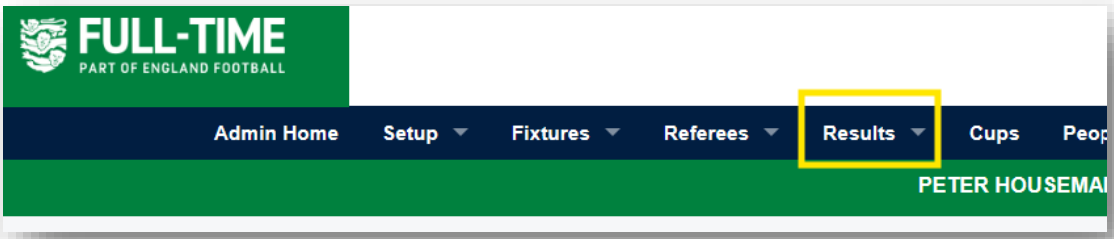
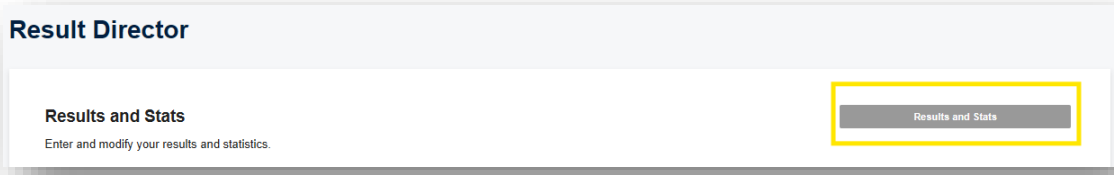
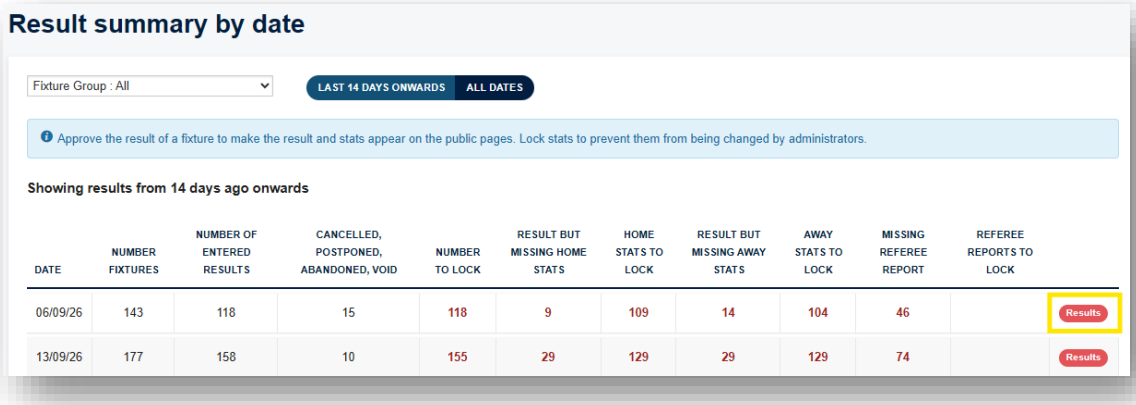
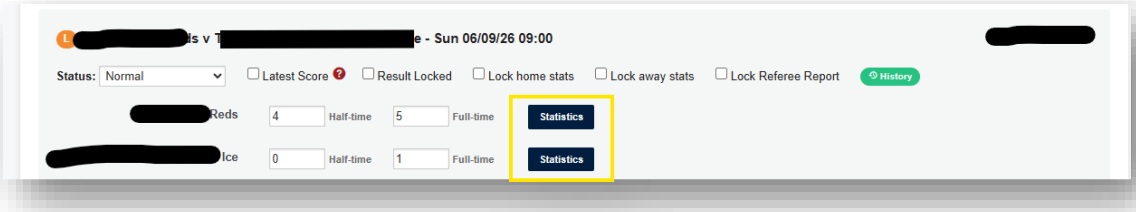
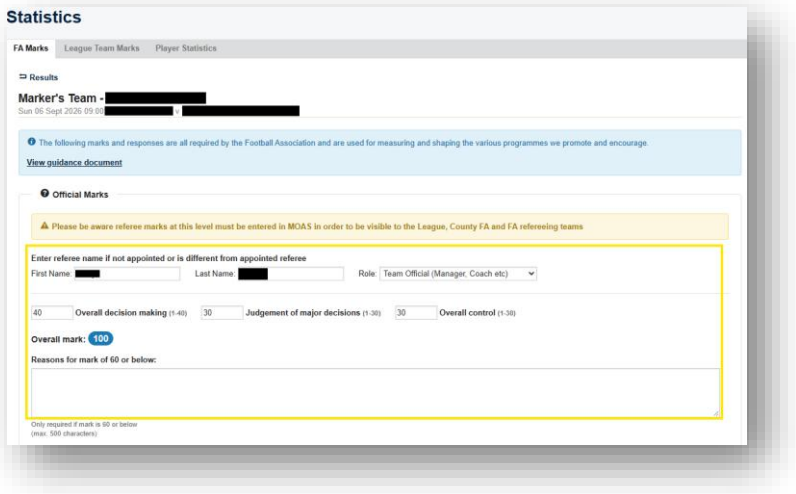
PHYL Match Returns - How to Complete in FA Full Time

Updated for Season 2026-2027

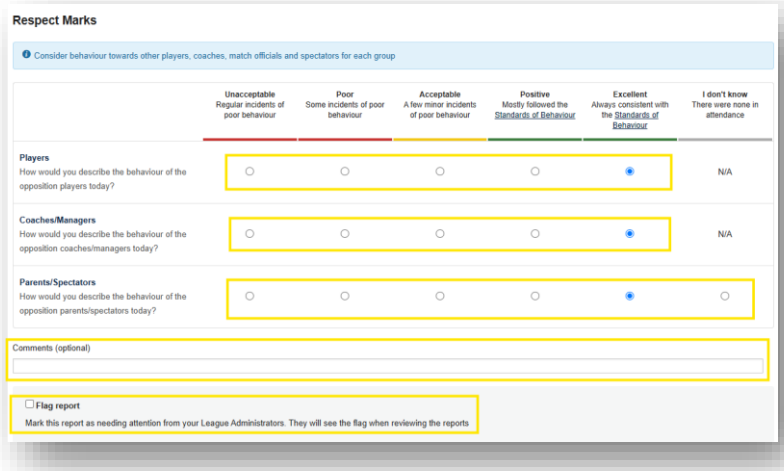
You are required to populate the match returns for any completed matches, by the Wednesday night after the match was played (if playing Sunday). These results are then checked by the PHYL Thursday/Friday and if **no attempt** has been made to complete them, it will result in a fine. If this is only partially completed, or completed incorrectly, these will be notified to the Club Secretary for correction.

Step	Detail
01	Log into FA Full Time, and select the "Results" menu item 
02	Click on "Results and Stats" button 
03	Select the "Results" button for the appropriate match date line 
04	Locate your fixture, and click on the "Statistics" button for the appropriate Home or Away Team 

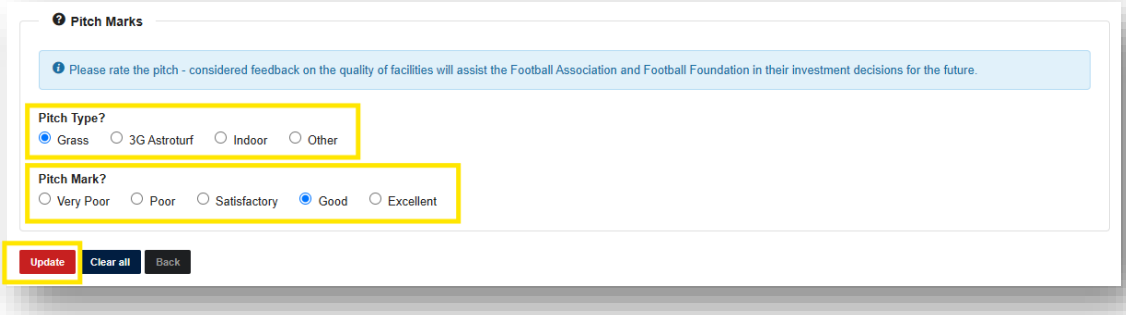
05	In the Tab "**FA Marks**", complete <u>all</u> 3 sections: **Officials Marks** - If not already populated with the allocated referee (where applicable), **HOME** team only enter the referee's name and role **mandatory** - Provide 3 scores for the referee, up to a max of 40/30/30 (total 100) **mandatory** - Add comments if required/desired

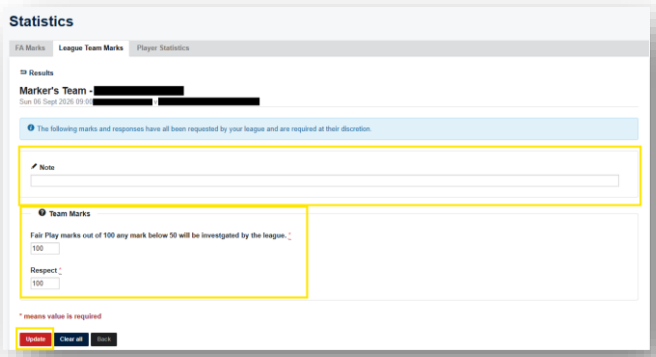
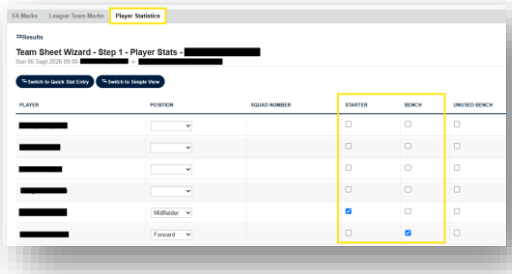
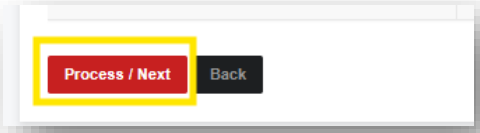
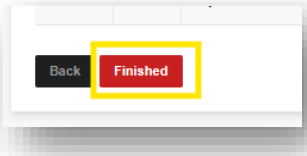
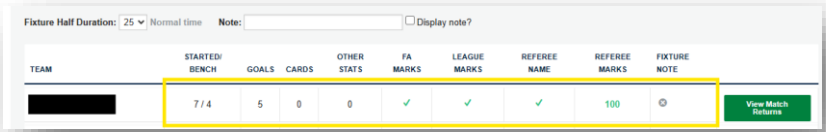


Respect Marks
- Select an answer to the 3 respect selections **mandatory**
- If required/desired, add comments
- If required/desired, click the "Flag report" checkbox which will flag this return to the PHYL during the checking process



Pitch Marks
- Select an answer to the two pitch selections **mandatory**
- Click "Update" to save your updates for this tab **mandatory**



06	In the Tab "**League Team Marks**", complete the section: - Add comments in the "Notes" field if required/desired - Enter a Fair Play mark out of 100 **mandatory** - Enter a Respect mark out of 100 **mandatory** - Click "Update" **mandatory** 
07	In the Tab "**Player Statistics**", complete the section: - For each player who played, click on either the "Starter" or "Bench" checkboxes, ensuring that your "Starter" total equals your expected number of starters i.e. 3/5/7/9/11 **mandatory**  **THEN** Scroll down to the bottom of the page, and click "Process/Next"  In the next screen, you **CAN** choose to add additional stats, however these are **NOT** mandatory. When complete, click "Finished"  You will be returned to the first screen, and your stats now should show as being completed: