



**JUST PLAY!**  
The FA Mars

How to amend and manage **Just Play**  
event(s) and session(s) online



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# Welcome

It's great to have you as an organiser of a(n) Just Play 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 Just Play application can log-in and access the FA events' platform. For example, approved coaches and the applicant.

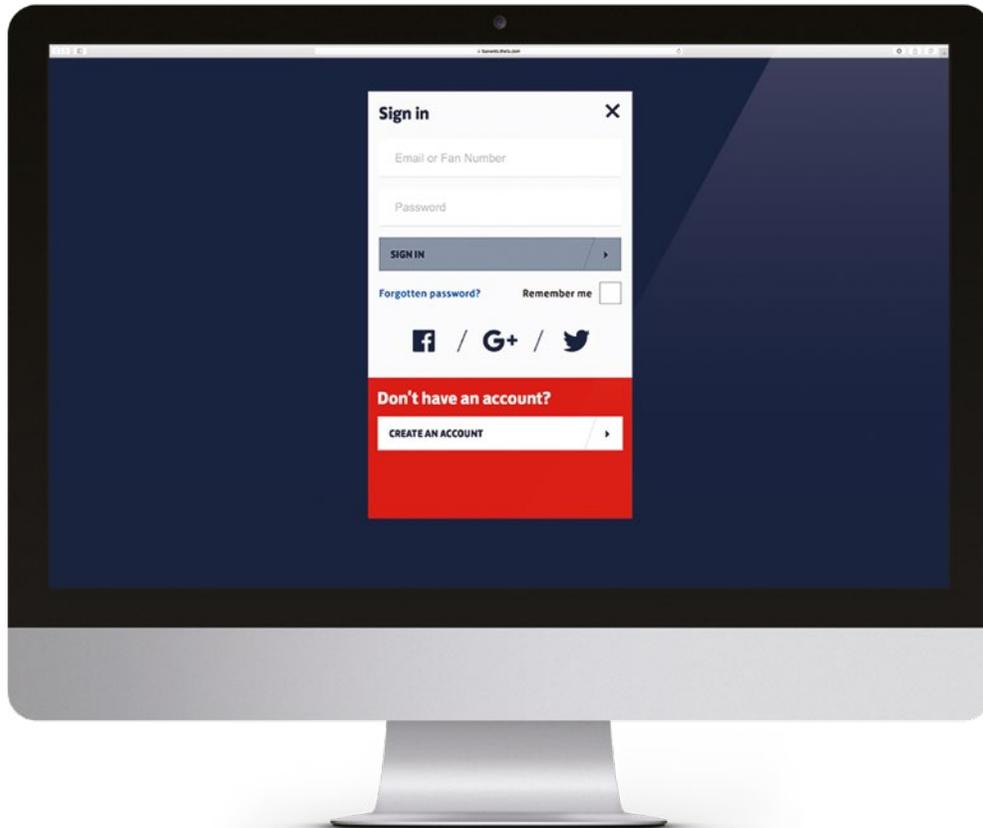
Once logged-in (see steps below) they can access all the platform's functionalities. These include:

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

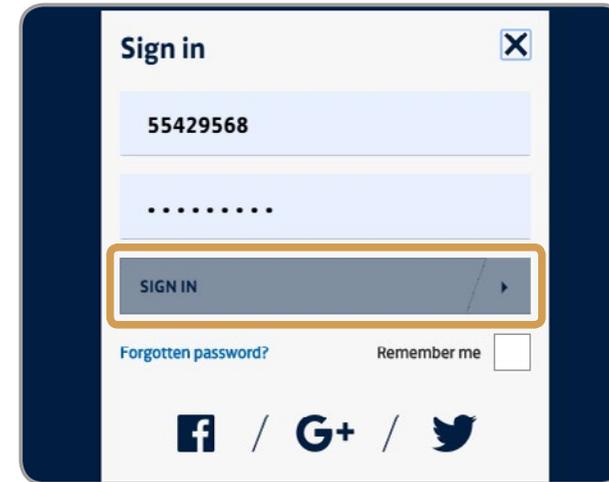
# 1. Getting started

## Logging-in

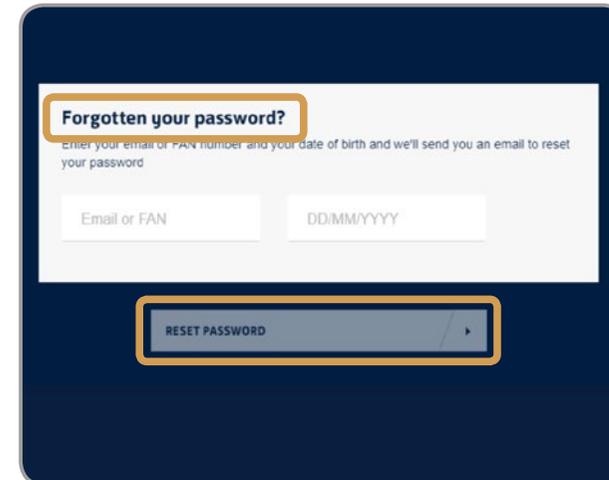
Open a web browser (we advise Google Chrome) and go to: <https://faevents.thefa.com/>. Then enter your FAN and password.



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



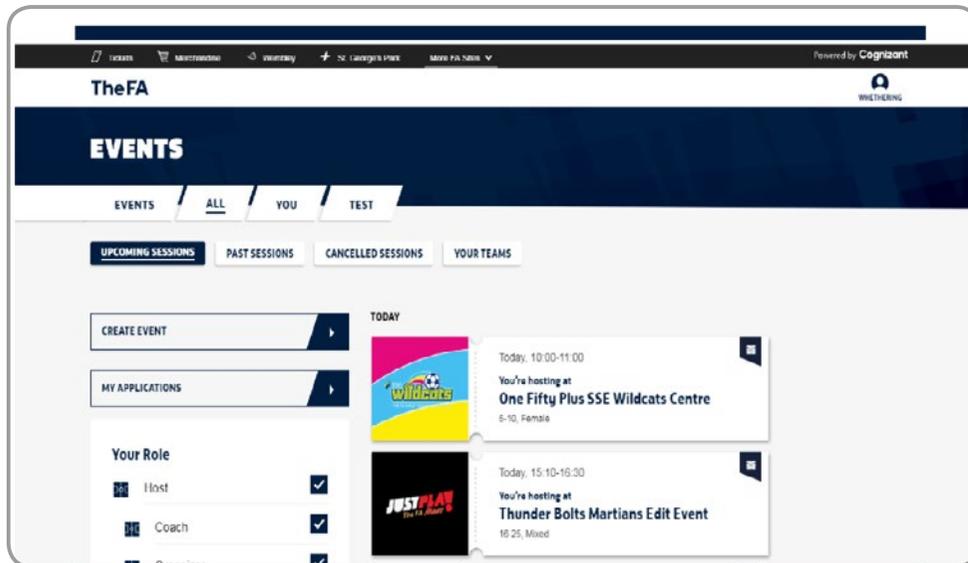
If you forget your password, just select **'Forgotten your password'** and follow the steps to reset it.



# 1. Getting started

## The landing page

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



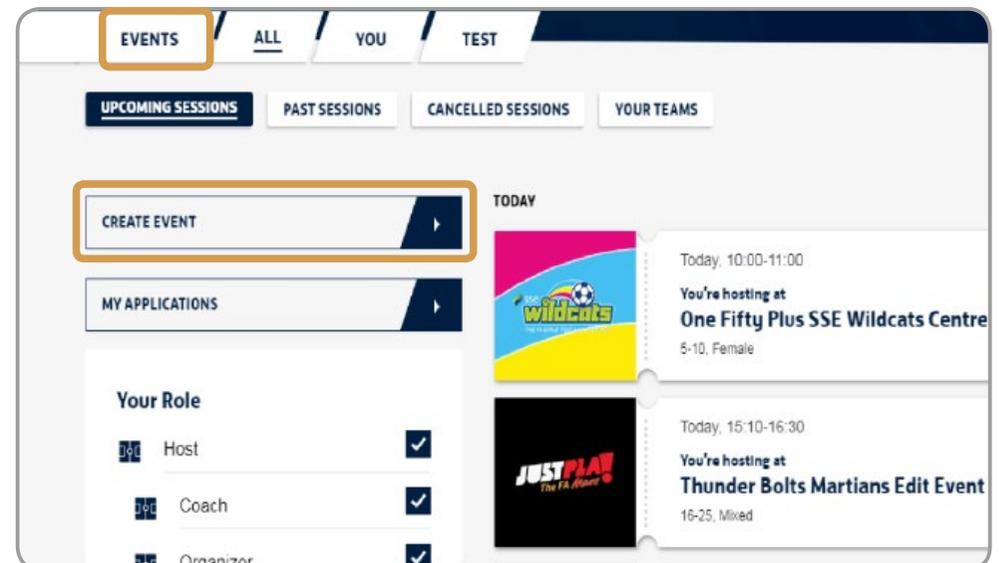
## Tabs

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.

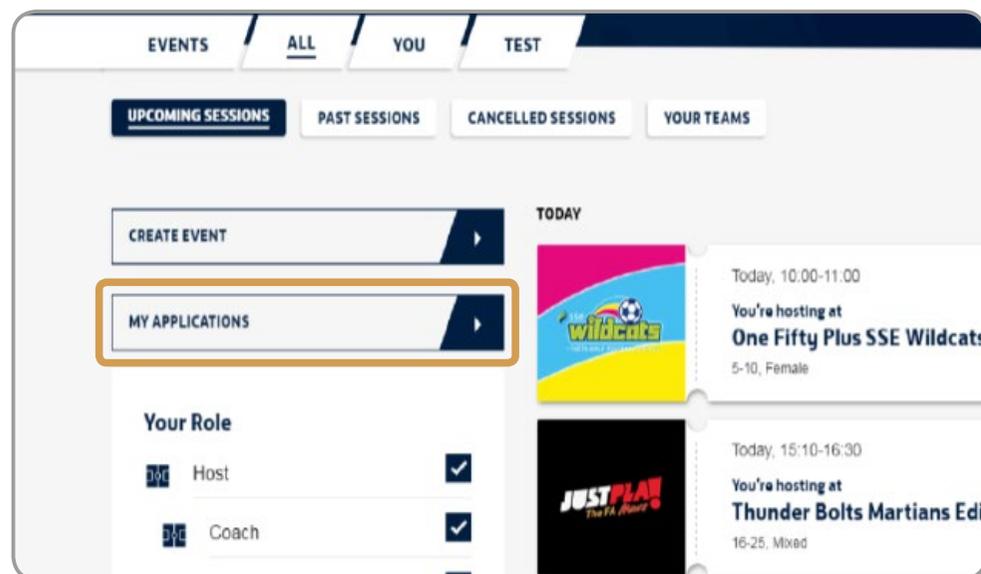


# 1. Getting started

## Viewing your applications

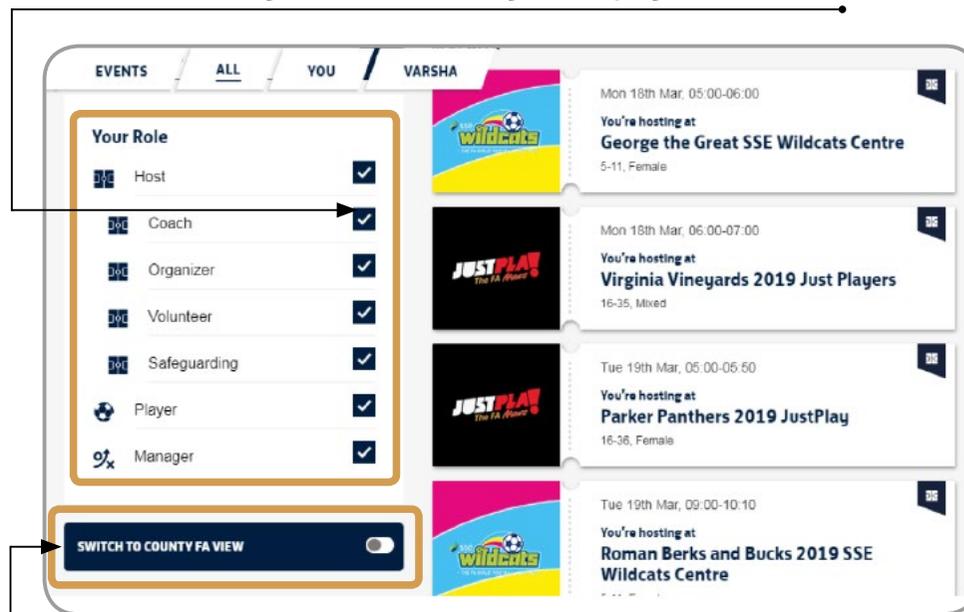
To view all your applications to run events – whether submitted, approved or rejected – click on **'MY APPLICATIONS'**:

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.

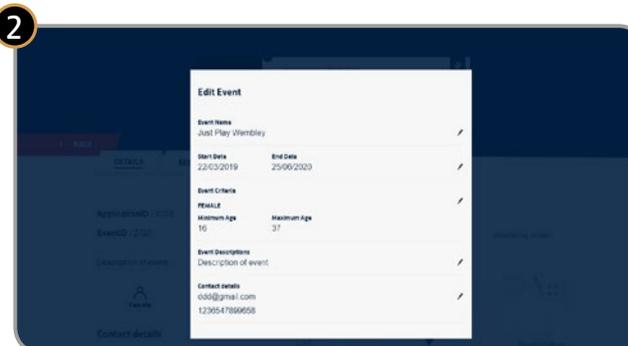
## 2. Editing an event

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

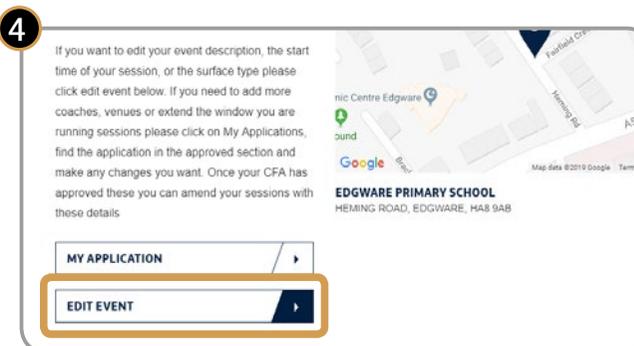
However, some changes require County FA approval and will not update or change until approval has been made. Edits made to the following do not need County FA approval;

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

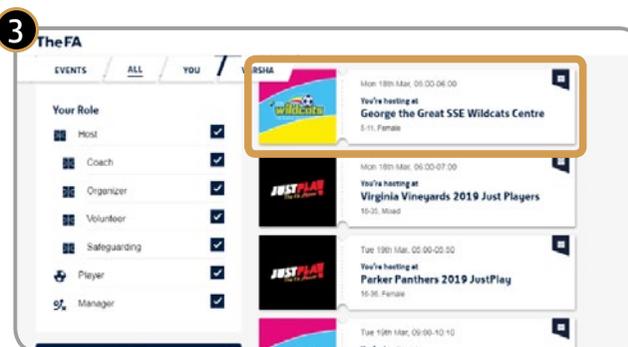
- To make edits, click the **'ALL'** tab:



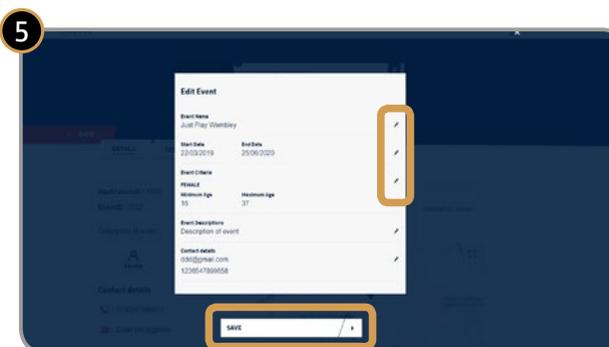
- Click on **'EDIT EVENT'**:



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



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



# 2. Editing an event

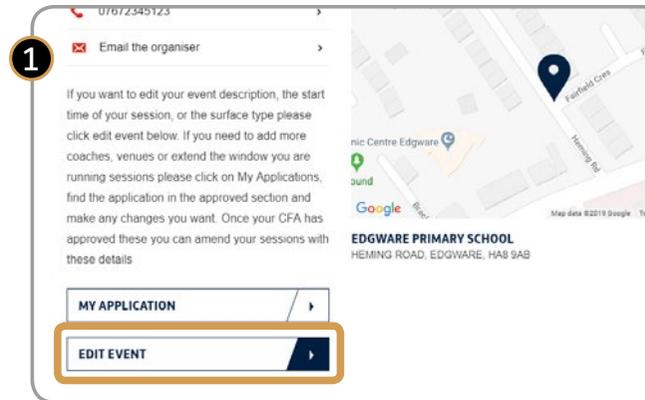
## Editing specific elements

### Editing age groups

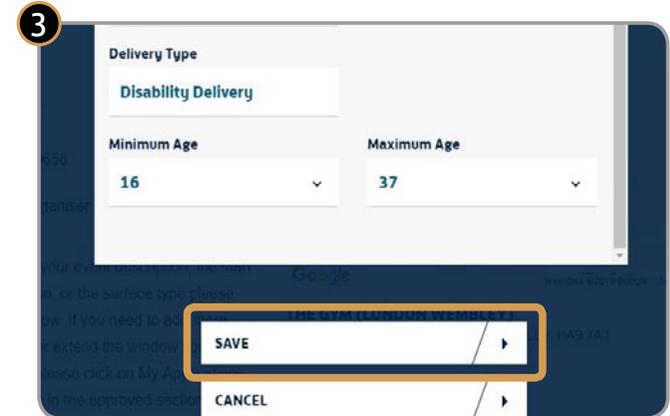
If there is an age group (e.g. 18-25 ) in your approved application, you can only change the age group if no participants have booked and before your sessions have started delivery.

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

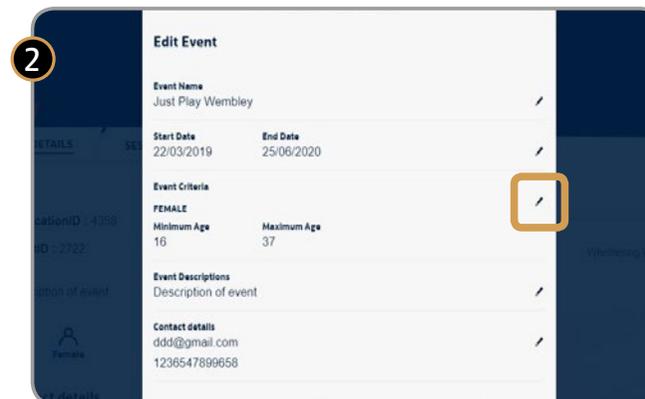
- Click on **'EDIT EVENT'**:



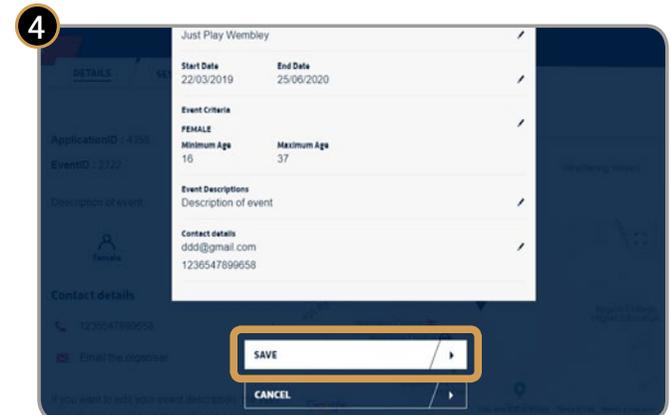
- Make desired change and click **'SAVE'**:



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



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



## 2. Editing an event

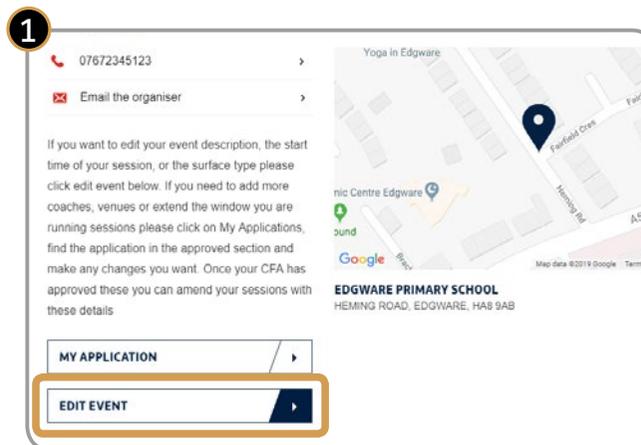
### Changing dates **INSIDE** those in your approved application

Within your application you will have been approved within certain dates. If you wish to start earlier or run later than you have previously agreed with your CFA please see section 8.

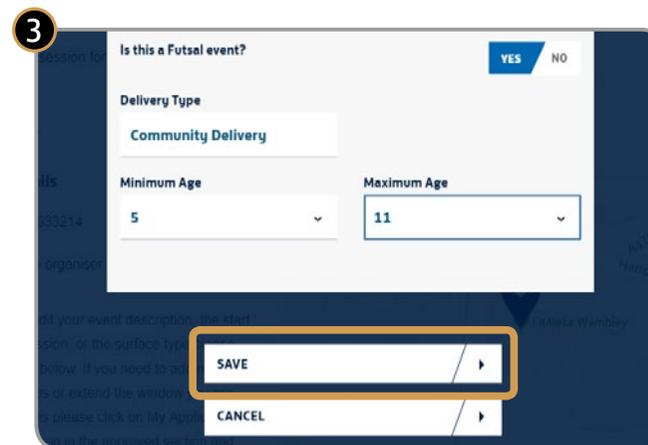
To change dates within the start and end dates that have been approved by the CFA, follow the steps below.

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

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



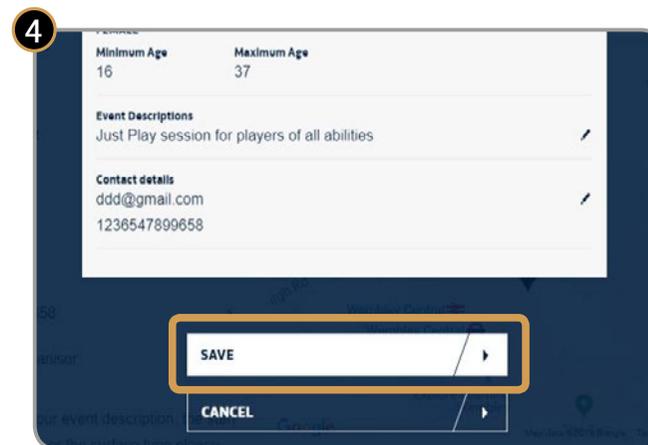
- Make desired change and click **'SAVE'**:



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



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

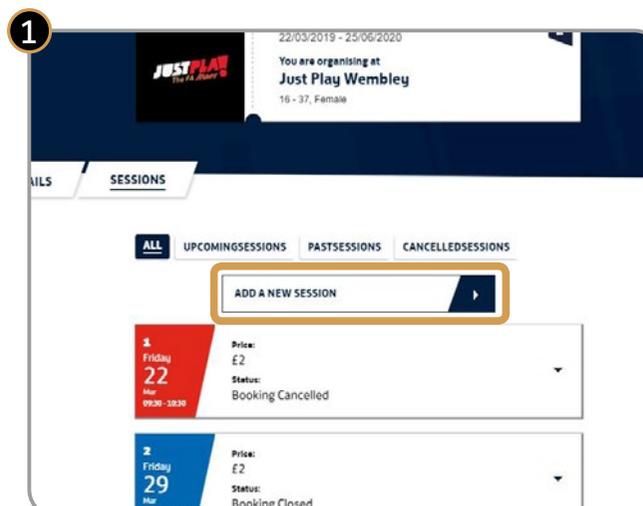


## 2. Editing an event

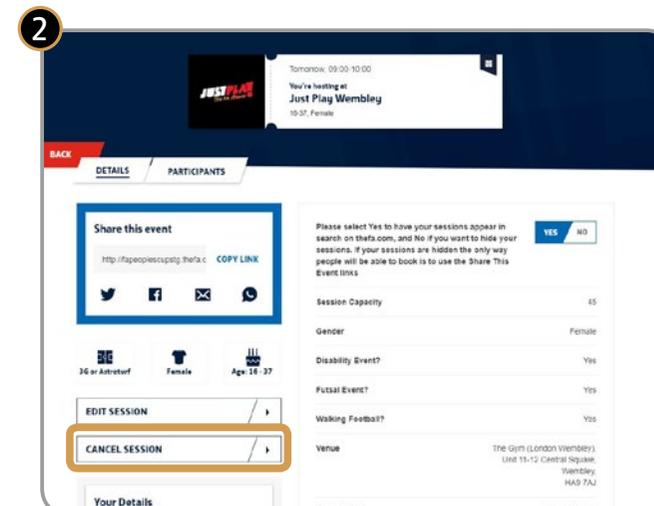
### Adding and cancelling sessions

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 are required to deliver a minimum of 32 sessions in the 12 months from commencing delivery.

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/>



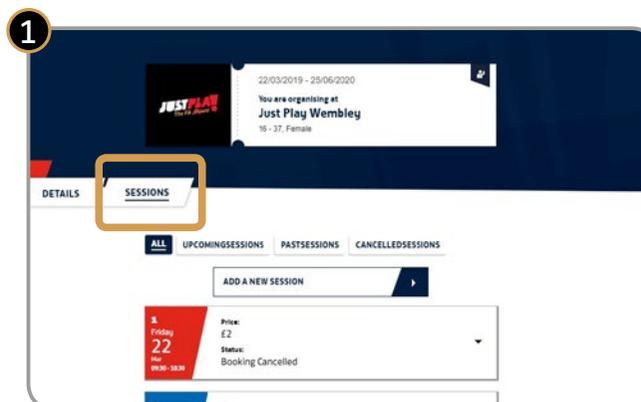
If the start date of a series of sessions needs to be brought forward, you should cancel the existing sessions and edit your application for County FA approval. See Section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**.

# 3. Editing an individual session(s)

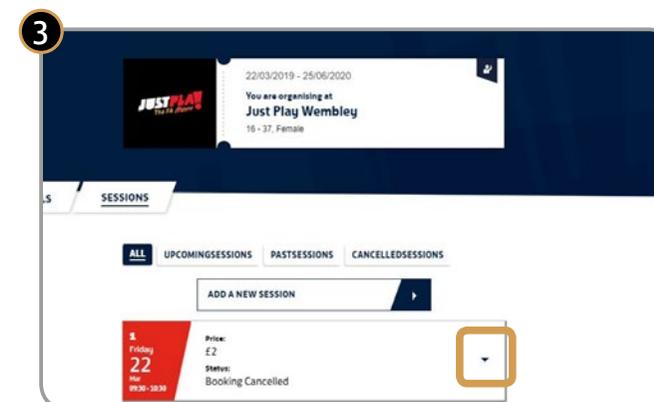
You can edit various elements of individual sessions, but those underlined in yellow below require County FA approval first. They will not update until this approval has been made but once the CFA has approved any of one of these then you can change these ad hoc.

- The coach details
- The venue details
- The organiser contact details
- Day of the week
- The session start and end time
- The number of participant places
- The cost per session
- The surface type

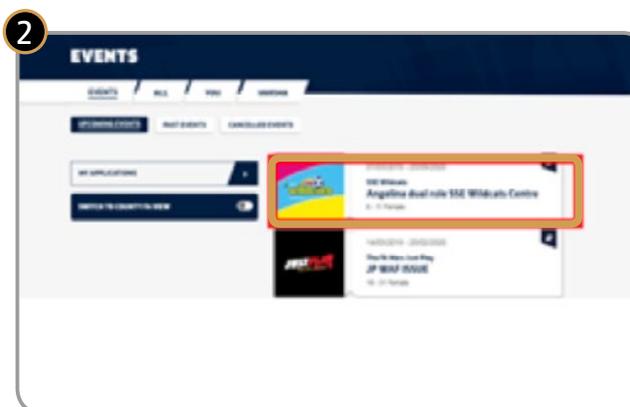
- Click on the **'SESSIONS'** tab at <https://faevents.thefa.com/>, select **'EVENT'**, and go to the **'SESSIONS'** tab:



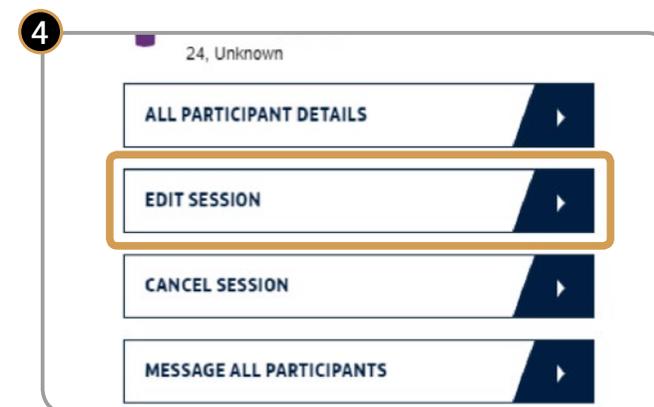
- Click on the arrow against each of the sessions to view the session details:



- Click on the relevant session that appears or alternatively simply click on the relevant session ticket sub from <https://faevents.thefa.com/>:



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

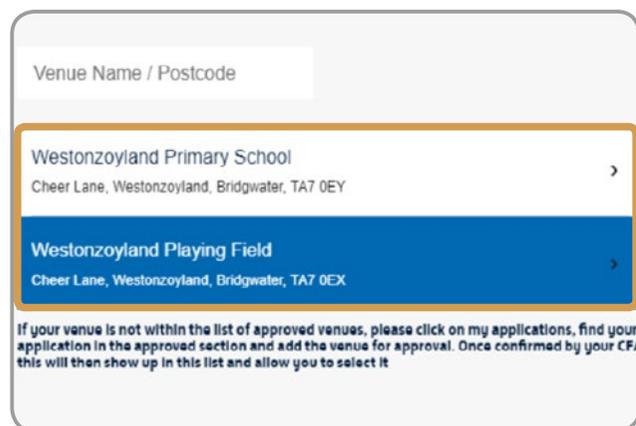


### 3. Editing an individual session(s)

#### 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.



The screenshot shows a dropdown menu for selecting a venue. At the top, there is a search bar labeled "Venue Name / Postcode". Below it, two options are listed:

- Westonzoyland Primary School  
Cheer Lane, Westonzoyland, Bridgwater, TA7 0EY
- Westonzoyland Playing Field  
Cheer Lane, Westonzoyland, Bridgwater, TA7 0EX

The second option, "Westonzoyland Playing Field", is highlighted in blue. Below the list, there is a note: "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 CF, this will then show up in this list and allow you to select it".

#### Adding a new staff member:

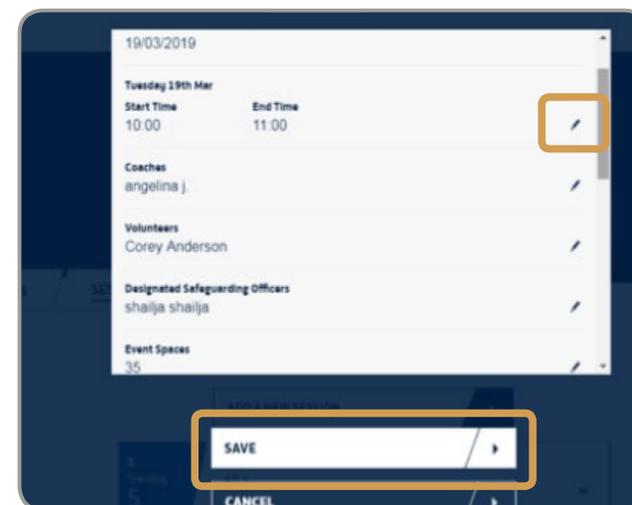
All staff must meet Mars Just Play criteria. For these criteria, refer back to the Mars Just Play Guidance information or contact your County FA.

Adding a new coach 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.



The screenshot shows a session editing screen for a session on 19/03/2019. The session is for Tuesday 19th Mar, starting at 10:00 and ending at 11:00. The screen lists the following staff members:

- Coaches: angelina j.
- Volunteers: Corey Anderson
- Designated Safeguarding Officers: shailja shailja
- Event Spaces: 35

Each staff member's name has a pencil icon next to it, indicating that it can be edited. At the bottom of the screen, there is a "SAVE" button and a "CANCEL" button. The "SAVE" button is highlighted with a yellow box.

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'**.

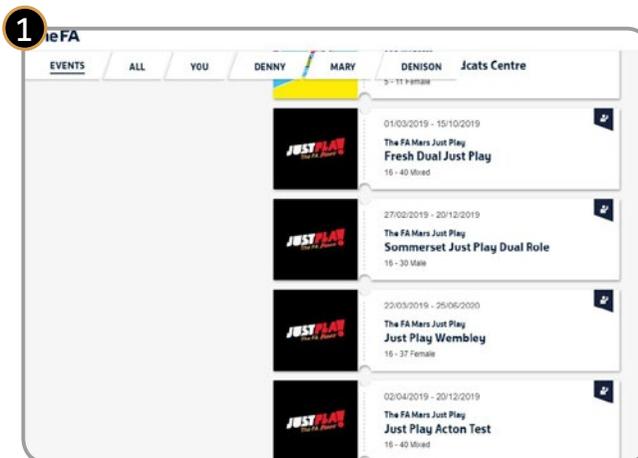
# 3. Editing an individual session(s)

## Changing the main contact on a session/event:

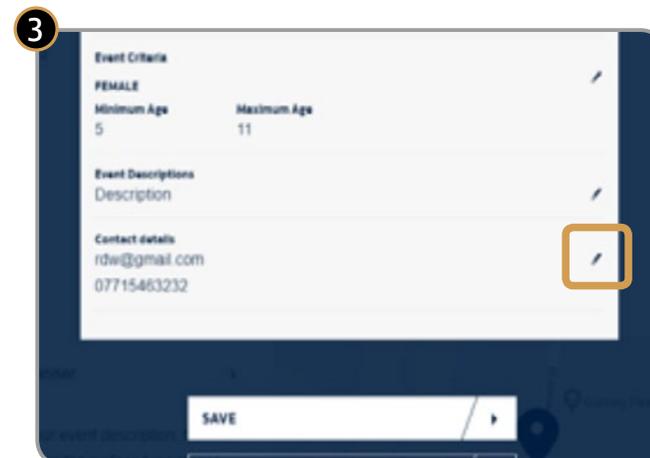
Remember any staff listed in your approved application can log-in and access the events platform. To change the lead contact details for a session, follow the steps on this page.

These details will be shown for anyone searching for and booking onto the session

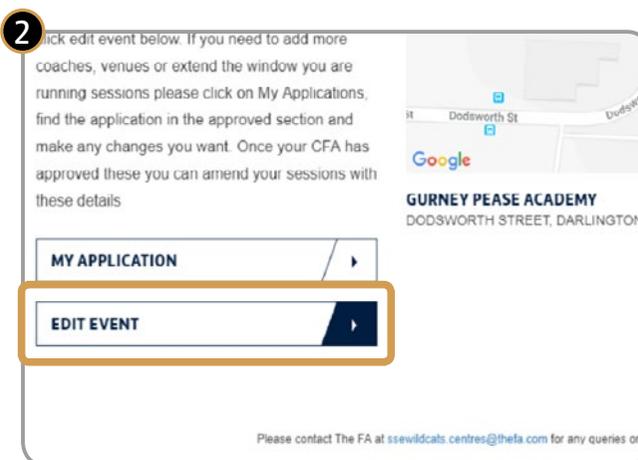
- From <https://faevents.thefa.com/> Go to 'EVENTS' and select the event you want to change:



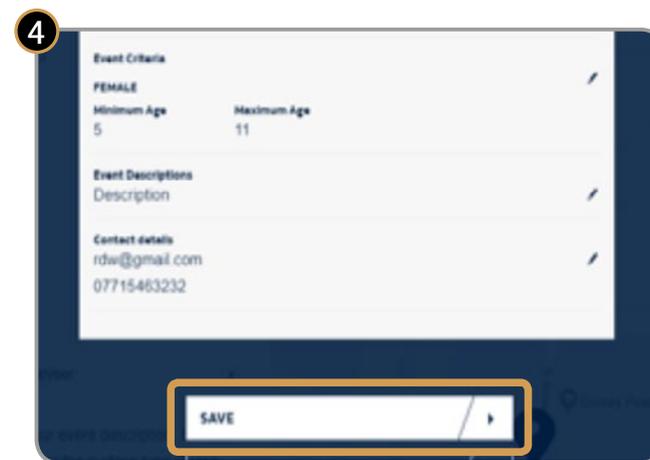
- Click on pencil icon next to 'Contact details':



- Click on 'EDIT EVENT':



- Make the desired change and click 'SAVE':

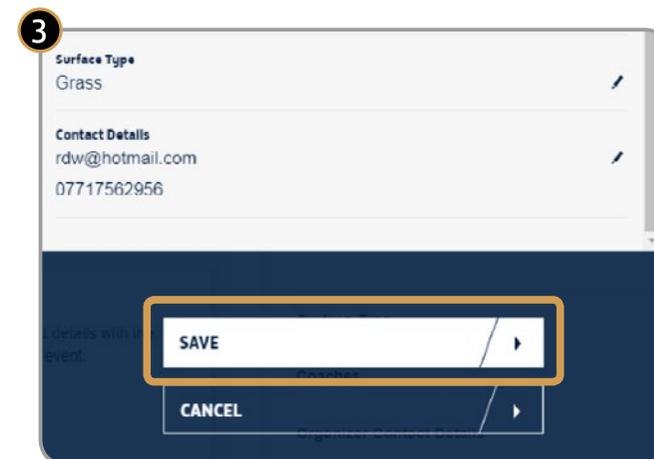
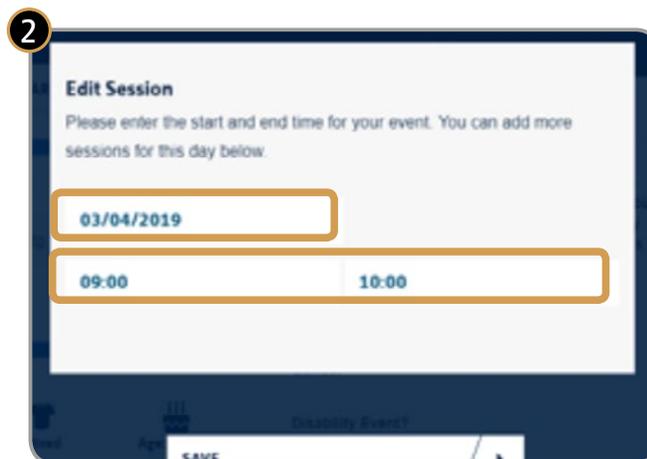
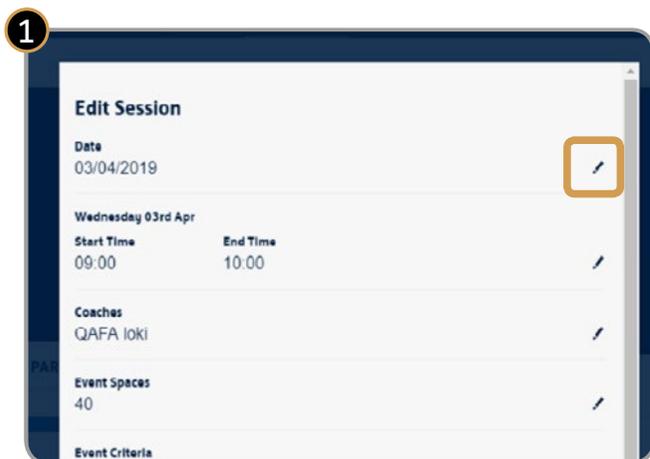


# 3. Editing an individual session(s)

## 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. If you want to move your sessions to a different day of the week you will need to follow the steps in section 8: **'MAKING AMENDMENTS TO AN APPLICATION'**.
- 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.

Surface Type  
Grass

Contact Details  
rdw@hotmail.com  
07717562956

**SAVE**

**CANCEL**

#### Changing the DAYS of a session(s):

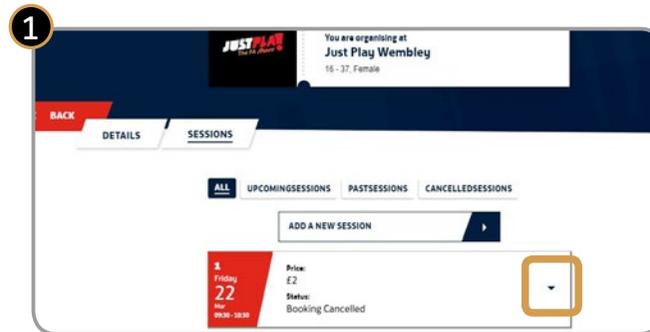
If you want to run a session on a different day to your original application then:

- 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.

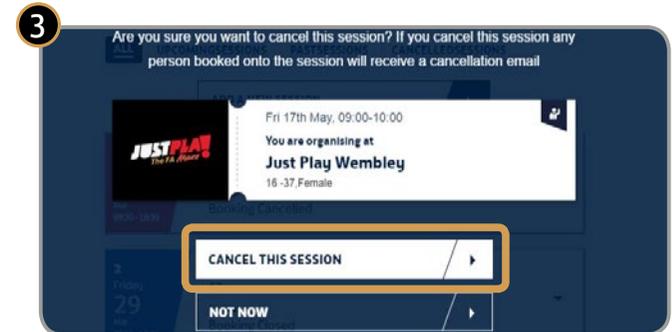
# 4. Cancelling an individual session(s)

To cancel an individual session, follow these steps:

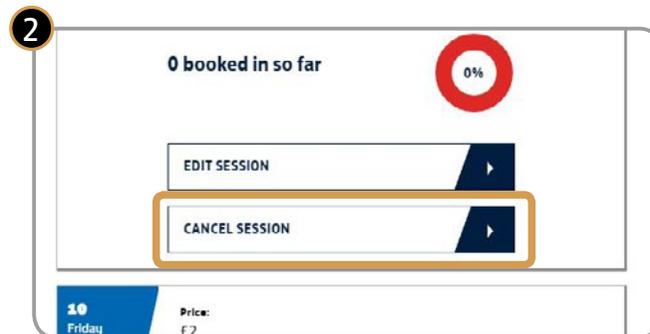
- Expand the session you want to cancel by clicking on the arrow against the relevant one(s):



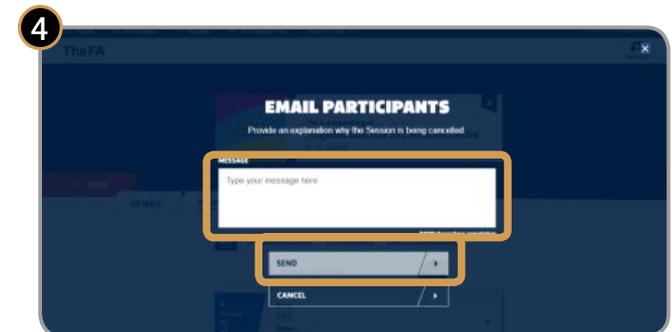
- A confirmation window will pop up. Click **'CANCEL THIS SESSION'** again to confirm;
- A box (see image below) will appear asking you to enter the reason for the cancellation:



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



- Click **'SEND'** and an email notification of the cancellation will automatically be sent to participants including your explanation for the session being cancelled:



# 5. Messaging participants

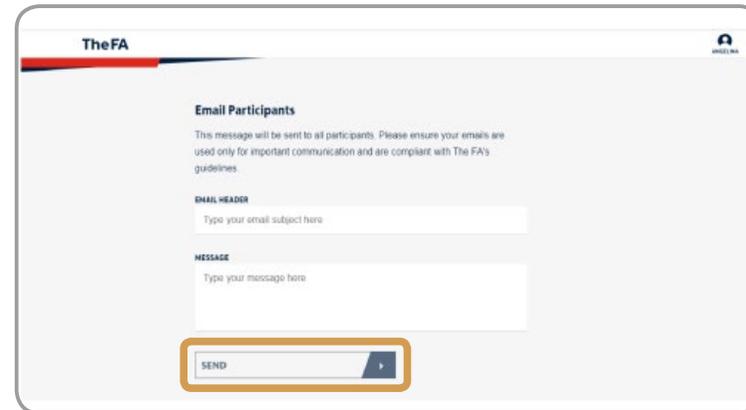
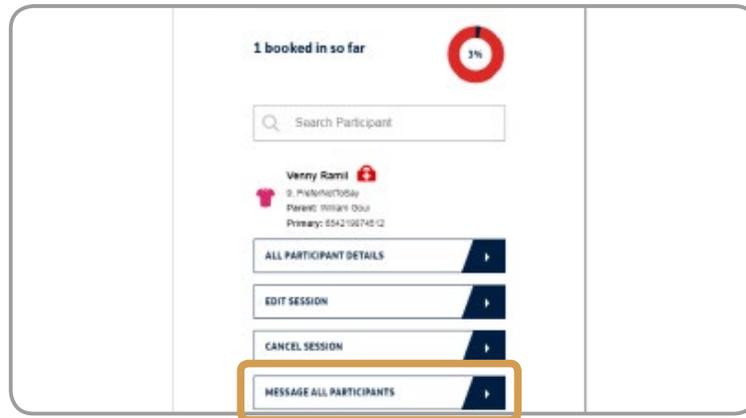
Every session has a **'MESSAGE ALL PARTICIPANTS'** button:

You can use this to inform participants about any upcoming events you have planned or functional details such as parking on site.

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:

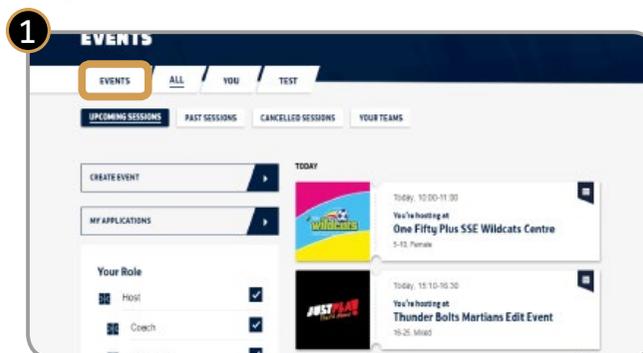


# 6. Recording attendance and viewing participants' details

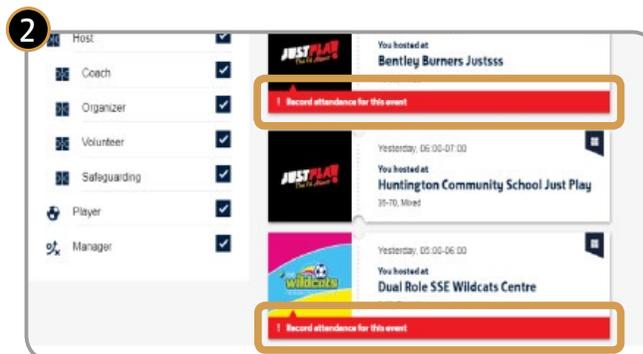
## Recording attendance

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

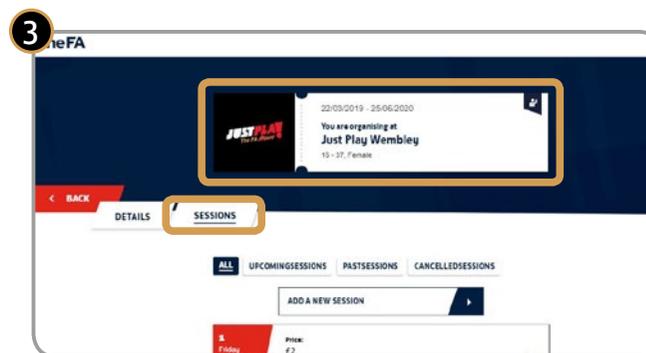
- To access your attendance register, go to **'EVENTS'**:



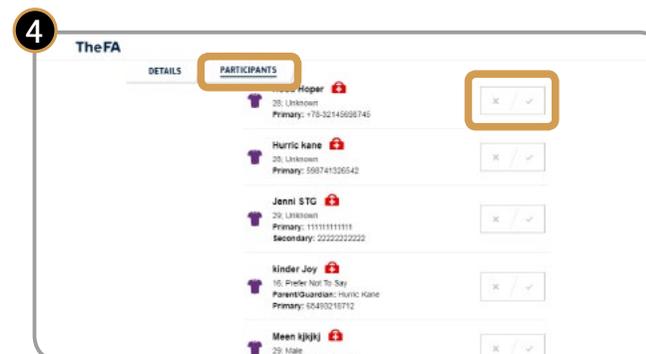
- When the individual session opens, click on the red notification box(es) which indicates sessions for which attendance has not been recorded:



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



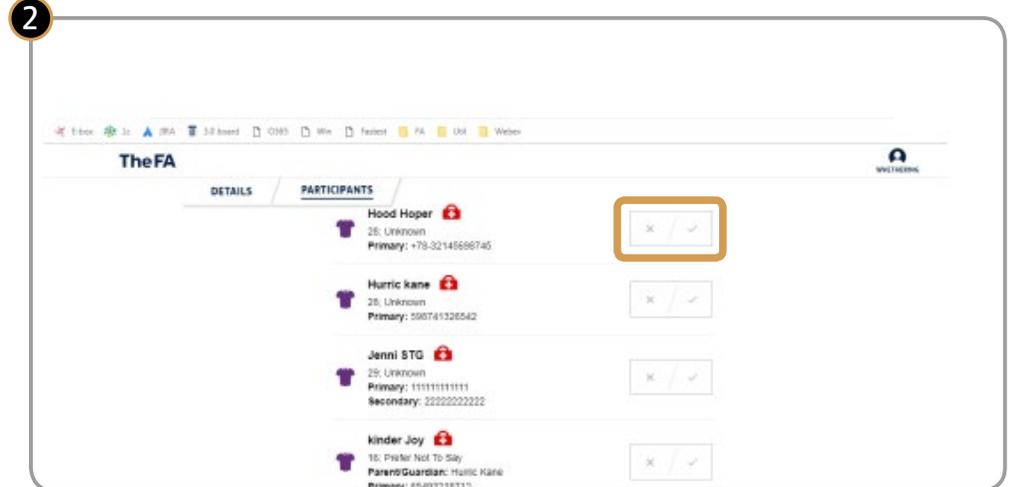
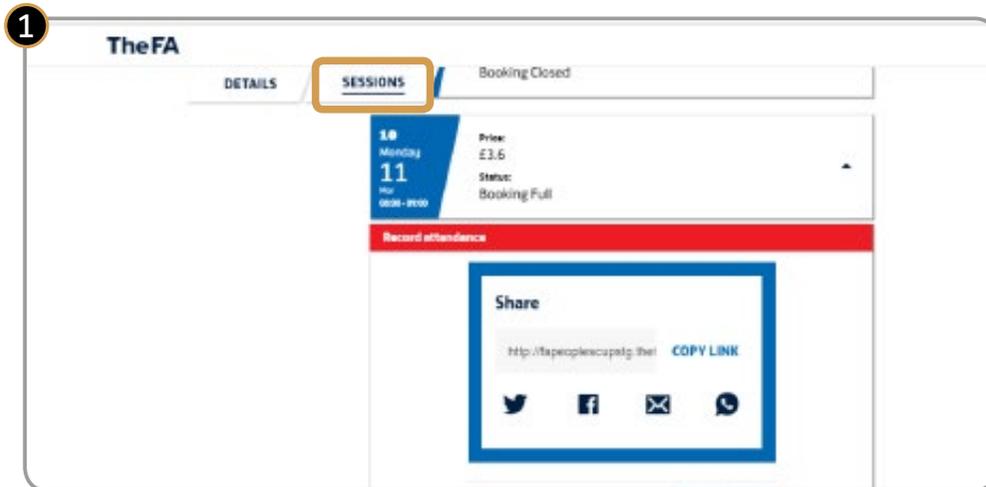
- Click on the **'PARTICIPANTS'** tab;
- Select the tick or the cross to denote whether the participants attended or not:



# 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:



# 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 when they booked.

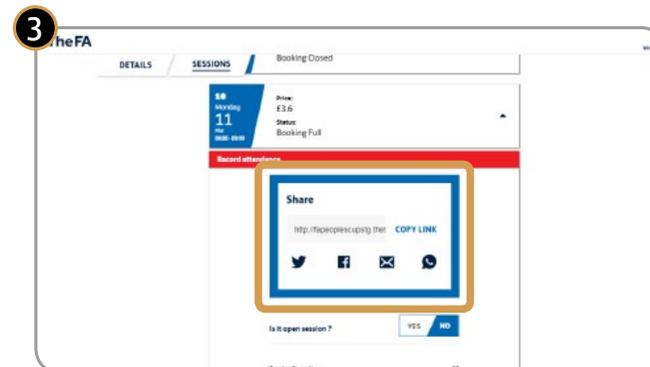
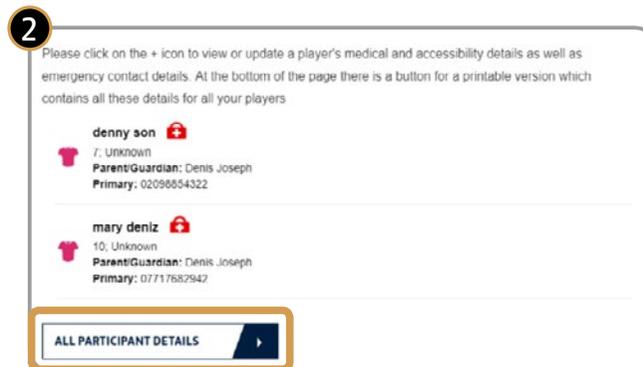
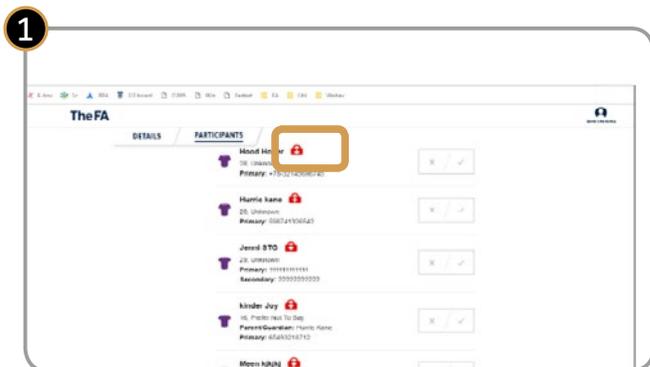
You can also open a print-friendly version of all participant details. These details include:

- 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. Please note medical, accessibility and emergency contact details will only show if the participant has chosen to add these.

## 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 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
<b>EDITING EVENTS</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Event Name</li> <li>✓ Event Description</li> <li>✓ Event Start and Event End dates (if there are no bookings made or the booking start date is in the future).*</li> <li>✓ Organiser contact information</li> <li>✓ Event age group</li> </ul>	<ul style="list-style-type: none"> <li>× Age group (NB this is editable but only BEFORE the booking start date)</li> <li>× Gender</li> </ul> <p><b>If the event is:</b></p> <ul style="list-style-type: none"> <li>× Futsal</li> <li>× Disability football</li> <li>× Being run by the County FA</li> </ul>
<b>EDITING INDIVIDUAL SESSION(S)</b>	<b>3</b>	<ul style="list-style-type: none"> <li>✓ The session start and end time</li> <li>✓ Gender (if the approved gender is 'Mixed')</li> <li>✓ The coach details*</li> <li>✓ The participant spaces</li> <li>✓ The cost per session</li> <li>✓ The venue details*</li> <li>✓ The surface type</li> <li>✓ Organiser contact details</li> </ul>	<ul style="list-style-type: none"> <li>× Age group</li> <li>× Gender (if the approved gender is anything other than 'Mixed')</li> </ul> <p><b>If the individual session is:</b></p> <ul style="list-style-type: none"> <li>× Walking football</li> <li>× Futsal</li> <li>× Disability football</li> <li>× Being run by the County FA</li> </ul>
<b>MAKING AMENDMENTS TO AN APPROVED APPLICATION</b>	<b>8</b>	<ul style="list-style-type: none"> <li>✓ The session end dates *</li> <li>✓ Addition of another day of the week*</li> <li>✓ Venues –additions and changes*</li> <li>✓ The document uploads*</li> <li>✓ The coach details*</li> <li>✓ The volunteer details*</li> <li>✓ The DSO details*</li> <li>✓ The details that was provided in the initial application*</li> </ul>	<ul style="list-style-type: none"> <li>× The start date if the sessions start in the past</li> <li>× Age group</li> <li>× Gender (if the approved gender is anything other than 'Mixed')</li> </ul> <p><b>If the individual session is:</b></p> <ul style="list-style-type: none"> <li>× Walking football</li> <li>× Futsal</li> <li>× Disability football</li> <li>× Being run by the County FA</li> </ul>

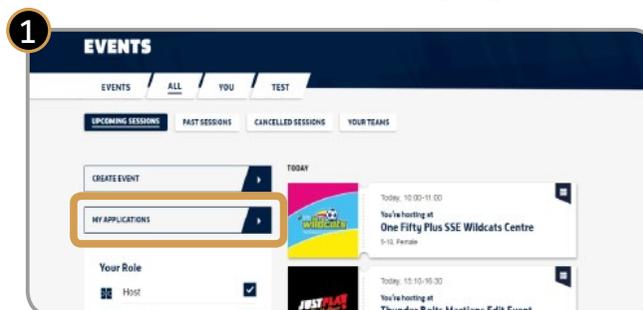
\* These items require County FA approval, so changes can only be made when approval is granted.

# 8. Making amendments to an approved application

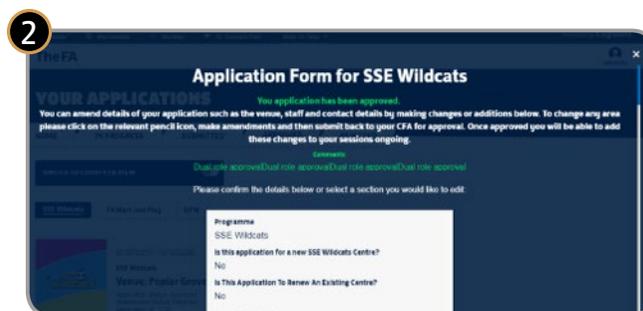
If you want to make significant changes to an original application you need to re-submit it to your County FA for approval.

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:

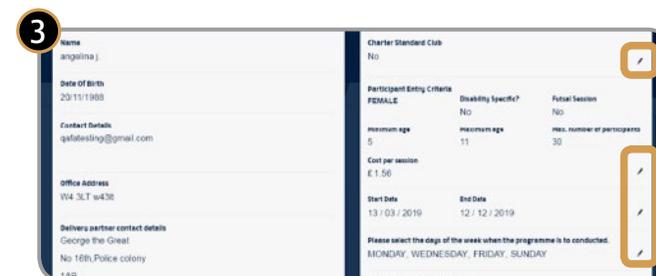


Then click on the **'APPROVED APPLICATIONS'** on the screen that follows:

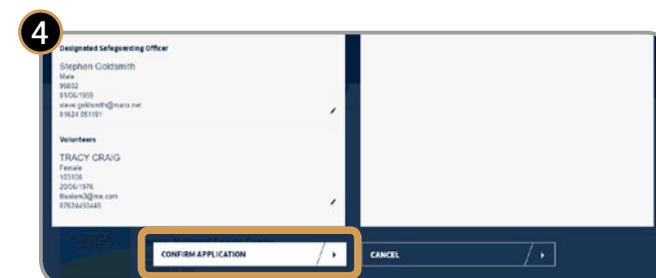


Make the desired change by clicking on the pencil icon(s). Please note some fields cannot be changed:

- 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 County FA or***

**Email: [JustPlay@TheFA.com](mailto:JustPlay@TheFA.com)**

**JUST PLAY!**  
The FA *Mars*®

**THANK YOU**