

# EVENTS USER GUIDE 2019



• THE FA GIRLS' FOOTBALL CENTRES •



# Events User Guide 2019

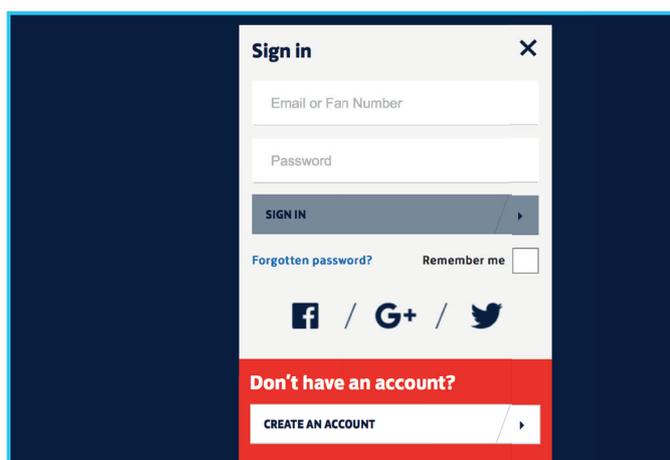
## Welcome to The SSE Wildcats

You have been approved to run one of our programmes. To start your journey please visit [FAEVENTS.THEFA.COM](http://FAEVENTS.THEFA.COM)

To log in, enter your:

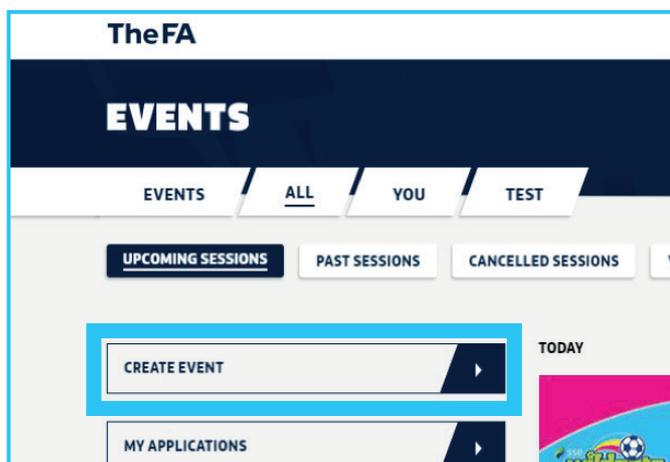
**EMAIL OR FAN NUMBER**

**PASSWORD**



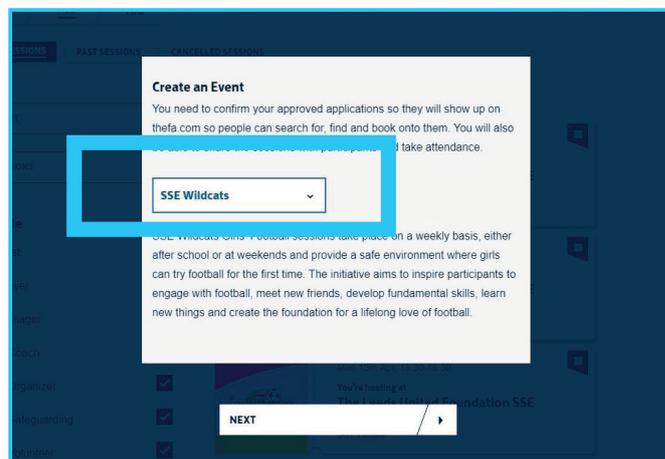
The create event button will appear top left of the screen. You need to 'create events' for your session details to show up on [THEFA.COM](http://THEFA.COM) search portal so that people can book your sessions and allow you to view bookings and take attendance.

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

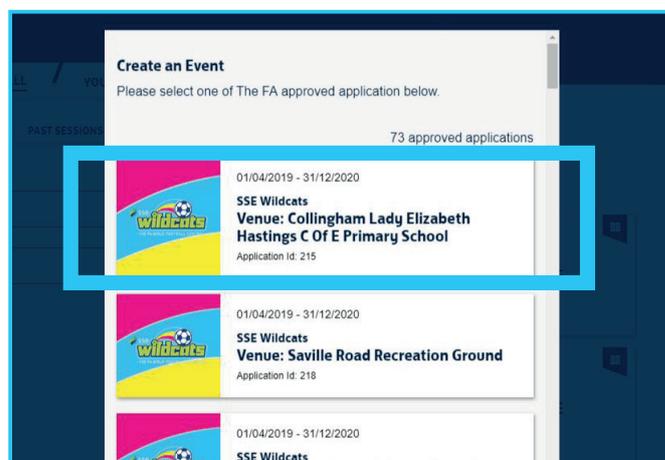


After you complete each section throughout the process, select the **NEXT** button to continue.

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



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

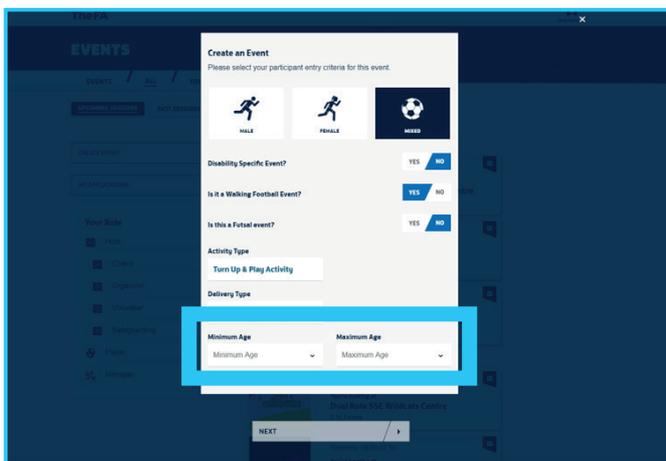


Information will be pulled across from your relevant approved application.

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/](https://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.

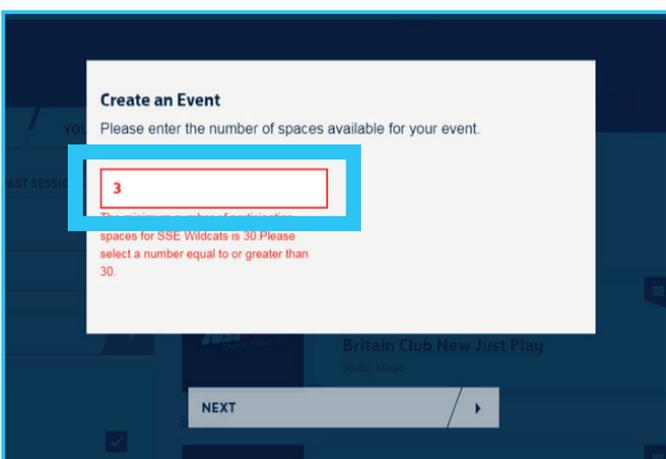
During this stage you can change details such as:

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



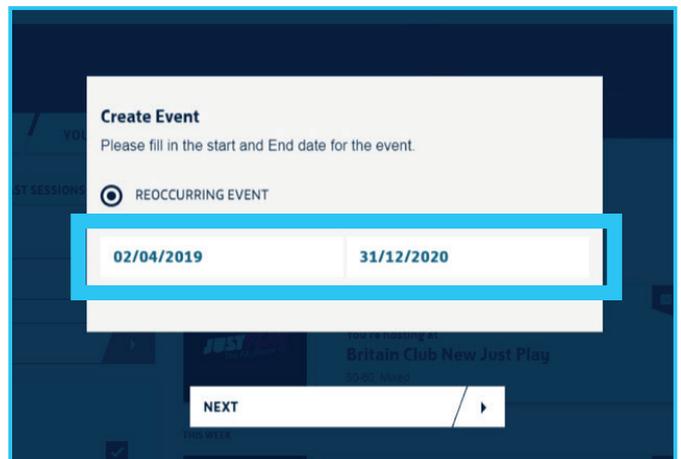
The screenshot shows the 'Create an Event' form with various criteria. The 'Minimum Age' and 'Maximum Age' fields are highlighted with a red box. The form includes options for 'Disability Specific Event?', 'Is it a Walking Football Event?', and 'Is this a Futsal event?'. There are also sections for 'Activity Type' and 'Delivery Type'.

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 **SSE WILDCATS IS 30**. If a number entered is less than the minimum required, you will get an error message (see below).



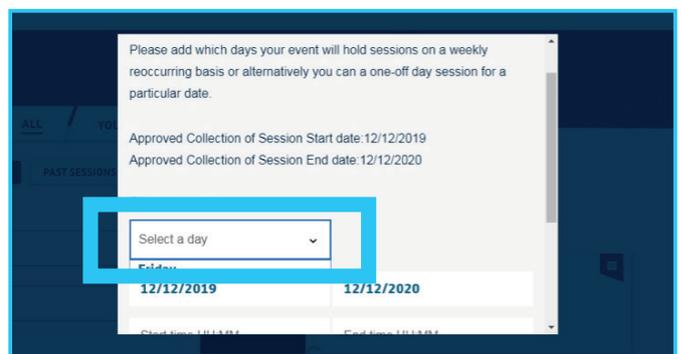
The screenshot shows the 'Create an Event' form with the 'Number of Spaces' field highlighted in red and containing the number '3'. Below the field, a red error message reads: 'Minimum number of spaces for SSE Wildcats is 30. Please select a number equal to or greater than 30.' The 'NEXT' button is visible at the bottom.

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.



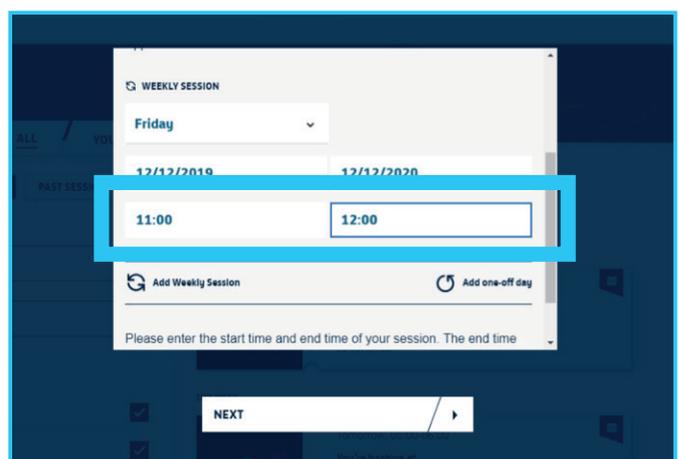
The screenshot shows the 'Create Event' form with the 'RECURRING EVENT' option selected. The start date is '02/04/2019' and the end date is '31/12/2020'. Both date fields are highlighted with a red box. A 'NEXT' button is visible at the bottom.

Choose the **DAY OF THE WEEK** when the sessions will take place. The days of the week are pulled from your approved application. If you are running sessions on multiple days, click 'add weekly session' for any additional days.



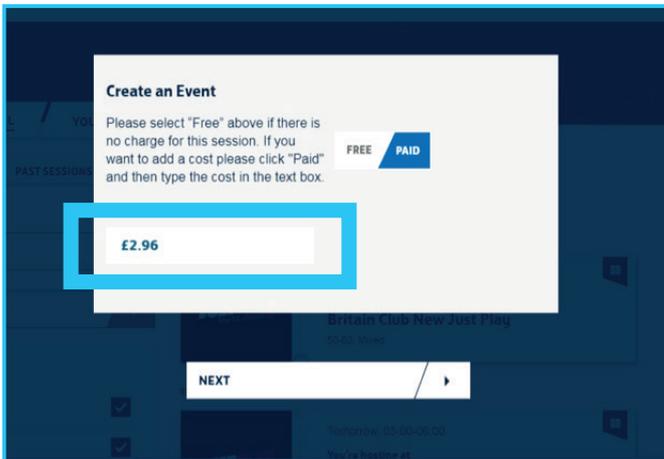
The screenshot shows the 'Create Event' form with a dropdown menu for 'Select a day' highlighted in red. Below the dropdown, the start date is '12/12/2019' and the end date is '12/12/2020'. The 'NEXT' button is visible at the bottom.

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

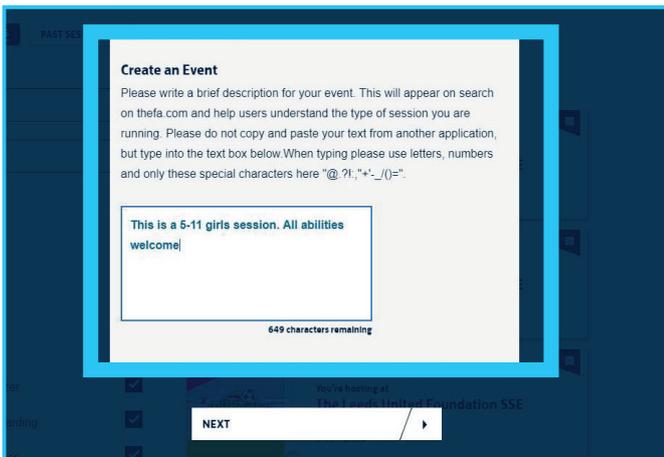


The screenshot shows the 'Create Event' form with the 'WEEKLY SESSION' option selected. The day is 'Friday', the start time is '11:00', and the end time is '12:00'. Both time fields are highlighted with a red box. There are buttons for 'Add Weekly Session' and 'Add one-off day'. A 'NEXT' button is visible at the bottom.

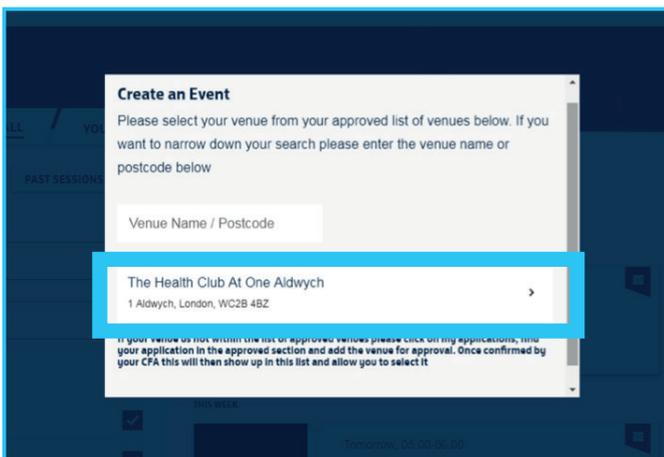
Check **COST PER SESSION** details. These details are pulled from your application but can be edited if needed to change the price or make the events free.



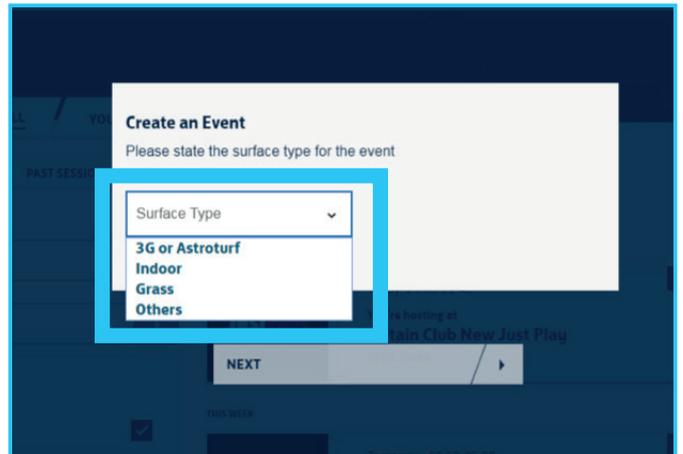
Add a **DESCRIPTION** for the event. This is important as this will appear on **THEFA.COM** and allow people to read about your centre and the activity on offer.



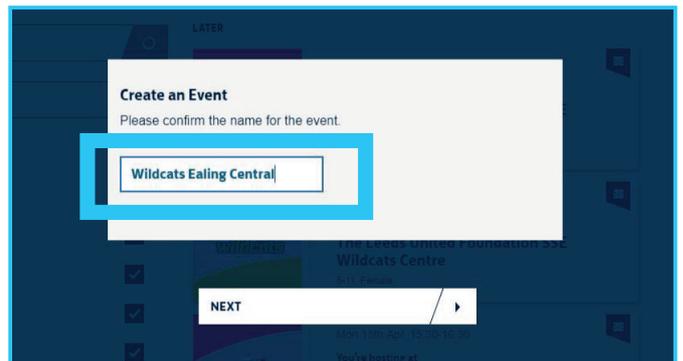
Choose a **VENUE** from the approved list of venues provided on screen for this event.



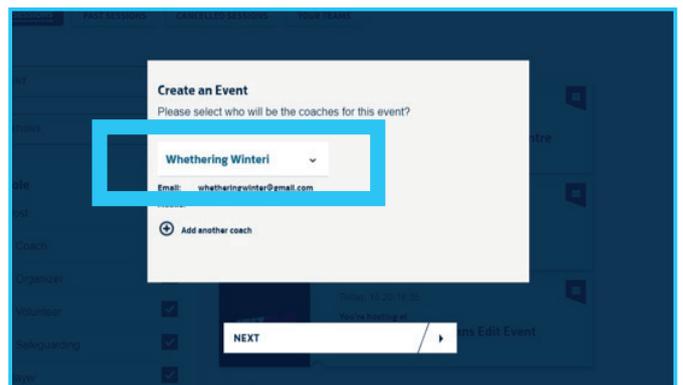
Once a venue is chosen, select your **SURFACE TYPE**.



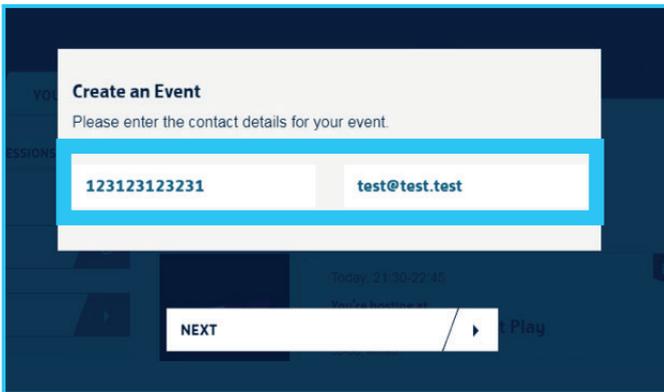
Enter the **NAME OF THE SESSION** which will be displayed for participants when they search for, find and book your event.



Select your **COACHES** for the event. Please add each of the coaches you require from the list. You will also need to do the same for your Volunteer and Designated Safeguarding Officer on the next two screens. If you have more than one person for a role, please ensure you add them all whether they are coaches, DSOs or volunteers.

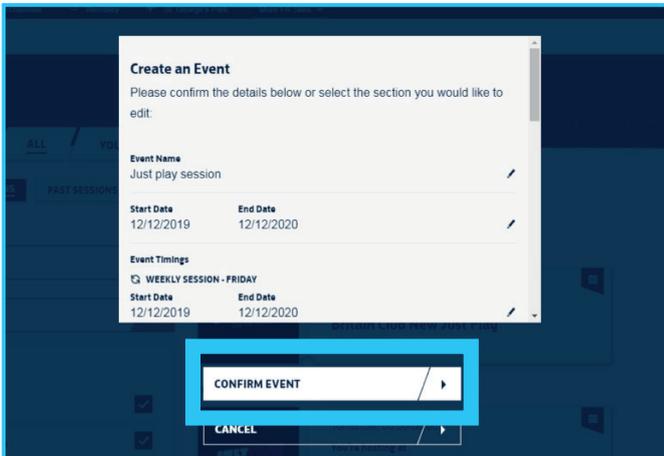


Review and/or edit organiser **CONTACT DETAILS** which are pulled from the approved application. Please note: contact details are public to all.



**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 sessions to be created.

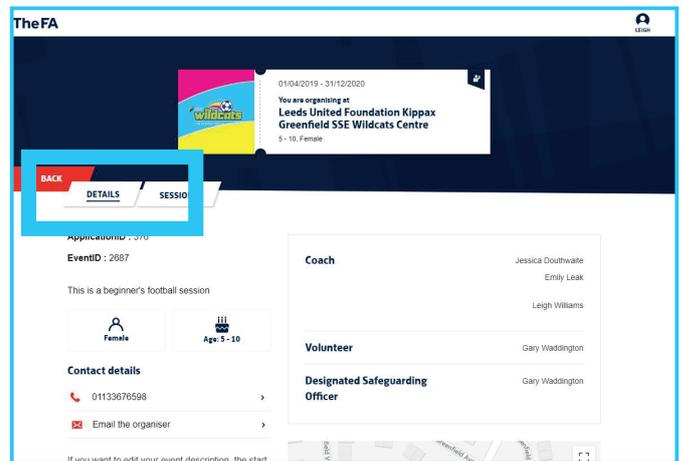


Once the collection of sessions are created, confirmation appears on screen and the user can view the sessions by clicking on the **VIEW EVENT** button. Your sessions will now appear on search on thefa.com for people to search for, find and book onto. The sessions will take about 30 minutes to appear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

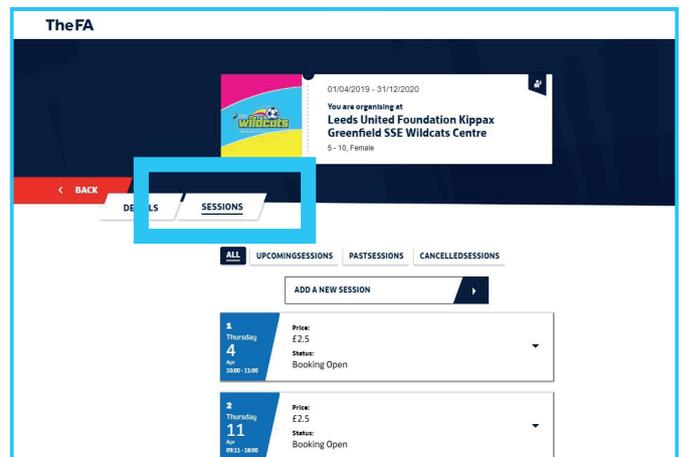


To review your centre details use the 2 tabs provided.

**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.



**SESSIONS:** Gives information about the collection of sessions created.



Should you have any problems with the application process, please contact: [SSEWILDCATS.CENTRES@THEFA.COM](mailto:SSEWILDCATS.CENTRES@THEFA.COM)