



Full-Time

Logging In & Access

Version 5.0

TheFA.com FA sites County FAs **F A N**

TheFA.com FULL-TIME

HOME | SIGN IN | FULL-TIME NEWS | FAQs | CONTACT US **FIND YOUR LEAGUE** Type first 3 letters of League name here **GO**

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

Logging In & Access

From March 2016 onwards we have introduced a new system for logging in to Full-Time, to increase the security of access and to adhere to industry standards for security of online sites.

This has meant changes both to the formats of passwords, and also to the way that leagues will assign login details to new users. Leagues will still control who has access to Full-Time, but rather than assigning usernames and passwords, will send out invitations to users who can then set up their own usernames and passwords to access Full-Time.

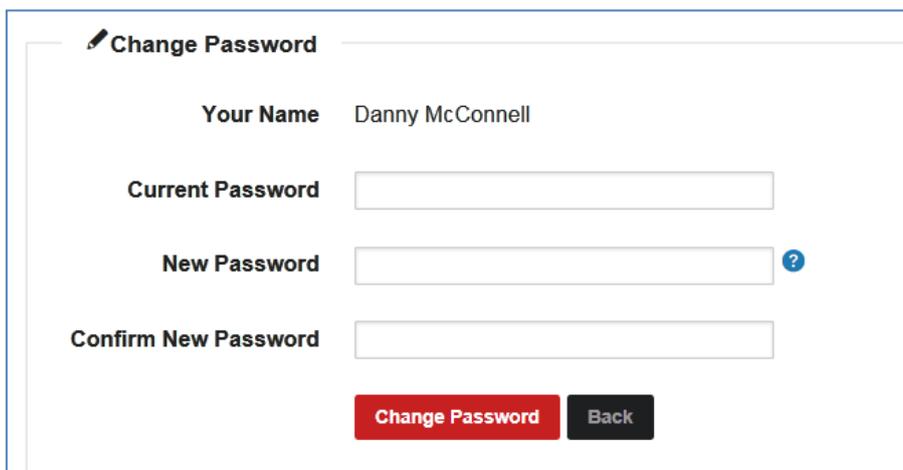
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1.1 Setting a New Password

Users will now be asked to set a new password in the following circumstances:-

- The first time they login after the changes to the login system in March 2016.
- When they use the forgotten password option
- When they are invited to set up their login details.

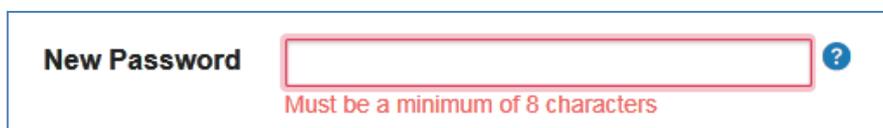
Leagues will no longer have the ability to modify passwords for individuals – they will have to invite the individual concerned to set up their own login as detailed below.



When you change your password, the page will now ensure that the new password is:-

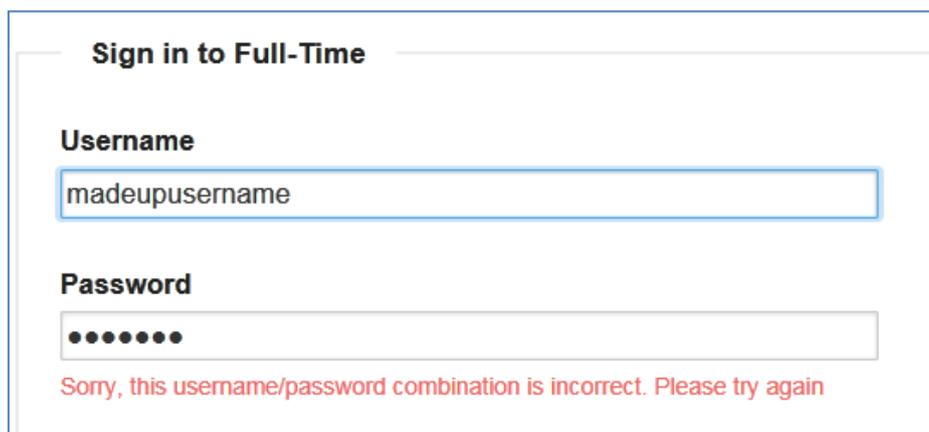
- At least 8 characters in length
- Contains at least one upper case letter
- Contains at least one lower case letter
- Contains at least one number
- Certain words (e.g. football) cannot be used within the new password.

If you try and create a new password which does not satisfy these criteria, an error will be shown and you will have to input a password with the correct details.



1.2 Forgotten Password and Failed Logins

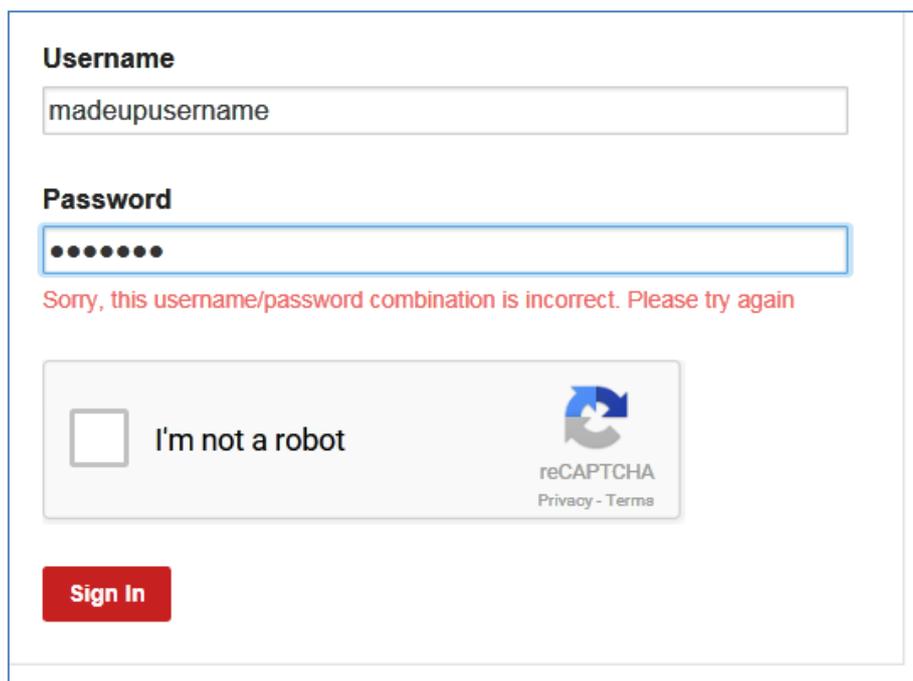
If you try to login with a wrong username or password, Full-Time will reject the login and ask you to re-input your login details.



The screenshot shows a login form titled "Sign in to Full-Time". It has two input fields: "Username" with the text "madeupusername" and "Password" with seven dots. Below the fields is a red error message: "Sorry, this username/password combination is incorrect. Please try again".

If you input a wrong password three times, then you will see a "Captcha" box also appear. You will need to check the "I'm not a robot" box in addition to entering the username and password to login.

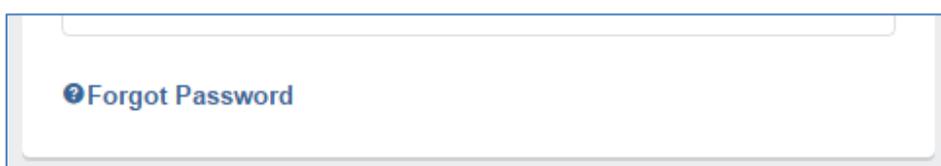
This Captcha box will continue to appear when you login for the next two hours, but once the two hours has passed, you'll no longer be presented with it when you login.



The screenshot shows the same login form as above, but with a reCAPTCHA box below the password field. The reCAPTCHA box contains a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. A red "Sign In" button is visible at the bottom left of the form.

If you fail to login twenty times over a two hour period, your login access will be suspended, and you will need to have a new invitation to login created by your league. This shouldn't happen with a real user, but has been included as a security option to prevent robots trying to access accounts.

If you have genuinely forgotten your password, use the Forgotten Password option to retrieve it.



The screenshot shows a button with a question mark icon and the text "Forgot Password".

1.3 Setting Up New Users to Login

To set up a new user to login to Full-Time, you should start by going to People Wizard and using the List People option, you can see who has currently been set up with the role concerned. Note that there is a now a column called “Has Login?” which shows whether that person has their login set up.

Status
Active

Season
2015-16

From
1 July 2015

Role After changing wait for screen to refresh
League Administrator

Division
All

To
30 June 2016

Team
All

Refresh Changing these dates overrides the season start and end dates

Create New **Back**

Number in list 8

Name	Role	Email Address	Has Login?	
Bloggs, Dave	FA Demo Premier League: League Administrator	dave@madeupemail.com	No	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

To set them up to login to Full-Time, you will need to “invite” them to set up their login details. Click on the “Edit” button for the person concerned, to take you to the Update Person screen.

Update Person

Send login invite? To automatically send an email to dave@madeupemail.com with instructions to them to create their own login.

Update Person

First Name

Middle Initial

Last Name

Date Of Birth Day Month Year

FA Number
For players with an official FA number

Email Address

To invite the user to set up their login details, click on the Invite button at the top of the screen. Note that this link will only appear if the user has an email address associated with their name, so you may need to enter an email address and update the individual first, so you can then send the invitation.

Once you have clicked on the invite button, an email will be sent to the person concerned, and the “Update Person” page will show that an invitation has been sent to them.



Update Person

An email was last sent to dave@madeupemail.com with an invitation to create a login: SAT 05 MAR 2016 15:27

To automatically resend an email to dave@madeupemail.com with instructions to user to create their own login

Additionally, the List People page will show the person with their “Has Login?” updated to “Invited” (which includes a hover link to show when the invitation was made).

Email Address	Has Login?	
dave@madeupemail.com	 Invited	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Once the invitation has been issued, within a few minutes the user will receive an automated email from Full-Time, which gives them a link with which they can set up their new login details.

TheFA.com
FULL-TIME

Dave Bloggs,

Danny McConnell has set you up as a user on the FULL-TIME league site: FA Demo Premier League by entering your email address.

Click on the link below to create your login and get administration access to this league.

<http://fulltime-test.thefa.com/leagueInviteCreateAccount/224160109/n7uU2ICaLYrBUTiNEs.html>

After clicking the link you will be able create your login details.

This link (which remains active for 28 days) will take the user to a screen where they can set their username and their own password to create their login details.

Create a Login

 **Credentials**

Username

Password 

Confirm Password

The username still has to be unique across all of Full-Time and the password is subject to the new rules (at least eight characters, and at least one capital letter, one lower case letter and one number). Once it has been created, the link used to create it will no longer be active.

Make sure when creating the account you make a note of your username.

The user will be presented with an on-screen confirmation that their account has been set up correctly and their email address will also be set as verified.



And the league will see from the “List People” page that the “Has Login?” field has been updated from “Invited?” to “Yes”.

If you edit the user concerned, you will see that their email address and username are displayed, but can not be edited by the league, as these are now associated with a login account. The league therefore cannot change the username for an individual, but they can advise them of their login name if they have forgotten it, and the league cannot change the email address if it is associated with a login (see below for the process if you need to amend these on behalf of a user).

Update Person

This person has their own login. [To find out about users with their own login or to remove their login click here.](#)

Update **Back**

 Update Person

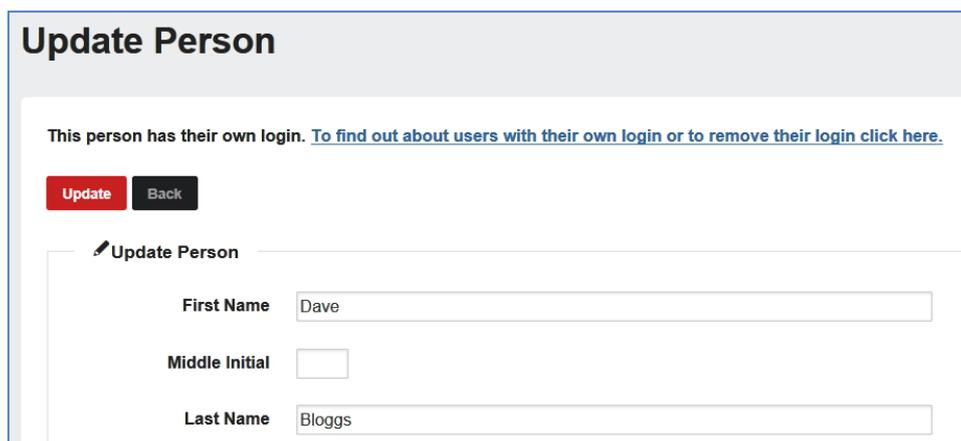
First Name	<input type="text" value="Dave"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Bloggs"/>
Date Of Birth	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
FA Number	<input type="text"/>
	<small>For players with an official FA number</small>
Email Address	danny.mcconnell@thefa.com
Username	davebloggs

Note that there will now be a link at the top which allows a league to remove or reset a login if required, which is covered in the next section.

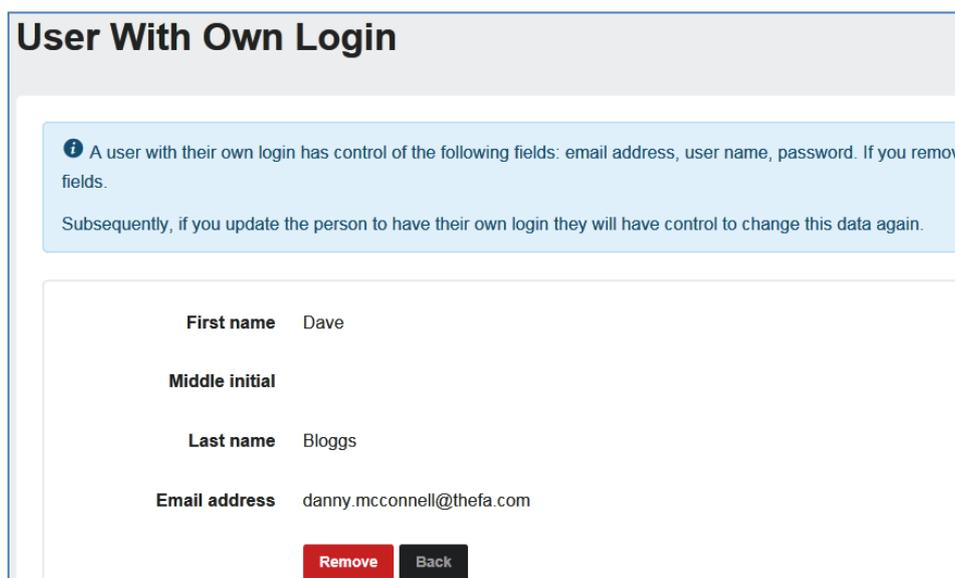
1.4 Remove or Reset a User Login

If you need to remove login access from a user (this includes resetting the access for a user who has forgotten their password, and no longer has access to the email account associated with their login, so cannot use the “Forgotten Password” option), you can do so by editing the person within the People Wizard.

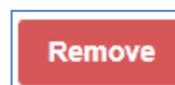
At the top of the “Update Person” page, click on the link “To find out about users with their own login, or to remove their login click here”



This will open up a new screen “User with Own Login” which warns you that the user concerned has control over their own email address, username and password.



If you wish to remove their login, click on the “Remove” button. This will remove their username and password, and return you to the Update Person screen where you will see that the email address can now be edited.



If necessary, you can then update their email address and invite them to set up their username and password again, effectively resetting their login.

1.5 Change and Verify Email Address

Full-Time users who login to the system are asked to verify their email address (this confirms you have input the email address correctly) and users can also change their email address. You will be asked to verify your email address only once, unless you change your email address.

From “Admin Home”, select “Email/Password” (if you don’t have a verified Email address, you will be taken to this section when you log in).

Change Password or Email Address	Email / Password
----------------------------------	----------------------------------

To verify your email address, simply click on the “To send a verification email, please click here” link. Full-Time will send an email to your email address, and you can click on the appropriate link to verify your email address. If you do not receive the verification email, then check that your email address is correct within Full-Time, and check your spam filters, in case the verification email has been sent there.

To change your email address, simply enter the new email address in the box shown (you will be asked to enter it twice, to confirm your email address) and click on “Change Email Address”. Your email address on Full-Time will be updated accordingly.

Email and Password Settings

[Change Password](#) **Email Address**

 **Verify / Change Email Address**

Your Name Danny McConnell

Your Current Email Address fa-support@leaguerepublic.com

New Email Address

Confirm New Email Address

[Change Email Address](#) [Back](#)