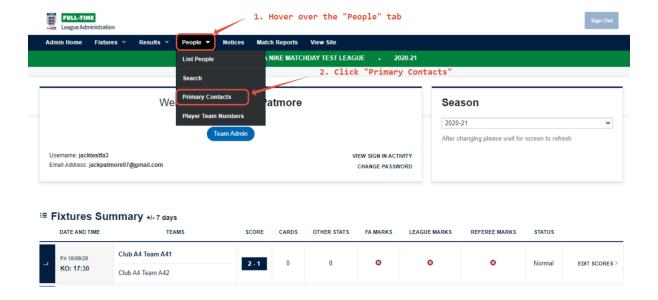## Primary Contact in Full-Time (Team Administrator Guide)

Clubs will need to ensure they have updated their Primary Contact on Full-Time. The Primary Contact will receive fixture details, including the county cup round draws, and therefore it is the responsibility of the club to ensure the details are updated and correct as they may fail to receive the require information (*excluding finals, in which information will be issued to club secretaries).

Changing primary contacts alters the person's details who are displayed in FA Full-Time automated e-mails. Team Administrators are the officials who are able to update this information.

Should a team need to change their primary contact, they can now do so by following the below guidance:

1. Firstly sign into https://fulltime-admin.thefa.com/gen/Login.do

2. Secondly, go to: People > Primary Contacts

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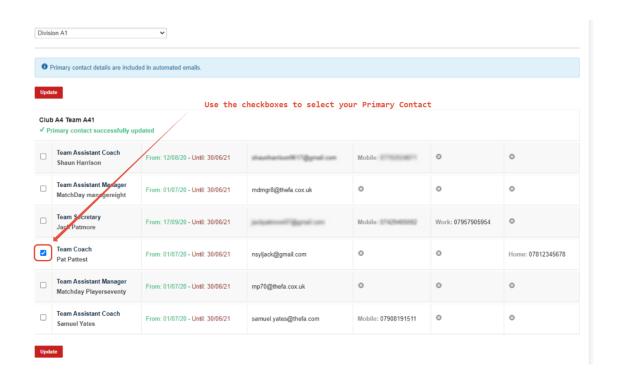
3. Using the check-boxes, select the primary contact you wish to be displayed - then click "Update" to save changes.

Please note: If this tab is not available then your club do not have access of team admins, who are authorised to edit Primary Contacts. Please create these roles within the club to all such changes.