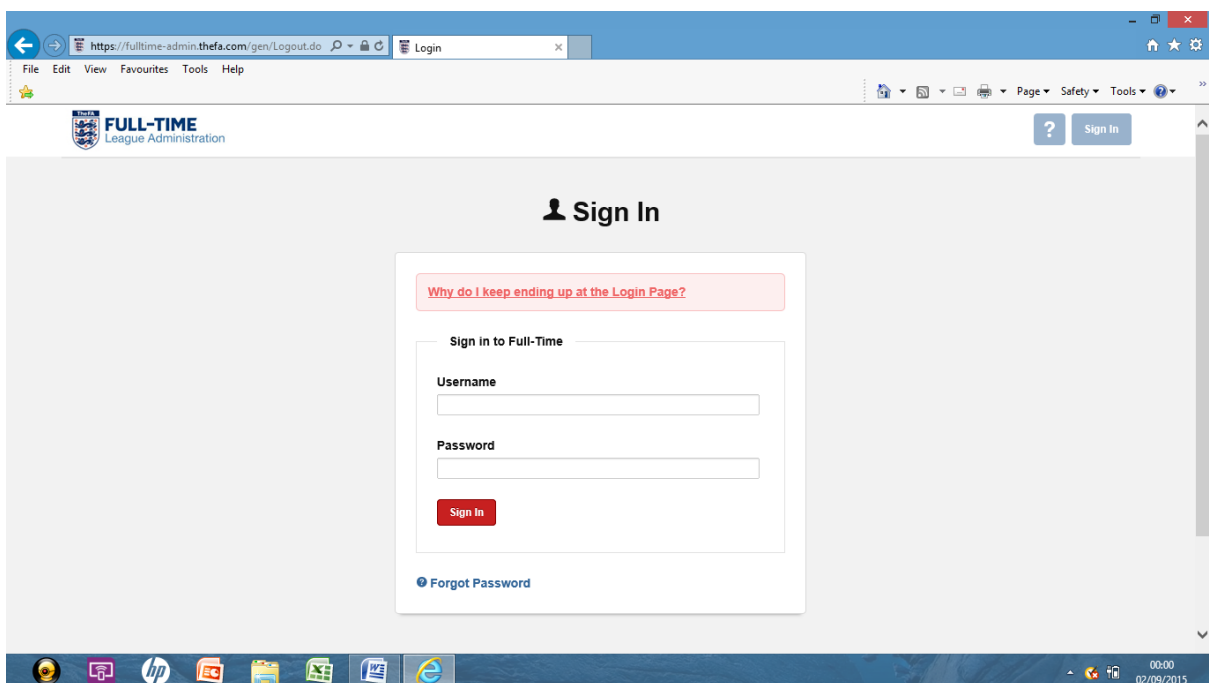


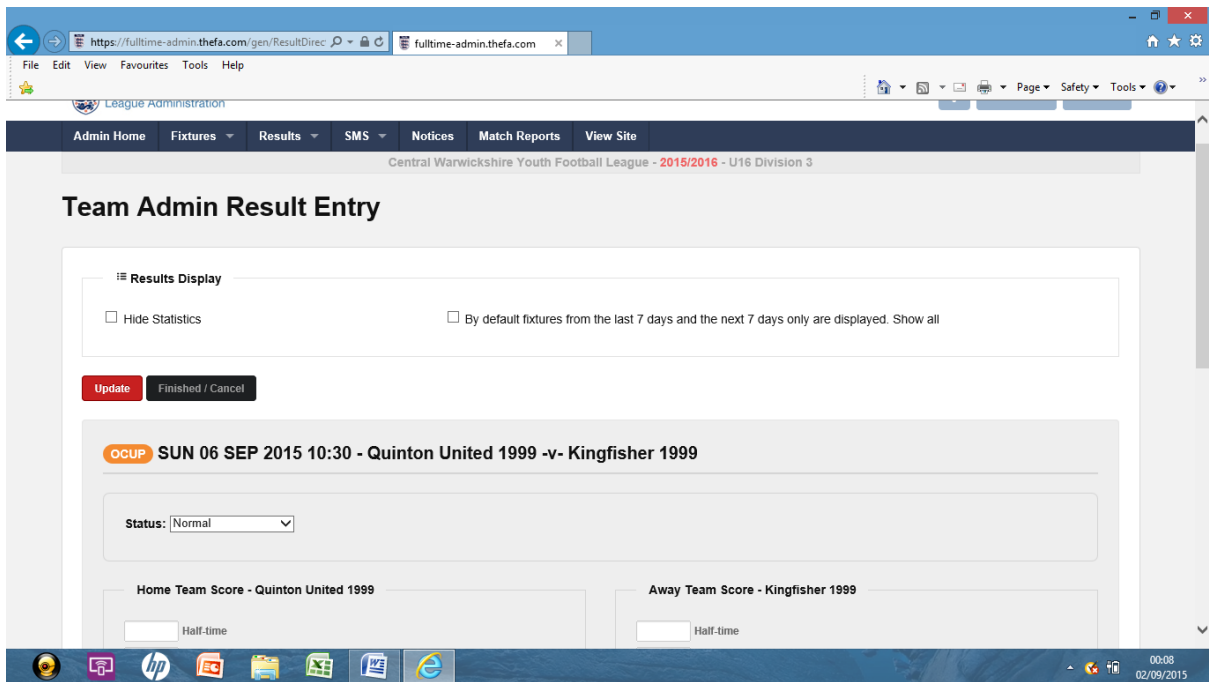


## How To Complete A Match Report Online (FA Fulltime Website)

### 1) Log In

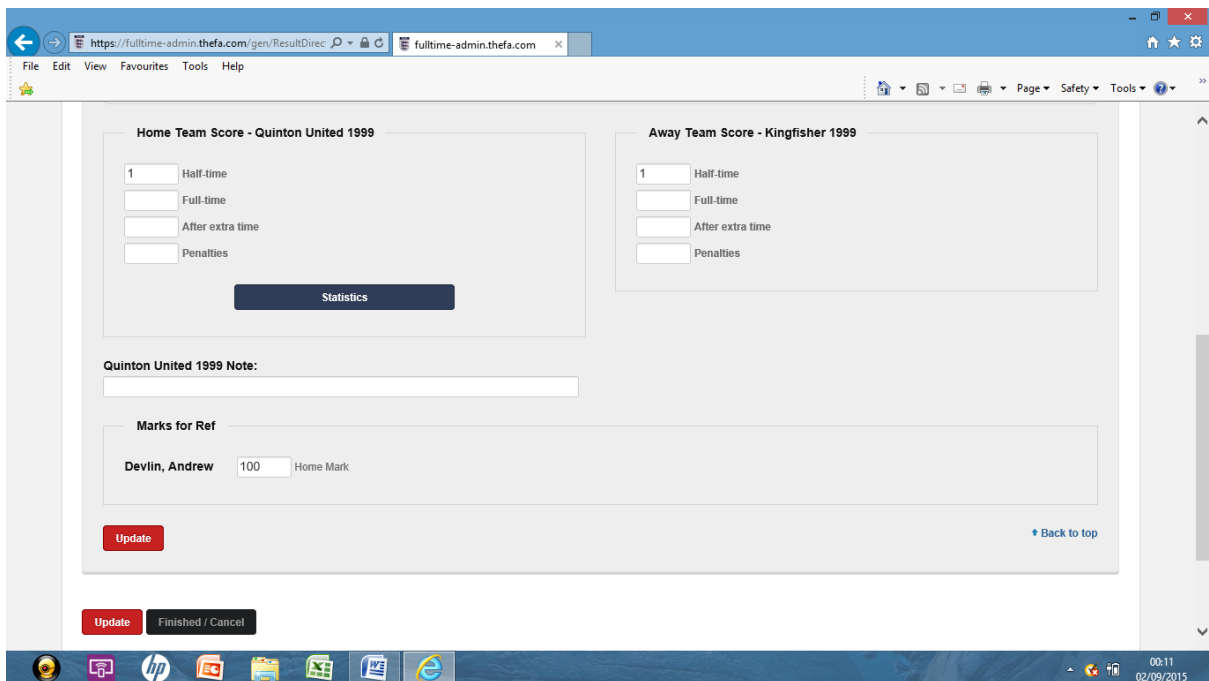


2) Once Logged In, Press the results menu from the header and you will get a screen as below (relevant to your team)



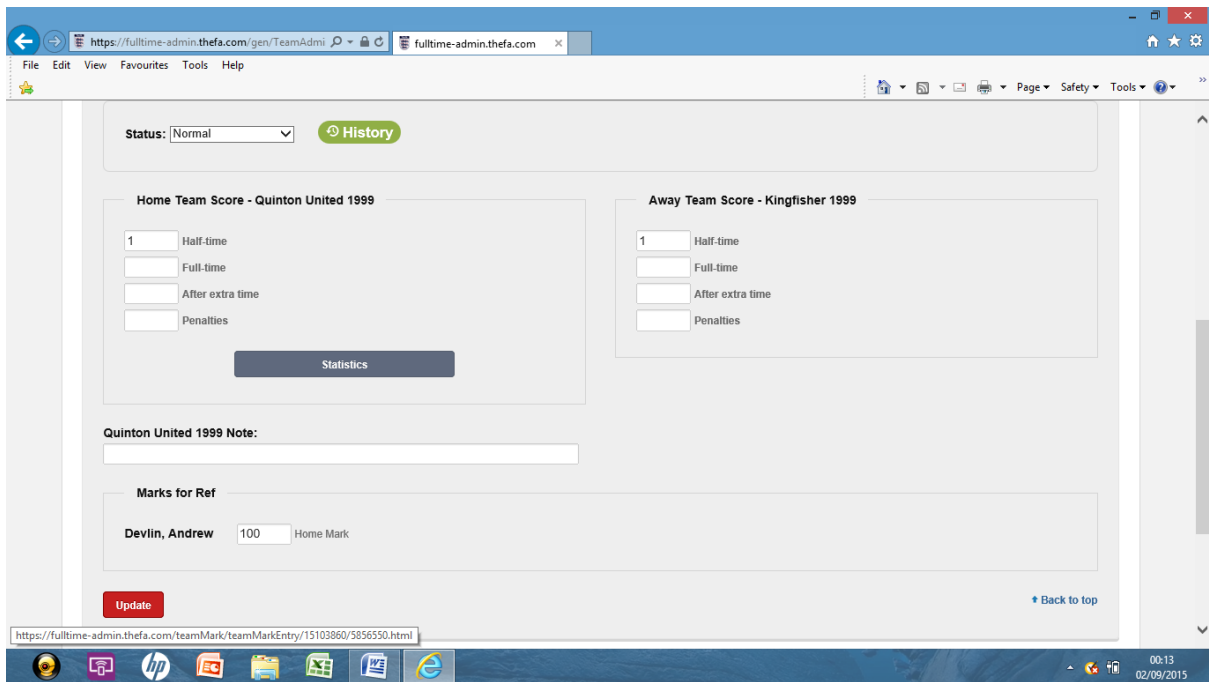
3) Enter the fulltime score from the fixture, if you haven't replied via the SMS facility and the referee mark out of 100.

(Remember a referee score under 60 requires a report to the referee secretary as to why)

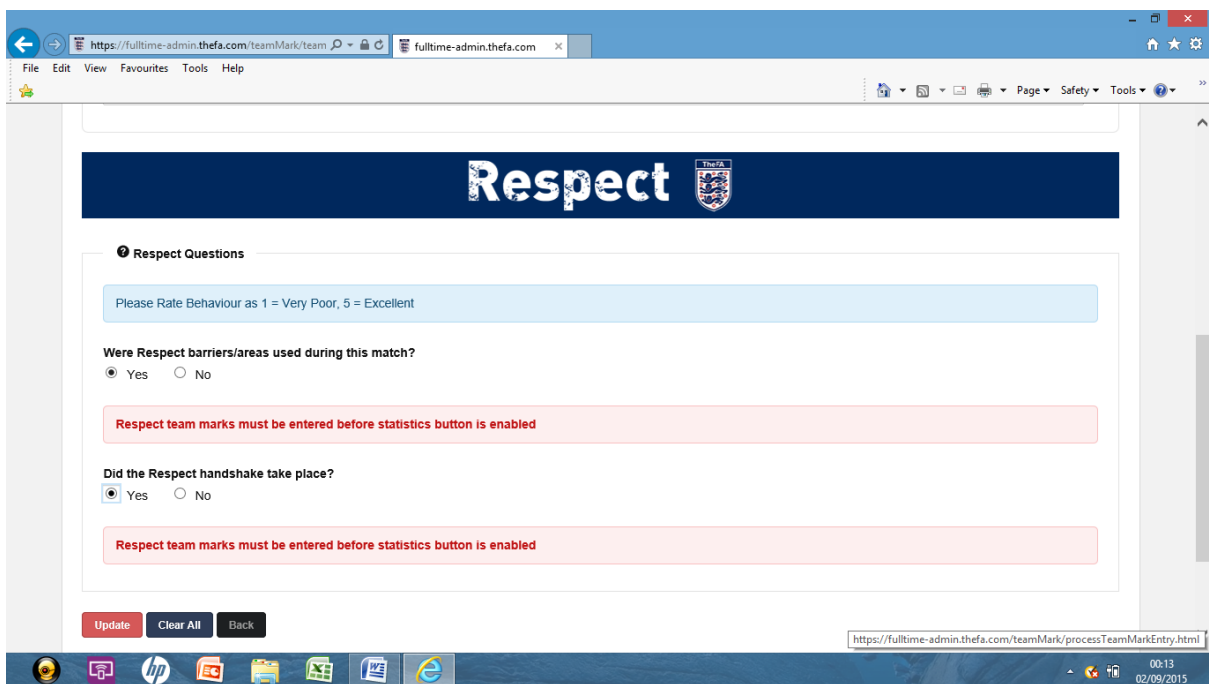


**Press update, to confirm the information.**

4) This Will Then Update the details, next click the blue statistics button

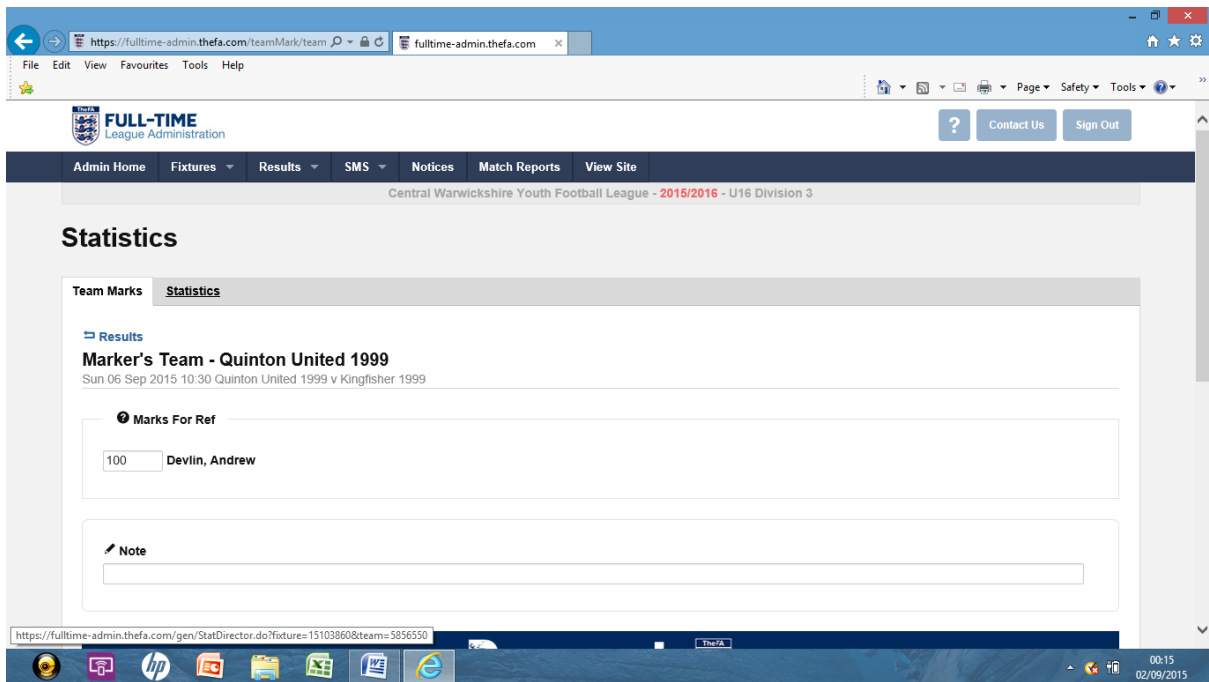


5) This will take you to a new screen, scroll down and complete the following questions:

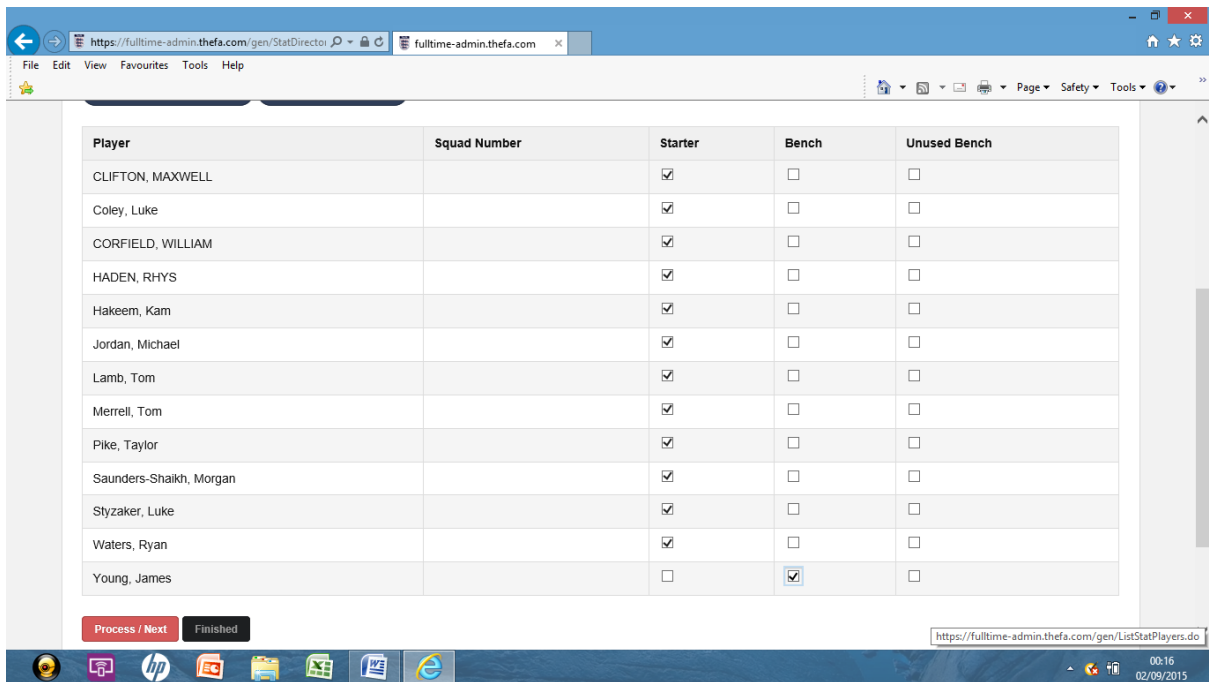


**Once finished, press update to confirm the information**

6) Next, click the statistics tab at the top of this page:

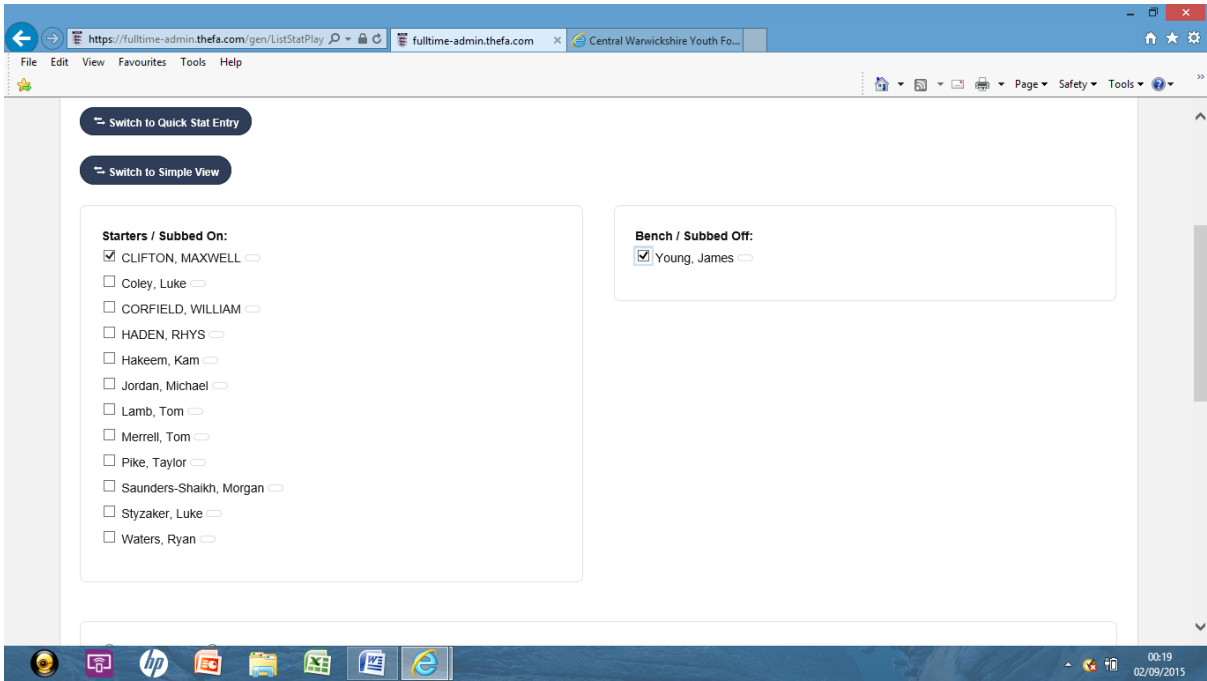


7) This will bring up the below screen, confirm the players that started the game by ticking their box and also those of the players who started on the bench



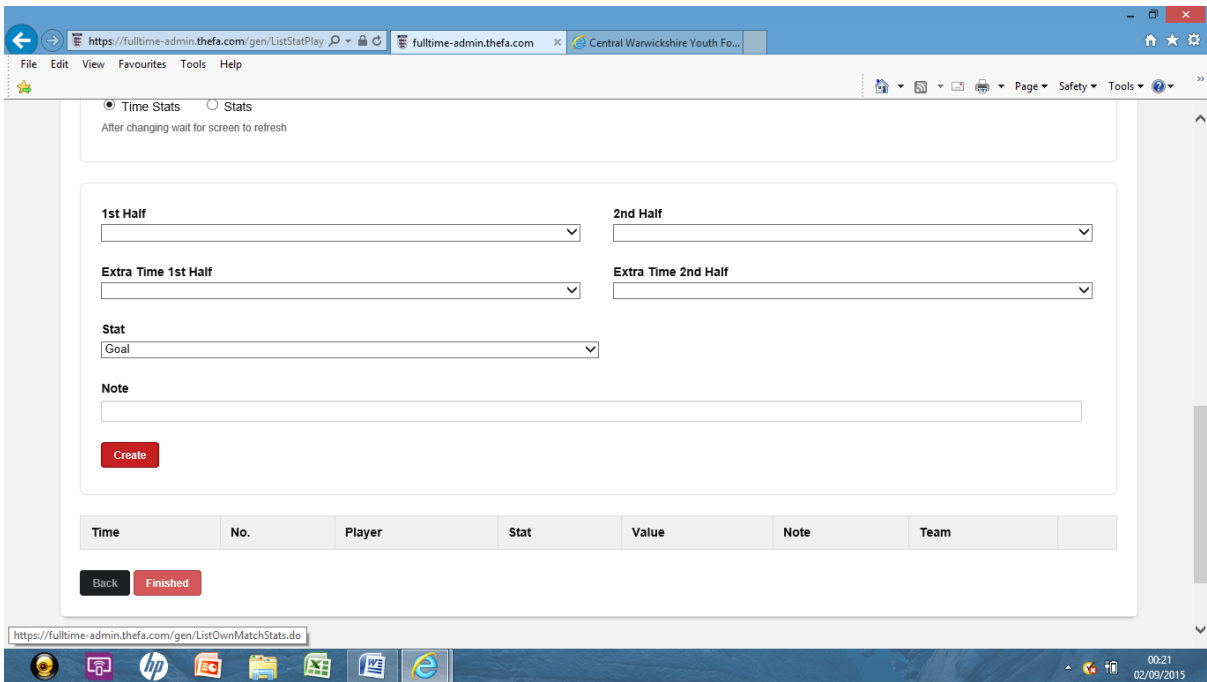
**Press Process/Next to save the information**

8) On the below screen, you can indicate which players were subbed and for whom:

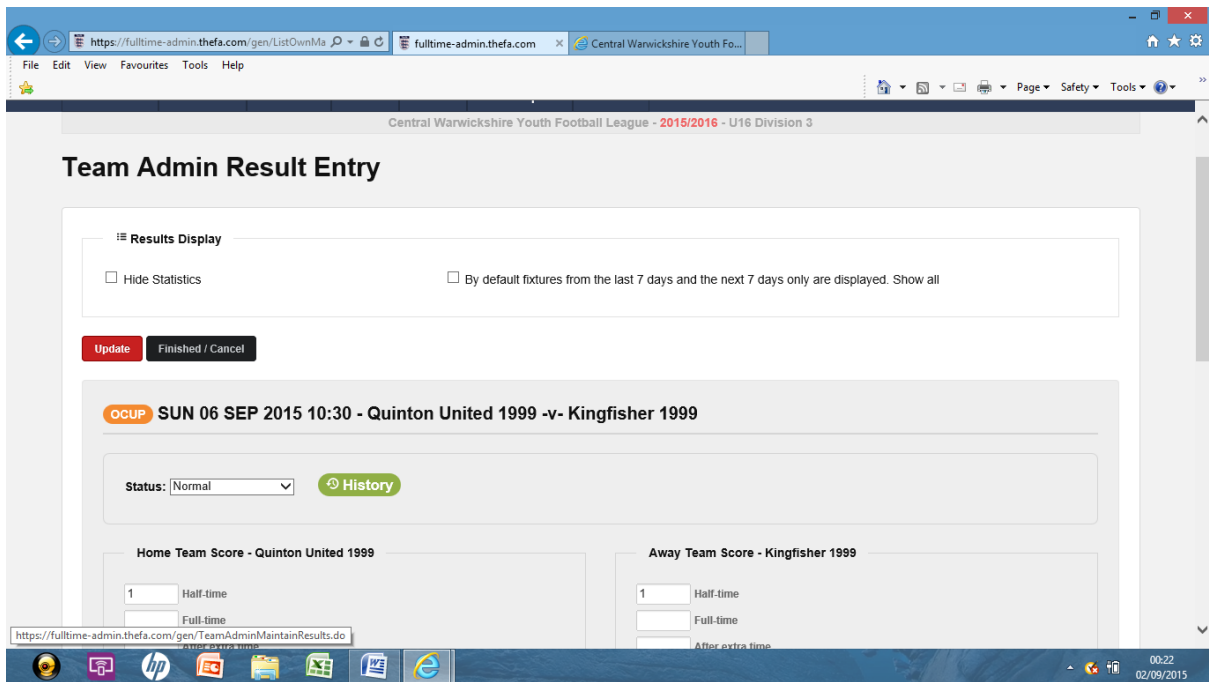


**There is more on the rear of the form, goal scores and time - this isn't required by the league, however if you wish to complete for your own records, please feel free.**

9) Click Finished to save your match Report



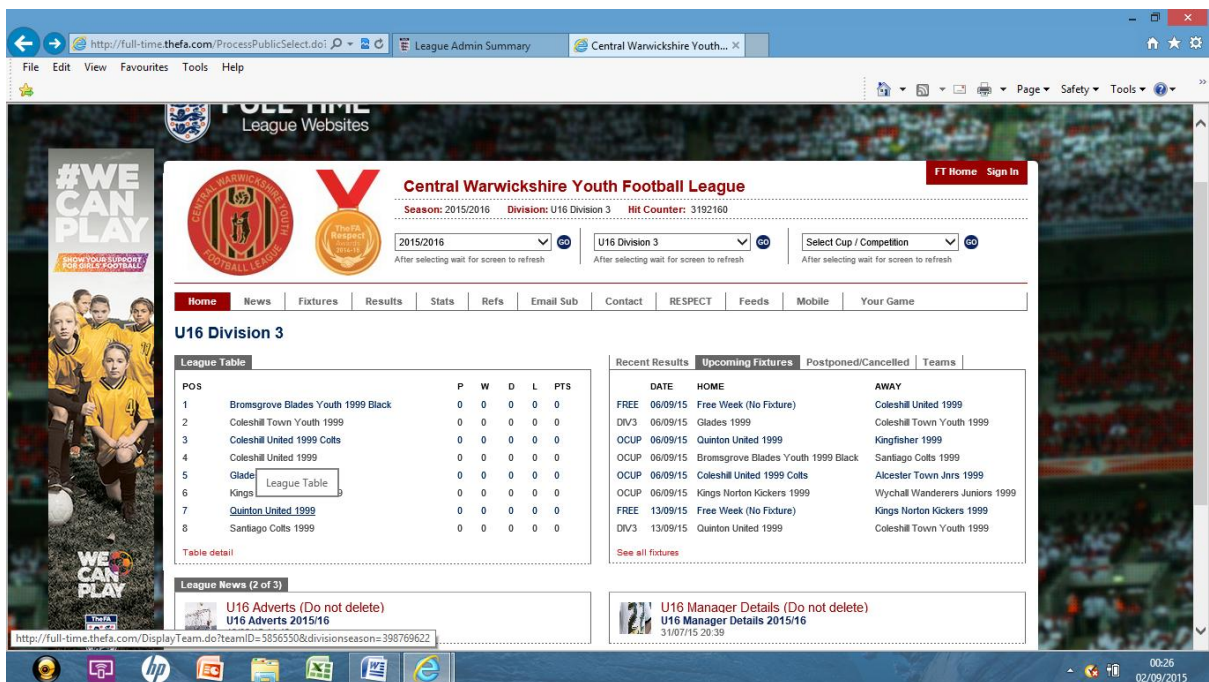
This Will Save all you information and bring you to this screen:



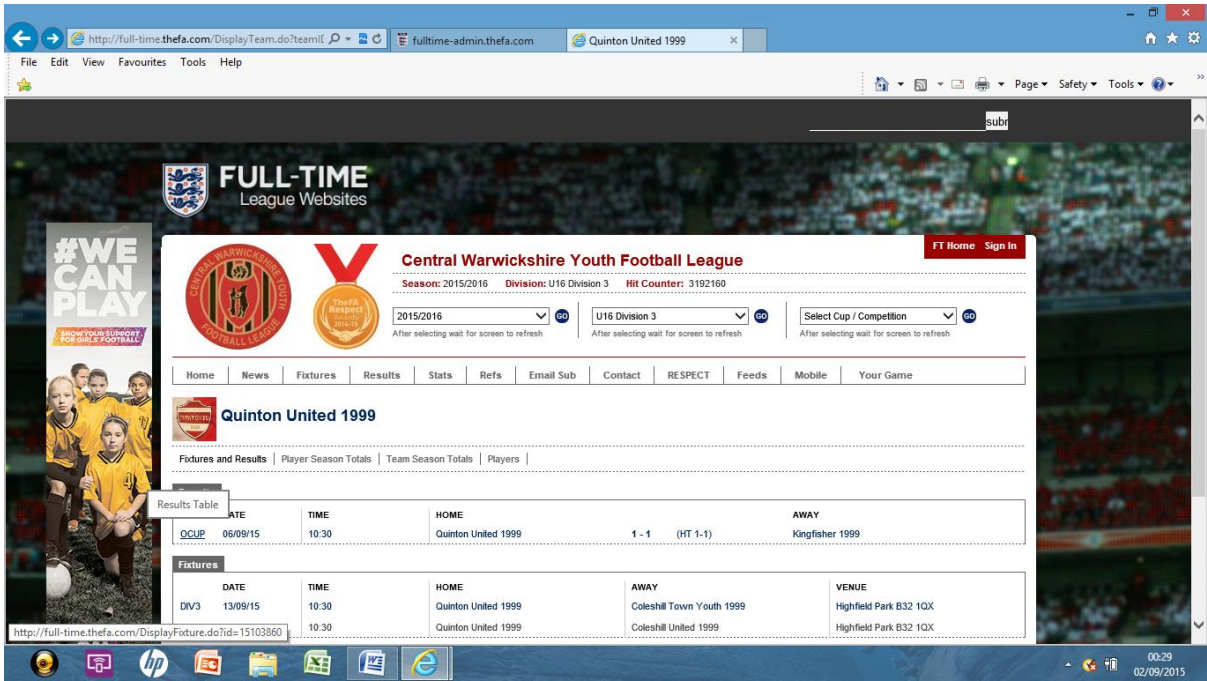
Again Press finished/cancel to return to your main menu

10) Return to the fulltime website to confirm your match report has been completed correctly, see below:

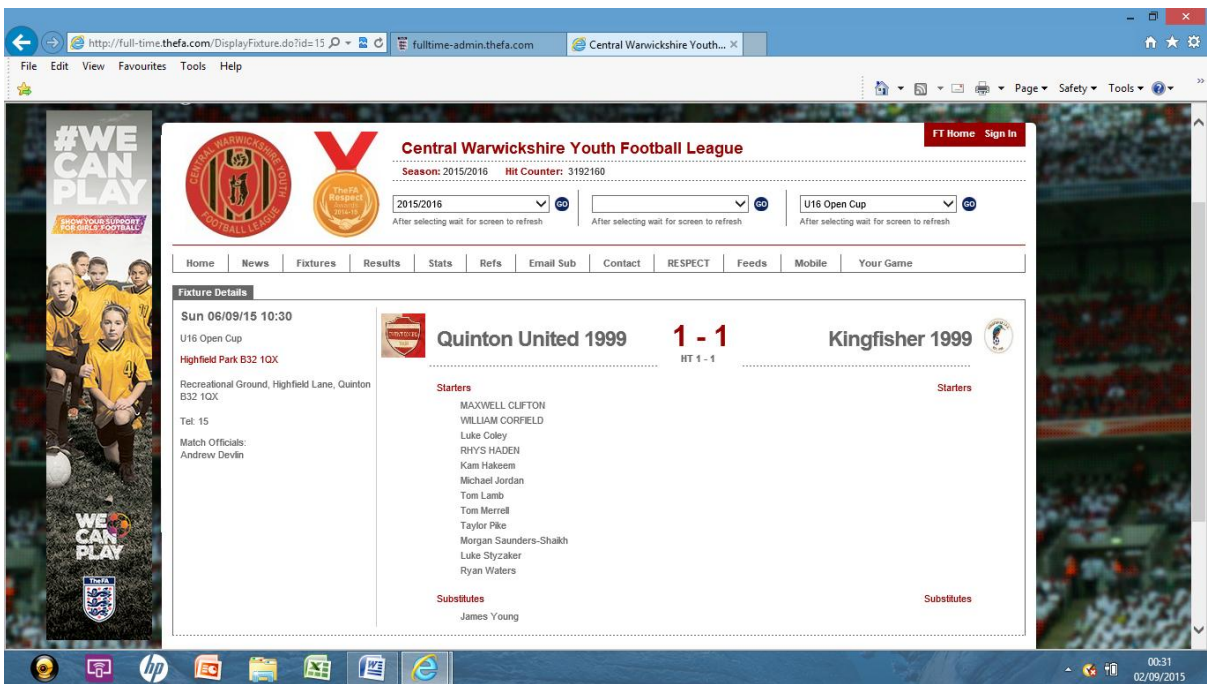
Locate your team:



Click On The Concerned Fixture:



You Will Then See Similar To The Below:



If you haven't got log in details to fulltime, please contact your divisional secretary ASAP.