



JUST PLAY!

The FA *Mars*

Events User Guide 2019



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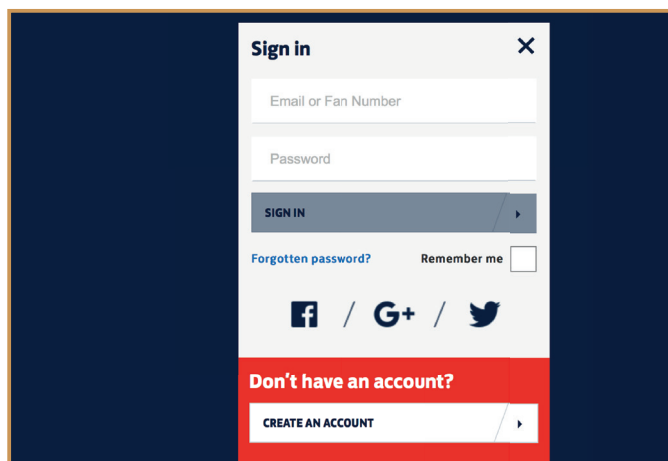
Welcome to The FA

You have been approved to run one of our programmes. To start your journey please visit **FAEVENTS.THEFA.COM**

To log in, enter your:

EMAIL OR FAN NUMBER

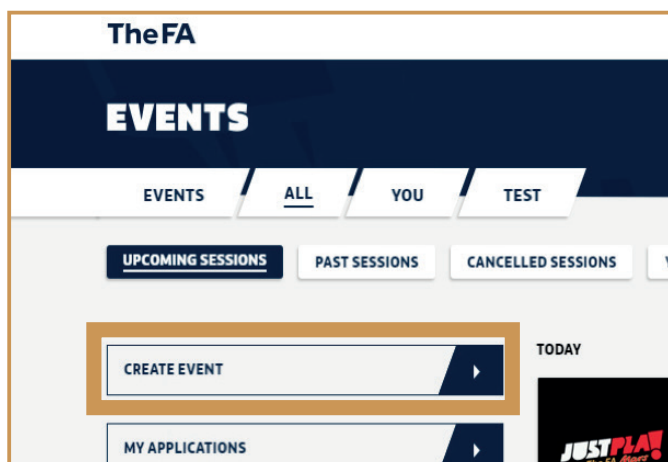
PASSWORD



The image shows a 'Sign in' modal window. It has a close button (X) in the top right. Below the title, there are two input fields: 'Email or Fan Number' and 'Password'. A 'SIGN IN' button is below these fields. There are links for 'Forgotten password?' and a 'Remember me' checkbox. At the bottom, there are social media icons for Facebook, Google+, and Twitter. A red banner at the bottom says 'Don't have an account?' with a 'CREATE AN ACCOUNT' button.

The create event button will show up top left of the screen if you have at least one approved application. You need to do this to confirm the details that will show on search on **THEFA.COM** so that people can book your sessions and allow you to view bookings and take attendance.

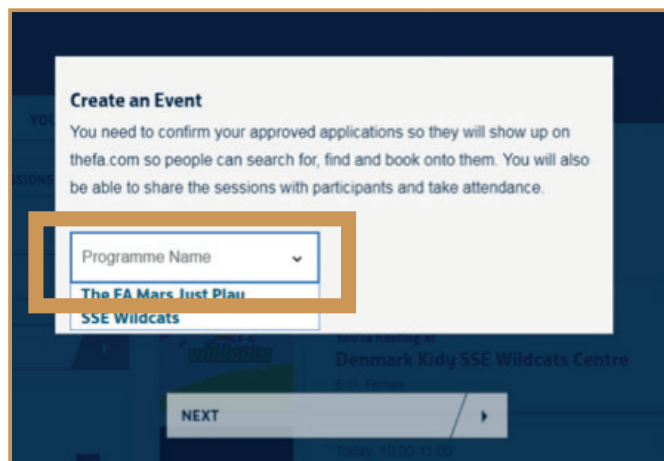
To start click on the **CREATE EVENT** button.



The image shows the 'TheFA EVENTS' dashboard. At the top, there's a navigation bar with 'EVENTS', 'ALL', 'YOU', and 'TEST'. Below this, there are tabs for 'UPCOMING SESSIONS', 'PAST SESSIONS', and 'CANCELLED SESSIONS'. A 'CREATE EVENT' button is highlighted with an orange box. Below it is a 'MY APPLICATIONS' button. On the right, there's a 'TODAY' section with a 'JUST PLAY' logo.

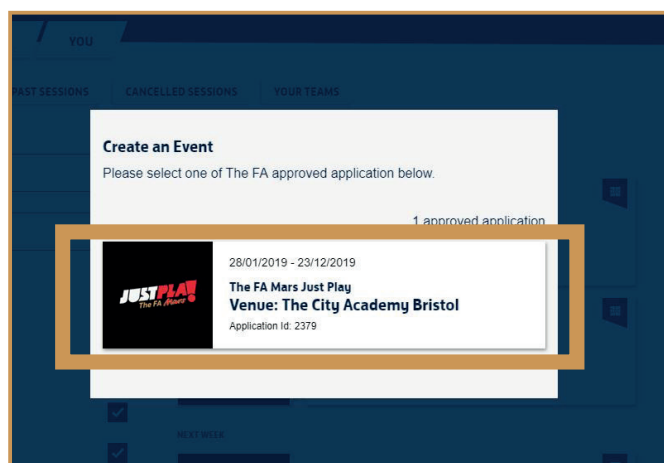
After you complete each section throughout the process, select the **NEXT** button to continue.

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



The image shows the 'Create an Event' form. It has a title 'Create an Event' and a description: 'You need to confirm your approved applications so they will show up on thefa.com so people can search for, find and book onto them. You will also be able to share the sessions with participants and take attendance.' Below this is a 'Programme Name' dropdown menu. The dropdown is open, showing 'The FA Mars Just Play' and 'SSE Wildcats'. A 'NEXT' button is at the bottom right.

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



The image shows the 'Create an Event' form. It has a title 'Create an Event' and a description: 'Please select one of The FA approved application below.' Below this is a list of applications. One application is highlighted with an orange box: 'The FA Mars Just Play' with the venue 'The City Academy Bristol' and application ID '2379'. A 'NEXT' button is at the bottom right.

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** 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 options like 'Disability Specific Event?', 'Is it a Walking Football Event?', and 'Is this a Futsal event?'. The 'Minimum Age' and 'Maximum Age' dropdown menus are highlighted with an orange box. The 'Next' button is visible at the bottom.

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 **JUST PLAY IS 16**. 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 with an orange box. Below the field, a red error message states: '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 'Start Date' (02/04/2019) and 'End Date' (31/12/2020) fields highlighted with an orange box. The '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.

The screenshot shows the 'Create Event' form with the 'Day of the Week' dropdown menu highlighted with an orange box. 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.

The screenshot shows the 'WEEKLY SESSION' form with the 'Start Time' (11:00) and 'End Time' (12:00) fields highlighted with an orange box. The '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.

The screenshot shows the 'Create an Event' form. A text box labeled '£2.96' is highlighted with an orange border. Above it are 'FREE' and 'PAID' buttons. Below the text box is a 'NEXT' button. The background shows a list of venues and a 'PAST SESSIONS' section.

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.

The screenshot shows the 'Create an Event' form. A text box for the description is highlighted with an orange border. It contains the text: 'Type your description here. For example you could state that this is a beginners' football session for 5-11 years old'. Below the text box is a '700 characters remaining' indicator. The background shows a list of venues and a 'PAST SESSIONS' section.

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

The screenshot shows the 'Create an Event' form. A dropdown menu for 'Venue' is highlighted with an orange border. It shows 'The Health Club At One Aldwych' with the address '1 Aldwych, London, WC2B 4BZ'. Below the dropdown is a 'NEXT' button. The background shows a list of venues and a 'PAST SESSIONS' section.

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

The screenshot shows the 'Create an Event' form. A dropdown menu for 'Surface Type' is highlighted with an orange border. It shows options: '3G or AstroTurf', 'Indoor', 'Grass', and 'Others'. Below the dropdown is a 'NEXT' button. The background shows a list of venues and a 'PAST SESSIONS' section.

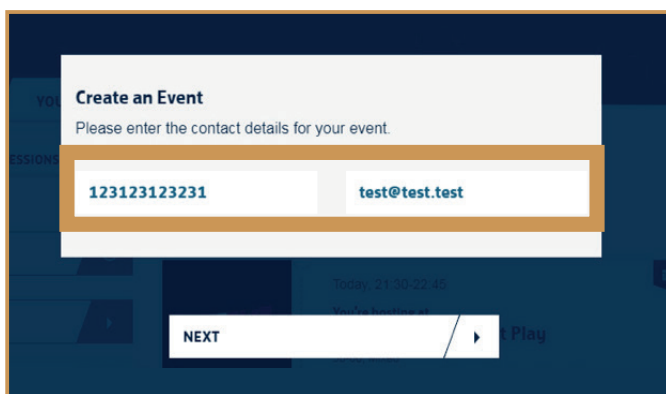
Enter the **NAME OF THE SESSION** which will be displayed for participants when they search for, find and book your event.

The screenshot shows the 'Create an Event' form. A text box for the 'Name of the Session' is highlighted with an orange border. It contains the text: 'Just play session'. Below the text box is a 'NEXT' button. The background shows a list of venues and a 'PAST SESSIONS' section.

Select your **COACHES** for the event. Please add each of the coaches you require from the list.

The screenshot shows the 'Create an Event' form. A dropdown menu for 'Coaches' is highlighted with an orange border. It shows 'Whettering Winteri'. Below the dropdown is a 'NEXT' button. The background shows a list of venues and a 'PAST SESSIONS' section.

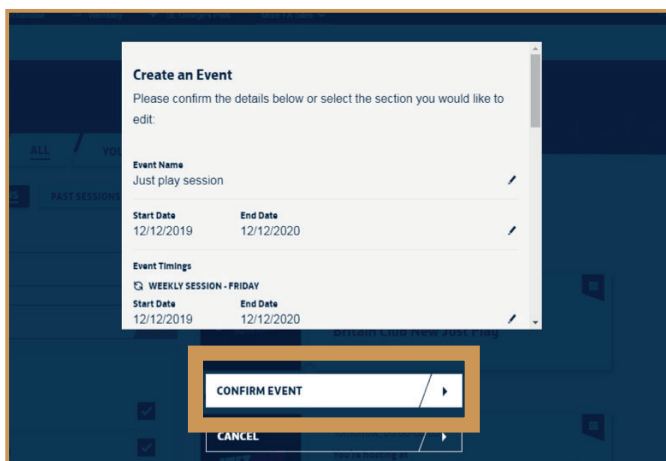
Review and/or edit organiser **CONTACT DETAILS** which are pulled from the approved application. Please note: contact details are public to all.



The screenshot shows a 'Create an Event' form with a header 'Please enter the contact details for your event.' Below this, there are two input fields: one for a phone number containing '123123123231' and another for an email address containing 'test@test.test'. At the bottom of the form is a 'NEXT' button with a right-pointing arrow.

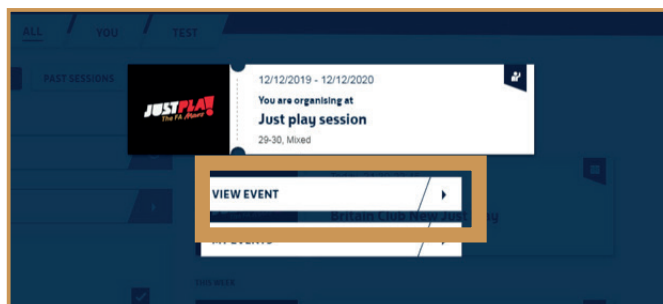
REVIEW SUMMARY of application details before the collection of sessions are created. Clicking on the pencil icon against any of the sections takes you to that particular section to make any further edits.

Once details are all correct, click **CONFIRM EVENT** button for the collection of sessions to be created.



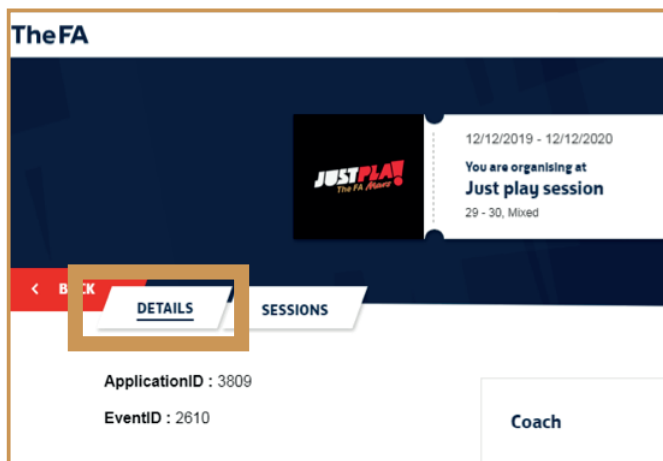
This screenshot shows the 'Create an Event' form with event details. The 'Event Name' is 'Just play session'. The 'Start Date' is '12/12/2019' and the 'End Date' is '12/12/2020'. Under 'Event Timings', there is a checked box for 'WEEKLY SESSION - FRIDAY' with 'Start Date' '12/12/2019' and 'End Date' '12/12/2020'. At the bottom, the 'CONFIRM EVENT' button is highlighted with an orange box.

Once the collection of sessions are created, confirmation appears on screen you can view your collection of 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.



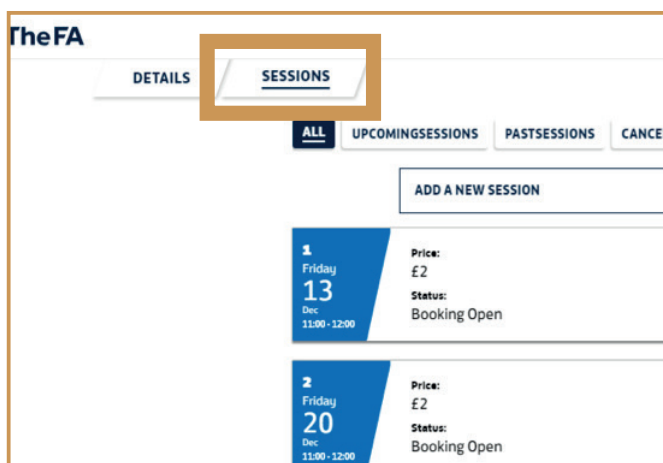
To review details use the 2 tabs provided.

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.



The screenshot shows the 'DETAILS' tab selected. It displays the 'ApplicationID : 3809' and 'EventID : 2610'. A 'Coach' field is also visible. The event summary card from the previous image is also present at the top.

SESSIONS: Gives information about the collection of sessions created.



The screenshot shows the 'SESSIONS' tab selected. It features a list of sessions. The first session is on 'Friday 13 Dec' from '11:00 - 12:00' with a price of '£2' and status 'Booking Open'. The second session is on 'Friday 20 Dec' from '11:00 - 12:00' with a price of '£2' and status 'Booking Open'. Buttons for 'ALL', 'UPCOMINGSESSIONS', 'PASTSESSIONS', and 'CANCEL' are at the top.

Should you have any problems with the application process, please visit: **JUSTPLAY.THEFA.COM** or contact: **JUSTPLAY@THEFA.COM**