

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

1. Hover over the "People" tab

2. Click "Primary Contacts"

Username: jacktestfa3
Email Address: jackpatmore97@gmail.com

VIEW SIGN IN ACTIVITY
CHANGE PASSWORD

Season: 2020-21
After changing please wait for screen to refresh

Fixtures Summary +/- 7 days

DATE AND TIME	TEAMS	SCORE	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	STATUS	
Fri 18/09/20 KO: 17:30	Club A4 Team A41 Club A4 Team A42	2-1	0	0	⊗	⊗	⊗	Normal	EDIT SCORES >





GREATER MANCHESTER FOOTBALL

OUR GAME IN MANCHESTER
>PLAY >VOLUNTEER >COACH >REFEREE

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

Division A1

Primary contact details are included in automated emails.

Update

Use the checkboxes to select your Primary Contact

Club A4 Team A41
✓ Primary contact successfully updated

<input type="checkbox"/>	Team Assistant Coach Shaun Harrison	From: 12/08/20 - Until: 30/06/21	shaunharrison817@gmail.com	Mobile: 0770202671	⊗	⊗
<input type="checkbox"/>	Team Assistant Manager MatchDay managereight	From: 01/07/20 - Until: 30/06/21	mdmgr8@thefa.co.uk	⊗	⊗	⊗
<input type="checkbox"/>	Team Secretary Jack Patmore	From: 17/09/20 - Until: 30/06/21	jackpatmore17@gmail.com	Mobile: 0742940582	Work: 07957905954	⊗
<input checked="" type="checkbox"/>	Team Coach Pat Pattest	From: 01/07/20 - Until: 30/06/21	nsyjack@gmail.com	⊗	⊗	Home: 07812345678
<input type="checkbox"/>	Team Assistant Manager Matchday Playerseventy	From: 01/07/20 - Until: 30/06/21	mp70@thefa.co.uk	⊗	⊗	⊗
<input type="checkbox"/>	Team Assistant Coach Samuel Yates	From: 01/07/20 - Until: 30/06/21	samuel.yates@thefa.com	Mobile: 07908191511	⊗	⊗

Update

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.

