

PRIMARY CONTACTS REGARDING FIXTURES

Primary Contacts have been introduced on Full Time for the 2019-2020 season by The FA.

These Primary Contacts will displayed on any fixture or fixture change emails that are sent by Full-Time and are the people your opponents should contact regarding fixtures.

1. Log in to Full-Time
2. Press the **People** button, and then **Primary Contacts**.
3. Find the relevant team.
4. Check the **tickbox** next to the person who you wish to be shown on the Fixture emails as your contact for fixtures at your club.
5. Press **UPDATE**
6. If the person you wish to register is not shown on the list you need to enter him as a **TEAM SECRETARY** for all your teams on the WGS system.