THE FA EVENTS SYSTEM USER GUIDE

How to create and manage your Just Play sessions

JUST PLA!
The FA Mars

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SECTION 01

Introduction and create an account

CREATE AN ACCOUNT

To use the portal you will need to log in to your existing account, or create a new one.

What do you need to create an account?

FAN
Password

These will become your login details

THE FA EVENTS SYSTEM

APPLICATIONS

- Centres submit applications
- CFAs approve applications
- If any information submitted in your original application changes, you need to resubmit the changes for CFA approval.

EVENTS

- 1 event can be created per application
- Event delivery window approved in application
- Centre contact details and basic criteria can be edited at any time
- Existing 2019 centres do not need to create a new event. Simply add sessions.

SESSIONS

- Once an event has been created, sessions can be added
- Sessions can only be delivered on approved days
- Sessions can be cancelled, but not mass updated
- Just Play Organisers (JPO) take attendances for each session.

THE FA EVENTS SYSTEM

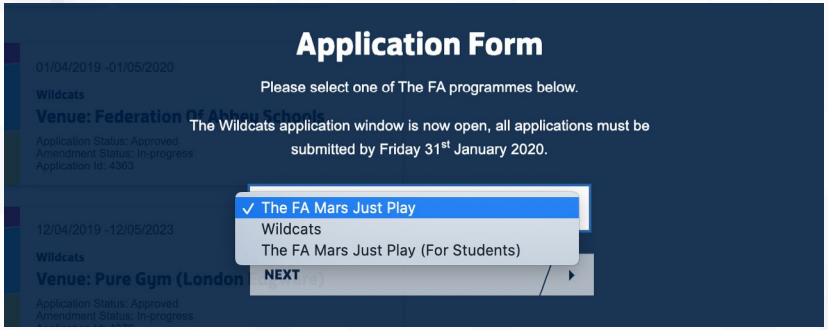
Role	Task	View
Centres	We are a new centre, how do we submit an application form?	GO
	We are an existing centre, how do we resubmit an application form?	GO
	What documentation is needed when submitting an application form?	GO
	What qualifications do staff members who run these events need?	GO
	How do I create an event?	GO
	How do I create sessions at my events?	GO
Just Play Organisers (JPO)	How do I take attendance for my sessions?	GO
	How do I update a session and notify participants?	GO
	How do I cancel a session and notify participants?	GO
Participants	How do I find sessions?	GO
	How do I book onto sessions?	GO
	How do I modify or cancel my bookings?	GO
	How do I contact the centre or coach?	GO

SECTION 02

Centre applications

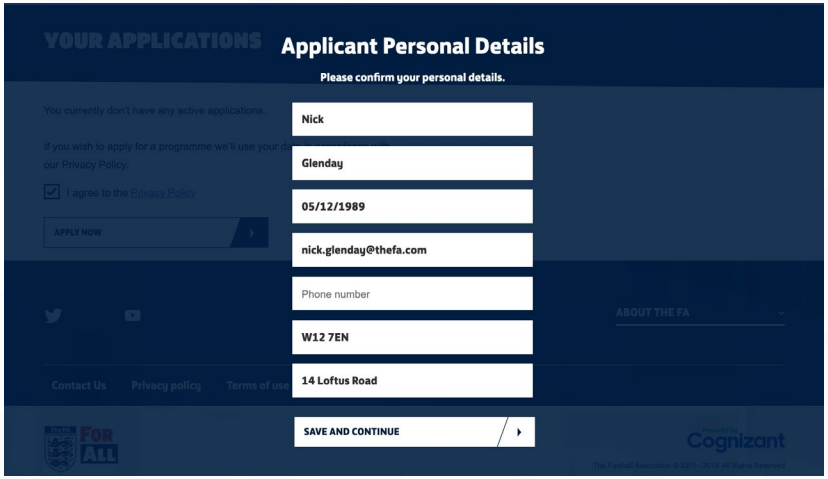
Who	Section	View	Task
Centres	Centre applications	Starting an application	Creating a new application and selecting the correct programme

1. From the home screen, select ‘MY APPLICATIONS’
2. Hit ‘APPLY NOW’ and select ‘Just Play’ or ‘Just Play (For Students)’
3. Confirm your personal details as the role of applicant. Your FAN details can be edited in your profile on the TheFA.com
4. ‘SAVE AND CONTINUE’



Did you Know?

- Your application will be reviewed by your County FA
- Applicants who have no other role in the running of events/sessions do not need to hold a valid and in-date CRC/DBS or have any other qualifications.

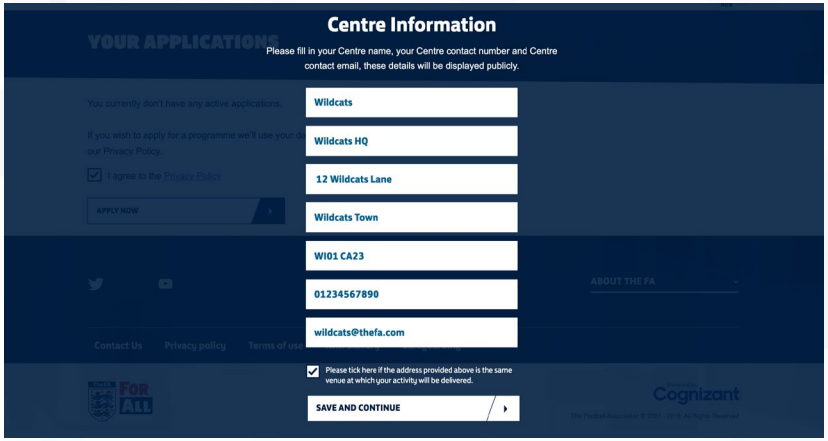


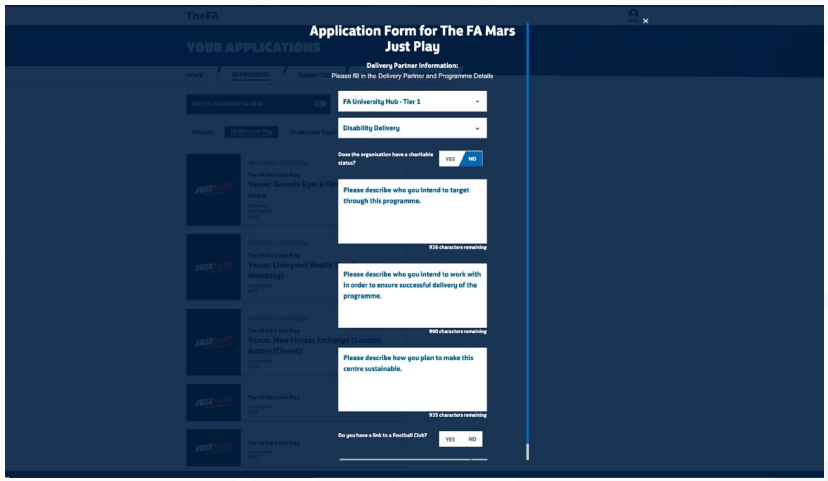
Who	Section	View	Task
Centres	Centre applications	Delivery organisation information	Adding details about your organisation and describing why you wish to apply

1. Enter the location and contact details for your delivery organisation
2. Select the relevant 'Organisation Type' for your organisation. If you cannot see an option that is applicable, select 'Other'
3. The next three questions are a chance for you to inform the County FA (that will review this application) why you wish to apply
4. If your organisation is linked to any football club, search the club and link it

Did you Know?

- The details added here will be displayed in the FA.com search results for Just Play (unless Just Play for Students)
- Linking to a football club will help The FA map player progression
- Can't find your football club? **Contact us**.



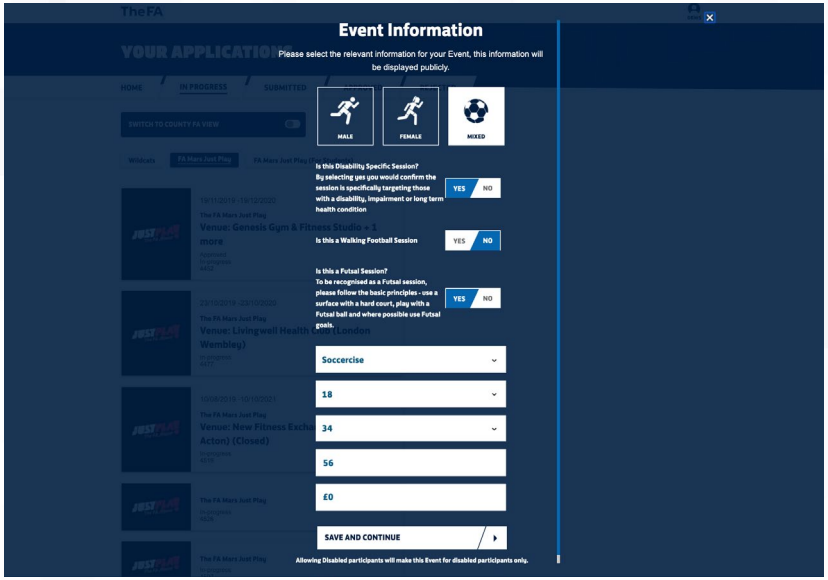


Who	Section	View	Task
Centres	Centre applications	Session information	Providing key details about your sessions that will be displayed to the public

1. Enter details about the type of session that your organisation will deliver
2. Some fields are pre-populated based on the rules for Just Play participation
3. Enter a capacity for your venue

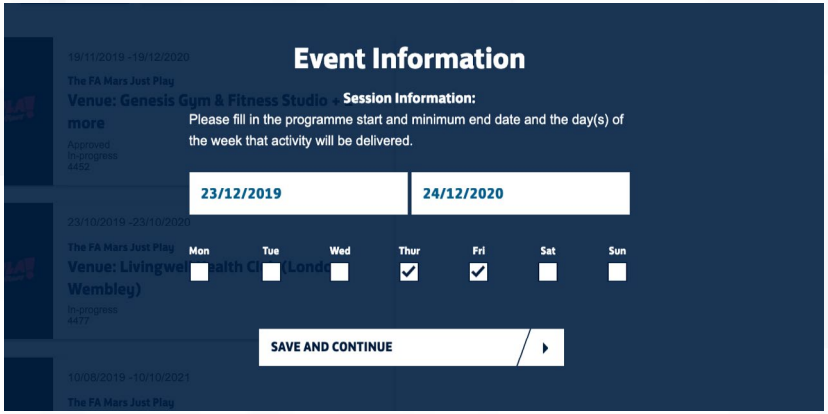
Did you Know?

- For more information on hosting disability-specific sessions **contact us**
- For more information on hosting Futsal sessions **contact us**.



Who	Section	View	Task
Centres	Centre applications	Session information	Setting the dates and times of your sessions

1. Indicate the start and end dates for your delivery of Just Play in 2020 (or beyond)
2. Once valid dates have been entered, select the days on which your sessions will take place
3. Based on these dates and days, the events platform can create reoccurring sessions
4. You are also able to create one-off sessions on your approved days



Did you Know?

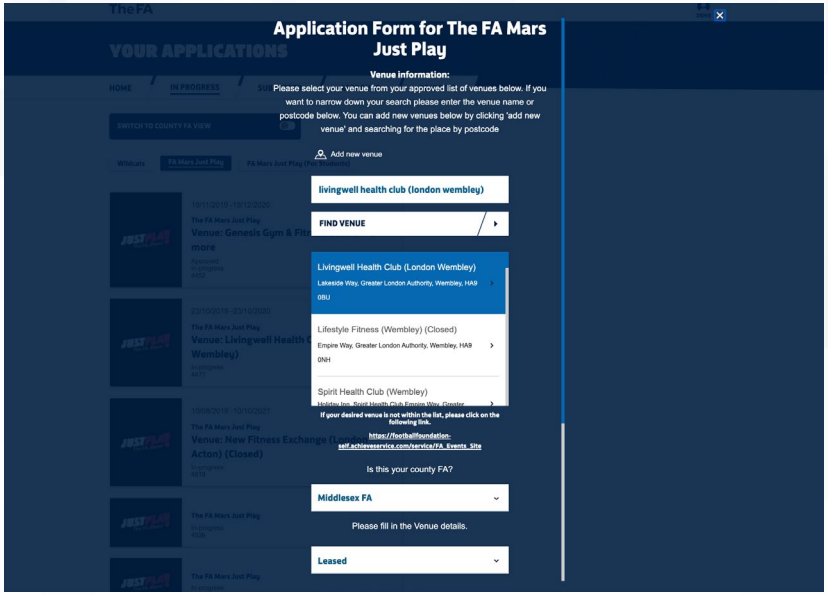
- A Just Play application must consist of a minimum of 32 weeks of delivery
- A Just Play (for Students) application must consist of 12 weeks of delivery
- Just Play centres are only able to create and deliver sessions on the approved days stated in this application.

Who	Section	View	Task
Centres	Centre applications	Venue information	To provide information on where your Just Play sessions will take place

1. Enter your venue name or postcode to find and link your venue
2. Confirm your County FA. This is the County FA that will be responsible for reviewing your application
3. Provide key information about the playing surface so players know what footwear to bring to sessions

Did you Know?

- If you are unable to find your venue **contact us**
- If you are unsure which County FA you belong to **contact us**.

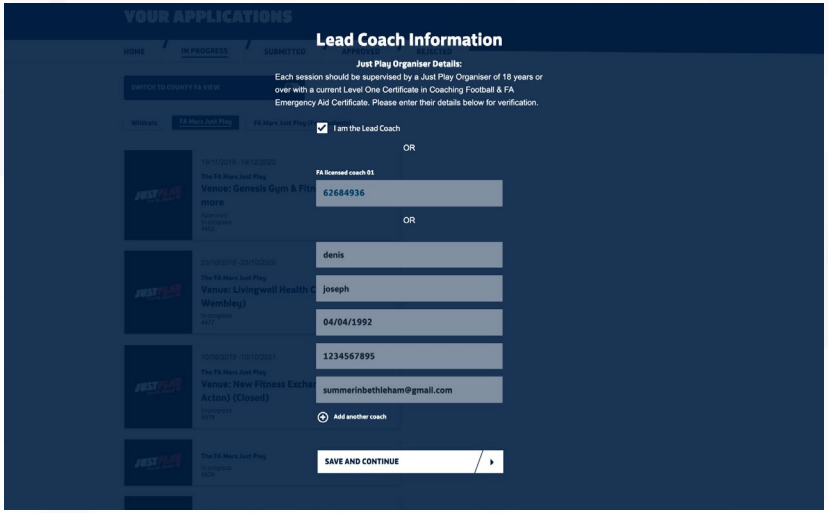


Who	Section	View	Task
Centres	Centre applications	Coach information	To provide information on who will be running your Just Play sessions

1. Enter the details for your Just Play Organiser. If entering a FAN, hit 'ENTER' to search. You can declare yourself as the lead coach

Did you Know?

- There must always be a minimum of one adult (18+) running your sessions.

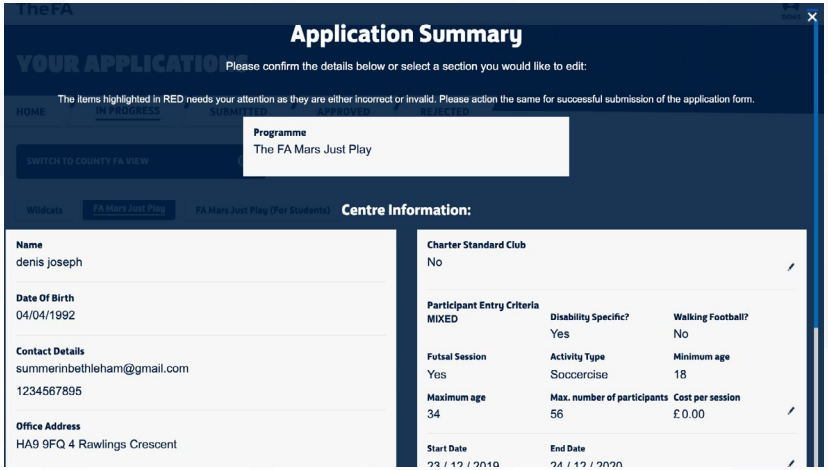


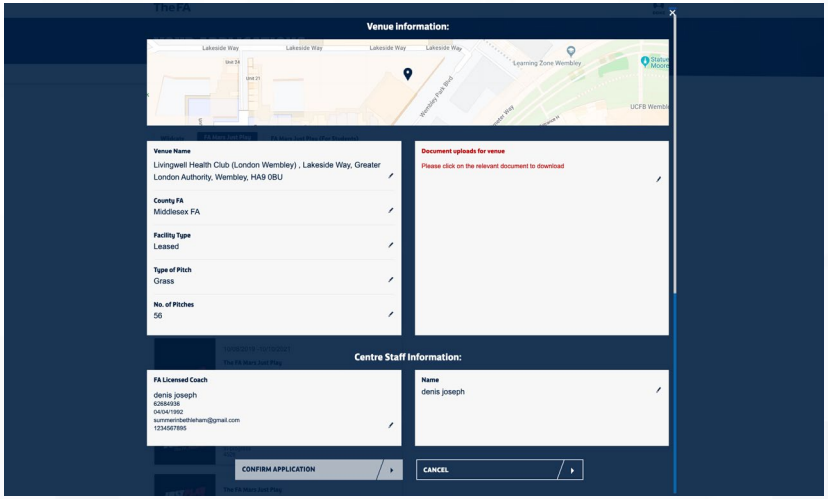
Who	Section	View	Task
Centres	Centre applications	Application summary	Review your application, correct any outstanding issues and submit for CFA review

1. Review all information provided for your application
2. Any items highlighted in red require action as they indicate an incorrect or invalid entry
3. Any staff highlighted in red will have a reason given - it's most likely to be missing or expired qualifications
4. Once you have actioned any highlighted items and you are happy with your application, click 'CONFIRM APPLICATION'

Did you Know?

- You can save and exit your application at any time. Changes will be saved
- To edit any of the sections select the pencil icon
- County FA staff members will receive a copy of this summary screen.





SECTION 03

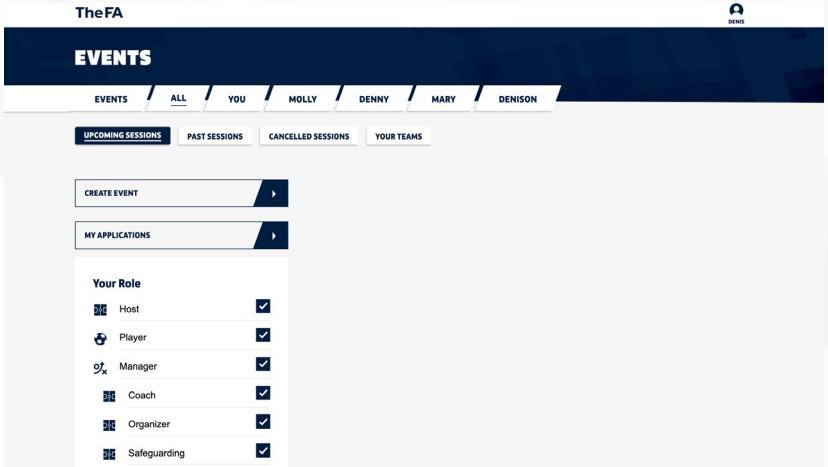
Create and edit events

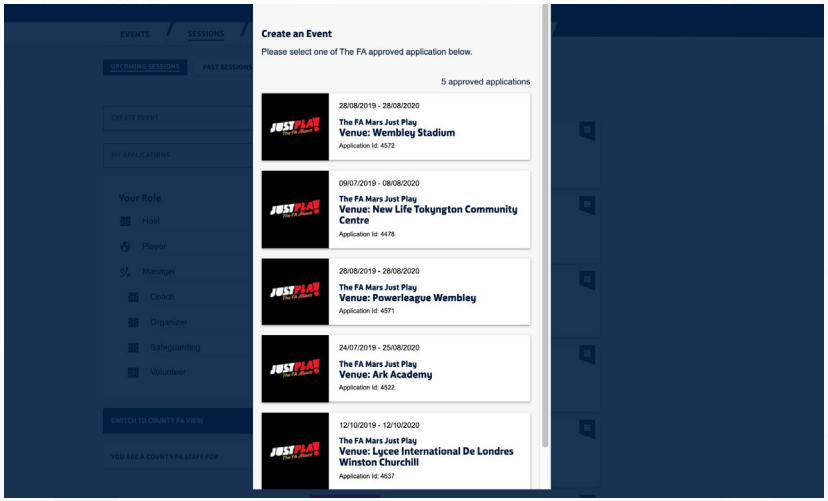
Who	Section	View	Task
Centres/ Just Play Organiser	Create and edit events	Event set-up	Selecting which application your event will be created against

1. Once your application has been approved you will see a 'CREATE EVENT' option on your home page
2. If you have multiple approved applications you will need to select one to continue
3. The event criteria from your application will be filled in automatically, but you can edit the minimum and maximum age for your sessions

Did you Know?

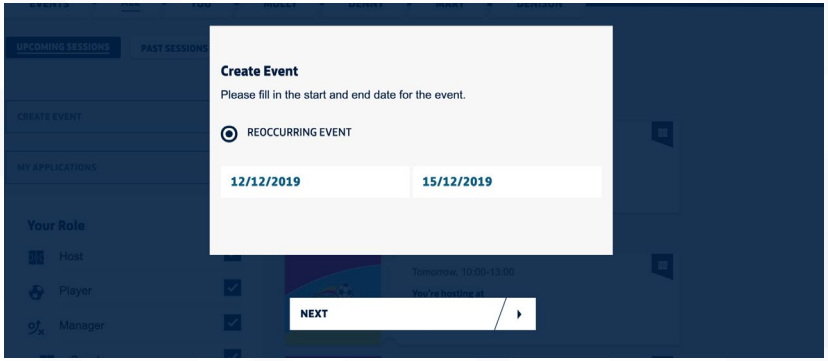
- If you wish to edit any of the key criteria in the event information, you need to edit and resubmit your application for re-approval
- If you wish to run different age group events you will need to create multiple applications
- If you do not see the 'CREATE EVENT' option then check the status of your application.





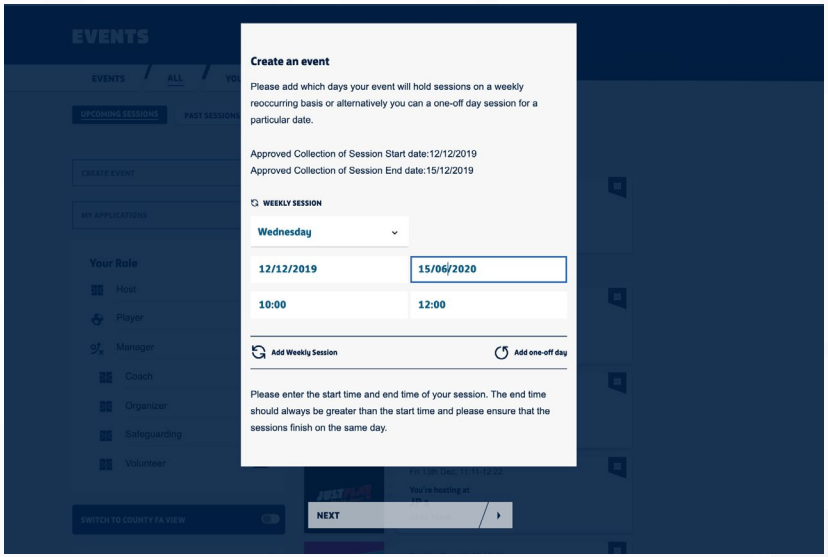
Who	Section	View	Task
Centres/ Just Play Organiser	Create and edit events	Event set-up	Set up either a reoccurring event and/or a one-off event

1. For reoccurring events select the start and end date delivery window
2. Choose the day you wish to deliver the weekly session on
3. Set the start and end time. Use 24hr clock
4. If you wish to add a one-off day, select and enter a date
5. Select the cost for the sessions and a brief description



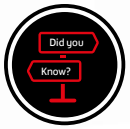
Did you Know?

- Reoccurring events will auto-populate sessions on your agreed delivery days (from your application) between the start and end date for the event
- You can only deliver sessions during your approved window of dates. This includes one-off sessions
- Descriptions appear on TheFA.com search results (unless Just Play for Students).

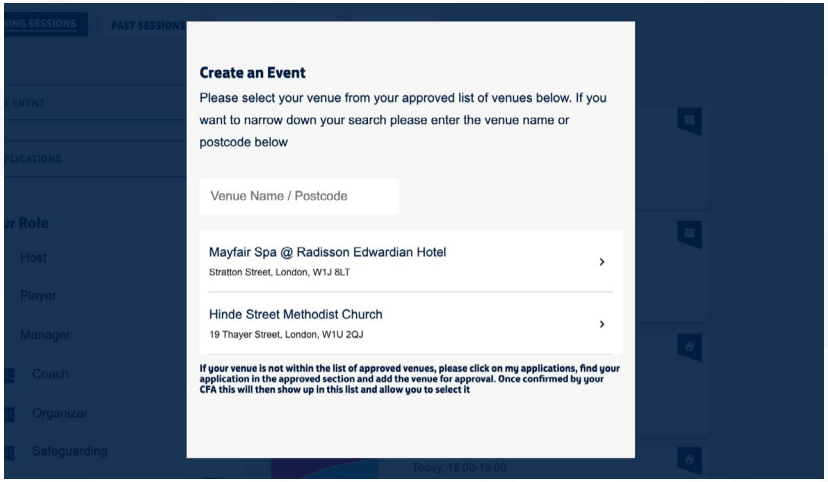


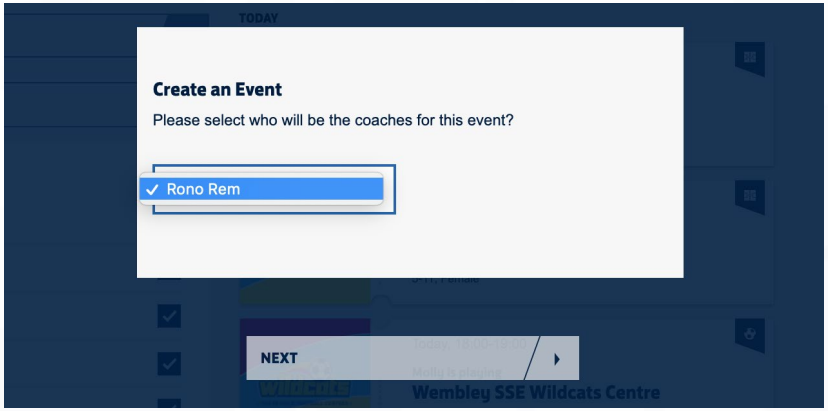
Who	Section	View	Task
Centres/ Just Play Organiser	Create and edit events	Event set-up	Set up where the event will take place and the playing surface

1. Select from your approved venues where your event will take place
2. Select the playing surface
3. Give your event a name
4. Select your lead coach
5. Provide contact details for your event



- If you need to add a new venue for your event, you need to edit then resubmit your application
- The event name will be displayed to the public in search results
- You can only select approved staff from your application.



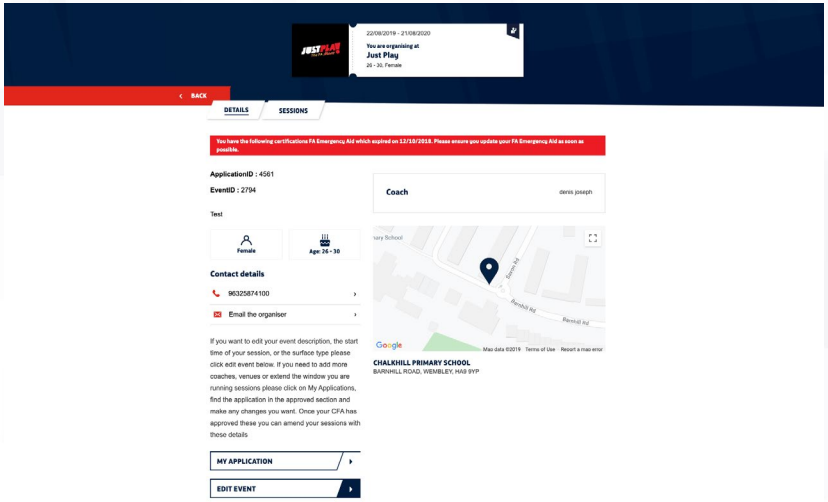


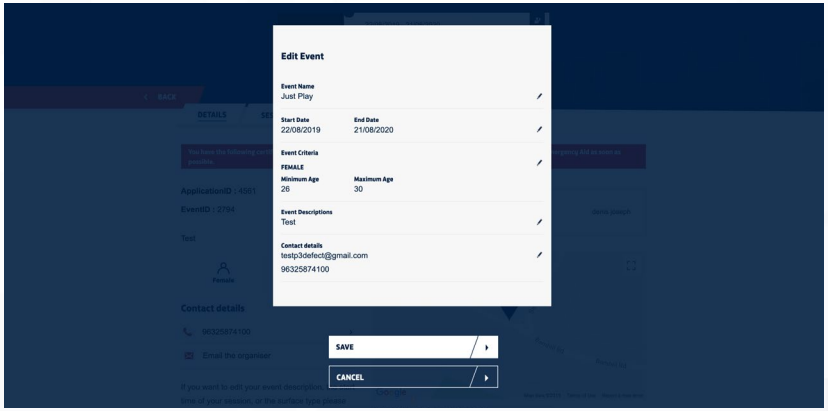
Who	Section	View	Task
Centres/ Just Play Organiser	Create and edit events	Edit events	Update information on your event/sessions

1. To edit information on your event select the ‘EVENTS’ tab
2. Click into your event and select ‘EDIT EVENT’
3. ‘EDIT AND SAVE’
4. Changes will be saved against all sessions from the event

Did you Know?

- You can only change basic contact and event information
- Major changes require you to edit and resubmit your application. Changes such as:
  - Venue
  - Staff
  - Event Name





SECTION 04

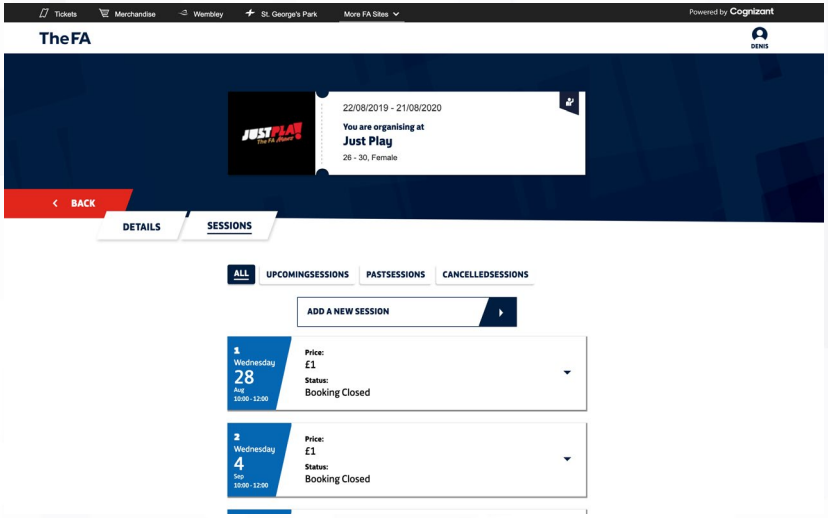
Add and edit sessions

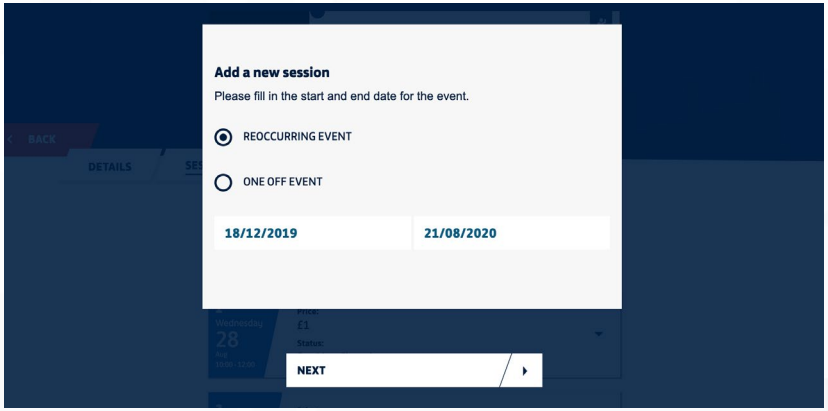
Who	Section	View	Task
Centres/ Just Play Organiser	Add and edit sessions	Add sessions	Create regular sessions that belong to your event

1. Select the ‘EVENTS’ tab and click into your chosen event
2. Click into the ‘SESSIONS’ tab and select ‘ADD A NEW SESSION’
3. Provide the key criteria for each session. Once completed your sessions will be added

Did you Know?

- You can only add sessions in your events delivery window
- New sessions can take up to 1hr to appear on TheFA.com
- We recommend that you avoid creating sessions for an entire year. Instead you can create fewer sessions more regularly.



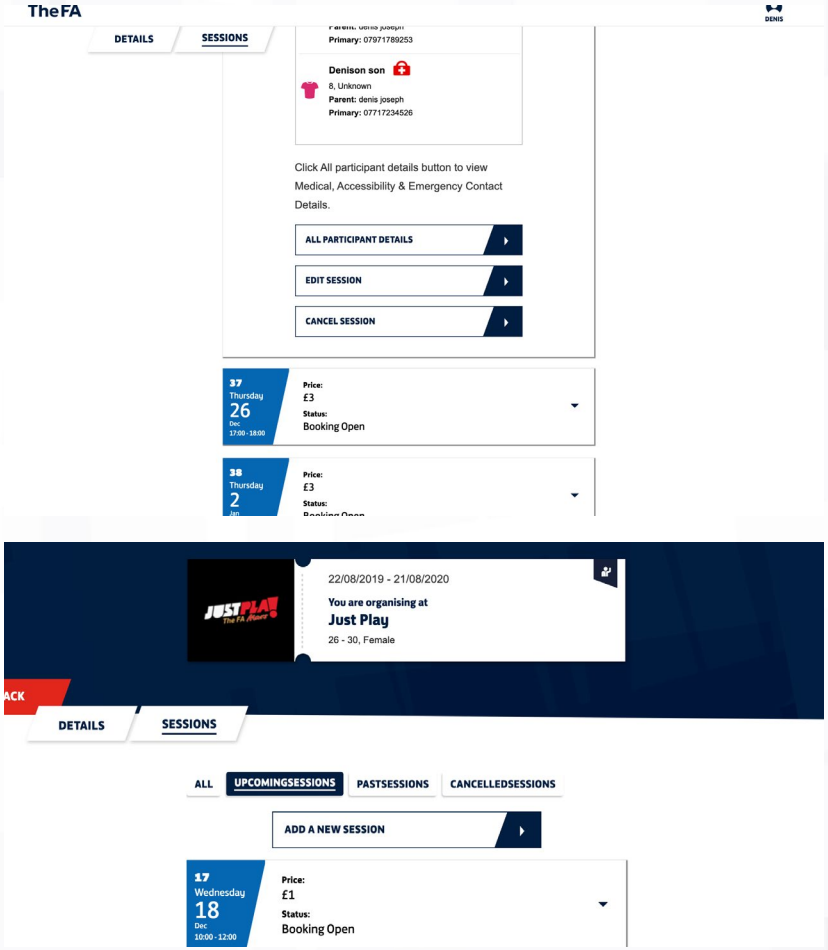


Who	Section	View	Task
Centres/ Just Play Organiser	Add and edit sessions	Edit sessions	How to edit or cancel existing sessions

1. Select the ‘EVENTS’ tab and click your chosen event
2. Click into the ‘SESSIONS’ tab and click to expand the session details
3. Select ‘EDIT SESSION’ or ‘CANCEL SESSION’

Did you Know?

- You can only edit one session at a time
- Cancelled sessions will send an email notification to players booked onto the session
- You can filter your sessions list to just show ‘UPCOMING SESSIONS’.

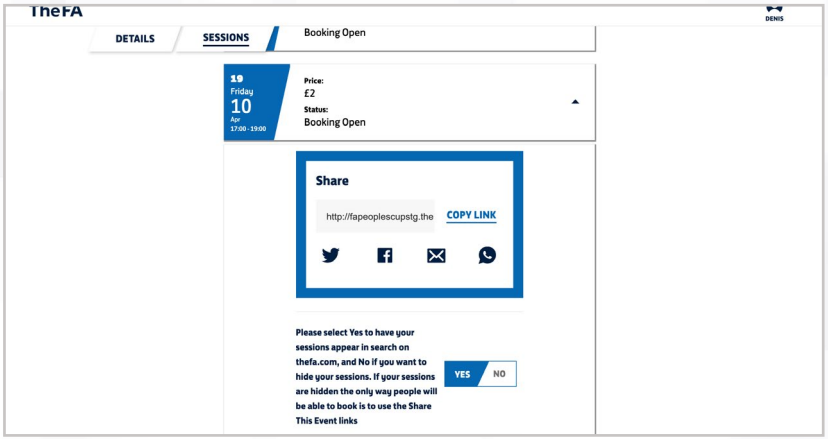


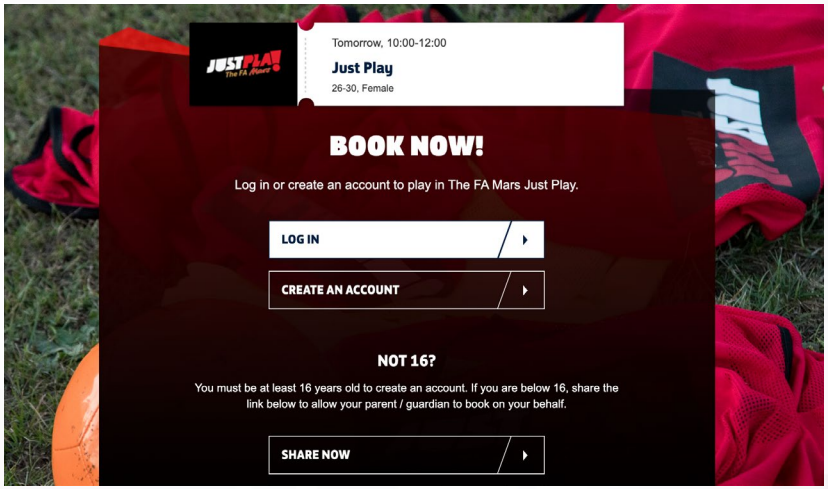
SECTION 05

Share booking link and take attendance

Who	Section	View	Task
Centres/ Just Play Organiser	Share booking link and take attendance	Share booking link	Getting players to book onto Just Play sessions

1. Click into the 'SESSIONS' tab and click to expand the session details
2. Copy the link
3. You can share via email, WhatsApp, Facebook and Twitter.



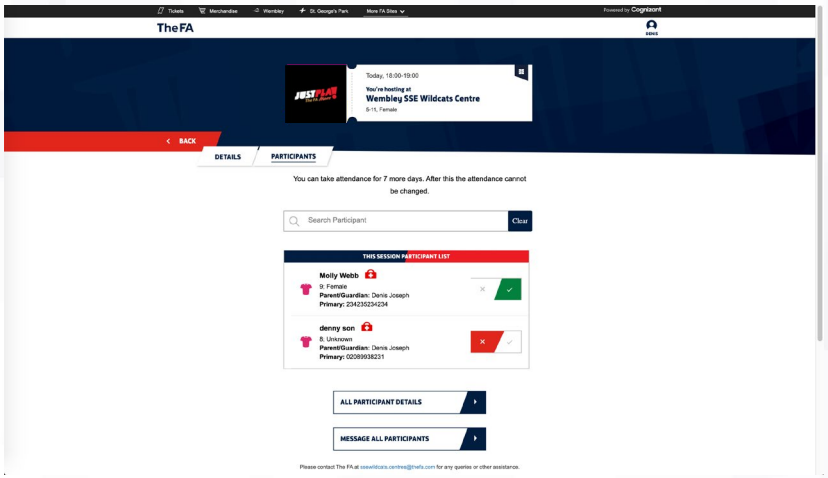


Did you Know?

- Players can book onto multiple sessions
- Once booked, a player's name will appear in the 'PARTICIPANTS' page
- Each link is specific to a session.

Who	Section	View	Task
Centres/ Just Play Organiser	Share booking link and take attendance	Taking attendance	Record attendance by completing a register for your sessions

1. Click into the ‘SESSIONS’ tab and click to expand the session details
2. Click on the ‘PARTICIPANTS’ tab
3. Click the tick (✔) or cross (✖) to show whether the player was in attendance



Did you Know?

- This page is mobile responsive so coaches can complete at sessions
- You can take attendance on the day of the session. The register stays active for seven days, at which point it’s locked.

SECTION 06

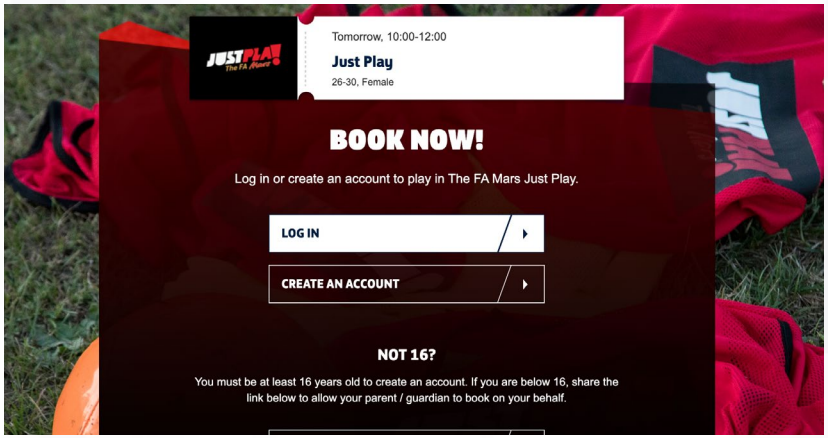
How players book onto a session

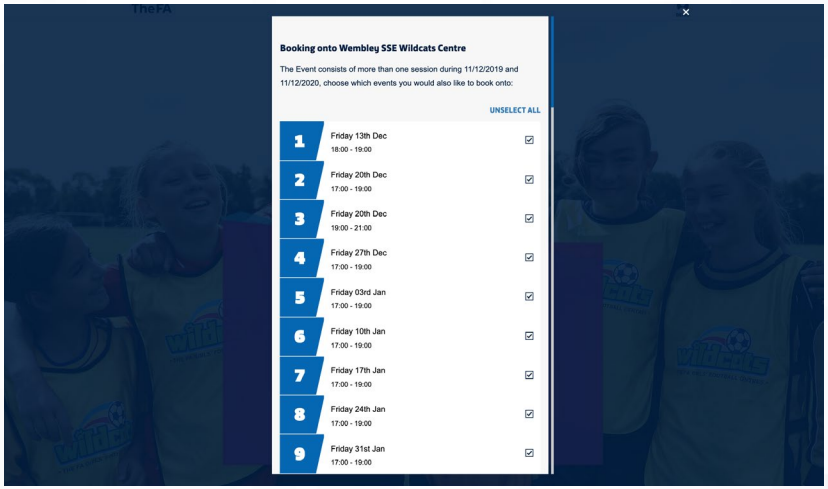
Who	Section	View	Task
Centres/ Just Play Organiser	How players book onto a session	Booking a player onto a session	Record attendees by completing a register for your sessions

1. Players need to have a FAN
2. Players need to select the sessions they wish to book onto
3. Players can cancel their attendance at any stage through the events platform

Did you Know?

- Players receive reminder email notifications seven days in advance of the session
- Players provide any medical or accessibility information in the booking flow
- Players can book onto multiple sessions.





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