# Hertfordshire FA County Cup SMS Guidance



## How to... Update Auto-Email Club Contacts (WGS Portal)

The email address(es) used for the auto-emails for clubs are taken direct from Whole Game System. When a County is set up on Full-Time, the auto-email contact address for each team is set to be that of the Club Secretary (assuming he/she has provided an email address).

However the club may login to their WGS Portal and either replace the "Team Full Time Email Contact" with something different, or may add further contacts (e.g. if they want the manager to receive emails as well as the Club Secretary). From season to season, team email contacts will remain the same for teams unless changed by the club.

This only applies to auto-emails sent out from Full-Time for County Cups.

There is no limit to the number of Team Full Time Email Contacts that can be set for a team.

ashboard	Team Officials - UCL Academicals								
Details		Current Past All			+ Add O	Official Dow	nload		
Jb Officials	Tea	m All							
Discipline				Q	Search	10 -	I <b>I</b> •		
	2	Team	Name	Q	Search Role	10 <del>↓</del> Start	II -		
iscipline <b>1</b>	•	Team UCL Academicals First	Name Jessica Richardson	Q					
iscipline <b>1</b>	*				Role	Start			
	*	UCL Academicals First	Jessica Richardson		Role Team Captain	Start 29/07/2015			

## How to... Update SMS Club Contacts (WGS Portal)

The SMS contact numbers used for the SMS functionality for County Cups are taken direct from Whole Game System.

Each season, if a team does not have an SMS contact already set (by default last season's will be used) it will be updated to be the Club Secretary (assuming he/she has provided a mobile number) but the club may login to their WGS Portal and either replace the "Team Full Time SMS Contact".

<u>Only one SMS</u> user may be used for each team in the County Cups version of Full-Time – WGS Portal will prevent clubs from adding a second SMS user.

Dashboard	Team Officials - UCL Academicals   Current Past   All     Downlog										
Club Officials	Tea	All	Role Any	•							
Discipline				Q Search	10 -	•					
	2	Team	Name	Role	Start						
T		UCL Academicals First	Jessica Richardson	Team Captain	29/07/2015						
Club Players		UCL Academicals Third	Kelly Blue	Full-Time Sms Contact	29/07/2015						
		UCL Academicals Fifth	Ronald Mendoza	Emergency Contact	02/10/2015						
Teams	•	UCL Academicals First	Jessica Richardson	Full-Time Email Contact	03/10/2015						

### How to... Submit SMS Results

The format of the outgoing SMS message sent to administrators for Cup Fixtures is as follows:-

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & code CHED, followed by AET & PENS if required: eg 2-2 CHED 3-3 AET 3-1 PENS

The Short Code (CHED and ARSD above) is not normally required, as Full-Time identifies which team a user is associated with according to their mobile phone number. However, if the user is potentially reporting scores for more than one team (e.g. their 1st XI and reserves are playing games on the same day) then they may have to include the short code in their reply, or Full-Time will not be able to identify which team's result is being reported.

The Team Administrator is therefore required to potentially send back up to four pieces of information in the same SMS text message:-

1. Score - The score after normal time in the usual way

2. Short Code – if they are required to submit a short code, to identify which team is involved.

**3. Extra Time Score** – the score line after extra time, followed by AET (it is essential that AET is included, to identify that the scores beforehand applies to extra time)

**4. Penalty Score** – the score after penalties, followed by PEN (it is essential that PEN is included, to identify that the scores beforehand applies to penalties)

If the normal time score is not level, then any extra time and penalty score will be ignored. If extra time is not played, and the game goes direct to penalties, then do not input an extra time score nor AET (e.g. 2-2 CHED 3-1 PEN means the game finished 2-2 and went straight to penalties).

### Examples

All of the following examples assume that no team code is required

2-1 Reports that the home team won 2-1 in normal time

2-2 3-2 AET Reports that the home team won 3-2 after extra time, the game having finished 2-2 at the end of normal time

2-2 4-3 PENS Reports that the home team won 4-3 after penalties; the game having

finished 2-2 at the end of normal time, with no extra time played

2-2 3-3 AET 4-3 PENS Reports that the home team won 4-3 after penalties; the game having

finished 2-2 at the end of normal time, and 3-3 at the end of extra time