

2024/25 – Manager Matchday Administration

This document is aimed at assisting managers and Club Fixture Secretaries with completing all aspects of arranging fixtures / reporting results.

All dates based on fixtures taking place on Sundays.

Arranging Fixture

By Tuesday evening at the latest, managers / Club Fixture Secretaries are required to advise the opposition team official (and match official if allocated) the following details...

- Venue and directions to venue.
- Kick off time.
- Kit colours including goalkeeper.

This information can be sent via sms or email and you should request confirmation from opposition manager that details have been received. If a team has not received match details, then they are to contact their allocated League Fixture Secretary.

Please note, teams are also required to update FA Full-Time with kick-off time.

Reporting Results

By 17:30 on a Sunday evening, the result of each match needs to be notified by both teams by updating FA Full-Time. The result includes postponements and abandonments.

FA Full-Time can be updated by either responding to the sms message or by updating FA Full-Time.

For evening fixtures, results must be notified by 21:30

Completing Match Returns

Clubs/teams have until 5 days after the fixture to complete the match return on FA Full-Time. For Sunday fixtures, this means a match return must be complete by Thursday evening.

The match return must include the following information:

- Player names (starting team and substitutes only. Do not include players not in match day squad).
- FA marks.
- League marks. (see page 7)

- Referee marks.
- Red & Yellow cards.
- Sin bins.

NB Home teams are also required to record the name of the referee.

Please make sure match returns are not only complete but also accurate.

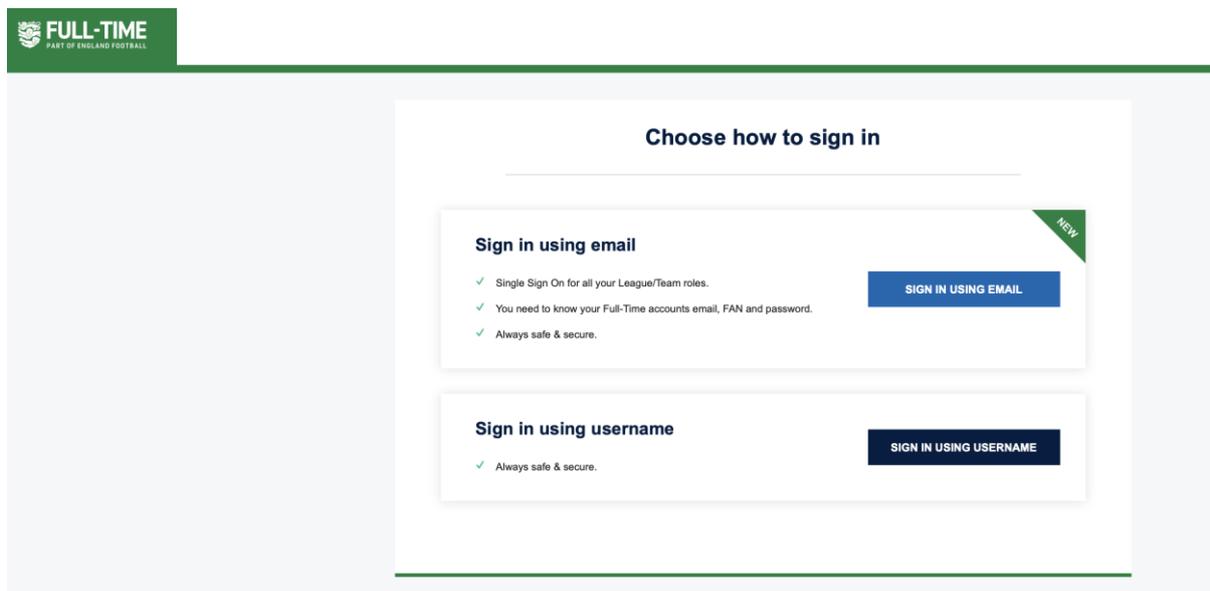
[Guide to completing FA Full-Time match return.](#)

Note: The League **do not** advise use of the FA Matchday app to complete your match return. Despite what the FA may say, the app does not integrate with FA Full-Time correctly.

Accessing/Signing into FA Full-Time

The following roles can get access to FA Full-Time:
Team Manager, Team Coach (assistants of these roles) or Team Secretary.

[Full-Time Login](#)



Finding where to input your results

When you login, the first page you will see will be "Admin Home". From here you can either click the "Results" tab along the top or if you don't have access to this, the "Enter Results" box within the middle of the screen.

The screenshot shows the League Administration interface. At the top, there is a navigation bar with the following items: Admin Home, Fixtures, Results (highlighted with a red box and an arrow pointing to it with the text "1. Click here"), People, Notices, Match Reports, and View Site. Below the navigation bar, there is a header for "THE FA NIKE MATCHDAY TEST LEAGUE" and the season "2020-21".

The main content area is divided into two sections. The left section is a welcome message for "Jack Patmore" with a "Team Admin" button and user information: Username: jacktestfa3, Email Address: jackpatmore97@gmail.com. The right section is a "Season" dropdown menu set to "2020-21" with a note: "After changing please wait for screen to refresh".

Below these sections is a "Fixtures Summary +/- 7 days" table. The table has columns: DATE AND TIME, TEAMS, SCORE, CARDS, OTHER STATS, FA MARKS, LEAGUE MARKS, REFEREE MARKS, STATUS, and EDIT SCORES >. The first row shows a match on "Sun 20/09/20" at "KO: 19:00" between "Club A4 U12 Blue" and "Club A4 Team A41". The "SCORE" column contains a "0" and the "FA MARKS" column contains a "2". Below the table, there is an "Enter results" button highlighted with a red box and an arrow pointing to it with the text "2. Or click here".

Entering your Match Stats/Results

1. Firstly, enter your match result using the input boxes and then click "Update" to save this.



The screenshot shows the match result entry form for "Club A4 U12 Blue v Club A4 Team A41 - Sun 20/09/20 19:00". The form includes a "Status" dropdown menu set to "Normal", a "Latest Score" checkbox, and a "History" button. Below this, there are two rows of input fields for "Half-time" and "Full-time" scores. The "Full-time" score for "Club A4 U12 Blue" is "0" and for "Club A4 Team A41" is "2". Both "Full-time" input boxes are highlighted with red boxes and an arrow points to the "0" with the text "Input goal-count here". To the right of each row is a "Statistics" button. At the bottom, there is a "Fixture Half Duration" dropdown set to "45", a "Normal time" checkbox, a "Note" input field, and a "Display Note?" checkbox.

2. Then click "statistics" after navigating to the FA Full-Time site results tab.

Club A4 U12 Blue v Club A4 Team A41 - Sun 20/09/20 19:00 RECTORY PARK

Status: Latest Score ?

Club A4 U12 Blue Half-time Full-time

Club A4 Team A41 Half-time Full-time

Statistics Click here to enter Match Stats

Club A4 Team A41 Note:

TEAM	STARTED/ BENCH	GOALS	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	FIXTURE NOTE
Club A4 U12 Blue	0 / 0	0	0	0	N/A	N/A	N/A	N/A
Club A4 Team A41	0 / 0	0	0	0	✘	✘	✘	✘

[View Match Returns](#)

On the first page you will need to input the name and marks for the Match Official

Your FA Marks must be completed before you can progress to "Player Statistics" and enter your final results sheet.

Please note: If you enter a mark of 60 or below you will need to leave reasons for the mark within the comments box. **You are also required to send a report to the League Referee Secretary.**

Statistics

FA Marks League Team Marks Player Statistics ?

⇒ Results

Marker's Team - Club A4 Team A41
Sun 20 Sep 2020 19:00 Club A4 U12 Blue v Club A4 Team A41

i The following marks and responses are all required by the Football Association and are used for measuring and shaping the various programmes we promote and encourage.
[View guidance document](#)

⚠ Please complete questions on this page before you can enter statistics

i Official Marks

✘ No referee has currently been recorded

Overall decision making (1-40) Judgement of major decisions (1-30) Overall control (1-30)

Overall mark: ✘

Reasons for mark of 60 or below:

Only required if mark is 60 or below

⚠ Referee marks must be entered before statistics button is enabled

RESPECT Marks

After completing referee marks, you will need to complete your RESPECT marks.

These marks are compulsory to be filled in and help The FA and the league assess behaviour within grassroots football.

Respect Marks

How would you describe the behaviour shown **on the pitch** today? Think about players from **both teams** towards each other and match officials

Behaviour was positive and consistent with Respect guidelines throughout

There were occasional incidents of poor behaviour

There were regular incidents of poor behaviour

How would you describe the behaviour shown **around the pitch** today? Please consider all coaches and spectators

Behaviour was positive and consistent with Respect guidelines throughout

There were occasional incidents of poor behaviour

There were regular incidents of poor behaviour

Pitch Marks

Finally, you will need to complete the pitch marks.

Please note: Remember to click "Update" to save your marks

? Pitch Marks

i Please rate the pitch - considered feedback on the quality of facilities will assist th

Pitch Type?

Grass 3G Astro turf Indoor Other

Pitch Mark?

Very Poor Poor Satisfactory Good Excellent

Update **Clear All** **Back**

LEAGUE TEAM MARKS

Next tab says "League Team Marks" which will need to be completed.

These are questions set by the League

Statistics

FA Marks **League Team Marks** Player Statistics

Results

Marker's Team - Lancing U13
Sun 28 Apr 2024 00:00 Lancing U13 v Barnham Trojans Red U13

i The following marks and responses have all been requested by your league and are required at their discretion.

pencil Note

Team Marks

Did your manager check the opposition ID cards *
 Yes No
Please answer yes or no

Sporting Marks Manager/Coach *

Please mark opposition Manger/Coach 0-100

Sporting Marks Players *

Please mark opposition Players 0-100

Sporting Marks Spectators *

Please mark opposition Spectators 0-100

Respect Line/Barrier *
 Yes No
Respect line used

* means value is required

Update **Clear all** **Back**

When awarding marks, teams are required to mark from 1 to 5.

1 = Very Poor, 2 = Poor, 3 = Satisfactory, 4 = Good, 5 = Excellent

A mark of 1 will require a written report to the League via the Club Secretary

Please note that the legend under "Range Lowest" and "Range Highest" will still say "Marks may be in any range from 0 (lowest) to 100 (highest)". This is FA default and cannot be changed

PLAYER STATISTICS

Finally, you will need to complete your player statistics.

From this page you will need to "check" your starters, substitutes and other match stats such as goals, red and yellow cards, sin-bins.

Please note: If any players are missing from your team sheet and aren't available to complete stats for, please speak to the league.

There are also two options at the top, "Switch to Quick Stat Entry" and "Switch to Simple View".

Statistics

FA Marks League Team Marks **Player Statistics**

[Results](#)

Team Sheet Wizard - Step 1 - Player Stats - [Club Name]

SAT 21 SEP 2019 13:00

[Switch to Quick Stat Entry](#) [Switch to Simple View](#)

Player	Squad Number	Starter	Bench	Unused Bench
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>
[Player Name]		<input type="text"/>	<input type="text"/>	<input type="text"/>

Quick Stat Entry

Selecting the quick stat entry allows you to enter the starting line-up, bench and unused bench players along with the captain, goal scorers, penalties, own goals, yellow and red cards, sin-bins.

Statistics

FA Marks League Team Marks **Player Statistics**

[Results](#)

Quick Stat Entry - Old Magdalenians
SAT 21 SEP 2019 13:00

[Switch to Team Sheet Wizard](#)

	Started	Bench Used	Bench Unused	Captain	Goal	Own Goal Conceded	Penalty	Yellow Card	Sin Bin	Second Yellow Card	Red Card
Alan Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bobby Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charlie Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Walker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edna King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
George King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Henry Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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John King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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John King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John King	<input type="checkbox"/>	<input type="checkbox"/>									

Simple View

Switching to simple view allows you to enter the players name type of stat you would like to enter for them and the minute the statistic occurred. If you would like to add assists you can do so by entering the players name in the assist box below the stat box.

Statistics

FA Marks League Team Marks **Player Statistics**

Results

Team Sheet Wizard - Step 2 - Match Stats [View Requirements](#)

SAT 21 SEP 2019 13:00 [View Requirements](#) [View Statistics](#)

[Switch to Quick Stat Entry](#)

[Switch to Starter / Bench View](#)

Player

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

Time Stat

1st Half Minute 2nd Half Minute

Stat

Goal

Assist

Select Assist

Note

Create

Stat

Stat

Bench Unused

Note

Create

Once you've clicked "Update Stats for players" these statistics will be saved and an overview will be produced at the bottom of the page of the statistics you have entered

TOTAL CUMULATIVE FIXTURE TEAM STATS	VALUE
Started	11
Bench Used	2
Bench Unused	2
Goal	2
Penalty Missed	1
Yellow Card	2
Second Yellow Card	1

[Update Stats For Players](#) [Back](#)

"Update Stats for players" will save your results sheet

Viewing your Summary

You can view your match results summary by clicking "Results" and then "View Match Returns"

Club A4 U12 Blue v Club A4 Team A41 - Sun 20/09/20 19:00 RECTORY PARK

Status: Normal Latest Score History

Club A4 U12 Blue Half-time Full-time

Club A4 Team A41 Half-time Full-time Statistics

Club A4 Team A41 Note:

Click here 

TEAM	STARTED/ BENCH	GOALS	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	FIXTURE NOTE
Club A4 U12 Blue	0 / 0	0	0	0	N/A	N/A	N/A	N/A
Club A4 Team A41	11 / 4	2	2	1	✓	✗	80	⊗

View Match Returns