Team Administrators

For Leagues using Player Registration through Whole Game System, the process of creating Team Administrator has changed.

The creation of Team Administrators is no longer completed within Full-Time by a league, it is down to the clubs to attach them to each team within Whole Game System.

Managers, Coaches and Assistants will all be automatically be given a Team Administrator role with the option for the clubs to assign the role of Team Secretary which will also integrate as a Team Administrator in Full-Time.
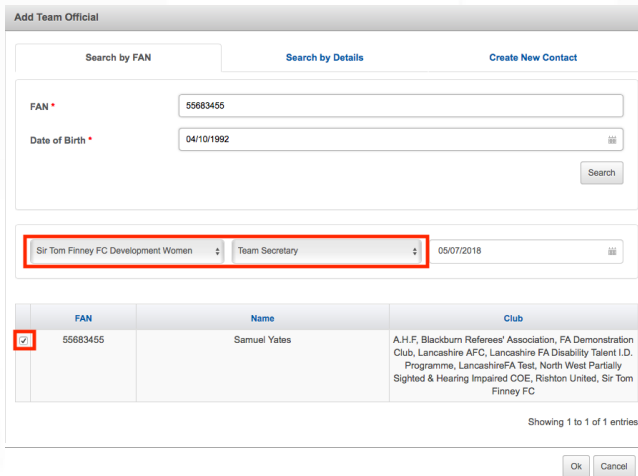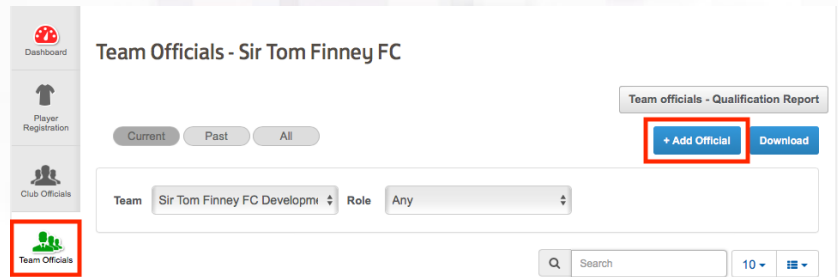
This will not give them access to log in to Full-Time and it will not assign them as an SMS contact. A login to Full-Time and the assigning of SMS contacts is down to the leagues discretion.

Creating Team Administrators in Whole Game System (Club) and creating Full-Time login (League)

STEP 01

In Whole Game System, click on the "Teams" tab.

Select the team you wish to add an official too in the team filter and click "Add Official"

STEP 02

Add the details of the official you want to add. Tick the box by their details, ensure the team is correct and then select the role "Team Secretary"

Once the league has integrated across to Full-Time, any of the 4 aforementioned roles will show in the "People" list on Full-Time

STEP 03

League Administrators – Go to the "People" tab. All those with a dark blue dot have been integrated across from Whole Game System.

Select the "Edit" option, you will be presented with a message box that will send a login invite to the Team Administrator

All Team Administrators are listed as an option for SMS Contact

For more information contact us at PlayerRegistrations@TheFA.com