

# **Whole Game System and Full-Time Integration Guide**

Step by Step Guide on  
*“How to set up data in the Whole Game  
System, so teams can efficiently submit  
results via Full-Time”*



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## **Introduction**

The FA has been adding more links between Whole Game System and Full-Time, so that leagues and clubs no longer have to maintain data in two systems separately. There are two key reasons for this, first to reduce the workload for volunteers, but also to ensure compliance with GDPR, so that individuals' data is not maintained as multiple records

Having said that, the process does require data in Whole Game System to be accurate and up-to-date. If this is not correct, it can hinder the efficiency of submitting results through Full-Time.

This Step-By-Step guide explains the essential processes that need to be undertaken by coaches/ managers, clubs and leagues to ensure an efficient process, and thus making the administration of grassroots football easier for all involved.

**IMPORTANT: This guide is only relevant to leagues that have decided to integrate data from WGS into Full-Time. If unsure, please contact with your league or the County FA to ensure this applies to your team.**

## **Essential Links**

### **FA Whole Game System Link**

<https://wholegame.thefa.com/> - use this link to carry out Step 1 and Step 2 of the process.

### **Full Time Website Link**

<http://fulltime-league.thefa.com/> - use this link to carry out Step 6 of the process.



## **The Future – Reporting Results via The FA Match Day App**

The FA's official Matchday app has been developed specifically to automate everything around your football life – whether you're a player, club secretary, manager or coach.

And it's all in a safe and secure environment, backed by The FA. It has up-to-date, comprehensive information on players, clubs, fixtures and leagues.

It's often said that time is our most precious commodity. The main aim of Matchday is to save you time, so you can confidently enjoy the game you love, knowing your football life is sorted. Oh, and we forgot to tell you – it's free!

### **How Matchday will make your football life easier?**

With Matchday, all the answers are instantly available at your fingertips. And there's lots more benefits, depending on who you are. For managers and coaches they are;

- **Submit your final score (no need to SMS in anymore!)**
- **Submit your match return or match report straight to Full-Time from app (no need to log in to Full-Time).**
- Select your line-up – wherever you are;
- Submit team sheets on the go;
- Organise matches, training and social events – and provide instant updates;
- Avoid fielding ineligible players;
- Notifications automatically sent to players.

**All the above can be done instantly on your Smart phone. By downloading and using The FA Match Day app, you will NOT need to complete Step 5 or Step 6 of this guide.**

For more information, or to start using Match Day, [click here](#).



## **Process of “How to set up data in the Whole Game System, so teams can efficiently submit results via Full-Time”**

Below details the essential processes that need to be completed to ensure clubs are able to efficiently submit results through Full-Time. Step 1 and Step 2 are completed in the Whole Game System, whilst Step 5 and 6 are completed in Full-Time.

This guide provides step-by-step screen shots on how to complete each step later in the document

### **Step 1 - Add “Team Officials” in WGS**

- Completed by Club Secretary

**WHOLE GAME SYSTEM**

### **Step 2 - Adding or Editing Personal Contact Information in WGS**

- Only you can update your Personal Contact Information in WGS

### **Step 3 - WGS Data Merged into Full-Time**

- Automatic Process

### **Step 4 - Leagues Set Up SMS, and send invites to the clubs for Email Notifications and Full-Time Log Ins**

- Completed by League Secretary

### **Step 5 - Clubs Set Up a Full-Time Log In**

- Completed by the person in the club who will submit results in FT

**TheFA**  
**FULL-TIME**

### **Step 6 - Clubs Submit Results in Full-Time**

- Completed by the person in the club who will submit results in FT



## Step 1 – How to... Add “Team Officials” in WGS

**THIS PROCESS MUST BE COMPLETED BY THE CLUB SECRETARY**

**Link to get started -** <https://wholegame.thefa.com/>

The only roles that will integrate into Full-Time from the Whole Game System are those **TEAM OFFICIALS** that are listed as in the following in the Whole Game System;

- Coach
- Coach (Assistant)
- Manager
- Manager (Assistant)
- Team Secretary;
  - If a “Club Secretary” wishes to submit match results for all teams in the club, they must be listed as a “Team Secretary” for all teams. **(However, the guidance is to delegate the reporting of results to managers and coaches)**
  - If a parent/ volunteer helps to submit results but is not the coach or manager, then they will also need to be listed as a “Team Secretary”

To add someone as a TEAM OFFICIAL you will need to know their DOB and Name or FAN Number.

**Important** - If teams are adding additional or changing club contacts during the season, and they want them to receive sms or fulltime log ins, they need to let the League know as leagues do not receive any notifications when additional contacts are added to WGS

**Club Dashboard for Leicestershire Test**

You have unread notifications. [Click here to go to notifications.](#)

**Current Suspensions**

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

**Pending Suspensions**

Case ID	Offender	Term	Football level	Start Date	End Date
9177695- S	Test Player	3 matches	CFA Only - All Sunday Football	29/10/2017	-

Showing 1 to 1 of 1 entries

**Details**

Leicestershire Test

Current Season Affiliation Number

**FA Charter Standard**

Status: None

Type: None

**Discipline**

Club Status: Not Suspended

Suspended Teams: 0

**Step 1a**  
Click on the Team Officials Tab

address

Web & Email



All Home

Club Secretary  
Leicestershire Test

Dashboard

Details

Available  
Affiliation 2017 - 2018

Safeguarding

Player Registration

Data Cleansing

## Team Officials - Leicestershire Test

Current

Past

All

Team

All

Role

Any

Search

10

Team

Name

Role

Start

No team officials found

Showing 0 to 0 of 0 entries

Qualification expired or missing

Qualification expiring in the current season

Step 1b  
Click on 'Add Official'

Officials

Qualification Report

+ Add Official

Download

Add Club Official

Step 1c  
Select 'Search by FAN' or 'Search by Details'

Search by FAN

Search by Details

Create New Contact

FAN \*

Date of Birth \*

Enter FAN...

Select date of birth...

Step 1d – Enter Details as Requested and Click Search

Search

Ok

Cancel



**Add Team Official**

Search by FAN      Search by Details      [Create New Contact](#)

First Name \*      Test

Last Name \*      Player

Date of Birth \*      27/10/1917

Postcode:      Optionally enter the postcode...

Search

Leicestershire Test First      Select Role...      Select start date...

	FAN	Name	Club
<input checked="" type="checkbox"/>	0	Test Player	Leicestershire Test

Showing 1 to 1 of 1 entries

Cancel

Step 1e – If the correct person shows;

- Tick the Box to the Left of the Individual.
- Use the Drop Down to select a team, role and start date.
  - IMPORTANT – The only roles that integrate into Full-Time are Coach, Coach (Assistant), Manager, Manager (Assistant) and Team Secretary
- Then Click 'Ok' and It Should Update the Role.

Note – If the correct person does not show;

- Click on "Create New Contact" and complete the information as required.
- To ensure an efficient process, it is essential you have the persons;
  - Name, DOB, Mobile Number and Email Address





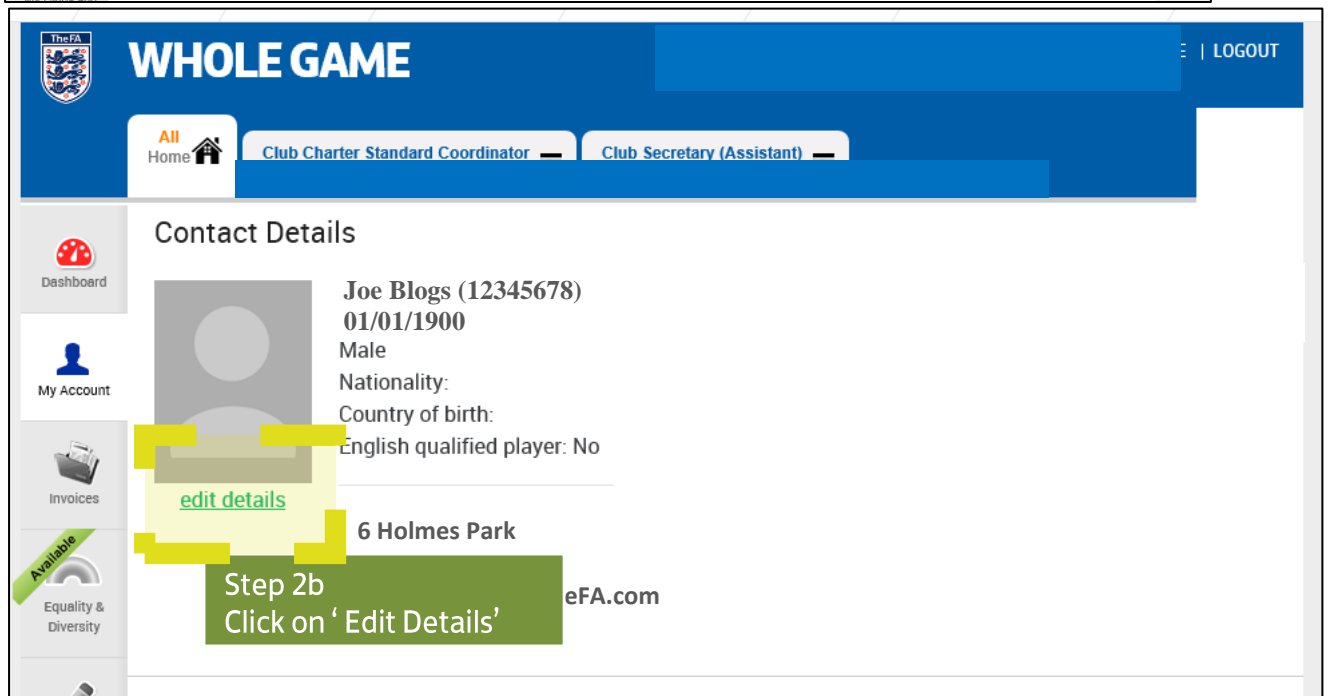
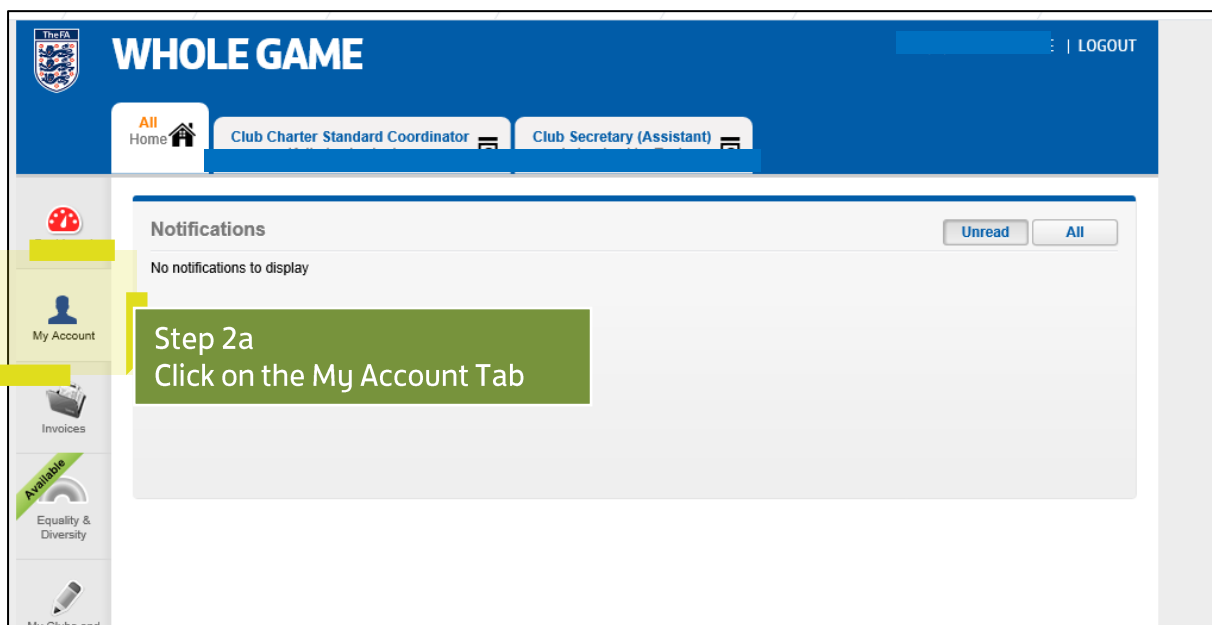
## Step 2 – How to ... Add or Edit Personal Contact Information in WGS


### ONLY THE INDIVIDUAL CAN EDIT PERSONAL CONTACT INFORMATION IN WGS

Link to get started - <https://wholegame.thefa.com/>

The contact information on your FAN record in WGS will be used to carry out essential operations by the County FA and Leagues. This includes receiving SMS and email notifications through Full-Time. It is therefore really important you keep your FAN record up to date to ensure you receive relevant communication needed to carry out your role in football. **If you do not have an email or phone number on your FAN record, you cannot receive an SMS or email through Full-Time from the league.**

**IF YOU DO NOT HAVE AN EMAIL ADDRESS ON YOUR FAN RECORD YOU WILL NOT BE ABLE TO LOG INTO THE WHOLE GAME SYSTEM. IN THESE CIRCUMSTANCES PLEASE CONTACT THE COUNTY FA – [info@LeicestershireFA.com](mailto:info@LeicestershireFA.com) or 0116 286 7828**





WHOLE GAME

LOGOUT

All Home

Dashboard

My Account

Invoices

Available

Equality & Diversity

My Clubs and Teams

Joe

Bloggs

FAN

12345678

DATE OF BIRTH

01/01/1990

NATIONALITY

P

COU

Please select

Step 2c

On the “Edit Individual” page, scroll down and edit details as appropriate

Address Line 2

TOWN

LEICESTER

County

EMAIL ADDRESS

info@LeicestershireFA.com

Personal Work

TELEPHONE NUMBER

0116 286 7828

Mobile Home Office

By continuing, you are confirming that any individuals’ data you are providing, or updating, is correct to the best of your knowledge and that these individuals have given you permission to provide/update their details.

Save Changes

Step 2d

When edited contact information, click “Save Changes”



### Step 3 – Merging WGS Data into Full-Time

#### **AUTOMATIC PROCESS – CAN TAKE UP TO 48 HOURS TO COMPLETE**

Once clubs and individuals have completed Step 1 and Step 2, data will merge into Full-Time for leagues to carry out the next steps in the process.

### Step 4 – Leagues Set Up SMS, and send invites to clubs for Email Notifications and Full-Time Log Ins

#### **THIS PROCESS IS COMPLETE BY LEAGUES**

As long as data in Step 1 and Step 2 are complete and accurate, leagues are then able to set up SMS, send individuals an invite to set up a Full-Time log in and Full-Time email notifications.

Important points to support the league in carrying out this process;

- Full-Time Notifications and Log In Invites
  - Full-Time notifications are sent to the email address that is on the individuals FAN record. **If there is no email address on your FAN record, the league CANNOT send you a Full-Time log in request. –**
  - If teams are adding additional or changing club contacts during the season, and they want them to receive sms or fulltime log ins, they need to let the League know as leagues do not receive any notifications when additional contacts are added to WGS
- Setting Up SMS for Results
  - During this process, the league can also set up the SMS results function, however **If there is not a mobile number on your FAN record, the league CANNOT set you up to have a Full-Time SMS to submit the result.**
  - Leagues can only set up a maximum of two contacts per team to receive SMS for results. It is important you inform the league who you wish to receive the SMS.

Please refer to Step 2 in the process to see how you add an email or mobile number to your FAN record.



## Step 5 – How to... Clubs Set Up a Full-Time Log In

### COMPLETED BY THE PERSON(S) IN THE CLUB WHO WILL SUBMIT RESULTS IN FULL-TIME

Once leagues have completed Step 4, the person(s) in the club who will submit Full-Time results will be sent an email to set up a **“Full-Time Log In”**.

**FULL-TIME** administrative access to league: Football League

donotreplyfulltime@thefa.com  
Wed 15/08/2018, 13:14  
You

**TheFA.com**  
**FULL-TIME**

**Step 5a**  
You will receive this email from Full-Time. Click on the link, then set up a Username and Password.

has set you up as a user on the **FULL-TIME** league site: Football League by entering your email address.

Click on the link below to create your login and get administration access to this league.

<http://fulltime-league.thefa.com/leagueinviteCreateAccount/687205108/ksYmB82dUhyE5BISxxFp.html>

ing the link e create yo

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### Important;

- The “Full-Time Log In” you create is linked to a specific league.
- If you are required to submit results in Full-Time for a number of different leagues, you will need to set up a different “Full-Time Log In” for each league.
- Each league you participate in will send you a separate “Full-Time Log In” email invite (screen shot above).
- It is important to remember which Full-Time Log In you have for each league.



## Step 6 – How to... Submit Results in Full-Time

**COMPLETED BY THE PERSON(S) IN THE CLUB WHO HAS SET UP A FULL-TIME LOG IN**

**Link to get started - <http://fulltime-league.thefa.com/>**

Once you have set up a Full-Time Log In, clubs are required to submit results in Full-Time. The deadline to complete this process varies from league to league, but it is usually between 3 – 5 days of the match.

**Step 6a**  
Click "Sign In" on Full-Time

The screenshot shows the FA Full-Time website. The top navigation bar includes links for HOME, SIGN IN, and FULL-TIME NEWS. The main banner features the text 'FULL-TIME' and 'REGISTER YOUR LEAGUE'. Below the banner, there are sections for 'FULL-TIME NEWS', 'Full-Time User Guides', 'Full-Time Changes for 2018-...', 'FA Mini Soccer and Youth Fu..', and 'How can we improve FULL-'. A 'MOST VISITED LEAGUES' table is also visible.

MOST VISITED LEAGUES	
1. Pin Point Recruitment Football Leagues	=
2. Central Warwickshire Youth Football League	=
3. Sheffield & District Junior League sponsored b	=
4. Hadley & Ottaway Anglian Combination	=
5. Cambridgeshire County League	=
6. YEL Nottingham SATURDAY	+2
7. Troy Deeney Foundation MIDLAND JUNIOR F	+2
8. Total Motion Midland Football League	+2
9. East Manchester Junior Football League ( Ch	-2

**Step 6b**  
Sign In Using the Full-Time Log in you created in Step 5

The screenshot shows the FA Full-Time login page. The top navigation bar includes links for HOME, SIGN IN, and FULL-TIME NEWS. The main content area features a 'Sign in to Full-Time' form with fields for Username and Password, and a 'SIGN IN' button. Below the form, there are banners for 'NIKE SALE' and 'ENGLAND vs CZECH REPUBLIC'. The footer contains copyright information and a 'Back to top' link.

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Back to top

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**Full-Time**  
League Administration

Admin Home | Fixtures | Results | People | Notices | Match Reports | View Site

The Alliance Football League - 2018-19 - Division Three

## Admin Home

Change or create your schedules. Use our scheduling wizards, create your fixtures manually or upload from a spreadsheet. Reschedule your fixtures.

Enter and modify your results and statistics

Create or change administrators, rosters, players and referees.

Create news items with files or photograph attachments for your league or team home pages.

View messages that have been sent to you via the contact us page.

Create or modify match reports.

See how people can access your league with a direct URL, search, domain name or code snippet.

Change Password or Email Address

Fixture Wizard

Results / Stats

People Wizard

Notices

Contact Us

Match Reports

Access Control

Email / Password

**★ Tuesday 18th December (4pm to 5pm)**

Please note that there may be some disruption to Full-Time between 4pm and 5pm on Tuesday 18th December.

[Read More](#)

**Step 6c**  
Click on Results and Stats

FT Updates and Tips  
[Full-Time Changes for 2018-19](#)

**SUN 09 DEC 2018 10:30**

Status: Latest Score [History](#)

Home Team Score

Half-time

Full-time

Statistics

Away Team Score

Half-time

Full-time

**Step 6d**  
It will automatically show the last game where stats need to be entered. Click Statistics.  
*Note (there is a tab "click here to show all dates" if previous results are to be entered.)*

League Administration

Admin Home | Setup | Fixtures | Referees

## Statistics

FA Marks | League Team Marks | Player Statistics

Results

**Step 6e**  
Click on "FA Marks" and complete referee marks (if a league appointed referee), Respect Marks and Pitch Marks.



**RESPECT**

**Respect Marks**

How would you describe the behaviour shown **on the pitch** today? Think about players from **both teams** towards each other and match officials:

- ☐ Behaviour was positive and consistent with Respect guidelines throughout
- ☐ There were occasional incidents of poor behaviour
- ☐ There were regular incidents of poor behaviour

How would you describe the behaviour shown **around the pitch** today? Please consider all coaches and spectators:

- ☐ Behaviour was positive and consistent with Respect guidelines throughout
- ☐ There were occasional incidents of poor behaviour
- ☐ There were regular incidents of poor behaviour

**Pitch Marks**

**Please rate the pitch**

**Pitch Type?**

☒ Grass ☐ 3G Astroturf ☐ Indoor ☐ Other

**Pitch Mark?**

☐ Very Poor ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

**Update** **Clear All** **Back**

**Step 6f**  
Once all sections are complete, select **UPDATE**

**Statistics**

FA Marks **League Team Mark** Player Statistics

[Results](#)

**Step 6g**  
Go back to top of page and click "League Team Marks"

**Team Marks**

Did you check the oppositions player registrations? \*

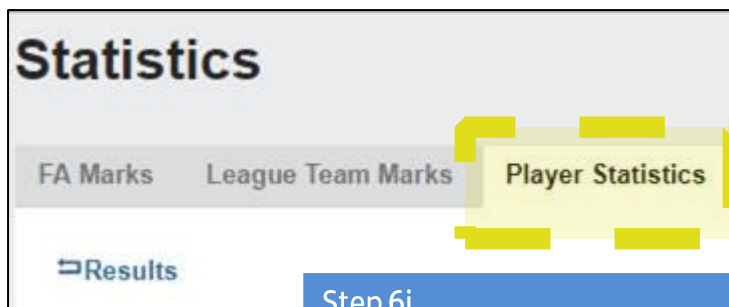
☐ Yes ☐ No

\* mandatory field is required

**Update** **Clear All** **Back**

**Step 6h**  
Answer the questions and select **UPDATE** at the bottom of this page





Step 6i

Go back to top of page and click "Player Statistics"

Step 6j

Registered players will be shown, select starters and bench then select PROCESS/NEXT at the bottom of the screen and then FINISHED at the bottom of the next screen.

**THE PROCESS TO SUBMIT RESULTS IS NOW COMPLETE. YOU WILL NOW NEED TO LOG IN INTO FULL-TIME TO SUBMIT RESULTS IN THE SAME WAY AFTER EACH GAME.**

