



Full-Time

Referee Appointments

Version 5.0



The screenshot shows the homepage of TheFA.com FULL-TIME. At the top, there are navigation links for 'TheFA.com', 'FA sites', 'County FAs', and social media icons for Facebook, Twitter, and YouTube. Below the header, the 'FULL-TIME' logo is prominently displayed. The main banner features a referee in a blue jacket gesturing with his right hand. The text 'FULL-TIME League Administration' is overlaid on the banner. Below the banner, a paragraph explains that FULL-TIME is an easy way to manage football leagues online. A 'REGISTER YOUR LEAGUE NOW!' button is visible. At the bottom, there are four call-to-action boxes: 'CREATE your own league website', 'SIMPLE to use - website updated instantly', 'SHARE the workload, multi-user access', 'EASY management of fixtures, results & tables', 'OPTIONAL features to suit your league', 'APPOINT referees for Respect monitoring', 'REGISTER players and manage teams', 'ADD news stories, photos and match details', and 'ADVERTISE your sponsors on your website'.

1.0 Referee Appointments

1.1	How to... Enable Referee Appointments	3
1.2	How to... Enable Fourth Officials Appointments	4
1.3	How to... Add a New Referee	5
1.4	How to... Assign Referees to Fixtures	7

2.0 More Referees

2.1	How to... Allow Referee and/or Assistants Marks to be Entered	8
2.2	How to... Allocate Marks for Referees and/or Assistants	9
2.3	How to... Lock Marks assigned to Referees and/or Assistants	10
2.4	How to... Check Conflicts in Match Official Appointments	11
2.5	How to... Check Marks for All Match Officials	12
2.6	How to... Check Marks for Individual Match Officials	13

1.0 Referee Appointments

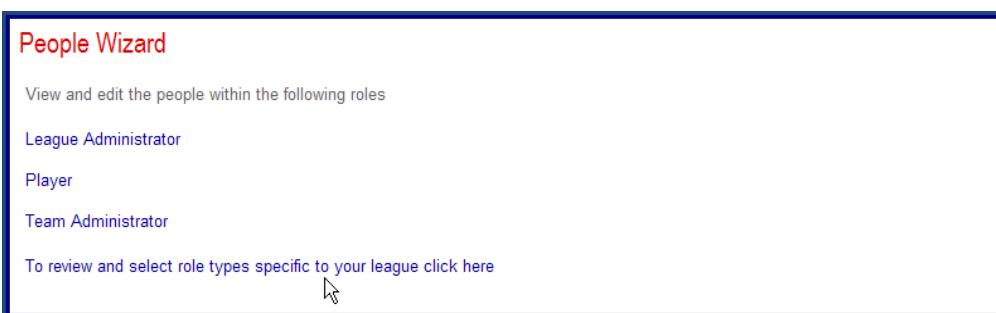
Full-Time gives you the option to appoint referees (as well assistants and, if required, fourth officials), and these appointments are then displayed on your website.

1.1 How to... Enable Referee Appointments

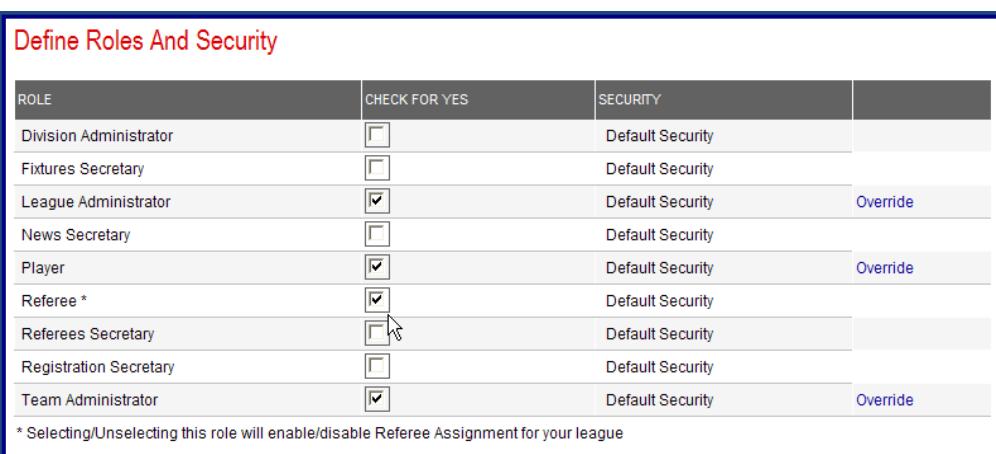
Step 1: From “Admin Home”, click on the “People Wizard”.



Step 2: Check whether “Referee” is listed amongst the roles you have selected on Full-Time. If it is, skip the rest of this section. If it isn’t, click on “Review and select role types specific to your league”.



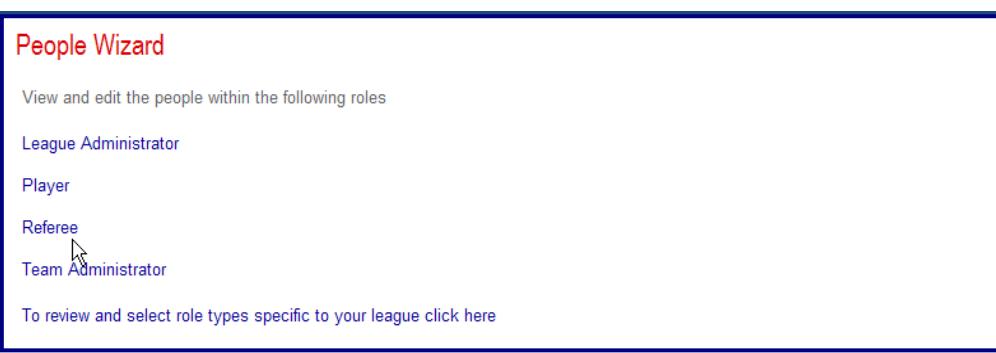
Step 3: Tick the box marked “Referee”.



Step 4: Click on “Update” and then “Cancel” to take you back to the People Wizard.



Note that “Referee” has now appeared in your list of roles.



1.2 How to... Enable Fourth Officials Appointment

Full-Time includes the options for leagues to include Fourth Officials within Referee Assignments.

Step 1: From “Admin Home”, click on “League Setup Wizard”

Scoring systems, terminology, statistic setup, maintain league structure: seasons, divisions, teams, venues. Setup a new season. Security and settings.

Step 2: Click on “League Options”

LEAGUE OPTIONS
 Results and fixtures display, roles, enable / hide statistic recording, match officials, enable player registration, player duplication and merge criteria, player suspension options.

Step 3: Within the “Match Officials” section, update the “maximum number of match officials per fixture” from three to four. Once you have updated this box, click on “Update”.

Match Officials

Do you want to assign referees / officials to fixtures?
 Currently enabled [To enable / disable please check / uncheck the referee role in the roles maintenance page by clicking here.](#)

Maximum number of match officials per fixture: 

The Referee Appointment pages will now include facility to enter the Fourth Official for all matches.

DATE AND TIME	STATUS	HOME TEAM	AWAY TEAM	VENUE	REFEREE 1	ASSISTANT 1	ASSISTANT 2	FOURTH OFFICIAL
Prem	Sat 18/01/14 15:00	Normal	Bealonians	Old Salvatorians	Bealonians #1	none	none	none

Notes: any Fourth Officials will be shown on auto-emails, and if registered to receive auto-emails, they will also receive auto-emails from the league.

1.3 How to... Add a New Referee

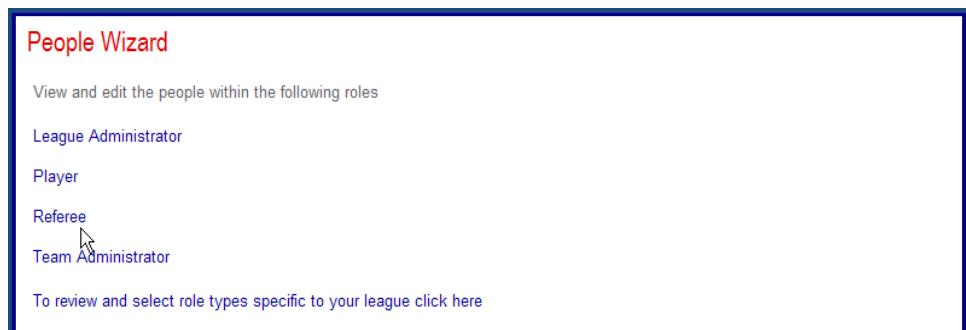
Step 1: From “Admin Home”, click on the “People Wizard”.



Create or change administrators, rosters, players and referees.

People Wizard

Step 2: Click on “Referee”



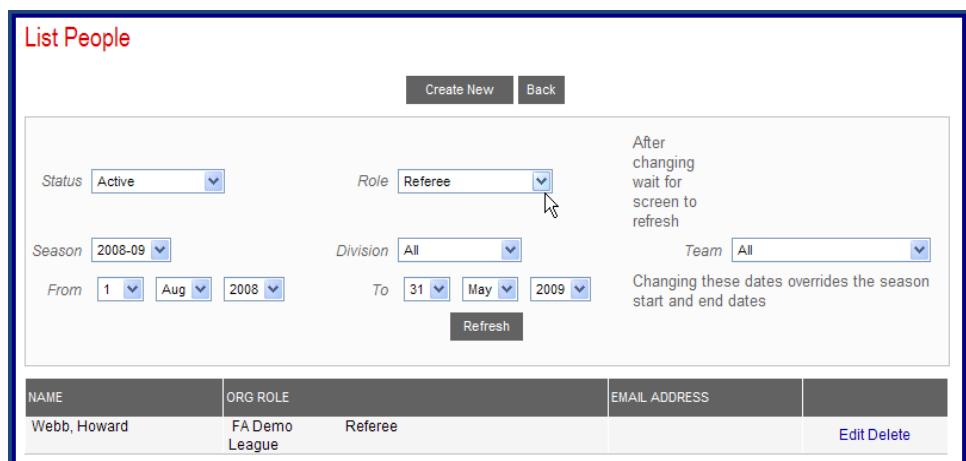
People Wizard

View and edit the people within the following roles

- League Administrator
- Player
- Referee
- Team Administrator

To review and select role types specific to your league click here

Step 3: Use the drop-down menus to select the Role (Referee) you want to check. Full-Time lists all referees currently registered. Double-check the referee hasn't already been registered.



List People

Create New Back

Status: Active Role: Referee

Season: 2008-09 Division: All Team: All

From: 1 Aug 2008 To: 31 May 2009

Refresh

After changing wait for screen to refresh

Changing these dates overrides the season start and end dates

NAME	ORG ROLE	EMAIL ADDRESS	
Webb, Howard	FA Demo League	Referee	Edit Delete

Step 4: Assuming you need to add a new referee, click “Create New”.



Create New Back

Step 5: Enter the first name, middle initial (optional) and surname for the referee. Make sure you also set tick the “Referee” box. We also recommend you add their email address (if you know it).

Create Person

First Name	Mark
Middle Initial	<input type="text"/>
Last Name	Halsey
Username	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Address	madeupemail@hotmail.com

Roles

Setup The Roles For This Person. Leave The Unrequired Roles Blank.

League Administrator

Player ALL teams in club Associate this player with all teams in the club to which this team belongs.

Referee

Team Administrator

Step 6: You may also enter optional information. We recommend as a minimum you include the mobile phone number, FA Number (FAN) or FAMOA number for all referees you add to Full-Time.

Optional

Contact Us Preference <input type="button" value="▼"/>	If you would like to receive an email to the above email address each time someone has a question for your league then select here - league administrators only
Date Of Birth Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	
Work Phone <input type="text"/>	
Home Phone <input type="text"/>	
Mobile Phone <input type="text"/>	
House Name <input type="text"/>	
House Number <input type="text"/>	
Address Line 1 <input type="text"/>	
Address Line 2 <input type="text"/>	
Address Line 3 <input type="text"/>	
Town/City <input type="text"/>	
County <input type="text"/>	
Post Code <input type="text"/>	
Nationality <input type="button" value="▼"/>	
Player Number <input type="text"/>	Your league's unique player number.
FA Number <input type="text" value="123456"/>	For players with an official FA number.
FAMOA <input type="text" value="12345"/>	The FA Match Officials Association.
Under Contract <input type="checkbox"/>	Check For Yes
International Clearance <input type="checkbox"/>	Check For Yes
Gender <input type="radio"/> Male <input type="radio"/> Female	
Ethnic Background <input type="button" value="▼"/>	
If "other" please state <input type="text"/>	

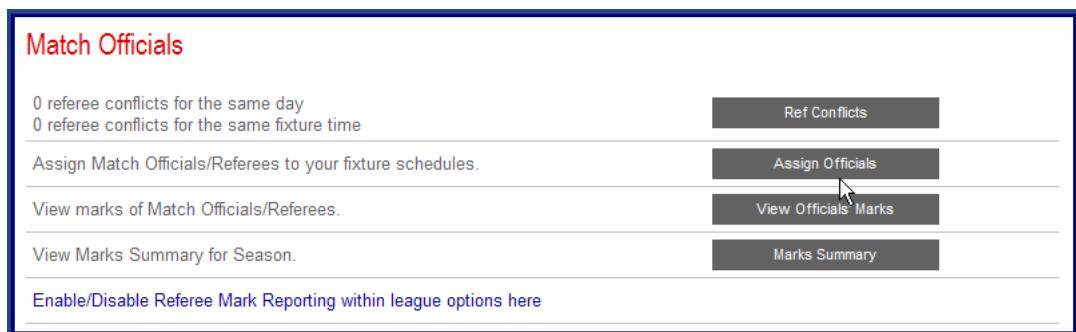
Step 7: Once you have entered all of their details, click on “Create New”.

1.4 How to... Assign Referees to Fixtures

Step 1: From “Admin Home”, click on “Referees”.



Step 2: Click on “Assign Officials”.



Match Officials

0 referee conflicts for the same day
0 referee conflicts for the same fixture time

Assign Match Officials/Referees to your fixture schedules.

View marks of Match Officials/Referees.

View Marks Summary for Season.

Enable/Disable Referee Mark Reporting within league options here

Step 3: A number of drop-down menus are included to allow fixtures to be filtered, according to Fixture Group (divisions and cups), Fixture Status (e.g. Postponed), Date, Date Status and by Club and by Team.



Fixture Group: All Status: All Date: Tue 25/08/15

Date Status: Normal / scheduled Club: All Team: All

Selected fixture group only All fixture groups Sort by date And time Sort by fixture group

Step 4: Full-Time will list all fixtures for the divisions/dates selected, and offer a drop-down menu of all officials you have registered. Select the officials you wish to appoint.

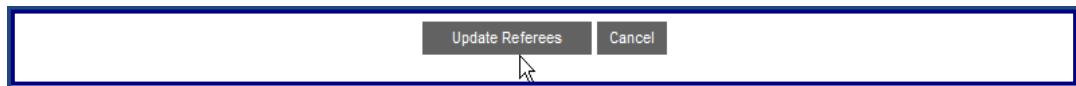


L=League Fixture, Cup=Competition Fixture

FIXTURE DATE	STAT	HOME TEAM	AWAY TEAM	VENUE	REFEREE 1	ASSISTANT 1	ASSISTANT 2
SAT 13 DEC 2008 15:00	L	Chelsea	Manchester United	Stamford Bridge	Halsey, Mark	Riley, Mike	Webb, Howard
SAT 13 DEC 2008 15:00	L	Everton	Tottenham Hotspur	Goodison Park	none	none	none
SAT 13 DEC 2008 15:00	L	Liverpool	Arsenal	Anfield	none	none	none
SAT 13 DEC 2008 15:00	L	Manchester United Reserves	Aston Villa	Old Trafford	none	none	none

Note that for users of Full-Time using the “County Cups” option the drop-down menus for referee names do not appear, and instead they are provided with a box whereby typing a referees name will look them up directly from a list of referees registered for the County FA.

Step 5: When you have finished, click “Update Referees” and then “Cancel”.



Update Referees Cancel

Step 6: Your match-officials appointments will be shown on Full-Time via the “Refs” link.



Home News Fixtures Results Stats Refs Email Sub Contact RESPECT Feeds F-T WAP

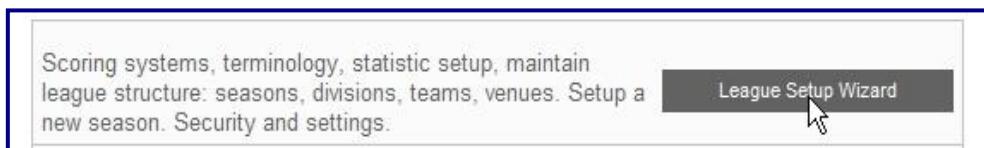
Note that if a referee is selected individually on the public pages of Full-Time, then by default all of their appointments for the current season are shown.

2.0 More Referees

2.1 How to... Allow Referee and/or Assistants Marks to be Entered

Full-Time allows League and Team Administrators to enter marks for referees and/or assistant referees. These marks can (and should) be locked by League Administrators to prevent them being updated by clubs at a later date.

Step 1: From “Admin Home”, click on “League Setup Wizard”.



Scoring systems, terminology, statistic setup, maintain league structure: seasons, divisions, teams, venues. Setup a new season. Security and settings. **League Setup Wizard**

Step 2: click on “League Options”.



LEAGUE OPTIONS
Results and fixtures display, roles, enable / hide statistic recording, match officials, enable player registration, player duplication and merge criteria, player suspension options. **League Options**

Step 3: within the “Enable marks to be entered for match officials” section, click the tick box to “Enable marks to be entered for match officials”.

If you wish to allow Assistant Referees to be marked separately, tick the box for “Assistant Referees”.



Enable marks to be entered for match officials
Enable marks to be entered for match officials during result entry for league and team administrators. Referees can be graded between 0-100.
Allow marks to be entered for assistant referees. Check For Yes Check For Yes

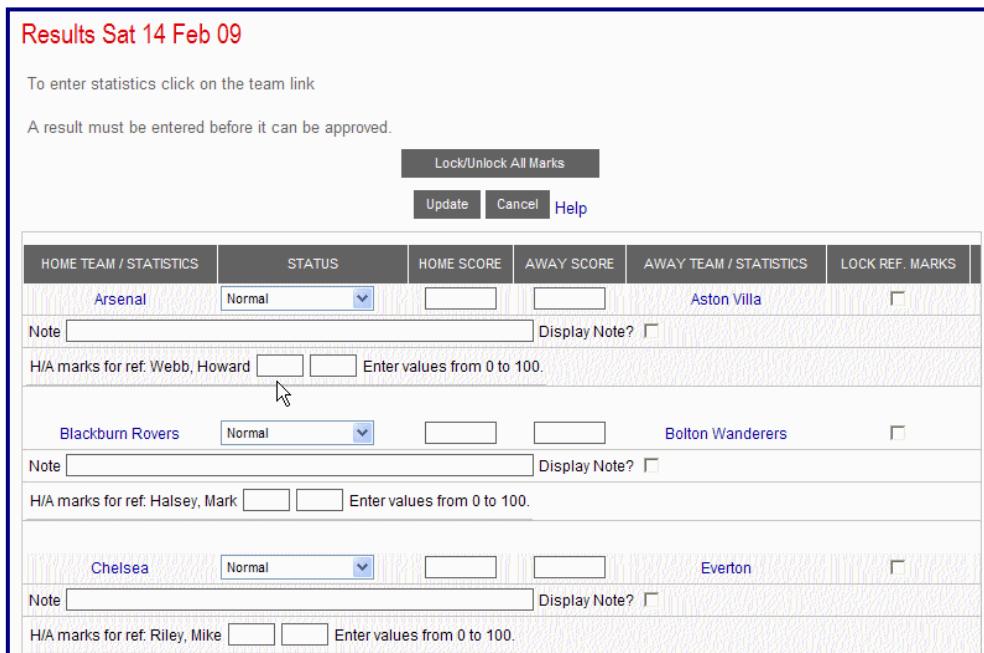
Step 4: click on “Update”.



Update **Cancel**

In the “Results” section (accessed via “Results/Stats”) boxes will appear to allow the marks (from 0 to 100) for the match officials to be entered. League Administrators are allowed to enter marks for both clubs, Team Administrators are only allowed to enter marks for their club.

Note: these boxes do not appear if a referee has not been appointed to the fixture (see How To... Assign Referees to Fixtures).



Results Sat 14 Feb 09

To enter statistics click on the team link
A result must be entered before it can be approved.

Lock/Unlock All Marks

Update **Cancel** **Help**

HOME TEAM / STATISTICS	STATUS	HOME SCORE	AWAY SCORE	AWAY TEAM / STATISTICS	LOCK REF. MARKS
Arsenal	Normal			Aston Villa	<input type="checkbox"/>
Note <input type="text"/> <input type="checkbox"/> Display Note?					
H/A marks for ref. Webb, Howard <input type="text"/> <input type="text"/> Enter values from 0 to 100.					
Blackburn Rovers Normal <input type="text"/> <input type="text"/> Bolton Wanderers <input type="checkbox"/>					
Note <input type="text"/> <input type="checkbox"/> Display Note?					
H/A marks for ref. Halsey, Mark <input type="text"/> <input type="text"/> Enter values from 0 to 100.					
Chelsea Normal <input type="text"/> <input type="text"/> Everton <input type="checkbox"/>					
Note <input type="text"/> <input type="checkbox"/> Display Note?					
H/A marks for ref. Riley, Mike <input type="text"/> <input type="text"/> Enter values from 0 to 100.					

2.2 How to... Allocate Marks for Referees and/or Assistants

Full-Time allows League and Team Administrators to enter marks for referees and/or assistant referees. These marks can (and should) be locked by League Administrators to prevent them being updated by clubs at a later date.

Step 1: From “Admin Home”, click on “Results/Stats” (League Administrators will also have to select “Results/Stats” from the Results menu and then select the relevant date).



Enter and modify your results and statistics

Results / Stats

Step 2: select the relevant match and enter the referee’s mark out of 100 (Team Administrators may also enter the score and a note for League Administrators).



Team Admin Result Entry

Fixtures from the last 7 days and the next 7 days are displayed.
[Show all fixtures](#)

Fixture Date	Fixture Status	LKD	Home Team	Home Score	Away Score	Away Team	LKD	Ref	Mark
SAT 14 FEB 2009 15:00	Normal		Arsenal	2	0	Aston Villa		Webb, Howard	95

Home Team Note: Very good referee, always in the correct position to make the right decision

Step 3: click “Process”.



The marks are recorded within Full-Time (note they are not displayed publicly on your website).

2.3 How to... Lock Marks assigned to Referees and Assistants

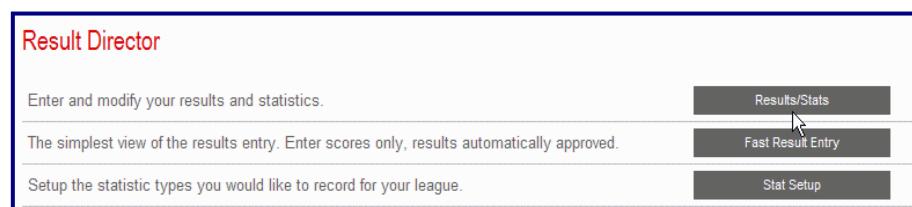
Full-Time allows League Administrators to lock marks assigned to match officials to prevent them being updated by clubs at a later date.

Note: we would recommend that all marks are locked seven days after fixtures, to prevent teams from changing marks (e.g., to avoid writing a report, or in reaction to a later fixture appointment involving the same match official).

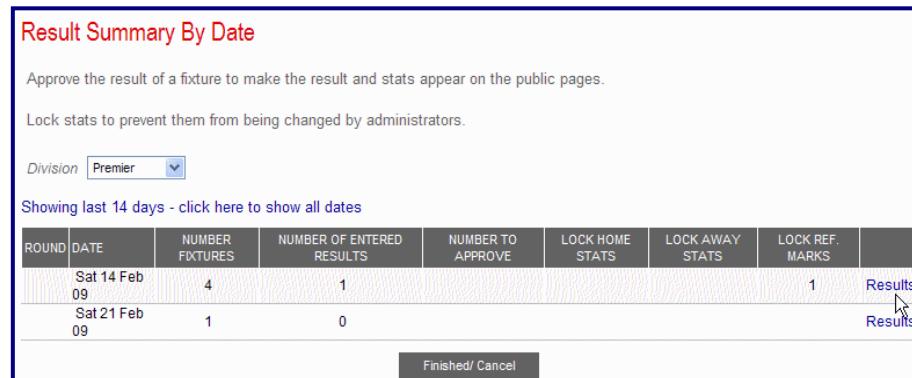
Step 1: From “Admin Home”, click on “Results/Stats”.



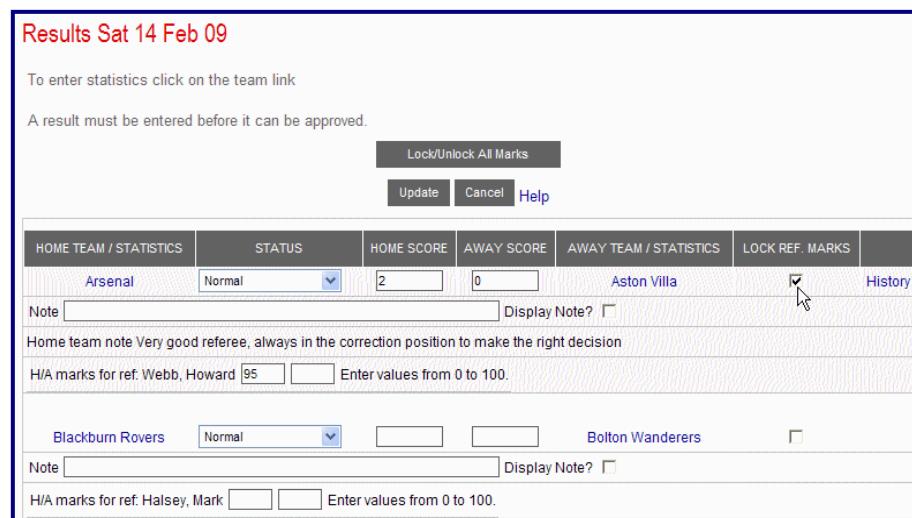
Step 2: click on “Results/Stats”.



Step 3: select the date concerned and click on “Results”.



Step 4: for the fixture(s) required tick the “Lock Ref Marks” box (note the “Lock/Unlock All Marks” box can be used to lock/unlock marks for all games shown on the page).



Step 5: When you have finished locking marks, click on Update



2.4 How to... Check Conflicts in Match Official Appointments

Full-Time will warn users if the same Match Official has been appointed to more than one fixture with a "High Priority" warning – this appears on Admin Home.



Step 1: From "Admin Home", click on "Referees" (or click on "Go" in the "Referee Conflicts" box).

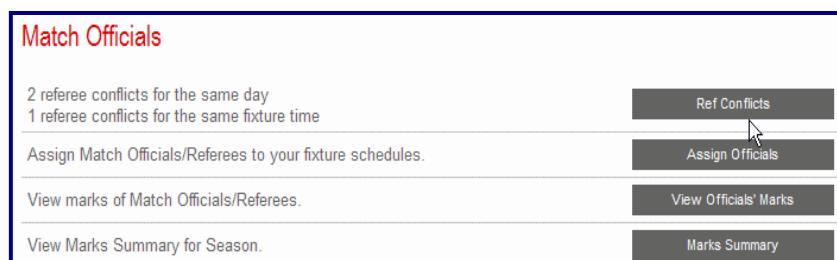


Full-Time reports the number of conflicts. Two types of conflicts may be shown:-

Same Day: a match official has been appointed to two fixtures on the same day (this may well be intentional, for example a referee doing one match in the morning and one in the afternoon).

Same Time: a match official has been appointed to two fixtures at the same time (Full-Time assumes fixtures last for two hours) – normally you will wish to change these.

Step 2: click on "Ref Conflicts".



Step 3: if you only wish to show conflicts where an official has been appointed to two fixtures at the same time, tick the "More than once on fixtures starting same time" box and click "Change".



Step 4: if you wish to change any appointments you may do so using the drop-down menus.



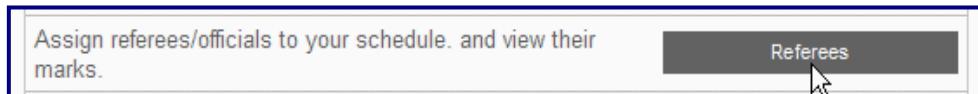
Step 5: When you have finished adjusting your appointments, click on "Update Referees".



2.5 How to... Check Marks for All Match Officials

Full-Time allows you to check the marks for all Match Officials within your league. You can select a whole season, included previous seasons, or select more restricted dates (for example you might want to select a particular set of promotion dates, covering dates from more than season).

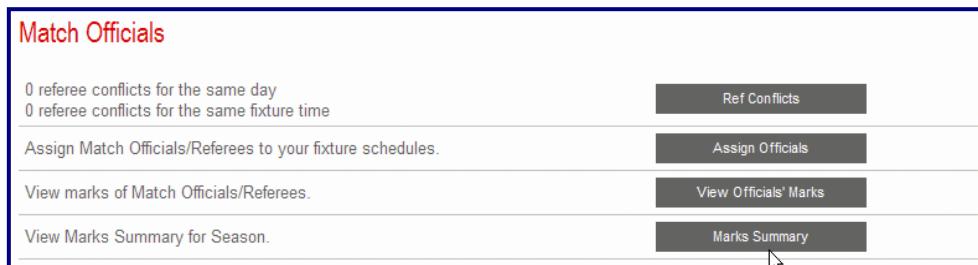
Step 1: From “Admin Home”, click on “Referees”.



Assign referees/officials to your schedule. and view their marks.

Referees

Step 2: click on “Marks Summary”.



Match Officials

0 referee conflicts for the same day
0 referee conflicts for the same fixture time

Ref Conflicts

Assign Match Officials/Referees to your fixture schedules.

Assign Officials

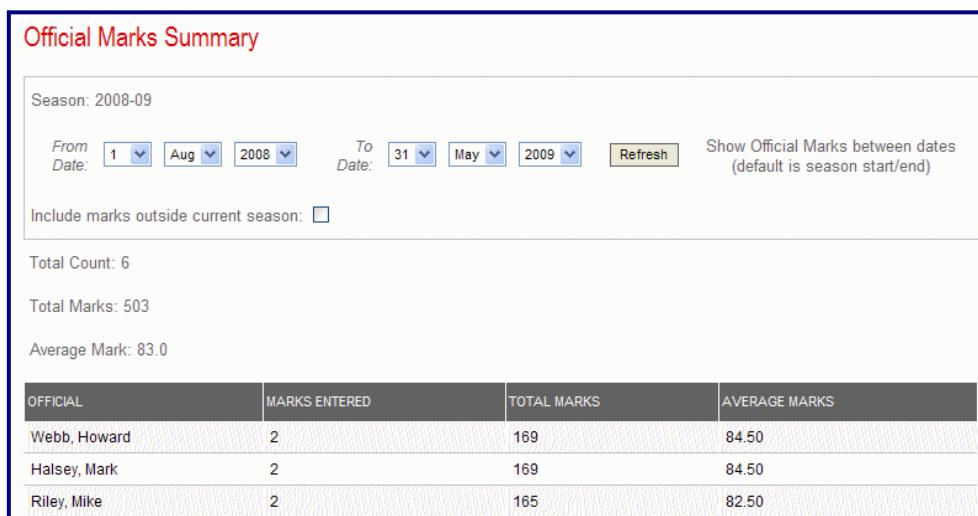
View marks of Match Officials/Referees.

View Officials' Marks

View Marks Summary for Season.

Marks Summary

Step 3: Full-Time displays the number of marks, total of marks and average marks for each official, along with the overall average. Note that there are also options to select particular ranges of dates, and also to include marks from previous seasons.



Official Marks Summary

Season: 2008-09

From Date: 1 Aug 2008 To Date: 31 May 2009 Refresh Show Official Marks between dates (default is season start/end)

Include marks outside current season:

Total Count: 6

Total Marks: 503

Average Mark: 83.0

OFFICIAL	MARKS ENTERED	TOTAL MARKS	AVERAGE MARKS
Webb, Howard	2	169	84.50
Halsey, Mark	2	169	84.50
Riley, Mike	2	165	82.50

2.6 How to... Check Marks for Individual Match Officials

Full-Time allows you to check the breakdown of marks for individual Match Officials within your league. You can select a whole season, included previous seasons, or select more restricted dates (for example you might wish to select a particular set of promotion dates, covering dates from more than one season).

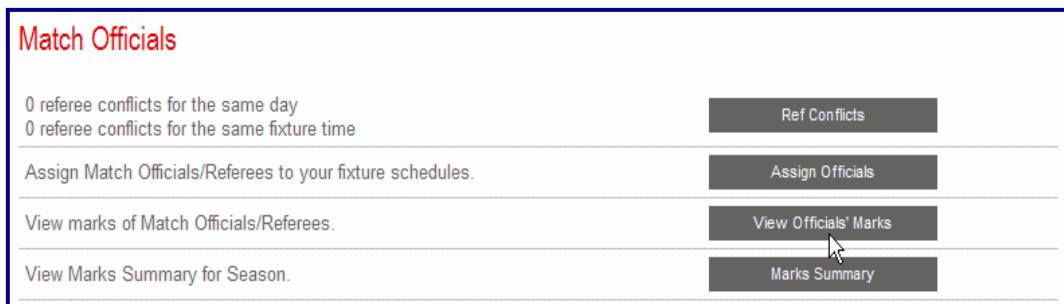
Step 1: From “Admin Home”, click on “Referees”.



Assign referees/officials to your schedule. and view their marks.

Referees

Step 2: click on “View Officials’ Marks”.



Match Officials

0 referee conflicts for the same day	Ref Conflicts
0 referee conflicts for the same fixture time	Assign Officials
Assign Match Officials/Referees to your fixture schedules.	View Officials' Marks
View marks of Match Officials/Referees.	Marks Summary
View Marks Summary for Season.	

Step 3: Select the required Match Official. Note that there are also options to select particular ranges of dates, and also to include marks from previous seasons.



Display Official Marks

Season: 2008-09

Filter Referee:

From Date: To Date: Show Official Marks between dates (default is season start/end)

Include marks outside current season:

Step 4: Full-Time displays the number of marks, total of marks and average marks for the Match Official chosen, along with the marks from each fixture with the selected date range.

Note that Full-Time also displays the result of each game. It is not unknown for this to affect the mark that clubs award to referees!



Number of Marks Entered: 4

Mark Total: 328

Mark Average: 82

DATE	HOME TEAM	HOME SCORE	AWAY TEAM	AWAY SCORE	POSITION	HOME MARK	AWAY MARK
SAT 14 FEB 2009	Chelsea	0	Everton	0	1	79	86
SAT 21 FEB 2009	Everton	1	Arsenal	2	1	65	98

Back

