

7.0 Referee Appointments

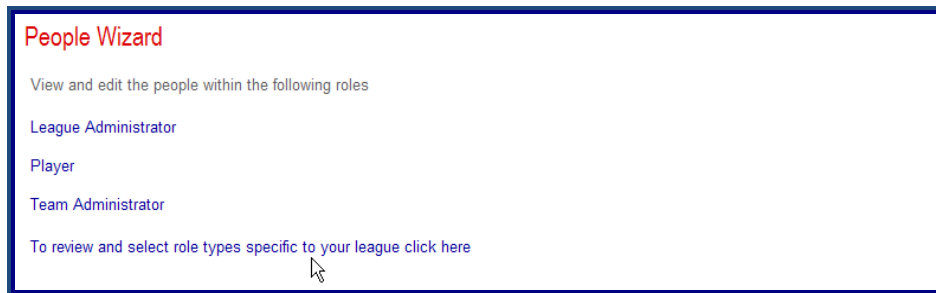
Full-Time gives you the option to appoint referees (and assistants), and these appointments are then displayed on your website. These can also be linked to the Members Services section of your county website, so that match officials can enter RESPECT marks for games played within your league.

7.1 How to... Enable Referee Assignment for Your League

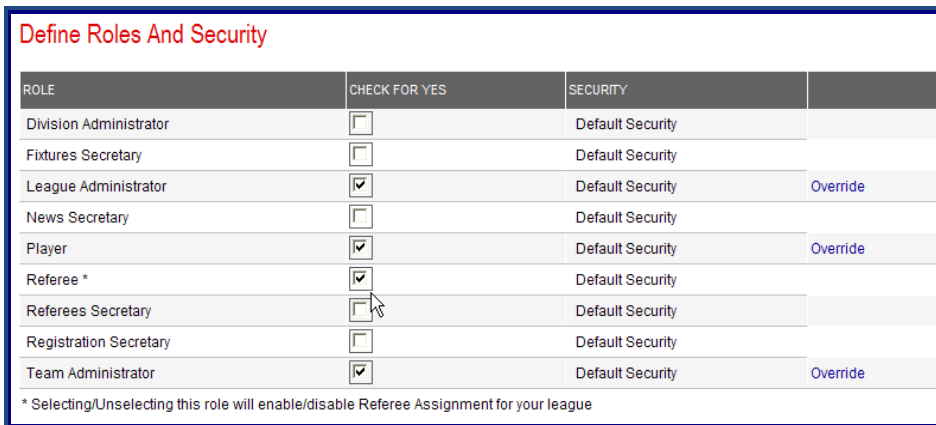
Step 1: From “Admin Home”, click on the “People Wizard”.



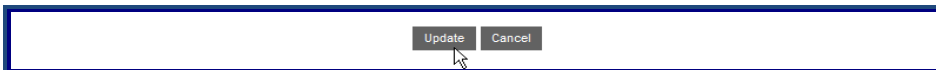
Step 2: Check whether “Referee” is listed amongst the roles you have selected on Full-Time. If it is, skip the rest of this section. If it isn’t, click on “Review and select role types specific to your league”.



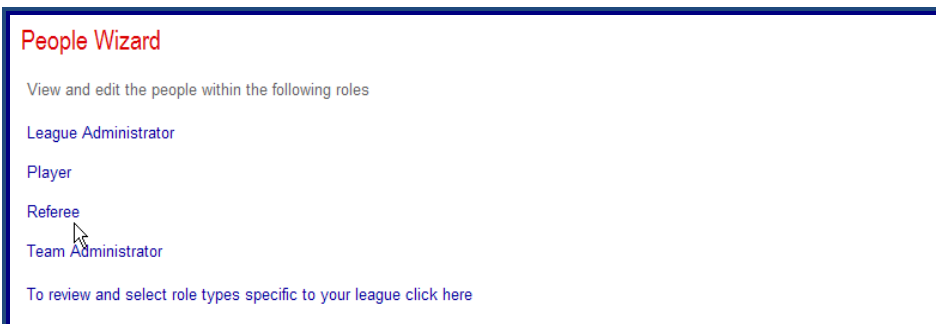
Step 3: Tick the box marked “Referee”.



Step 4: Click on “Update” and then “Cancel” to take you back to the People Wizard.



Note that “Referee” has now appeared in your list of roles.

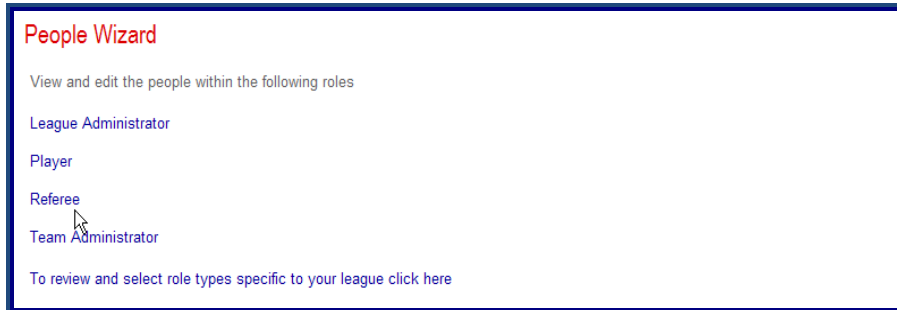


7.2 How to... Create a Referee

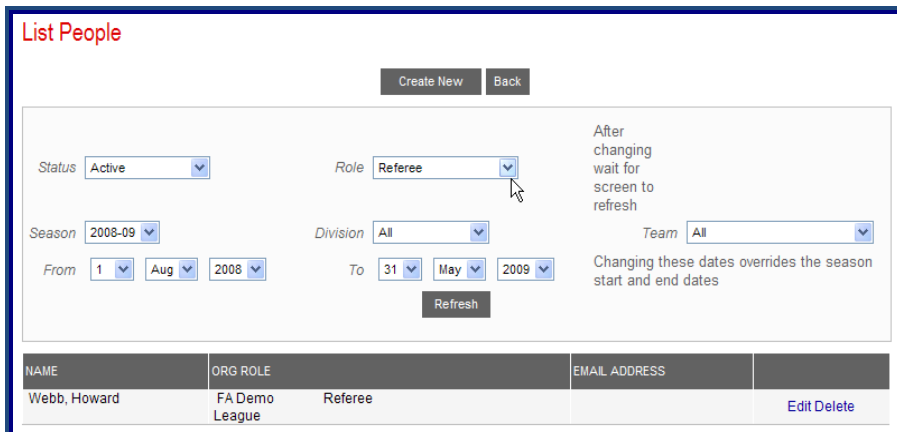
Step 1: From “Admin Home”, click on the “People Wizard”.



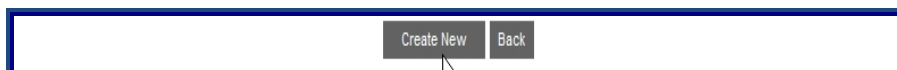
Step 2: Click on “Referee”



Step 3: Use the drop-down menus to select the Role (Referee) you want to check. Full-Time lists all referees currently registered. Double-check the referee hasn't already been registered.



Step 4: Assuming you need to add a new referee, click “Create New”.



Step 5: Enter the first name, middle initial (optional) and surname for the referee. Make sure you also set tick the “Referee” box. We also recommend you add their email address (if you know it).

Create Person

Create new Cancel

First Name

Middle Initial

Last Name

Username

Password

Confirm Password

Email Address

Roles

Setup The Roles For This Person. Leave The Unrequired Roles Blank.

League Administrator

Player ALL teams in club Associate this player with all teams in the club to which this team belongs.

Referee

Team Administrator

Step 6: You may also enter optional information. We recommend as a minimum you include the mobile phone number, FA Number (FAN) or FAMOA number for all referees you add to Full-Time.

Optional

Contact Us Preference

Date Of Birth Day Month Year

Work Phone

Home Phone

Mobile Phone

House Name

House Number

Address Line 1

Address Line 2

Address Line 3

Town/City

County

Post Code

Nationality

Player Number Your league's unique player number.

FA Number For players with an official FA number.

FAMOA The FA Match Officials Association.

Under Contract Check For Yes

International Clearance Check For Yes

Gender Male Female

Ethnic Background

If "other" please state

If you would like to receive an email to the above email address each time someone has a question for your league then select here - league administrators only

Step 7: Once you have entered all of their details, click on “Create New”.

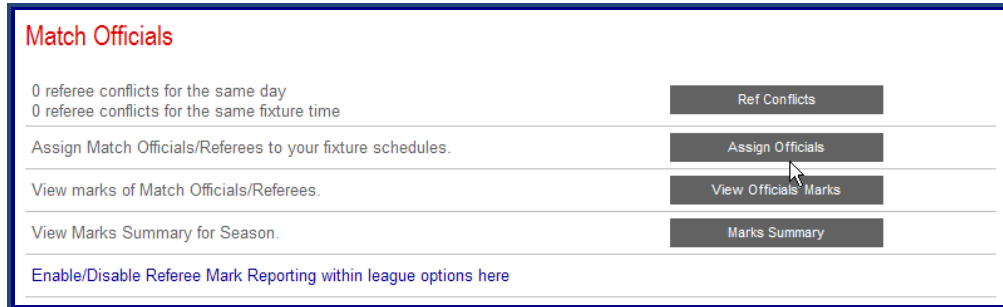
Create new Cancel

7.3 How to... Assign Referees to Fixtures

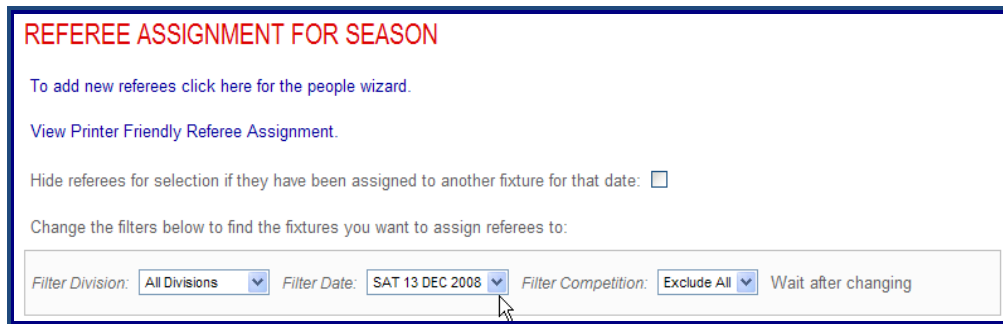
Step 1: From “Admin Home”, click on “Referees”.



Step 2: Click on “Assign Officials”.



Step 3: Select the divisions/dates for which you wish to assign match officials.

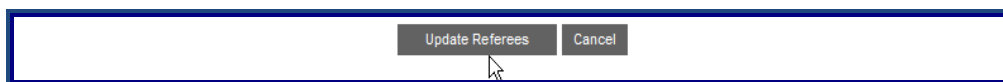


Step 4: Full-Time will list all fixtures for the divisions/dates selected, and offer a drop-down menu of all officials you have registered. Select the officials you wish to appoint.

L=League Fixture, Cup=Competition Fixture

	FIXTURE DATE	STAT	HOME TEAM	AWAY TEAM	VENUE	REFeree 1	ASSISTANT 1	ASSISTANT 2
L	SAT 13 DEC 2008 15:00		Chelsea	Manchester United	Stamford Bridge	Halsey, Mark	Riley, Mike	Webb, Howard
L	SAT 13 DEC 2008 15:00		Everton	Tottenham Hotspur	Goodison Park	none	none	none
L	SAT 13 DEC 2008 15:00		Liverpool	Arsenal	Anfield	none	none	none
L	SAT 13 DEC 2008 15:00		Manchester United Reserves	Aston Villa	Old Trafford	none	none	none

Step 5: When you have finished, click “Update Referees” and then “Cancel”.



Step 6: Your match-officials appointments will be shown on Full-Time via the “Refs” link.

