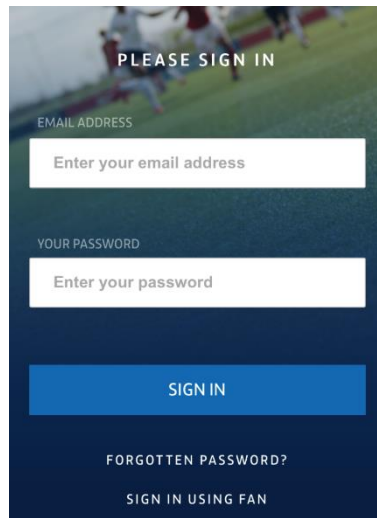
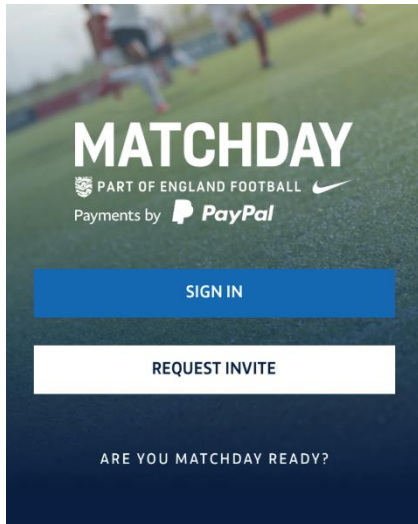


FA MATCH DAY APP USERGUIDE

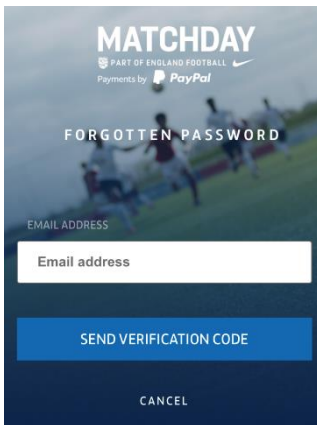
To submit results and match reports your club secretary needs to add you as a manager/ asst-manager / coach or asst-coach to your relevant team within the Whole Game System.

You must also ensure with them that your email address is up to date.

When you first open the FA Match Day App you will need to sign in using the email address linked to your profile within the Whole Game System.



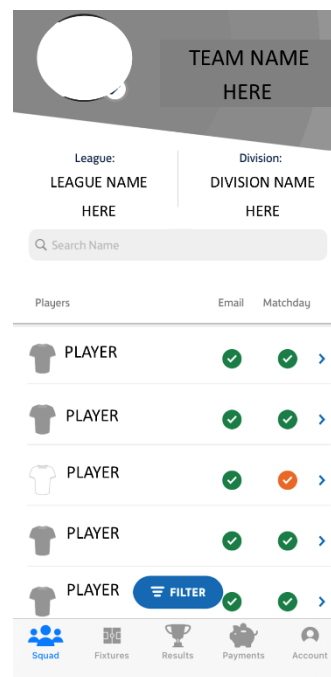
If you have forgotten your password or never had one click forgotten password.



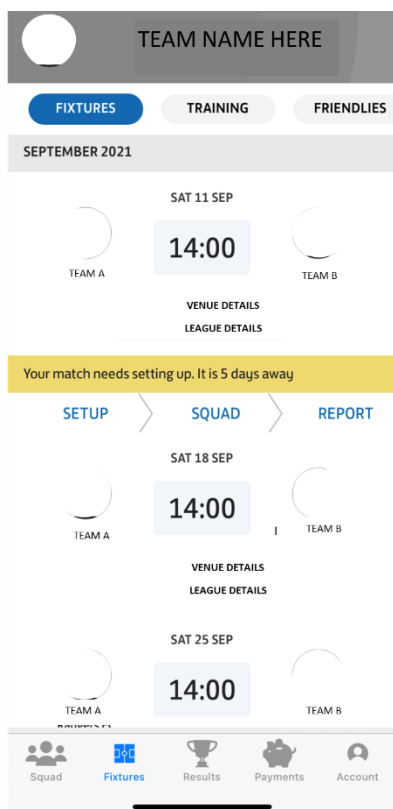
Enter your email address as already registered on the Whole Game System.

If your email address is incorrect and you no longer have access to it, you may need to email info@lancashirefa.com provide your full name and date of birth and if known FAN number, along with your current valid email address and ask them if they could update this for you.

Once signed in you should see your team and a list of players



To submit a result and complete a match report, you need to go to fixtures at the bottom of the page.

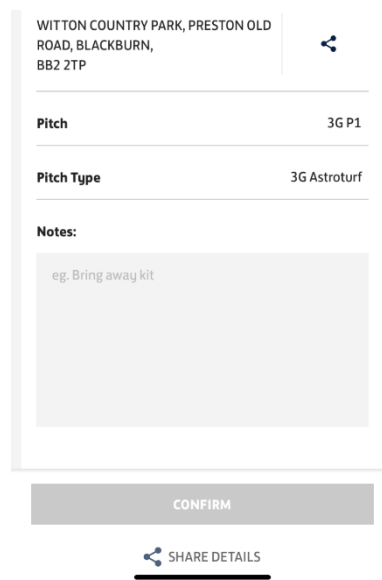
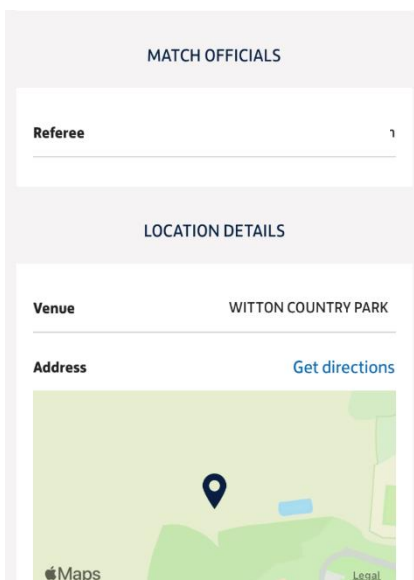
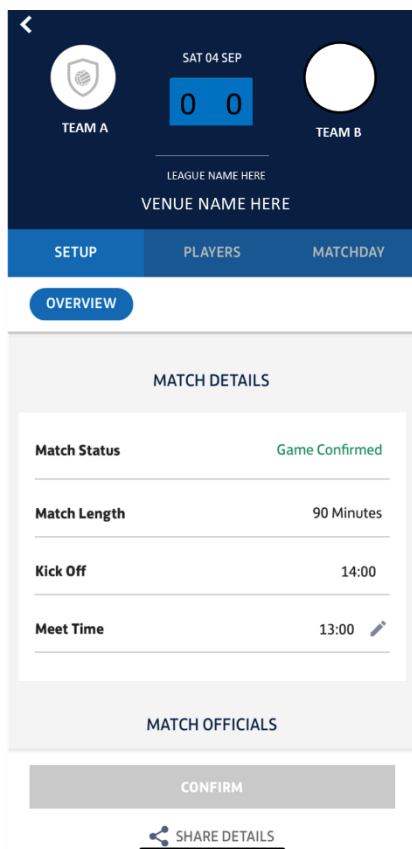


If your league has uploaded and published their fixtures on the FA Full Time Website, they should be displayed here.

You need to setup your players/squad for the upcoming match.

Click on Setup if wishing to do pre-match setup or click on Squad which is a required step in order to complete a match report.

If all your players or parents for anyone U16 use the App, you can complete a pre-match setup.

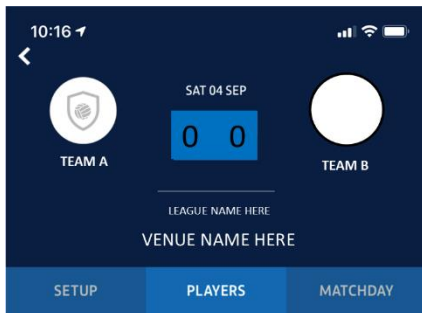


Here you can see the game details in full.

Match Length, Kick Off Time, Meet Time which you can edit to notify your team, Referee if one is appointed and venue details.

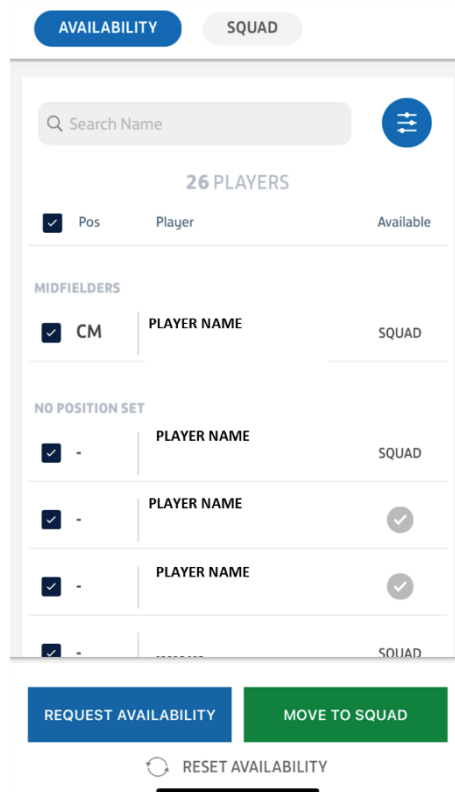
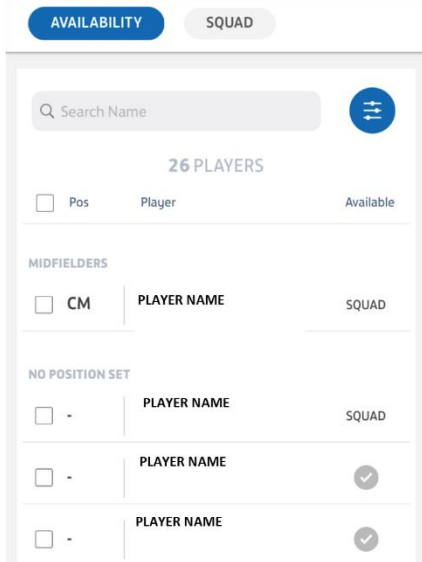
Once you have edited your meet up time and added any notes you wish to put to your team click confirm and then select PLAYERS to ask them to confirm their availability, or manually select if a player is available before adding them to your match day squad.

PLAYERS AVAILABILITY



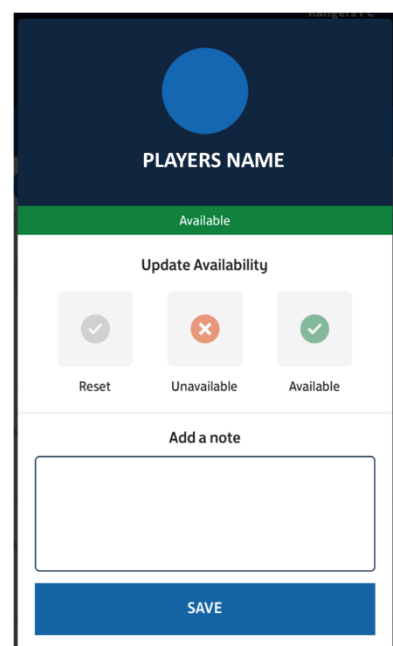
So now under the Players Section you can choose your players availability.

This can be done by selecting all and for the players or parents using the app, you can ask them to let you know their availability.



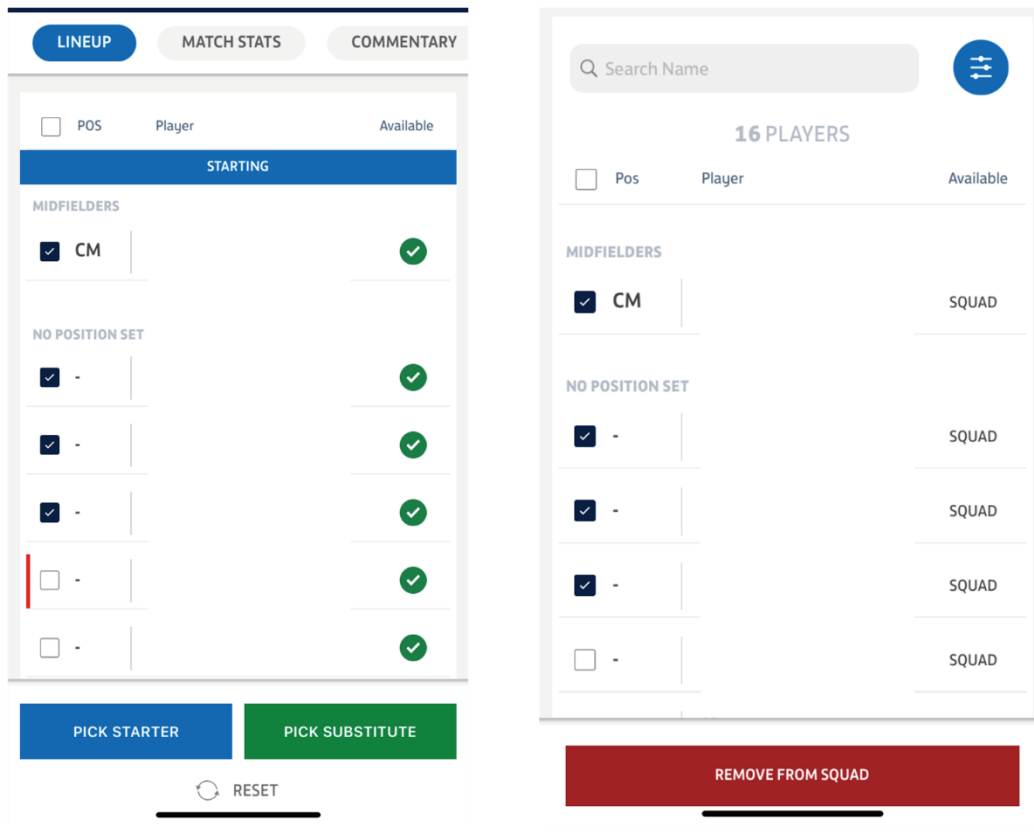
Or you can move all players to your squad (Please note depending on age group, you should only add the maximum players your allowed to have on match days i.e., open age maybe a maximum of 16 players allowed)

You can also manually select a player's availability if so required



Once you have moved your required available players to your squad, you need to select your starting 11 and substitutes. If you have selected too many players, you can also remove them from your squad here.

To do this select MATCHDAY and LINEUP



Select the players you wish to be in your starting 11 and click Pick Starter, then Select your Players who will be your substitutes and click PICK SUBSTITUTE.

Once you have selected your starting line-up and substitutes you must press



You should then see at the top of your phone/tablet screen a green banner



Once you see this banner you are match day ready or ready to proceed to complete a match report.

If you have completed your squad line-up etc prior to your match, you can complete in game match stats as the game is proceeding, by entering goals scored, completing substitutions etc.

Or you can complete these stats after the game as part of your match report.

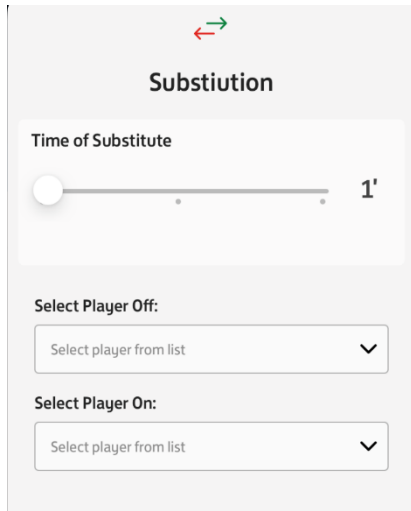
To submit a result, select Match Stats and then select Edit Score, enter the result and hot Save and Confirm.

The screenshot shows the 'Edit Scores' screen in a mobile application. At the top, there is a camera icon and the title 'Edit Scores'. Below the title, it says 'Full Time Score'. There are two input fields: 'Home' with a score of '1' and 'Away' with a score of '6'. Each field has a red minus sign on the left and a green plus sign on the right. Below this, there is a 'Half Time Score' section with two rows: 'Home Team' and 'Away Team', each with a red minus sign, a green plus sign, and a hyphen. At the bottom of the screen is a blue button labeled 'SAVE AND CONFIRM'.

It's also here under Match Stats you can enter your in-game stats, or the required info requested by your league i.e. Substitutes used, Sin Bin, Yellow Cards Etc.

The screenshot shows the 'MATCHDAY' section of a mobile application. At the top, there are three tabs: 'SETUP', 'PLAYERS', and 'MATCHDAY'. Below these are three sub-tabs: 'LINEUP', 'MATCH STATS', and 'COMMENTARY'. The 'MATCH STATS' sub-tab is selected. In the top left, there is a clock icon and the text '90.00' GAME CLOCK. To the right is an 'EDIT SCORE' button. Below this are nine icons arranged in a 3x3 grid, each with a label: 'KICK-OFF' (whistle), 'GOAL FOR' (soccer ball), 'GOAL AGAINST' (soccer ball with lines), 'SUBSTITUTION' (two arrows), 'SIN BIN' (exclamation mark), 'YELLOW CARD' (yellow card), 'RED CARD' (red card), 'FINAL WHISTLE' (whistle), and 'PLAYER OF THE MATCH' (trophy).

The screenshot shows the 'Goal Scored For' screen in a mobile application. At the top is the title 'Goal Scored For'. Below it is a 'Time of Goal' section with a slider and the text '1''. Below this are three radio button options: 'Goal For' (selected), 'Own Goal For', and 'Penalty'. Below these are two dropdown menus: 'Goal Scorer:' and 'Goal Assist:', each with the text 'Select player from list'. At the bottom of the screen is a grey button labeled 'SUBMIT GAME EVENT'.



Substitution

Time of Substitute

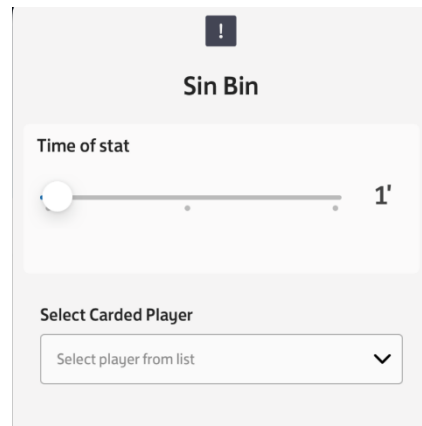
1'

Select Player Off:

Select player from list

Select Player On:

Select player from list



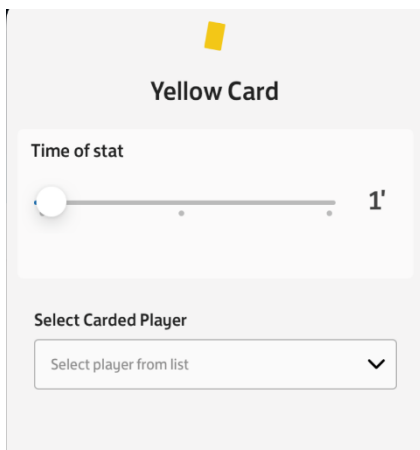
Sin Bin

Time of stat

1'

Select Carded Player

Select player from list



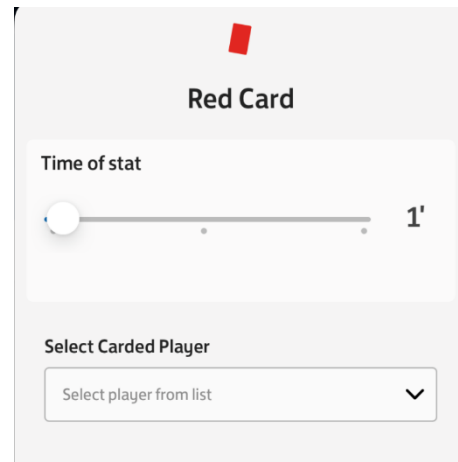
Yellow Card

Time of stat

1'

Select Carded Player

Select player from list



Red Card

Time of stat

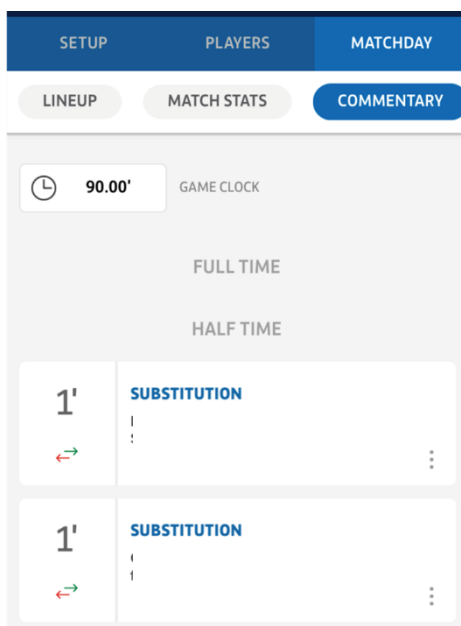
1'

Select Carded Player

Select player from list

To ensure all players are listed as participating in a game its important you complete the Substitution Stat. (For roll on roll off subs, you only need to complete one substation to show those who initially started as a sub, has participated in the game).

You can check the stats entered under commentary



SETUP PLAYERS MATCHDAY

LINEUP MATCH STATS COMMENTARY

90.00' GAME CLOCK

FULL TIME

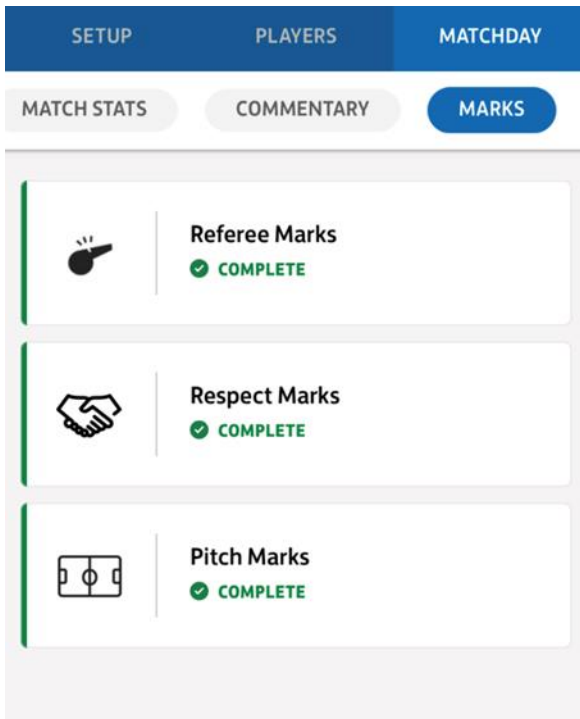
HALF TIME

1' SUBSTITUTION

1' SUBSTITUTION

If you have made a mistake, click the three little dots and the option to Edit or Delete will appear.

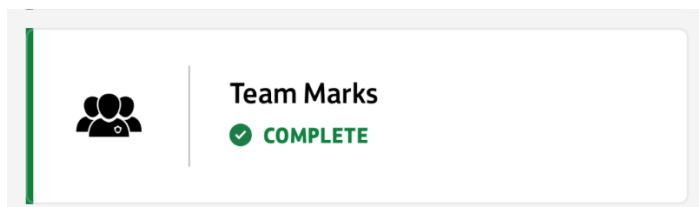
To complete and submit your match report you need to scroll along here and select MARKS



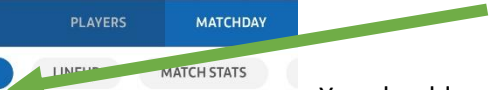
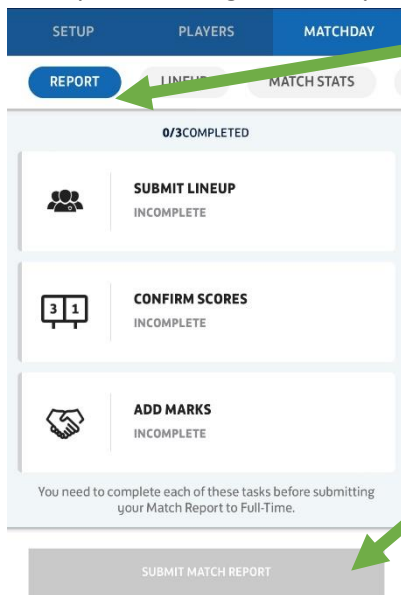
You must complete all the question that appear here.

Note if you mark a referee 60 or below you will be asked to provide a brief report explaining this low mark given.

If a league has added additional questions that they may want managers to answer, these too will appear here under Team Marks.



Once you have all green ticks you can click on the Squad Tab



You should see 3 Green Tick with COMPLETE against all 3 boxes.

If not you will need to go back and complete the missing information.

All 3 green your report is ready to submit to the league by clicking SUBMIT MATCH REPORT

You should then see a green banner at the top of the screen



Once you see this banner your match report is complete and has been submitted to the league.

IMPORTANT PLEASE NOTE

Submitting a Team Line-up and Submitting a Match Report MUST BE DONE INDEPENDENTLY to each other.

IT IS IMPORTANT you complete your squad selection, starting line-up and substitute selections and then **SUBMIT** this to Full-Time before completing any match stats, required marks and submitting your match report to the league.

If having issues within the app, try logging out and back in or try deleting the app and reinstalling it, failing this please email: grassrootstechnology@thefa.com to log your issue with the helpdesk.