

## INTERGRATING PEOPLE ON WGS WITH FULL TIME

1. **CLUB SECRETARIES** should **Log-in** to WGS
2. Click on the Tab at the top that shows your role
3. Click on the **TEAM OFFICIALS** in the left hand menu
4. Click the blue **+Add Official** button towards the top right-hand corner of the screen
5. Search for the name of the official by entering the FAN number and their date of birth or by first name, last name and date of birth
6. If the new person is **not** already registered press **Create New Contact**
7. **ALL PEOPLE** who enter results/stats on Full Time or have to be sent details of matches and referees i.e. Fixtures Secretaries, **MUST** be registered on WGS as a **TEAM SECRETARY** for **every team** they are involved with.
8. You **MUST** enter the above persons **e-mail address**. I will then send them an e-mail asking them to register their log-in details.
9. **ALL PEOPLE** who send in results by **SMS MUST** also be registered on WGS as a **TEAM SECRETARY** for **every team** for whom they send in results, **BUT** if this is the only thing they do in relation to Full Time, **DO NOT** enter their e-mail address just enter their **MOBILE NUMBER**.
10. There is no limit to the number of Team Secretaries your club can have
11. Details of all people registered as a Team Secretary on WGS are automatically copied over to Full Time and are shown on it as Team Administrators.
12. See "**Setting Up SMS Reporting in Full-Time**" for details of how to do this. The League will no longer set up SMS Contacts for you on Full Time as the FA have amended the system to allow you to do this yourselves
13. Any changes to information held on WGS or additional information required, can be submitted by the **Club Secretary** via the **Safeguard icon** on the WGS page. Alternatively the person themselves can make changes.
14. You **MUST DELETE** from the list of Team Officials on WGS any people no longer associated with your club. To do this go to WGS and click on the red cross next to their name.

**No-one on the League can make changes to your clubs entries on WGS.  
See 13 above**