

PRIMARY CONTACTS REGARDING FIXTURES

Primary Contacts will be displayed on any e-mails that are sent by Full-Time regarding fixtures and referee appointments, 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 **checkbox** 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 as a team Primary Contact is not shown on the list, you need to enter him as a **TEAM SECRETARY** for the team/s on the WGS system.