

11.0 Match Reports

11.1 How to... Create Match Reports

Full-Time allows League Administrators to create Match Reports, which appear on the Full-Time website. Match reports can include photographs (which must be .jpg files).

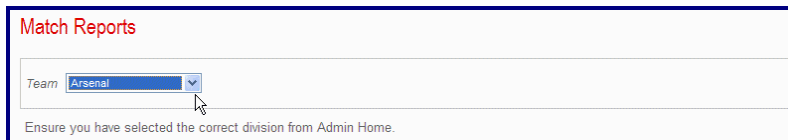
Team Administrators may also be given access to create Match Reports for their own teams (see How To... Allow/Prevent Team Administrators to Create Match Reports).

Important Note: Please make sure you have read the Football Association guidance on use of appropriate images (photographs) of anyone under the age of 18. This is available on the Football Association website at:- <http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/Downloads.aspx>

Step 1: From “Admin Home”, select the correct division and then click on “Match Reports”.



Step 2: On the “Match Reports” page select the team required from the drop-down menu.



Step 3: Full-Time displays all matches for the team concerned (including those which haven't yet been played). To create a new match report click on “Create New”.

You have no match reports for this team.

DATE	HOME TEAM	SCORE	AWAY TEAM	SCORE	APPROVED	
L Sat 20 Dec 08 03:00 PM	Arsenal	2	Manchester United	0	Y	Create New
L Tue 30 Dec 08 03:00 PM	Arsenal	2	Aston Villa	0	Y	Create New
L Sat 21 Feb 09 03:00 PM	Arsenal		Chelsea			Create New

Step 4: The “Create Match Report” page allows you to give a Title, and space for the main text report. You should also enter the author's name (if you leave it blank, your name is used by default).

If you include any email addresses or web-addresses within the report, then tick the “Auto Link” box and Full-Time will display these as hyperlinks.

Create Match Report

Arsenal v Manchester United Sat 20 Dec 08 03:00 PM
Match report for team: Arsenal

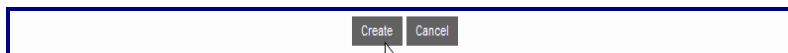
Title:

Text:

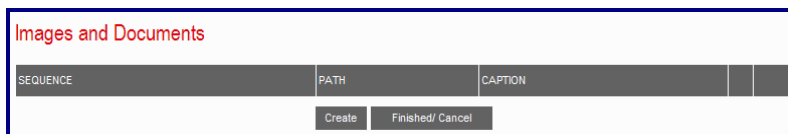
Auto Link: Check to make email and/or web addresses appear as hyperlinks within the text field of the notice. e.g. www.thefa.com would appear as a hyperlink and not as simple text.

Author: If the author is not you then enter a name.

Step 5: Once the match report is complete, click “Create”.



Step 6: The “Images and Documents” section appears. If you want to add photographs to your match report, click on “Create”, otherwise click on “Finished/Cancel”



Step 7: The “File Attachment” page appears. Write a caption for the photograph you want to include, give a sequence number for it (the photograph with sequence number 1 will appear first, then sequence number 2, etc) and use the “Browse” option to select the photograph you wish to upload.

Once you have selected the caption, sequence and file, click on “Upload”.

Step 8: Full-Time will upload the photograph for you. Assuming the photograph is not exactly the right size (236 pixels high, up to 451 pixels wide) it will offer one or two options for editing the photograph.

Option 1 – Let Full-Time automatically resize the photograph for you.

Option 2 – “crop” the photograph using a “Java-enabled applet”. This option will only appear if you have Java enabled in your web-browser (there is a link for more information if you need it).

If you want to leave Full-Time to do it automatically, or the Java enabled option doesn’t appear, then click on “System Load” within option 1 (**hint** – if in doubt, select this option).

Step 9: The photograph and caption appear within the “Images and Documents” section. To add more photographs, click on “Create”. When you’ve added all your photographs, click on “Finished/Cancel”.

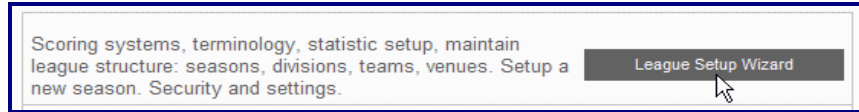
SEQUENCE	PATH	CAPTION
1	http://resources.thefa.com/irimages/irimages/data/league803367/52985.jpg	Gunners celebrate their first goal

Step 10: The Match Report is now listed at the top of the team results page.

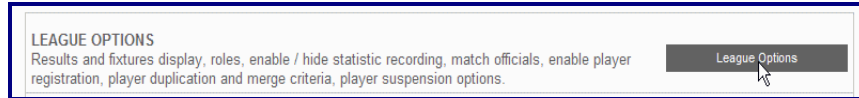
11.2 How to... Prevent Team Administrators Creating Match Reports

The default setting for Full-Time allows Team Administrators to create Match Reports without League Approval (though you can see who posted them). If you wish to disable the option for Team Administrators to post Match Reports you may do so.

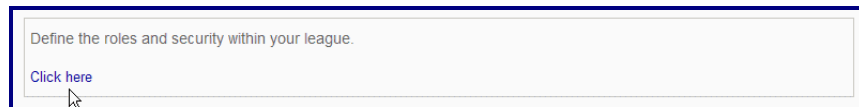
Step 1: From “Admin Home”, click on “League Setup Wizard”.



Step 2: Click on “League Options”.



Step 3: Within the League Options, click on “Define Roles and Security within your League”.



Step 4: Full-Time lists all of the roles you have decided to use (see How to... Create Other League Roles). For Team Administrators, click on “Override”.

Define Roles And Security

ROLE	CHECK FOR YES	SECURITY	
Division Administrator	<input checked="" type="checkbox"/>	Default Security	Override
Fixtures Secretary	<input checked="" type="checkbox"/>	Default Security	Override
League Administrator	<input checked="" type="checkbox"/>	Default Security	Override
News Secretary	<input checked="" type="checkbox"/>	Default Security	Override
Player	<input checked="" type="checkbox"/>	Default Security	Override
Referee *	<input checked="" type="checkbox"/>	Default Security	Override
Referees Secretary	<input checked="" type="checkbox"/>	Default Security	Override
Registration Secretary	<input checked="" type="checkbox"/>	Default Security	Override
Team Administrator	<input checked="" type="checkbox"/>	Default Security	Override

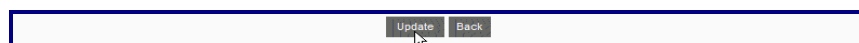
Step 5: The “Maintain Security” page appears, which shows all of the functions within Full-Time that are normally allowed for the role selected (in this case, Team Administrators). To prevent Team Administrators creating Match Reports, un-tick the “Create Match Reports” box.

Maintain Organisation Security

Organisation: Amateur Football Combination
 Role: Team Administrator
 Default security is currently being used for this role.

TRANSACTIONAL GROUP	CHECK FOR YES
Ability to approve players & assign teams to people without roles.	<input type="checkbox"/>
Approve entered results and statistics so they can appear on the division tables.	<input type="checkbox"/>
Assign Referees to fixtures.	<input type="checkbox"/>
Create match reports for teams within their domain.	<input type="checkbox"/>
Create new notices and maintain old notices within their domain e.g. a team or a division.	<input checked="" type="checkbox"/>

Step 6: Click on “Update”.



Team Administrators will no longer be given the option to write match reports.