



FOR ALL



# THE FA EVENTS SYSTEM USER GUIDE

How to create and manage your Just Play sessions

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



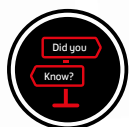
## **SECTION 02**

### **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'



- 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.

**Application Form**

01/04/2019 - 01/05/2020

Wildcats

Please select one of The FA programmes below.

The Wildcats application window is now open, all applications must be submitted by Friday 31<sup>st</sup> January 2020.

Application Status: Approved  
Amendment Status: In-progress  
Application ID: 4303

12/04/2019 - 12/05/2023

Wildcats

Venue: Pure Gym (London)

Application Status: Approved  
Amendment Status: In-progress

✓ The FA Mars Just Play  
Wildcats  
The FA Mars Just Play (For Students)

NEXT

**YOUR APPLICATIONS** **Applicant Personal Details**

Please confirm your personal details.

You currently don't have any active applications.

If you wish to apply for a programme we'll use your details in accordance with our Privacy Policy.

☒ I agree to the Privacy Policy

APPLY NOW

Nick

Glenday

05/12/1989

nick.glenday@thefa.com

Phone number

W12 7EN

14 Loftus Road

SAVE AND CONTINUE

ABOUT THE FA

Contact Us Privacy policy Terms of use

For All

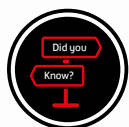
Cognizant

The Football Association © 2001 - 2019. All Rights Reserved

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

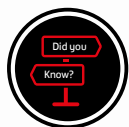


- The details added here will be displayed in the FA.com search results for Just Play (unless Just Play for Students)
- Linking to a football club will help The FA map player progression
- Can't find your football club? **Contact us.**

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

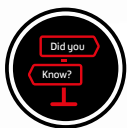


- For more information on hosting disability-specific sessions **contact us**
- For more information on hosting Futsal sessions **contact us**.

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



- 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.

**Event Information**

19/11/2019 - 19/12/2020

The FA Mars Just Play

Venue: Genesis Gym & Fitness Studio - **Session Information:**

Please fill in the programme start and minimum end date and the day(s) of the week that activity will be delivered.

23/12/2019 24/12/2020

23/10/2019 - 29/10/2020

The FA Mars Just Play

Venue: Livingwell (with C. Lone)

Mon Tue Wed Thur Fri Sat Sun

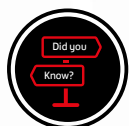
☐ ☐ ☐ ☒ ☒ ☐ ☐

SAVE AND CONTINUE

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

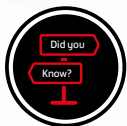


- If you are unable to find your venue **contact us**
- If you are unsure which County FA you belong to **contact us.**

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



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

**YOUR APPLICATIONS**

**Lead Coach Information**

Just Play Organiser Details:  
Each session should be supervised by a Just Play Organiser of 18 years or over with a current Level One Certificate in Coaching Football & FA Emergency Aid Certificate. Please enter their details below for verification.

☒ I am the Lead Coach

OR

FA licensed coach ID  
62684936

OR

denis

Joseph

04/04/1992

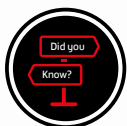
1234567895

summerinbetheham@gmail.com

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'



- 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.

**Application Summary**

Please confirm the details below or select a section you would like to edit:

The items highlighted in RED needs your attention as they are either incorrect or invalid. Please action the same for successful submission of the application form.

**Programme**  
The FA Mars Just Play

**Centre Information:**

<b>Name</b> denis joseph	<b>Charter Standard Club</b> No
<b>Date Of Birth</b> 04/04/1992	<b>Participant Entry Criteria</b> MIXED
<b>Contact Details</b> summerinbethlehem@gmail.com 1234567895	<b>Disability Specific?</b> Yes
<b>Office Address</b> HA9 9FQ 4 Rawlings Crescent	<b>Walking Football?</b> No
	<b>Futsal Session</b> Yes
	<b>Activity Type</b> Soccerdis
	<b>Minimum age</b> 18
	<b>Maximum age</b> 34
	<b>Max. number of participants</b> 56
	<b>Cost per session</b> £0.00
	<b>Start Date</b> 23 / 12 / 2019
	<b>End Date</b> 24 / 12 / 2020

**Venue Information:**

**Venue Name**  
Livingwell Health Club (London Wembley) , Lakeside Way, Greater London Authority, Wembley, HA9 0BU

**County FA**  
Middlesex FA

**Facility Type**  
Leased

**Type of Pitch**  
Grass

**No. of Pitches**  
56

**Document uploads for venue**  
Please click on the relevant document to download

**Centre Staff Information:**

**FA Licensed Coach**  
denis joseph  
04041392  
summerinbethlehem@gmail.com  
1234567895

**Name**  
denis joseph

**CONFIRM APPLICATION** **CANCEL**



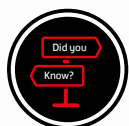
## **SECTION 03**

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



- 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.

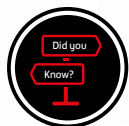
The screenshot shows the 'TheFA' Events platform interface. The top navigation bar includes 'EVENTS', 'ALL', 'YOU', 'MOLLY', 'DENNY', 'MARY', and 'DENISON'. Below this, there are tabs for 'UPCOMING SESSIONS', 'PAST SESSIONS', 'CANCELLED SESSIONS', and 'YOUR TEAMS'. The main content area has a 'CREATE EVENT' button and a 'MY APPLICATIONS' section. Under 'MY APPLICATIONS', there is a 'Your Role' section with checkboxes for Host, Player, Manager, Coach, Organizer, and Safeguarding, all of which are checked. Below this, there is a 'Create an Event' section with a list of approved applications. The list shows five applications, each with a date range, venue, and application ID.

Date Range	Venue	Application ID
28/08/2019 - 28/08/2020	The FA Mars Just Play Venue: Wembley Stadium	Application id: 4572
09/07/2019 - 08/08/2020	The FA Mars Just Play Venue: New Life Tokyngton Community Centre	Application id: 4478
28/08/2019 - 28/08/2020	The FA Mars Just Play Venue: Powerleague Wembley	Application id: 4571
24/07/2019 - 25/08/2020	The FA Mars Just Play Venue: Ark Academy	Application id: 4523
12/10/2019 - 12/10/2020	The FA Mars Just Play Venue: Lycee International De Londres Winston Churchill	Application id: 4637

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

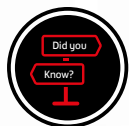


- Reoccurring events will auto-populate sessions on your agreed delivery days (from your application) between the start and end date for the event
- You can only deliver sessions during your approved window of dates. This includes one-off sessions
- Descriptions appear on TheFA.com search results (unless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

**Create an Event**

Please select your venue from your approved list of venues below. If you want to narrow down your search please enter the venue name or postcode below

Venue Name / Postcode

Mayfair Spa @ Radisson Edwardian Hotel  
Stratton Street, London, W1J 8LT

Hinde Street Methodist Church  
19 Thayer Street, London, W1U 2QJ

If your venue is not within the list of approved venues, please click on my applications, find your application in the approved section and add the venue for approval. Once confirmed by your CFA this will then show up in this list and allow you to select it

**Create an Event**

Please select who will be the coaches for this event?

✓ Rono Rem

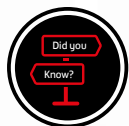
NEXT

Wembley SSE Wildcats Centre

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



- 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

**Just Play**

22/08/2019 - 21/08/2020  
You are registering at  
Just Play  
21 - 25 Female

[BACK](#) [DETAILS](#) [SESSIONS](#)

**You have the following unconfirmed FA Emergency A&I which expired on 12/10/2018. Please ensure you update your FA Emergency A&I as soon as possible.**

ApplicationID : 4561  
EventID : 2794

**Coach**  
davis.pope@jpl.co.uk

**Text**  
Very School  
Age 16 - 30

**Contact details**  
96325874100  
Email the organiser

**CHALKHILL PRIMARY SCHOOL**  
BARNHILL ROAD, WEMBLEY, WIDEN SP

If you want to edit your event description, the start time of your session, or the surface type please click edit event below. If you need to add more coaches, venues or extend the window you are running sessions please click on My Applications, find the application in the approved section and make any changes you want. Once your CPA has approved these you can amend your sessions with those details.

[MY APPLICATION](#) [EDIT EVENT](#)

**Edit Event**

Event Name  
Just Play

Start Date  
22/08/2019

End Date  
21/08/2020

Event Criteria  
FEMALE

Minimum Age  
25

Maximum Age  
30

Event Descriptions  
Text

Contact details  
tstp3defect@gmail.com  
96325874100

[SAVE](#) [CANCEL](#)



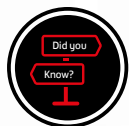
## **SECTION 04**

**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



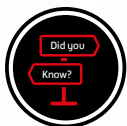
- You can only add sessions in your events delivery window
- New sessions can take up to 1hr to appear on TheFA.com
- We recommend that you avoid creating sessions for an entire year. Instead you can create fewer sessions more regularly.

The screenshot shows the TheFA.com interface. At the top, there's a navigation bar with 'Tickets', 'Merchandise', 'Weekly', 'St. George's Park', and 'More FA Sites'. Below this, the main header says 'TheFA' and 'You are organising at Just Play' with the date '22/08/2019 - 21/08/2020' and '28 - 30, Female'. The 'SESSIONS' tab is selected, and the 'ADD A NEW SESSION' button is visible. Below this, there are two session cards: '1 Wednesday 28' and '2 Wednesday 4', both with a price of £1 and status of 'Booking Closed'. The bottom part of the screenshot shows the 'Add a new session' form with options for 'REOCCURRING EVENT' (selected) and 'ONE OFF EVENT', and date pickers for '18/12/2019' and '21/08/2020'.

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'



- 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'.

TheFA

DETAILS SESSIONS

Primary: 07971780253

Denison son

8, Unknown  
Parent: denis joseph  
Primary: 07717234526

Click All participant details button to view Medical, Accessibility & Emergency Contact Details.

ALL PARTICIPANT DETAILS

EDIT SESSION

CANCEL SESSION

37 Thursday 26 Dec 17:00 - 18:00 Price: £3 Status: Booking Open

38 Thursday 2 Dec Price: £3 Status: Booking Open

22/08/2019 - 21/08/2020

You are organising at Just Play 26 - 30, Female

BACK

DETAILS SESSIONS

ALL UPCOMINGSESSIONS PASTSESSIONS CANCELLEDSESSIONS

ADD A NEW SESSION

17 Wednesday 18 Dec 10:00 - 12:00 Price: £1 Status: Booking Open



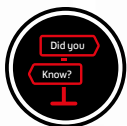
## **SECTION 05**

**Share booking link and take attendance**

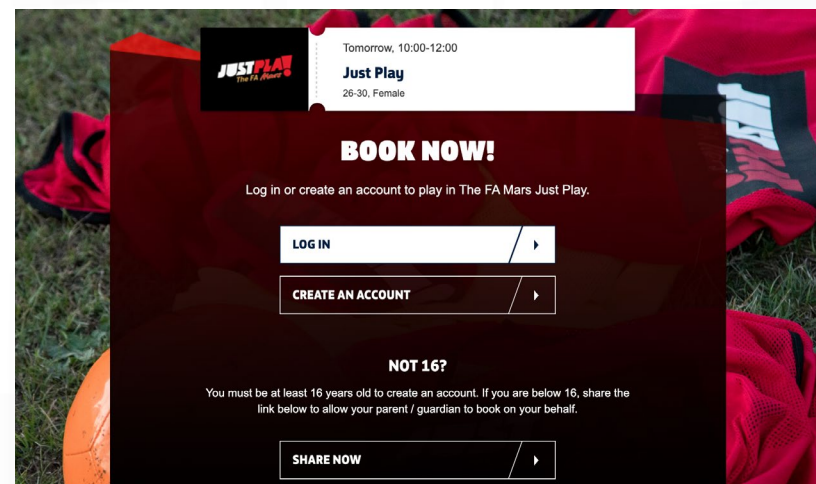
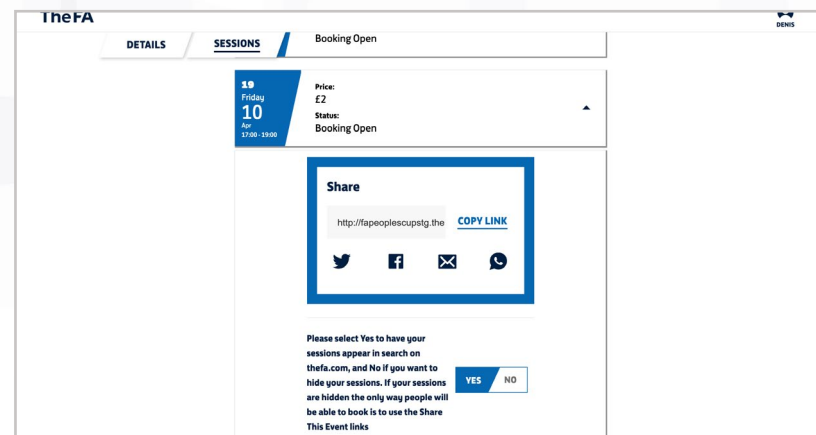
Who	Section	View	Task
Centres/ Just Play Organiser	Share booking link and take attendance	Share booking link	Getting players to book onto Just Play sessions



- 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.



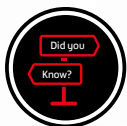
- Players can book onto multiple sessions
- Once booked, a player's name will appear in the 'PARTICIPANTS' page
- Each link is specific to a session.



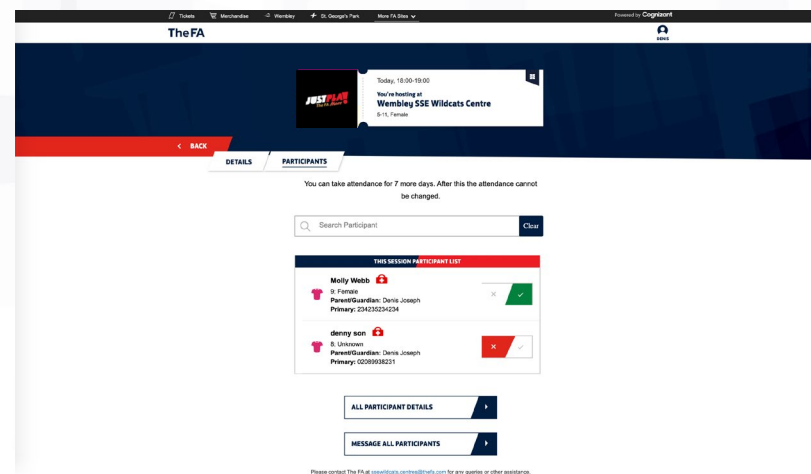
Who	Section	View	Task
Centres/ Just Play Organiser	Share booking link and take attendance	Taking attendance	Record attendance by completing a register for your sessions



- 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



- 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.





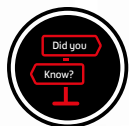
## **SECTION 06**

**How players book onto a session**

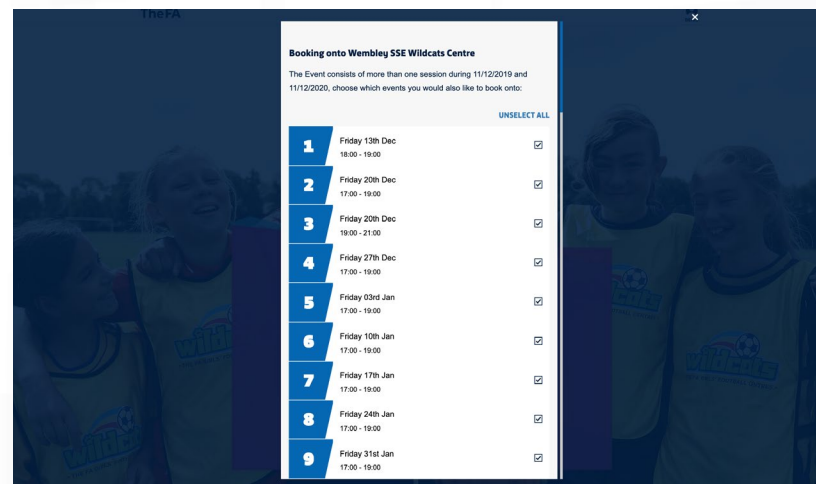
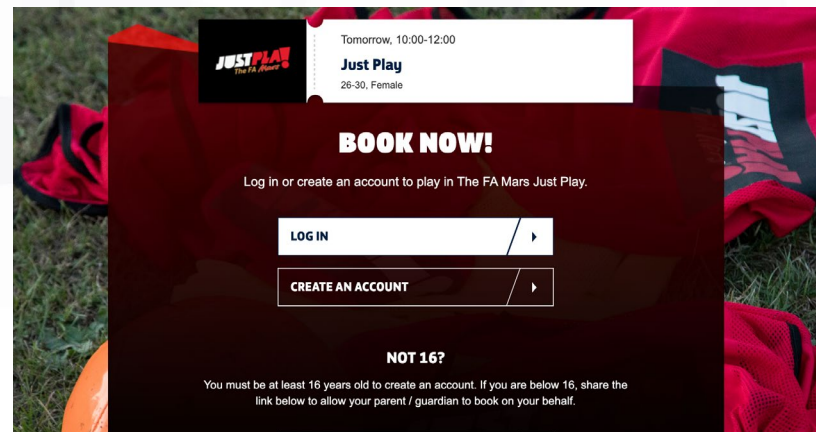
Who	Section	View	Task
Centres/ Just Play Organiser	How players book onto a session	Booking a player onto a session	Record attendees by completing a register for your sessions



- 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



- 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.





**JUST PLAY!**  
The FA *Mars*