

SETTING UP SMS REPORTING IN FULL-TIME

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

1. Log in to Full-Time
2. Press the SMS button, and then Teams.
3. Find the relevant team.
4. Press **ADD NEW**, and select the relevant person from the Team Administrator dropdown, then press **CREATE**.
5. If you wish to remove a person, click their name and then press **DELETE**.
6. You are allowed 2 contacts per team to receive SMS.
7. Make sure the mobile number is in the correct format i.e. a continuous number
8. If the person you wish to register is not shown on the list you need to enter them as a **TEAM SECRETARY** on the WGS system.