



JUST PLAY!

The FA *Mars*

Events User Guide 2019



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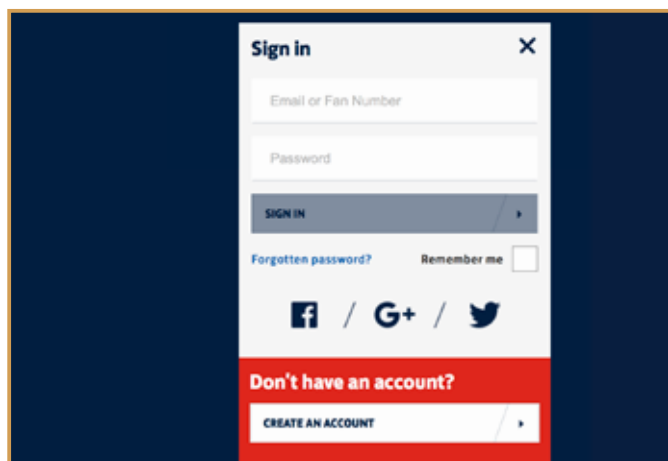
Welcome to The FA

You have been approved to run one of our programmes. To start your journey please visit **FAEVENTS.THEFA.COM**

To log in, enter your:

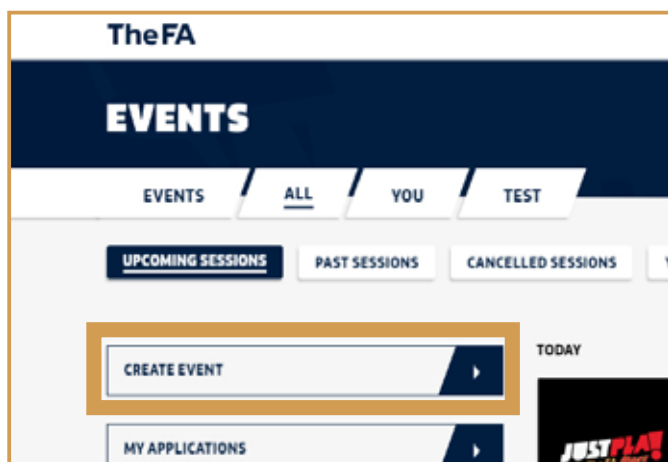
EMAIL OR FAN NUMBER

PASSWORD

A screenshot of the 'Sign in' modal on the TheFA website. It features a dark blue background with a white sign-in box. The box contains fields for 'Email or Fan Number' and 'Password', a 'SIGN IN' button, and links for 'Forgotten password?' and 'Remember me'. Below the box are social media icons for Facebook, Google+, and Twitter. At the bottom, there is a red banner with the text 'Don't have an account?' and a 'CREATE AN ACCOUNT' button.

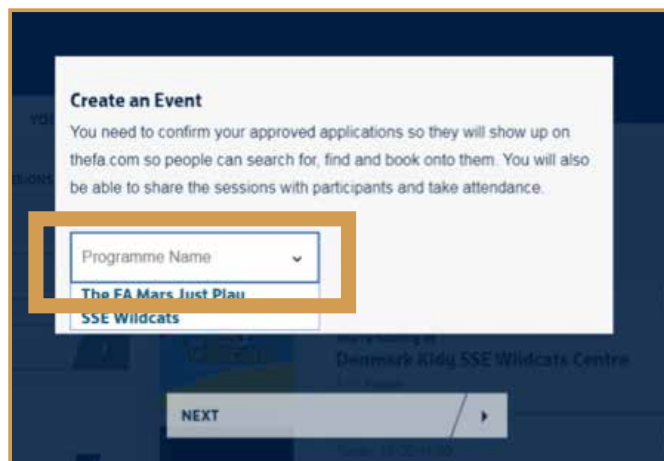
The create event button will show up top left of the screen if you have at least one approved application. You need to do this to confirm the details that will show on search on **THEFA.COM** so that people can book your sessions and allow you to view bookings and take attendance.

To start click on the **CREATE EVENT** button.

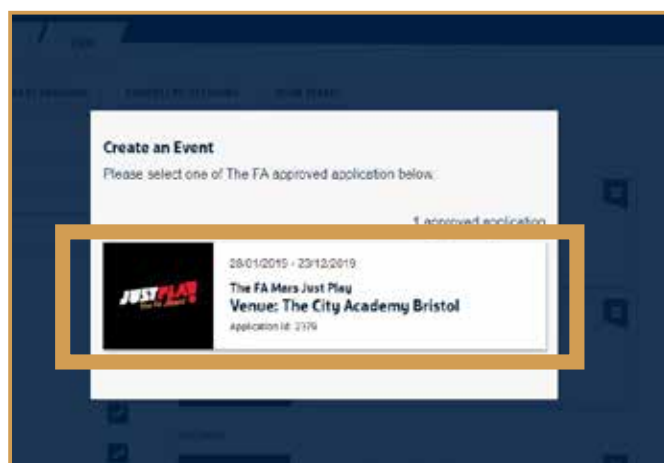
A screenshot of the 'TheFA EVENTS' page. The header shows 'TheFA' and 'EVENTS'. Below the header are tabs for 'EVENTS', 'ALL', 'YOU', and 'TEST'. Underneath are buttons for 'UPCOMING SESSIONS', 'PAST SESSIONS', and 'CANCELLED SESSIONS'. A 'CREATE EVENT' button is highlighted with an orange box. Below it is a 'MY APPLICATIONS' button. The page also features a 'TODAY' section with a 'JUST PLAY' logo.

After you complete each section throughout the process, select the **NEXT** button to continue.

Choose the **PROGRAMME** you are planning to run from the dropdown menu.

A screenshot of the 'Create an Event' form. It has a dark blue background with a white form box. The form contains a 'Programme Name' dropdown menu, which is highlighted with an orange box. Below the dropdown, the text 'The FA Mars Just Play' and 'SSE Wildcats' is visible. At the bottom of the form is a 'NEXT' button.

Select the relevant approved **APPLICATION** from the list of applications that appear.

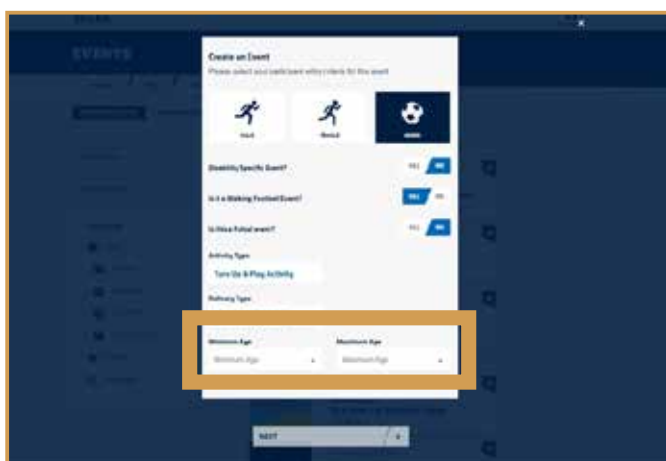
A screenshot of the 'Create an Event' form showing a list of approved applications. The form has a dark blue background with a white form box. The text 'Please select one of The FA approved application below:' is visible. Below this text is a list of applications, with one application highlighted by an orange box. The highlighted application is 'The FA Mars Just Play' with the venue 'The City Academy Bristol' and application ID '2179'.

Information will be pulled across from your relevant approved application.

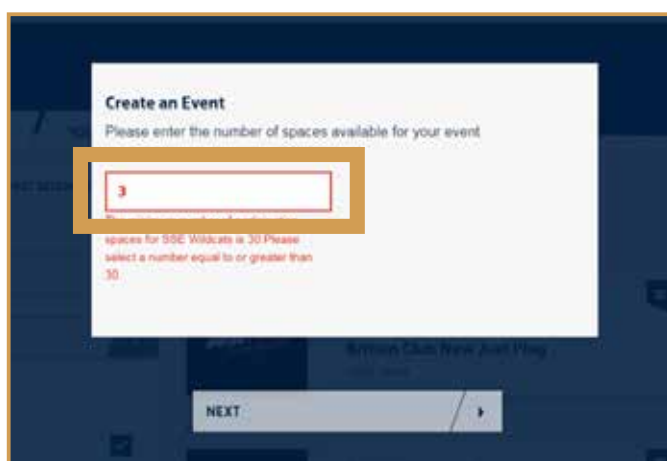
If you need to make any significant changes that are not reflected in your application such as adding a new venue or coach please go back to **FAEVENTS.THEFA.COM** and click on **MY APPLICATIONS**, choose the relevant application and edit details as required. Request CFA approval and once approved apply your additions or amends to your sessions.

During this stage you can change details such as:

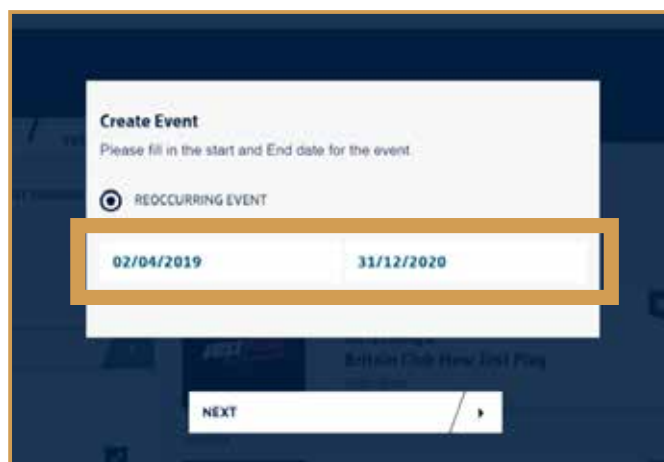
The age range of the sessions - provided the **MINIMUM AND MAXIMUM AGE** range are within the approved application.

A screenshot of the 'Create an Event' form. The form has a dark blue background with white text. At the top, it says 'Create an Event' and 'Please select your preferred entry details for this event'. Below this are three icons: 'Field', 'Netball', and 'Other'. Further down, there are several checkboxes: 'Is it a Walking Football Event?', 'Is it a Futsal event?', 'Is it a Futsal event?', 'Is it a Futsal event?'. At the bottom, there are two input fields labeled 'Minimum Age' and 'Maximum Age', which are highlighted with an orange box. A 'NEXT' button is at the bottom right.

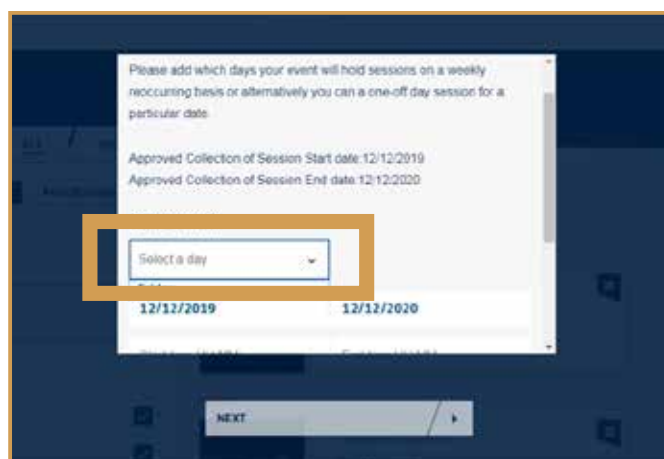
Participant spaces - these are pulled from the application but you can change numbers at this stage providing adherence to application requirements. Minimum required spaces for **JUST PLAY IS 16**. If a number entered is less than the minimum required, you will get an error message (see below).

A screenshot of the 'Create an Event' form. The form has a dark blue background with white text. At the top, it says 'Create an Event' and 'Please enter the number of spaces available for your event'. Below this is an input field containing the number '3', which is highlighted with an orange box. Below the input field, there is a red error message: 'spaces for SSE Wildcats is 30 Please select a number equal to or greater than 30'. A 'NEXT' button is at the bottom right.

Confirm your start and end dates. Default dates are prepopulated from your approved application. Dates are editable and should be in **DD/MM/YYYY** format.

A screenshot of the 'Create Event' form. The form has a dark blue background with white text. At the top, it says 'Create Event' and 'Please fill in the start and End date for the event'. Below this is a radio button labeled 'REOCCURRING EVENT'. Below the radio button are two input fields for dates: '02/04/2019' and '31/12/2020', which are highlighted with an orange box. A 'NEXT' button is at the bottom right.

Choose the **DAY OF THE WEEK** when the sessions will take place. The days of the week are pulled from your approved application.

A screenshot of the 'Create Event' form. The form has a dark blue background with white text. At the top, it says 'Please add which days your event will hold sessions on a weekly recurring basis or alternatively you can a one-off day session for a particular date'. Below this are two lines of text: 'Approved Collection of Session Start date: 12/12/2019' and 'Approved Collection of Session End date: 12/12/2020'. Below this is a dropdown menu labeled 'Select a day', which is highlighted with an orange box. Below the dropdown menu are two input fields for dates: '12/12/2019' and '12/12/2020'. A 'NEXT' button is at the bottom right.

Enter **START AND END TIMES** for your sessions. You can add as many weekly sessions as you have approved days of the week.

A screenshot of the 'Create Event' form. The form has a dark blue background with white text. At the top, it says 'WEEKLY SESSION'. Below this is a dropdown menu labeled 'Friday'. Below the dropdown menu are two input fields for dates: '12/12/2019' and '12/12/2020'. Below these are two input fields for times: '11:00' and '12:00', which are highlighted with an orange box. Below the time fields are two buttons: 'Add Weekly Session' and 'Add one-off day'. At the bottom, there is a text prompt: 'Please enter the start time and end time of your session. The end time'. A 'NEXT' button is at the bottom right.

Check **COST PER SESSION** details. These details are pulled from your application but can be edited if needed to change the price or make the events free.

The screenshot shows the 'Create an Event' form. The 'Cost per session' field is highlighted with an orange box and contains the text '£2.96'. Above the field are 'FREE' and 'PAID' buttons. Below the field is a 'NEXT' button.

Add a **DESCRIPTION** for the event. This is important as this will appear on **THEFA.COM** and allow people to read about your centre and the activity on offer.

The screenshot shows the 'Create an Event' form. The 'Description' field is highlighted with an orange box. It contains a placeholder text: 'Type your description here. For example you could state that this is a beginners' football session for 5-11 years old'. Below the field is a character count: '780 characters remaining'.

Choose a **VENUE** from the approved list of venues provided on screen for this event.

The screenshot shows the 'Create an Event' form. The 'Venue' dropdown menu is highlighted with an orange box. It shows a list of venues, with 'The Health Club At One Aldwych' selected. Below the dropdown is a 'NEXT' button.

Once a venue is chosen, select your **SURFACE TYPE**.

The screenshot shows the 'Create an Event' form. The 'Surface Type' dropdown menu is highlighted with an orange box. It shows a list of surface types: '3G or Astroturf', 'Indoor', 'Grass', and 'Others'. Below the dropdown is a 'NEXT' button.

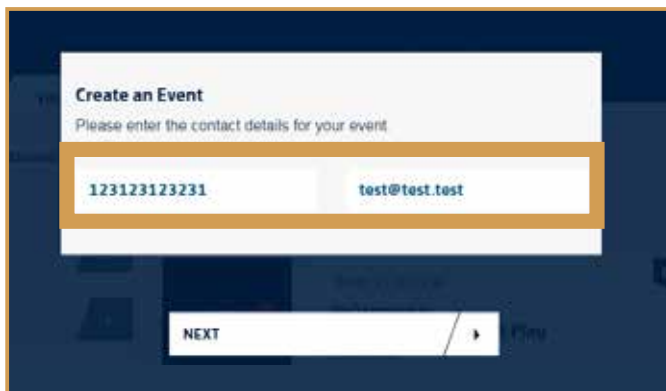
Enter the **NAME OF THE SESSION** which will be displayed for participants when they search for, find and book your event.

The screenshot shows the 'Create an Event' form. The 'Name of the session' field is highlighted with an orange box and contains the text 'Just play session'. Below the field is a 'NEXT' button.

Select your **COACHES** for the event. Please add each of the coaches you require from the list.

The screenshot shows the 'Create an Event' form. The 'Coaches' section is highlighted with an orange box. It shows a list of coaches, with 'Whettring Wistall' selected. Below the list is a 'NEXT' button.

Review and/or edit organiser **CONTACT DETAILS** which are pulled from the approved application. Please note: contact details are public to all.



The screenshot shows a 'Create an Event' form with a header 'Please enter the contact details for your event'. Below this, there are two input fields: one for a phone number containing '123123123231' and another for an email address containing 'test@test.test'. A 'NEXT' button is visible at the bottom right of the form.

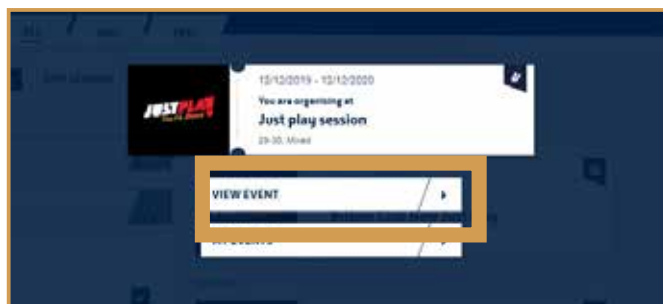
REVIEW SUMMARY of application details before the collection of sessions are created. Clicking on the pencil icon against any of the sections takes you to that particular section to make any further edits.

Once details are all correct, click **CONFIRM EVENT** button for the collection of sessions to be created.



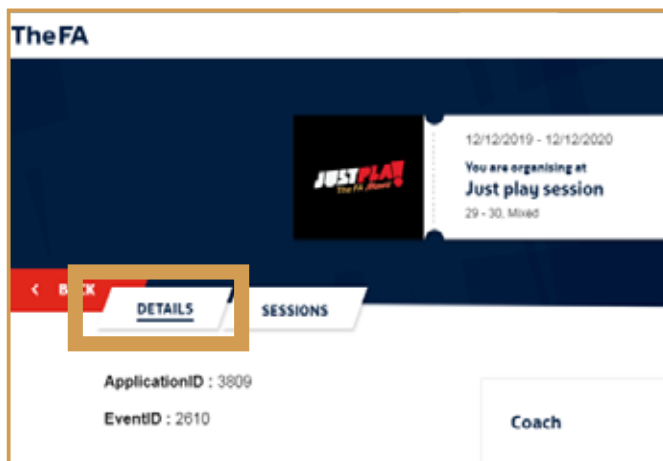
The screenshot shows the 'Create an Event' form with a header 'Please confirm the details below or select the section you would like to edit:'. The form displays event details: Event Name 'Just play session', Start Date '12/12/2019', End Date '12/12/2020', and Event Timings 'WEEKLY SESSION - FRIDAY' with Start Date '12/12/2019' and End Date '12/12/2020'. A 'CONFIRM EVENT' button is highlighted with an orange box at the bottom.

Once the collection of sessions are created, confirmation appears on screen you can view your collection of sessions by clicking on the **VIEW EVENT** button. Your sessions will now appear on search on thefa.com for people to search for, find and book onto. The sessions will take about 30 minutes to appear from the point you have made these updates.



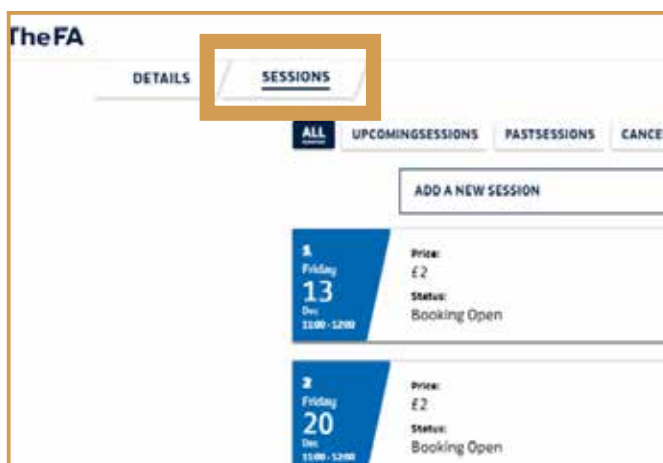
To review details use the 2 tabs provided.

DETAILS: Gives information about the event, the application ID against which the event is created, the from and to dates, gender, venue/s, staff associated with the event.



The screenshot shows the 'DETAILS' tab selected. It displays the event name 'Just play session', the dates '12/12/2019 - 12/12/2020', and the text 'You are organising at Just play session 29 - 30, Mixed'. Below this, there are fields for 'ApplicationID : 3809', 'EventID : 2610', and a 'Coach' field.

SESSIONS: Gives information about the collection of sessions created.



The screenshot shows the 'SESSIONS' tab selected. It displays a list of sessions with columns for 'ALL', 'UPCOMINGSESSIONS', 'PASTSESSIONS', and 'CANCEL'. The first session is for 'Friday 13' from '11:00 - 12:00' with a price of '£2' and status 'Booking Open'. The second session is for 'Friday 20' from '11:00 - 12:00' with a price of '£2' and status 'Booking Open'.

Should you have any problems with the application process, please visit: **JUSTPLAY.THEFA.COM** or contact: **JUSTPLAY@THEFA.COM**