



# Full-Time

## Referee Appointments

Version 5.0

TheFA.com

 
 
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## 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

**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

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## 1.0 Referee Appointments

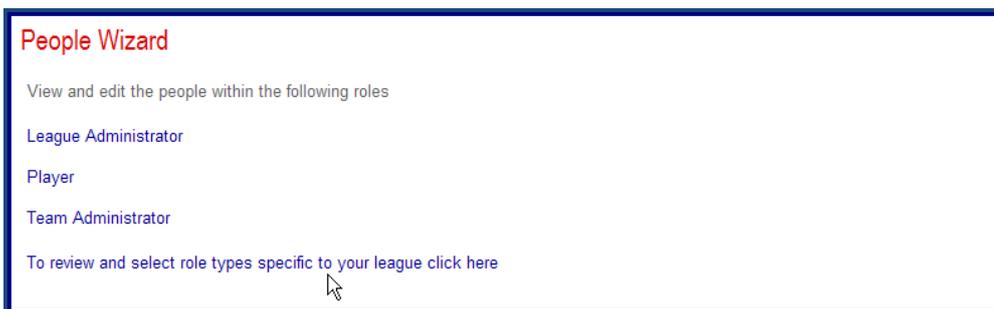
Full-Time gives you the option to appoint referees (as well assistants and, if required, fourth officials), and these appointments are then displayed on your website.

### 1.1 How to... Enable Referee Appointments

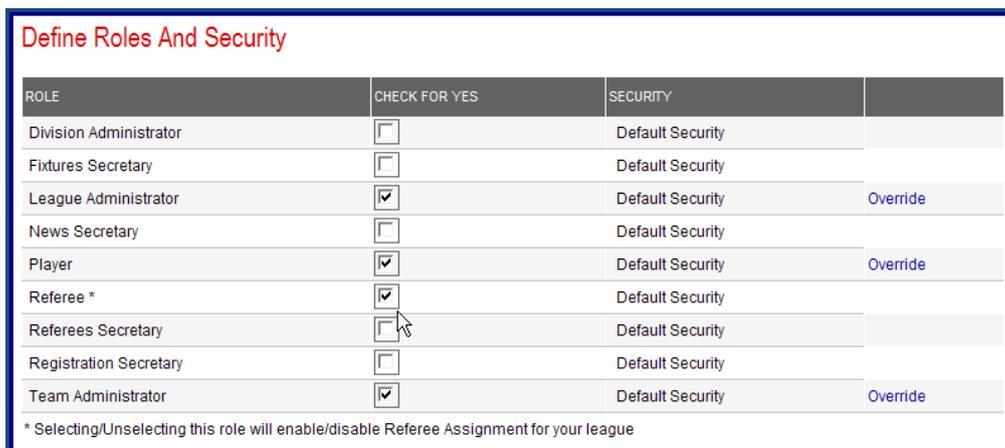
**Step 1:** From “Admin Home”, click on the “People Wizard”.



**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”.



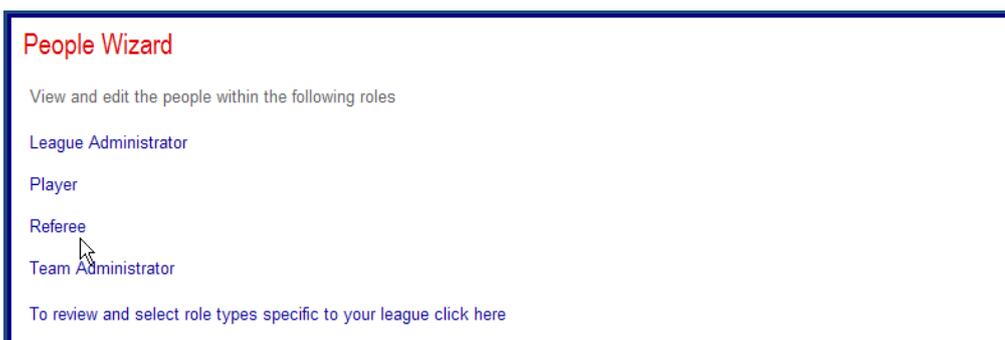
**Step 3:** Tick the box marked “Referee”.



**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.



## 1.2 How to... Enable Fourth Officials Appointment

Full-Time includes the options for leagues to include Fourth Officials within Referee Assignments.

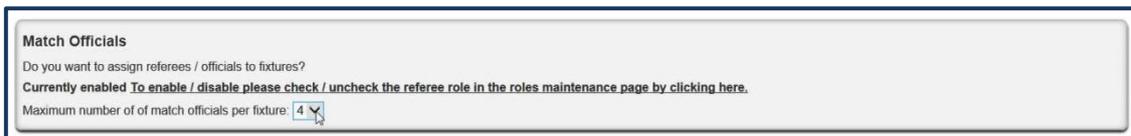
**Step 1:** From “Admin Home”, click on “League Setup Wizard”



**Step 2:** Click on “League Options”



**Step 3:** Within the “Match Officials” section, update the “maximum number of match officials per fixture” from three to four. Once you have updated this box, click on “Update”.



The Referee Appointment pages will now include facility to enter the Fourth Official for all matches.

	DATE AND TIME	STATUS	HOME TEAM	AWAY TEAM	VENUE	REFEREE 1	ASSISTANT 1	ASSISTANT 2	FOURTH OFFICIAL
Prem	Sat 18/01/14 15:00	Normal	Bealonians	Old Salvatorians	Bealonians #1	none	none	none	none

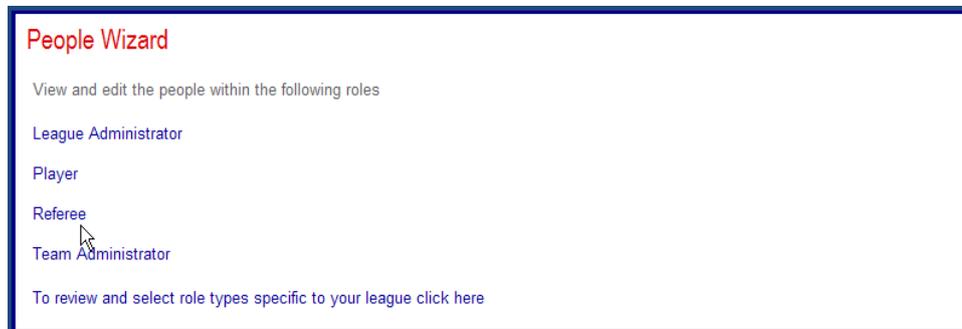
**Notes:** any Fourth Officials will be shown on auto-emails, and if registered to receive auto-emails, they will also receive auto-emails from the league.

### 1.3 How to... Add a New Referee

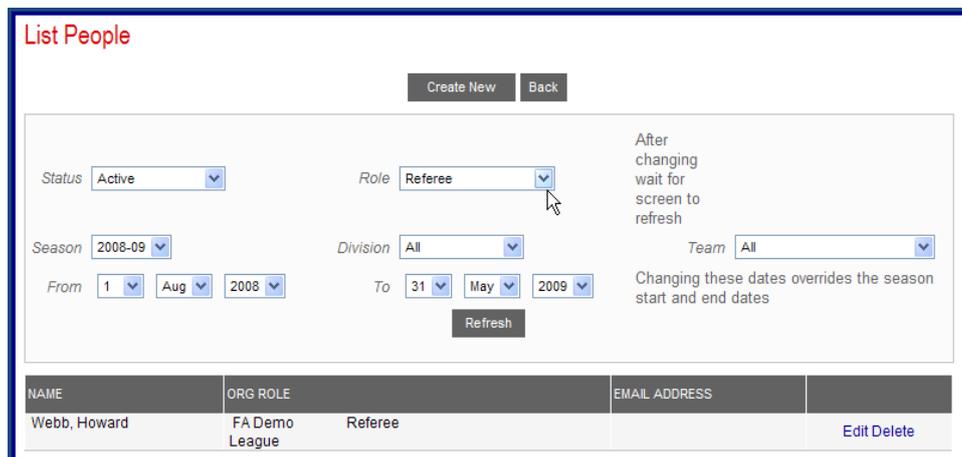
**Step 1:** From “Admin Home”, click on the “People Wizard”.



**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**

---

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

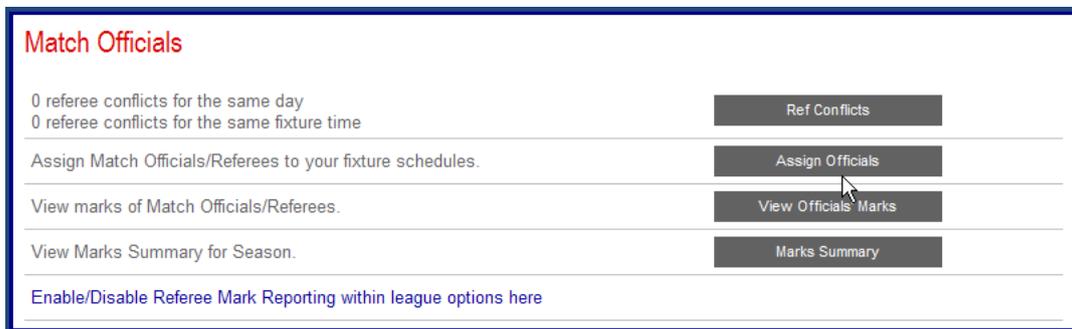
**Step 7:** Once you have entered all of their details, click on “Create New”.

## 1.4 How to... Assign Referees to Fixtures

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



**Step 2:** Click on “Assign Officials”.



**Step 3:** A number of drop-down menus are included to allow fixtures to be filtered, according to Fixture Group (divisions and cups), Fixture Status (e.g. Postponed), Date, Date Status and by Club and by Team.

**Fixture Group:** All  
**Status:** All  
**Date:** Tue 25/08/15  
**Date Status:** Normal / scheduled  
**Club:** All  
**Team:** All

Selected fixture group only  
  All fixture groups  
  Sort by date And time  
  Sort by fixture group

**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

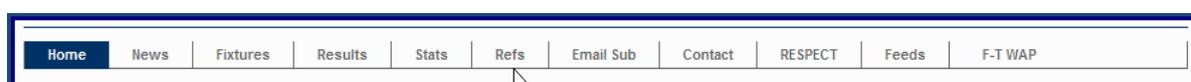
	FIXTURE DATE	STAT	HOME TEAM	AWAY TEAM	VENUE	REFEREE 1	ASSISTANT 1	ASSISTANT 2
L	SAT 13 DEC 2008 15:00		Chelsea	Manchester United	Stamford Bridge	Halsey, Mark	Riley, Mike	Webb, Howard
L	SAT 13 DEC 2008 15:00		Everton	Tottenham Hotspur	Goodison Park	none	none	none
L	SAT 13 DEC 2008 15:00		Liverpool	Arsenal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

Note that for users of Full-Time using the “County Cups” option the drop-down menus for referee names do not appear, and instead they are provided with a box whereby typing a referees name will look them up directly from a list of referees registered for the County FA.

**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.



Note that if a referee is selected individually on the public pages of Full-Time, then by default all of their appointments for the current season are shown.

## 2.0 More Referees

### 2.1 How to... Allow Referee and/or Assistants Marks to be Entered

Full-Time allows League and Team Administrators to enter marks for referees and/or assistant referees. These marks can (and should) be locked by League Administrators to prevent them being updated by clubs at a later date.

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



**Step 2:** click on “League Options”.



**Step 3:** within the “Enable marks to be entered for match officials” section, click the tick box to “Enable marks to be entered for match officials”.

If you wish to allow Assistant Referees to be marked separately, tick the box for “Assistant Referees”.

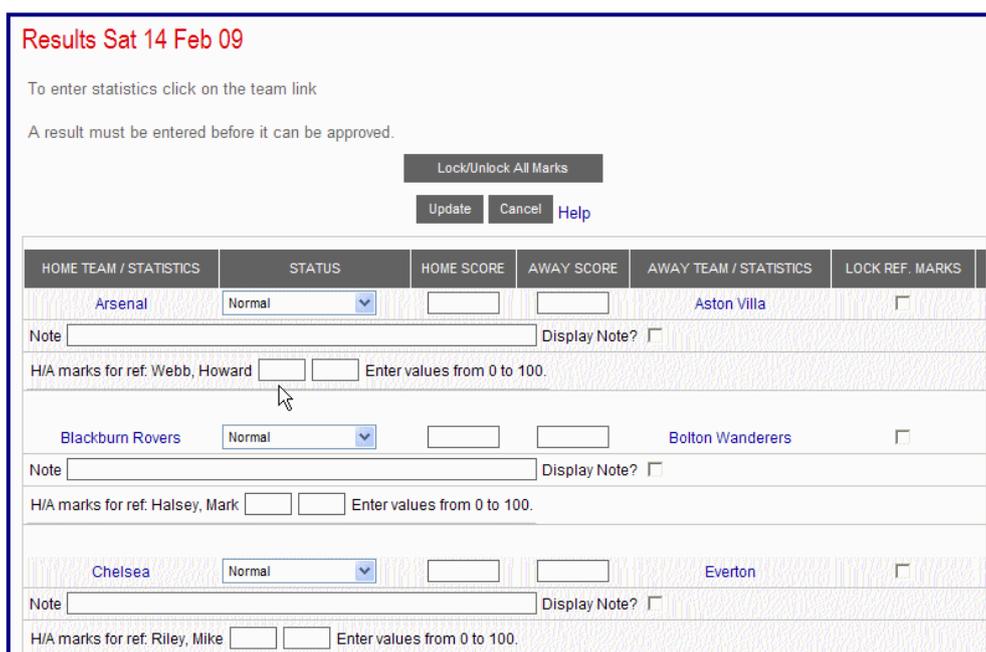


**Step 4:** click on “Update”.



In the “Results” section (accessed via “Results/Stats”) boxes will appear to allow the marks (from 0 to 100) for the match officials to be entered. League Administrators are allowed to enter marks for both clubs, Team Administrators are only allowed to enter marks for their club.

**Note:** these boxes do not appear if a referee has not been appointed to the fixture (see How To... Assign Referees to Fixtures).



## 2.2 How to... Allocate Marks for Referees and/or Assistants

Full-Time allows League and Team Administrators to enter marks for referees and/or assistant referees. These marks can (and should) be locked by League Administrators to prevent them being updated by clubs at a later date.

**Step 1:** From "Admin Home", click on "Results/Stats" (League Administrators will also have to select "Results/Stats" from the Results menu and then select the relevant date).



**Step 2:** select the relevant match and enter the referee's mark out of 100 (Team Administrators may also enter the score and a note for League Administrators).

**Team Admin Result Entry**

Fixtures from the last 7 days and the next 7 days are displayed.  
[Show all fixtures](#)

FIXTURE DATE	FIXTURE STATUS	LKD	HOME TEAM	HOME SCORE	AWAY SCORE	AWAY TEAM	LKD	REF	MARK
SAT 14 FEB 2009 15:00	Normal		Arsenal	<input type="text" value="2"/>	<input type="text" value="0"/>	Aston Villa		Webb, Howard	<input type="text" value="95"/>

Home Team Note:

**Step 3:** click "Process".



The marks are recorded within Full-Time (note they are not displayed publicly on your website).

## 2.3 How to... Lock Marks assigned to Referees and Assistants

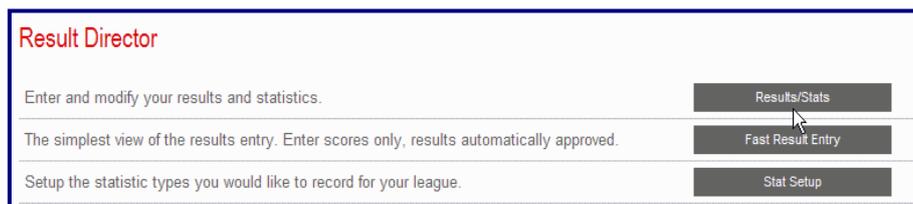
Full-Time allows League Administrators to lock marks assigned to match officials to prevent them being updated by clubs at a later date.

**Note:** we would recommend that all marks are locked seven days after fixtures, to prevent teams from changing marks (e.g., to avoid writing a report, or in reaction to a later fixture appointment involving the same match official).

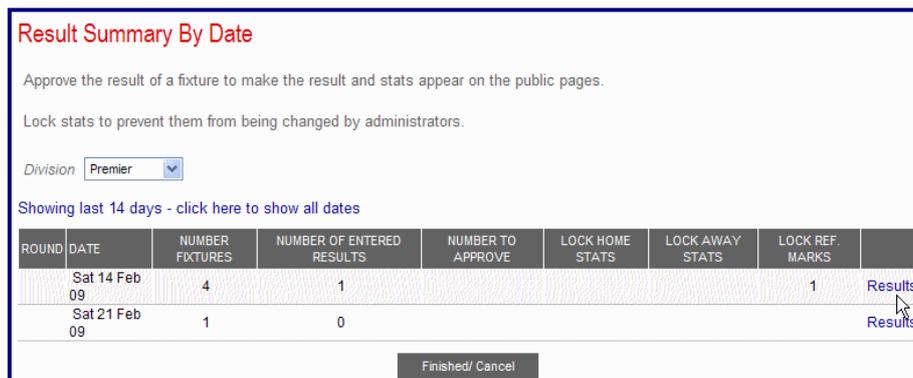
**Step 1:** From “Admin Home”, click on “Results/Stats”.



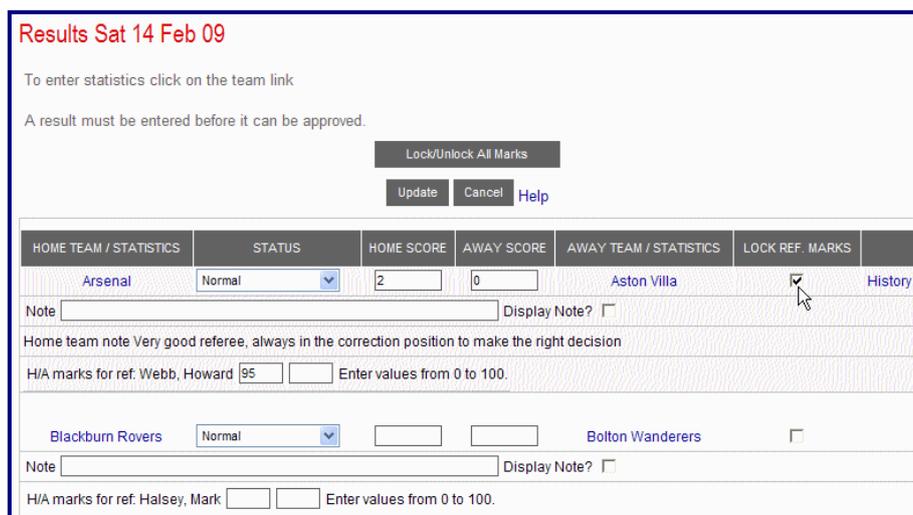
**Step 2:** click on “Results/Stats”.



**Step 3:** select the date concerned and click on “Results”.



**Step 4:** for the fixture(s) required tick the “Lock Ref Marks” box (note the “Lock/Unlock All Marks” box can be used to lock/unlock marks for all games shown on the page).



**Step 5:** When you have finished locking marks, click on Update



## 2.4 How to... Check Conflicts in Match Official Appointments

Full-Time will warn users if the same Match Official has been appointed to more than one fixture with a “High Priority” warning – this appears on Admin Home.



**Step 1:** From “Admin Home”, click on “Referees” (or click on “Go” in the “Referee Conflicts” box).

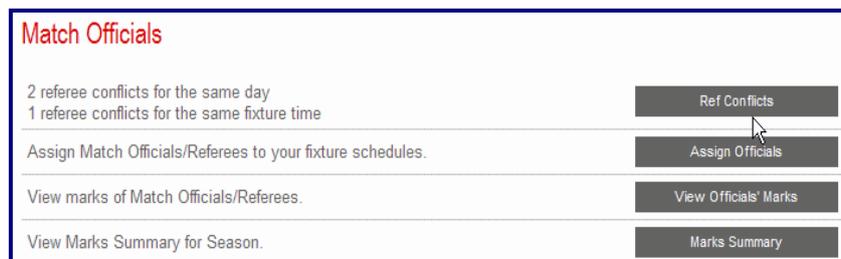


Full-Time reports the number of conflicts. Two types of conflicts may be shown:-

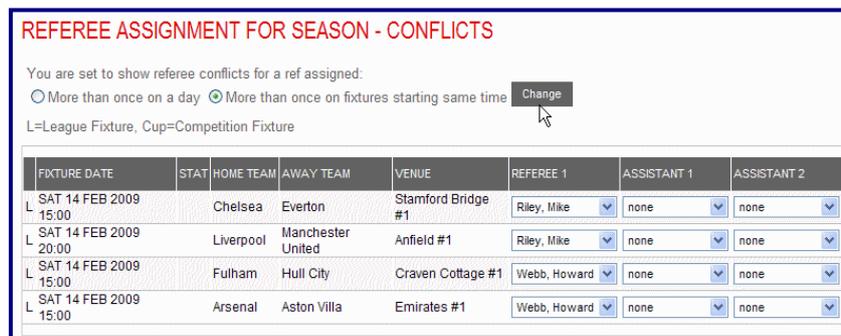
**Same Day:** a match official has been appointed to two fixtures on the same day (this may well be intentional, for example a referee doing one match in the morning and one in the afternoon).

**Same Time:** a match official has been appointed to two fixtures at the same time (Full-Time assumes fixtures last for two hours) – normally you will wish to change these.

**Step 2:** click on “Ref Conflicts”.



**Step 3:** if you only wish to show conflicts where an official has been appointed to two fixtures at the same time, tick the “More than once on fixtures starting same time” box and click “Change”.



**Step 4:** if you wish to change any appointments you may do so using the drop-down menus.



**Step 5:** When you have finished adjusting your appointments, click on “Update Referees”.



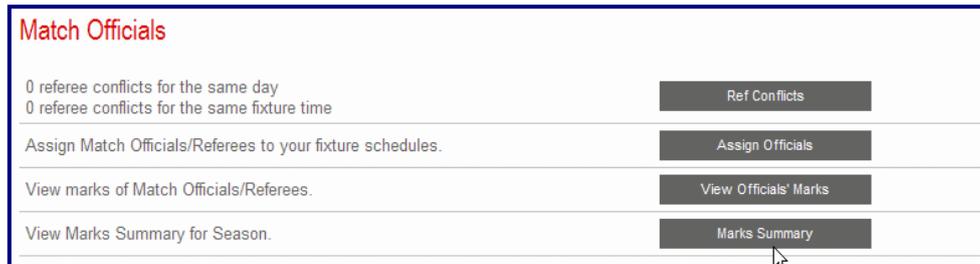
## 2.5 How to... Check Marks for All Match Officials

Full-Time allows you to check the marks for all Match Officials within your league. You can select a whole season, included previous seasons, or select more restricted dates (for example you might wish to select a particular set of promotion dates, covering dates from more than season).

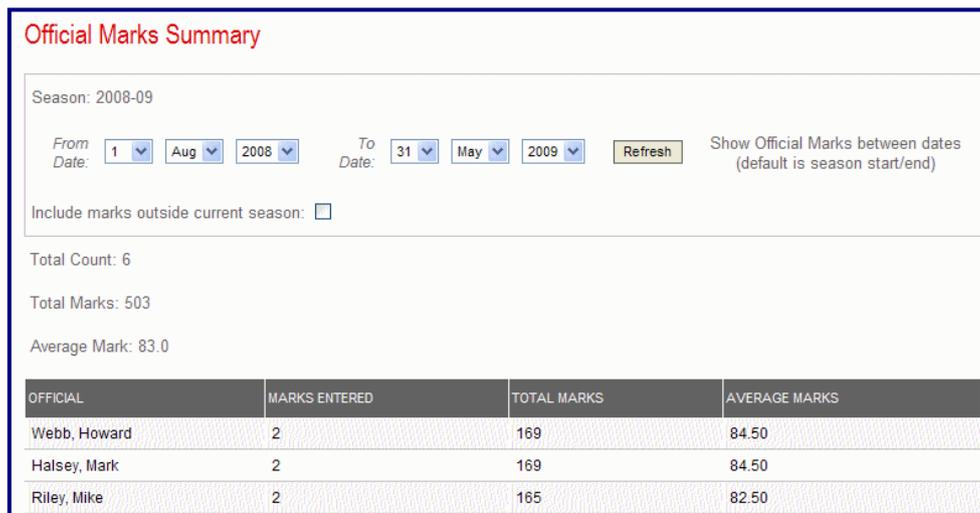
**Step 1:** From “Admin Home”, click on “Referees”.



**Step 2:** click on “Marks Summary”.



**Step 3:** Full-Time displays the number of marks, total of marks and average marks for each official, along with the overall average. Note that there are also options to select particular ranges of dates, and also to include marks from previous seasons.



The screenshot shows the "Official Marks Summary" page with the following details:

Season: 2008-09

From Date: 1 Aug 2008 To Date: 31 May 2009 Refresh Show Official Marks between dates (default is season start/end)

Include marks outside current season:

Total Count: 6  
Total Marks: 503  
Average Mark: 83.0

OFFICIAL	MARKS ENTERED	TOTAL MARKS	AVERAGE MARKS
Webb, Howard	2	169	84.50
Halsey, Mark	2	169	84.50
Riley, Mike	2	165	82.50

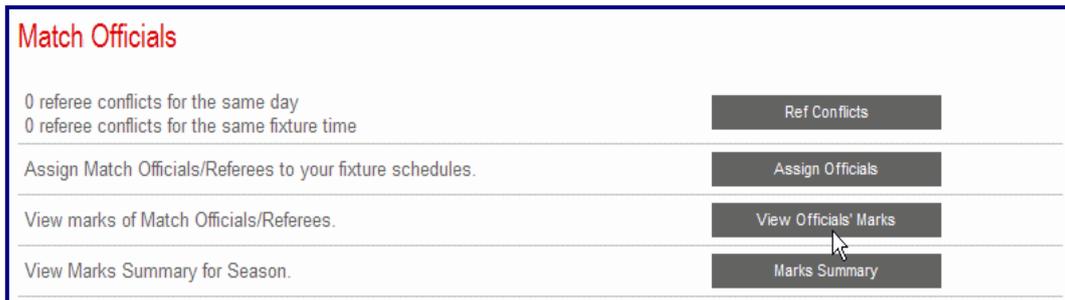
## 2.6 How to... Check Marks for Individual Match Officials

Full-Time allows you to check the breakdown of marks for individual Match Officials within your league. You can select a whole season, included previous seasons, or select more restricted dates (for example you might wish to select a particular set of promotion dates, covering dates from more than season).

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



**Step 2:** click on “View Officials’ Marks”.

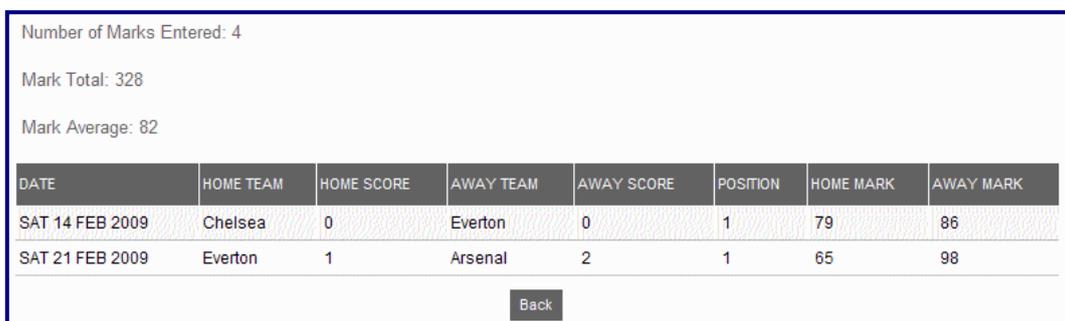


**Step 3:** Select the required Match Official. Note that there are also options to select particular ranges of dates, and also to include marks from previous seasons.



**Step 4:** Full-Time displays the number of marks, total of marks and average marks for the Match Official chosen, along with the marks from each fixture with the selected date range.

Note that Full-Time also displays the result of each game. It is not unknown for this to affect the mark that clubs award to referees!



The screenshot shows the summary and fixture table for Mike Riley:

Number of Marks Entered: 4  
 Mark Total: 328  
 Mark Average: 82

DATE	HOME TEAM	HOME SCORE	AWAY TEAM	AWAY SCORE	POSITION	HOME MARK	AWAY MARK
SAT 14 FEB 2009	Chelsea	0	Everton	0	1	79	86
SAT 21 FEB 2009	Everton	1	Arsenal	2	1	65	98

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