



FOR ALL



THE FA EVENTS SYSTEM USER GUIDE

How to create and manage your Just Play sessions

JUST PLAY!
The FA **SNICKERS**

CONTENTS

| | |
|---|----|
| SECTION 01 – INTRODUCTION AND CREATE AN ACCOUNT | 3 |
| SECTION 02 – CENTRE APPLICATIONS | 7 |
| SECTION 03 – CREATE AND EDIT EVENTS | 15 |
| SECTION 04 – ADD AND EDIT SESSIONS | 20 |
| SECTION 05 – SHARE BOOKING LINK AND TAKE ATTENDANCE | 23 |
| SECTION 06 – HOW PLAYERS BOOK ONTO A SESSION | 26 |



SECTION 01

Introduction and create an account

CREATE AN ACCOUNT

To use the portal you will need to log in to your existing account, or create a new one.

What do you need to create an account?

FAN

Password

These will become your login details

THE FA EVENTS SYSTEM

APPLICATIONS

- Centres submit applications
- CFAs approve applications
- If any information submitted in your original application changes, you need to resubmit the changes for CFA approval.

EVENTS

- 1 event can be created per application
- Event delivery window approved in application
- Centre contact details and basic criteria can be edited at any time
- Existing 2019 centres do not need to create a new event. Simply add sessions.

SESSIONS

- Once an event has been created, sessions can be added
- Sessions can only be delivered on approved days
- Sessions can be cancelled, but not mass updated
- Just Play Organisers (JPO) take attendances for each session.

THE FA EVENTS SYSTEM

| Role | Task | View |
|-----------------------------------|--|--------------------|
| Centres | We are a new centre, how do we submit an application form? | GO |
| | We are an existing centre, how do we resubmit an application form? | GO |
| | What documentation is needed when submitting an application form? | GO |
| | What qualifications do staff members who run these events need? | GO |
| | How do I create an event? | GO |
| | How do I create sessions at my events? | GO |
| Just Play Organisers (JPO) | How do I take attendance for my sessions? | GO |
| | How do I update a session and notify participants? | GO |
| | How do I cancel a session and notify participants? | GO |
| Participants | How do I find sessions? | GO |
| | How do I book onto sessions? | GO |
| | How do I modify or cancel my bookings? | GO |
| | How do I contact the centre or coach? | GO |



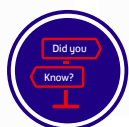
SECTION 02

Centre applications

| Who | Section | View | Task |
|---------|---------------------|-------------------------|--|
| Centres | Centre applications | Starting an application | Creating a new application and selecting the correct programme |



- 1 From the home screen, select 'MY APPLICATIONS'
- 2 Hit 'APPLY NOW' and select 'Just Play' or 'Just Play (For Students)'
- 3 Confirm your personal details as the role of applicant. Your FAN details can be edited in your profile on the TheFA.com
- 4 'SAVE AND CONTINUE'

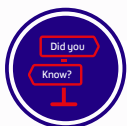


- Your application will be reviewed by your County FA
- Applicants who have no other role in the running of events/sessions do not need to hold a valid and in-date CRC/DBS or have any other qualifications.

| Who | Section | View | Task |
|---------|---------------------|-----------------------------------|---|
| Centres | Centre applications | Delivery organisation information | Adding details about your organisation and describing why you wish to apply |



- 1 Enter the location and contact details for your delivery organisation
- 2 Select the relevant 'Organisation Type' for your organisation. If you cannot see an option that is applicable, select 'Other'
- 3 The next three questions are a chance for you to inform the County FA (that will review this application) why you wish to apply
- 4 If your organisation is linked to any football club, search the club and link it

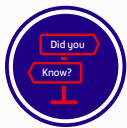


- The details added here will be displayed in the FA.com search results for Just Play (unless Just Play for Students)
- Linking to a football club will help The FA map player progression
- Can't find your football club? **Contact us.**

| Who | Section | View | Task |
|---------|---------------------|---------------------|--|
| Centres | Centre applications | Session information | Providing key details about your sessions that will be displayed to the public |



- 1 Enter details about the type of session that your organisation will deliver
- 2 Some fields are pre-populated based on the rules for Just Play participation
- 3 Enter a capacity for your venue



- For more information on hosting disability-specific sessions **contact us**
- For more information on hosting Futsal sessions **contact us.**

YOUR APPLICATIONS Application Form for The FA Snickers Just Play

Session Information:
Please enter your participant entry criteria for this programme.

☐ I agree to the Privacy Policy

☐ I agree to the Capacity Policy

Gender: ☐ MALE ☐ FEMALE ☐ MIXED

Is this Disability Specific Session?
By selecting yes you would confirm the session is specifically targeting those with a disability, impairment or long term health condition. ☐ YES ☐ NO

Is this a Walking Football Session? ☐ YES ☐ NO

Is this a Futsal Session?
In order to be recognised as a Futsal Session it must be played on a hard surface, to those using Futsal goals a Futsal ball and played to Futsal rules. ☐ YES ☐ NO

Activity Type:

Minimum Age:

Maximum Age:

Maximum Session Capacity:

Session Charge:

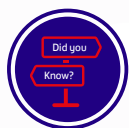
SAVE AND CONTINUE

Allowing Disabled participants will make this Event for disabled participants only.

| Who | Section | View | Task |
|---------|---------------------|---------------------|--|
| Centres | Centre applications | Session information | Setting the dates and times of your sessions |



- 1 Indicate the start and end dates for your delivery of Just Play in 2020 (or beyond)
- 2 Once valid dates have been entered, select the days on which your sessions will take place
- 3 Based on these dates and days, the events platform can create reoccurring sessions
- 4 You are also able to create one-off sessions on your approved days

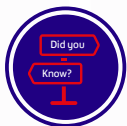


- A Just Play application must consist of a minimum of 32 weeks of delivery
- A Just Play (for Students) application must consist of 12 weeks of delivery
- Just Play centres are only able to create and deliver sessions on the approved days stated in this application.

| Who | Section | View | Task |
|---------|---------------------|-------------------|---|
| Centres | Centre applications | Venue information | To provide information on where your Just Play sessions will take place |



- 1 Enter your venue name or postcode to find and link your venue
- 2 Confirm your County FA. This is the County FA that will be responsible for reviewing your application
- 3 Provide key information about the playing surface so players know what footwear to bring to sessions



- If you are unable to find your venue **contact us**
- If you are unsure which County FA you belong to **contact us.**

Application Form for The FA Snickers Just Play

Venue information:
Please select your venue from your approved list of venues below. If you want to narrow down your search please enter the venue name or postcode below. You can add new venues below by clicking 'add new venue' and searching for the place by postcode

ABOUT THE FA

Us Privacy policy Terms of use Anti-Slavery Safeguarding

Add new venue

Venue Name / Postcode

FIND VENUE

Add new venue

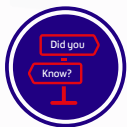
SAVE AND CONTINUE

The Football Association © 2001 - 2019

| Who | Section | View | Task |
|---------|---------------------|-------------------|---|
| Centres | Centre applications | Coach information | To provide information on who will be running your Just Play sessions |



- 1 Enter the details for your Just Play Organiser. If entering a FAN, hit 'ENTER' to search. You can declare yourself as the lead coach



- There must always be a minimum of one adult (18+) running your sessions.

Lead Coach Information

Just Play Organiser Details:
Each session should be supervised by a Just Play Organiser of 18 years or over with a current Level One Certificate in Coaching Football & FA Emergency Aid Certificate. Please enter their details below for verification.

☒ I am the Lead Coach

OR

FA Nominated coach 01

Insert Lead Coaches FA Number

OR

First name

Last name

Date Of Birth DD / MM / YYYY

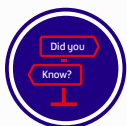
Phone Number

Email

| Who | Section | View | Task |
|---------|---------------------|---------------------|---|
| Centres | Centre applications | Application summary | Review your application, correct any outstanding issues and submit for CFA review |



- 1 Review all information provided for your application
- 2 Any items highlighted in red require action as they indicate an incorrect or invalid entry
- 3 Any staff highlighted in red will have a reason given - it's most likely to be missing or expired qualifications
- 4 Once you have actioned any highlighted items and you are happy with your application, click 'CONFIRM APPLICATION'



- You can save and exit your application at any time. Changes will be saved
- To edit any of the sections select the pencil icon
- County FA staff members will receive a copy of this summary screen.



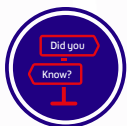
SECTION 03

Create and edit events

| Who | Section | View | Task |
|---------------------------------|------------------------|--------------|--|
| Centres/ Just Play Organiser | Create and edit events | Event set-up | Selecting which application your event will be created against |



- 1 Once your application has been approved you will see a 'CREATE EVENT' option on your home page
- 2 If you have multiple approved applications you will need to select one to continue
- 3 The event criteria from your application will be filled in automatically, but you can edit the minimum and maximum age for your sessions



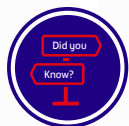
- If you wish to edit any of the key criteria in the event information, you need to edit and resubmit your application for re-approval
- If you wish to run different age group events you will need to create multiple applications
- If you do not see the 'CREATE EVENT' option then check the status of your application.

The screenshot displays the 'TheFA' Events platform interface. The top navigation bar includes 'EVENTS', 'ALL', 'YOU', 'MOLLY', 'DENNY', 'MARY', and 'DENISON'. Below this, there are tabs for 'UPCOMING SESSIONS', 'PAST SESSIONS', 'CANCELLED SESSIONS', and 'YOUR TEAMS'. The 'CREATE EVENT' button is visible under the 'UPCOMING SESSIONS' tab. Below this, the 'MY APPLICATIONS' section shows a list of roles with checkboxes: Host, Player, Manager, Coach, Organizer, and Safeguarding, all of which are checked. The bottom section, titled 'Create an Event', shows a list of 5 approved applications, each with a 'JUST PLAY' logo and details about the event, venue, and date.

| Who | Section | View | Task |
|---------------------------------|------------------------|--------------|--|
| Centres/ Just Play Organiser | Create and edit events | Event set-up | Set up either a reoccurring event and/or a one-off event |



- 1 For reoccurring events select the start and end date delivery window
- 2 Choose the day you wish to deliver the weekly session on
- 3 Set the start and end time. Use 24hr clock
- 4 If you wish to add a one-off day, select and enter a date
- 5 Select the cost for the sessions and a brief description



- Reoccurring events will auto-populate sessions on your agreed delivery days (from your application) between the start and end date for the event
- You can only deliver sessions during your approved window of dates. This includes one-off sessions
- Descriptions appear on TheFA.com search results (unless Just Play for Students).

Create Event
Please fill in the start and end date for the event.

☒ REOCCURRING EVENT

12/12/2019 15/12/2019

NEXT

EVENTS

Create an event
Please add which days your event will hold sessions on a weekly reoccurring basis or alternatively you can a one-off day session for a particular date.

Approved Collection of Session Start date: 12/12/2019
Approved Collection of Session End date: 15/12/2019

☒ WEEKLY SESSION

Wednesday

12/12/2019 15/06/2020

10:00 12:00

☒ Add Weekly Session ☐ Add one-off day

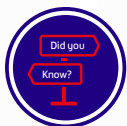
Please enter the start time and end time of your session. The end time should always be greater than the start time and please ensure that the sessions finish on the same day.

NEXT

| Who | Section | View | Task |
|---------------------------------|------------------------|--------------|--|
| Centres/ Just Play Organiser | Create and edit events | Event set-up | Set up where the event will take place and the playing surface |



- 1 Select from your approved venues where your event will take place
- 2 Select the playing surface
- 3 Give your event a name
- 4 Select your lead coach
- 5 Provide contact details for your event



- If you need to add a new venue for your event, you need to edit then resubmit your application
- The event name will be displayed to the public in search results
- You can only select approved staff from your application.

Create an Event

Please select your venue from your approved list of venues below. If you want to narrow down your search please enter the venue name or postcode below

Venue Name / Postcode

Mayfair Spa @ Radisson Edwardian Hotel
Stratton Street, London, W1J 8LT

Hinde Street Methodist Church
19 Thayer Street, London, W1U 2QJ

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

Create an Event

Please select who will be the coaches for this event?

✓ Rono Rem

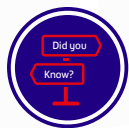
NEXT

Wembley SSE Wildcats Centre

| Who | Section | View | Task |
|---------------------------------|------------------------|-------------|---|
| Centres/ Just Play Organiser | Create and edit events | Edit events | Update information on your event/sessions |



- 1 To edit information on your event select the 'EVENTS' tab
- 2 Click into your event and select 'EDIT EVENT'
- 3 'EDIT AND SAVE'
- 4 Changes will be saved against all sessions from the event



- You can only change basic contact and event information
- Major changes require you to edit and resubmit your application. Changes such as:
 - Venue
 - Staff
 - Event Name

The screenshot shows the 'The FA' Events Platform interface. At the top, there's a header with 'The FA' logo and a user profile icon. Below the header, a banner displays 'You are organising at Walking football' with dates '02/04/2019 - 28/05/2021' and '50 - 100, Mixed'. The main content area has tabs for 'DETAILS' and 'SESSIONS'. Under 'DETAILS', it shows 'ApplicationID : 3948' and 'EventID : 2987'. A 'Coach' field is set to 'Russell Shaw'. Below this, it says 'Walking football, all welcome. Come and join us for a fun session.' There are icons for 'Mixed' and 'Age: 50 - 100'. Under 'Contact details', there's a phone number '07784867921' and an email link 'Email the organiser'. An 'Edit Event' modal is open, showing fields for 'Event Name' (Just Play), 'Start Date' (22/08/2019), 'End Date' (21/08/2020), 'Event Criteria' (FEMALE), 'Minimum Age' (25), 'Maximum Age' (30), 'Event Description' (Test), and 'Contact details' (test3@refect@gmail.com, 96329874100). At the bottom of the modal are 'SAVE' and 'CANCEL' buttons.



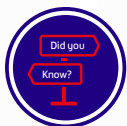
SECTION 04

Add and edit sessions

| Who | Section | View | Task |
|---------------------------------|-----------------------|--------------|---|
| Centres/ Just Play Organiser | Add and edit sessions | Add sessions | Create regular sessions that belong to your event |



- 1 Select the 'EVENTS' tab and click into your chosen event
- 2 Click into the 'SESSIONS' tab and select 'ADD A NEW SESSION'
- 3 Provide the key criteria for each session. Once completed your sessions will be added



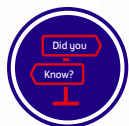
- You can only add sessions in your events delivery window
- New sessions can take up to 1hr to appear on TheFA.com
- We recommend that you avoid creating sessions for an entire year. Instead you can create fewer sessions more regularly.

The screenshot displays the 'The FA' Events Platform interface. At the top, there's a navigation bar with 'Tickets', 'Merchandise', 'Wembley', 'St. George's Park', and 'More FA Sites'. Below this, the main header shows 'The FA' logo and a user profile icon. The main content area is titled 'JUST PLAY' and 'You are organising at Banks Stadium'. It features a 'BACK' button and tabs for 'DETAILS' and 'SESSIONS'. Under the 'SESSIONS' tab, there are buttons for 'ALL', 'UPCOMINGSESSIONS', 'PASTSESSIONS', and 'CANCELLEDSESSIONS'. The 'ADD A NEW SESSION' button is prominent. Below it, there are two session entries: '1 Friday 11' and '2 Friday 18', both with a price of '£3' and status of 'Booking Closed'. The bottom part of the screenshot shows a modal form titled 'Add a new session' with the instruction 'Please fill in the start and end date for the event.' It has two radio buttons: 'REOCCURRING EVENT' (selected) and 'ONE OFF EVENT'. Below these are date pickers for '18/12/2019' and '21/08/2020', and a 'NEXT' button.

| Who | Section | View | Task |
|---------------------------------|-----------------------|---------------|---|
| Centres/ Just Play Organiser | Add and edit sessions | Edit sessions | How to edit or cancel existing sessions |



- 1 Select the 'EVENTS' tab and click your chosen event
- 2 Click into the 'SESSIONS' tab and click to expand the session details
- 3 Select 'EDIT SESSION' or 'CANCEL SESSION'



- You can only edit one session at a time
- Cancelled sessions will send an email notification to players booked onto the session
- You can filter your sessions list to just show 'UPCOMING SESSIONS'.

TheFA

DETAILS SESSIONS

Primary: 07971789253

Denison son
8, Unknown
Parent: denis joseph
Primary: 07717234528

Click All participant details button to view Medical, Accessibility & Emergency Contact Details.

ALL PARTICIPANT DETAILS

EDIT SESSION

CANCEL SESSION

37 Thursday 26 Dec 17:00 - 18:00 Price: £3 Status: Booking Open

38 Thursday 2 Dec Price: £3 Status: Booking Open

TheFA

02/04/2019 - 28/05/2021

You are organising at Walking football 50+ - 100, Mixed

BACK

DETAILS SESSIONS

ApplicationID : 3048

EventID : 2987

Walking football, all welcome. Come and join us for a fun session.

Mixed

Age: 50+ - 100

Coach Russell Shaw



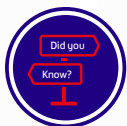
SECTION 05

Share booking link and take attendance

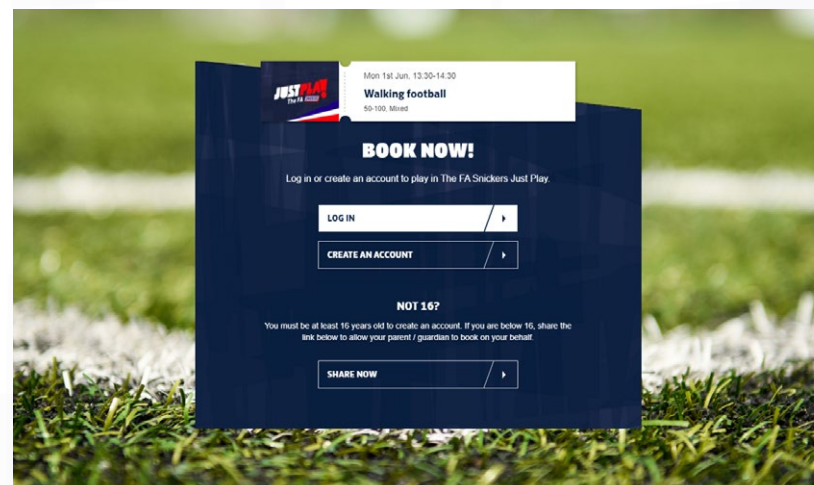
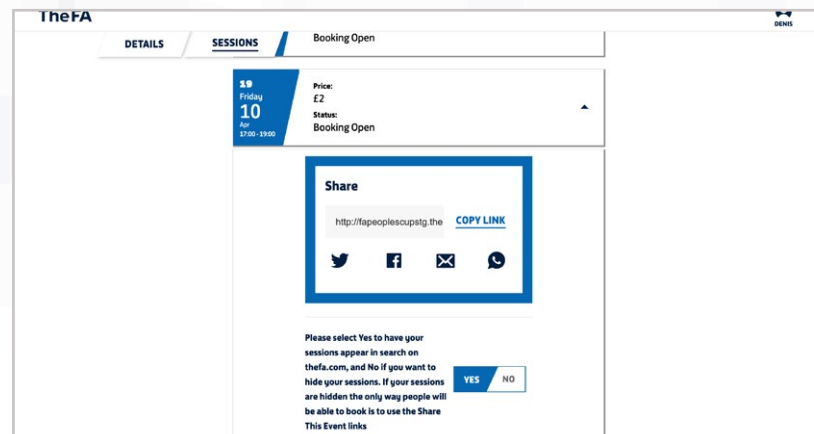
| Who | Section | View | Task |
|---------------------------------|--|--------------------|--|
| Centres/ Just Play Organiser | Share booking link and take attendance | Share booking link | Getting players to book onto Just Play sessions |



- 1 Click into the 'SESSIONS' tab and click to expand the session details
- 2 Copy the link
- 3 You can share via email, WhatsApp, Facebook and Twitter.



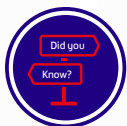
- Players can book onto multiple sessions
- Once booked, a player's name will appear in the 'PARTICIPANTS' page
- Each link is specific to a session.



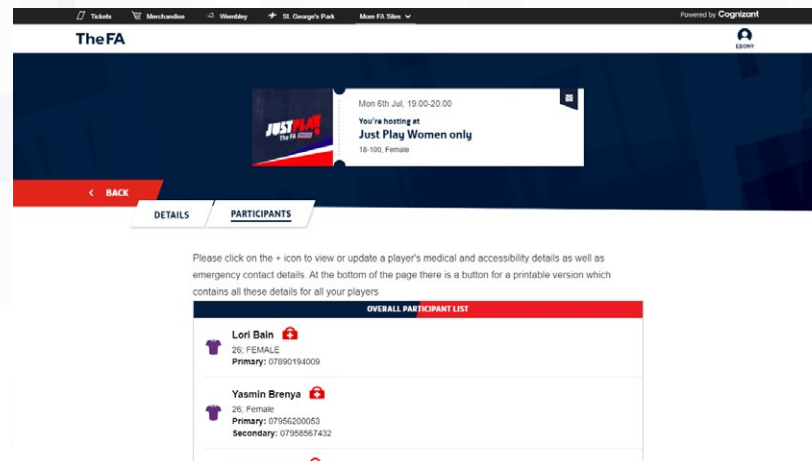
| Who | Section | View | Task |
|---------------------------------|--|-------------------|--|
| Centres/ Just Play Organiser | Share booking link and take attendance | Taking attendance | Record attendance by completing a register for your sessions |



- 1 Click into the 'SESSIONS' tab and click to expand the session details
- 2 Click on the 'PARTICIPANTS' tab
- 3 Click the tick (✓) or cross (✗) to show whether the player was in attendance



- This page is mobile responsive so coaches can complete at sessions
- You can take attendance on the day of the session. The register stays active for seven days, at which point it's locked.





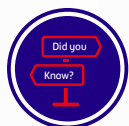
SECTION 06

How players book onto a session

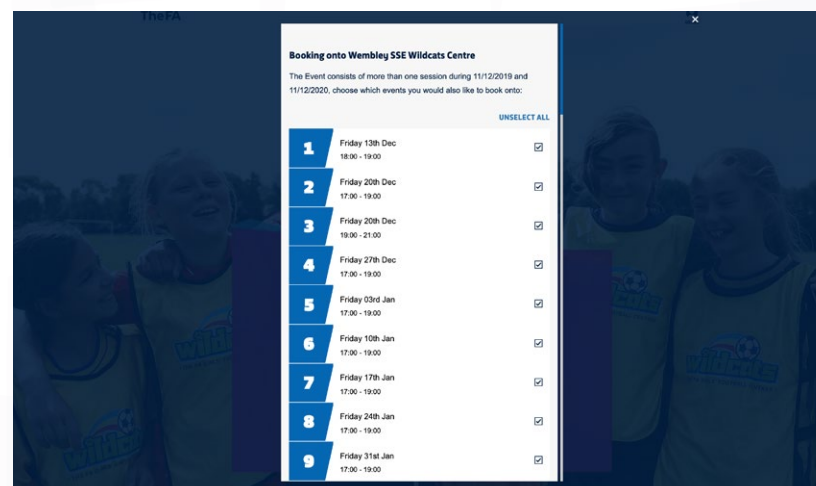
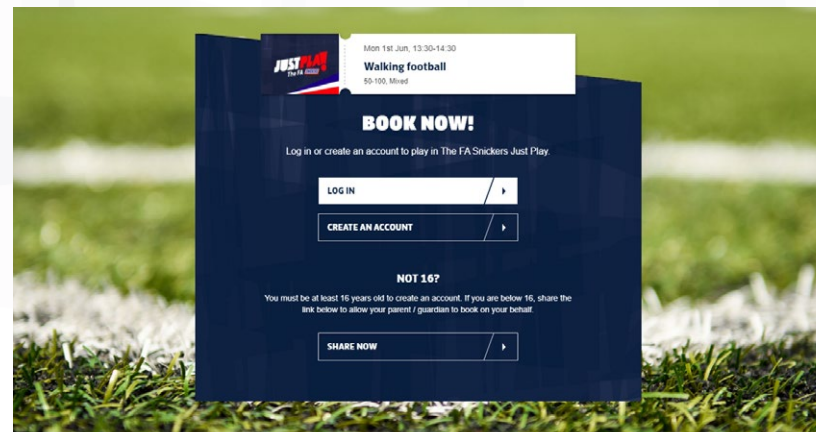
| Who | Section | View | Task |
|---------------------------------|---------------------------------|---------------------------------|---|
| Centres/ Just Play Organiser | How players book onto a session | Booking a player onto a session | Record attendees by completing a register for your sessions |



- 1 Players need to have a FAN
- 2 Players need to select the sessions they wish to book onto
- 3 Players can cancel their attendance at any stage through the events platform



- Players receive reminder email notifications seven days in advance of the session
- Players provide any medical or accessibility information in the booking flow
- Players can book onto multiple sessions.





JUST PLAY!
The FA **SNICKERS**