

## **Entering Result Details into Full-Time**

All Clubs need to set up Full-Time access for each SDFL team in order to upload their team details, and all other Results-based requirements as per Rule 21. Those who still have Full-Time logins from the 2019-20 season should still be able to use those logins. Please try to sign on asap, you may need to password reset, or ask me to re-invite you.

All individuals who either need Full-Time login access, or are to be a team SMS contact must be set up on Whole Game (WGS) with the role of "Team Secretary" (please note this is separate to the Club Secretary role).

### **So, to set up new Team Administrators:**

*(Note: Before you start, it is advisable to have a note of the individual's FAN and DOB as you'll need these to search for the individual in the process below.*

*You should also have updated an individual's record to include an email address if he/she is to have Full-Time login access. Similarly, for an individual to be an SMS contact, you need to have updated their record with their mobile number.)*

STEP 1 - In WGS, click on the "Team Officials" tab. Click on "Add Official" (I think it appears in the top right of the screen) and enter the individual's FAN and DOB.

STEP 2 - Tick the box by their details to select them and the team you wish to add an official to from the list that appears. You then select the role of "Team Secretary" from the drop down menu, and hit "OK".

Repeat for each team that you need them to be a Full-Time administrator for. There is no limit to the number that can be added to a team, but you may want to limit these to 2 or 3. It is advisable for individuals to have their own (separate) Full-Time logins.

Important: If you (Club Secretaries) are not listed as a "Team Secretary", then you will not be able to log into Full-Time, so you will need to set yourself up in that role too.

**SMS Contacts** – You need two per team.

Anyone listed as a "Team Secretary" by the club in WGS can be a SMS contact, so you need to set these individuals up as above in the role of "Team Secretary" for each team that they are to be a SMS contact. Dont forget, the individual's mobile number MUST be on their WGS record, otherwise they cannot be approved. Check that their mobile number is correct (and has no spaces).

Clubs will update changes to mobile numbers on WGS themselves.

If any SMS contacts change, then the new contact must be set up in WGS first and then the above procedure followed again.

### **Now what to do?**

At this stage, (by email), please notify me of the club individual(s) who you want to have Full-Time access. Logins should not be shared, and if more than one individual requires access, they should each have their own individual login.

I will trigger the email invite and this should send a link to be clicked on for that person to set themselves up.

Also, you need to advise me of all your team's SMS contacts (names only, if they are set up as above, then I can assign them to that team) and I will confirm they have been set up on the League's Full-Time administration.

That's it, please contact me if you are still unable to set this up or have any further questions.

Jeff Willerton