

## GUIDE TO SUBMITTING MATCH RETURNS & updating KO Times. ON FULL TIME

1. Follow the link from CDJFL.co.uk. (bottom of page). Read any NEWS ITEMS.
2. Log on to Full Time.
3. Click on sign in – found in top right hand corner
4. Enter username and password
5. Use Fixture Wizard (mass update) to update KO Times by **21.00 hrs** Monday prior to the game. Also contact the opposition. **This must be done for all HOME Games.**

### AFTER THE MATCHES Log-in then:

6. Use Results/Stats to input results and sporting marks (Update)
7. Click on Results/Stats
8. Enter your result. Click on Statistics.
9. Enter Marks out of 100 for League appointed Referee's, minimum 61.
10. Enter Sporting marks out of 100 for your opposition. ( Sportsmanship mark guide, 25 for opposition players, 25 for spectators, 25 for opposition managers/coaches, 25 for communication) Maximum 100 Marks. Answer Respect questions. **Click on update.** ALL THE ABOVE MUST BE COMPLETED, OR YOU WILL NOT BE ABLE TO UPDATE PLAYER STATS.
11. Click on Statistics – found as option at top of this page.
12. Select Quick Stat Entry
13. Click on the box next to the players name for all players used, indicate any rolling subs used, indicate number of goals scored by any player. Indicate any red or yellow cards issued by the referee.
14. Update Stats for players- at the bottom of the screen
15. Click on Finished Wizard.
16. DON'T FORGET YOU STILL NEED TO **TEXT** (mobile no) **OR E-MAIL** ( relevant secretary) YOUR RESULT BY 17.30hr on day of Match.
17. **Avoid fines by following the above instructions.**

Any Problems Contact Jason Plunkett, 9 V 9 Fixtures Secretary.

or Aaron Hill, 11 a-side Fixtures Secretary.