



WHOLE GAME SYSTEM

**REFEREE
REPORTING**

Contents

Please select the element of the process that you require guidance for by clicking the text below

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My Roles

Here is where all Roles that have been assigned to you will be displayed and linked (as long as they have an online element).

You may therefore see Roles other than Referee displayed here, however please **only select the Referee Administration** in order to access the Reporting process.



WHOLE GAME SYSTEM

[LOGOUT](#) | [HELP](#) | [CHARLOTTE KITELEY](#)

All Home

Club Secretary
Mepal Sports

Referee
Administration

 **My Roles**

Organisation & Role

Mepal Sports Secretary

Birmingham FA County Match Official

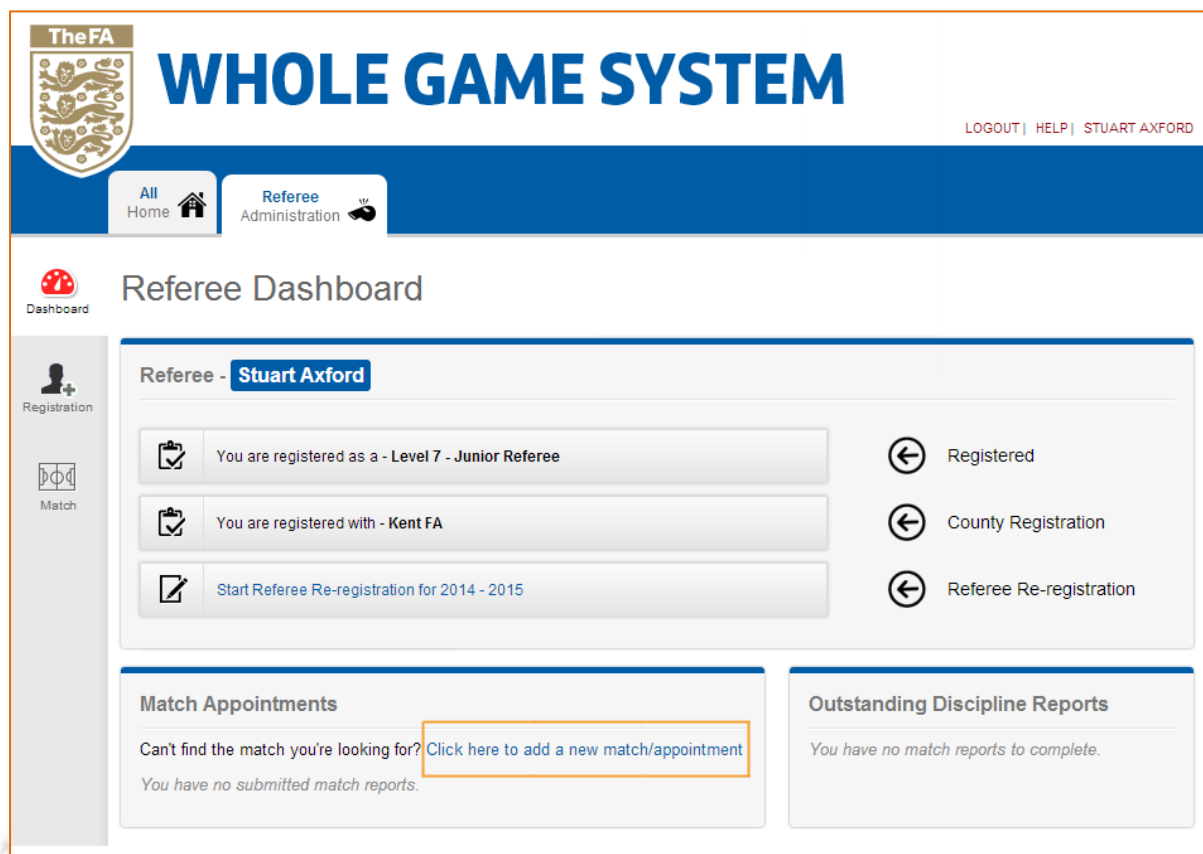
Kent Ref Parent CFA Registration

End



Referee Dashboard

The Referee Dashboard will confirm your current Registration Level, the County FA that your current Registration is associated with, and a link to Register for the following season.



The screenshot shows the 'The FA WHOLE GAME SYSTEM' interface. At the top, there's a navigation bar with 'All Home' and 'Referee Administration'. The main header reads 'Referee Dashboard' with a sub-header 'Referee - Stuart Axford'. The dashboard is divided into several sections. On the left, there's a sidebar with 'Registration' and 'Match' icons. The main content area has three rows of information: 'You are registered as a - Level 7 - Junior Referee', 'You are registered with - Kent FA', and 'Start Referee Re-registration for 2014 - 2015'. To the right of these rows are three circular arrows pointing left, labeled 'Registered', 'County Registration', and 'Referee Re-registration'. Below these are two boxes: 'Match Appointments' and 'Outstanding Discipline Reports'. The 'Match Appointments' box contains the text 'Can't find the match you're looking for?' followed by a link 'Click here to add a new match/appointment' (highlighted with an orange box), and 'You have no submitted match reports.' The 'Outstanding Discipline Reports' box contains the text 'You have no match reports to complete.'

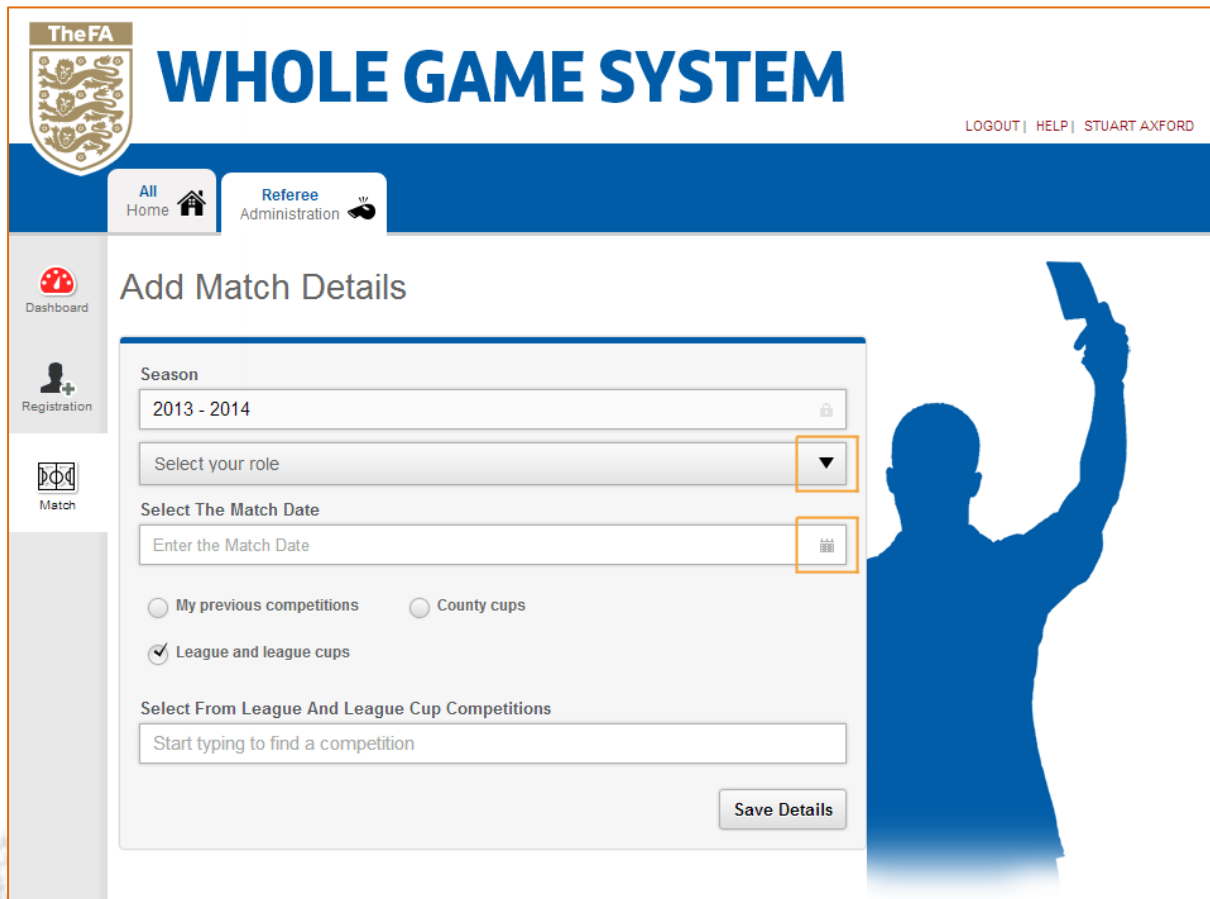
Underneath the Referee detail, you will see **Match Appointments** with a link to create a new record. You can either select this link, or the Match icon on the left navigation menu.

You may also note the inclusion to Start Referee Re-registration for 2014-2015. This is because the Referee Dashboard is the control console for all items relating to your role as a Referee. As more features are made available as part of the Whole Game System, any items relevant to refereeing will be hosted here.

End

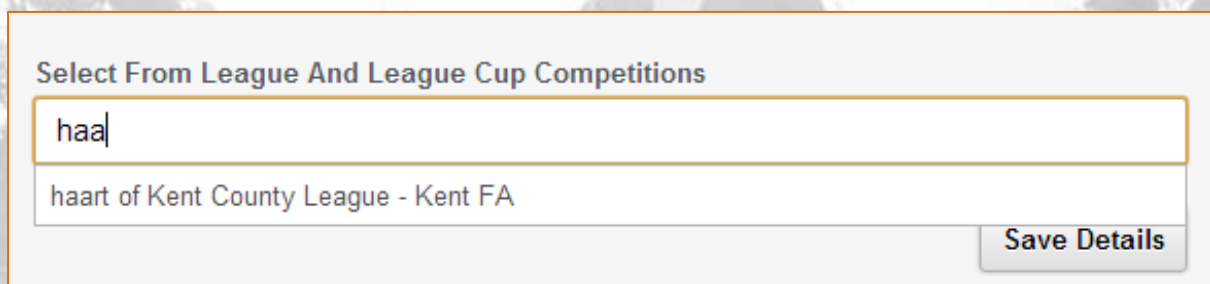
Creating a Match

When adding Match Details, season will automatically default and will not be editable. You can use the following field to enter **your role** (dropdown), **Match Date** (date selector) and competition type.



The screenshot shows the 'Add Match Details' form in the 'The FA WHOLE GAME SYSTEM'. The form includes a sidebar with 'Dashboard', 'Registration', and 'Match' links. The main form fields are: 'Season' (2013 - 2014), 'Select your role' (dropdown), 'Select The Match Date' (date selector), and radio buttons for 'My previous competitions', 'County cups', and 'League and league cups' (selected). Below these is a search box for 'Select From League And League Cup Competitions' with the placeholder 'Start typing to find a competition'. A 'Save Details' button is at the bottom right. A blue silhouette of a person holding a trophy is on the right side of the form.

When choosing the League, please enter a minimum of 3 characters, at which point the system will populate all matching records and allow you to select accordingly.



This close-up shows the search results for the 'Select From League And League Cup Competitions' field. The search input contains 'haa' and the results list shows 'haart of Kent County League - Kent FA'. A 'Save Details' button is visible at the bottom right.

If you are experiencing difficulty locating a League, please note that some may have chosen to incorporate a sponsor name into the League name.

For example, if the Kent Suburban Football League were sponsored by Nike, they may have registered with Kent FA as the Nike Kent Suburban Football League (example only).

Once you have selected a League, you will then be asked to **Select the division** (dropdown). All divisions will be listed here along with the option to select **All teams in the league**.

Select From League And League Cup Competitions

haart of Kent County League - Kent FA

All teams in the league ▼

Select the division

Premier

Division One East

Division Three East

Division Three West

Division One West

Division Two East

Division Two West

All teams in the league

Save Details

After selecting the division, you will be able to choose **Home/ Away Club** before you **Save Details**.



WHOLE GAME SYSTEM

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All Home 

Referee Administration 

 Dashboard

 Registration

 Match

Add Match Details

Season

2013 - 2014

Referee

▼

Select The Match Date

01/02/2014

☐ My previous competitions

☐ County cups

☒ League and league cups

Select From League And League Cup Competitions

haart of Kent County League - Kent FA

All teams in the league ▼

Select The Home Club

Bromley Green First

▼

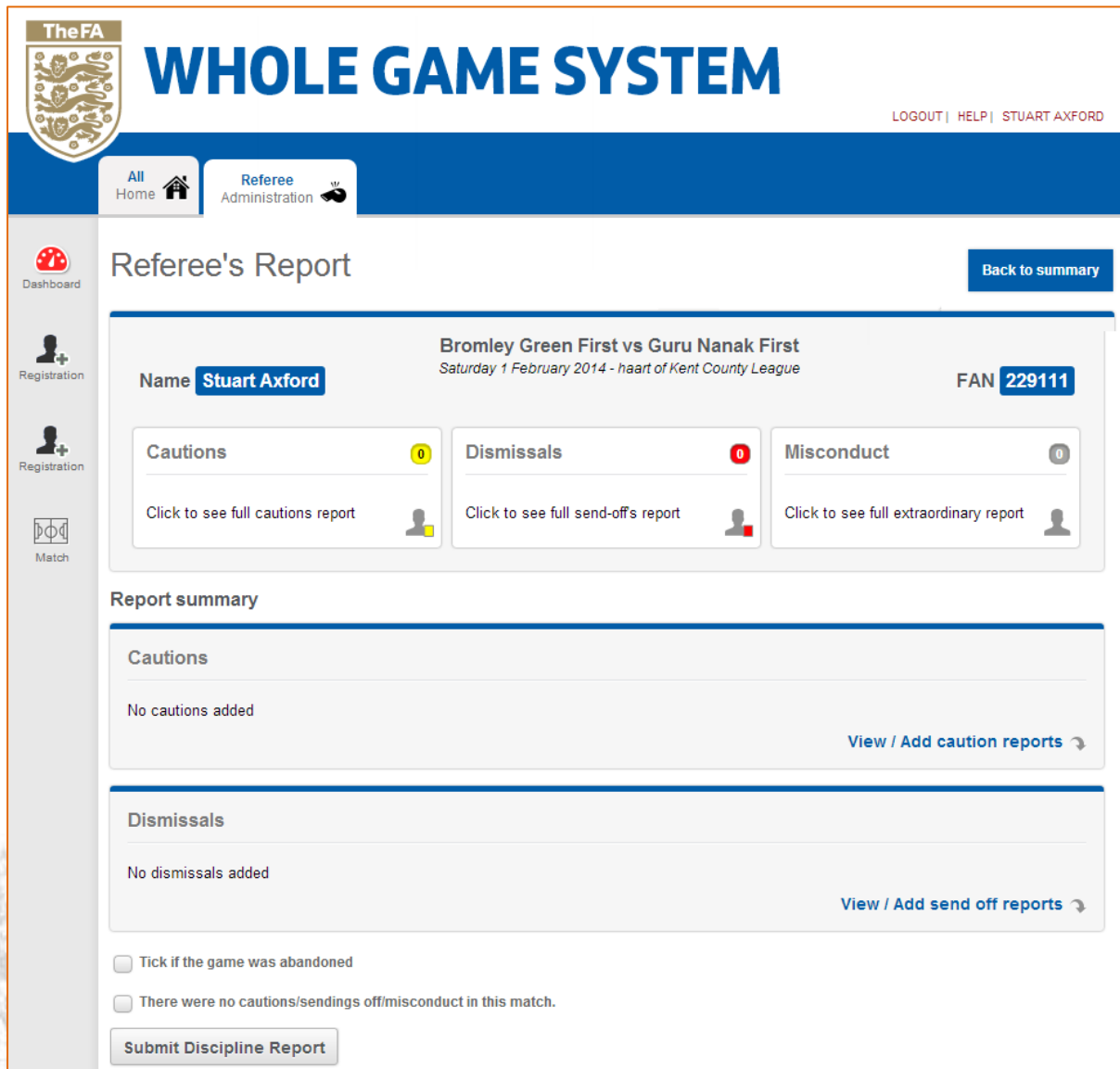
Select The Away Club

Guru Nanak First

▼

Save Details

Saving the match details will take you through to the main summary screen of the **Referee's Report**. It is here that you can add any **Cautions** or **Dismissals**, select whether the **game was abandoned**, or simply select if there were no reportable incidents.



The screenshot shows the 'Referee's Report' page for Stuart Axford, Referee ID 229111, for the match between Bromley Green First and Guru Nanak First on Saturday 1 February 2014. The interface includes a sidebar with navigation links (All Home, Referee Administration, Dashboard, Registration, Match) and a main content area with sections for Cautions, Dismissals, and Misconduct. Each section has a count (0) and a link to view the full report. Below these is a 'Report summary' section with checkboxes for 'Tick if the game was abandoned' and 'There were no cautions/sendings off/misconduct in this match.' A 'Submit Discipline Report' button is at the bottom.

TheFA

WHOLE GAME SYSTEM

LOGOUT | HELP | STUART AXFORD

All Home Referee Administration

Dashboard Registration Match

Referee's Report

[Back to summary](#)

Name **Stuart Axford** **Bromley Green First vs Guru Nanak First** **FAN** **229111**
Saturday 1 February 2014 - haart of Kent County League

Cautions	Dismissals	Misconduct
0	0	0
Click to see full cautions report	Click to see full send-offs report	Click to see full extraordinary report

Report summary

Cautions

No cautions added

[View / Add caution reports](#)

Dismissals

No dismissals added

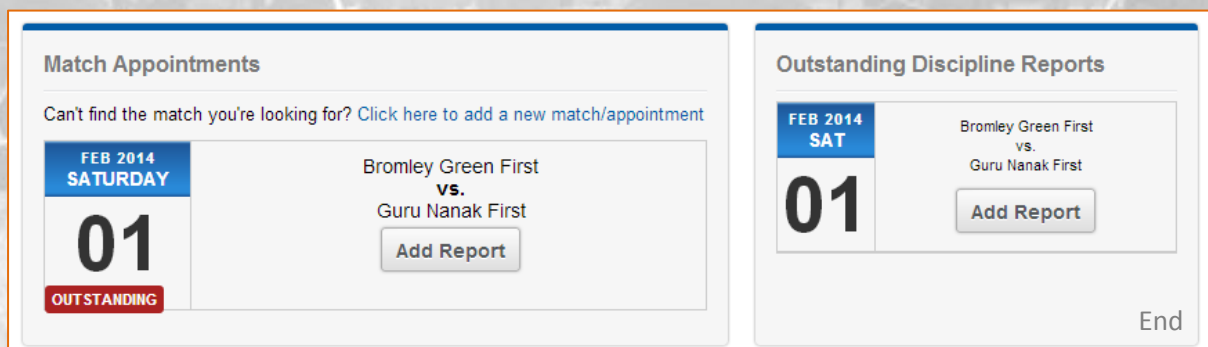
[View / Add send off reports](#)

☐ Tick if the game was abandoned

☐ There were no cautions/sendings off/misconduct in this match.

Submit Discipline Report

If you leave the system for any reason, the match you create will be available under both **Match Appointments** and **Outstanding Discipline Reports** on the Referee Dashboard. The Outstanding Discipline Report record will remain until the report is submitted.



The screenshot shows two panels. The 'Match Appointments' panel displays a match for FEB 2014 SATURDAY, 01, between Bromley Green First and Guru Nanak First, with an 'Add Report' button and an 'OUTSTANDING' status. The 'Outstanding Discipline Reports' panel shows the same match details and an 'Add Report' button. The page ends with the word 'End'.

Match Appointments

Can't find the match you're looking for? [Click here to add a new match/appointment](#)

FEB 2014 SATURDAY

01

OUTSTANDING

Bromley Green First
vs.
Guru Nanak First

Add Report

Outstanding Discipline Reports

FEB 2014 SAT

01

Bromley Green First
vs.
Guru Nanak First

Add Report

End

Cautions

You can add Cautions against a record either by selecting the main **Cautions** box along the match header or by choosing to **View/Add caution reports** in the **Report summary**.

Name **Stuart Axford**

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

FAN **229111**

Cautions 0
Click to see full cautions report

Dismissals 0
Click to see full send-offs report

Misconduct 0
Click to see full extraordinary report

Report summary

Cautions
No cautions added
[View / Add caution reports](#)

You will then be asked to select the Caution details as below. The **Cautions** box will be highlighted to confirm where you are within the report.

Cautions [Back to summary](#)

Name **Stuart Axford**

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

FAN **229111**

Cautions 0
Click to see full cautions report

Dismissals 0
Click to see full send-offs report

Misconduct 0
Click to see full extraordinary report

Team	Player	Caution Code	FA Code	
Select ▼	Select ▼	Select ▼		Add +

Please don't forget to click "Save Cautions" after new caution added [Save Cautions](#)

Use the dropdown against **Team**, **Player**, **Caution Code** (and **FA Code** if required) to select each criteria before clicking **Add**. Once you have added a Caution it will populate beneath the selection fields and provide the option to **Remove** if necessary. You may add as many Cautions as you require, however it is advisable to **Save Cautions** regularly to avoid losing any unsaved items.

	Team	Player	Caution Code	FA Code	
	Guru Nanak First ▼	Kam Khun-Khun ▼	C2 ▼		Add +
1	Bromley Green First ▼	Gary Mickelborough ▼	C3 ▼		Remove ✖

Once you have saved your Cautions, each will remain editable, as well as giving the option to Remove. In addition, the system will provide the facility to change the player cited against each Caution thus giving you full control over the content being submitted.

	Team	Player	Caution Code	FA Code	
	Select ▼	Select ▼	Select ▼		Add +
1	Bromley Green First ▼	Gary Mickelborough ✖	C3 ▼		Remove ✖
2	Guru Nanak First ▼	Kam Khun-Khun ✖	C2 ▼		Remove ✖

Please don't forget to click "Save Cautions" after new caution added

Save Cautions

All saved Cautions will update the main box in the header. At this point, you can add further **Cautions**, move directly to add any **Dismissals** or go **Back to summary** to check and submit report.



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[All Home](#)
[Referee Administration](#)

[Dashboard](#)
[Registration](#)
[Registration](#)
[Match](#)

Cautions

[Back to summary](#)

Name **Stuart Axford**

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

FAN **229111**

Cautions **2**

Click to see full cautions report

Dismissals **0**

Click to see full send-offs report

Misconduct **0**

Click to see full extraordinary report

Dismissals

To **Add (a) New Dismissal** simply use the **Team**, **Player** and **Under Law 12 Section** dropdowns and details box to populate the content before selecting **Add Dismissal**.



WHOLE GAME SYSTEM

LOGOUT | HELP | STUART AXFORD

All Home

Referee Administration

Dashboard

Registration

Registration

Match

Dismissals

Back to summary

Name

Stuart Axford

Bromley Green First vs Guru Nanak First

Saturday 1 February 2014 - haart of Kent County League

FAN

229111

Cautions

2

Click to see full cautions report

Dismissals

0

Click to see full send-offs report

Misconduct

0

Click to see full extraordinary report

Add New Dismissal

Team

Select

Player

Select

Under Law 12 Section

Select

Please Provide Details Of The Sending Off

Add Dismissal

+

Once any Dismissals have been added, they will appear at the base of the page having been saved automatically. There is no requirement to make any further save action.

You may also **Remove** a Dismissal at any point, using the button located at the base of each completed Dismissal record.

1
Team
Bromley Green First
Player
Terence Perk
Offence Code
S1
Details
serious foul play
Remove X

2
Team
Guru Nanak First
Player
Boota Singh
Offence Code
S2
Details
add details here... violent conduct
Remove X

All Dismissals will update the main box in the header. From here you can either select to add any **Cautions** or go **Back to summary** to check and submit report.

Dismissals

Back to summary

Name **Stuart Axford** **Bromley Green First vs Guru Nanak First**
Saturday 1 February 2014 - haart of Kent County League **FAN** **229111**

Cautions **2**
Click to see full cautions report

Dismissals **2**
Click to see full send-offs report

Misconduct **0**
Click to see full extraordinary report

End

Submission



WHOLE GAME SYSTEM

LOGOUT | HELP | STUART AXFORD

All Home 

Referee Administration 

Referee's Report

Back to summary

Name **Stuart Axford**

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

FAN **229111**

Cautions 2

Click to see full cautions report 

Dismissals 2

Click to see full send-offs report 

Misconduct 0

Click to see full extraordinary report 

Report summary

Cautions

Team	Player	Description
Bromley Green	Gary Mickelborough	C3 Persistently infringing the laws of the game
Guru Nanak	Kam Khun-Khun	C2 Shows dissent by word or action
Bromley Green	Steve Wilson	C3 Persistently infringing the laws of the game
Guru Nanak	M Karim	C4 Delays the restart of play

View / Add caution reports 

Dismissals

Team	Player	Description
Bromley Green	Terence Perk	serious foul play
Guru Nanak	Boota Singh	add details here... violent conduct

View / Add send off reports 

☐ Tick if the game was abandoned

Submit Discipline Report

☐ Tick if the game was abandoned

Submit Discipline Report

Once you have confirmed the details entered, please **Submit Discipline Report**. If you have entered any Cautions or Dismissals, you will now only be able to select whether the match was abandoned (see page 7 if nothing to enter).

Once submitted, the system will confirm the contents of the report and provide a link to return to the **Referee Dashboard**. Once you have returned to this, you will note that the match entered will no longer be present under Outstanding Discipline Reports.

Referee's Report

[Back to summary](#)

Name **Stuart Axford**

Bromley Green First vs Guru Nanak First
Saturday 1 February 2014 - haart of Kent County League

FAN **229111**

Cautions

2

[Click to see full cautions report](#)



Dismissals

2

[Click to see full send-offs report](#)



Misconduct

0

[Click to see full extraordinary report](#)



Thank you for submitting your report

[Referee Dashboard](#)

Outstanding Discipline Reports

You have no match reports to complete.

End of Document