

## Team **FULL-TIME** 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.

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

### 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"



# Search by FAN Search by Details Create New Contact FAN \* 55683455 Date of Birth \* O4/10/1992 Search Search Search O507/2018 Search O507/2018 A H.F. Blackburn Reference Association, FA Demonstration Club, Lancashire AFC, Lancashire AFC, Lancashire Fareful Signer For Club. Programme, Lancashire AFC, Lancashire Fareful Signer Fareful Signer Good Reference Association, FA Demonstration Club, Lancashire AFC, Lancashire AFC, Lancashire Fareful Signer Fareful Signer Good Reference After Signer Fareful Signer

## 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

, Keith	5731 (WGS)	South Team Administrator		@talktalk.net	◎ No	Edit
		01/07/2018 - 30/06/201				
	A Send login inv	vite?				
	To automatically send an email to@talktalk.net with instructions to them to create their own login.					
	Invite					
	Create SMS Result Entry Subscriber					
	Before you can setup a team administrator for SMS you must have created a team administrator for this team within				n	
	OCreate SMS Result Entry Subscriber					
		Team Name	Walney Island A			
		Team Administrator	Darren After changing wait for mobile number to appear	*		
		Mobile Number	0 6 This mobile number is maintained in WGS			
			Create Back			