Setup to receive text messages

1. Log into Full Time Admin
   https://fulltime-admin.thefa.com/b2c/signInLanding.html

2. Once logged in, click the **People** tab and select **Primary Contacts**

3. Check that you are setup as the **Primary Contact** for your team, making sure to change the drop down at the top to select the appropriate divisions / cups, clicking **Update** after making the changes.

4. Click the **SMS** tab and select **Teams**

5. Check that there is a person added, if not, click **Add New**

Setup to receive emails

1. Log into the Whole Game System
   https://wholegame.thefa.com

2. Select your club's tab at the top of the screen

3. After your club's dashboard has loaded, select the **Club Officials** tab from the left hand side and make sure that you have someone down as **Club Secretary**

a. If not, click the **Add Official** button and search for the person, either by FAN number, the person's details, or if they've never been involved with the LFA before, click **Create New Contact**
b. Once that person has been found, select the options from the 2 drop downs (first one is the team (if you only have 1 team, this may already be selected). The second drop down menu is for the role, select the appropriate "Club" role for this person (e.g. chairman, treasurer, secretary, manager, first aider etc.)
c. Select the tick box next to the person you want to assign the role to and click **OK**
d. Repeat this for all the club's officials

4. Once you have your club officials assigned, select the **Team Officials** from the left hand side
5. If you already have team officials, these will be listed, showing the role against each one, some people may have more than 1 role within the team, so they will appear multiple times.
    a. If the person does not appear, click the **Add Official** button and search for the person, either by FAN number, the person's details, or if they've never been involved with the LFA before, click **Create New Contact**
    b. Once that person has been found, select the options from the 2 drop downs (first one is the team (if you only have 1 team, this may already be selected). The second drop down menu is for the role, select the appropriate "Club" role for this person (e.g. coach, asst coach, county cup email contact, county cup sms contact, Team Secretary, Manager etc.)
    c. The main roles for receiving the emails / texts are
        i. **county cup email contact** (for county cup games, e.g. Lancashire amateur cup)
        ii. **county cup sms** contact (for county cup games, e.g. Lancashire amateur cup)
        iii. **team secretary** (for receiving league emails about games)
        iv. **manager** (for receiving league emails about games)