Entering results on the West Midlands County Schools' F.A. website.

www.footiemag.net/WMCSFA

1. Display the front page of the website by entering the above web address.

2. Click on the **'Officials'** tab on the left hand side. This will open a log in page (Fig. 2).

3. Click on the down arrow on the right of "Select Organisation …" and scroll down until you reach the name of your School/College. Click on the name then enter your PIN number. Click on 'Login'.

4. From the menu on the left hand side of the new page click on 'Fixtures' on the Cup section. This will open a page displaying the matches that involve your organisation. (Example in Fig. 3.)

5. There is a 'Help' button on the top right of this page that informs you how to enter a result.

6. **HOWEVER**, before a result can be entered the match MUST be arranged. The "T.B.A." tab must be changed to "Fixed", the Kick Off time entered and the date following the word "**between**" must be the current date or earlier. **THEN CLICK 'ENTER' AT THE BOTTOM OF THE FIXTURES TO ACTIVATE THE RESULT.**

7. The page will refresh and the **RED** dot on the left should change to **BLUE**. The result, including any extra time and penalties can now be entered. Change "Fixed" to "Result" and **click on 'Enter' again to confirm the result**. The **BLUE** dot will change to **GREEN**. If the match was in a Cup competition, the winner should automatically appear in the next round.

8. When logged in, it is also possible to add the team colours, contact details etc. Instructions are on the website.
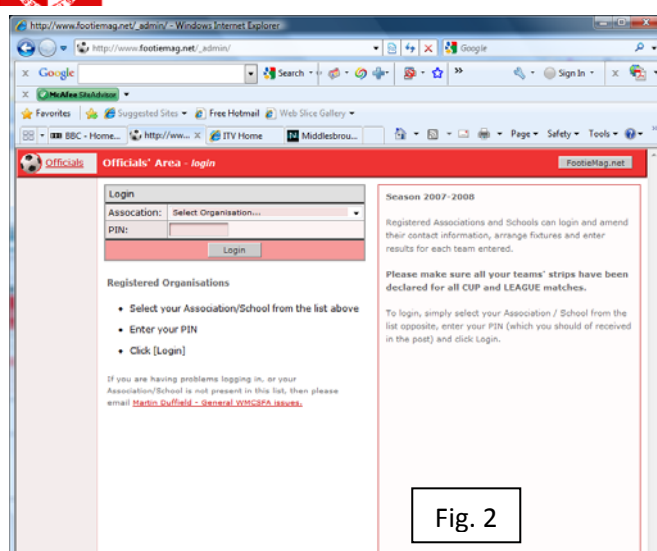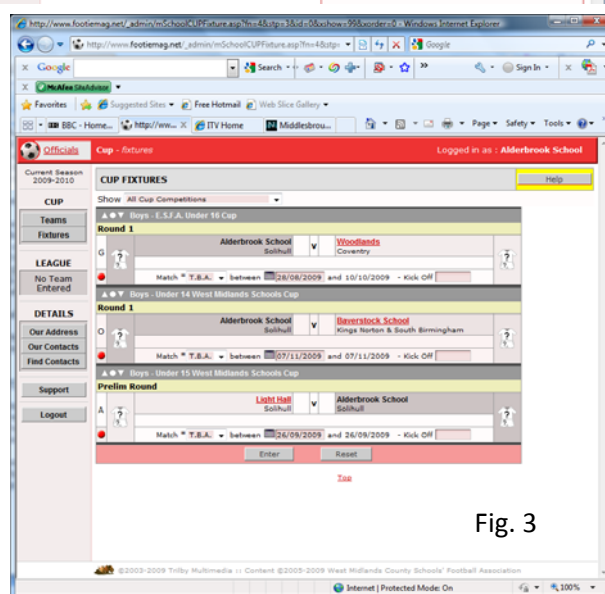

Fig. 2

Fig. 3