

Team Administrators for WGS Integrated League

Why have we made these changes?

There are a couple of reasons why we've had to make changes to Team Administrators in Full-Time. Firstly, to allow Managers/Coaches/Assistant Managers & Team Secretary's to use the Matchday App, we have had to ensure that a manager has the ability to complete their administrative processes in one place. To find out more about the Matchday App visit <http://www.thefa.com/about-football-association/matchday-faqs>.

Secondly, due to the introduction of GDPR on May 25th we have to work towards an individual's data being held in one place on one system. WGS should be the place where we assign people to roles as this is the place where we check that a Youth Team Manager is CRC compliant, so leagues cannot accidentally provide access to player data for people who may not be appropriate to do so. It also encourages clubs to make sure their data is accurate; a manager cannot be added to Full-Time by a league without the club having added them in WGS (so there is a genuine, virtuous circle). It also gives an individual greater accessibility of the data we hold for them and gives them the ability to manage their own data.

Club

By default, a Team Manager (and Asst.) as well as a Team Coach (and Asst.) will be given the role of Team Administrator within Full-Time.

If any additional officials require access to Full-Time, they will need to be added to a team as a Team Secretary. This can be done in WGS via the Team Officials page once affiliation is complete, and the details will automatically integrate into Full-Time with the role of Team Administrator.

There is no limit to the number of Team Secretaries that can be added to a team.

If any details need to be updated, e.g. e-mail or mobile number, then the individual can update their own details via WGS portal, or they can be updated by the Club secretary, Chairman or Welfare Officer via the Safeguarding icon.

League

League officials are no longer able to edit Team Administrators information within Full-Time. The roles will automatically integrate to Full-Time based on the information supplied by the clubs.

Every Team Administrator will integrate in Full-Time however they will not automatically be given a Full-Time login.

Previous Team Administrators

If an individual held the role last season, then you have the option to Merge the person, so that they retain their current login. To do this, go to;

People > Merge People and add a filter for Team Administrator

Merge People

Match by _____

⚠ If the first record is a person with a WGS FAN set, then many of their data fields cannot be taken from the duplicate, and must be updated in WGS. Two people with WGS FAN's cannot be merged in Full-Time.

Last Name First Name Date Of Birth Postcode FAN

Role: Team Administrator Season: _____ Division: _____ Team: _____

Enter part of last name

Search

(Optional)

Show Hidden

You will be supplied with a list of records that can then be merged for your league. If the individual previously had a Full-Time login, then this will transfer to the retained record.

There is an option within Full-Time to filter to show those with a Full-Time login only if you do not wish to view all Team Administrators.

List People

[To review and select role types specific to your league click here](#)

Status: Active Role: Team Administrator After changing wait for screen to refresh

Season: 2018-19 Division: Premier Division Team: All

From: 1 July 2018 To: 31 May 2019 Has Login Only

Refresh Changing these dates overrides the season start and end dates

Create New Back

If the individual is a new Team Administrator, then you have the option to send a login invite as normal however this is at the discretion of the league

SMS Contacts

These will need to be added this season into Full-Time. Anyone listed as a Team Administrator (by the club in WGS) will appear in the drop down for the league to select. Again, the league is able to set 2 SMS contacts.