

JUST PLAY!

The FA *Mars*

Updating Session Register Guide

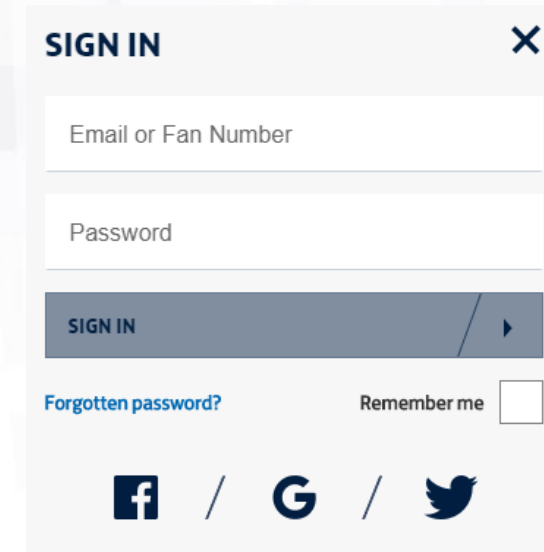


Updating the session register

Step 1

Open the FA Events web browser; <https://faevents.thefa.com/>

Follow the steps to Sign In.



The screenshot shows a 'SIGN IN' modal window. It contains two input fields: 'Email or Fan Number' and 'Password'. Below the fields is a dark blue 'SIGN IN' button with a right-pointing arrow. Underneath the button are two links: 'Forgotten password?' and 'Remember me' with an unchecked checkbox. At the bottom of the modal are social media icons for Facebook, Google+, and Twitter, separated by slashes.

Under the “ALL” tab, you will see a summary of all of your sessions



Updating the session register

Step 2

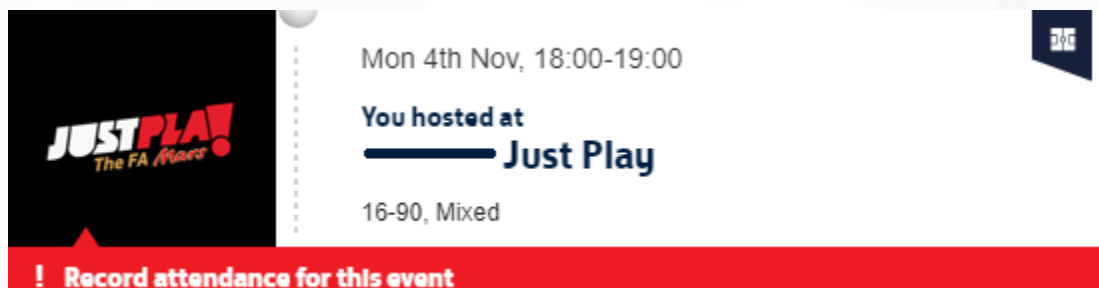
Select “Past Sessions” from the subheading options

UPCOMING SESSIONS

PAST SESSIONS

CANCELLED SESSIONS

Click on the “ticket” of a past session



Mon 4th Nov, 18:00-19:00

You hosted at
Just Play

16-90, Mixed

! Record attendance for this event

The screenshot shows a session card with a 'JUST PLAY! The FA Awards' logo on the left. The text indicates the session was hosted on Monday, 4th November, from 18:00 to 19:00. The host is 'Just Play' and the session is for ages 16-90, mixed. A red banner at the bottom of the card prompts the user to 'Record attendance for this event'.

At the top of the next page, click

TAKE ATTENDANCE 

This will take you through to the registered participants.



Updating the session register

Step 3

Check all participants that have / have not attended the session

Listed will be all participants who have registered to that individual session.

Below, under “Overall Participant List” will be the names of participants who have attended any of your previous session. You have the option to add their attendance too.

The form saves automatically.

