



Full-Time

Results and Respect

Version 5.0

TheFA.com

GO

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FULL-TIME

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FIND YOUR LEAGUE

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

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1.0 Results

Full-Time offers two options for updating results online, either the “Fast Entry” option, which allows scores only to be entered, or the “Results/Stats” option which allows scores, match comments and statistics (team sheets) to be entered. It also allows League Administrators to “lock” marks for referees and team statistics (to prevent Team Administrators from changing them at a later date).

Note: Team Administrators may also be given access to register results, but only for their teams.

1.1 How to... Register Results using Fast Result Entry

Step 1: From “Admin Home”, click on “Results/Stats”. Note that this link is also available from the Fixtures Wizard.



Step 2: Click on “Fast Result Entry”.



Step 3: Use the drop-down menus to select the Division(s), Team (leave blank for “all teams”) and Date for which you want to enter results.

FAST RESULT ENTRY

Enter results and then hit process. All fixtures with results will be updated and approved. Use the tab button to move quickly between scores.

Division:

Team:

Date:

Step 4: Enter the score-lines of all games required and click “Process”.

	FIXTURE DATE	HOME TEAM	HOME SCORE	AWAY SCORE	AWAY TEAM
L	SAT 20 DEC 2008	Arsenal	<input type="text" value="2"/>	<input type="text" value="0"/>	Manchester United
L	SAT 20 DEC 2008	Aston Villa	<input type="text"/>	<input type="text"/>	Tottenham Hotspur
L	SAT 20 DEC 2008	Liverpool	<input type="text" value="1"/>	<input type="text" value="0"/>	Chelsea

Process Cancel

Step 5: Check the league table and results by clicking on the “View Site” at the top of the page.

League Name: FA Demo League
Season: 2008-09
Division: First Division

[Admin Home](#)
[View Site](#)
[Sign Out](#)

[Contact Us](#)
[FAQs](#)
[FT Menu](#)

Note that these results are automatically approved (this means they appear immediately on your Full-Time website and the league tables are updated automatically).

Home	News	Fixtures	Results	Stats	Player Reg	Refs	Email Sub	Contact	RESPECT	Feeds	F-T WAP																																				
<p>League Table</p> <table border="1"> <thead> <tr> <th>POS</th> <th></th> <th>P</th> <th>W</th> <th>D</th> <th>L</th> <th>GD</th> <th>PTS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Arsenal</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>2</td> <td>3</td> </tr> <tr> <td>2</td> <td>Liverpool</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>1</td> <td>3</td> </tr> </tbody> </table>						POS		P	W	D	L	GD	PTS	1	Arsenal	1	1	0	0	2	3	2	Liverpool	1	1	0	0	1	3	<p>Recent Results Upcoming Fixtures Postponed/Cancelled</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>HOME</th> <th>RESULT</th> <th>AWAY</th> </tr> </thead> <tbody> <tr> <td>L 20/12/08</td> <td>Arsenal</td> <td>2 - 0</td> <td>Manchester United</td> </tr> <tr> <td>L 20/12/08</td> <td>Liverpool</td> <td>1 - 0</td> <td>Chelsea</td> </tr> </tbody> </table>						DATE	HOME	RESULT	AWAY	L 20/12/08	Arsenal	2 - 0	Manchester United	L 20/12/08	Liverpool	1 - 0	Chelsea
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L 20/12/08	Arsenal	2 - 0	Manchester United																																												
L 20/12/08	Liverpool	1 - 0	Chelsea																																												

1.2 How to... Register Results using Results/Stats

Step 1: From “Admin Home”, click on “Results/Stats”. Note that this link is also available from the Fixtures Wizard.



Step 2: Click on “Results/Stats” to take you to the “Results Summary” page.



Step 3: Select the Division whose results you wish to update (All Divisions is an option).



Step 4: Select the date required by clicking on the appropriate “Results” link.

Showing last 14 days - [click here to show all dates](#)

ROUND	DATE	NUMBER OF FIXTURES	NUMBER OF ENTERED RESULTS	NUMBER TO APPROVE	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS	
	Sat 03 Jan 09	2	0					Results
	Sat 10 Jan 09	2	0					Results
	Sat 17 Jan 09	2	0					Results
	Sat 24 Jan 09	2	0					Results

Step 5: Update scores as required. If you want them published on your website immediately, make sure you also tick the “approved” boxes (note the “Approve All” option on this page).

Step 6: If you wish to leave any notes for matches (reminders to yourself or other league officers for later action) you may do so. The “Display Note” box should only be ticked if you wish this note to be displayed publicly on your website (normally you will **not** wish to display them!).

Results Sat 03 Jan 09

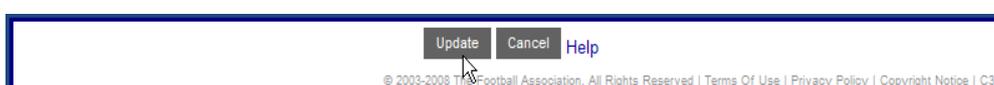
To enter statistics click on the team link

A result must be entered before it can be approved.

HOME TEAM / STATISTICS	STATUS	HOME SCORE	AWAY SCORE	AWAY TEAM / STATISTICS	APPROVED	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS
Chelsea	Normal	0	0	Arsenal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note Referee reports delayed start due to late arrival of away team, £10 fine					Display Note?	<input type="checkbox"/>		
Manchester United	Normal	1	1	Liverpool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note					Display Note?	<input type="checkbox"/>		

Please note that using the bulk operations (eg. Approve/Disapprove all Results) will update all fixtures on this page.

Step 7: When you have finished, click on “Update” to return you to the “Results Summary” page.

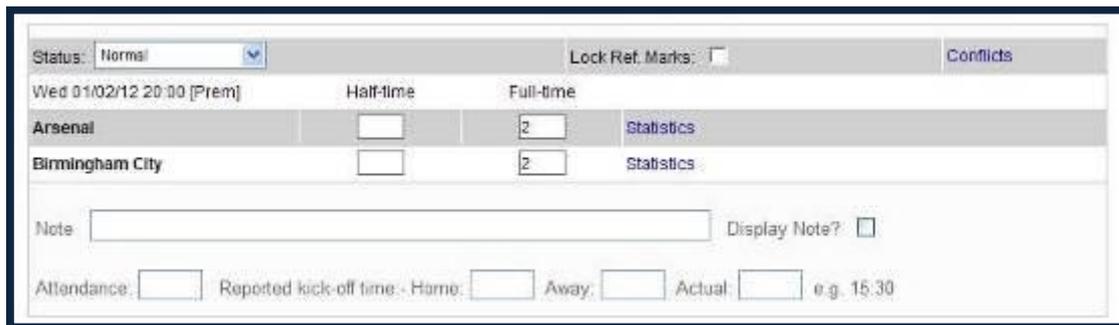


The functionality to record results from games has been extended, so that leagues can also record attendances for games, as well as kick off times.

Options are available within **League Setup**, **League Options** for leagues to decide whether to record this information, and if enabled, they may be input as follows:-

Attendances – may be input by a league officer, but also by the home team if the team administrator has been set up to record results (the away team does not have access, as they won't know the attendance).

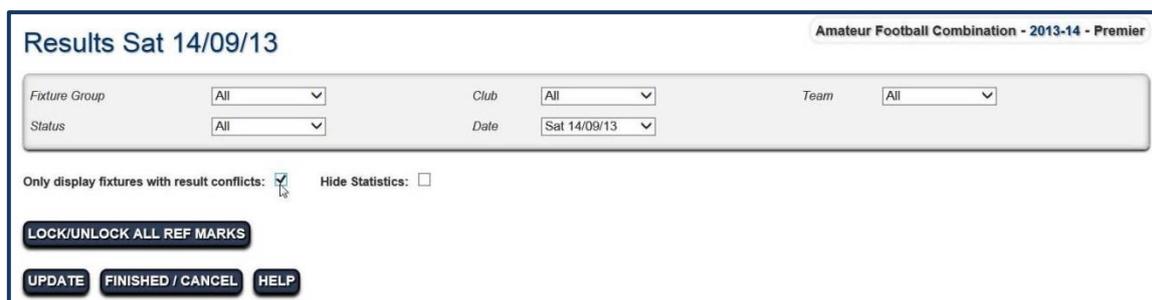
Kick-off Times – three separate kick-off times may be reported; league, home team and away team. League officers have visibility of all three, but the home team and away team only see “their report”. This allows the league to have both teams report the kick-off time, and record separately “what actually happened” if the two clubs don't report the same kick-off time!



The main results page for Full-Time now includes filters, allowing users to select any combination of Fixture Group, Club, Team, Fixture Status (e.g. Postponed) and Date.



In addition, a checkbox has been added which allows users to select only fixtures which have result conflicts, so that Results Secretaries can quickly select the matches they need to review for discrepancies in scorelines.



1.3 How to... Lock Results & Match Statistics

Leagues can choose whether to have results auto-published, and separately whether to be able to lock the results and match statistics.

Step 1: From Admin Home, select **League Setup, League Options** and find the **Approval and Locking** section. If you wish to allow match statistics to be locked, then check the box marked:-

- Allow match statistics to be locked – locking prevents further updating by Team Administrators (*this option is selected if leagues had previously enabled the statistics system and had results manually approved*).



Selecting this option will mean that when you are offered the option to lock the scores of games, separate tick boxes are available to lock the match statistics for each team. If this option is not selected, you cannot lock Team Administrators out of their access to match statistics.

In addition you will need to select one of the four options available for locking/auto-approval of results:-

- Manually approve scores, which also auto-locks scores (*this is the option selected for leagues that previously had approved results*).
- Manually approve scores, scores are locked separately
- Auto-approve scores for immediate publishing / scores cannot be locked (*this is the option selected for leagues that previously had selected "Hide the need to approve results"*).
- Auto-approve scores for immediate publishing / scores can be locked

Important Notes: when these options are made available for the first time, the following selections will be made by default:-



Assuming you have selected an option which allows results to be locked, then on the results pages boxes will appear allowing you to lock down the scores, and separately the match statistics (if you've selected the option to separately lock those down)

Once you have locked down the score and/or match statistics, they can no longer be updated.

1.4 How to... Include Postponements in Display of Results

Leagues now have the option to include postponed games on the public display pages for results – this will show all games postponed so long as the fixture date isn't in the future.

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

Step 2: Click on “League Options”

Step 3: Within the Results and Fixtures Options, check the box marked “Include postponed fixtures where the fixture date is not later than the current date, in listings of results as well as fixtures on public pages”. Once you have checked this box, click on “Update”.

Postponed fixtures will now appear on the results pages.

2.0 League Tables

2.1 How to... Hide Goals from League Tables

Some leagues will wish to prevent certain (or all) columns of their league tables from being viewed publicly, most commonly goals scored and conceded for some youth age groups.

League Table							
POS		P	W	D	L	GD	PTS
1	Arsenal	1	1	0	0	2	3
2	Liverpool	1	1	0	0	1	3
3	Aston Villa	0	0	0	0	0	0
4	Blackburn Rovers	0	0	0	0	0	0

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

Scoring systems, terminology, statistic setup, maintain league structure: seasons, divisions, teams, venues. Setup a new season. Security and settings.

[League Setup Wizard](#)

Step 2: Click on “Scoring System”.

SCORING SYSTEM
Configure how tables / standings are calculated and displayed.

[Scoring System](#)

Step 3: Click on “change scoring systems settings.”

Assign Scoring Systems

Each division in a season can have its own scoring system. A scoring system defines how the tables / standings are displayed and ranked.

These setting will be made for the current season only - to change for another season change the selected season from admin home first.

[Click here to change scoring systems settings or to add a new scoring system](#)

Step 4: Click on “Edit” alongside the “default configuration” (or if you have set up different scoring systems for different divisions, the divisions you wish to change).

Scoring System Setup

Use this page to edit the default scoring system or create / edit additional scoring systems.

You cannot delete a scoring system if it has been assigned to a division.

[Click here to assign your scoring systems to divisions](#)

DESCRIPTION	PRIMARY	SUMMARY	
Default Configuration	Y	Points Win:3, Points Loss:0, Points Draw:1, Bonus Points Enabled, Rank On Points then score diff - score for	Edit

Step 5: On the “Update Scoring System” page, untick the boxes for Goals Scored, Conceded and Goal Difference.

Update Scoring System

Description *

Ranking

FAQ

Number of points for a:

Win e.g. 3

Loss e.g. 0

Draw / tie e.g. 1

Score for Usually 0

Score against Usually 0

Rank table/standings on points then head to head rather than default of points then score difference or score for difference. Check For Yes

Tables/standings are ranked on

Points - Won - Score for - Score difference

Points - Won - Score difference - Score for

Points - Score difference - Score for

Points - Score for - Score difference

Points - Score for - Won - Score difference

Layout

	SHOW ON SUMMARY	SHOW ON DETAIL
Show Home / Away / Overall	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Position in table	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Played	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Won	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Drawn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lost	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Score For	<input type="checkbox"/>	<input type="checkbox"/>
Score Against	<input type="checkbox"/>	<input type="checkbox"/>
Scores Difference (Score For - Score Against)	<input type="checkbox"/>	<input type="checkbox"/>
Points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Order table standings by team name and not points:	<input type="checkbox"/>	

Step 6: Click on “Update”.

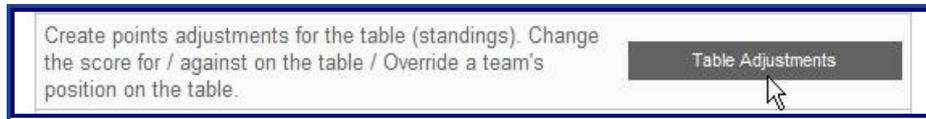
Your league tables are now shown with the Goals hidden.

League Table						
POS		P	W	D	L	PTS
1	Arsenal	1	1	0	0	3
2	Liverpool	1	1	0	0	3
3	Aston Villa	0	0	0	0	0
4	Blackburn Rovers	0	0	0	0	0

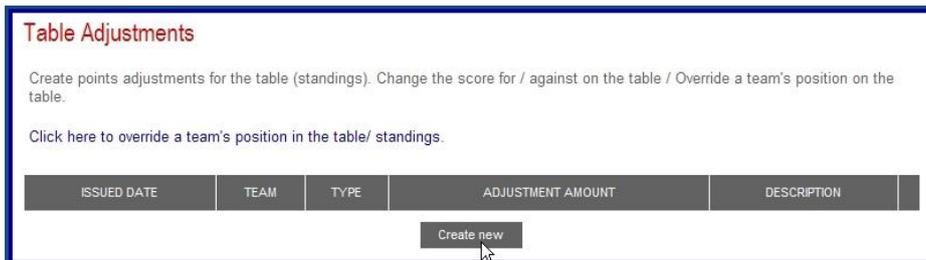
2.2 How to... Deduct (or Add) Points

Occasionally you will need to deduct points from a team for breach of league rules (this option can also be used to add points, or adjust goals scored and goals conceded if required).

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



Step 2: Click on “Create New”.



Step 3: Select the adjustment Type (points or goals may be adjusted), the Team (a drop-down menu offers you all teams available), give the reason for the deduction (this will appear on your website) and also the date concerned, along with the adjustment (note that deductions are negative figures).

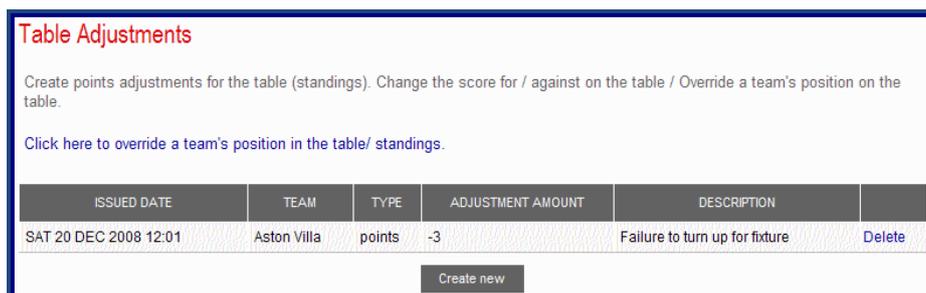
Once you have entered the details, click on “Create”.

The screenshot shows the "Create Table Adjustments" form. It contains the following fields:

- Type: * points (dropdown menu)
- Team: * Aston Villa (dropdown menu)
- Description: * Failure to turn up for fixture (text input)
- Issued Date: 20 (dropdown), December (dropdown), 2008 (dropdown)
- Adjustment Amount: * -3 (text input)

At the bottom of the form are "Create" and "Cancel" buttons. A mouse cursor is hovering over the "Adjustment Amount" field.

Step 4: The adjustment appears in the list of Table Adjustments.



The adjustment is applied to your league table. If users click on the team name they can see the reason for the deduction.

The screenshot shows a league table with two sections: "Results" and "Table Adjustments".

Results:

DATE	TIME	HOME	AWAY	
L 20/12/08	15:00	Aston Villa	P - P Tottenham Hotspur	Postponed

Table Adjustments:

ISSUES DATE	TYPE	QTY	DESCRIPTION
20/12/08	points	-3	Failure to turn up for fixture

The Table Adjustments option has now been extended so that games played, wins, draws and losses can also be amended. This will allow leagues who have unplayed games, but want “full” league tables to be published, to amend their tables accordingly.

3.0 SMS Results

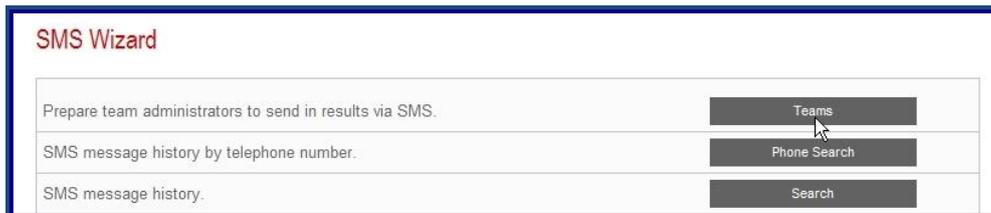
Full-Time includes the option to allow team administrators to send in scorelines via SMS Text Message, which can either be immediately published on your website and the mobile internet, or can be held on Full-Time until a League Administrator has approved them for publication.

3.1 How to... Set Up a Team Administrator to send SMS Results

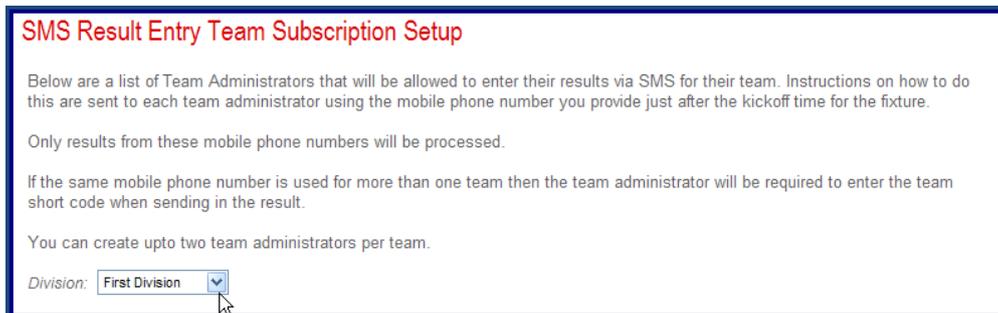
Step 1: From “Admin Home”, click on “SMS Wizard”.



Step 2: Click on “Teams”.



Step 3: Select the division for which you wish to add a Team Administrator to use SMS results.

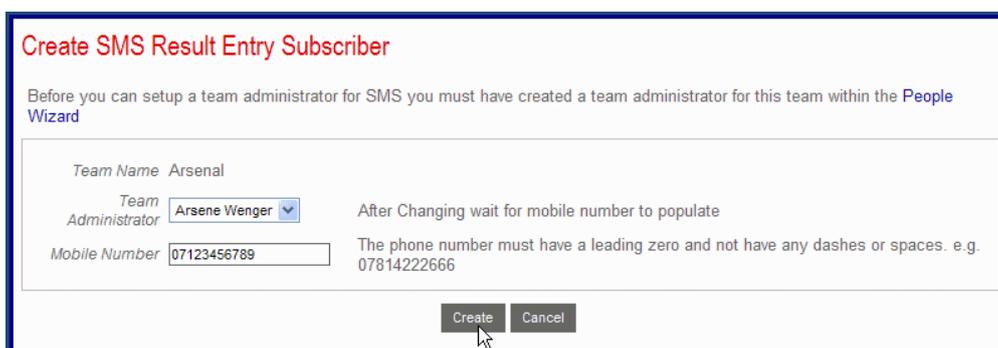


Step 4: Full-Time will display the Team Administrators currently registered for SMS Results (maximum of two per team). If you wish to replace one, click on their name and you'll be given the option to delete them from using SMS results for that team. To add a new one, click on “Add New”.



Step 5: Full-Time will give you a drop-down menu showing all Team Administrators currently assigned to this Team. Select the one you wish to register for SMS Results. If you've already entered their mobile number via the People Wizard, this is automatically displayed, but you do have the option to enter a different mobile number if required.

Once you have selected the person and entered their mobile number, click on “Create”.



The Team Administrator will now be automatically registered to submit results via SMS Text Message.

3.2 How to... Check SMS Message Traffic

At some stage you will probably want to check the SMS message traffic (for example to see whether a club who claim they reported a result really did!).

Note: Full-Time sends the SMS prompts and receives results from both home and away teams, which means that you can double-check results sent in by Team Administrators. There's no need to have the "home club only report" system that leagues normally use with an answerphone, because there's no-one having to wait to collect the results – Full-Time is doing it for you.

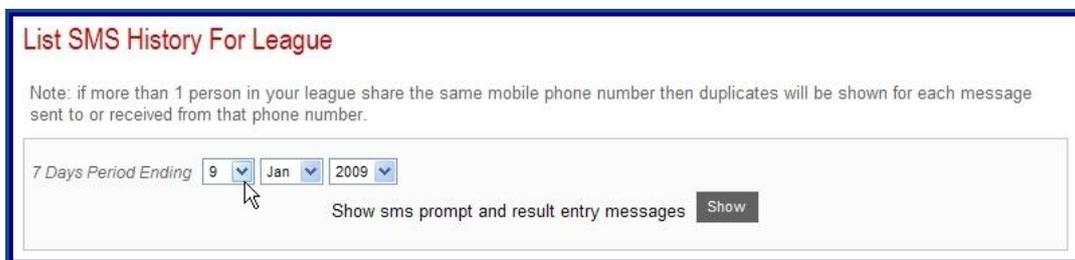
Step 1: From "Admin Home", click on "SMS Wizard".



Step 2: Click on "Search".



Step 3: Select the date for which you wish to check SMS messages (Full-Time will display all messages for that date and the seven days preceding it) and then click on "Show".



Full-Time displays all messages, both "outbound" (Full-Time sending texts to teams) and "inbound".

DATE	NAME	PHONE	IN/OUT	MESSAGE	STATUS
FRI 09 JAN 2009 18:59	McConnell, Danny	07932626716	Inbound	RESULT 2-1	Processed
FRI 09 JAN 2009 18:55	McConnell, Danny	07932626716	Inbound	RESULT 2-0	Processed
FRI 09 JAN 2009 18:54	Bloggs, Joe	07847501454	Inbound	RESULT 2-1	Processed
FRI 09 JAN 2009 18:45	McConnell, Danny	07932626716	Outbound	FULL-TIME @TheFA ARS1 v LIV1 K.O. FRI 09 JAN 2009 18:30. Submit your result after the match as: RESULT H-A ARS1	Sent
FRI 09 JAN 2009 18:45	Bloggs, Joe	07847501454	Outbound	FULL-TIME @TheFA ARS1 v LIV1 K.O. FRI 09 JAN 2009 18:30. Submit your result after the match as: RESULT H-A	Sent

Important Note: Note that the SMS text message sent to Full-Time must begin with the word RESULT, otherwise Full-Time will not log it.

When you receive an SMS text message from Full-Time it will tell you the format for the reply – RESULT H-A (where H is the home team score, and A is the away team score, separated by a dash). Full-Time may also require a team code to be given, in which case this will be shown in the message (e.g. ARS1 to identify Arsenal First Team).

Step 4: When you have finished, click "Finished".



The display of incoming SMS messages now shows which team (using the short code) the team administrator is associated with.

3.3 How to... Allow SMS Results to be Auto-Published

When Team Administrators send in results via SMS Text message, you can set Full-Time to have them automatically be published on your Full-Time website, and the league tables will be automatically updated at the same time.

You can always make any corrections and amendments later.

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



Step 2: Click on “League Options”.



Step 3: Within the “**Approval and Locking**” section, if you wish to allow SMS results to be auto-published, then select either:-

- Auto-approve scores for immediate publishing / scores cannot be locked: or
- Auto-approve scores for immediate publishing / scores can be locked:

Both of these options will mean that as soon as a scoreline is submitted (e.g. by SMS text message) it is published on your website. If you select one of the “manually approve scores” options, then results are not published until a league administrator has approved them.



We expect most leagues will want to have their results auto-approved, so that they appear on the website as soon as teams send them in (this allows the clubs and players to see scores and updated league tables whilst they’re still in the clubhouse, or even in the changing rooms!).

Remember that if there is a discrepancy in scores, you can correct these later, and where there is a discrepancy, Full-Time will publish the **most recent** score-line received, so try and train your administrators that if they do make a mistake, they can correct it themselves by resending in the score.

Any SMS responses sent 48 hours after the game has been played are not processed.

Any SMS responses sent where either score submitted is 20 or more are also not processed (they are assumed to be erroneously submitted scores).

3.4 How to... Approve SMS Results for Publication

When Team Administrators send in results via SMS Text message, if you have not set them to be auto-approved for immediate publications, then a League Administrator has to log on and approve the scores before they are published on your Full-Time website.

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



Step 2: Click on “Results/Stats”.



Step 3: Select the appropriate division.



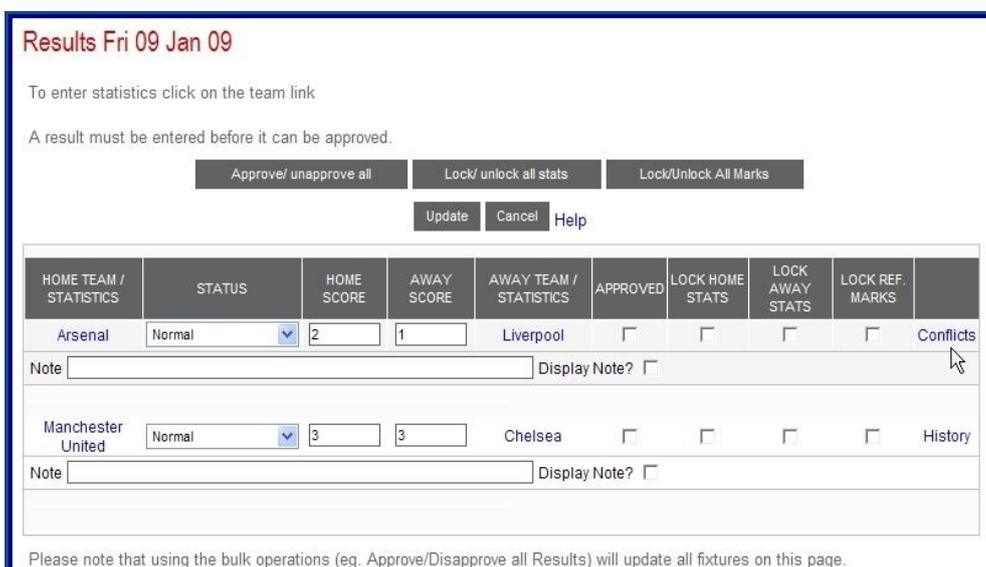
Step 4: Select the date required by clicking on the appropriate “Results” link.

ROUND	DATE	NUMBER FIXTURES	NUMBER OF ENTERED RESULTS	NUMBER TO APPROVE	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS	
	Sat 03 Jan 09	2	0					Results
	Fri 09 Jan 09	2	2	2	2	2		Results
	Sat 17 Jan 09	2	0					Results
	Sat 24 Jan 09	2	0					Results

Step 5: The “Results” page shows all games for the date concerned - no results have been approved.

If the two clubs reported the same score, Full-Time displays “History” on the right hand side, and it’s reasonable for the League Administrator to assume the result is correct and doesn’t need checking.

If however the two clubs reported different scores, then Full-Time displays “Conflicts”, and the League Administrator needs to investigate further. Click on “Conflicts”.



Step 6: A pop-up box appears showing the discrepancies. Note that the score shown on the Results page is always the latest score reported.

In this example, the first team administrator reported a 2-1 score, and then the second team administrator reported a (wrong) 2-0 score (at 18:56) and then realised their error and corrected it by reporting 2-1 (at 19:00).

League Name:FA Demo League							
Season:2008-09							
Division:First Division							
Result Entry History							
Arsenal v Liverpool							
DATE	PERSON	STATUS	HOME TEAM	AWAY TEAM	APPROVED	WHERE ENTERED	
FRI 09 JAN 2009 18:55	Joe Bloggs	Normal	2	1		SMS Result Entry by TA	
FRI 09 JAN 2009 18:56	Danny McConnell	Normal	2	0		SMS Result Entry by TA	
FRI 09 JAN 2009 19:00	Danny McConnell	Normal	2	1		SMS Result Entry by TA	

The screen which displays the results logged (via SMS text message or logged into Full-Time) accessed via the “History” or “Conflicts” tab within the Results pages now shows which team(s) an administrator is from.

Result Entry History							FA Demo Premier League- 2011-12- Premier	
Arsenal v Aston Villa								
DATE	PERSON	TEAM	STATUS	HALF-TIME	FULL-TIME	APPROVED	WHERE ENTERED	
TUE 28 JUN 2011 10:31	Joe Bloggs	Arsenal	Normal	1 - 1	4 - 2	Y	Result entry page	
TUE 06 SEP 2011 13:27	Joe Bloggs	Arsenal	Normal	-	4 - 2	Y	Update fixture page	

Step 7: Close the pop-up box and return to the Results page.

Step 8: Make any corrections to the scores and tick the “Approved” box for all results required and click on “Update”.

HOME TEAM / STATISTICS	STATUS	HOME SCORE	AWAY SCORE	AWAY TEAM / STATISTICS	APPROVED	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS	
Arsenal	Normal	2	1	Liverpool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conflicts
Note					Display Note? <input type="checkbox"/>				
Manchester United	Normal	3	3	Chelsea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	History
Note					Display Note? <input type="checkbox"/>				

Please note that using the bulk operations (eg. Approve/Disapprove all Results) will update all fixtures on this page.

The results and league tables are automatically updated and appear both on your Full-Time website, and also on the mobile internet.

The History link on the Results pages for Full-Time will now only change to “Conflicts” if the score-line of a game differs between two users. It also only checks for conflicts for the **latest** score-line reported by each user (i.e. if a user reports one score, and subsequently reports a new score, it will only check for conflicts against the new score).

Example 1: if one user reports that a game finished 3-3, and then subsequently a half-time score or score-line after extra time or penalties is recorded by a different user (whether submitted by SMS or a logged in user), this will not be displayed as a conflict.

Example 2: if one user reports that a game finished 3-3, and then subsequently amends this to 4-3, a conflict will only appear if a different user reports a score-line which differs from 4-3.

3.5 How to... Submit SMS Results for League Games

We recommend that you issue some guidance to your team administrators on submitting SMS scores, along with a list of dos and don'ts. Suggested information (which you may wish to edit to suit the needs of your league) follows:-

How the SMS Results system Works

The league is now asking clubs to report the scores of games using the SMS message system provided by the Football Association, as part of their "Full-Time" league administration package.

For each team, two mobile numbers can be registered. Initially we'll register the number of the Club Secretary, but if you want the Team Manager (or someone else) adding just let us know the names and mobile numbers of the two people you want to register. Please make sure you send us the update at least 48 hours before games kick off to give us time to process them.

*During each game (quarter of an hour after kickoff), the FA system will send an SMS Text Message to each registered mobile number, reminding you to send in the result of the game. After the game, both home and away clubs should report the score by replying to their message giving the score for the game, **home team first, away team second, and separated by a hyphen.***

For example:-

FULL-TIME @TheFA CHE1 v MNU1 K.O. SUN 21 SEP 2008 14:00. Submit your result after the match as: H-A

To report a 2-1 win to the home side (Chelsea 1sts!) you would simply reply:

2-1

The only exception is if you are registered to send in results for more than one team, in which case Full-Time will include a team code (maximum of four characters), which you need to add after the result so that Full-Time can identify which team is being reported. In the above example the text you would receive would say:-

FULL-TIME @TheFA CHE1 v MNU1 K.O. SUN 21 SEP 2008 14:00. Submit your result after the match as: H-A CHE1

(note the CHE1 team code at the end) and the reply would be:

2-1 CHE1

It is important to note you should not add other information and that the score must be given first. The text must be sent from one of the registered mobiles (as Full-Time identifies you by the mobile number it has been given).

Full-Time allows you to report postponements (P-P) and abandonments (A-A).

Hints and Tips

If users are having problems with sending in results, please ask them to check the following:-

- *If Full-Time asks for a team code, make sure it's included.*
- *Make sure you give the correct team code (if one is required) **after** the scores.*
- *Make sure you give the **home score first, away score second.***
- *Tell the league if you change your mobile number!*
- *Tell the league if a fixture is incorrect on Full-Time before the game is played.*

3.6 How to... Submit SMS Results for Cup Games

Full-Time also allows SMS users to submit full score-lines from cup games, including the scores after extra time and penalties.

The format of the outgoing SMS message sent to administrators (for Cup Fixtures and Other Fixtures, for league games the current outgoing message is unchanged) is as follows:-

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & code CHED, followed by AET & PENS if required: eg 2-2 CHED 3-3 AET 3-1 PENS

The Team Administrator is therefore required to potentially send back up to four pieces of information in the same SMS text message:-

1. **Score** – The score after normal time in the usual way
2. **Short Code** – if they are required to submit a short code, to identify which team is involved.
3. **Extra Time score** – the score line after extra time, followed by AET (it is essential that AET is included, to identify that the scores beforehand applies to extra time)
4. **Penalty score** – the score after penalties, followed by PEN (it is essential that PEN is included, to identify that the scores beforehand applies to penalties)

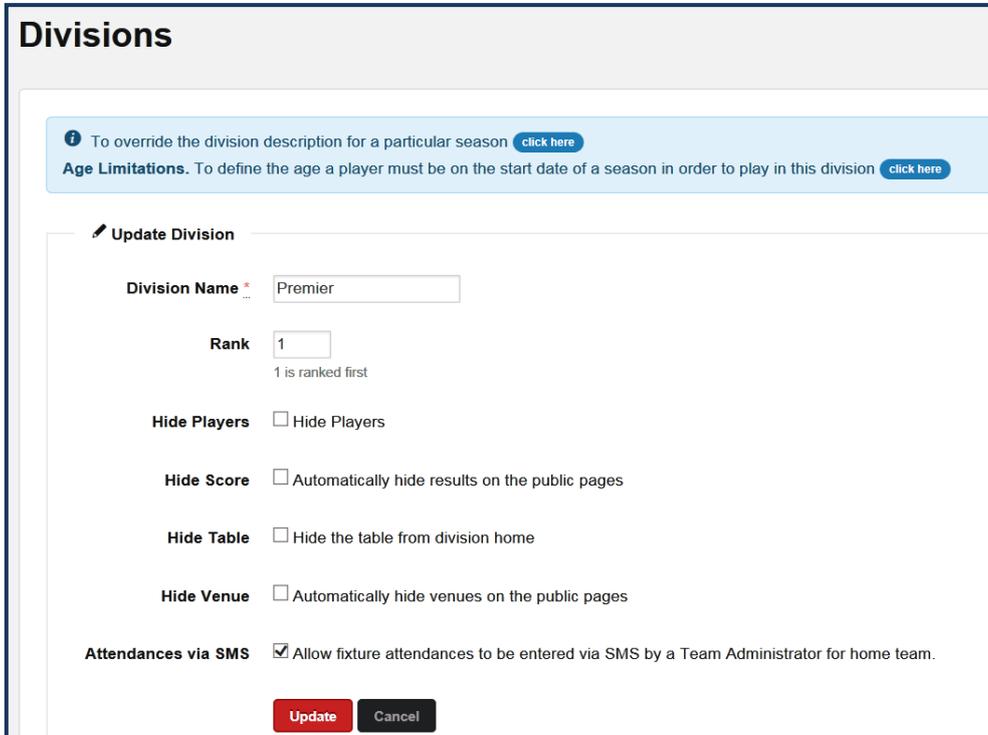
If the normal time score is not level, then any extra time and penalty score will be ignored. If extra time is not played, and the game goes direct to penalties, then do not input an extra time score nor AET (e.g. 2-2 CHED 3-1 PEN means the game finished 2-2 and went straight to penalties).

The “SMS cup format” is also used for all “Other Fixtures” (in most cases, “Other Fixtures” are used for cup games – if the game is not a cup game, then the user can simply report it the same way as any other fixture which is completed after normal time).

3.7 How to... Include Attendances on SMS Results

Full-Time includes the facility to have attendances included within the reporting of scorelines from games. Before you decide to adopt this please make sure that you have considered that this is adding further complexity to the SMS process, and the responses which clubs have to send back.

Step 1: From Setup edit the Division or Cup Competition concerned and check the box marked “Attendances via SMS” and click on “Update”.



Divisions

To override the division description for a particular season [click here](#)
Age Limitations. To define the age a player must be on the start date of a season in order to play in this division [click here](#)

Update Division

Division Name Premier

Rank 1
1 is ranked first

Hide Players Hide Players

Hide Score Automatically hide results on the public pages

Hide Table Hide the table from division home

Hide Venue Automatically hide venues on the public pages

Attendances via SMS Allow fixture attendances to be entered via SMS by a Team Administrator for home team.

Update **Cancel**

Step 2: When the outgoing SMS messages are sent out by Full-Time, they will include a reference to the attendance within the example at the end of the message (note that the limitation in number of characters restricts the guidance the SMS can give). This is **only** sent to the **Home** team – the away team are not prompted to report the attendance.

e.g. the outgoing message is of the format

FA Full-Time Results: ARS1 v CRY1, Fri 07 Aug 19:30. Reply home and away scores and attendance in format H-A e.g. 3-2 ATT 100

Step 3: If the home team replies to the SMS including ATT and a number, this will be included as the attendance for the match concerned.

Key Points:

- Attendances can be reported for league or cup games.
- The letters ATT **must** precede the figure reporting the attendance.
- Away teams are not prompted for attendances and cannot report them.
- Attendances of over 99,999 will not be processed.

3.8 How to... Check SMS Traffic for Cup Games

When SMS results are submitted for cup games, there is functionality to cater for the situation whereby a user is being prompted twice to submit the score-line of a particular fixture, once by a cup competition (e.g. County Cup, District Cup, Charity Cup) and once by a league via an “Other Fixture”, but only replies to one or other competition. This will only apply if the **same mobile number** has been prompted to submit a score-line by both competitions.

Important Note: the club/team SMS user will still receive two separate SMSes from Full-Time.

If an incoming SMS message is received by either of these competitions, with the following conditions **all** satisfied, then the result will be propagated to both competitions.

- The mobile phone number must be the same for both competitions
- The fixtures must be on the same day for both competitions
- The outgoing SMS prompt must have been sent for both competitions (i.e. Full-Time must be “waiting” for a reply for both competitions) prior to the receipt of the incoming SMS.
- The fixtures concerned must be a “Cup fixture” in one competition, and an “Other Fixture” in the second competition.
- The first **six characters** of the home team **name** (not short code) must be the same in both competitions on Full-Time.
- The first **six characters** of the away team **name** (not short code) must be the same in both competitions on Full-Time.

Example: Joe Bloggs is sent two separate SMS text messages, one on behalf of Countyshire FA asking him to report the score-line of the cup game between Bloggs Rovers and Smith United, a 2pm KO. In addition, his team’s league, City League, have set up the same fixture as an “Other Fixture”, so an outgoing SMS is sent of behalf of them, also to Joe. City League also have the game as a 2pm KO, and have the team names the same, but not their short codes.

When Joe replies to **either** of these SMS messages, Full-Time will process the reply for both Countyshire FA and for City League, and the result will be matched-up to both fixtures.

Advice to Competitions and Clubs: we would advise competitions that it is best to advise clubs that they should still reply to both SMS messages separately (i.e. clubs shouldn’t change what they are doing now). If the club does reply to both messages, the competition will simply see two incoming reports with the same score-line, and if the club doesn’t realise they’ve been prompted twice (the common problem thus far), the change should mean both competitions will receive the result concerned.

SMS Search Log in Full-Time

Any SMSes which are “matched” by Full-Time to a Cup or Other Fixture will be shown in the SMS Search Logs as “Processed (System Matched-up) within the SMS log

DATE	NAME	PHONE	IN/OUT	MESSAGE	STATUS	DELIVERED STATUS	FIXTURE
WED 06 NOV 2013 14:35	Rex, Gunnersaurus (ARST)	07932626716	Inbound	3-2 ARSN	Processed (System Matched-up)		06/11/13 ARS1-v-HUL1

and as “System Matched-up to Other Competition SMS” within the History/Conflicts section of the Result Entry pages.

Result Entry History

FA Demo Premier League - 2013-14 - Premier

Arsenal v Hull City

DATE	PERSON	TEAM	STATUS	HALF-TIME	FULL-TIME	AFTER EXTRA TIME	PENALTIES	APPROVED	WHERE ENTERED
WED 06 NOV 2013 14:35	Gunnersaurus Rex	Arsenal	Normal	-	3 - 2	-	-	Y	System Matched-up to Other Competition SMS

4.0 Player Statistics

The Player Statistics option within Full-Time allows you to record match statistics for individual players. Many of the options you'll also require are the same as those detailed earlier in the Player Registration section (e.g. How to... Create a Player).

Note that if you have created Team Administrators on Full-Time, then they have access to the Player Statistics section for their own teams, so you can allow them to update them if you wish.

4.1 How to... Enable Statistic Recording

You cannot have statistics (goals etc) recorded on Full-Time unless you've enabled the Statistic Recording option.

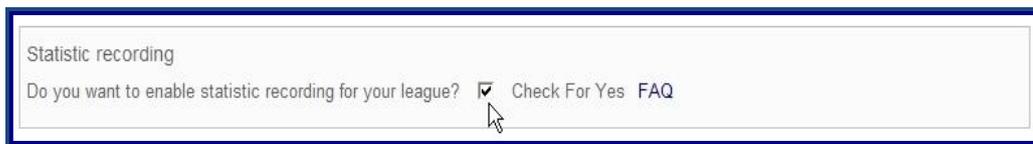
Step 1: From "Admin Home", click on "League Setup Wizard".



Step 2: Click on "League Options".



Step 3: Within the "Statistic Recording" section tick the box marked "Do you want to enable statistic recording for your league?".



Step 4: Click on "Update".



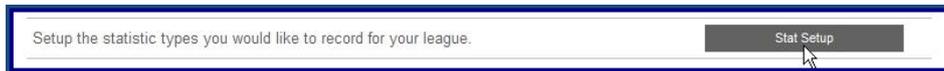
4.2 How to... Select Statistics to Record

Full-Time offers a wide range of statistics you might wish to record, from goals scored to who washed the kit. If in doubt, we recommend you start by keeping it simple!

Step 1: From “Admin Home”, click on “Results/Stats” (this link is also available from Fixtures).



Step 2: Click on “Stat Setup”.



Step 3: Tick the stats you wish to record for your league. In this example we are only allowing goal-scorers to be recorded.

League Statistic Setup

The following are the stat recording types that you have selected for your league. These are statistics that can be entered within the fixture wizard. Do not select stats that you do not want team or league administrators to enter.

In respect of opposition type stats if you do not wish the opposition to view these stats on the admin entry pages then select hide from opposition.

Click on reporting options to choose where the statistics will be shown.

RECORDING TYPES AVAILABLE	HIDE FROM OPPOSITION		
Group 1			
Started		<input type="checkbox"/>	
Bench		<input type="checkbox"/>	
Subbed Off		<input type="checkbox"/>	
Subbed On		<input type="checkbox"/>	
Captain		<input type="checkbox"/>	
Group 2			
Goal		<input checked="" type="checkbox"/>	reporting options
Assist		<input type="checkbox"/>	
Own Goal		<input type="checkbox"/>	
Penalty		<input type="checkbox"/>	
Penalty Missed		<input type="checkbox"/>	
Penalty Saved		<input type="checkbox"/>	
Group 3			
Rolling Sub On		<input type="checkbox"/>	
Yellow Card		<input type="checkbox"/>	
Second Yellow Card		<input type="checkbox"/>	
Blue Card		<input type="checkbox"/>	
Red Card		<input type="checkbox"/>	
Foul Committed		<input type="checkbox"/>	
Foul Received		<input type="checkbox"/>	
Penalty Conceded		<input type="checkbox"/>	
Player Of Match		<input type="checkbox"/>	
Opposition Player Of Match	<input type="checkbox"/>	<input type="checkbox"/>	
Refs Player Of Match		<input type="checkbox"/>	
Performance Rating		<input type="checkbox"/>	
Kit Wash		<input type="checkbox"/>	
Sporting Marks	<input type="checkbox"/>	<input type="checkbox"/>	

Update Stat Recording Types
Finished

Step 4: Click “Update Stat Recording Types” and click “Finished”.



Player Statistics can be set as “Inactive”. Note that if a player statistic is set as inactive, and a user subsequently enters a statistics entry screen for a match for which that player statistic was used, then if they save the screen any “inactive” statistics will be deleted. We recommend that leagues only make player statistics “inactive” at the start of a new season, and “lock” previous seasons – this will prevent anyone accessing and updating statistics from those earlier games.

To set a player statistic as “inactive”, go to “Admin Home”, “Results/Stats” and “Stat Setup”. Each statistic is listed, along with a tick box showing whether it is active.

Player Statistic Setup				FA Demo Premier League- 2011-12- Premier
<p>The following are the stat recording types that you have selected for your league. These are statistics that can be entered within the fixture wizard. Do not select stats that you do not want team or league administrators to enter.</p> <p>In respect of opposition type stats if you do not wish the opposition to view these stats on the admin entry pages then select hide from opposition.</p> <p>If you wish to disable a statistic you have previously used, uncheck the box for this statistic, and it will not appear on input screens - previously recorded statistics will not be deleted.</p> <p>Click on reporting options to choose where the statistics will be shown.</p>				
RECORDING TYPES AVAILABLE	HIDE FROM OPPOSITION	ACTIVE	REPORTING OPTIONS	
Group 1				
Started		<input checked="" type="checkbox"/>	Reporting Options	
Bench Used		<input checked="" type="checkbox"/>	Reporting Options	
Bench Unused		<input checked="" type="checkbox"/>	Reporting Options	

Note: The statistic “Minutes Played” is not connected to the times of any substitutions which may be recorded using the “Subbed On” and “Subbed Off” options – these can be recorded separately. It has been included to give leagues the option of recording the number of minutes played by individual players (particularly important for developmental age groups, to ensure all players get a fair amount of time on the pitch).

4.3 How to... Register Basic Statistics

Step 1: From “Admin Home”, click on “Results/Stats” (you can also find a “Results/Stats” link on the Fixtures Wizard).



Step 2: Click on “Results/Stats” to take you to the “Results Summary” page.



Step 3: Select the Division whose results you wish to update (All Divisions is an option).



Step 4: Select the date required by clicking on the appropriate “Results” link.

ROUND	DATE	NUMBER FIXTURES	NUMBER OF ENTERED RESULTS	NUMBER TO APPROVE	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS	
	Sat 13 Dec 08	2	2		2	2		Results
	Sat 20 Dec 08	2	2		2	2		Results
	Sat 03 Jan 09	2	0					Results

Step 5: Click on the name of the team whose stats you wish to enter.

HOME TEAM / STATISTICS	STATUS	HOME SCORE	AWAY SCORE	AWAY TEAM / STATISTICS	APPROVED	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS
Arsenal	Normal	2	0	Manchester United	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: <input type="text"/> Display Note? <input type="checkbox"/>								
Liverpool	Normal	1	1	Chelsea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: <input type="text"/> Display Note? <input type="checkbox"/>								

Step 6: There are two pages for entering stats. The “Quick Stat Entry” page is easiest to use, as it offers a drop-down menu for all players. The “Team Sheet Wizard” enables you to enter times etc as well. In this example we’ll use the “Quick Stat Entry”.

Team Sheet Wizard - Step 3: Match Stats
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

Switch to quick stat entry.

Player: Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat
 1st Half: 2nd Half:

Stat:

Note:

Step 7: Enter the goal-scorers and click “Update Stats for Players”.

Quick Stat Entry
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

Switch to team sheet wizard.

	GOAL
Adams, Tony	<input type="text"/>
Dixon, Lee	<input type="text"/>
Keown, Martin	<input type="text"/>
Winterburn, Nigel	<input type="text"/>

Step 8: Click “Back”.

Note that the statistics recorded are also shown on the results page.

HOME TEAM / STATISTICS	STATUS	HOME SCORE	AWAY SCORE	AWAY TEAM / STATISTICS	APPROVED	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS		
Arsenal	Normal	2	0	Manchester United	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Note: <input type="text"/> Display Note? <input type="checkbox"/>										
<table border="1"> <tr> <td>ARSENAL STATS</td> </tr> <tr> <td>Goal 2</td> </tr> </table>									ARSENAL STATS	Goal 2
ARSENAL STATS										
Goal 2										
Liverpool	Normal	1	1	Chelsea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Note: <input type="text"/> Display Note? <input type="checkbox"/>										

To see them on your Full-Time website click on “Statistic Leaders”.



The stats have options to sort by league or cup (or both) and also by the various statistics chosen.

Player Stats		Team Stats		
To sort click on column header				
View stats in mode:				
Summary				
Breakdown				
League Only				
Cup Only				
		Appearances	Bench	Goals
	Team			
1	Warren Hunt	VT FC	43	39
2	Charles Austin	Poole Town	36	2 37
3	Jamie Laidlaw	Moneyfields	41	4 30
4	Kevin Gibbens	VT FC	43	29
5	Steven Smith	Poole Town	16	24 29
6	David Greening	Brading Town	40	2 28
7	Paul Sales	VT FC	37	28
8	Scott Joyce	Wimborne Town	28	9 27
9	Warren Byerley	Hamworthy United	45	25

4.4 How to... Hide Player Names from Public Display

Full-Time now allows leagues to make a setting that ensures that player names are hidden from the public display pages of Full-Time. Although there is no general FA advice that this is necessary, some leagues may feel it is appropriate for younger age groups.

To set player names for a division to be auto-hidden, go to **League Setup, Divisions** and click **Edit** for the division concerned. Once found, check the “Hide Players” box.

Update Division

To override the division description for a particular season click here

Division Name *

Rank 1 is ranked first

Hide Players Prevent players from being shown on the public pages.

Hide Score Automatically hide results on the public pages

* means value is required

4.5 How to... Prevent Statistics being Recorded for Selected Fixture Groups

The functionality to allow recording of Player Statistics includes an option to prevent selected statistics from being recorded for selected fixture groups (Divisions, Cups and Other Fixtures).

This option is likely to be used mainly in youth leagues, where some player statistics may be considered appropriate for certain age groups, but not for others (e.g. for “developmental” age groups, individual goal-scorers should not be recorded, but for older age groups they may be included).

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



Step 2: Click on “Stat Setup”



Step 3: On the “Player Statistic Setup” page, click on the link “To prevent Player statistics from being entered for specific Fixture Groups”.



Step 4: On the “Block Statistic Types” page, select the statistic required and check the boxes for the Fixture Groups as required. Click on “Update”.



Once blocked, these statistics cannot be input. Note that any existing statistics will not be deleted, and the statistic selected will still appear on the public display pages (these pages may show statistics from various fixture groups, so “blocked statistics” need to be displayed, even if they may all be zero).

Similar settings can be made for Cup Competitions (via Cup Wizard and Edit/Hide Cup) and for groups of Other Fixtures (via Fixture Wizard, Other Fixtures, Maintain Fixture Group and Edit).

5.0 More Player Statistics

5.1 How to... Register Team Sheets

Full-Time will allow League or Team Administrators to register team-sheets (and other match details) using the Match Statistics option, assuming you have selected “Started” and “Bench” as statistic options (see How to... Select Statistics to Record).

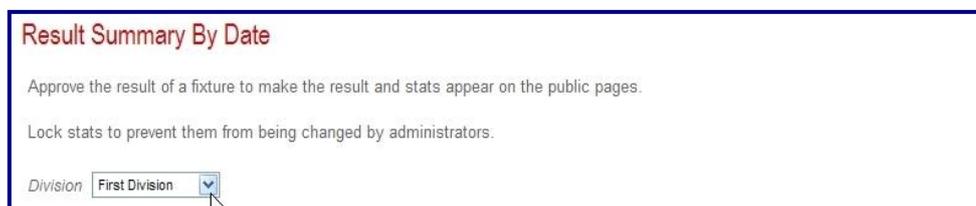
Step 1: From “Admin Home”, click on “Results/Stats” (this link is also on the Fixtures Wizard).



Step 2: click on “Results/Stats” to take you to the “Results Summary” page.



Step 3: select the Division whose results you wish to update (All Divisions is an option).



Step 4: select the date required by clicking on the appropriate “Results” link.

ROUND	DATE	NUMBER OF FIXTURES	NUMBER OF ENTERED RESULTS	NUMBER TO APPROVE	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS	
	Sat 13 Dec 08	2	2		2	2		Results
	Sat 20 Dec 08	2	2		2	2		Results
	Sat 03 Jan 09	2	0					Results

Step 5: click on the team whose stats you wish to enter.

HOME TEAM / STATISTICS	STATUS	HOME SCORE	AWAY SCORE	AWAY TEAM / STATISTICS	APPROVED	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS
Arsenal	Normal	<input type="text" value="2"/>	<input type="text" value="0"/>	Manchester United	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note <input type="text"/> Display Note? <input type="checkbox"/>								
Liverpool	Normal	<input type="text" value="1"/>	<input type="text" value="1"/>	Chelsea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note <input type="text"/> Display Note? <input type="checkbox"/>								

Step 6: You need to have the “starter/bench view” version of the Team Sheet Wizard appear. If you have the “Match Stats View”, then click on “Starter/Bench View”.

Note: this step may not be necessary. Depending on which view you last used, you may be taken direct to the Starter/Bench View.



Step 7: On the “Starter/Bench View” page, Full-Time will list all players registered to play for the team selected on the date of the fixture. Tick the boxes for the players who started the game.

Team Sheet Wizard - Step 1: Select Your Starting Players
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United

Arsenal
[Switch to simple view.](#)
[Switch to quick stat entry.](#)

PLAYER	SQUAD NUMBER	
Adams, Tony		<input checked="" type="checkbox"/>
Allinson, Ian		<input type="checkbox"/>
Bergkamp, Dennis		<input checked="" type="checkbox"/>
Bould, Steve		<input type="checkbox"/>
Davis, Paul		<input checked="" type="checkbox"/>

Step 8: once you have ticked all players required, click on “Process/Next”.

Step 9: A similar page will appear, showing all remaining players (it won't include those who started the game). Tick the boxes for the players who started the game on the bench.

Team Sheet Wizard - Step 2: Select Your Players For The Bench
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United

Arsenal
[Switch to simple view.](#)
[Switch to quick stat entry.](#)

PLAYER	SQUAD NUMBER	
Allinson, Ian		<input type="checkbox"/>
Bould, Steve		<input checked="" type="checkbox"/>
Groves, Perry		<input checked="" type="checkbox"/>
Platt, David		<input checked="" type="checkbox"/>

Step 10: once you have ticked all players required, click on “Process/Next”.

Step 11: The Match Stats page will appear. To record substitutions, tick the box of the starting player who came off the pitch, the box for the substitute who was brought on, and select the time (first half or second half) when the substitution was made. Once you have selected these, click on “Create”.

STARTERS / SUBBED ON	BENCH / SUBBED OFF
Adams, Tony <input type="checkbox"/>	Bould, Steve <input type="checkbox"/>
Bergkamp, Dennis <input type="checkbox"/>	Groves, Perry <input checked="" type="checkbox"/>
Davis, Paul <input type="checkbox"/>	Platt, David <input type="checkbox"/>
Dixon, Lee <input type="checkbox"/>	
Keown, Martin <input type="checkbox"/>	
Merson, Paul <input type="checkbox"/>	
Rocastle, David <input checked="" type="checkbox"/>	
Seaman, David <input type="checkbox"/>	
Smith, Alan <input type="checkbox"/>	
Winterburn, Nigel <input type="checkbox"/>	
Wright, Ian <input type="checkbox"/>	

Time Stats
 Stats
 Value Stats

After changing wait for screen to refresh

1st Half: 2nd Half:

Stat:

Note:

Full-Time will register the substitution as a Match Statistic. You can repeat this for other substitutions.

Three new Match Statistics are available within the Statistics section for recording of team sheets:-

Clean Sheet – a tick box option to record that the player concerned was in goal, and didn't concede.

Opposition Own Goal – a team level option that allows a team to record that one (or more) of its goals were scored by the opposition. The player concerned isn't identified (you rarely know who the opposition player was) but if the other team wish to record it, then they can use the "Own Goal Conceded" statistic which does allow the unfortunate player to be identified.

Unused Bench – a tick box option used to identify that a player was nominated as a substitute, but didn't actually play in the game.

The "Team Sheet Wizard" pages have now been amended, so that the boxes for "Started", "Bench" and "Bench Unused" all now appear on the first page, which should allow users to record their starting lineups on one single screen.

In addition, the "Appearances" statistic on the public pages has now been updated. A player will now be credited with one appearance if any of the statistics for "Started", "Bench", "Subbed On" or "Rolling Sub On" are recorded for a particular match. If more than one of these is recorded (including a player being used as a Rolling Sub more than once) only one appearance will be recorded.

Note the following for these "appearance" statistics:-

Started – identifies that a player began the game on the field of play

Bench – identifies that a player began the game on the bench, but did come on to play

Bench Unused – identifies that a player began the game on the bench, and did not come on to play

Subbed On – identifies that a player came on, and replaced a player specified by **Subbed Off**. The time of the substitution can be recorded if required.

Rolling Sub On – identifies that a player came on as a "rolling/repeat" substitute.

Individual leagues/teams may determine how they wish to record substitutions.

5.2 How to... Register Advanced Statistics (with Times)

The most simple way to register Match Statistics is to do so without recording the time of the incident, and can be done using the Quick Stat Entry page (see How To... Register Basic Statistics). However, you may also register Player Statistics with the time of the incident, using the “Team Sheet Wizard”. This allows you to record more details of your game.

Step 1: From “Admin Home”, click on “Results/Stats” (this link is also on the Fixtures Wizard).



Step 2: click on “Results/Stats” to take you to the “Results Summary” page.



Step 3: select the Division whose results you wish to update (All Divisions is an option).

Result Summary By Date

Approve the result of a fixture to make the result and stats appear on the public pages.

Lock stats to prevent them from being changed by administrators.

Division:

Step 4: select the date required by clicking on the appropriate “Results” link.

ROUND	DATE	NUMBER FIXTURES	NUMBER OF ENTERED RESULTS	NUMBER TO APPROVE	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS	
	Sat 13 Dec 08	2	2		2	2		Results
	Sat 20 Dec 08	2	2		2	2		Results
	Sat 03 Jan 09	2	0					Results

Step 5: click on the team whose stats you wish to enter.

HOME TEAM / STATISTICS	STATUS	HOME SCORE	AWAY SCORE	AWAY TEAM / STATISTICS	APPROVED	LOCK HOME STATS	LOCK AWAY STATS	LOCK REF. MARKS
Arsenal	<input type="text" value="Normal"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	Manchester United	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note <input type="text"/>					Display Note? <input type="checkbox"/>			
Liverpool	<input type="text" value="Normal"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	Chelsea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note <input type="text"/>					Display Note? <input type="checkbox"/>			

Step 6: There are two pages for entering stats.

The “Team Sheet Wizard” allows you to enter times of incidents, but also has links to opposition team stats (e.g. if you want to record own goals scored by your players), the “Starter/Bench View (for recording team sheets – see How To... Record Team Sheets) and the “Quick Stat Entry” option (see How To... Register Basic Statistics).

Team Sheet Wizard - Step 3: Match Stats
SAT 20 DEC 2008 15:00 Arsenal -v- Manchester United
Arsenal

[Switch to opposition team stats](#)

[Switch to starter/bench view](#)

[Switch to quick stat entry.](#)

Step 7: The stat entry page has four separate sections, a drop-down menu offering each player, plus three separate sections – “Time Statistics”, “Factual Statistics” and “Value Statistics”:-

Time Statistics – incidents which occurred during a game (e.g. goals, substitutions, etc).

Factual Statistics – e.g. who was the team captain, who washed the kit that week!

Value Statistics – e.g. Performance Rating for the player concerned.

Player: Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat Stat Value Stat

1st Half: 2nd Half: Value:

Stat: Stat: Stat:

Note: Note: Note:

Step 8: To register a Time Statistic, select the player concerned, the time at which it occurred, and the incident involved. You may also add a note if you wish. Once you have selected these, click “Create”.

Player: Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat Stat Value Stat

1st Half: 2nd Half: Value:

Stat: Stat: Stat:

Note: Note: Note:

Step 9: To register a Factual Statistic, select the player concerned, and the statistic required. You may add a note if you wish. Once you have selected these, click “Create”.

Player: Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat Stat Value Stat

1st Half: 2nd Half: Value:

Stat: Stat: Stat:

Note: Note: Note:

Step 10: To register a Value Statistic, select the player concerned, the statistic required and the value (from 1 to 10). You may add a note if you wish. Once you have selected these, click “Create”.

Player: Select a player if appropriate and complete one of the forms below to create a stat.

Time Stat Stat Value Stat

1st Half: 2nd Half: Value:

Stat: Stat: Stat:

Note: Note: Note:

Step 11: In each case, Full-Time will log the statistic, and will display it at the bottom of the screen. You may register as many statistics as you like. When you have finished, click “Finished Wizard”.

TIME	NO.	PLAYER	STAT	VALUE	NOTE	TEAM	
		Adams, Tony	Captain			Arsenal	Edit Delete
		Adams, Tony	Performance Rating	9	Storming performance	Arsenal	Edit Delete
43		Adams, Tony	Goal		Toe poke from two feet	Arsenal	Edit Delete
43		Davis, Paul	Assist			Arsenal	Edit Delete
70		Keown, Martin	Goal		Screamer from 30 yards	Arsenal	Edit Delete

5.3 How to... Assign Squad Numbers

If you use Player Statistics, you may assign teams' squad numbers to the player records in Full-Time.

Step 1: From "Admin Home", click on "People Wizard".



Step 2: click on "Player Team Numbers".



Step 3: The "Player Number" page allows you to select a division and/or team. When you change either the division or team, the page will automatically refresh.

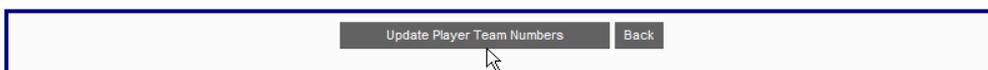


Step 4: The list of players registered to that team is shown, along with any registration dates. If you wish to enter squad numbers you may do so.

NAME	FROM DATE	TO DATE	PLAYER NUMBER
Dennis Bergkamp			<input type="text" value="10"/>
Steve Bould			<input type="text" value="5"/>
Lee Dixon			<input type="text" value="2"/>
Martin Keown			<input type="text" value="6"/>
Arsene Wenger		Dec 31, '08	<input type="text" value="42"/>
Nigel Winterburn			<input type="text" value="3"/>

At the bottom of the table, there are two buttons: "Update Player Team Numbers" and "Back". A mouse cursor is pointing at the "Update Player Team Numbers" button.

Step 5: Once you have entered the squad numbers, click on "Update Player Team Numbers".



Full-Time will store the Squad Numbers, and when you use the Quick Stat Entry pages (see How To... Register Statistics) the numbers are shown.

Quick Stat Entry
TUE 30 DEC 2008 15:00 Arsenal -v- Aston Villa
Arsenal

[Switch to team sheet wizard.](#)

	GOAL
Bergkamp, Dennis 10	<input type="text"/>
Bould, Steve 5	<input type="text"/>
Dixon, Lee 2	<input type="text"/>
Keown, Martin 6	<input type="text"/>
Wenger, Arsene 42	<input type="text"/>
Winterburn, Nigel 3	<input type="text"/>

At the bottom of the table, there are two buttons: "Update Stats For Players" and "Back". A mouse cursor is pointing at the "Update Stats For Players" button.

5.4 How to... View Player Appearances

Full-Time includes an option to view Player Appearances for a selected team for the current season, within a grid format.

Step 1: From the Result Wizard, click on “Appearance Grid”



Step 2: On the Appearance Grid, select the team required via the drop-down menus for Fixture Group and Team. Once you have selected the team required, the grid will be displayed. The grid shows the following information:-

- All players who have made at least one appearance for the team selected are shown
- An “appearance” is any fixture for which the player was recorded as “Started”, “Bench Used”, “Subbed On” or “Rolling Sub On”. If a player is recorded with more than one of these stats for the same game, there will still only be one “appearance”.
- The total number of players is shown as the top, as well as total number of appearances and league appearances for each individual player.
- The date of each appearance is shown across the top of the grid.
- Appearances for different teams are shown in different colours. There is also an option (click on the “Display Team Numbering”) which will include a number to identify teams, for users who may not be able to differentiate between the colours used to identify teams.
- If a player appears in more than one match in the same day, both matches will be shown with their own icons.

Appearances Amateur Football Combination - 2013-14 - Premier

Appearances are indicated for players in the selected team for fixtures when a “Started”, “Bench Used”, “Subbed On” or “Rolling Sub On” stat exists.

Fixture Group: Premier Team: Bealonians [BEA1]

Players: 31

Teams: Bealonians Bealonians II Bealonians III Bealonians IV Bealonians V

PLAYER (TOTAL/LEAGUE)	14/09/13	21/09/13	28/09/13	05/10/13	12/10/13	19/10/13	26/10/13	02/11/13	09/11/13	16/11/13	23/11/13	30/11/13	07/12/13	14/12/13	25/01/14	15/02/14
Joe Adams (11/8)	L			L	L	O	C	C	L		L		L	L		L
Adam Adamson (11/7)	L		L	O	O			L	O	C	L	L		L		L
Andy Andrews (3/1)					L		C			C						
Antony Anson (11/6)	L	L	L	O	O		C	L	O	C	L	L				

To see details of a particular appearance, then hover the mouse over the appearance concerned, and you will be able to see details of the fixture concerned, including date, time and opponents.



6.0 – Respect Marking and Team Match Questions

Full-Time allows leagues to have their clubs complete “Respect Marks. These Respect Marks are standardised across all leagues, and we hope all leagues will embrace them, as having a single scheme across the county will not only benefit analysis at league level, but also for counties and the Football Association.

These marks submitted across the season will provide a fair assessment of where teams receive a good and poor experience of the game in relation to the conduct of their opponents. Leagues can use these marks periodically to raise concerns with those clubs that are noticeably below the average and to celebrate those that consistently receive high marks.

In addition, we have also provided the facility for leagues to define their own “match return” questions for team level reporting, so that leagues can tailor their returns to suit their own requirements.

Referee Marks: it is important to note that these new Team Match Questions should **not** be used for marking of Match Officials. There are bespoke boxes for recording marks for Match Officials, which allows these marks to be viewed in the Referees Section. We expect in future further options will be added around these marks.

6.1 How to... Enable Respect Marking

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

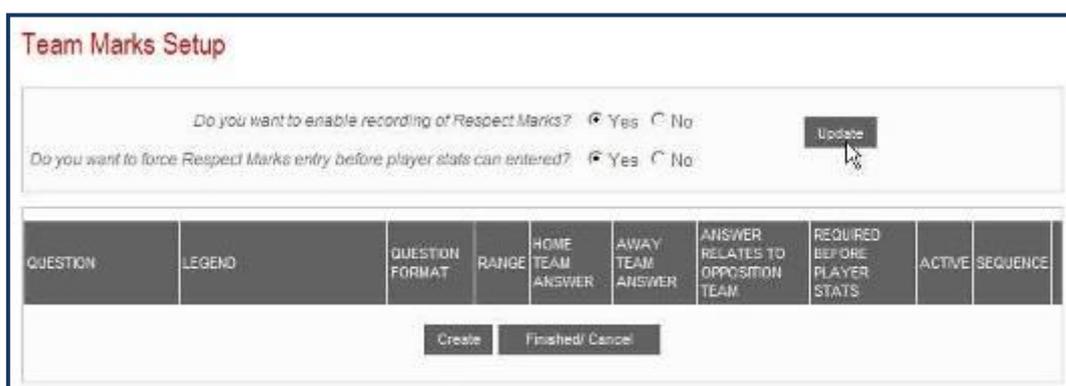


Step 2: Click on the (new) “Team Mark Setup” link.



Step 3: The “Team Marks Setup” page will appear, with two radio buttons. The first (“enable recording of Respect Marks”) will cause the Respect Marking section to appear on the Match Statistics page. The second “Force Respect Marks entry before player stats can be entered” will force Team Administrators to input Respect Marks before they can access the player match statistics pages.

Note: Before you select the “force” option make sure this is what you want. Whilst it will assist Team Administrators by making it much more difficult for them to “forget” to answer questions, it will also mean they cannot do any Player Statistics without doing their team marks first of all. If a league, for example, records goal scorers immediately after games and then records the other information later on, they may not wish to enable this option.



Once enabled, the Respect Marking page appears on the Team Statistics page. This asks both teams to report on the following:-

1. Whether Spectator Barriers/Areas were used (most common in youth football).
2. Whether a Respect Handshake (pre- or post- match) took place.
3. Marks for behaviour of players from the opposition (1 = Very Poor, 5 = Excellent)
4. Marks for behaviour of supporters from the opposition (1 = Very Poor, 5 = Excellent)
5. Marks for behaviour of coach/manager from the opposition (1 = Very Poor, 5 = Excellent)
6. Marks for Overall behaviour at this match – Both Teams (1 = Very Poor, 5 = Excellent)
7. Marks for Your team's overall enjoyment of this match (1 = Very Poor, 5 = Excellent)



The screenshot shows a form titled "Respect" with a table of questions and answers. The questions are:

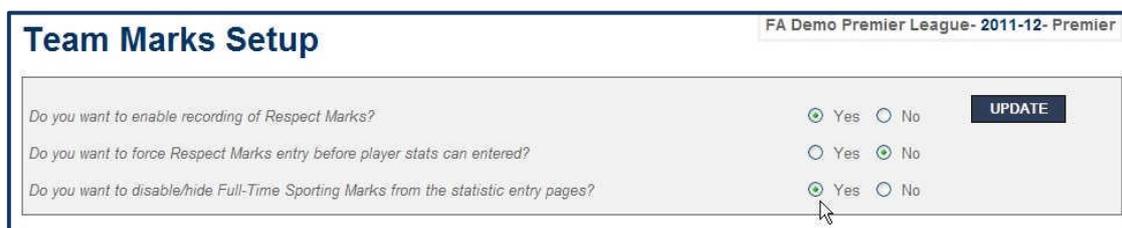
QUESTION	ANSWER
Were Respect barriers/areas used during this match?	<input type="radio"/> Yes <input type="radio"/> No
Did the Respect handshake take place?	<input type="radio"/> Yes <input type="radio"/> No
Behaviour of players from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Behaviour of supporters from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Behaviour of coach/manager from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Overall behaviour at this match (both teams)?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Your team's overall enjoyment of this match?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

Below the table, it says "Please Rate Behaviour (1 = Very Poor, 5 = Excellent)". At the bottom, a red message states: "Respect team marks must be entered before statistics button is enabled."

The screen will tell the user whether these marks have to be input before the player statistics can be accessed.

Note: These Respect Marks are standardised across all leagues (hence no facility to change the marking range), and we hope all leagues will embrace them, as having a single scheme across the county will not only benefit analysis at league level, but also for counties and the Football Association.

The "Team Marks Setup" page now includes facility for leagues to hide "Sporting Marks" entry from the statistics pages – many leagues may wish to stop using Sporting Marks because they are replacing them with the Respect Marking scheme.



The screenshot shows the "Team Marks Setup" page for "FA Demo Premier League- 2011-12- Premier". It contains three questions with radio button options and an "UPDATE" button:

- Do you want to enable recording of Respect Marks? Yes No
- Do you want to force Respect Marks entry before player stats can entered? Yes No
- Do you want to disable/hide Full-Time Sporting Marks from the statistic entry pages? Yes No

6.2 How to... Create New Team Questions

Version 2.2 of Full-Time allows leagues to define their own “match return” questions for team level reporting, so that leagues can tailor their individual returns to suit their own requirements. During early 2012 we surveyed leagues to find out what questions they typically asked of clubs for their match returns, and it was clear there was such a variation we needed facility to provide a “bespoke” system.

Step 1: From “Admin Home”, click on Results/Stats and then the (new) “Team Mark Setup” link.



Result Director

Enter and modify your results and statistics. [Results/Stats](#)

The simplest view of the results entry. Enter scores only, results automatically approved. [Fast Result Entry](#)

Setup the statistic types you would like to record for your league. [Stat Setup](#)

Setup the team mark questions you would like to record for your league. [Team Mark Setup](#)

Step 2: Underneath the “Respect Marks” section, click on “Create”.



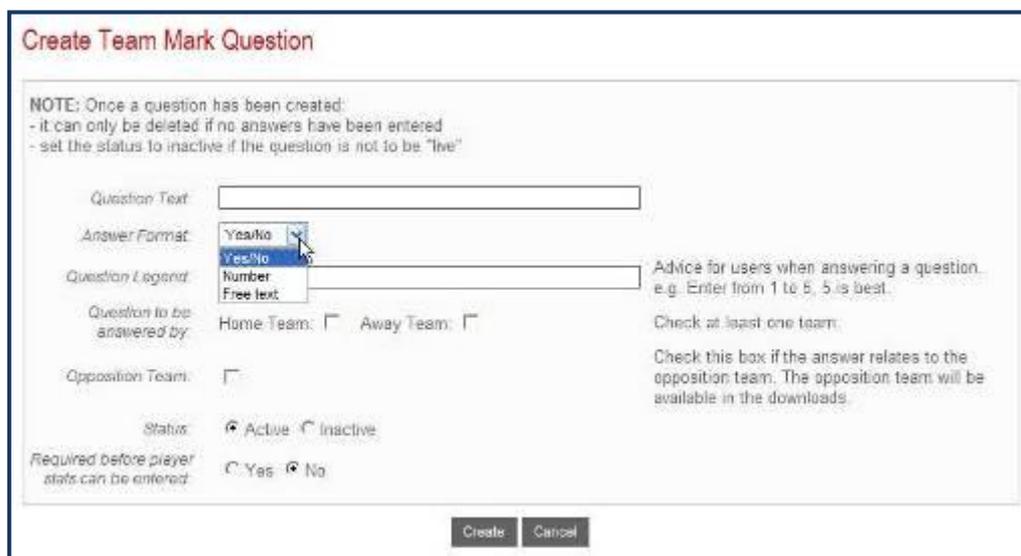
Team Marks Setup

Do you want to enable recording of Respect Marks? Yes No [Update](#)

Do you want to force Respect Marks entry before player stats can be entered? Yes No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE
Create Finished/ Cancel									

Step 3: The Create Team Mark Question page appears. Team questions may be created for Yes/No questions, Number questions (any range from 0-100) and free text questions.



Create Team Mark Question

NOTE: Once a question has been created:
 - it can only be deleted if no answers have been entered
 - set the status to inactive if the question is not to be “live”

Question Text:

Answer Format: (Dropdown menu with options: Yes/No, Number, Free text)

Question Legend:

Question to be answered by: Home Team: Away Team:

Opposition Team:

Status: Active Inactive

Required before player stats can be entered: Yes No

Advice for users when answering a question, e.g. Enter from 1 to 5, 5 is best.

Check at least one team.

Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

[Create](#) [Cancel](#)

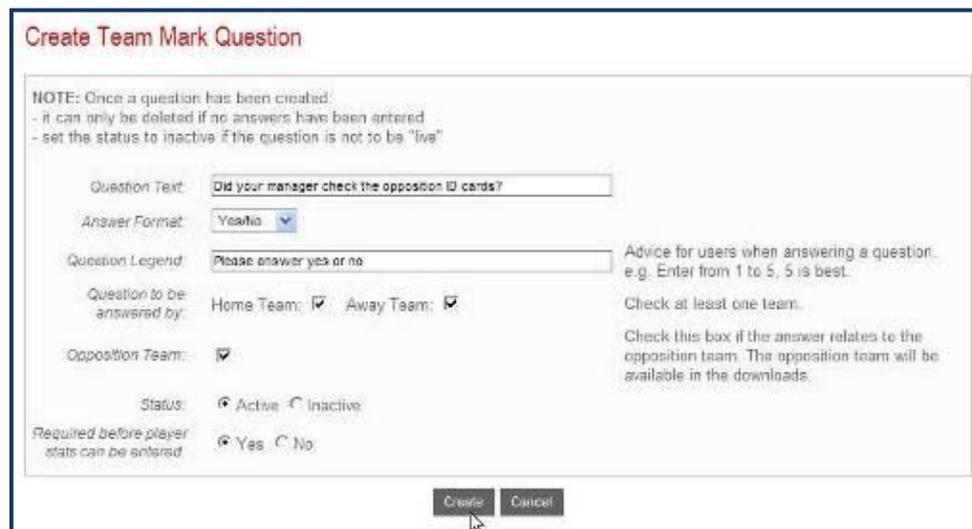
For each question you should specify what the question is, and whether it is to be answered by the home team, the away team or both teams. You should also specify whether the question applies to the Opposition Team (the team will then be identified in the download spreadsheets), whether the question is Active or Inactive (inactive questions will not appear on the marking screens) and whether the question has to be answered before a user can progress to the Player Statistics screen

In addition you may add a “Question Legend” (text that appears in a box underneath the answers – if no text is given, this box does not appear – many leagues may prefer not to use this option).

Step 5a: To create a “Yes/No” question enter the question details, which teams are due to answer it, whether it is active and whether users must enter it before progressing to the player statistics page. Once you have entered the details, click on “Create”.

Example below: In this example, we have included a “Question Legend” (“Please answer yes or no”), the question is to be answered by both teams, and the question does refer to the opposition team.

The question has been set as active, and the user will be required to answer it before they can progress to inputting any player statistics.



Create Team Mark Question

NOTE: Once a question has been created:
 - it can only be deleted if no answers have been entered
 - set the status to inactive if the question is not to be “live”

Question Text:

Answer Format:

Question Legend: Advice for users when answering a question. e.g. Enter from 1 to 5, 5 is best.

Question to be answered by: Home Team: Away Team: Check at least one team.

Opposition Team: Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

Status: Active Inactive

Required before player stats can be entered: Yes No

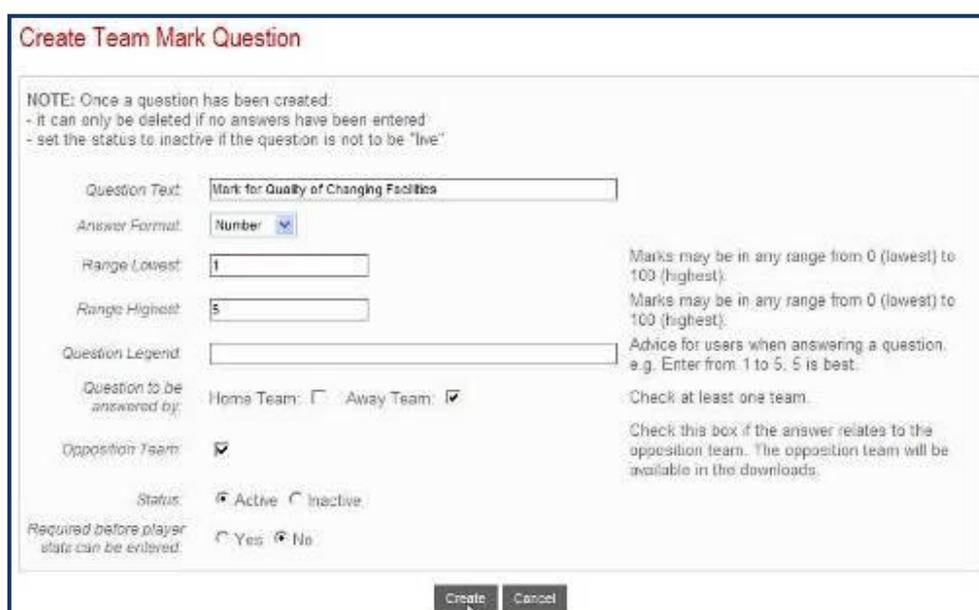
Step 5b: To create a “Number” question, enter the question details, which teams are due to answer it, whether it is active and whether users must enter it before progressing to the player statistics page.

In addition you must specify the range for the numbers. The only restriction is that it cannot be more than 0-100, but otherwise it can be whatever range you require (1-5 and 1-10 are common).

Once you have entered the details, click on “Create”.

Example below: In this example, we have not included a “Question Legend”, the question is to be answered only by away teams, and the question does refer to the opposition team (their facilities).

The question has been set as active, but the will not be required to answer it before they can progress to inputting any player statistics.



Create Team Mark Question

NOTE: Once a question has been created:
 - it can only be deleted if no answers have been entered
 - set the status to inactive if the question is not to be “live”

Question Text:

Answer Format:

Range Lowest: Marks may be in any range from 0 (lowest) to 100 (highest).

Range Highest: Marks may be in any range from 0 (lowest) to 100 (highest).

Question Legend:

Question to be answered by: Home Team: Away Team: Check at least one team.

Opposition Team: Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

Status: Active Inactive

Required before player stats can be entered: Yes No

Step 5c: To create a “Free Text” question enter the question details, which teams are due to answer it, whether it is active and whether users must enter it before progressing to the player statistics page. Once you have entered the details, click on “Create”.

Example below: In this example, we not have included a “Question Legend”, the question is to be answered by the home team only, and the question does not refer to the opposition team. The question has been set as active, and the user will not be required to answer it before they can progress to inputting any player statistics.

Create Team Mark Question

NOTE: Once a question has been created:
 - it can only be deleted if no answers have been entered
 - set the status to inactive if the question is not to be “live”

Question Text:

Answer Format:

Question Legend:

Question to be answered by: Home Team Away Team

Opposition Team:

Status: Active Inactive

Required before player stats can be entered: Yes No

Advice for users when answering a question
 e.g. Enter from 1 to 5, 5 is best

Check at least one team

Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

Step 6: Once these Team Questions are created, they appear on the Team Marks Setup page. Each question has a Sequence which determines the order in which they appear on-screen.

Team Marks Setup

Do you want to enable recording of Respect Marks? Yes No

Do you want to force Respect Marks entry before player stats can be entered? Yes No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	1	Edit Delete
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	2	Edit Delete
Details of match officials expenses		Free text		Y				Y	3	Edit Delete

Depending on how the questions have been set up, they will appear accordingly on the result pages for the home and away teams (the example below is a home team, so the Changing Facilities question does not appear). Note how the questions with and without “Question Legends” appear.

Team Marks:

QUESTION	ANSWER
Did your manager check the opposition ID cards? *	<input type="radio"/> Yes <input type="radio"/> No
	Please answer yes or no
Details of match officials expenses	<input type="text"/>

* required.

Required team marks must be entered before statistics button is enabled.

Note: the restriction on users having to answer Team Questions before they can proceed to the Player Screen is limited to Team Administrators only – league administration roles will be able to access the Player Statistics section without Team Questions (and Respect Marking) being completed.

6.3 How to... Re-Order Team Questions

When you create Team Questions, each one is added with a new “Sequence” number, which determines the order in which they appear on the marking screens. If you wish to adjust the order in which questions appear, you may do so.

Step 1: For the question concerned, click on “Edit”.



Team Marks Setup

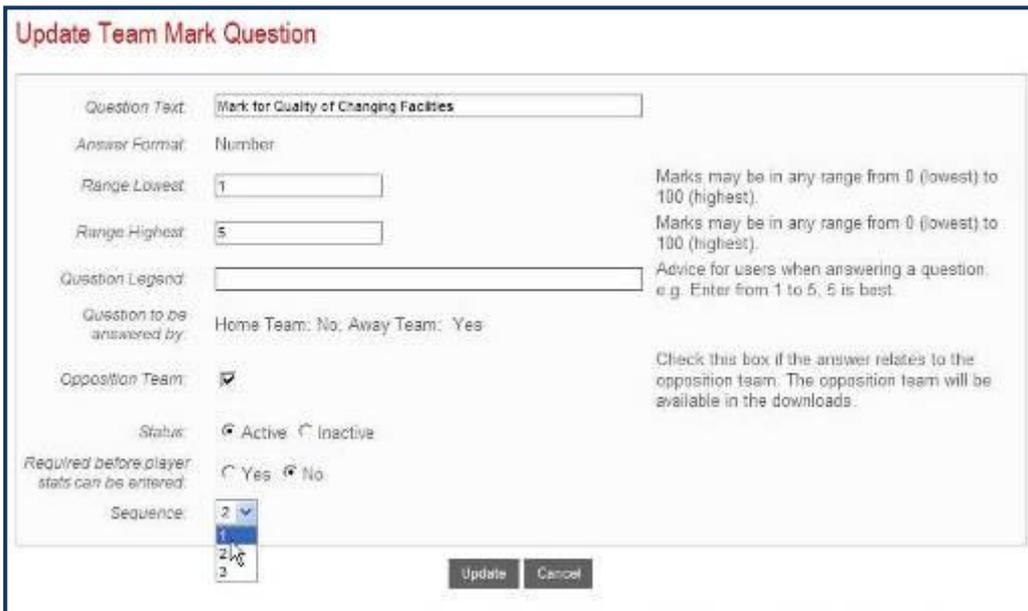
Do you want to enable recording of Respect Marks? Yes No Update

Do you want to force Respect Marks entry before player stats can be entered? Yes No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	1	Edit Delete
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	2	Edit Delete
Details of match officials expenses		Free text		Y				Y	3	Edit Delete

Create Finished/ Cancel

Step 2: Select the new Sequence Number for the question.



Update Team Mark Question

Question Text:

Answer Format: Number

Range Lowest:

Range Highest:

Question Legend:

Question to be answered by: Home Team: No; Away Team: Yes

Opposition Team:

Status: Active Inactive

Required before player stats can be entered: Yes No

Sequence: (Dropdown menu showing 1, 2, 3)

Marks may be in any range from 0 (lowest) to 100 (highest).

Marks may be in any range from 0 (lowest) to 100 (highest).

Advice for users when answering a question e.g. Enter from 1 to 5, 5 is best.

Check this box if the answer relates to the opposition team. The opposition team will be available in the downloads.

Update Cancel

Step 3: Click on “Update” at the bottom of the screen.



Status: Active Inactive

Required before player stats can be entered: Yes No

Sequence: (Dropdown menu showing 1, 2, 3)

Update Cancel

The question will now appear with the new Sequence number, and the Sequence numbers for other questions will be moved up or down accordingly (e.g. if you move a question from 3 to 1, then the questions previously at 1 and 2 will be moved down one spot).

6.4 How to... De-activate Team Questions

When you create Team Questions, each one will normally be set as “Active”, but if over time you wish to remove questions, you can do so by making them “Inactive”. Note that once marks have been recorded for questions, this is the only way to make them “disappear” – although you may delete questions, you can only do so if no marks have been recorded for them.

Step 1: For the question concerned, click on “Edit”.

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	1	Edit Delete
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	2	Edit Delete
Details of match officials expenses		Free text		Y				Y	3	Edit Delete

Step 2: Change the status of the question from “Active” to “Inactive” and click on “Update”.

Question Text:

Answer Format:

Question Legend:

Question to be answered by: Home Team: Yes, Away Team: No

Opposition Team:

Status: Active Inactive

Required before player stats can be entered: Yes No

Sequence:

Update Cancel

The question concerned will disappear from your marking pages, and on the Setup page “inactive” questions are always shown underneath the “active” questions. If you wish to subsequently make it active again, you may do so.

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	1	Edit Delete
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	2	Edit Delete

6.5 How to... Delete Team Questions

When you first create Team Questions, you may be experimenting, so there is the option to delete a Team Question. However, you should note that Full-Time will not allow you to delete a Team Question once marks have been allocated – once a question has marks allocated to it, you can only make it inactive, not delete it.

Step 1: For the question concerned, click on “Delete”.

Team Marks Setup

Do you want to enable recording of Respect Marks? Yes No Update

Do you want to force Respect Marks entry before player stats can entered? Yes No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	1	Edit Delete
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	2	Edit Delete
Details of match officials expenses		Free text		Y					3	Edit Delete

Create Finished/ Cancel

Step 2: The “Delete Team Mark Question” screen will appear. Click on “Delete”.

Delete Team Mark Question

Question: Details of match officials expenses

Delete Cancel

Assuming no marks have been assigned for that question, it will be deleted. If there have been marks assigned, you either need to delete those marks (which probably means deleting the fixture!) or make the question inactive.

Team Marks Setup

Do you want to enable recording of Respect Marks? Yes No Update

Do you want to force Respect Marks entry before player stats can entered? Yes No

QUESTION	LEGEND	QUESTION FORMAT	RANGE	HOME TEAM ANSWER	AWAY TEAM ANSWER	ANSWER RELATES TO OPPOSITION TEAM	REQUIRED BEFORE PLAYER STATS	ACTIVE	SEQUENCE	
Mark for Quality of Changing Facilities		Number	1-5		Y	Y		Y	1	Edit Delete
Did your manager check the opposition ID cards?	Please answer yes or no	Yes/No		Y	Y	Y	Y	Y	2	Edit Delete
Details of match officials expenses		Free text		Y				N	3	Edit Delete

Create Finished/ Cancel

6.6 How to... Enter Respect Marks and Team Questions

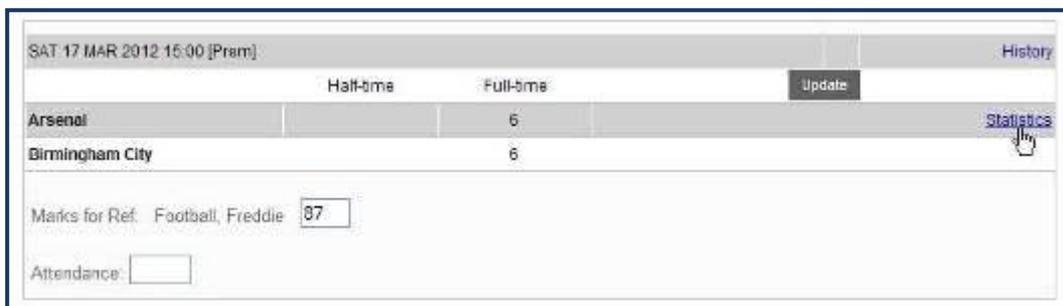
With the addition of the Respect Marking and Team Questions, the statistics entry pages used by League and Team Administrators have changed slightly, though we have tried to keep them as consistent as possible to avoid confusion.

The navigation of these pages are also controlled by which questions you have set to be “Required” – if you set your Respect Marking or any Team Questions as “Required”, then users will not be able to access their statistics pages (for player details) until they have answered the “Required” sections – the intention of this is to make it more difficult for Team Administrators to miss out questions as part of their match return submission.

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



Step 2: Click on the “Statistics” link for the team concerned.

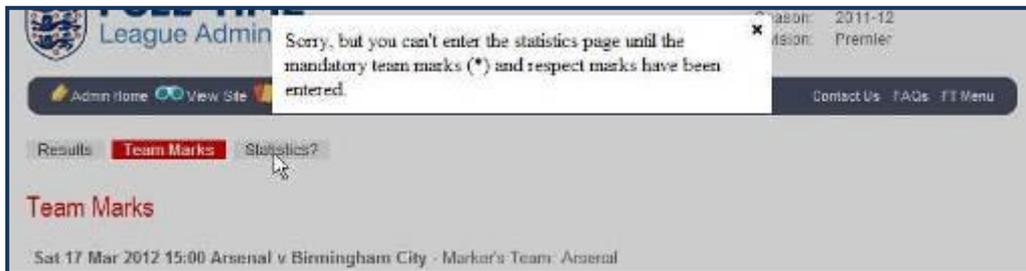


Step 3: If the league have set up Respect Marking, or created some “Team Questions”, then the user will now be taken to the “Team Marks” page by default, rather than to the “Statistics” page. If the Respect Marking and “Team Questions” have not yet been created, then the default page will still be the Statistics page where they can enter player statistics directly.

Note: The “Team Marks” page displays the Referee Mark, Attendance, Sporting Mark and Kick-Off Time boxes (if they’ve been selected) as well as the Note box, as well as them being displayed on the main “Results” page. We’ve set them to be displayed on both to minimise confusion to users.



Note that the “Statistics” link may appear as “Statistics?” – this indicates that the league have specified that certain “Team Questions” must be answered before the “Statistics” page can be accessed for player statistics. If the user tries to click on the “Statistics?” link, a warning will appear telling them they cannot access it until they have entered the mandatory team marks.



Step 4: On the “Respect/Team Marks” page, answer the questions and enter marks as required, and click on “Update” to save the marks.

QUESTION	ANSWER
Were Respect barriers/areas used during this match?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did the Respect handshake take place?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Behaviour of players from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5
Behaviour of supporters from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5
Behaviour of coach/manager from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Overall behaviour at this match (both teams)?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5
Your team's overall enjoyment of this match?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5
Please Rate Behaviour (1 = Very Poor, 5 = Excellent)	
Respect team marks must be entered before statistics button is enabled.	
Team Marks:	
QUESTION	ANSWER
Mark for Quality of Changing Facilities	<input type="text" value="5"/>
Did your manager check the opposition ID cards? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please answer yes or no	
* required.	
Required team marks must be entered before statistics button is enabled.	

Step 5: Once all questions have been answered which the league has set as “Required”, then the “Statistics?” link at the top of the screen will change to “Statistics”, and a link at the bottom of the screen to the Statistics page will also appear.

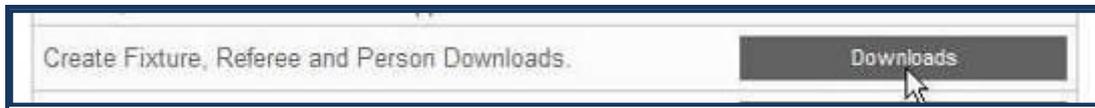


6.7 How to... Download Summary Team Questions

Once a league has set up either Respect Marking, or created some Team Questions, they will probably want to access the answers, and there are two separate downloads available.

The first download is a “Summary” download, which combines the statistics all games involving a team, allowing the league to produce totals, averages and so forth, on a season by season basis.

Step 1: From “Admin Home” click on “Downloads”.



Step 2: Click on “Team Marks Download”.



Step 3: From the “Team Mark Summary Download” page, select the season required and the Fixture Group required (the default is “All”) and click on “Download”.



Step 4: A “pop-up” box will appear, giving you the option to Open or Save a file (the file is a CSV file, which can be opened using Excel).



The CSV file has columns for Given/Received (did the team give the mark, or was it given to them), the team concerned, the question, the number of times it has been answered and the total or marks, or total number of answers which were Yes or No. If the mark is a “Respect Mark” this is shown.

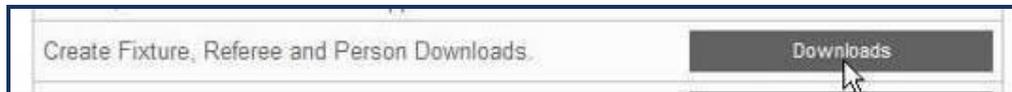
	A	B	C	D	E	F	G	H
1	Given/Received	Team	Question	Mark Count	Mark Total	Answer Y	Answer N	Respect
2	Given	Arsenal	Did your manager check the opposition ID cards?	1		1	0	
3	Given	Arsenal	Were spectator barriers used during this match?	1		1	0	Y
4	Given	Arsenal	Did the pre-match respect handshake take place?	1		1	0	Y
5	Given	Arsenal	Behaviour of players from opposition?	1	5			Y
6	Given	Arsenal	Behaviour of supporters from opposition?	1	4			Y
7	Given	Arsenal	Behaviour of coach/manager from opposition?	1	5			Y
8	Given	Arsenal	Overall behaviour at this match (both teams)?	1	5			Y
9	Given	Arsenal	Your team's overall enjoyment of this match?	1	4			Y
10	Received	Birmingham City	Did your manager check the opposition ID cards?	1		1	0	
11	Received	Birmingham City	Behaviour of players from opposition?	1	5			Y
12	Received	Birmingham City	Behaviour of supporters from opposition?	1	4			Y
13	Received	Birmingham City	Behaviour of coach/manager from opposition?	1	5			Y
14	Received	Birmingham City	Overall behaviour at this match (both teams)?	1	5			Y
15	Received	Birmingham City	Your team's overall enjoyment of this match?	1	4			Y

6.8 How to... Download Detailed Team Questions

Once a league has set up either Respect Marking, or created some Team Questions, they will probably want to access the answers, and there are two separate downloads available.

The second download is a “Detailed” download, which gives details of every single mark involving a team, allowing the league to produce totals, averages and so forth, on a season by season basis.

Step 1: From “Admin Home” click on “Downloads”.



Step 2: Click on “Team Marks Breakdown Download”.



Step 3: From the “Team Mark Summary Download” page, select the season required, a date range (start date and end date) and the Fixture Group required (the default is “All”) and click on “Download”.

Step 4: A “pop-up” box will appear, giving you the option to Open or Save a file (the file is a CSV file, which can be opened using Excel).



The CSV file has columns for Date, the two teams concerned, the Fixture Group, the question, the answer, which team gave the mark and which team were given the mark (if appropriate). If the mark is a “Respect Mark” this is shown. Note that this download will typically produce one line of data **per question**, so it is likely to be a large file, and you will probably be sorting the file to get it into the format you require to analyse.

	A	B	C	D	E	F	G	H	I
1	Date	Home Tea	Away Tea	Fixture Gr	Question	Answer	Marking	Answer R	Respect
2	SAT 17 MAR 2012 15:00	Arsenal	Birmingha	Premier	Were spectator barriers used during this match?	Y	Arsenal		Y
3	SAT 17 MAR 2012 15:00	Arsenal	Birmingha	Premier	Did the pre-match respect handshake take place?	Y	Arsenal		Y
4	SAT 17 MAR 2012 15:00	Arsenal	Birmingha	Premier	Behaviour of players from opposition?	5	Arsenal	Birmingha	Y
5	SAT 17 MAR 2012 15:00	Arsenal	Birmingha	Premier	Behaviour of supporters from opposition?	4	Arsenal	Birmingha	Y
6	SAT 17 MAR 2012 15:00	Arsenal	Birmingha	Premier	Behaviour of coach/manager from opposition?	5	Arsenal	Birmingha	Y
7	SAT 17 MAR 2012 15:00	Arsenal	Birmingha	Premier	Overall behaviour at this match (both teams)?	5	Arsenal	Birmingha	Y
8	SAT 17 MAR 2012 15:00	Arsenal	Birmingha	Premier	Your team's overall enjoyment of this match?	4	Arsenal	Birmingha	Y
9	SAT 17 MAR 2012 15:00	Arsenal	Birmingha	Premier	Did your manager check the opposition ID cards?	Y	Arsenal	Birmingham City	

6.9 How to... Download Respect Marks

Leagues can download a summary of Respect Marks and averages, for all teams or clubs within their league.

Step 1: From “Admin Home”, click on “Downloads” and select “Respect Team/Club Marks Download”.



Step 2: The Respect Team/Club Mark Download allows you to download a summary of the marks awarded by clubs. You may select the season, the fixture group (all is an option), a particular club or team (all are options) and specify date ranges.

In addition, you should specify whether the marks to be downloaded are grouped by club (all teams within the club will be combined) or by team.

Once you have selected your options, click on “Download”.

The screenshot shows a form titled 'Respect Team/Club Mark Download' for the 'Timperley & District Junior Football League - Season 2012 - 2013 - UNDER 9s'. The form includes the following fields:

- Season: Season 2012 - 2013
- Fixture Group: All
- Club: All
- Team: All
- Start Date: 01/09/2012
- End Date: 01/06/2013
- Group By: Team Club

A 'DOWNLOAD' button is located at the bottom left of the form.

The download produced is a CSV (Comma Separated Value) file, which can be opened by any spreadsheet software (e.g. Excel). The clubs (or teams) are listed in the first column.

For the five questions which require a mark to be given there are three columns – the number of marks awarded, the total of those marks and the average of those marks.

For the two questions which simply require a Yes/No to be given, there are four columns – the number of times the question was answered, the number of times the answer was Yes, the number of times the answer was No, and the percentage of times the answer was Yes.

	A	B	C	D	E	F	G
1	Team	Q1 - Cour	Q1 - Mark	Q1 - Aver	Q2 - Cour	Q2 - Mark	Q2 - Aver
2	Club A	1	4	4	1	4	4
3	Club B	5	23	4.6	5	25	5
4	Club C	38	175	4.605263	38	183	4.815789
5	Club D	15	74	4.933333	15	75	5
6	Club E	24	110	4.583333	24	115	4.791666

These marks are provided in “raw data” format, so leagues can cut and paste them, and sort them as they see fit.

6.10 How to... Exclude Selected Respect Questions

Leagues may wish to exclude some of the Respect Questions from their match returns, and this option is available within Full-Time.

Step 1: From the main Results Menu, select “Team Mark Setup”

The screenshot shows the 'Result Director' interface for 'Amateur Football Combination - 2013-14 - Premier'. It features four main options, each with a corresponding button: 'RESULTS/STATS', 'FAST RESULT ENTRY', 'STAT SETUP', and 'TEAM MARK SETUP'. The 'TEAM MARK SETUP' button is highlighted with a mouse cursor.

Step 2: On the Team Mark Setup page, if you have selected the option to enable Respect Marks, you will be presented with an option to “disable” each one of the seven standard Respect questions. To disable any particular question (e.g. the Respect barrier question, because your league does not use Respect barriers) check the “Yes” box.

The screenshot shows the 'Team Marks Setup' page for 'Amateur Football Combination - 2013-14 - Premier'. It includes an 'UPDATE' button and several configuration options:

- Do you want to enable recording of Respect Marks? Yes No
- Do you want to force Respect Marks entry before player stats can entered? Yes No
- Do you want to disable/hide Full-Time Sporting Marks from the statistic entry pages? Yes No
- If Respect Marks Are Enabled - You Can Disable Specific Questions:**
 - Do you want to disable question: "Were Respect barriers/areas used during this match??" Yes No
 - Do you want to disable question: "Did the Respect handshake take place??" Yes No
 - Do you want to disable question: "Behaviour of players from opposition??" Yes No
 - Do you want to disable question: "Behaviour of supporters from opposition??" Yes No
 - Do you want to disable question: "Behaviour of coach/manager from opposition??" Yes No
 - Do you want to disable question "Overall behaviour at this match (both teams)?"? Yes No
 - Do you want to disable question "Your team's overall enjoyment of this match??" Yes No

When users are asked to record the answers for the Respect questions, any questions which have been disabled will not be shown.

The screenshot shows the 'Respect' section of the results interface. It contains a table with the following data:

QUESTION	ANSWER
Were Respect barriers/areas used during this match?	<input type="radio"/> Yes <input type="radio"/> No
Did the Respect handshake take place?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Behaviour of supporters from opposition?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Behaviour of coach/manager from opposition?	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Overall behaviour at this match (both teams)?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Your team's overall enjoyment of this match?	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

Please Rate Behaviour (1 = Very Poor, 5 = Excellent)

Respect team marks must be entered before statistics button is enabled.