Manchester FA

The FA

WHOLE GAME SYSTEM



League Sanction 2022/23

Step-by-Step Guide

1. Introduction

Welcome to league sanction renewal for the 2022/23 season. This guide will help you complete the process by providing step-by-step support for the online renewal process. For the 2022/23 season there has been a number of small changes in the functionality of the Whole Game System to improve your experience and functionality of the platform.

2. Training and Support

Alongside this document there are useful training videos embedded within the FA Whole Game System to help you complete the process.

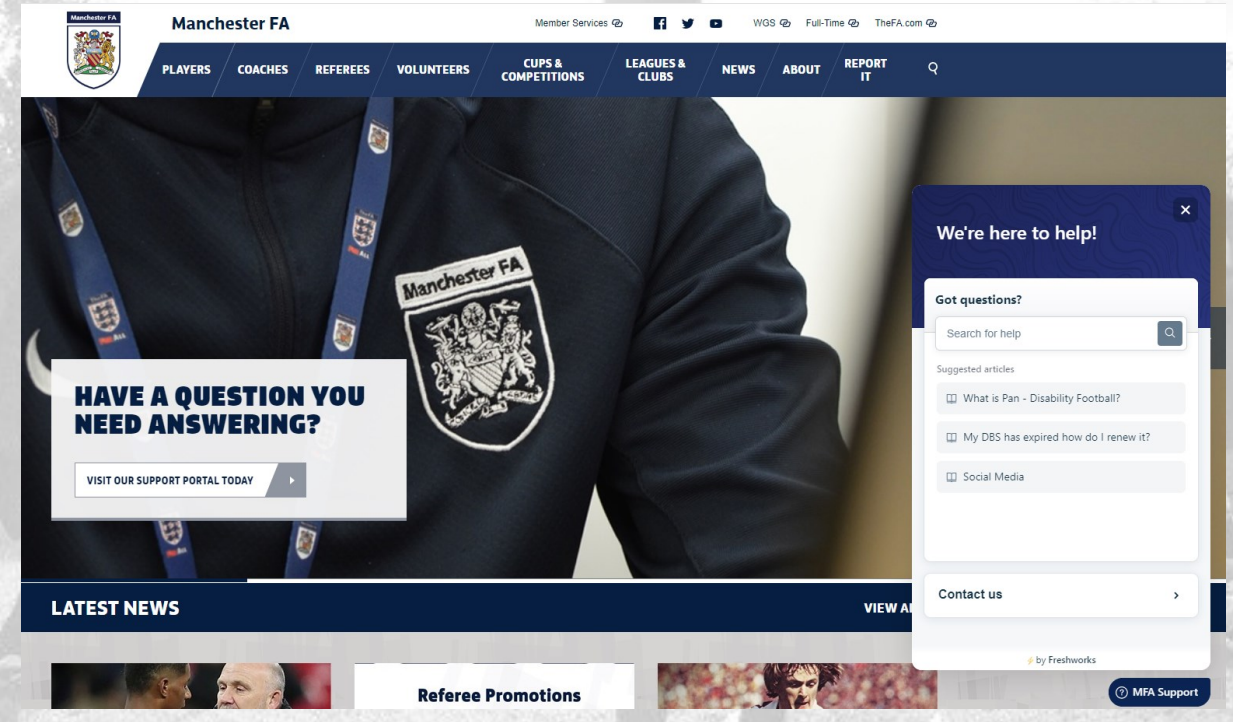
What do I do if I have a question?

Manchester FA can offer dedicated support by contacting us via email through **Support@ManchesterFA.com**

Once received, your email will be assigned a ticket number and a member of our team will respond as soon as possible. We aim to respond to all queries within two business days – please do not email again within this time period as this will likely lead to your ticket generating at the bottom of the queue.

If you would prefer to speak to us on the phone, please indicate that via email and a member of our team will be happy to arrange a call back at your convenience.

Alternatively you can visit our 24/7 Manchester FA Support Portal where you can find over 200 of the most frequently asked questions or log into our Support Forums and post a question. These can both be accessed by clicking HERE

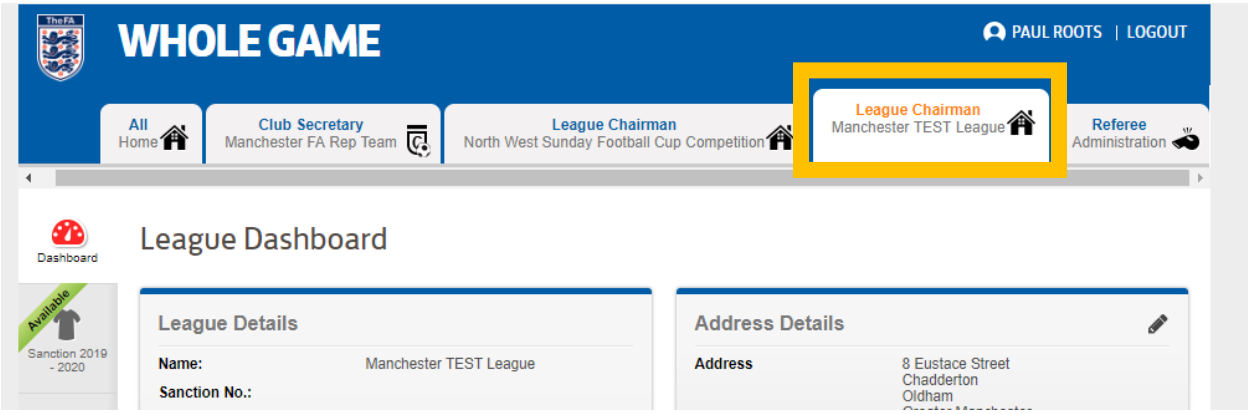


3. My Roles

All roles that have been assigned to you will be displayed on the home page of the Whole Game System portal. You should be used to seeing this by now.

You may therefore see roles other than Secretary displayed here, however all senior club positions i.e Chairman, Secretary and Treasurer can be used to access the League Sanction process for season 2022/23.

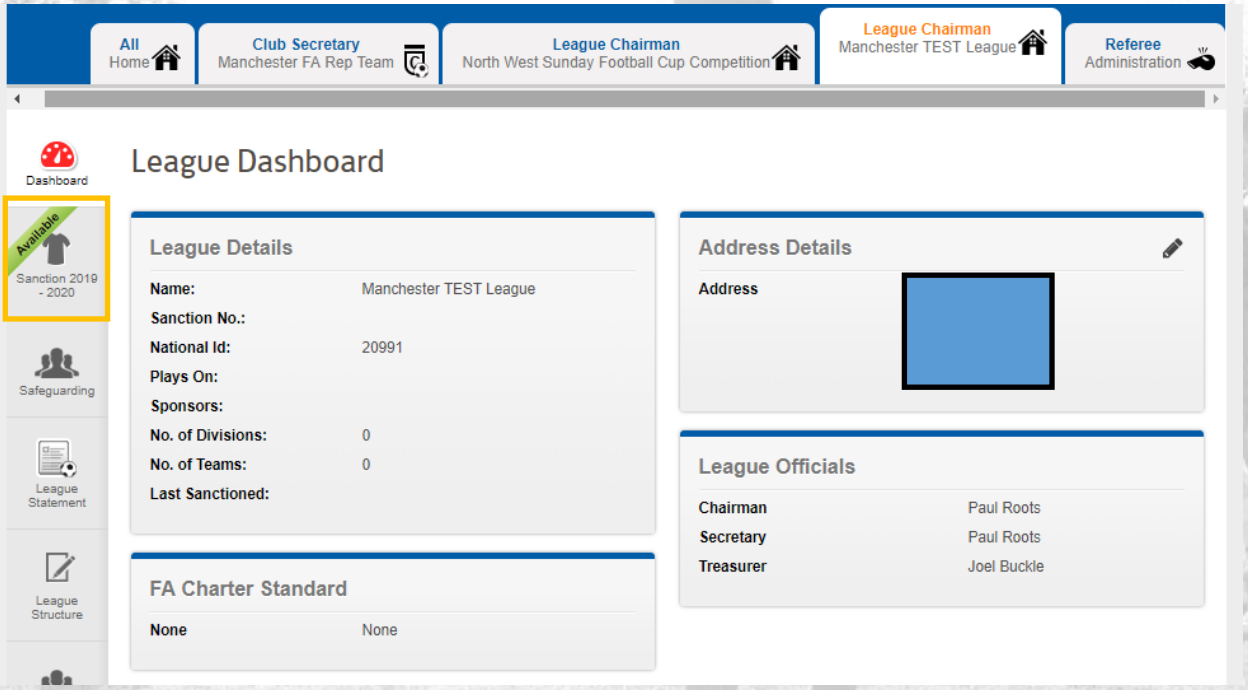
Please click on the senior role that you hold highlighted below, for the majority it will be **Secretary.**



4. Accessing the Sanction Portal

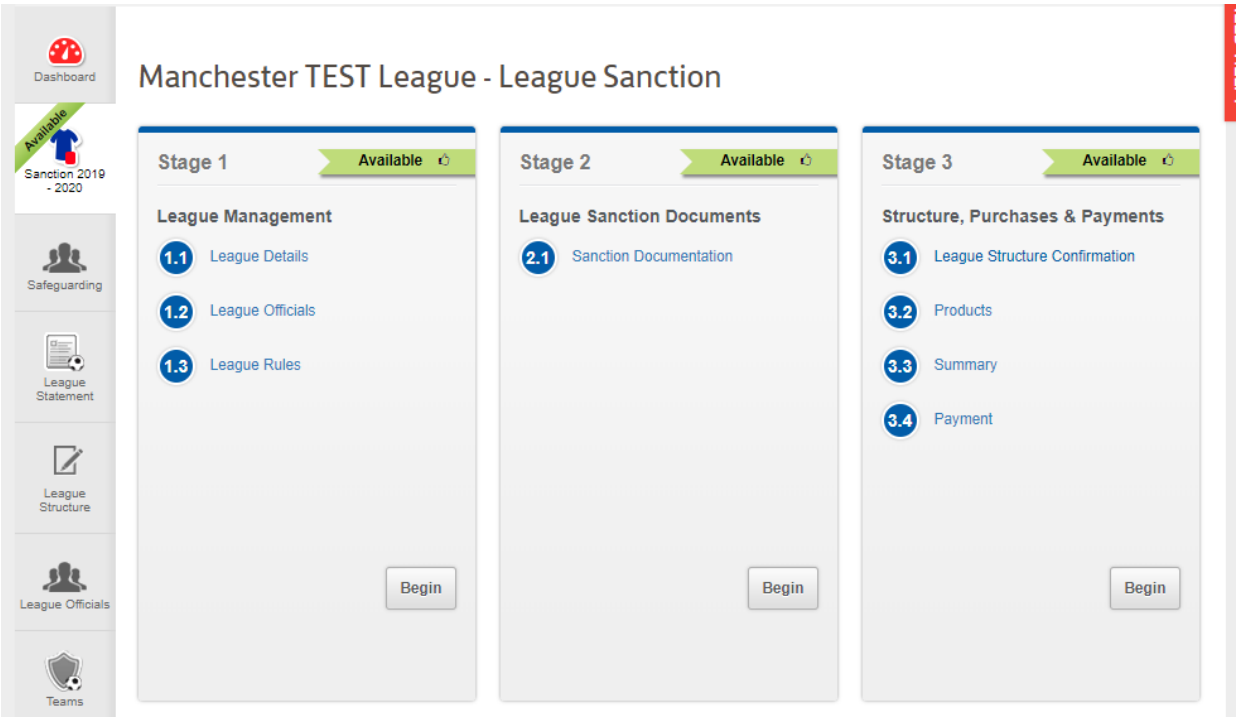
The League Dashboard shows an up to date overview for your League including links to League details, officials and teams.

To complete your membership renewal, please click on the icon 'Sanction 2022/23' in the left hand column, as highlighted below.

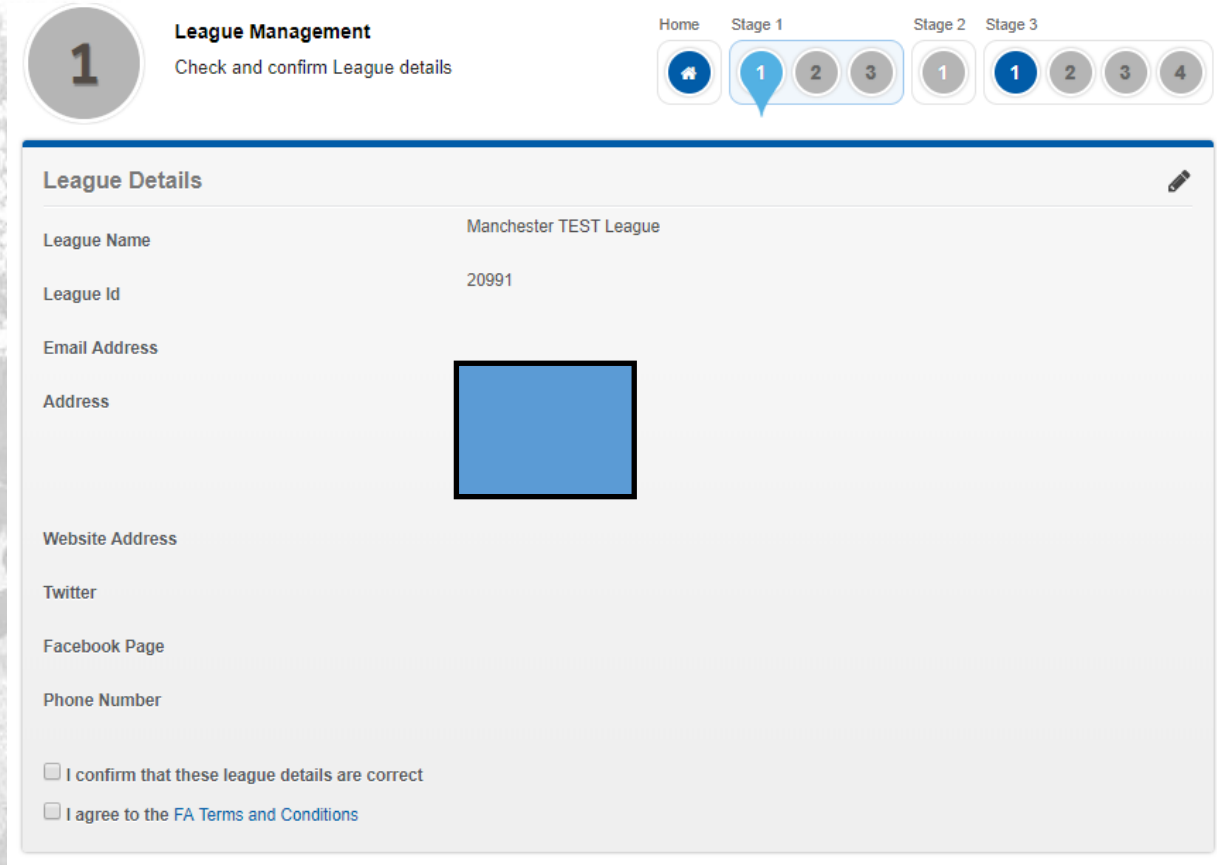


5. Stage One: Sanction Dashboard

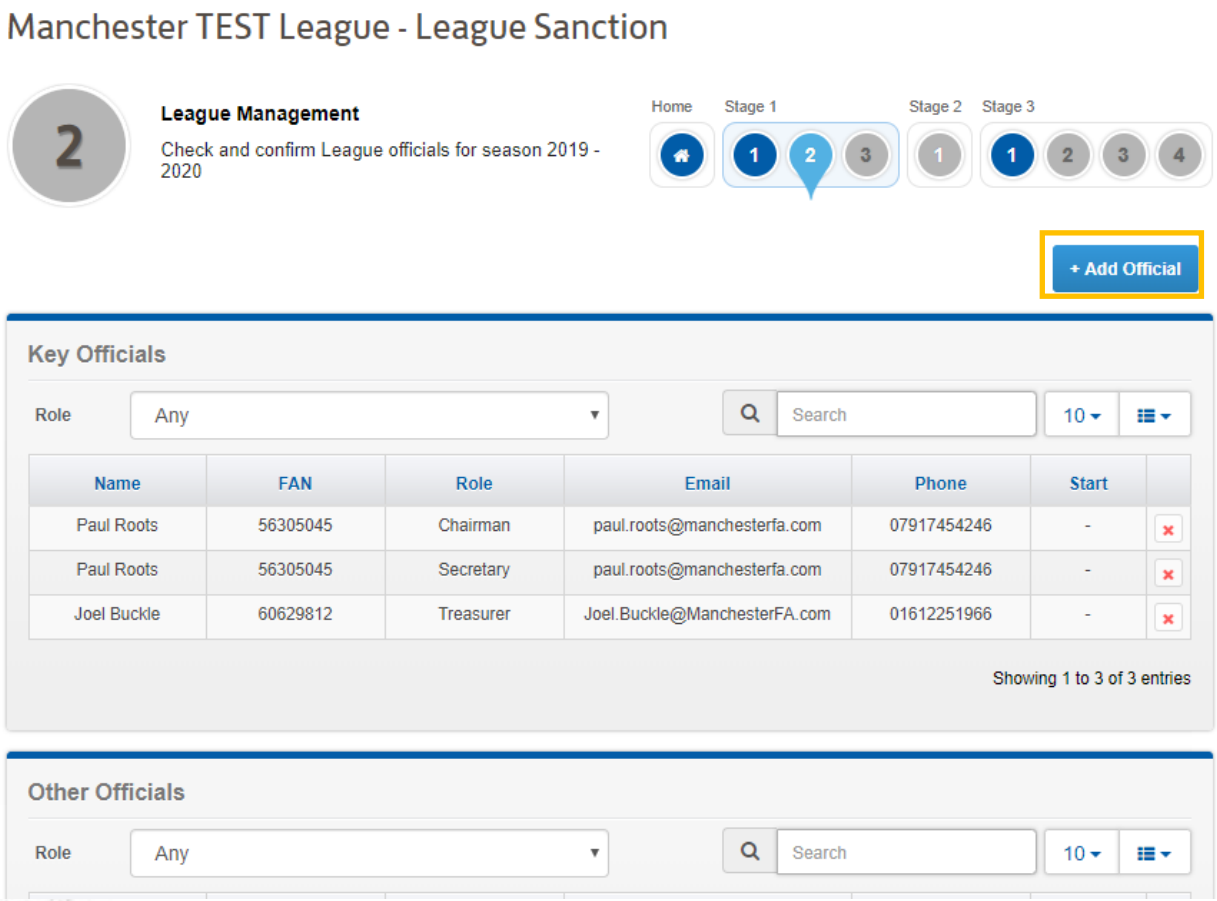
The League Sanction Dashboard allows you to view each of the three initial steps of the league sanction and view where you are up to with each of steps.



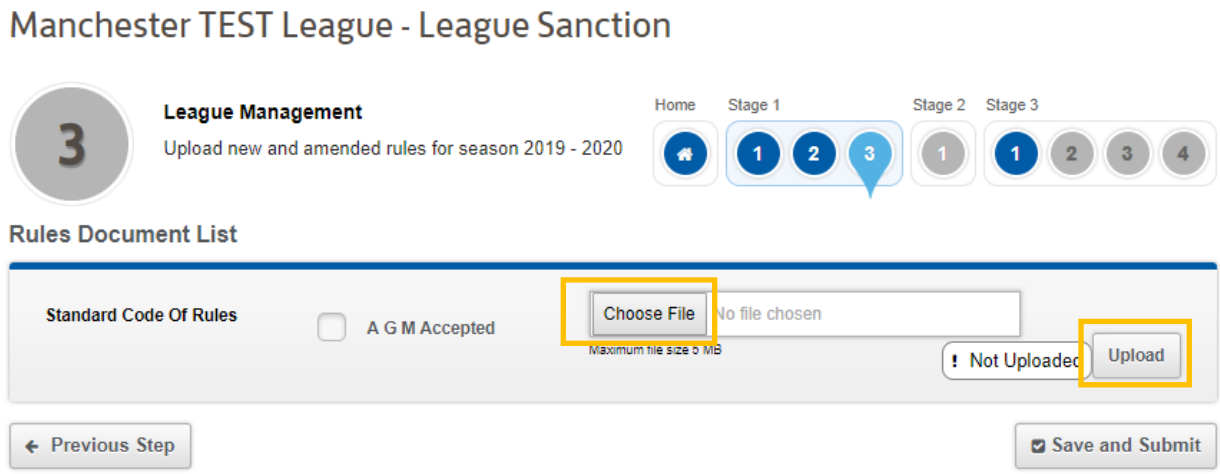
6. Stage One: League Management



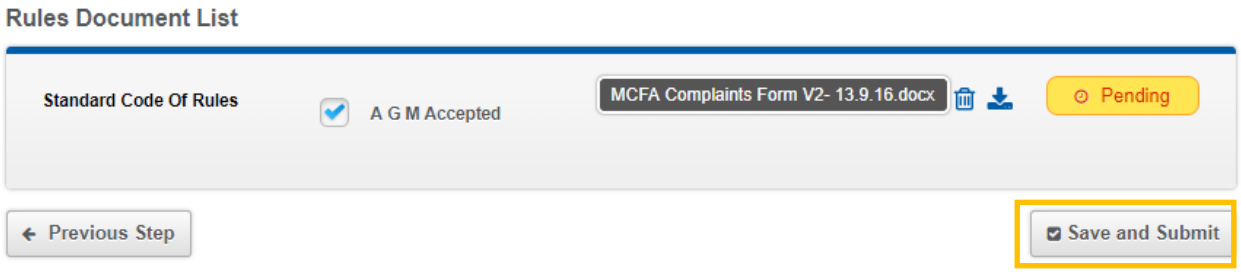
Stage one allows you to confirm the League details, League Officials and upload your league rules which is demonstrated below;



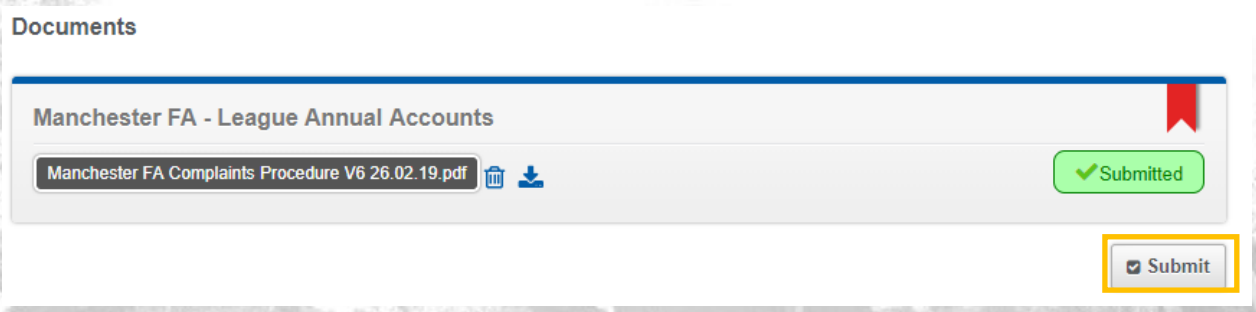
Any 'non-key' league officials can be added by pressing the 'Add Official' button below. Please note that changes to league Secretaries, Treasurers or Chairpersons can only be done by contacting Support@ManchesterFA.com



In the final part of section one you are are able to upload your completed copy of Standard Code of Rules (SCOR or SCORY). Please simply attach the file, tick 'AGM Accepted' and upload.

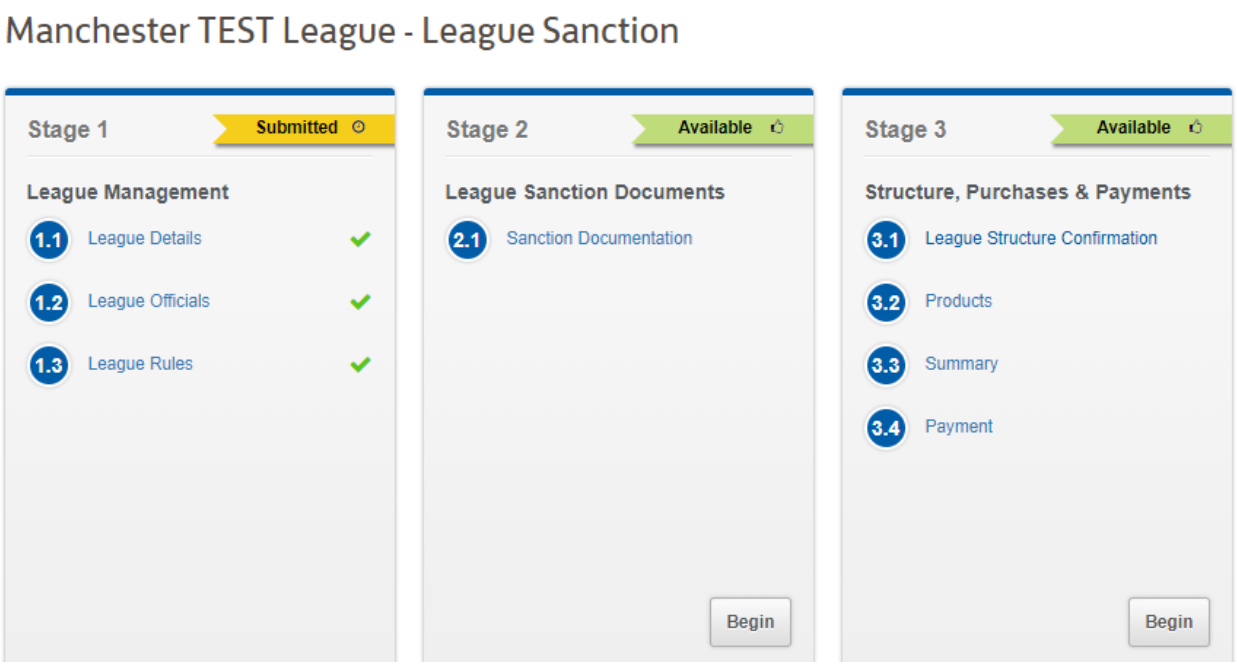


Once the document has uploaded the screen will appear as below and you are able to press 'Save and Submit'.

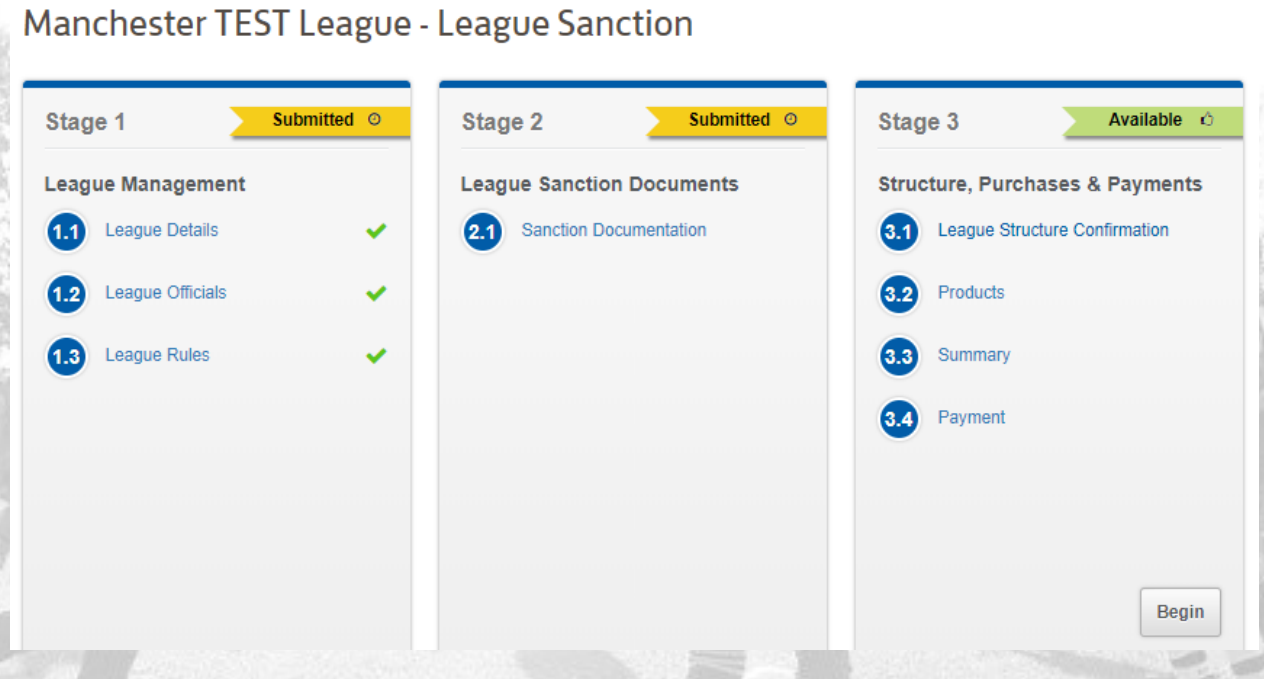


7. Stage Two: League Sanction Documents

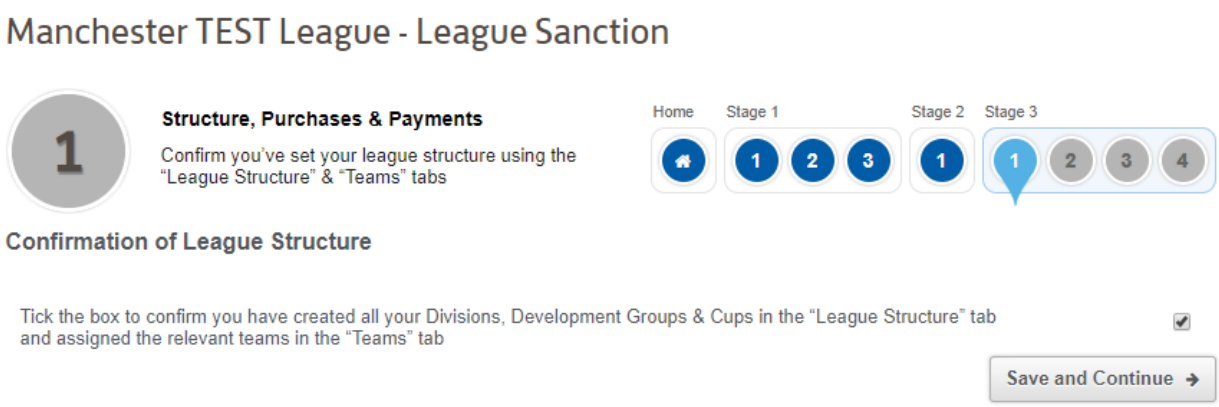
Section two of the league sanction process will allow you to upload the League Accounts as shown below:



As before please upload all required documents and click submit.



8. Stage Three: League Structure Confirmation

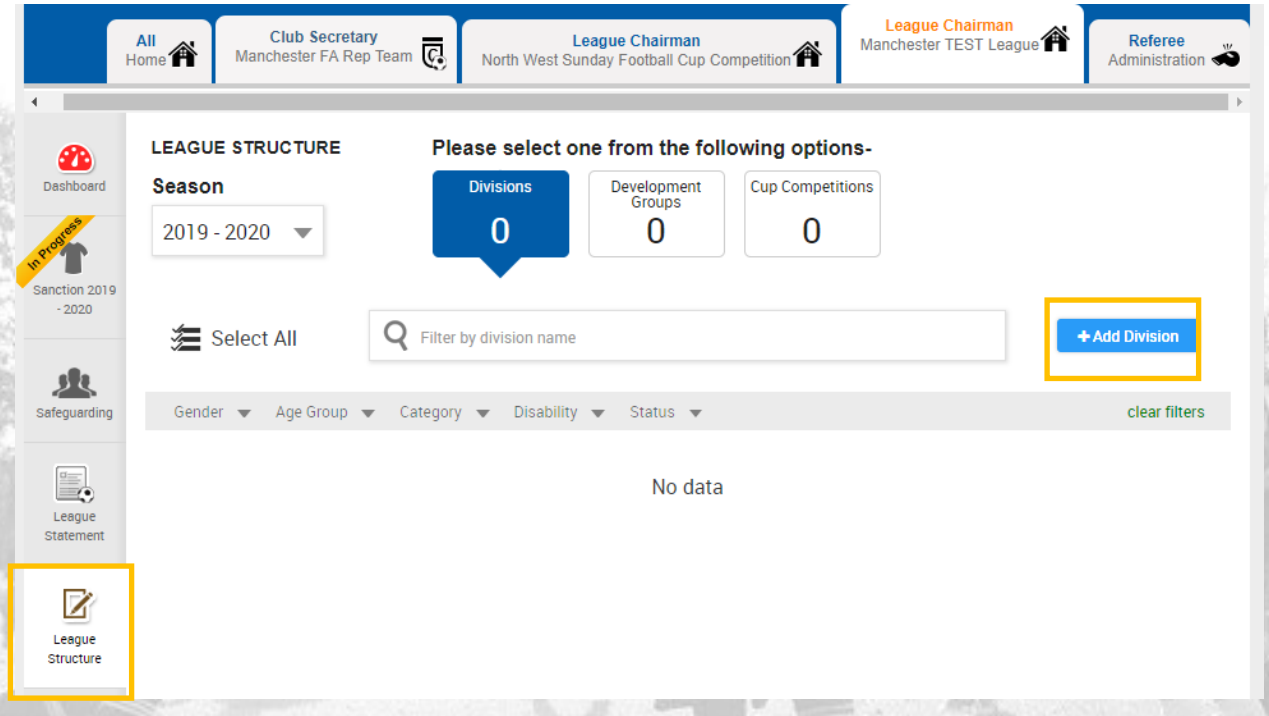


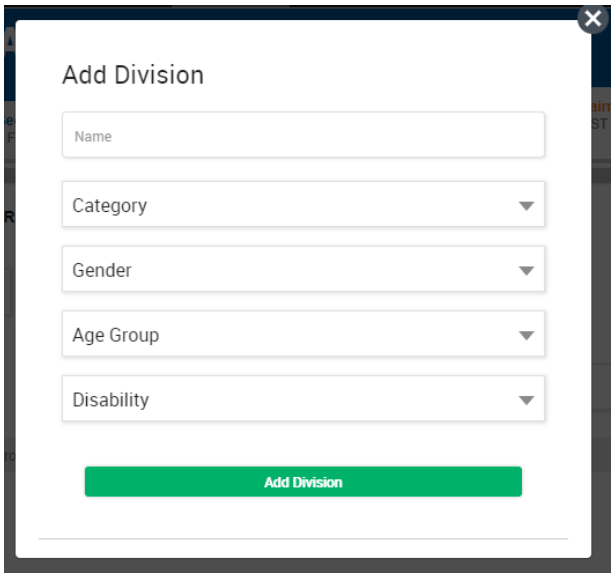
Stage Three allows you to finalise the summary of the league and complete payment.

PLEASE NOTE: STAGE THREE SHOULD NOT BE ATTEMPTED UNTIL YOU HAVE COMPLETED THE LEAGUE STRUCTURE!

9. League Structure

You can access the League Structure section by using the tab on the left hand side. In this section you are able to view and amend divisions, development groups and cups. You can also add or remove divisions or development groups; please mark any divisions as 'inactive' if they are no longer in use.

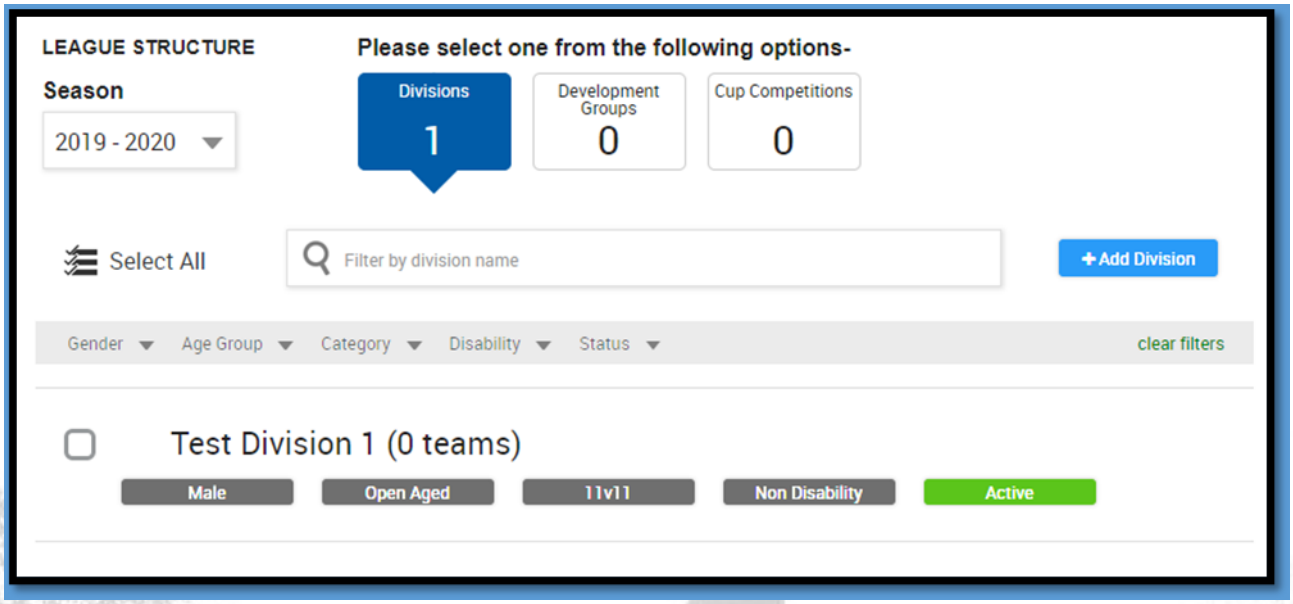


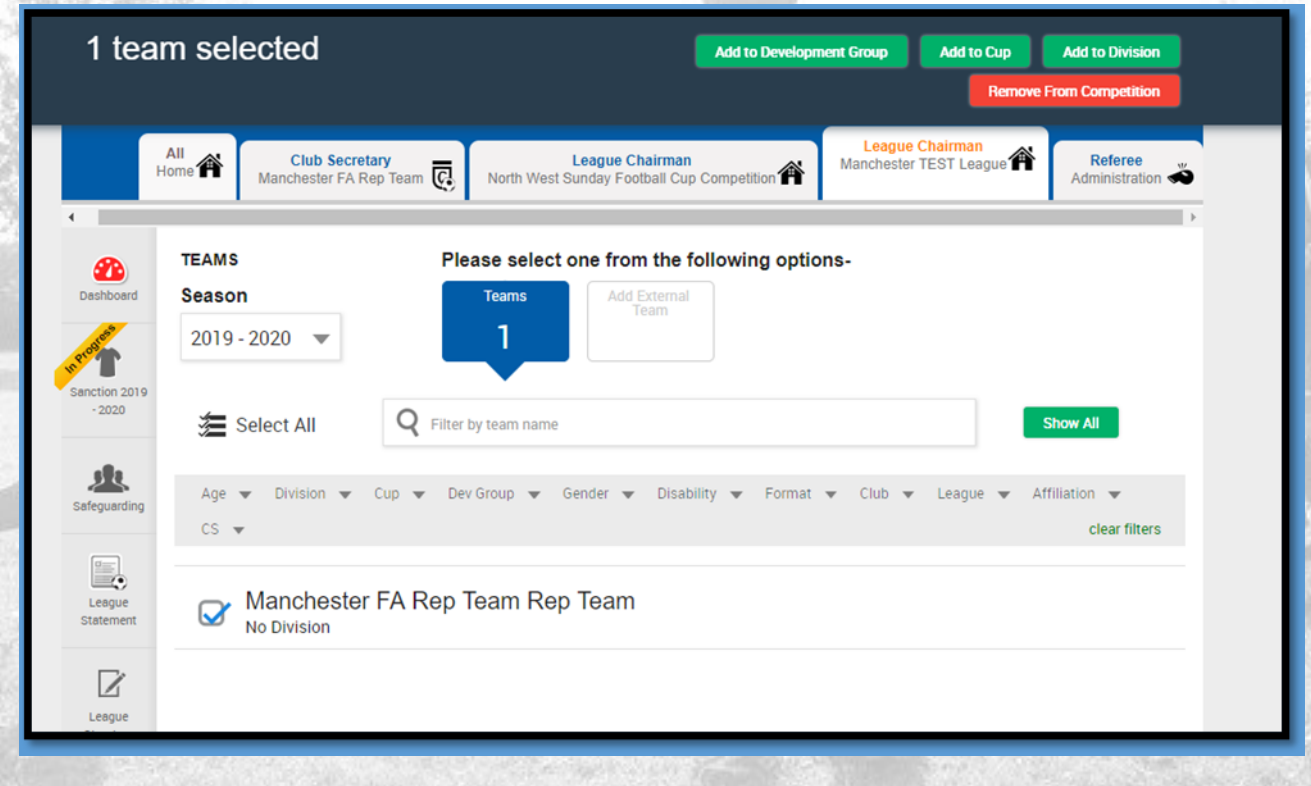


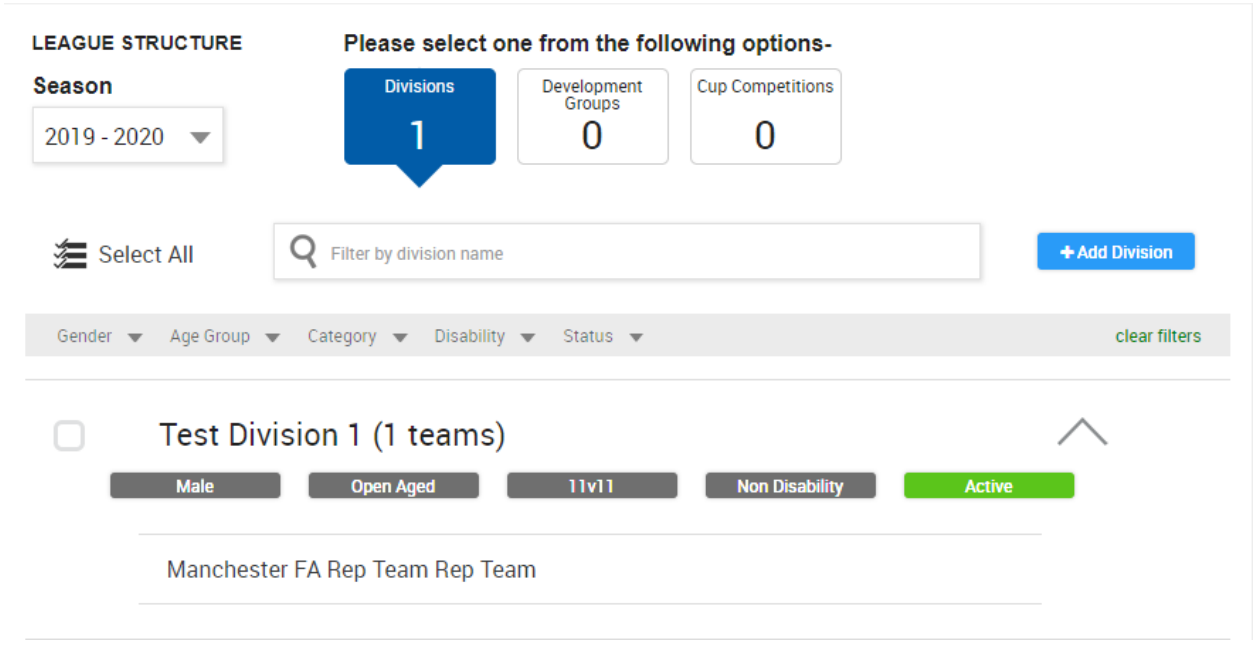
Adding Divisions

When adding new divisions you are able to set the necessary parameters before adding division. Below: Once added your active divisions will appear in the drop down list, showing the information that has been inputted. All teams that have entered the league will show within this list, with each that has not yet completed mebership clearly flagged.

Leagues can enter the teams into the relevant divisions by highlighting the box to the left. This can be done in bulk to speed up the process.





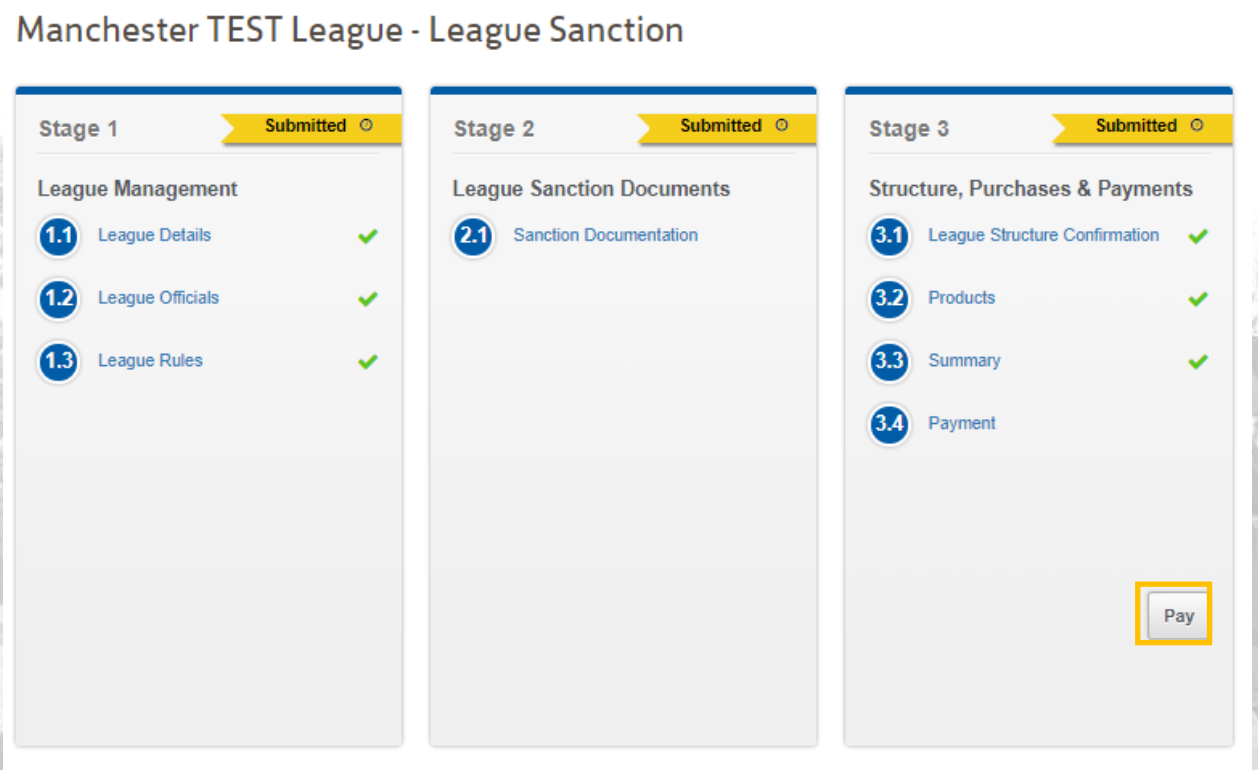


Back in the 'League Structure' tab, all teams that have been correctly added to divisions will now display as above.

10. Stage Three: League Structure Confirmation (Continued)

Once all teams have been assigned to the necessary divisions and/or development groups the league is now in a position to commence stage three of the sanction process.

Step 1 of this section is a confirmation that the league has created all of the divisions/development groups and assigned the teams.



The next page will show you a final summary before submitting the sanction application. Please review this carefully and once confirmed, click 'Submit for Approval'.

After submission you will be redirected back to the League Sanction Dashboard where you are able to make payment.

11. Confirmation of Sanction

Congratulations, you have now successfully submitted your league sanction application to Manchester FA where a member of the team will now review the submission.

PLEASE NOTE; Any further changes to your application will now need to be made by a member of the Manchester FA team.

12. Full Time Integration

Once your sanction application has been paid and fully approved by a member of the Manchester FA team, we will request Full Time Integration for your league (where required). All of the teams and divisional data confirmed in the Whole Game System will then be transferred to Full Time.

PLEASE NOTE; Do not try to create a league season in full time as the integration process will override the work you have already completed.

