



# Full-Time

## Enhancements

Version 2.2 (March 2012)

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County FAs
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# FULL-TIME

## League Administration

FULL-TIME is the easy way of managing your football leagues online. The FA is offering it free to all affiliated leagues across the country.

FULL-TIME is the only league administration package that works in conjunction with TheFA.com, your County website, Members Services and RESPECT monitoring.

[Read more about FULL-TIME](#)

**REGISTER YOUR LEAGUE NOW!**

**CREATE** your own league website  
**EASY** management of fixtures, results & tables  
**REGISTER** players and manage teams

**SIMPLE** to use - website updated instantly  
**OPTIONAL** features to suit your league  
**ADD** news stories, photos and match details

**SHARE** the workload, multi-user access  
**APPOINT** referees for Respect monitoring  
**ADVERTISE** your sponsors on your website

## March 2012 Updates (Version 2.2)

The following updates to Full-Time were issued in March 2012:-

### Advanced Options 16.0 – Respect Marking and Team Match Questions

Version 2.2 of Full-Time allows leagues to have their club complete “Respect Marks” within Full-Time, which mirror the questions referees can complete as part of the Respect Monitoring within Members Services. These Respect Marks are standardised across all leagues, and we hope all leagues will embrace them, as having a single scheme across the county will not only benefit analysis at league level, but also for counties and the Football Association.

These marks submitted across the season will provide a fair assessment of where teams receive a good and poor experience of the game in relation to the conduct of their opponents. Leagues can use these marks periodically to raise concerns with those clubs that are noticeably below the average and to celebrate those that consistently receive high marks.

In addition, we have also added the facility for leagues to define their own “match return” questions for team level reporting, so that leagues can tailor their individual returns to suit their own requirements.

**Important Note:** Leagues may well not wish to activate these options until the summer of 2012, between seasons – changing the marking screens and information requested mid-season may be somewhat confusing for clubs.

**Referee Marks:** it is important to note that these new Team Match Questions should **not** be used for marking of referees. If you wish to record referees marks in Full-Time, then the correct functionality (sections 6.1 and 6.2) of the Advanced Options should be used, which allows these marks to be viewed in the Referees Section. We expect in future further options will be added around these marks.

**Sporting Marks:** at present if leagues have the “Sporting Marks” option enabled, then you cannot make them disappear from the screens, but we will provide an option to hide them from input prior to the start of the 2012-13 season, in the expectation that many leagues will move to Respect marking.

### Advanced Options 8.3 – How to... Display Results, Fixtures and Tables on Other Websites

The “Code Snippets”/“Feeds” options have been extended to include some all-white and white-grey colour schemes. See the “Feeds” link on your Full-Time site for more details.

### Advanced Options 16.1 - How to... Enable Respect Marking

From March 2012 onwards, Leagues can ask their clubs to mark the opposition teams according to various Respect questions. These complement the questions referees’ can complete within Members Services on the County Websites, although the referees’ answers are not yet available to leagues.

We hope all leagues will begin to use the club Respect Marking from season 2012-13 onwards.

The Respect Marking is not automatically enabled, and we anticipate that most leagues will not wish to enable it mid-season, but wait until the 2011-12 season has finished.

**Step 1:** From “Admin Home”, click on “Results/Stats”

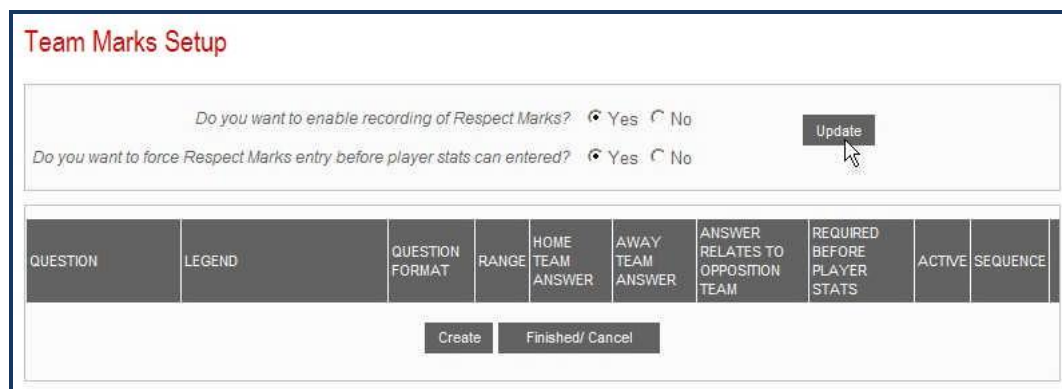


**Step 2:** Click on the (new) “Team Mark Setup” link.



**Step 3:** The “Team Marks Setup” page will appear, with two radio buttons. The first (“enable recording of Respect Marks”) will cause the Respect Marking section to appear on the Match Statistics page. The second “Force Respect Marks entry before player stats can be entered” will force Team Administrators to input Respect Marks before they can access the player match statistics pages.

**Note:** Before you select the “force” option make sure this is what you want. Whilst it will assist Team Administrators by making it much more difficult for them to “forget” to answer questions, it will also mean they cannot do any Player Statistics without doing their team marks first of all. If a league, for example, records goal scorers immediately after games and then records the other information later on, they may not wish to enable this option.



The screenshot shows the 'Team Marks Setup' page. It has a title 'Team Marks Setup' in red. Below the title, there are two questions with radio buttons for 'Yes' and 'No':

- Do you want to enable recording of Respect Marks? ☒ Yes ☐ No
- Do you want to force Respect Marks entry before player stats can be entered? ☒ Yes ☐ No

There is an 'Update' button to the right of the first question. Below these questions is a table with the following headers:

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE
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At the bottom of the table area, there are two buttons: 'Create' and 'Finished/ Cancel'.

Once enabled, the Respect Marking page appears on the Team Statistics page. This asks both teams to report on the following:-

1. Whether Spectator Barriers/Areas were used (most common in youth football).
2. Whether a Respect Handshake (pre- or post- match) took place.
3. Marks for behaviour of players from the opposition (1 = Very Poor, 5 = Excellent)
4. Marks for behaviour of supporters from the opposition (1 = Very Poor, 5 = Excellent)
5. Marks for behaviour of coach/manager from the opposition (1 = Very Poor, 5 = Excellent)
6. Marks for Overall behaviour at this match – Both Teams (1 = Very Poor, 5 = Excellent)
7. Marks for Your team's overall enjoyment of this match (1 = Very Poor, 5 = Excellent)



The screenshot shows the 'Respect' marking page. It has a header with the word 'Respect' in large white letters and the The FA logo. Below the header is a table with the following structure:

QUESTION	ANSWER
Were Respect barriers/areas used during this match?	<input type="radio"/> Yes <input type="radio"/> No
Did the Respect handshake take place?	<input type="radio"/> Yes <input type="radio"/> No
Behaviour of players from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Behaviour of supporters from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Behaviour of coach/manager from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Overall behaviour at this match (both teams)?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Your team's overall enjoyment of this match?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Please Rate Behaviour (1 = Very Poor, 5 = Excellent)	

At the bottom of the page, there is a red error message: 'Respect team marks must be entered before statistics button is enabled.'

The screen will tell the user whether these marks have to be input before the player statistics can be accessed.

**Note:** These Respect Marks are standardised across all leagues (hence no facility to change the marking range), and we hope all leagues will embrace them, as having a single scheme across the county will not only benefit analysis at league level, but also for counties and the Football Association.

## Advanced Options 16.2 - How to... Create New Team Questions

Version 2.2 of Full-Time allows leagues to define their own “match return” questions for team level reporting, so that leagues can tailor their individual returns to suit their own requirements. During early 2012 we surveyed leagues to find out what questions they typically asked of clubs for their match returns, and it was clear there was such a variation we needed facility to provide a “bespoke” system.

**Step 1:** From “Admin Home”, click on Results/Stats and then the (new) “Team Mark Setup” link.



**Result Director**

Enter and modify your results and statistics. [Results/Stats](#)

The simplest view of the results entry. Enter scores only, results automatically approved. [Fast Result Entry](#)

Setup the statistic types you would like to record for your league. [Stat Setup](#)

Setup the team mark questions you would like to record for your league. [Team Mark Setup](#)

**Step 2:** Underneath the “Respect Marks” section, click on “Create”.



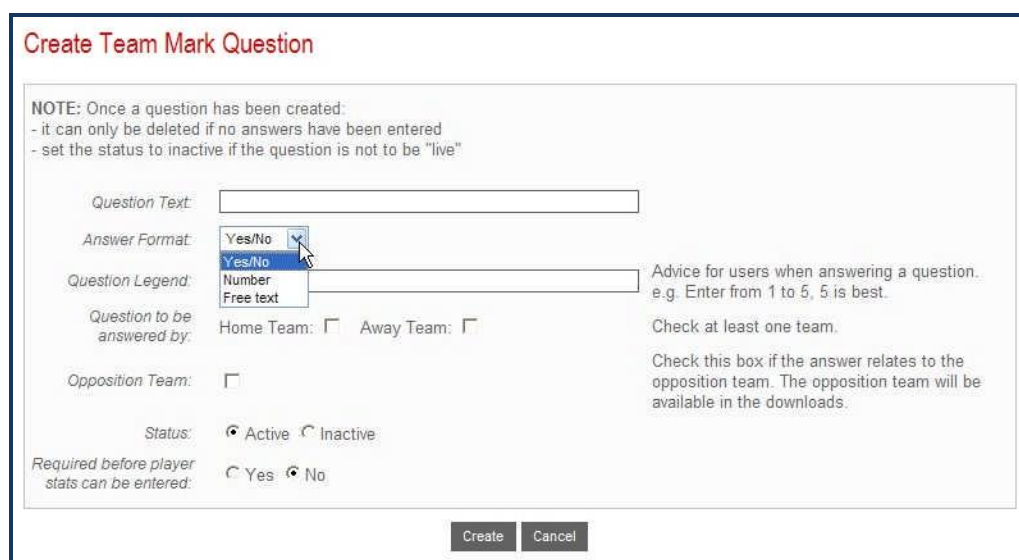
**Team Marks Setup**

Do you want to enable recording of Respect Marks? ☒ Yes ☐ No [Update](#)

Do you want to force Respect Marks entry before player stats can entered? ☒ Yes ☐ No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE
<a href="#">Create</a> <a href="#">Finished/ Cancel</a>									

**Step 3:** The Create Team Mark Question page appears. Team questions may be created for Yes/No questions, Number questions (any range from 0-100) and free text questions.



**Create Team Mark Question**

**NOTE:** Once a question has been created:  
 - it can only be deleted if no answers have been entered  
 - set the status to inactive if the question is not to be “live”

Question Text:

Answer Format:

Question Legend:  Advice for users when answering a question. e.g. Enter from 1 to 5, 5 is best.

Question to be answered by: Home Team: ☐ Away Team: ☐ Check at least one team.

Opposition Team: ☐ Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

Status: ☒ Active ☐ Inactive

Required before player stats can be entered: ☐ Yes ☒ No

[Create](#) [Cancel](#)

For each question you should specify what the question is, and whether it is to be answered by the home team, the away team or both teams. You should also specify whether the question applies to the Opposition Team (the team will then be identified in the download spreadsheets), whether the question is Active or Inactive (inactive questions will not appear on the marking screens) and whether the question has to be answered before a user can progress to the Player Statistics screen

In addition you may add a “Question Legend” (text that appears in a box underneath the answers – if no text is given, this box does not appear – many leagues may prefer not to use this option).

**Step 5a:** To create a “Yes/No” question enter the question details, which teams are due to answer it, whether it is active and whether users must enter it before progressing to the player statistics page. Once you have entered the details, click on “Create”.

**Example below:** In this example, we have included a “Question Legend” (“Please answer yes or no”), the question is to be answered by both teams, and the question does refer to the opposition team.

The question has been set as active, and the user will be required to answer it before they can progress to inputting any player statistics.

### Create Team Mark Question

**NOTE:** Once a question has been created:  
- it can only be deleted if no answers have been entered  
- set the status to inactive if the question is not to be “live”

Question Text:

Answer Format:

Question Legend:

Question to be answered by: Home Team: ☒ Away Team: ☒

Opposition Team: ☒

Status: ☒ Active ☐ Inactive

Required before player stats can be entered: ☒ Yes ☐ No

Advice for users when answering a question.  
e.g. Enter from 1 to 5, 5 is best.

Check at least one team.

Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

**Step 5b:** To create a “Number” question, enter the question details, which teams are due to answer it, whether it is active and whether users must enter it before progressing to the player statistics page.

In addition you must specify the range for the numbers. The only restriction is that it cannot be more than 0-100, but otherwise it can be whatever range you require (1-5 and 1-10 are common).

Once you have entered the details, click on “Create”.

**Example below:** In this example, we have not included a “Question Legend”, the question is to be answered only by away teams, and the question does refer to the opposition team (their facilities).

The question has been set as active, but the will not be required to answer it before they can progress to inputting any player statistics.

### Create Team Mark Question

**NOTE:** Once a question has been created:  
- it can only be deleted if no answers have been entered  
- set the status to inactive if the question is not to be “live”

Question Text:

Answer Format:

Range Lowest:

Range Highest:

Question Legend:

Question to be answered by: Home Team: ☐ Away Team: ☒

Opposition Team: ☒

Status: ☒ Active ☐ Inactive

Required before player stats can be entered: ☐ Yes ☒ No

Marks may be in any range from 0 (lowest) to 100 (highest).

Marks may be in any range from 0 (lowest) to 100 (highest).

Advice for users when answering a question.  
e.g. Enter from 1 to 5, 5 is best.

Check at least one team.

Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

**Step 5c:** To create a “Free Text” question enter the question details, which teams are due to answer it, whether it is active and whether users must enter it before progressing to the player statistics page. Once you have entered the details, click on “Create”.

**Example below:** In this example, we not have included a “Question Legend”, the question is to be answered by the home team only, and the question does not refer to the opposition team. The question has been set as active, and the user will not be required to answer it before they can progress to inputting any player statistics.

### Create Team Mark Question

**NOTE:** Once a question has been created:  
 - it can only be deleted if no answers have been entered  
 - set the status to inactive if the question is not to be “live”

Question Text:

Answer Format: Free text

Question Legend:

Question to be answered by: Home Team: ☒ Away Team: ☐

Opposition Team: ☐

Status: ☒ Active ☐ Inactive

Required before player stats can be entered: ☐ Yes ☒ No

Advice for users when answering a question.  
e.g. Enter from 1 to 5, 5 is best.

Check at least one team.

Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

Create Cancel

**Step 6:** Once these Team Questions are created, they appear on the Team Marks Setup page. Each question has a Sequence which determines the order in which they appear on-screen.

### Team Marks Setup

Do you want to enable recording of Respect Marks? ☒ Yes ☐ No Update

Do you want to force Respect Marks entry before player stats can entered? ☒ Yes ☐ No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	1	<a href="#">Edit</a> <a href="#">Delete</a>
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	2	<a href="#">Edit</a> <a href="#">Delete</a>
Details of match officials expenses		Free text		Y				Y	3	<a href="#">Edit</a> <a href="#">Delete</a>

Create Finished/ Cancel

Depending on how the questions have been set up, they will appear accordingly on the result pages for the home and away teams (the example below is a home team, so the Changing Facilities question does not appear). Note how the questions with and without “Question Legends” appear.

### Team Marks:

QUESTION	ANSWER
Did your manager check the opposition ID cards? *	<input type="radio"/> Yes <input type="radio"/> No
	Please answer yes or no
Details of match officials expenses	<input type="text"/>

\* required.

Required team marks must be entered before statistics button is enabled.

### Advanced Options 16.3 - How to... Re-Order Team Questions

When you create Team Questions, each one is added with a new “Sequence” number, which determines the order in which they appear on the marking screens. If you wish to adjust the order in which questions appear, you may do so.

**Step 1:** For the question concerned, click on “Edit”.

### Team Marks Setup

Do you want to enable recording of Respect Marks? ☒ Yes ☐ No

Do you want to force Respect Marks entry before player stats can be entered? ☒ Yes ☐ No

Update

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	1	Edit Delete
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	2	Edit Delete
Details of match officials expenses		Free text		Y				Y	3	Edit Delete

Create
Finished/ Cancel

**Step 2:** Select the new Sequence Number for the question.

### Update Team Mark Question

Question Text: Mark for Quality of Changing Facilities

Answer Format: Number

Range Lowest: 1

Range Highest: 5

Question Legend:

Question to be answered by: Home Team: No, Away Team: Yes

Opposition Team: ☒

Status: ☒ Active ☐ Inactive

Required before player stats can be entered: ☐ Yes ☒ No

Sequence: 2

Marks may be in any range from 0 (lowest) to 100 (highest).

Marks may be in any range from 0 (lowest) to 100 (highest).

Advice for users when answering a question. e.g. Enter from 1 to 5, 5 is best.

Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

Update
Cancel

**Step 3:** Click on “Update” at the bottom of the screen.

Status: ☒ Active ☐ Inactive

Required before player stats can be entered: ☐ Yes ☒ No

Sequence: 1

Update
Cancel

The question will now appear with the new Sequence number, and the Sequence numbers for all other questions will be moved up or down accordingly (e.g. if you move a question from 3 to 1, then the questions previously at 1 and 2 will be moved down one spot).

## Advanced Options 16.4 - How to... De-activate Team Questions

When you create Team Questions, each one will normally be set as “Active”, but if over time you wish to remove questions, you can do so by making them “Inactive”. Note that once marks have been recorded for questions, this is the only way to make them “disappear” – although you may delete questions, you can only do so if no marks have been recorded for them.

**Step 1:** For the question concerned, click on “Edit”.

**Team Marks Setup**

Do you want to enable recording of Respect Marks? ☒ Yes ☐ No Update

Do you want to force Respect Marks entry before player stats can entered? ☒ Yes ☐ No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	1	<a href="#">Edit</a> <a href="#">Delete</a>
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	2	<a href="#">Edit</a> <a href="#">Delete</a>
Details of match officials expenses		Free text		Y				Y	3	<a href="#">Edit</a> <a href="#">Delete</a>

Create Finished/ Cancel

**Step 2:** Change the status of the question from “Active” to “Inactive” and click on “Update”.

**Update Team Mark Question**

Question Text:

Answer Format: Free text

Question Legend:

Advice for users when answering a question. e.g. Enter from 1 to 5, 5 is best.

Question to be answered by: Home Team: Yes, Away Team: No

Opposition Team: ☐

Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

Status: ☐ Active ☒ Inactive

Required before player stats can be entered: ☐ Yes ☒ No

Sequence:

Update Cancel

The question concerned will disappear from your marking pages, and on the Setup page “inactive” questions are always shown underneath the “active” questions. If you wish to subsequently make it active again, you may do so.

**Team Marks Setup**

Do you want to enable recording of Respect Marks? ☒ Yes ☐ No Update

Do you want to force Respect Marks entry before player stats can entered? ☒ Yes ☐ No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	1	<a href="#">Edit</a> <a href="#">Delete</a>
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	2	<a href="#">Edit</a> <a href="#">Delete</a>
Details of match officials expenses		Free text		Y					3	<a href="#">Edit</a> <a href="#">Delete</a>

Create Finished/ Cancel

## Advanced Options 16.5 - How to... Delete Team Questions

When you first create Team Questions, you may be experimenting, so there is the option to delete a Team Question. However, you should note that Full-Time will not allow you to delete a Team Question once marks have been allocated – once a question has marks allocated to it, you can only make it inactive, not delete it.

**Step 1:** For the question concerned, click on “Delete”.

**Team Marks Setup**

Do you want to enable recording of Respect Marks? ☒ Yes ☐ No Update

Do you want to force Respect Marks entry before player stats can entered? ☒ Yes ☐ No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	1	<a href="#">Edit</a> <a href="#">Delete</a>
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	2	<a href="#">Edit</a> <a href="#">Delete</a>
Details of match officials expenses		Free text		Y					3	<a href="#">Edit</a> <a href="#">Delete</a>

Create Finished/ Cancel

**Step 2:** The “Delete Team Mark Question” screen will appear. Click on “Delete”.

**Delete Team Mark Question**

Question: Details of match officials expenses

Delete Cancel

Assuming no marks have been assigned for that question, it will be deleted. If there have been marks assigned, you either need to delete those marks (which probably means deleting the fixture!) or make the question inactive.

**Team Marks Setup**

Do you want to enable recording of Respect Marks? ☒ Yes ☐ No Update

Do you want to force Respect Marks entry before player stats can entered? ☒ Yes ☐ No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	1	<a href="#">Edit</a> <a href="#">Delete</a>
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	2	<a href="#">Edit</a> <a href="#">Delete</a>

Create Finished/ Cancel

## Advanced Options 16.6 - How to... Enter Respect Marks and Team Questions

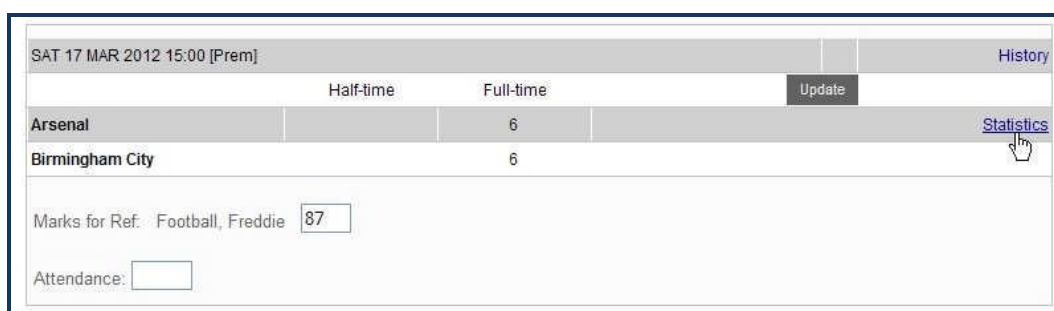
With the addition of the Respect Marking and Team Questions, the statistics entry pages used by League and Team Administrators have changed slightly, though we have tried to keep them as consistent as possible to avoid confusion.

The navigation of these pages are also controlled by which questions you have set to be “Required” – if you set your Respect Marking or any Team Questions as “Required”, then users will not be able to access their statistics pages (for player details) until they have answered the “Required” sections – the intention of this is to make it more difficult for Team Administrators to miss out questions as part of their match return submission.

**Step 1:** From “Admin Home”, click on “Results/Stats”.



**Step 2:** Click on the “Statistics” link for the team concerned.



The screenshot shows a match statistics entry page for a match on SAT 17 MAR 2012 15:00 [Prem] between Arsenal and Birmingham City. The page includes a table for half-time and full-time scores, an 'Update' button, and a 'Statistics' link. Below the table, there are input fields for 'Marks for Ref: Football, Freddie' (with a value of 87) and 'Attendance'.

**Step 3:** If the league have set up Respect Marking, or created some “Team Questions”, then the user will now be taken to the “Team Marks” page by default, rather than to the “Statistics” page. If the Respect Marking and “Team Questions” have not yet been created, then the default page will still be the Statistics page where they can enter player statistics directly.

**Note:** The “Team Marks” page displays the Referee Mark, Attendance, Sporting Mark and Kick-Off Time boxes (if they’ve been selected) as well as the Note box, as well as them being displayed on the main “Results” page. We’ve set them to be displayed on both to minimise confusion to users.



The screenshot shows the 'Team Marks' page for the match 'Sat 17 Mar 2012 15:00 Arsenal v Birmingham City - Marker's Team: Arsenal'. The page includes input fields for 'Marks for ref: Football, Freddie' (87), 'Attendance', 'Reported kick-off time' (e.g. 15:30), and a 'Note' box. Below these fields is a 'Respect' section with a table for 'QUESTION' and 'ANSWER'. The first question is 'Were spectator barriers used during this match?' with radio button options for 'Yes' and 'No'.

Note that the “Statistics” link may appear as “Statistics?” – this indicates that the league have specified that certain “Team Questions” must be answered before the “Statistics” page can be accessed for player statistics. If the user tries to click on the “Statistics?” link, a warning will appear telling them they cannot access it until they have entered the mandatory team marks.

League Admin

Sorry, but you can't enter the statistics page until the mandatory team marks (\*) and respect marks have been entered.

Season: 2011-12  
Division: Premier

Admin Home View Site Contact Us FAQs FT Menu

Results **Team Marks** Statistics?

## Team Marks

Sat 17 Mar 2012 15:00 Arsenal v Birmingham City - Marker's Team: Arsenal

**Step 4:** On the “Respect/Team Marks” page, answer the questions and enter marks as required, and click on “Update” to save the marks.

# Respect

QUESTION	ANSWER
Were Respect barriers/areas used during this match?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did the Respect handshake take place?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Behaviour of players from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5
Behaviour of supporters from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5
Behaviour of coach/manager from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Overall behaviour at this match (both teams)?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5
Your team's overall enjoyment of this match?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5
Please Rate Behaviour (1 = Very Poor, 5 = Excellent)	

Respect team marks must be entered before statistics button is enabled.

### Team Marks:

QUESTION	ANSWER
Mark for Quality of Changing Facilities	8
Did your manager check the opposition ID cards? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Please answer yes or no

\* required.

Required team marks must be entered before statistics button is enabled.

**Step 5:** Once all questions have been answered which the league has set as “Required”, then the “Statistics?” link at the top of the screen will change to “Statistics”, and a link at the bottom of the screen to the Statistics page will also appear.

Results **Team Marks** **Statistics**

## Team Marks

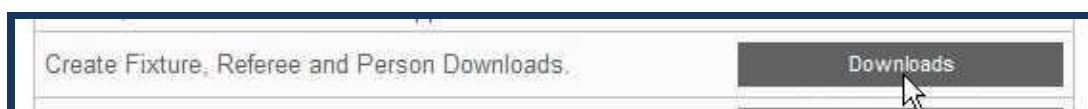
Sat 17 Mar 2012 15:00 Arsenal v Birmingham City - Marker's Team: Arsenal

## Advanced Options 16.7 - How to... Download Summary Team Questions

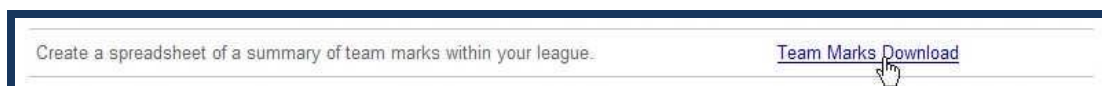
Once a league has set up either Respect Marking, or created some Team Questions, they will probably want to access the answers, and there are two separate downloads available.

The first download is a "Summary" download, which combines the statistics all games involving a team, allowing the league to produce totals, averages and so forth, on a season by season basis.

**Step 1:** From "Admin Home" click on "Downloads".



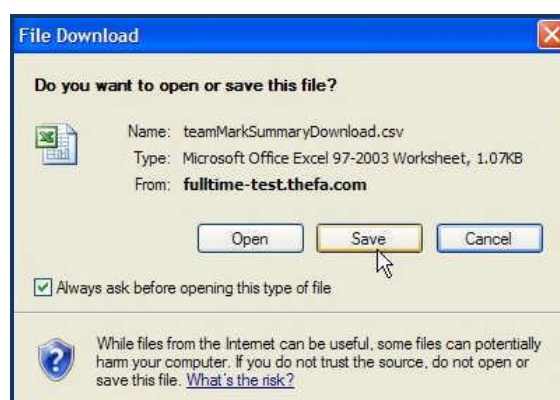
**Step 2:** Click on "Team Marks Download".



**Step 3:** From the "Team Mark Summary Download" page, select the season required and the Fixture Group required (the default is "All") and click on "Download".



**Step 4:** A "pop-up" box will appear, giving you the option to Open or Save a file (the file is a CSV file, which can be opened using Excel).



The CSV file has columns for Given/Received (did the team give the mark, or was it given to them), the team concerned, the question, the number of times it has been answered and the total or marks, or total number of answers which were Yes or No. If the mark is a "Respect Mark" this is shown.

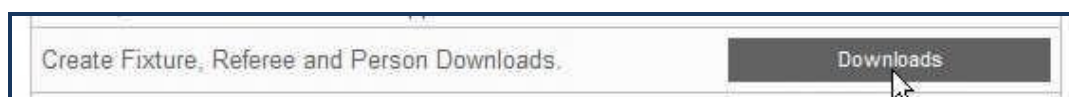
	A	B	C	D	E	F	G	H
	Given/Received	Team	Question	Mark Count	Mark Total	Answer Y	Answer N	Respect
1	Given	Arsenal	Did your manager check the opposition ID cards?	1		1	0	
2	Given	Arsenal	Were spectator barriers used during this match?	1		1	0	Y
3	Given	Arsenal	Did the pre-match respect handshake take place?	1		1	0	Y
4	Given	Arsenal	Behaviour of players from opposition?	1	5			Y
5	Given	Arsenal	Behaviour of supporters from opposition?	1	4			Y
6	Given	Arsenal	Behaviour of coach/manager from opposition?	1	5			Y
7	Given	Arsenal	Overall behaviour at this match (both teams)?	1	5			Y
8	Given	Arsenal	Your team's overall enjoyment of this match?	1	4			Y
9	Received	Birmingham City	Did your manager check the opposition ID cards?	1		1	0	
10	Received	Birmingham City	Behaviour of players from opposition?	1	5			Y
11	Received	Birmingham City	Behaviour of supporters from opposition?	1	4			Y
12	Received	Birmingham City	Behaviour of coach/manager from opposition?	1	5			Y
13	Received	Birmingham City	Overall behaviour at this match (both teams)?	1	5			Y
14	Received	Birmingham City	Your team's overall enjoyment of this match?	1	4			Y

## Advanced Options 16.8 - How to... Download Detailed Team Questions

Once a league has set up either Respect Marking, or created some Team Questions, they will probably want to access the answers, and there are two separate downloads available.

The second download is a “Detailed” download, which gives details of every single mark involving a team, allowing the league to produce totals, averages and so forth, on a season by season basis.

**Step 1:** From “Admin Home” click on “Downloads”.



**Step 2:** Click on “Team Marks Breakdown Download”.



**Step 3:** From the “Team Mark Summary Download” page, select the season required and the Fixture Group required (the default is “All”) and click on “Download”.



**Step 4:** A “pop-up” box will appear, giving you the option to Open or Save a file (the file is a CSV file, which can be opened using Excel).



The CSV file has columns for Date, the two teams concerned, the Fixture Group, the question, the answer, which team gave the mark and which team were given the mark (if appropriate). If the mark is a “Respect Mark” this is shown.

Note that this download will typically produce one line of data **per question**, so it is likely to be a large file, and you will probably be sorting the file to get it into the format you require to analyse.

	A	B	C	D	E	F	G	H	I
1	Date	Home Team	Away Team	Fixture Group	Question	Answer	Marking	Answer R	Respect
2	SAT 17 MAR 2012 15:00	Arsenal	Birmingham	Premier	Were spectator barriers used during this match?	Y	Arsenal		Y
3	SAT 17 MAR 2012 15:00	Arsenal	Birmingham	Premier	Did the pre-match respect handshake take place?	Y	Arsenal		Y
4	SAT 17 MAR 2012 15:00	Arsenal	Birmingham	Premier	Behaviour of players from opposition?		5 Arsenal	Birmingham	Y
5	SAT 17 MAR 2012 15:00	Arsenal	Birmingham	Premier	Behaviour of supporters from opposition?		4 Arsenal	Birmingham	Y
6	SAT 17 MAR 2012 15:00	Arsenal	Birmingham	Premier	Behaviour of coach/manager from opposition?		5 Arsenal	Birmingham	Y
7	SAT 17 MAR 2012 15:00	Arsenal	Birmingham	Premier	Overall behaviour at this match (both teams)?		5 Arsenal	Birmingham	Y
8	SAT 17 MAR 2012 15:00	Arsenal	Birmingham	Premier	Your team's overall enjoyment of this match?		4 Arsenal	Birmingham	Y
9	SAT 17 MAR 2012 15:00	Arsenal	Birmingham	Premier	Did your manager check the opposition ID cards?	Y	Arsenal	Birmingham City	