Amend the date by clicking on the pencil icon next to the date.
- Make the changes to the date of the session. This will need to fall on one of your approved days of the week.
- Click **'SAVE'** and an email notification of the date change will automatically be sent to participants:



3. EDITING AN INDIVIDUAL SESSION(S)

CHANGING THE START AND END TIMES FOR A PARTICULAR SESSION:

You can change these at any point by:

- Clicking on the specific session;
- Click **'Edit Session'**. Amend the times by clicking on the pencil icon next to the existing times.

Edit Session

Date
03/04/2019

Wednesday 03rd Apr

Start Time	End Time
09:00	10:00

Coaches
QAFA Ioki

Event Spaces
40

Event Criteria

- Click **'SAVE'** and an email notification of the time change will automatically be sent to all participants.

SAVE

CANCEL

CHANGING THE DAYS OF A SESSION(S):

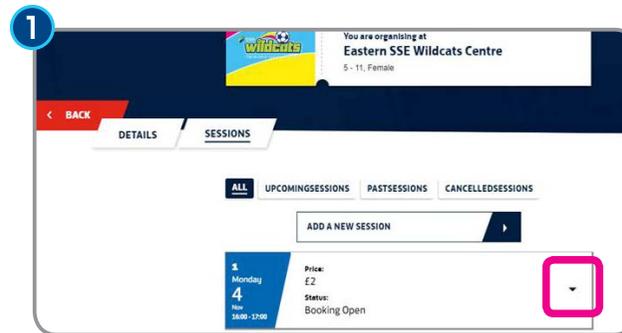
If you want to run a session on a different day to your original application then:

- Follow the steps in Section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**;
- Once the County FA approves, go back to the session series you originally created;
- Cancel those no longer needed or create new sessions with the new day(s) of the week;
- Click **'SAVE'** and an email notification of the day changes will automatically be sent to participants.

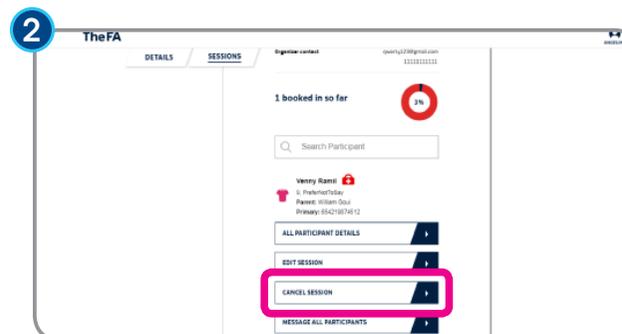
4. CANCELLING AN INDIVIDUAL SESSION(S)

To cancel an individual session, follow these steps:

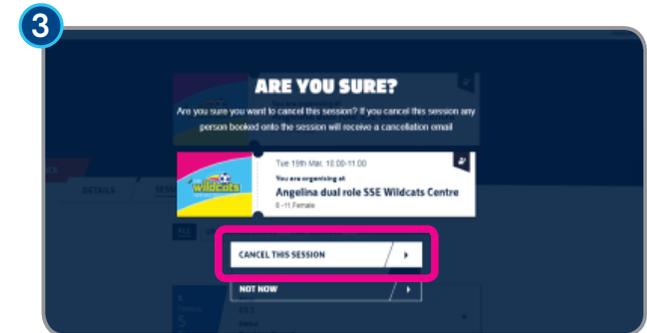
- Expand the session you want to cancel by clicking on the arrow against the relevant one(s):



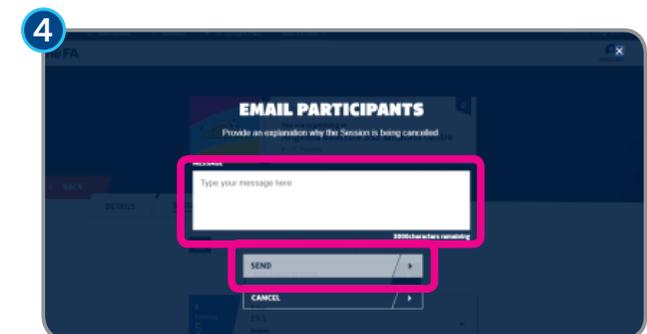
- Click on the **'CANCEL SESSION'** button in the dropdown menu that appears:



- A confirmation window will pop up. Click **'CANCEL THIS SESSION'** again to confirm;
- A box (see image below) will appear asking you to enter the reason for the cancellation:



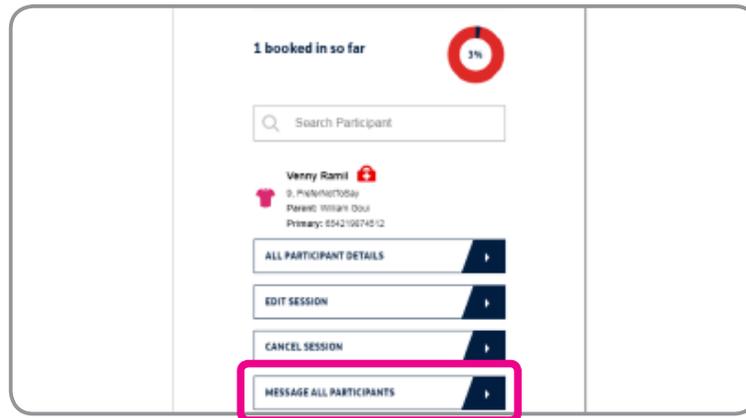
- Click **'SEND'** and an email notification of the cancellation will automatically be sent to participants:



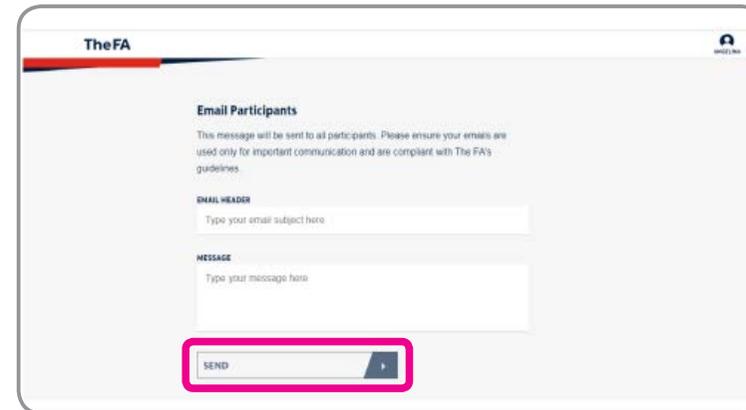
5. MESSAGING PARTICIPANTS

Every session has a **'MESSAGE ALL PARTICIPANTS'** button:
To contact participants just:

- Click on **'MESSAGE ALL PARTICIPANTS'** and a page opens up (below):



- Simply type the subject in the **'EMAIL HEADER'** field and then your **'MESSAGE'**;
- Click on **'SEND'** and all participants will automatically receive an email:

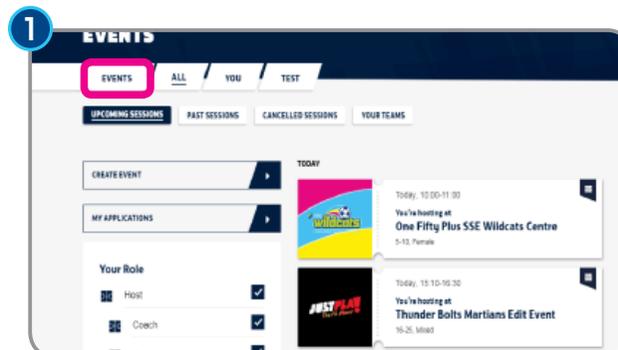


6. RECORDING ATTENDANCE AND VIEWING PARTICIPANTS' DETAILS

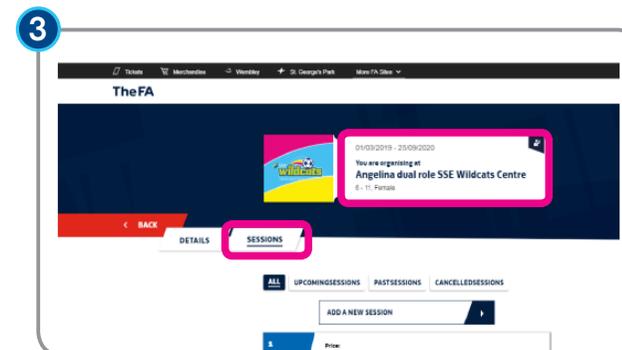
RECORDING ATTENDANCE

You can record attendance at a session at its start, when it's finished and up to seven days after it has taken place.

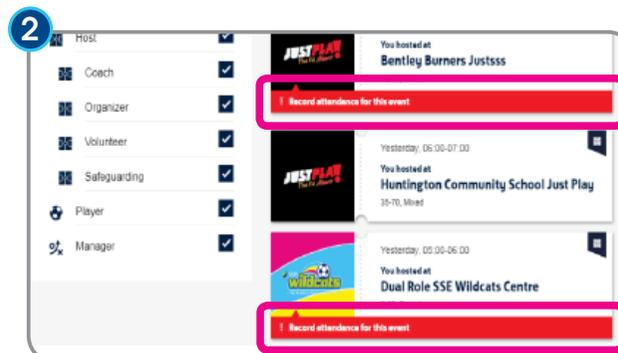
- To access your attendance register, go to **'EVENTS'**:



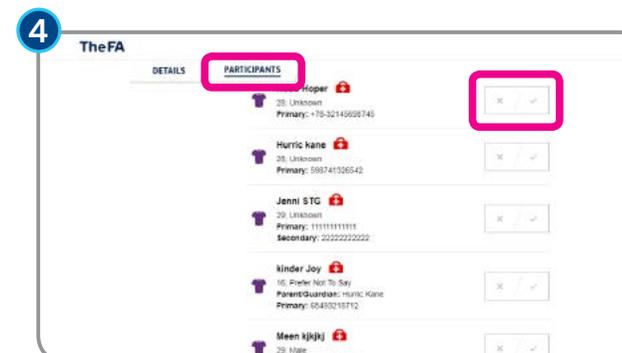
- Click on **'SESSIONS'** or the ticket stub:



- When the individual session opens, click on the red notification box(es) which indicates sessions for which attendance has not been recorded:



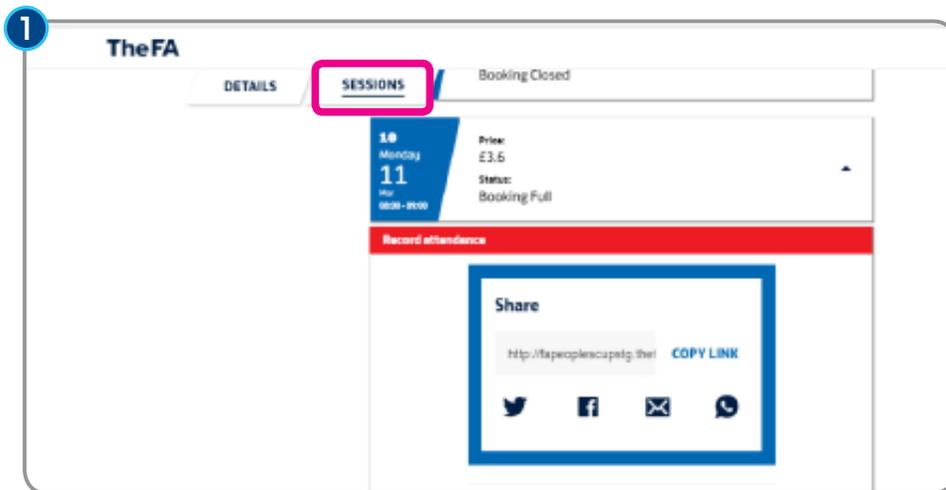
- Click on the **'PARTICIPANTS'** tab;
- Select the tick or the cross to denote whether the participants attended or not:



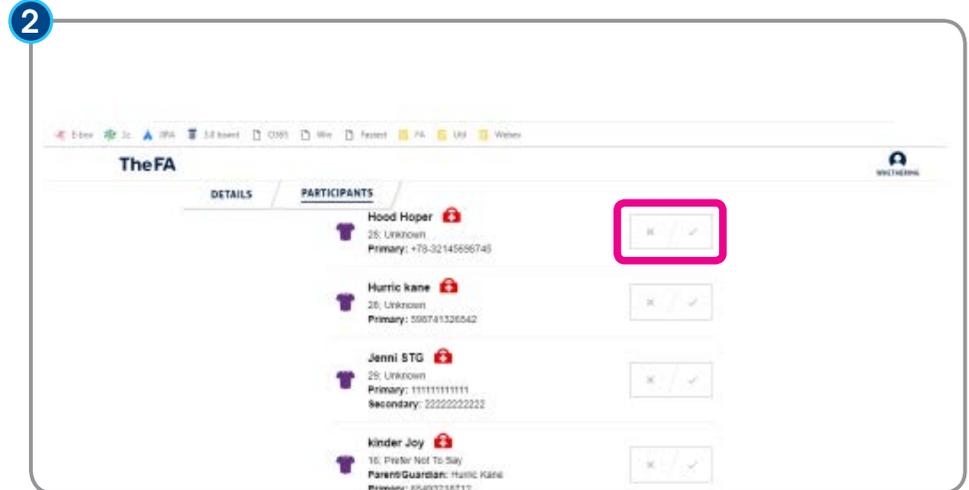
6. RECORDING ATTENDANCE AND VIEWING PARTICIPANTS' DETAILS

Alternatively, you can record attendance by:

- Going to the **'SESSIONS'** tab;
- Expanding the session for which the attendance needs to be recorded:



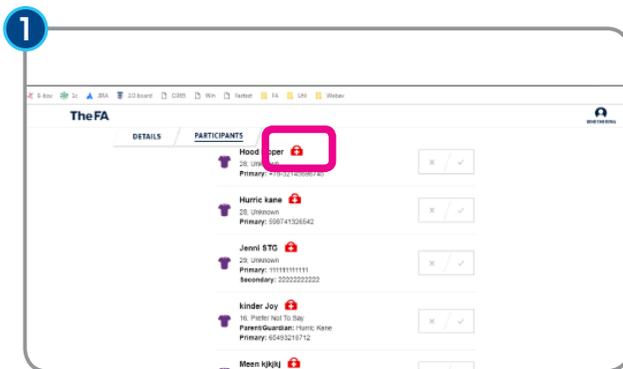
- Tick attendance (or not) next to the list of individual participants:



6. RECORDING ATTENDANCE AND VIEWING PARTICIPANTS' DETAILS

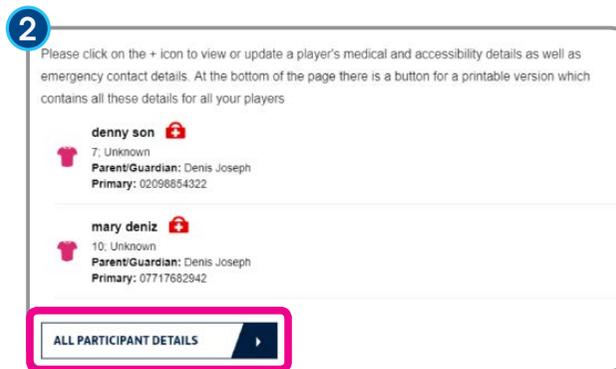
VIEWING PARTICIPANTS' DETAILS

You can view individual participant details by clicking the + icon next to their name. This will show you their emergency contact details, and any medical or accessibility details shared by them (or in the case of under-16s, by their parents/carers) when they booked.



You can also open a print-friendly version of all participant details. These details include:

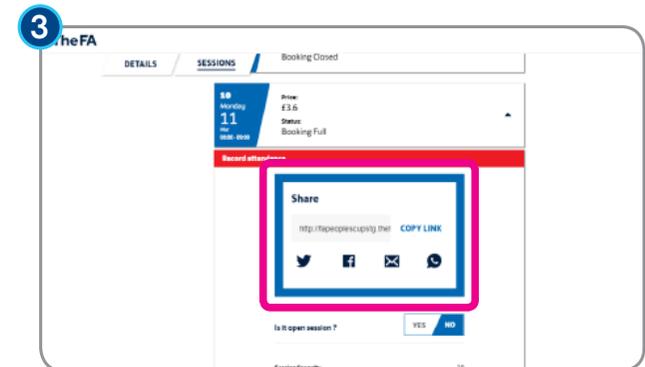
- All participants booked onto a session;
- Each participant's date of birth, emergency contact details as well as medical and accessibility details. This can be done by hitting the **'ALL PARTICIPANT DETAILS'** button.



ADDING A PARTICIPANT WHO HASN'T PRE-BOOKED

Of course, sometimes a participant will turn up at a session who hasn't pre-booked. We don't want to turn anyone away, so you should:

- Click on the session you're running;
- Use any of the social sharing buttons such as Facebook, email whatsapp or Twitter. Clicking the button will generate a link to the session;
- Share this with any participants (or parents/carers of under-16s) not currently booked onto the session;
- These individuals can then log-in and book onto that and any future sessions in one process so you can mark them as attended going forward.



7. WHAT'S EDITABLE AND WHAT'S NOT – A SUMMARY

For organisers, here's an overall list of the fields which are editable and those which are not when you're undertaking specific functions:

Function	See Section:	Editable	Not editable
EDITING EVENTS	2	<ul style="list-style-type: none"> ✓ Event Name ✓ Event Description ✓ Event Start and Event End dates (if there are no bookings made or the booking start date is in the future).* ✓ Organiser contact information ✓ Event age group 	<ul style="list-style-type: none"> × Age group (NB this is editable but only BEFORE the booking start date) × Gender <p>If the event is:</p> <ul style="list-style-type: none"> × Futsal × Disability football × Being run by the County FA
EDITING INDIVIDUAL SESSION(S)	3	<ul style="list-style-type: none"> ✓ The session start and end time ✓ Gender (if the approved gender is 'Mixed') ✓ The coach details* ✓ The volunteer details* ✓ The Designated Safeguarding Officer (DSO) details* ✓ The participant spaces ✓ The cost per session ✓ The venue details* ✓ The surface type ✓ Organiser contact details 	<ul style="list-style-type: none"> × Age group × Gender (if the approved gender is anything other than 'Mixed') <p>If the individual session is:</p> <ul style="list-style-type: none"> × Walking football × Futsal × Disability football × Being run by the County FA
MAKING AMENDMENTS TO AN APPROVED APPLICATION	8	<ul style="list-style-type: none"> ✓ The session end dates * ✓ Addition of another day of the week* ✓ Venues –additions and changes* ✓ The document uploads* ✓ The coach details* ✓ The volunteer details* ✓ The DSO details* ✓ The details that was provided in the initial application* 	<ul style="list-style-type: none"> × The start date if the sessions start in the past × Age group × Gender (if the approved gender is anything other than 'Mixed') <p>If the individual session is:</p> <ul style="list-style-type: none"> × Walking football × Futsal × Disability football × Being run by the County FA

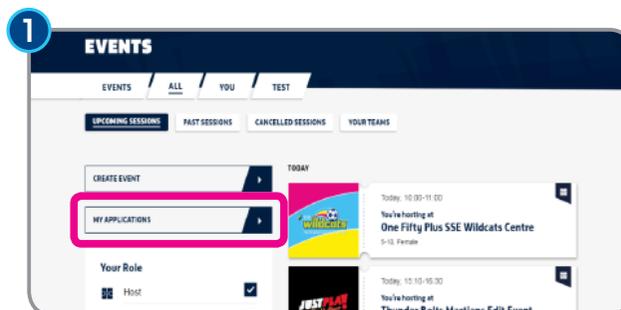
* These items require County FA approval, so changes can only be made when approval is granted.

8. MAKING AMENDMENTS TO AN APPROVED APPLICATION

If you want to make significant changes to an original application you need to re-submit it to your County FA for approval.

It must be re-submitted to the same County FA which approved the initial application. To make changes follow this process:

Go to the original application by clicking on **'MY APPLICATIONS'** on the landing page:

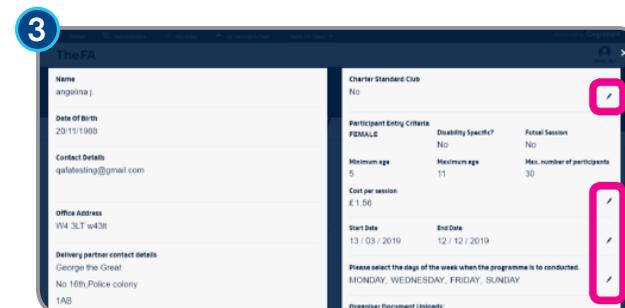


Then click on the **'APPROVED APPLICATIONS'** on the screen that follows:

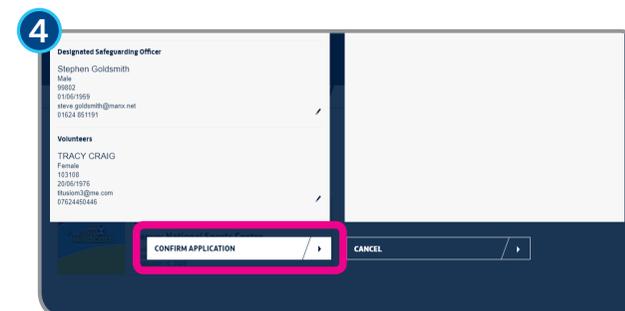


Make the desired change by clicking on the pencil icon(s). Please note some fields cannot be changed:

- The start date if the sessions start in the past;
- Age group;
- Gender (if the approved gender is anything other than 'Mixed').



- Click **'CONFIRM APPLICATION'**, which sends the application back to the County FA which originally approved it:



Once the County FA has approved the new application, log-in and make the change(s).

9. IF YOU NEED HELP...

Please contact your local CFA or

Email: SSEWildcats.Centres@TheFA.com



THANK YOU