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|  | **York Football League**  **Pre-Season Administration**  **England Football Systems** |
| **Administration Requirements** | **Actioned Required** |
| **Full Time Email Verification**  . | All individuals registered on your Club Portal and assigned to a team(s) are integrated into Full Time as a Team Administrator.  Each individual needs to verify their email address to receive fixture notifications via the Full Time System.  Email address needs to be verified 7 days before the start of the season. |
| **Full Time – Primary Contact** | Every team must have a Primary Contact whose Name, Email address and Mobile number will appear on all Full Time email notifications for fixtures, postponements and where applicable, referee appointments.  An individual assigned to a team with a Full Time Sign can check the Primary Contact for their team, the Primary Contact must have a registered Email address and Mobile Number.  **In Full Time Click on People/Primary Contact**  No later than 14 days before the start of the season. |
| **Full Time – SMS Contact** | Every team requires 1 individual to be assigned to their team with a registered mobile number to be able to report results via the FA SMS Text System, a maximum of 2 people per team.  An individual assigned to a team and a has a Full Time Sign can create/delete individuals on Full Time for that team only.  **In Full Time, Click on SMS/Teams/Add New**  No later than 14 days before the start of the season.  **If no mobile number is showing against a team official please contact your County FA,** |
| **Club Portal - Player Registrations** | Every Team must have a minimum number of payers registered with the league 7 days before a fixture, minimum number is as per playing format, e.g. 9 players for 9v9.  Players must be registered on your club portal with an up-to-date passport style photograph. |
| **Matchday App** | Matchday App can be downloaded on your iPhone, android phone or tablet for Player, Fixture and Result Management.  [**https://grassrootstechnology.thefa.com/support/solutions/48000396671**](https://grassrootstechnology.thefa.com/support/solutions/48000396671) |
|  | **Grassroots Technology Support Hub**  [**https://grassrootstechnology.thefa.com/support/home**](https://grassrootstechnology.thefa.com/support/home) |