

# Members Service

You are able to access details on your Club through your County Association website, completely free of charge. This information allows you to:

- View details held by your County Association online
- Keep up to date with disciplinary issues
- Check which players you have registered (Registered through County Associations only)
- Manage your Club members
- Find a Referee for forthcoming fixtures
- Keep up to date with your financial records

## Getting Access to Members Service

In order to access the secure area and view all the information held by your County Association for your Club you will need to request access to Member's Services. If you require any assistance email [GetOnline@TheFA.com](mailto:GetOnline@TheFA.com)

Step 1: Locate your FAN, Club ID and latest Club Affiliation Number. These are displayed on the receipt which you will receive from your Parent County Football Association once you have affiliated.

FAN = Sec ID

Club ID = ID

Affiliation Number = Club Affiliation Fee

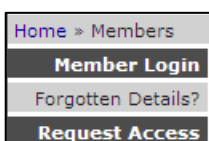
RECEIPT							
Club Secretary's Name Club Secretary's Address				Receipt No: 1 Date: 29/05/2008 ID: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">XXXXXXXXXX</span> Sec ID: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">XXXXXXXXXX</span>			
Date	Description	Quantity	Unit Price	Allocated	VAT	Total	
Affiliation 29/05/2008	Senior Club Affiliation Fee <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">XXXXXXXXXX</span>	1	0.00	0.00	£0.00	£0.00	

Step 2: Open Internet Explorer and enter your chosen County Association's website address into the web address bar. (if you are not able to access your County Associations website you can use any County Association's web address)

Step 3: Click on the 'Member's' section of the website.



Step 4: Click on the 'Request Access' menu item in the left hand menu.



# Members Service (cont)

**Step 5:** Click on the 'Club Official' menu item in the left hand menu.

Member Login
Request Access
Club Official
League Official
Referee
Coach

**Step 5:** Enter your FAN, Club ID and Affiliation Number into the spaces provided and click submit.

<b>FAN</b>	<input type="text" value="XXXXXXXXXX"/>	<b>(NPD)</b>
<b>Club ID</b>	<input type="text" value="XXXXXX"/>	
<b>Affiliation Number</b>	<input type="text" value="XXXXXXXXXX"/>	
	<input type="button" value="Submit"/>	

**Step 6:** Enter your email address in the space provided and click 'confirm'.

<b>NPD/FAN</b>	<input type="text" value="XXXXXXXXXX"/>	
<b>First Name</b>	<input type="text" value="XXXXXX"/>	
<b>Last Name</b>	<input type="text" value="XXXXXXXXXX"/>	
<b>Club Name</b>	<input type="text" value="XXXXXXXXXX"/>	
<b>Role(s)</b>	<input type="text" value="XXXXXXXXXX"/>	
<b>Email Address</b>	<input type="text" value="Enter Email Address here"/>	<input type="button" value="Confirm"/>

**Step 7:** Your login details will now have been emailed to the specified email address. This will contain both your FAN and password, which you will need to login.

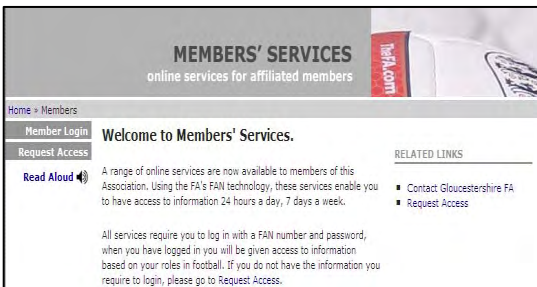
	<b>Gloucestershire County FA</b> DEVELOPING FOOTBALL FOR EVERYONE
<b>Members' Services Request Access Confirmation</b>	
Dear "Your Name",	
Thank you for using our Request Access Services.	
You can now use your new FAN Number and password below to gain access to Members' Services. Go to <a href="http://www.gloucestershirefa.com/MembersServices">http://www.gloucestershirefa.com/MembersServices</a> now to see what you can do.	
Your FAN Number : XXXXXXXX Your password : XXXXXXXX	

# Members Service

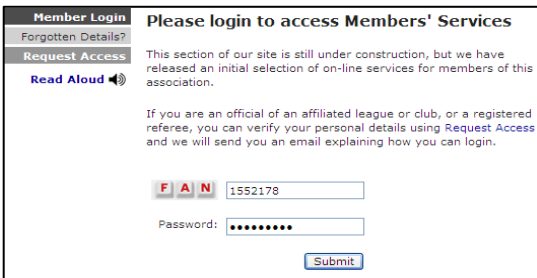
## Logging in

Once you have obtained the necessary details you can log in to Members Service.

**Step 1:** Go to your County Association website, access Members Service and Click on the 'Member Login' menu item.



**Step 2:** Enter your FAN and Password into the spaces provided and click 'Submit'.



**Step 3:** Click on the 'My Football' menu item.



**Step 4:** Click on the Club menu item you wish to access.



You now have access to a wide range of information held by your County Association on their Administration System.



# Cornwall County FA

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Members

## MEMBERS' SERVICES

online services for affiliated members



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Whirlwind Sports Falmouth/Helston League - League Homepage

**Clubs**

**Referees**

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**Discipline Report**

**Divisions**

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### League Details

League Id	2076	Affiliation No.	HL00011
League Type	Junior	Last Affiliated	07/07/2010
League Status	Clear	No. of Teams	48
Plays On	Any Day	Web Site	<a href="#">League Website</a>
Sponsors			

### Parent County

Cornwall FA  
Kernow House, 15 Callywith Gate, Launceston Road,  
Bodmin, PL31 2RQ

### Other County FAs


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## MEMBERS' SERVICES

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Wadebridge Town - Club Homepage

**Teams**

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**Registered Players**

**Safeguarding**

**Members**

**Discipline**

**Payments History**

**Outstanding Cases**

LOG OUT

### Club Details

Club Id	38616	Affiliation No.	HSD00080
Club Type	Senior	Last Affiliated	27/05/2010
Club Status	Affiliated	Club Founded	1894
Company No.		Trading Name	
Sponsors	Malcolm Barnecutt, 1st and 2nd Teams	Web Site	<a href="#">Club Website</a>

### Parent County

Cornwall FA  
Kernow House, 15 Callywith Gate, Launceston Road,  
Bodmin, PL31 2RQ

### Other County FAs

### Charter Standard (Not Awarded)

For more information on how to become an FA Charter Standard club please click [here](#).

### Linked Clubs

The Charter standard has been awarded to the following clubs linked to Wadebridge Town: Wadebridge Town F.C.; Wadebridge Town Ladies F.C.; Wadebridge Town Youth F.C.

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## MEMBERS' SERVICES

online services for affiliated members



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### ALERTS

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- None

### RELATED LINKS

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Members

# Respect



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Respect is The FA's programme of activities to combat unacceptable behaviour in our game at every level - on the pitch and from the sidelines. This was the No.1 priority emerging from the biggest opinion survey to date of grassroots football in England, carried out by The FA.

Respect aims to ensure a safe, positive environment for everyone to enjoy football. From the start it will have an impact on referee recruitment and retention, participation within youth football, coaching and player development and for safeguarding children.

Thank you for signing-up to the Respect programme and for helping us to understand if we are making a difference. The weekly feedback from referees after games and our ongoing monitoring of behaviour will help us to assess what's effective and what isn't. For the month of October only, referees can have their say on behaviour in the game. Click on the related link to access this survey.

By working together we can make a difference.

Lord Triesman  
Chairman  
The Football Association

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### Related Links

- [The FA – Respect](#)

### Related Documents

[Help entering match behaviour marks](#)

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## How to... match up your referees in League Services

In order for affiliated and Stand In referees to be able to report back on fixtures they have officiated their FA Number (FAN) needs to be matched up to their referee record in Full Time. Follow the steps below to complete your matching. You can match all your referees at once or in stages during the season once they have been appointed to a match in your league.

**Step 1:** Click on the **FULL-TIME LINK** button.

**Step 2:** If this is the first time you have linked your Full Time league to our national league records then you will need to enter your Full Time League administrator login details and click **OK**. This will import all your referees which you have created in Full Time.

Username:	<input type="text" value="Enter Username"/>	These details are used to verify your access to the data held in Full-Time, we do not store these details outside of Full-Time.
Password:	<input type="password" value="....."/>	

**Step 3:** To match up a referee click on the search text box.

OK	CANCEL	LOG OUT
Chris Abbott ( [REDACTED] )	<input type="text"/>	X
Peter Allen		X
Simon Allen ( [REDACTED] )		X

**Step 4:** To match up an affiliated referee start typing the name of the referee you wish to search for. This will display all the affiliated referees which match the text you enter.

OK	CANCEL	LOG OUT
Chris Abbott ( [REDACTED] )	christopher abb	X
Peter Allen	Christopher Abbott [ [REDACTED] ]	X
Simon Allen ( [REDACTED] )	[ [REDACTED] ] [ [REDACTED] ]	X

**Tip:** If the referee does not appear when you type exactly what appears in the left hand column then try their full name or other variations E.g. Steve, Stephen, Steven.

**Step 4b:** To match up a Stand In Referee, this could be a parent or coach you will need to know the FA Number (FAN) and date of birth of the individual. Before you match up the Stand in Referee you will need to make sure that you have entered the date of birth into the person's referee record in Full Time. You will know if you have done this as it will be displayed in the left hand column next to the referee's name. Once you have done this you can match up the Stand In Referee by typing their FAN into the space provided.

OK	CANCEL	LOG OUT
Steven White		X
Carl Wild		X
Craig Wilkerson ( [REDACTED] )	Enter FAN here	X
Stephen Wilkinson	Craig Wilkerson [ [REDACTED] ]	X
Brian Williams	[ [REDACTED] ] [ [REDACTED] ]	X

**Step 5:** Select the referee you wish to match up to the Full Time referee record by clicking on the referee you wish to select with the left mouse button.

OK	CANCEL	LOG OUT
Chris Abbott ( [REDACTED] )	christopher abb	X
Peter Allen	Christopher Abbott [ [REDACTED] ]	X
Simon Allen ( [REDACTED] )	[ [REDACTED] ] [ [REDACTED] ]	X

**Step 6:** This will have now created the link between the referee's FAN and their Full Time referee record and they will now be able to enter behaviour marks. The Parent County FA will now be displayed in the right hand column.

OK	CANCEL	LOG OUT
Chris Abbott ( [REDACTED] )	Christopher Abbott [ [REDACTED] ] [ [REDACTED] ]	X Cambridgeshire FA
Peter Allen		X
Simon Allen ( [REDACTED] )		X

**Step 7:** Once you have finished matching click the **OK** button. This will have now created the link between the referees's FAN and their Full Time referee record and they will now be able to enter behaviour marks for the matches they have been assigned. The 'Referees' page will now display all referees which have been matched up. This displays which referees are registered for the 2008-09 season (Status column) and their contact details can be accessed by clicking on their FAN.

NPD / FAN	First Name	Last Name	CFA	Status
[REDACTED]	Christopher	Abbott	Cambridgeshire FA	Registered

This is how a Stand in Referee will be displayed.

NPD / FAN	First Name	Last Name	CFA	Status
1052	P	Pearce	Stand In Referee	N/A

If you have any problems while matching your referees please feel free to email [RespectInfo@TheFA.com](mailto:RespectInfo@TheFA.com) with the nature of the problem and relevant contact details. You will then be contacted with assistance.