

Full-Time

Player Registration and Team Sheets



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FULL-TIME

League Administration

FULL-TIME is the easy way of managing your football leagues online. The FA is offering it free to all affiliated leagues across the country.

FULL-TIME is the only league administration package that works in conjunction with TheFA.com, your County website, Members Services and RESPECT monitoring.

Read more about FULL-TIME

REGISTER YOUR LEAGUE NOW!

CREATE your own league website
EASY management of fixtures, results & tables
REGISTER players and manage teams

SIMPLE to use - website updated instantly
OPTIONAL features to suit your league
ADD news stories, photos and match details

SHARE the workload, multi-user access
APPOINT referees for Respect monitoring
ADVERTISE your sponsors on your website

Introduction

This user guide is intended for the use of Team Administrators (i.e. Clubs) whose leagues have decided to use the Player Registration/Match Statistics/Team Sheets facility within Full-Time.

To access Full-Time and use these options, a Team Administrator must have been provided with a username and password by their League Secretary - this gives them access to the information for their club. If you do not have a username or password, please contact your League Secretary.

Before any Match Statistics can be registered on Full-Time, the club must have registered its players with the League. These may be done individually, or your league may be prepared to take them on an Excel spreadsheet, and load them as a group. Ask your League Secretary for more information.

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How to... Sign In To Full-Time

Once you've received your username and password, you can log onto Full-Time for the first time

Step 1: Go to the Full-Time home page, <http://www.thefa.com/fulltime> and click on "Sign In".



Step 2: On the "Sign In" page, enter your username and password.

The "Admin Home" menu for Full-Time will appear.

Function	Button
Create a new cup or maintain the structure of an existing cup. Enter cup results and statistics.	Cup Wizard
Enter and modify your results and statistics	Results / Stats
Create or change administrators, rosters, players and referees.	People Wizard
Create news items with files or photograph attachments for your league or team home pages.	Notices
View messages that have been sent to you via the contact us page.	Contact Messages
Create or modify match reports.	Match Reports
See how people can access your league with a direct URL, search, domain name or code snippet.	Access Options

How to... Request Player Registration (Team Administrators)

This option is available to Leagues who have allowed Team Administrators to request Player Registration Access and is available to Team Administrators when they log in to Full-Time.

Some leagues may also allow clubs to submit Registration Lists at the start of the season on an Excel spreadsheet. Check with your League Secretary if you wish to do this.

Requests by Team Administrators to register players must be confirmed by a League Administrator before their registration is processed.

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



Step 2: Click on “Register Players”.



Step 3: Full-Time will request various details. Boxes marked by a * must be completed.

There is a comment box at the bottom, which allows the Club to give any additional information which may be of assistance to the League when they decide whether to approve the registration.

Register Players

First Name *
Middle Initial
Last Name *
Date Of Birth * Day Month Year
Email Address
Team If you play for or want to play for a particular team then select it here. You can leave this blank.
Work Phone
Home Phone
Mobile Phone
* At least Address Line 1 and Town/City required
House Name
House Number
Address Line 1
Address Line 2
Address Line 3
Town / City
County
Postcode / Zip
Comment Add a comment for the league/team administrator which they will see when approving this request - no more than 7 lines.

Step 4: Once the details have been entered, click on “Create”.



The registration request is sent to the League Administrator.

How to... Register Basic Statistics

Step 1: From “Admin Home”, click on “Results/Stats” (for Cup Games click on Cup Wizard).



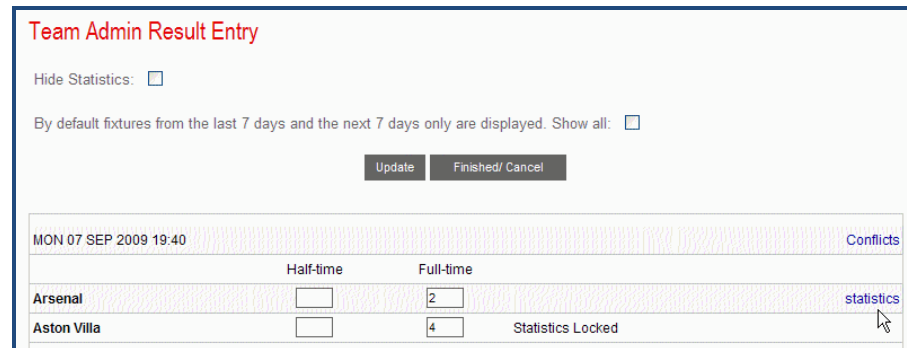
Enter and modify your results and statistics Results / Stats

Step 2: Click on “Results/Stats” to take you to the “Results Summary” page.



Enter and modify your results and statistics. Results/Stats

Step 3: Select the date required by clicking on the appropriate “statistics” link.



Team Admin Result Entry

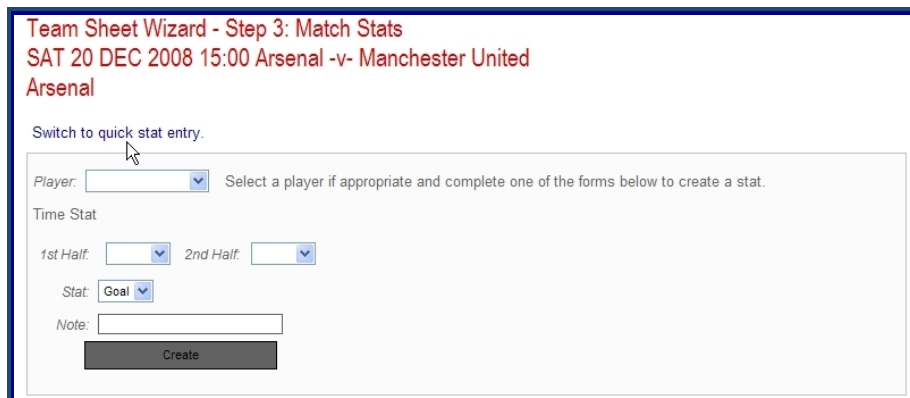
Hide Statistics:

By default fixtures from the last 7 days and the next 7 days only are displayed. Show all:

Update Finished/ Cancel

MON 07 SEP 2009 19:40				Conflicts
	Half-time	Full-time		
Arsenal	<input type="text"/>	<input type="text" value="2"/>	statistics	
Aston Villa	<input type="text"/>	<input type="text" value="4"/>	Statistics Locked	

Step 4: There are two pages for entering stats. The “Quick Stat Entry” page is easiest to use, as it offers a drop-down menu for all players. The “Team Sheet Wizard” enables you to enter times etc as well. In this example we’ll use the “Quick Stat Entry”.



Team Sheet Wizard - Step 3: Match Stats
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

Switch to quick stat entry.

Player: Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat

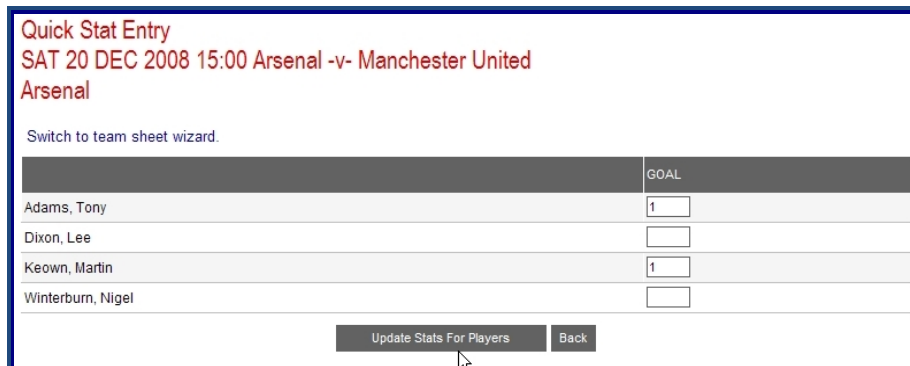
1st Half: 2nd Half:

Stat:

Note:

Create

Step 5: Enter the goal-scorers and click “Update Stats for Players”.



Quick Stat Entry
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

Switch to team sheet wizard.

	GOAL
Adams, Tony	<input type="text" value="1"/>
Dixon, Lee	<input type="text"/>
Keown, Martin	<input type="text" value="1"/>
Winterburn, Nigel	<input type="text"/>

Update Stats For Players Back

Step 6: Click “Back”.



Note that the statistics recorded are also shown on the results page.

HOME TEAM / STATISTICS	STATUS	HOME SCORE	AWAY SCORE	AWAY TEAM / STATISTICS	APPROVED	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS	
Arsenal	Normal	2	0	Manchester United	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	History
Note <input type="text"/> Display Note? <input type="checkbox"/>									
ARSENAL STATS Goal 2									
Liverpool	Normal	1	1	Chelsea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	History
Note <input type="text"/> Display Note? <input type="checkbox"/>									

To see them on your Full-Time website click on “Statistic Leaders”.



The stats have options to sort by league or cup (or both) and also by the various statistics chosen.

Player Stats		Team Stats			
To sort click on column header					
View stats in mode:					
Summary Breakdown League Only Cup Only					
	Player	Team	Appearances	Bench	Goals
1	Warren Hunt	VT FC	43		39
2	Charles Austin	Poole Town	36	2	37
3	Jamie Laidlaw	Moneyfields	41	4	30
4	Kevin Gibbens	VT FC	43		29
5	Steven Smith	Poole Town	16	24	29
6	David Greening	Brading Town	40	2	28
7	Paul Sales	VT FC	37		28
8	Scott Joyce	Wimborne Town	28	9	27
9	Warren Byerley	Hamworthy United	45		25

How to... Register Team Sheets

Full-Time will allow League or Team Administrators to register team-sheets using the Match Statistics option, assuming the League has selected “Started” and “Bench” as statistic options.

Step 1: From “Admin Home”, click on “Results/Stats” (this link is also on the Fixtures Wizard).



Step 2: click on “Results/Stats” to take you to the “Results Summary” page.



Step 3: Select the date required by clicking on the appropriate “statistics” link.

Team Admin Result Entry

Hide Statistics:

By default fixtures from the last 7 days and the next 7 days only are displayed. Show all:

	Half-time	Full-time	
MON 07 SEP 2009 19:40			Conflicts
Arsenal	<input type="text"/>	<input type="text" value="2"/>	statistics
Aston Villa	<input type="text"/>	<input type="text" value="4"/> Statistics Locked	

Step 4: You need to have the “starter/bench view” version of the Team Sheet Wizard appear. If you have the “Match Stats View”, then click on “Starter/Bench View”.

Note: this step may not be necessary. Depending on which view you last used, you may be taken direct to the Starter/Bench View.

Team Sheet Wizard - Step 3: Match Stats
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

[Switch to opposition team stats](#)

[Switch to starter/bench view](#)

[Switch to quick stat entry.](#)

Step 5: On the “Starter/Bench View” page, Full-Time will list all players registered to play for the team selected on the date of the fixture. Tick the boxes for the players who started the game.

Team Sheet Wizard - Step 1: Select Your Starting Players
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United

Arsenal

[Switch to simple view.](#)

[Switch to quick stat entry.](#)

PLAYER	SQUAD NUMBER	
Adams, Tony		<input checked="" type="checkbox"/>
Allinson, Ian		<input type="checkbox"/>
Bergkamp, Dennis		<input checked="" type="checkbox"/>
Bould, Steve		<input type="checkbox"/>
Davis, Paul		<input checked="" type="checkbox"/>

Step 6: once you have ticked all players required, click on “Process/Next”.



Step 7: A similar page will appear, showing all remaining players (it won't include those who started the game). Tick the boxes for the players who started the game on the bench.

Team Sheet Wizard - Step 2: Select Your Players For The Bench
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United

Arsenal
[Switch to simple view.](#)
[Switch to quick stat entry.](#)

PLAYER	SQUAD NUMBER	
Allinson, Ian		<input type="checkbox"/>
Bould, Steve		<input checked="" type="checkbox"/>
Groves, Perry		<input checked="" type="checkbox"/>
Platt, David		<input checked="" type="checkbox"/>

Step 8: once you have ticked all players required, click on “Process/Next”.

Step 9: The Match Stats page will appear. To record substitutions, tick the box of the starting player who came off the pitch, the box for the substitute who was brought on, and select the time (first half or second half) when the substitution was made. Once you have selected these, click on “Create”.

STARTERS / SUBBED ON	BENCH / SUBBED OFF
Adams, Tony <input type="checkbox"/>	Bould, Steve <input type="checkbox"/>
Bergkamp, Dennis <input type="checkbox"/>	Groves, Perry <input checked="" type="checkbox"/>
Davis, Paul <input type="checkbox"/>	Platt, David <input type="checkbox"/>
Dixon, Lee <input type="checkbox"/>	
Keown, Martin <input type="checkbox"/>	
Merson, Paul <input type="checkbox"/>	
Rocastle, David <input checked="" type="checkbox"/>	
Seaman, David <input type="checkbox"/>	
Smith, Alan <input type="checkbox"/>	
Winterburn, Nigel <input type="checkbox"/>	
Wright, Ian <input type="checkbox"/>	

Time Stats
 Stats
 Value Stats

After changing wait for screen to refresh

1st Half: 2nd Half:

Stat:

Note:

Full-Time will register the substitution as a Match Statistic. You can repeat this for other substitutions.

How to... Register Advanced Statistics (with Times)

The most simple way to register Match Statistics is to do so without recording the time of the incident, and can be done using the Quick Stat Entry page (see How To... Register Basic Statistics). However, you may also register Player Statistics with the time of the incident, using the "Team Sheet Wizard". This allows you to record more details of your game.

Step 1: From "Admin Home", click on "Results/Stats" (this link is also on the Fixtures Wizard).

Enter and modify your results and statistics Results / Stats

Step 2: click on "Results/Stats" to take you to the "Results Summary" page.

Enter and modify your results and statistics. Results/Stats

Step 3: Select the date required by clicking on the appropriate "statistics" link.

Team Admin Result Entry

Hide Statistics:

By default fixtures from the last 7 days and the next 7 days only are displayed. Show all:

MON 07 SEP 2009 19:40		Conflicts
	Half-time	Full-time
Arsenal	<input type="text"/>	<input type="text" value="2"/>
Aston Villa	<input type="text"/>	<input type="text" value="4"/>

Statistics Locked [statistics](#)

Step 4: There are two pages for entering stats.

The "Team Sheet Wizard" allows you to enter times of incidents, but also has links to opposition team stats (e.g. if you want to record own goals scored by your players), the "Starter/Bench View" (for recording team sheets – see How To... Record Team Sheets) and the "Quick Stat Entry" option (see How To... Register Basic Statistics).

Team Sheet Wizard - Step 3: Match Stats
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

[Switch to opposition team stats](#)

[Switch to starter/bench view](#)

[Switch to quick stat entry.](#)

Step 5: The stat entry page has four separate sections, a drop-down menu offering each player, plus three separate sections – "Time Statistics", "Factual Statistics" and "Value Statistics":-

Time Statistics – incidents which occurred during a game (e.g. goals, substitutions, etc).

Factual Statistics – e.g. who was the team captain, who washed the kit that week!

Value Statistics – e.g. Performance Rating for the player concerned.

Player: Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat	Stat	Value Stat
1st Half: <input type="text"/> 2nd Half: <input type="text"/>	Stat: <input type="text"/>	Value: <input type="text"/>
Stat: <input type="text" value="Goal"/>	Stat: <input type="text" value="Captain"/>	Stat: <input type="text" value="Performance Rating"/>
Note: <input type="text"/>	Note: <input type="text"/>	Note: <input type="text"/>
<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>

