



## Fulltime Sign in and Team Sheet Quick Guides

Once you login into Fulltime, you will gain access to the Fulltime User guides.

### Sign in

1. Click the "Sign In" button on the Fulltime Homepage located near the top right of the page. a. Enter the provided "Username" and "Password"
2. On first login you will prompt to accept the Fulltime Terms and Conditions a. Click the checkbox and accept.
3. Next you will be asked to Verify/Change your email a. Your email address should be the one registered with the league. Change if necessary and inform the league secretary accordingly. b. Follow the verification steps – this is important if you wish to receive contact messages made to you via the website. You will continue to get the Verify page each time you login until you verify.
4. Select Admin Home
5. You are now in the default Admin Page

### Team Sheet

1. Click the Results menu a. This will display the past seven day's fixtures (with an option for more)
2. The most recent fixture is at the top. a. Enter the Match Result and YOUR referee mark (These may have already been completed by the league depending on when you login, if so proceed to step 3)
3. Next Click statistics to the right of the fixture.

Note there are at least 3 ways to enter a team sheet. This should default to Quick Stat Entry – if it doesn't you will see the appropriate buttons to change it.

4. Complete the sheet - Select your players and complete/check the appropriate boxes for goals and cards. Note you can't add times against goals at this stage.
5. To save, click the UPDATE STATS FOR PLAYERS button at the bottom of the page.

Finished....In a nutshell that's the quickest way to do basic stats.

If you want to enter times against the goals or even the cards you need to switch to one of the other entry views.

1. For ease select **SWITCH TO TEAM SHEET WIZARD** and then **SWITCH TO SIMPLE VIEW**
2. This will list all the stats on separate line beneath the main result. At the end of the line click the edit option and add the desired additional information as guided.

For full details refer to Fulltime User guides available from the admin homepage. These are basic instructions. For further information contact the League Secretary.