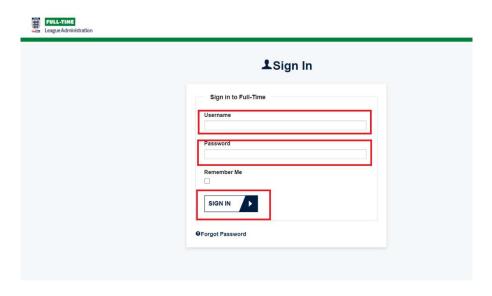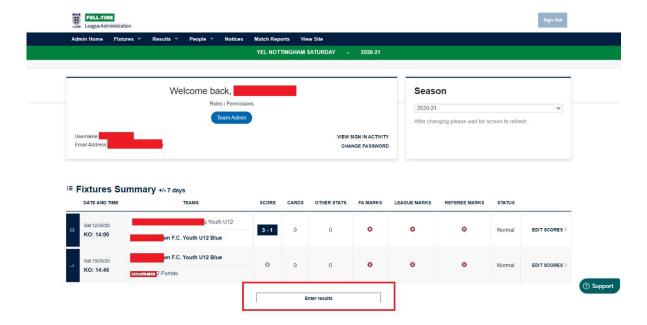# GUIDE TO COMPLETING FULL TIME REPORTS/STATS

This information needs completing by all age groups – U7 to U14 - for every game you play which has been arranged by the league – Friendly, league and cup games

Open FA Full-Time   -   https://fulltime-admin.thefa.com/gen/Logout.do

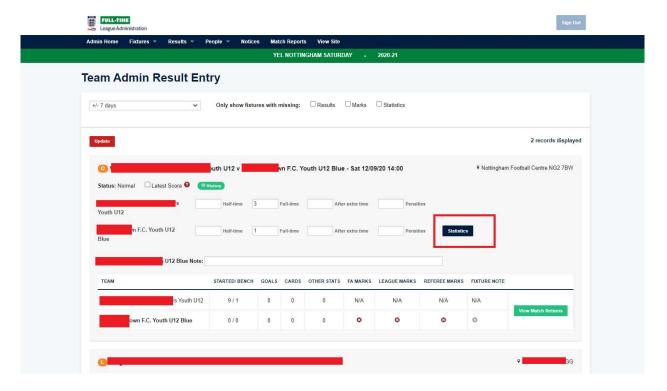Enter your username and password then click sign in

Your dashboard will open and look something like this example below. Your most recent game should already be displayed. Click 'enter results'
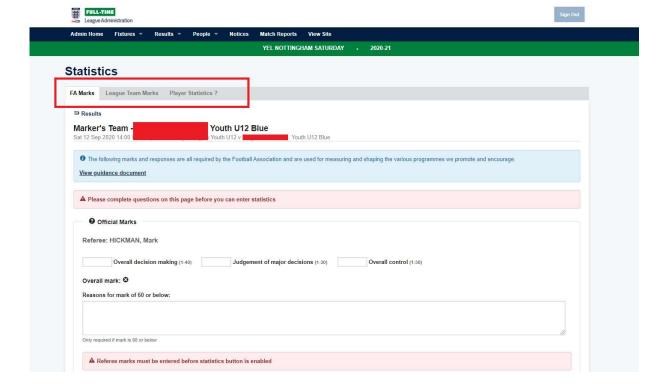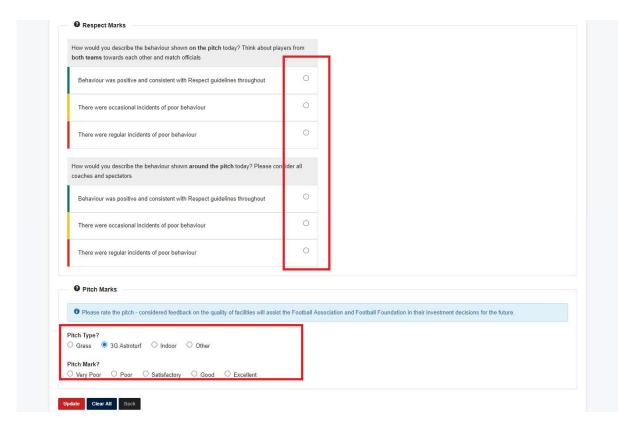
The next screen will open 'Team Admin Result Entry' (If you need to enter something from a game that took place more than seven days before, click the drop down box and the top left of the page and select either the exact date or 'all').

This page allows you to enter the score – this should automatically be filled in as a result of your SMS text received/sent after the game. If you wish, you can also enter the score at half time. All YEL require is the final score. After you have ensured that the correct score has been recorded, you will need to input the required league information. Click the blue 'statistics' box (highlighted below) to proceed.
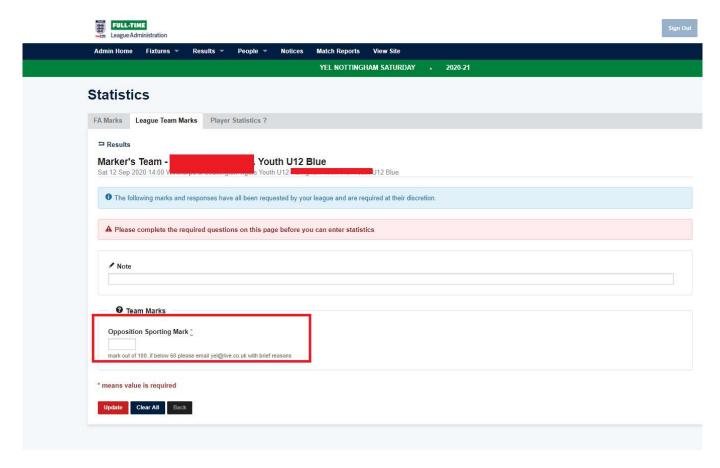

The next page is 'Statistics' There are three tabs (highlighted) which need to be completed. FA Marks (you are already on this page) includes marks for the referee - split into three separate marks; Respect marks and pitch marks. **All have to be completed and updated successfully to allow you to move onto the next tab.** If your total marks for the referee amount to less than 60 you are required to fill in the comments box to explain what the issues were. This will be used by the YEL Referees team to help address problems and give development pointers so please be constructive in your comments.
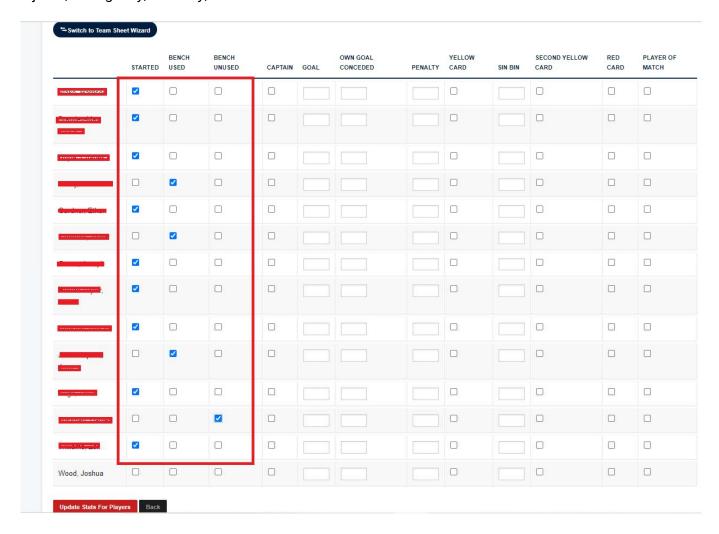
League team marks – This section is headed 'Statistics' and currently has just one section – Marks out of 100 for how sporting the opposition were. Once completed, click update and move onto the 'player statistics' page

An example of a player statistics page is shown below. **It is very important you make sure you complete the information accurately.** In the first column, ONLY enter the players that started the game. In the second column, enter all of the players who were substitutes and made an appearance in the game; In the third column, only enter the players who were subs but did not take part in the game. DO NOT ENTER

ALL 14 PLAYERS – 9 starters plus 5 subs – in the first column. It is only for players who started. An example of a 9v9 game with 9 starters and four subs, three who played and maybe one who was an injured, emergency, sub only, is shown below

You are more than welcome to fill in the remaining columns as full-time will record this information for your own use, but for YEL purposes we only need the first three columns completed.

Click update and provided you have entered all required information, the page will save and the Match statistics/report will have been completed and you will have avoided a fine!