

Berks & Bucks FA Football Services Department

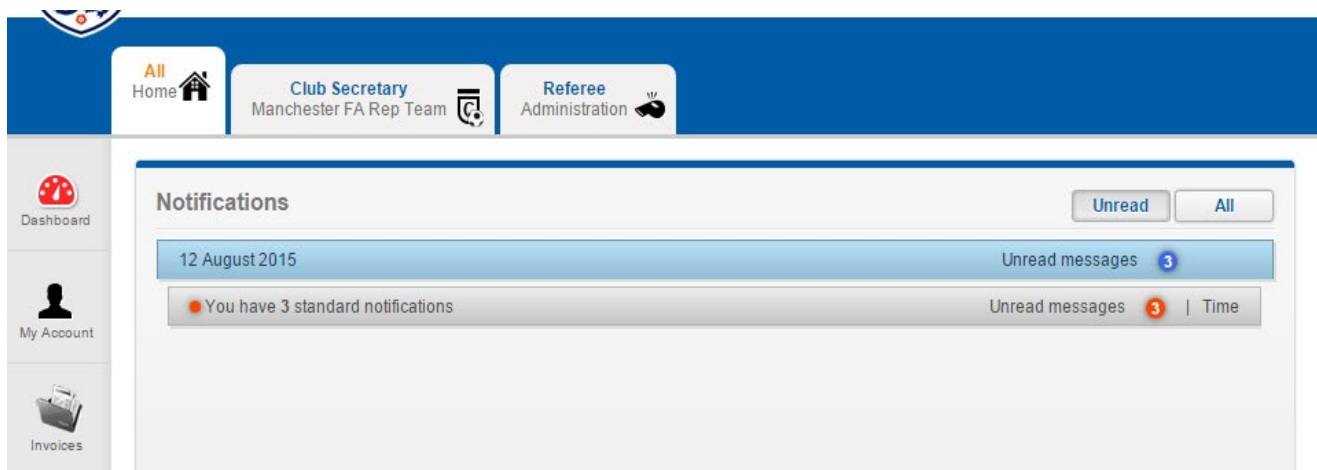


Whole Game Guide - Managing Club Notifications

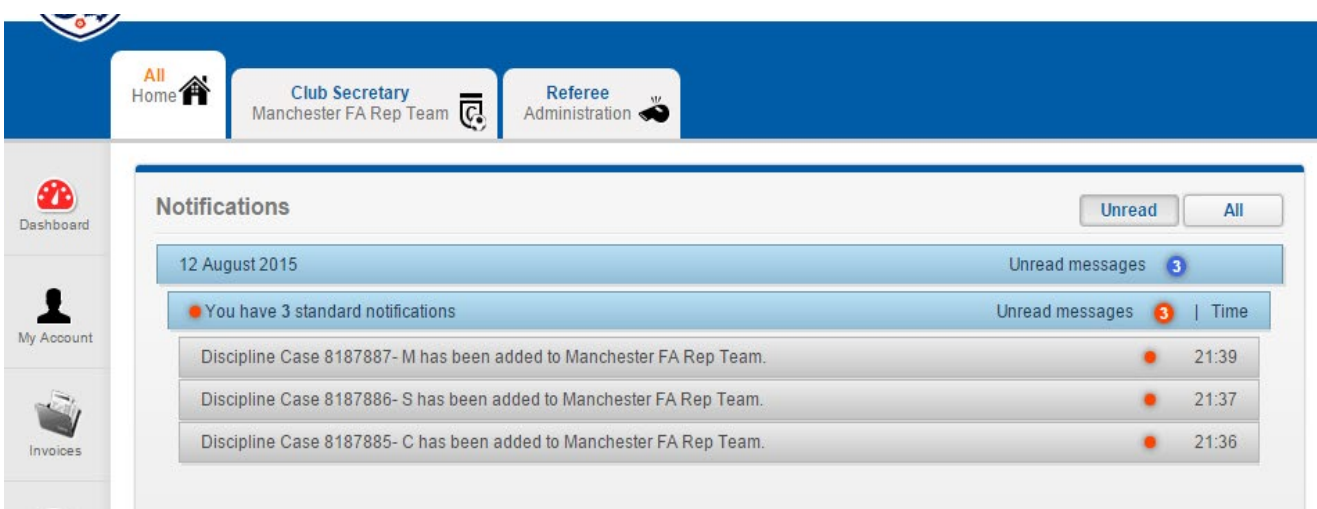
It is important that you manage your notifications on Whole Game System (WGS) correctly. You will receive a new notification whenever there is an update relevant to your club, league etc. These notifications are the first page you will see once you login and these will alert you to new updates similar to social media.

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

Below you can see the process for managing these 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:

The screenshot shows a web interface for Manchester FA Rep Team. At the top, there are navigation tabs: 'All Home', 'Club Secretary Manchester FA Rep Team', and 'Referee Administration'. On the left sidebar, there are icons for 'Dashboard', 'My Account', 'Invoices', and 'Equality & Diversity'. The main content area is titled 'Notifications' and has 'Unread' and 'All' buttons. Below this, a date separator shows '12 August 2015' with 'Unread messages 3'. A summary bar indicates 'You have 3 standard notifications' with 'Unread messages 3 | Time'. The first notification is expanded, showing:

- To: Richard Cooper
- Subject: Discipline Case 8187887- M has been added to Manchester FA Rep Team.
- Details: Discipline Case 8187887- M has been added to Manchester FA Rep Team.

 A 'Mark as read' button is visible. Below the expanded notification are two more notifications:

- Discipline Case 8187886- S has been added to Manchester FA Rep Team. (21:37)
- Discipline Case 8187885- C has been added to Manchester FA Rep Team. (21:36)

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

The screenshot shows the same web interface as above, but the 'Notifications' section now displays 'No notifications to display'. The navigation tabs at the top have changed to include 'All Home', 'Club Secretary Manchester FA Rep Team', 'League Secretary Manchester FA Test League', and 'Referee Administration'. The sidebar remains the same.

We suggest that all clubs login **at least once per week** and mark all outstanding notifications as read. Progressing through the season you should do this with all new notifications as you action them. Each time there is a new notification this will prompt you to take the relevant action.

If you have any questions in relation to WGS Discipline, contact us on 01235 544890 or at Discipline@Berks-BucksFA.com