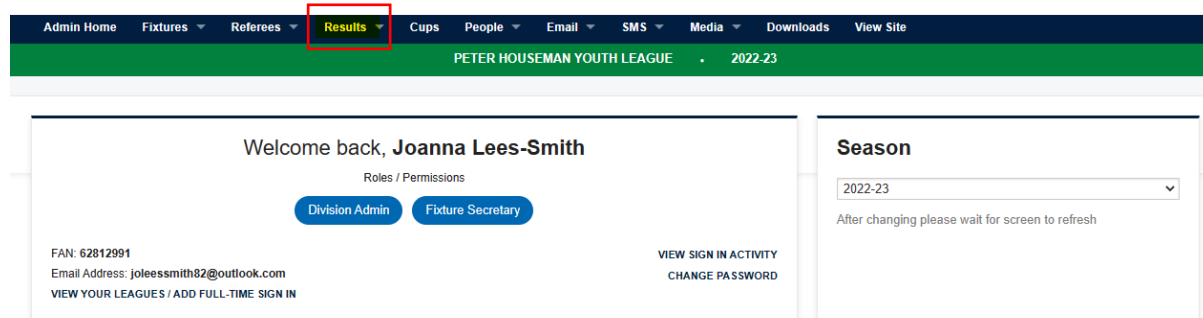


## Completing match returns on Full-time

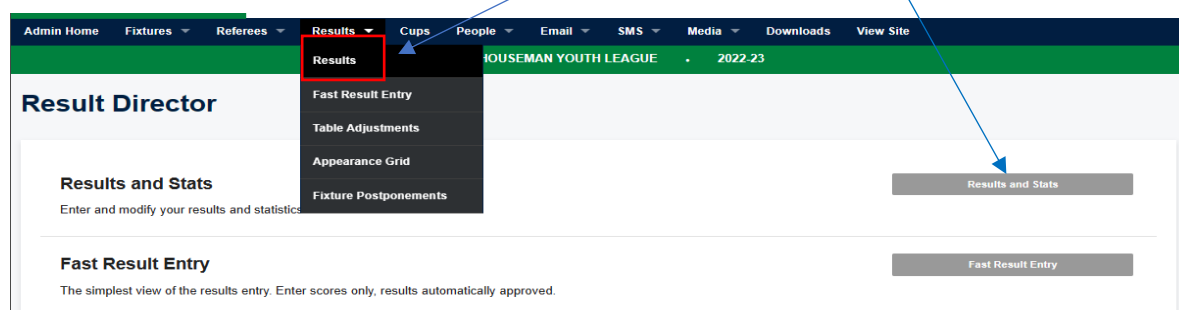
Full time results (**Must be completed by 18:00 on the day of the match**)

**Step 1.** Sign into Full-time using your user name and password <https://fulltime-admin.thefa.com>

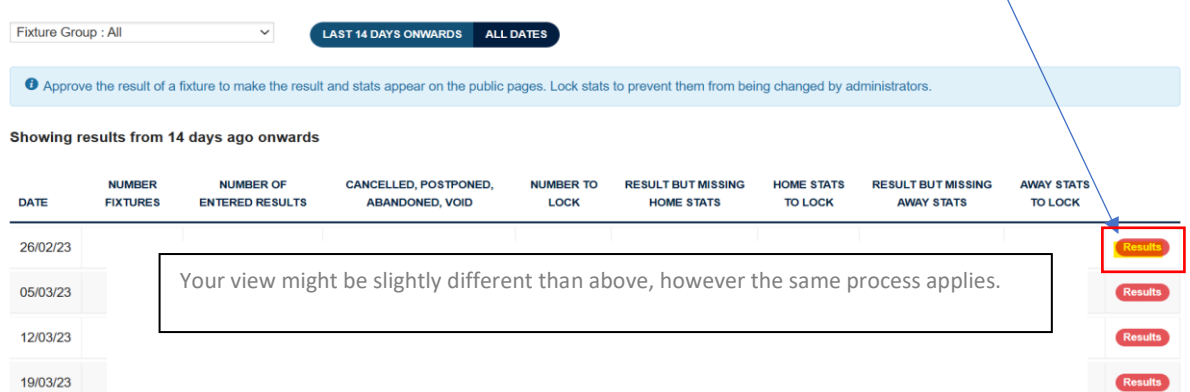
**Step 2.** When you login, the first page you will see will be "Admin Home" from here you can either click the "Results" tab along the top or if you don't have access to this, the "Enter Results" box within the middle of the screen.



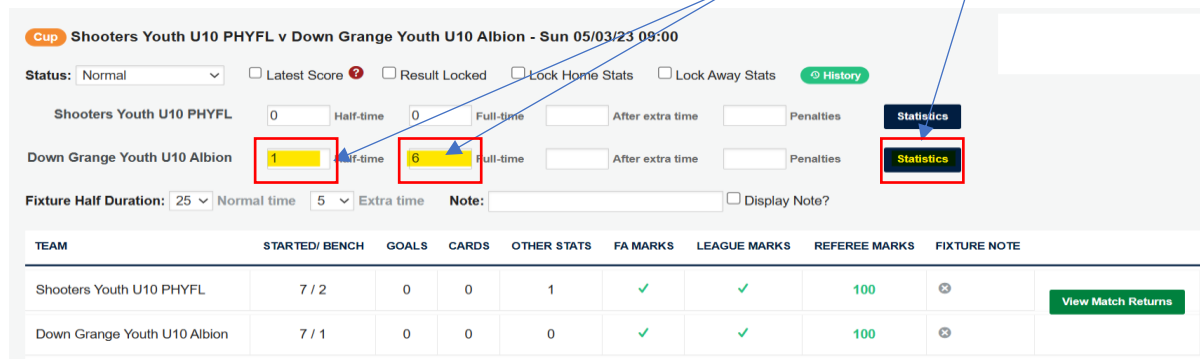
**Step 3.** Select results from the drop down box and click on results and stats



**Step 4.** Locate the fixture date that you wish to enter fixtures for and click on results



**Step 5.** Enter you half time and full time results, as shown below and then click on statistics



TEAM	STARTED/ BENCH	GOALS	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	FIXTURE NOTE
Shooters Youth U10 PHYFL	7 / 2	0	0	1	✓	✓	100	⊗
Down Grange Youth U10 Albion	7 / 1	0	0	0	✓	✓	100	⊗

## Entering your match statistics (Must be completed by the Wednesday after the match)

**Step 6.** Complete the FA marks, this part is regarding the referee allocated to your match. Add the Referee's name, marks of overall decision, judgement of major decisions and overall control. If you score below 60 on the overall mark, you are required to justify why, in the comment box.

### Statistics

FA MarksLeague Team MarksPlayer Statistics

Results

Marker's Team - Down Grange Youth U10 Albion  
Sun 05 Mar 2023 09:00 Shooters Youth U10 PHYFL v Down Grange Youth U10 Albion

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](#)

#### Official Marks

Home team named referee as: [REDACTED]

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

Overall mark: 100

Reasons for mark of 60 or below:

Only required if mark is 60 or below

[Support](#)

**Step 7.** On the same page, move down to Respect marks. You will be required to select a box that you feel best suites the behaviours displayed on the pitch and around the pitch.

#### 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	<input checked="" type="radio"/>
There were occasional incidents of poor behaviour	<input type="radio"/>
There were regular incidents of poor behaviour	<input type="radio"/>

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	<input checked="" type="radio"/>
There were occasional incidents of poor behaviour	<input type="radio"/>
There were regular incidents of poor behaviour	<input type="radio"/>

Step 8. On the same page, move down to pitch marks. Select the appropriate field that best suits your match. Select update at the bottom of the page when completed.

Pitch Marks

Please rate the pitch - considered feedback on the quality of facilities will assist the Football Association and Football Foundation in their investment decisions for the future.

Pitch Type?

☒ Grass ☐ 3G Astroturf ☐ Indoor ☐ Other

Pitch Mark?

☐ Very Poor ☐ Poor ☐ Satisfactory ☒ Good ☐ Excellent

UpdateClear AllBack

**Step 9.** Select the League Team marks tab at the top of the page. You will now enter you marks out of 100 on the opposing team. You are able to make a comment in the “notes” section. Once completed click on update at the bottom of the page.

Statistics

FA Marks

League Team Marks

Player Statistics

Results

Marker's Team - Down Grange Youth U10 Albion

Sun 05 Mar 2023 09:00 Shooters Youth U10 PHYFL v Down Grange Youth U10 Albion

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

Note

Team Marks

Fair Play marks out of 100 any mark below 50 will be investigated by the league. \*

100

\* means value is required

Update

Clear All

Back

Support

**Step 10.** Select the player statistic tab at the top of the page and enter the information required for your team players. Click on the boxes below the heading, which will apply a tick in the box

Statistics

FA Marks League Team Marks **Player Statistics**

Results

Quick Stat Entry - Down Grange Youth U10 Albion

SUN 05 MAR 2023 09:00 Shooters Youth U10 PHYFL -v- Down Grange Youth U10 Albion

Switch to Team Sheet Wizard

POSITION	STARTED	BENCH USED	BENCH UNUSED	CAPTAIN	GOAL	OWN GOAL CONCEDED	PENALTY	YELLOW CARD	SIN BIN	SECOND YELLOW CARD	RED CARD	PLAYER OF MATCH

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

Cup Shooters Youth U10 PHYFL v Down Grange Youth U10 Albion - Sun 05/03/23 09:00 Shooters Youth Picket Twenty

Status: Normal Latest Score Result Locked Lock Home Stats Lock Away Stats History

Shooters Youth U10 PHYFL 0 Half-time 0 Full-time After extra time Penalties Statistics

Down Grange Youth U10 Albion 1 Half-time 6 Full-time After extra time Penalties Statistics

Fixture Half Duration: 25 Normal time 5 Extra time Note: Display Note?

TEAM	STARTED/ BENCH	GOALS	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	FIXTURE NOTE
Shooters Youth U10 PHYFL	7 / 2	0	0	1	✓	✓	100	⊗
Down Grange Youth U10 Albion	7 / 1	0	0	0	✓	✓	100	⊗

View Match Returns

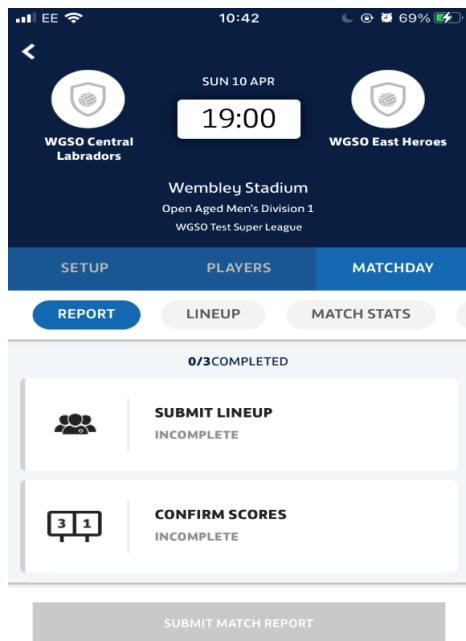
**PLEASE REMEMBER TO CLICK ON UPDATE AT THE BOTTOM OF THE PAGE**

## Completing match returns Match Day app.

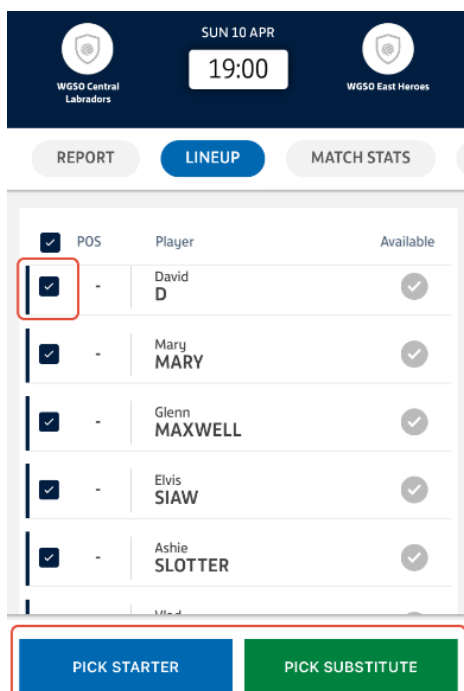
If you would prefer you can use the matchday app to record the results, rather than the previous process. Only Team Managers, Team Coach / assistants and Team Secretary can complete.

You will need to be sent a login via your league, if you have any issues, please contact your divisional secretary.

Once you are set up you can go straight into your match report



First, head to the 'Matchday' tab of the fixture and it should bring you straight onto the 'Report' section. This will show you all the things you need to complete before you're able to submit.

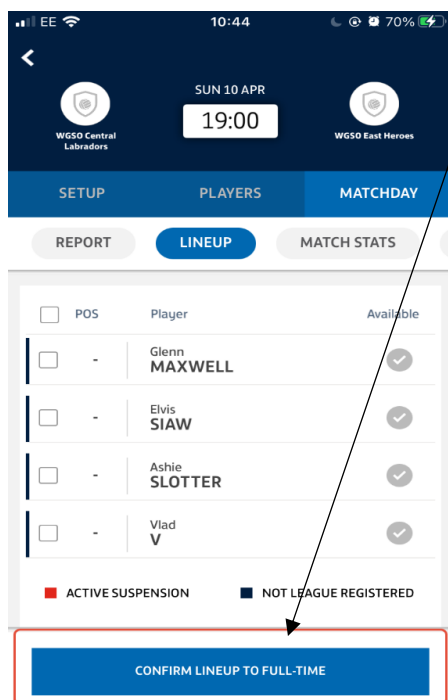


### Starting with the line up

Click on Line up and it will take you through to the line-up screen.

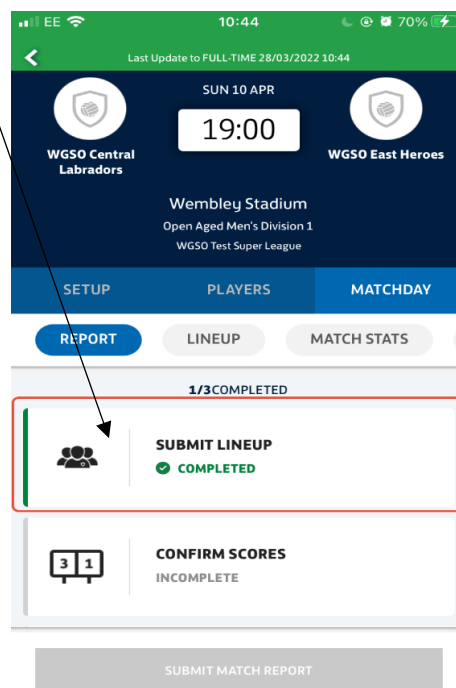
Tick the box on the left hand side of each player who played, and then either click on 'Pick starter' or 'Pick substitute' depending on whether they started, or were subbed on.

(You can also select multiple players at one time, but will need to be either starters or subs)

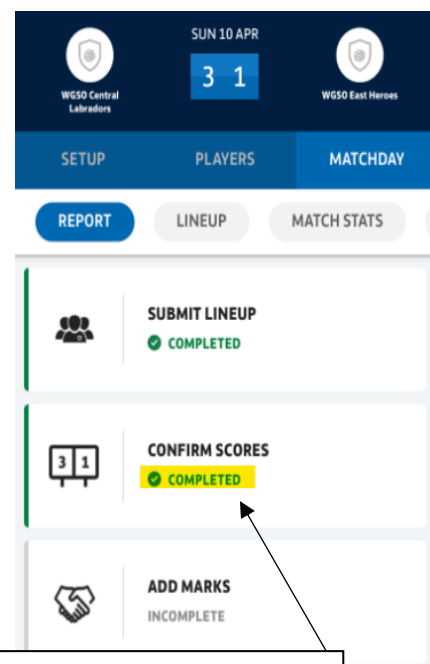
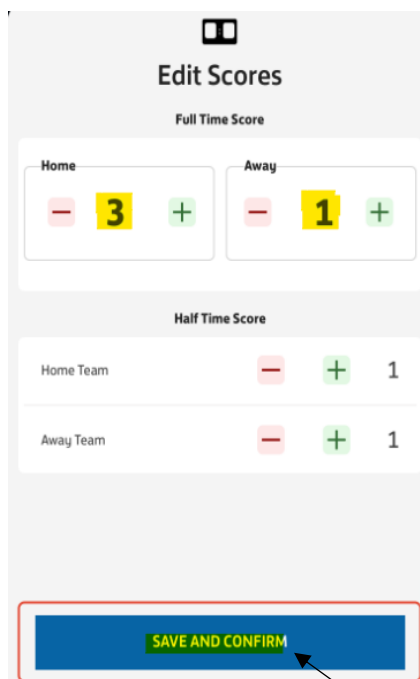
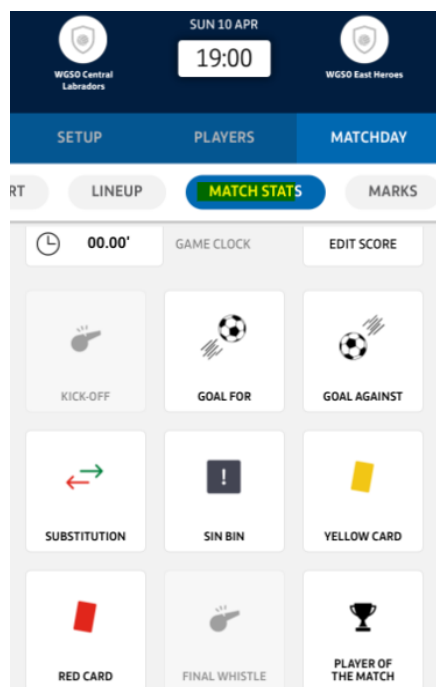


Once you've selected the starters and subs, click on 'Confirm lineup to Full Time', which will then save your lineup.

The 'submit lineup' on the Report tab should then show as green and Completed.

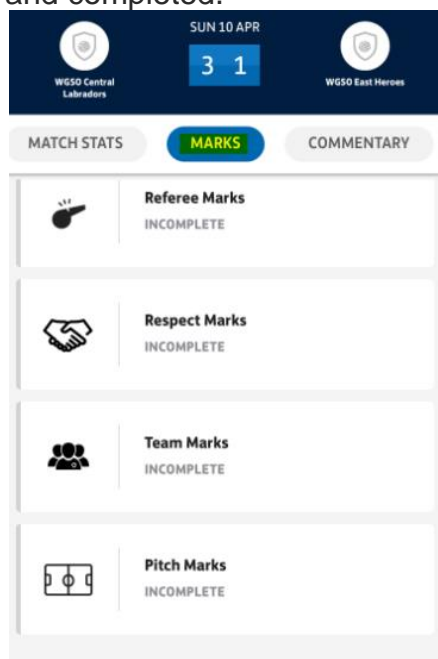


Next, click on 'Confirm Scores' which will take you through to the section where you can edit the score, and add other things such as goalscorers/yellow cards/etc.



Once you click on 'Save and Confirm', the Confirm scores will also show as green and completed.

Once you click on 'Save and Confirm', the Confirm scores will also show as green and completed.



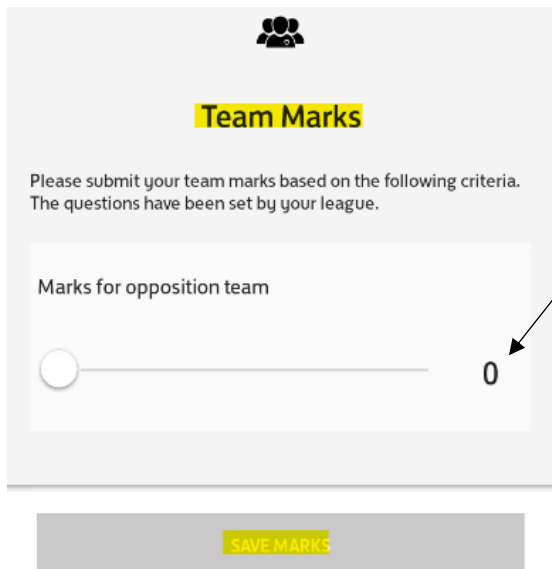
Finally, click on 'Add Marks', which will take you through to the section where you can complete things like referee/pitch marks.

This will be the same process as Entering your match statistics in the first process.

Part of filling out your match report is entering your FA marks which means rating the behaviour shown overall on the pitch, the hospitality of the team you're facing and the quality of the pitch.

Select the green, yellow or red options, indicating good, average or bad, for each question to complete the respect marks.





**Team Marks**

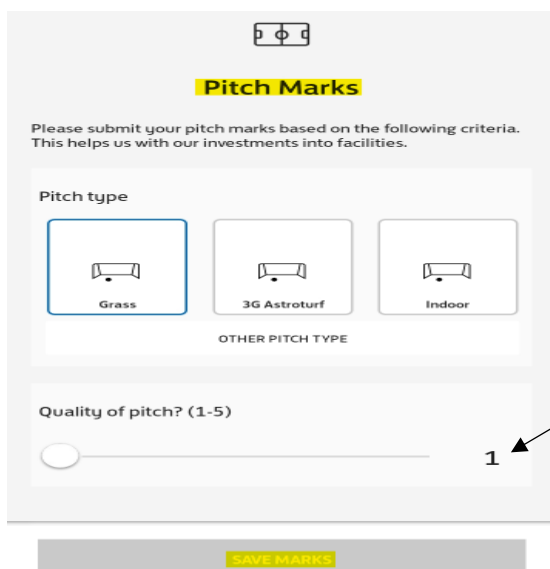
Please submit your team marks based on the following criteria. The questions have been set by your league.

Marks for opposition team

0

**SAVE MARKS**

For the team marks slide along to indicate how many dismissals your opposition had and how good their hospitality was out of 10.



**Pitch Marks**

Please submit your pitch marks based on the following criteria. This helps us with our investments into facilities.

Pitch type

☒ Grass ☐ 3G Astroturf ☐ Indoor

OTHER PITCH TYPE

Quality of pitch? (1-5)

1

**SAVE MARKS**

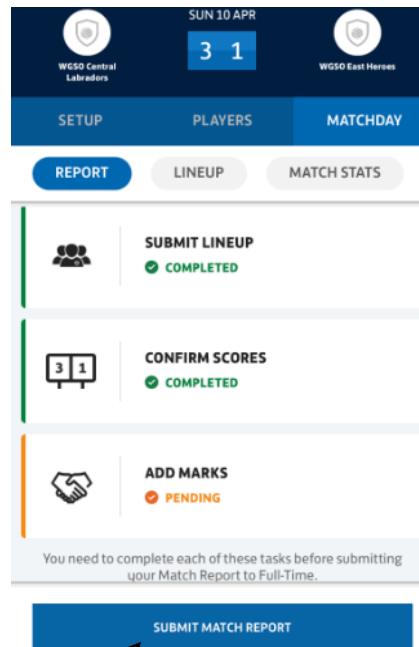
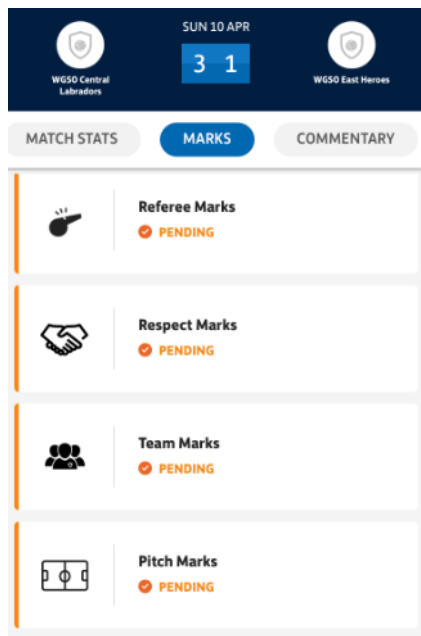
Finally select the surface of your pitch and how good it was out of 5.

**PLEASE REMEMBER TO CLICK ON SAVE AT THE BOTTOM OF THE PAGE**



Only when all of this is fully completed, along with the rest of your match report, will you be able to submit.

Once complete, these will show as 'Pending', as will the 'Add Marks' section on the report tab.



To finish, you'll just need to click on 'Submit Match Report' and 'OK'. Then you're all done!

