



Surrey Primary League

Completing your Online Match Card

Step 1: To enter your match card online go to <https://fulltime-admin.thefa.com/> and enter the username and password you have been provided.

If you do not have these please email website@surreyprimaryleague.com

Sign in to Full-Time

Username

Password

Sign In

Step 2: Click on the 'RESULTS / STATS' button.

Change or create your schedules. Use our scheduling wizards, create your fixtures manually or upload from a spreadsheet. Reschedule your fixtures. **Fixture Wizard**

Enter and modify your results and statistics **Results / Stats**

See how people can access your league with a direct URL, search, domain name or code snippet. **Access Options**

Change Password or Email Address **Email / Password**

Step 3: To show matches which are more than 7 days old click this setting.

Team Admin Result Entry

Results Display

Hide Statistics By default fixtures from the last 7 days and the next 7 days only are displayed. Show all



Step 4: Click on the Statistics text for the match you wish to enter the match card information.

SUN 18 SEP 2016 10:00 - Mayford Athletic Hawks U8 -v- Abbey Rangers Youth U8

Status:

Home Team Score - Mayford Athletic Hawks U8

Half-time

Full-time

Away Team Score - Abbey Rangers Youth U8

Half-time

Full-time

Enter Statistics

With the Team Marks button selected, select / enter your match card answers to the questions from the match card and **click Update**.

Step 5: The following pitch questions must be entered to save. The pitch type and pitch mark are information required by The FA.

Pitch Type?

- Grass 3G Astroturf Indoor Other

Pitch Questions must be entered before statistics button is enabled

Pitch Mark? *

- 1 2 3 4 5

Pitch Questions must be entered before statistics button is enabled

Step 6: Answer the following questions, all questions are mandatory.

Your Name *

Enter the name of the person completing the match card

Were player registration cards checked before the fixture begun? *

- Yes No

Was a Nike match ball used for this fixture? *

- Yes No

For the purpose of this Competition only Nike Match footballs can be used.



Step 7: Answer the following questions, all questions, except the comments are mandatory.

Players Fair Play Score (0 - 5) *

Marks of 0, 1 or 2 then send details to respect@surreyprimaryleague.com. For 0s email your County FA

Manager(s) Score (0 - 5) *

Marks of 0, 1 or 2 then send details to respect@surreyprimaryleague.com. For 0s email your County FA

Supporters Score (0 - 5) *

Marks of 0, 1 or 2 then send details to respect@surreyprimaryleague.com. For 0s email your County FA

Is the referee qualified and registered to a County FA? *

Yes No

Select 'No' if the referee is unregistered or a parent/coach

Referee's FAN number

Must be provided if you answered 'Yes' to the question above.

Referee's Full Name *

The name of the referee MUST be provided

Referee's Score (0-100) *

*If awarding mark of less than 60 a report must be emailed to referees@surreyprimaryleague.com

Name of Club assistant referee (Linesperson):

Where assistant referees are not appointed each Team shall provide a Club assistant referee.

Step 8: Click the STATISTICS button (This is only available once you have completed step 9).



Step 9: If you are displayed, 'CLICK TO SWITCH STAT ENTRY'. Then click this button so you are displayed 'SWITCH TO TEAM SHEET WIZARD'.

SUN 08 SEP 2013 10:00 Kingswood Falcons Colts U17 -V- Guildford City Hunters U17

Kingswood Falcons Colts U17

SWITCH TO TEAM SHEET WIZARD



Step 10: For the relevant players listed, tick which players STARTED the match and which players Started as the ROLLING SUB ON. If you wish, you can also select your goal scorers and player of the match.

	STARTED	GOAL	ROLLING SUB ON	PLAYER OF MATCH
000001, Player 1	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
000002, Player 2	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
000003, Player 3	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
000004, Player 4	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
000005, Player 5	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
000006, Player 6	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
000007, Player 7	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
000008, Player 8	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
000009, Player 9	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
000010, Player 10	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
000011, Player 11	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
000012, Player 12	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
000013, Player 13	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
000014, Player 14	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
000015, Player 15	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
000016, Player 16	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
000017, Player 17	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 11: Click the UPDATE STATS FOR PLAYERS to save the match card.



MATCH CARD COMPLETED. You can check the match card has been saved by refreshing the page.

Started/ Bench	Goals	Cards	Other Stats	FA Marks	League Marks	Referee Marks	Fixture Note
11 / 5	4	0	1	✓	✓	90	⊗
11 / 1	2	0	3	✓	✓	92	⊗