



WHOLE GAME SYSTEM

**REFEREE
REPORTING**

Contents

Please select the element of the process that you require guidance for by clicking the text below

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My Roles

Here is where all Roles that have been assigned to you will be displayed and linked (as long as they have an online element).

You may therefore see Roles other than Referee displayed here, however please **only select the Referee Administration** in order to access the Reporting process.

The screenshot shows the 'WHOLE GAME SYSTEM' dashboard. At the top left is the The FA logo. The main title 'WHOLE GAME SYSTEM' is in large blue letters. To the right of the title are links for 'LOGOUT | HELP | CHARLOTTE KITELEY'. Below the title is a navigation bar with three buttons: 'All Home' (with a house icon), 'Club Secretary Mepal Sports' (with a person icon), and 'Referee Administration' (with a whistle icon and highlighted in orange). Below the navigation bar is a 'Dashboard' section with a red and white icon. The main content area is titled 'My Roles' and contains a table with the following entries:

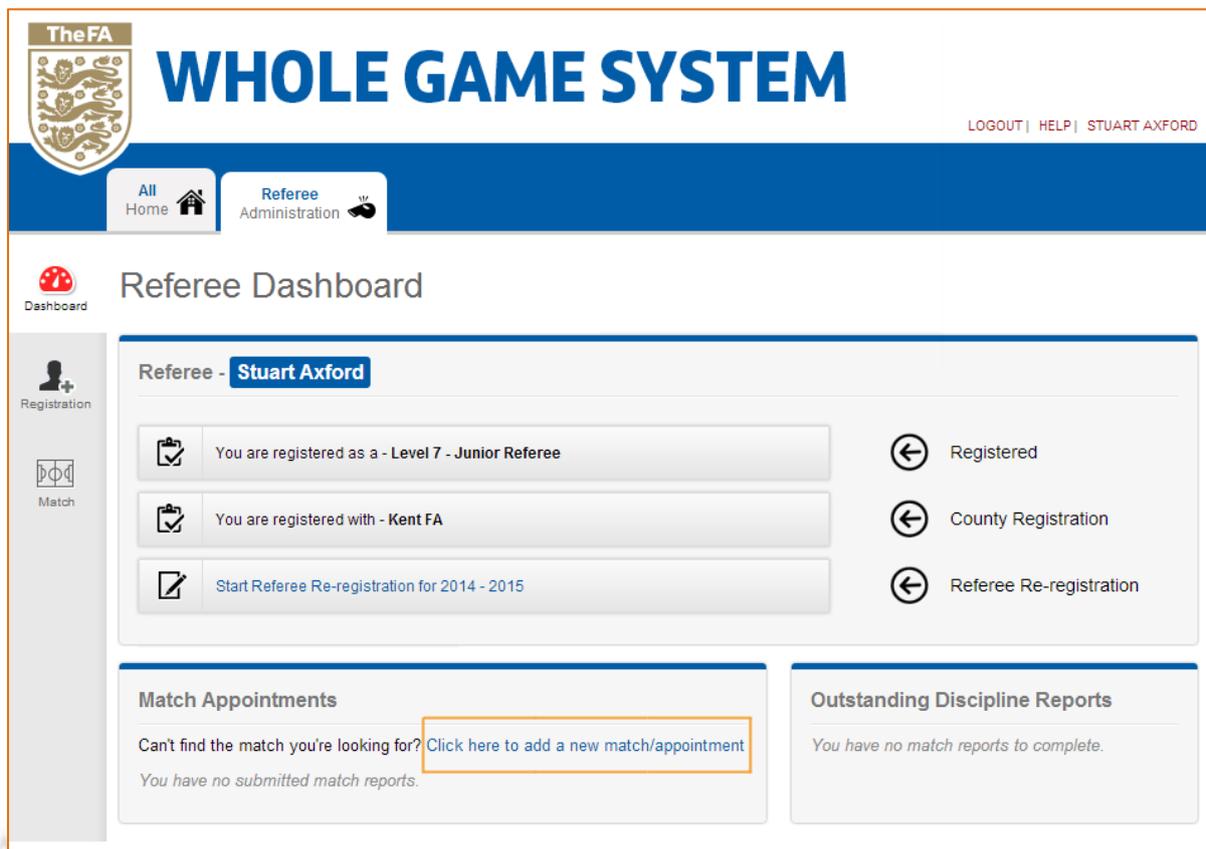
Organisation & Role
Mepal Sports Secretary
Birmingham FA County Match Official
Kent Ref Parent CFA Registration

End



Referee Dashboard

The Referee Dashboard will confirm your current Registration Level, the County FA that your current Registration is associated with, and a link to Register for the following season.



The screenshot displays the 'Referee Dashboard' for Stuart Axford. At the top, the 'The FA' logo and 'WHOLE GAME SYSTEM' title are visible, along with 'LOGOUT | HELP | STUART AXFORD' links. A navigation bar includes 'All Home' and 'Referee Administration'. The main content area is titled 'Referee - Stuart Axford' and contains three registration status cards: 'You are registered as a - Level 7 - Junior Referee', 'You are registered with - Kent FA', and 'Start Referee Re-registration for 2014 - 2015'. To the right, three circular arrows point to 'Registered', 'County Registration', and 'Referee Re-registration'. Below these are two sections: 'Match Appointments' with a link to 'Click here to add a new match/appointment' and 'Outstanding Discipline Reports' showing 'You have no match reports to complete.'

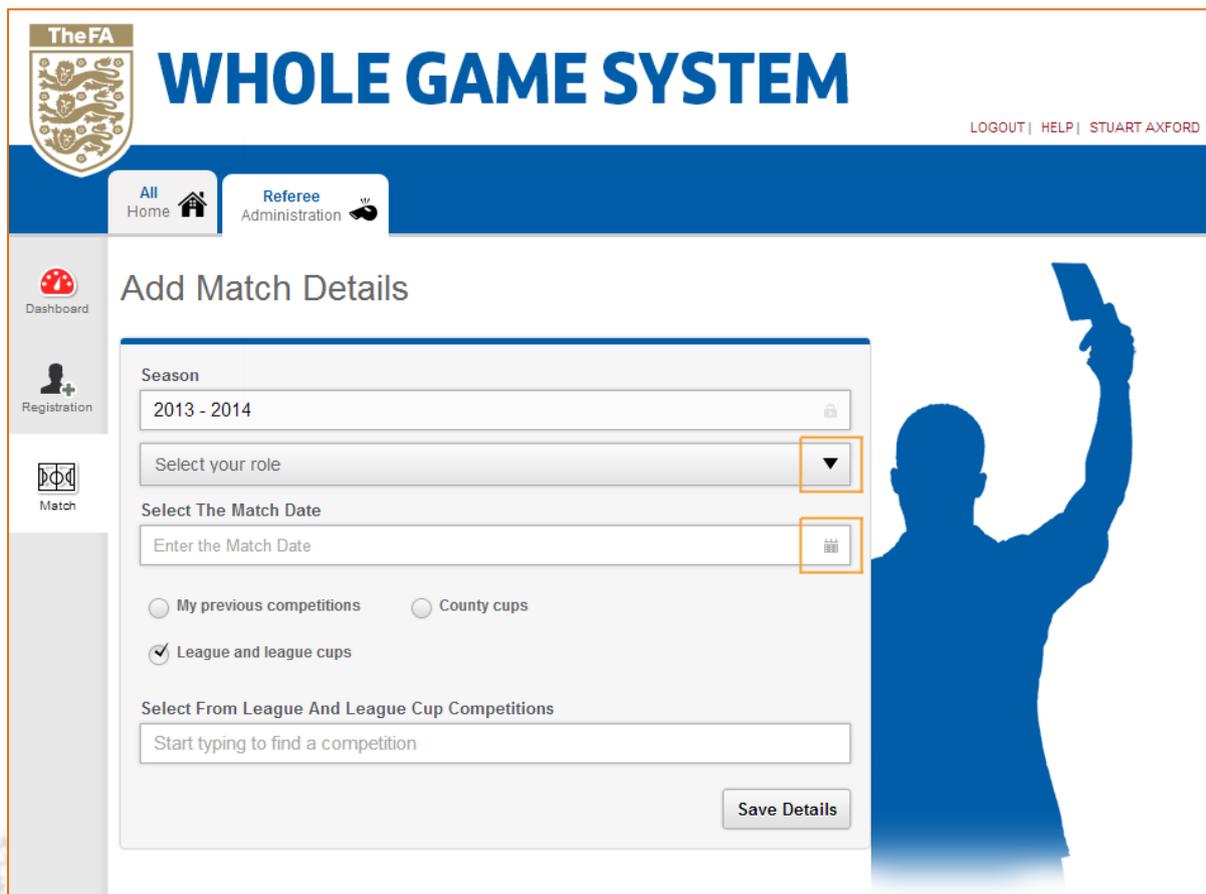
Underneath the Referee detail, you will see **Match Appointments** with a link to create a new record. You can either select this link, or the Match icon on the left navigation menu.

You may also note the inclusion to Start Referee Re-registration for 2014-2015. This is because the Referee Dashboard is the control console for all items relating to your role as a Referee. As more features are made available as part of the Whole Game System, any items relevant to refereeing will be hosted here.

End

Creating a Match

When adding Match Details, season will automatically default and will not be editable. You can use the following field to enter **your role** (dropdown), **Match Date** (date selector) and competition type.

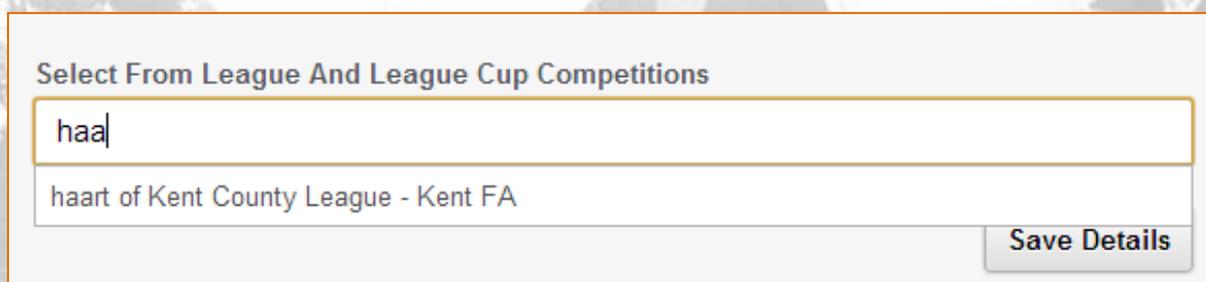


The screenshot shows the 'Add Match Details' form in the 'WHOLE GAME SYSTEM' interface. The form is titled 'Add Match Details' and is located on the right side of the page. The form fields are:

- Season:** A text input field containing '2013 - 2014' with a lock icon on the right.
- Select your role:** A dropdown menu with a downward arrow icon on the right.
- Select The Match Date:** A text input field containing 'Enter the Match Date' with a calendar icon on the right.
- Competition Type:** Three radio buttons: 'My previous competitions', 'County cups', and 'League and league cups' (which is selected).
- Select From League And League Cup Competitions:** A text input field containing 'Start typing to find a competition'.
- Save Details:** A button located at the bottom right of the form.

The interface also features a sidebar on the left with icons for 'Dashboard', 'Registration', and 'Match'. The top navigation bar includes 'All Home' and 'Referee Administration'. The top right corner has links for 'LOGOUT | HELP | STUART AXFORD'.

When choosing the League, please enter a minimum of 3 characters, at which point the system will populate all matching records and allow you to select accordingly.



This close-up shows the search results for the 'Select From League And League Cup Competitions' field. The search input contains 'haa' and the results list shows 'haart of Kent County League - Kent FA'. A 'Save Details' button is visible at the bottom right of the results area.

If you are experiencing difficulty locating a League, please note that some may have chosen to incorporate a sponsor name into the League name.

For example, if the Kent Suburban Football League were sponsored by Nike, they may have registered with Kent FA as the Nike Kent Suburban Football League (example only).

Once you have selected a League, you will then be asked to **Select the division** (dropdown). All divisions will be listed here along with the option to select **All teams in the league**.

Select From League And League Cup Competitions

haart of Kent County League - Kent FA

All teams in the league ▼

Select the division

- Premier
- Division One East
- Division Three East
- Division Three West
- Division One West
- Division Two East
- Division Two West
- All teams in the league

Save Details

After selecting the division, you will be able to choose **Home/ Away Club** before you **Save Details**.

TheFA **WHOLE GAME SYSTEM** [LOGOUT](#) | [HELP](#) | [STUART AXFORD](#)

[All Home](#) [Referee Administration](#)

[Dashboard](#) [Registration](#) [Match](#)

Add Match Details

Season: 2013 - 2014

Referee: ▼

Select The Match Date: 01/02/2014

My previous competitions County cups

League and league cups

Select From League And League Cup Competitions

haart of Kent County League - Kent FA

All teams in the league ▼

Select The Home Club: Bromley Green First ▼

Select The Away Club: Guru Nanak First ▼

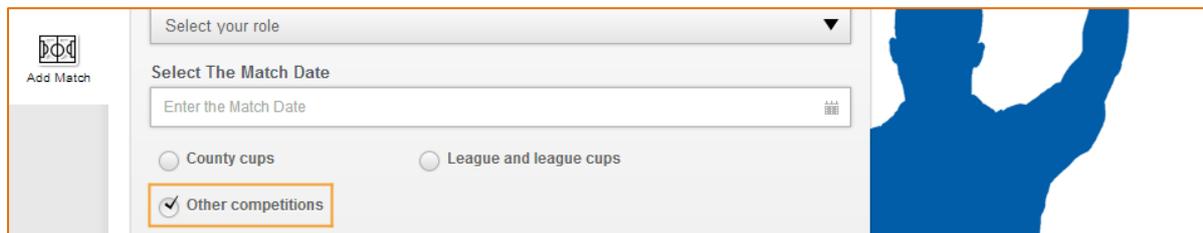
Save Details

Saving the match details will take you through to the main summary screen of the **Referee's Report**. It is here that you can add any **Cautions** or **Dismissals**, select whether the **game was abandoned**, or simply select if there were no reportable incidents.

If you leave the system for any reason, the match you create will be available under both **Match Appointments** and **Outstanding Discipline Reports** on the Referee Dashboard. The Outstanding Discipline Report record will remain until the report is submitted.

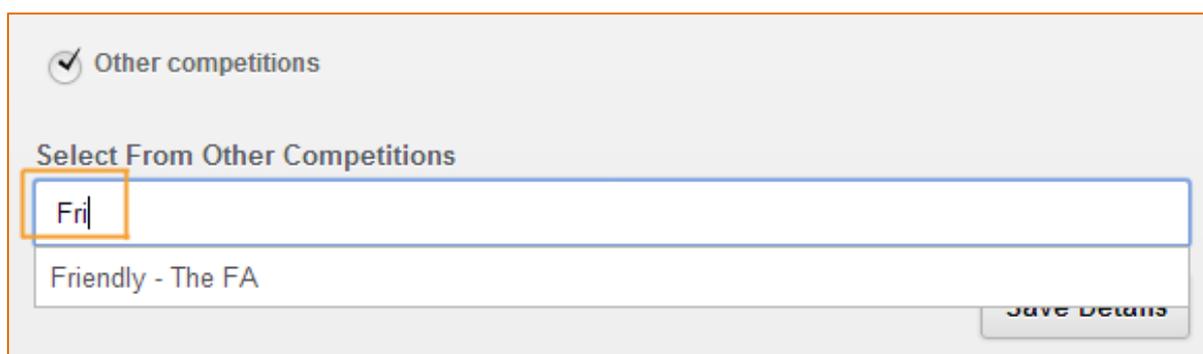
Creating a Friendly Match

To create a Friendly fixture, you will need to select **Other competitions** when you select the match type.



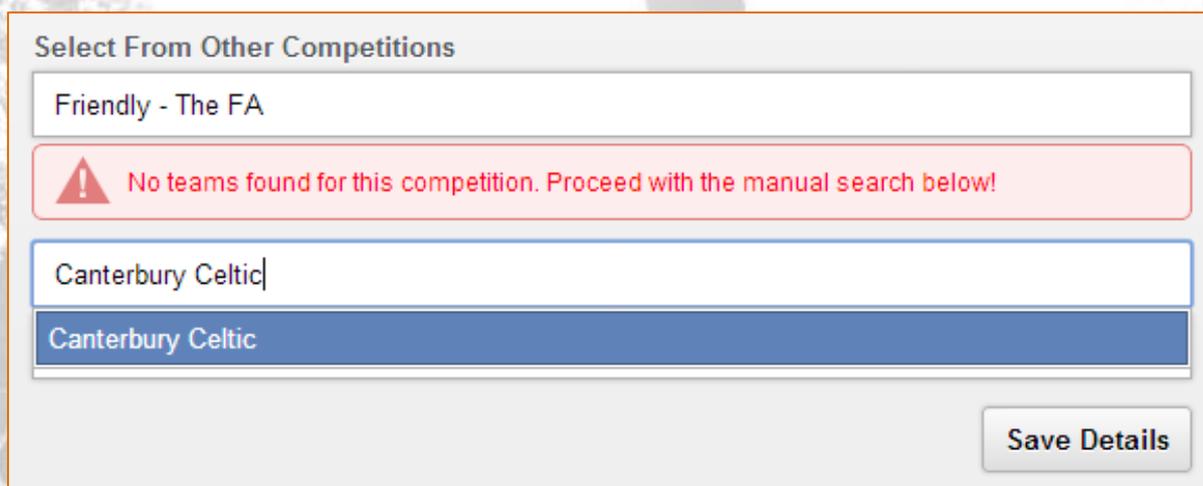
The screenshot shows the 'Add Match' form. On the left is an 'Add Match' button with a calendar icon. The main form has a 'Select your role' dropdown menu. Below it is the 'Select The Match Date' section with an 'Enter the Match Date' input field and a calendar icon. There are three radio button options: 'County cups', 'League and league cups', and 'Other competitions'. The 'Other competitions' option is selected and highlighted with an orange box. To the right of the form is a blue silhouette of a person with arms raised.

You will then be asked to **Select From Other Competitions**. Simply begin to type the word **Friendly** in this field and the option for **Friendly – The FA** will become available for you to choose. This will be the only option in the dropdown.



The screenshot shows the 'Select From Other Competitions' dropdown menu. At the top, there is a checked radio button next to the text 'Other competitions'. Below this is the title 'Select From Other Competitions'. The search input field contains the text 'Fri'. The dropdown list shows one option: 'Friendly - The FA'. A 'Save Details' button is located at the bottom right of the form.

Once you have chosen this, the system will highlight that there are **No teams found for this competition**. Therefore, you will need to type the name of the Club. The system will filter further as you continue to type.



The screenshot shows the 'Select From Other Competitions' dropdown menu. The search input field contains the text 'Friendly - The FA'. Below this is a red warning message: 'No teams found for this competition. Proceed with the manual search below!'. The search input field now contains the text 'Canterbury Celtic'. The dropdown list shows one option: 'Canterbury Celtic'. A 'Save Details' button is located at the bottom right of the form.

You may then select the Club from the list and will be provided with the list of teams for that Club.

Complete the **Home** Club/Team and **Away** Club/Team and select to **Save Details**.

Select From Other Competitions

 **No teams found for this competition. Proceed with the manual search below!**

Select The Home Team

Select The Away Team

Once saved, check that the match details on the **Referee's Report** are correct (as below).

 Dashboard**Referee's Report**

Canterbury Celtic First vs Bridge First
Saturday 19 July 2014 - Friendly

Name **Philip Knight**FAN **824351**

Cautions 0

Click to see full cautions report 

Dismissals 0

Click to see full send-offs report 

Misconduct 0

Temporarily, please report non Red/Yellow Cards to the Appropriate County FA in the current format by email. We will email you shortly when the ability to submit Extraordinary reports online has been released 

End

Cautions

You can add Cautions against a record either by selecting the main **Cautions** box along the match header or by choosing to **View/Add caution reports** in the **Report summary**.

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

Name **Stuart Axford** FAN **229111**

Cautions 0 Click to see full cautions report	Dismissals 0 Click to see full send-off's report	Misconduct 0 Click to see full extraordinary report
--------------------------------------------------------	------------------------------------------------------------	---------------------------------------------------------------

Report summary

Cautions

No cautions added

[View / Add caution reports](#)

You will then be asked to select the Caution details as below. The **Cautions** box will be highlighted to confirm where you are within the report.

Cautions

[Back to summary](#)

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

Name **Stuart Axford** FAN **229111**

Cautions 0 Click to see full cautions report	Dismissals 0 Click to see full send-off's report	Misconduct 0 Click to see full extraordinary report
--------------------------------------------------------	------------------------------------------------------------	---------------------------------------------------------------

Team	Player	Caution Code	FA Code	
Select ▼	Select ▼	Select ▼		Add +

Please don't forget to click "Save Cautions" after new caution added

[Save Cautions](#)

Use the dropdown against **Team**, **Player**, **Caution Code** (and **FA Code** if required) to select each criteria before clicking **Add**. Once you have added a Caution it will populate beneath the selection fields and provide the option to **Remove** if necessary. You may add as many Cautions as you require, however it is advisable to **Save Cautions** regularly to avoid losing any unsaved items.

	Team	Player	Caution Code	FA Code	
	Guru Nanak First ▼	Kam Khun-Khun ▼	C2 ▼		Add +
1	Bromley Green First ▼	Gary Mickelborough ▼	C3 ▼		Remove ✖

Once you have saved your Cautions, each will remain editable, as well as giving the option to Remove. In addition, the system will provide the facility to change the player cited against each Caution thus giving you full control over the content being submitted.

	Team	Player	Caution Code	FA Code	
	Select ▼	Select ▼	Select ▼		Add +
1	Bromley Green First ▼	Gary Mickelborough ✖	C3 ▼		Remove ✖
2	Guru Nanak First ▼	Kam Khun-Khun ✖	C2 ▼		Remove ✖

Please don't forget to click "Save Cautions" after new caution added

Save Cautions

All saved Cautions will update the main box in the header. At this point, you can add further Cautions, move directly to add any Dismissals or go **Back to summary** to check and submit report.



WHOLE GAME SYSTEM

LOGOUT | HELP | STUART AXFORD

All Home 
Referee Administration 

Dashboard 
Cautions Back to summary

Name Stuart Axford

Cautions 2

Click to see full cautions report 

Dismissals 0

Click to see full send-offs report 

Misconduct 0

Click to see full extraordinary report 

Dismissals

To **Add (a) New Dismissal** simply use the **Team, Player** and **Under Law 12 Section** dropdowns and details box to populate the content before selecting **Add Dismissal**.

The screenshot displays the 'WHOLE GAME SYSTEM' interface. At the top left is the 'TheFA' logo. The main header features the title 'WHOLE GAME SYSTEM' and navigation links for 'LOGOUT | HELP | STUART AXFORD'. Below the header is a navigation bar with 'All Home' and 'Referee Administration'. The main content area is titled 'Dismissals' and includes a 'Back to summary' button. The match details are 'Bromley Green First vs Guru Nanak First' on 'Saturday 1 February 2014 - haart of Kent County League' with 'FAN 229111'. The 'Dismissals' section shows 0 dismissals, 2 cautions, and 0 misconducts. Below this is the 'Add New Dismissal' form, which includes dropdown menus for 'Team', 'Player', and 'Under Law 12 Section', a text area for 'Please Provide Details Of The Sending Off', and an 'Add Dismissal +' button.

Once any Dismissals have been added, they will appear at the base of the page having been saved automatically. There is no requirement to make any further save action.

You may also **Remove** a Dismissal at any point, using the button located at the base of each completed Dismissal record.

1

Team
Bromley Green First

Player
Terence Perk

Offence Code
S1

Details
serious foul play

Remove X

2

Team
Guru Nanak First

Player
Boota Singh

Offence Code
S2

Details
add details here... violent conduct

Remove X

All Dismissals will update the main box in the header. From here you can either select to add any **Cautions** or go **Back to summary** to check and submit report.

Dismissals

[Back to summary](#)

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

Name **Stuart Axford** FAN **229111**

Cautions 2 Click to see full cautions report	Dismissals 2 Click to see full send-offs report	Misconduct 0 Click to see full extraordinary report
--------------------------------------------------------	-----------------------------------------------------------	---------------------------------------------------------------

End

Submission



WHOLE GAME SYSTEM

LOGOUT | HELP | STUART AXFORD

All Home  Referee Administration 

Referee's Report

[Back to summary](#)

Name **Stuart Axford** Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - heart of Kent County League FAN **229111**

Cautions 2
Click to see full cautions report 

Dismissals 2
Click to see full send-offs report 

Misconduct 0
Click to see full extraordinary report 

Report summary

Cautions

Team	Player	Description
Bromley Green	Gary Mickelborough	C3 Persistently infringing the laws of the game
Guru Nanak	Kam Khun-Khun	C2 Shows dissent by word or action
Bromley Green	Steve Wilson	C3 Persistently infringing the laws of the game
Guru Nanak	M Karim	C4 Delays the restart of play

[View / Add caution reports](#)

Dismissals

Team	Player	Description
Bromley Green	Terence Perk	serious foul play
Guru Nanak	Boota Singh	add details here... violent conduct

[View / Add send off reports](#)

Tick if the game was abandoned

Submit Discipline Report

14 | Page

Tick if the game was abandoned

Submit Discipline Report

Once you have confirmed the details entered, please **Submit Discipline Report**. If you have entered any Cautions or Dismissals, you will now only be able to select whether the match was abandoned (see page 7 if nothing to enter).

Once submitted, the system will confirm the contents of the report and provide a link to return to the **Referee Dashboard**. Once you have returned to this, you will note that the match entered will no longer be present under Outstanding Discipline Reports.

Referee's Report

[Back to summary](#)

Name **Stuart Axford**

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

FAN **229111**

Cautions

2

Dismissals

2

Misconduct

0

[Click to see full cautions report](#)



[Click to see full send-offs report](#)



[Click to see full extraordinary report](#)



Thank you for submitting your report

[Referee Dashboard](#)

Outstanding Discipline Reports

You have no match reports to complete.

End of Document