

Hertfordshire Girls Football Partnership League

'Promoting the development of girl's football in Hertfordshire'



HGFPL Result Card Input Guide

1. Go to the Full Time website:

The screenshot shows the homepage of The FA.com Full-Time League Administration. The header includes the FA logo, 'FULL-TIME League Administration', and a 'CLICK CEOP Internet Safety' button. A navigation menu contains 'HOME', 'SIGN IN', 'FULL-TIME NEWS', 'FAQS', 'CONTACT THE FA', and 'FIND YOUR LEAGUE'. The main content area features a large image of a person in a dark jacket with their hands raised, and the text 'FULL-TIME League Administration'. Below this, there is a 'REGISTER YOUR LEAGUE NOW!' button and a list of features: 'CREATE' (own website, easy management, register players), 'SIMPLE' (instant updates, optional features, add news), and 'SHARE' (workload, multi-user access, appoint referees, advertise sponsors). A 'FULL-TIME NEWS' section highlights 'Asians in Football Consultation Forums' and 'Full-Time Upgrade (March 20)'. A 'MOST VISITED LEAGUES' table is also present.

| MOST VISITED LEAGUES | |
|---|-----|
| 1. Sheffield & District Junior League Supporting 1 | = |
| 2. The Pin Point Recruitment Junior Football League | +2 |
| 3. Young Elizabethan League Nottingham | = |
| 4. Midland Football League | -2 |
| 5. Cambridgeshire Football Association County L | +1 |
| 6. North Wiltshire Youth Football League | +8 |
| 7. Sussex Sunday Youth League | +20 |
| 8. Almarly Green Anglian Combination | +1 |
| 9. CHELTENHAM ASSOCIATION FOOTBALL LI | -4 |
| 10. TAMESIDE FOOTBALL LEAGUE | -3 |

2. Click 'SIGN IN' on the top menu. The 'Sign In' window will appear:

The screenshot shows a 'Sign In' window with a title bar and a user icon. The main content area is titled 'Sign in to Full-Time' and contains a form with 'Username' and 'Password' fields, a 'Sign In' button, and a 'Forgot Password' link.

3. Enter your Username & Password then click the 'Sign In' button. If you have not been given these or the details you enter do not work, email Michelle (fixtures.hgfpl@gmail.com).
4. When successfully logged in, you will be presented with the 'Admin Home' page:

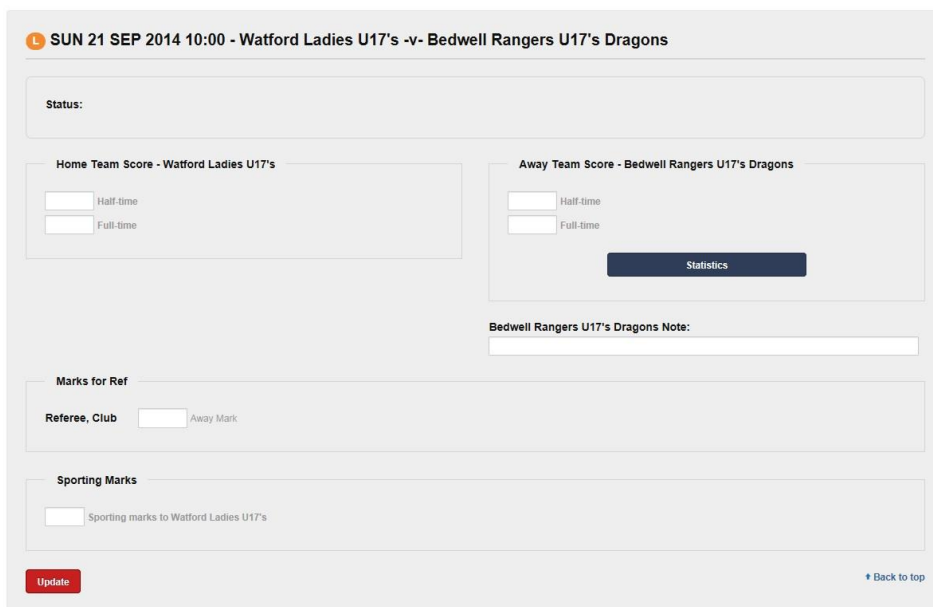
The screenshot shows the 'Admin Home' page of the Hertfordshire Girls Football Partnership League. The header includes a navigation menu with 'Admin Home', 'Fixtures', 'Results', 'Notices', 'Match Reports', and 'View Site'. The main content area is titled 'Admin Home' and contains a list of tasks with corresponding buttons: 'Change or create your schedules' (Fixture Wizard), 'Enter and modify your results and statistics' (Results / Stats), 'Create news items' (Notices), 'View messages' (Contact Messages), 'Create or modify match reports' (Match Reports), 'See how people can access your league' (Access Options), 'Register a player' (Register Players), and 'Change Password or Email Address' (Email / Password).

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5. Click the 'Results / Stats' button. You will now be taken to the Results page. There may be more than one fixture displayed so make sure that you locate the fixture that you want to enter. It will look something like this:



SUN 21 SEP 2014 10:00 - Watford Ladies U17's -v- Bedwell Rangers U17's Dragons

Status:

Home Team Score - Watford Ladies U17's

Half-time:
Full-time:

Away Team Score - Bedwell Rangers U17's Dragons

Half-time:
Full-time:

Statistics

Bedwell Rangers U17's Dragons Note:

Marks for Ref

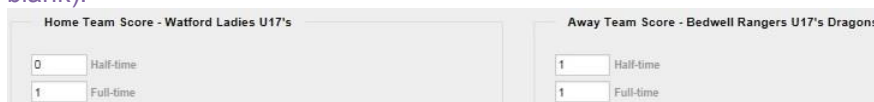
Referee, Club: Away Mark:

Sporting Marks

Sporting marks to Watford Ladies U17's

Update Back to top

6. Enter the Half-time & Full-time scores for both teams (if you do not know the Half-time score, these boxes can be left blank):



Home Team Score - Watford Ladies U17's

Half-time:
Full-time:

Away Team Score - Bedwell Rangers U17's Dragons

Half-time:
Full-time:

7. Enter the mark you are awarding to the Referee in the 'Marks for Ref' box. If the Referee was appointed by the League, their name will appear here. If they were not League-appointed, 'Referee, Club' will appear:



Marks for Ref

Referee, Club: Away Mark

PLEASE NOTE – THE REFEREE MARK IS OUT OF **100**. IF YOU ENTER A MARK OF **60** OR LOWER, YOU **MUST** SEND A REPORT TO THE FINES OFFICER (fines.hgfp@gmail.com) **WITHIN 7 DAYS OF THE GAME**.

8. Enter the Sporting Mark you are awarding to the opposition in the 'Sporting Marks' box. This mark is also supposed to be out of 100 but the website will only allow a maximum of 2 digits to be input. Therefore, '99' is the maximum you can enter:



Sporting Marks

Sporting marks to Watford Ladies U17's

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9. If the Referee was not League-appointed, you must enter the Referee's Name and their Registration Number in the 'Note' box. If the Referee WAS League-appointed and their name already appears on the screen, you only need to enter the Registration Number in the 'Note' box:

Bedwell Rangers U17's Dragons Note:

Peter Tomlin MR01234

PLEASE NOTE – THIS INFORMATION IS MANDATORY AND FAILURE TO PROVIDE REFEREE'S REGISTRATION NUMBER (AND NAME IF NOT LEAGUE-APPOINTED) WILL RESULT IN A FINE BEING ISSUED.

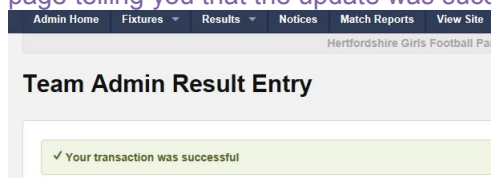
THE REGISTRATION NUMBER WILL BE IN THE FORMAT 'MR01234' (2 letters followed by 5 digits).

Please ensure you ask the Referee for their Registration Number at the match. They should carry their Registration Card with them which will look something like this:



Their Registration Number will be on there. If they do not have their card with them, ask them to email/text the Registration Number to you before the result card deadline. DO NOT RELY ON THE OPPOSITION TO SUPPLY YOU WITH THE NUMBER – IT IS EVERY TEAM'S RESPONSIBILITY TO GET THE REGISTRATION NUMBER FROM THE REFEREE DIRECTLY.

10. When all the above information has been entered, press the 'Update' button. A message will appear at the top of the page telling you that the update was successful:



11. Press the 'Statistics' button. You will be taken to the 'Team Marks' screen:

Team Marks (Statistics)

Results

Mark's Team - Bedwell Rangers U17's Dragons

04/11/2014 10:00 (Home) v17's Bedwell Rangers U17's Dragons

05 - Referee Club

Name

A. Tomlin MR01234

02 - Starting marks given

Respect

Respect Questions

Please Rate Behavior as 1 = Very Poor, 5 = Excellent

Were Respect behaviours used during the match?

01 - Yes 02 - No

Did the Respect handbook help you?

01 - Yes 02 - No

Behaviour of players from opposition?

01 02 03 04 05

Behaviour of opposition from opposition?

01 02 03 04 05

Behaviour of coach/manager from opposition?

01 02 03 04 05

Overall behaviour of the match (both teams)?

01 02 03 04 05

Your best overall enjoyment of the match?

01 02 03 04 05

Team Marks

12. You must answer all of the questions on this screen before you can proceed.

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Please ensure you answer these questions honestly and correctly. If you answer 'No' to any of the 'Respect' questions or the 'Team Marks' questions, action will be taken if appropriate (except the question 'If no respect barriers used, were cones used as an alternative? Action will only be taken if this question AND the first question regarding Respect barriers are BOTH answered 'No'):

Were Respect barriers/areas used during this match?
 Yes No

Respect team marks must be entered before statistics button is enabled

Did the Respect handshake take place?
 Yes No

Respect team marks must be entered before statistics button is enabled

Behaviour of players from opposition?
 1 2 3 4 5

Respect team marks must be entered before statistics button is enabled

Behaviour of supporters from opposition?
 1 2 3 4 5

Respect team marks must be entered before statistics button is enabled

Behaviour of coach/manager from opposition?
 1 2 3 4 5

Respect team marks must be entered before statistics button is enabled

Overall behaviour at this match (both teams)?
 1 2 3 4 5

Respect team marks must be entered before statistics button is enabled

Your team's overall enjoyment of this match?
 1 2 3 4 5

Respect team marks must be entered before statistics button is enabled

Team Marks

Was the High Visual Jacket worn by your opposition Match Delegate? *
 Yes No

Were players cards shown prior to the match? *
 Yes No

If no respect barriers used, were cones used as an alternative? *
 Yes No

13. Once all questions have been answered, press the 'Update' button to save the answers.

14. Click on 'Statistics?' at the top of the screen:



You will then be taken to the Player Statistics screen...

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Results

Quick Stat Entry - Bedwell Rangers U17's Dragons

SUN 21 SEP 2014 10:00 Watford Ladies U17's -v- Bedwell Rangers U17's Dragons

Switch to Team Sheet Wizard

Switch to Opposition Team Stats

| | Started | Goal | Own Goal Conceded | Rolling Sub On | Player Of Match |
|-----------|-------------------------------------|--------------------------------|----------------------|-------------------------------------|-------------------------------------|
| Hannah | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Rosie | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Megan | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fern | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Melissa | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Hazel | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Georgia | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Abbie | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lauren | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Leah | <input checked="" type="checkbox"/> | <input type="text" value="1"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Katie | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bethany | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Olivia | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Francesca | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Leah | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Maisie | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Update Stats For Players

Back

(Your screen will show the FULL Players' names – I have blanked out the surnames for anonymity).

15. Tick the boxes for those girls who started the game ('**Started**' column).
16. Tick the boxes for those girls who started as Substitutes & came on at some point ('**Rolling Sub On**' column).
17. Enter the amount of goals scored by each goalscorer if applicable. Ensure the total adds up correctly.
18. If you want to, tick the box(es) for the girl(s) who was Player of the Match ('**Player of Match**' column). You can select as many players as you like to be Player of the Match. This information is optional.
19. For players who were not involved, leave all boxes blank.
20. When complete, click the '**Update Stats For Players**' button.
21. The Statistics will be displayed at the foot of the page:

| Total Cumulative Fixture Team Stats | Value |
|-------------------------------------|-------|
| Started | 11 |
| Goal | 1 |
| Rolling Sub On | 3 |
| Player Of Match | 2 |

Update Stats For Players

Back

MAKE SURE YOU HAVE SELECTED THE CORRECT AMOUNT OF PLAYERS AS STARTING THE GAME. IF YOU HAVE MADE AN ERROR YOU MAKE AMENDMENTS NOW. REMEMBER TO PRESS THE '**Update Stats For Players**' TO SAVE THE CHANGES.

22. Press the '**Back**' button to return to the starting point. The result card is now complete.

IMPORTANT – Remember that the Result Card must be fully completed by 9.00pm on the Tuesday after the game for Saturday fixtures and 9.00pm on the Wednesday after a Sunday game. Failure to complete the result card by this deadline will result in a fine being issued.