



WHOLE GAME SYSTEM

League Sanction 2023/24

Step-by-Step Guide

1. Introduction

Welcome to league sanction renewal for the 2023/24 season. This guide will help you complete the process by providing step-by-step support for the online renewal process. For the 2023/24 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.

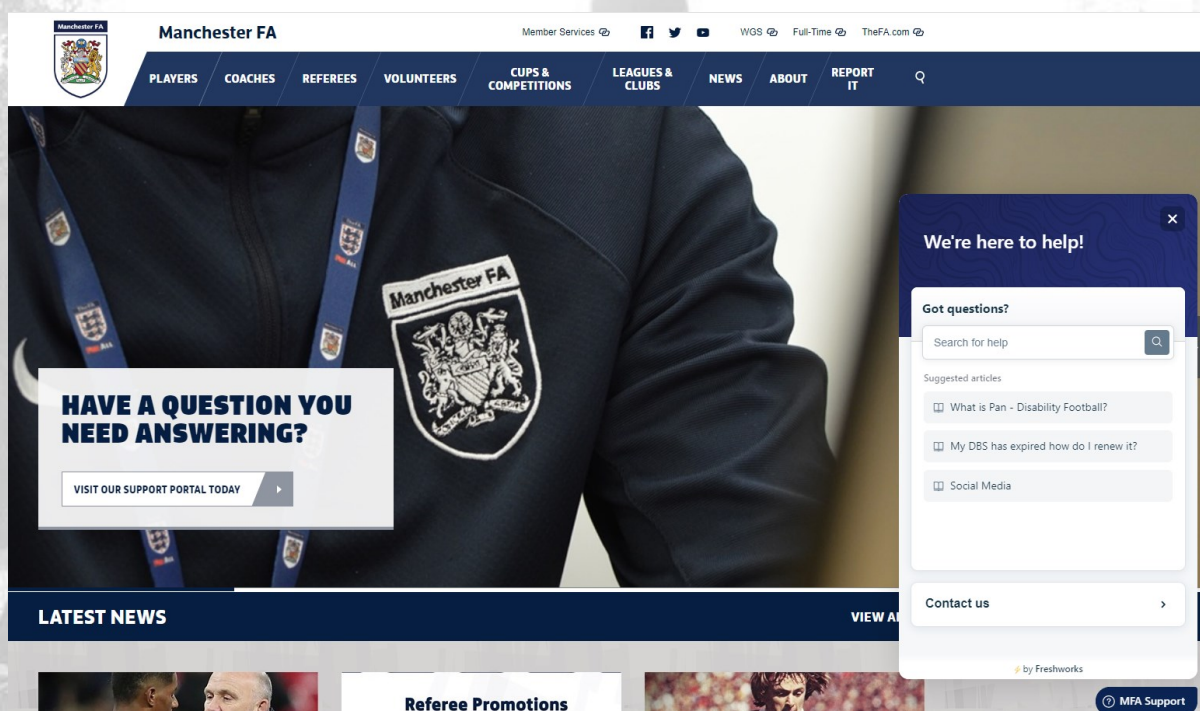
What do I do if I have a question?

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](#)

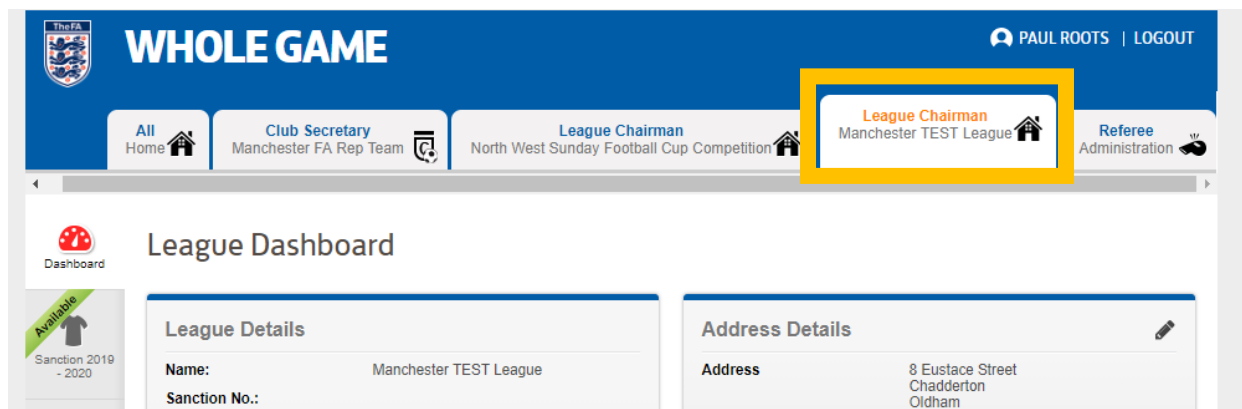


3. My Roles

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 2023/24.

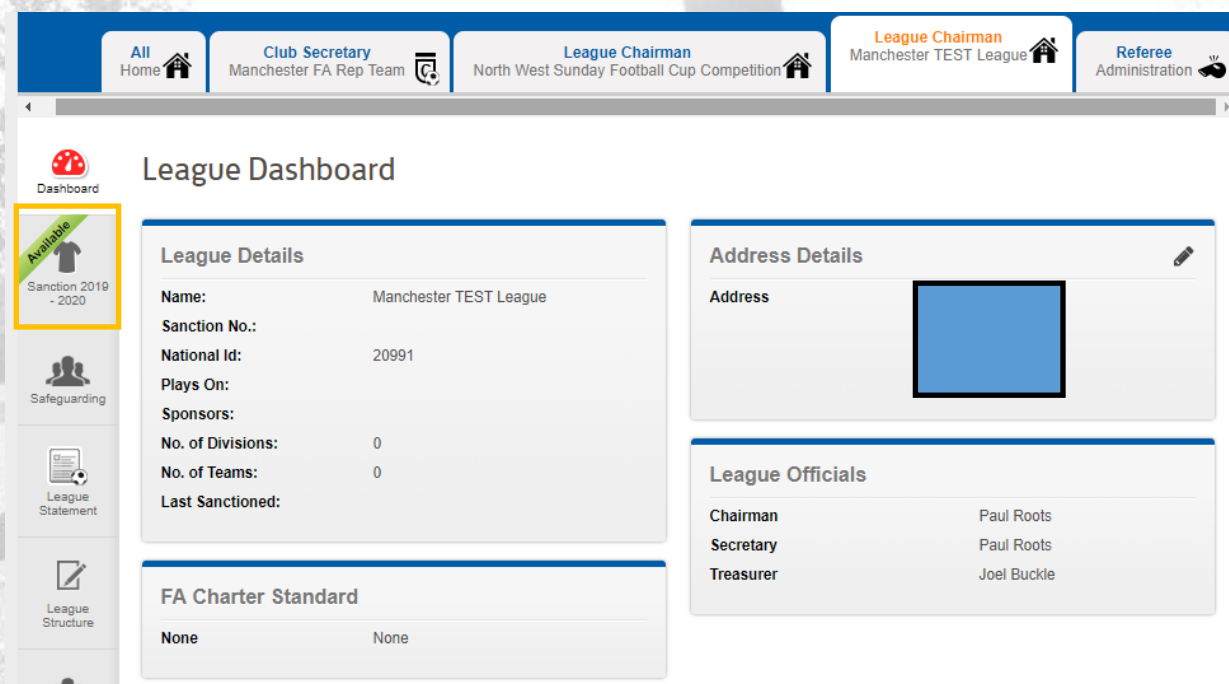
Please click on the senior role that you hold highlighted below, for the majority it will be **Secretary**.



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 2023/24' 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.

Manchester TEST League - League Sanction

Stage 1 Available

- 1.1 League Details
- 1.2 League Officials
- 1.3 League Rules

Begin

Stage 2 Available

- 2.1 Sanction Documentation

Begin

Stage 3 Available

- 3.1 League Structure Confirmation
- 3.2 Products
- 3.3 Summary
- 3.4 Payment

Begin

6. Stage One: League Management

1 League Management
Check and confirm League details

Home Stage 1 Stage 2 Stage 3

1 2 3 1 1 2 3 4

League Details

League Name Manchester TEST League

League Id 20991

Email Address

Address

Website Address

Twitter

Facebook Page

Phone Number

☐ I confirm that these league details are correct

☐ I agree to the [FA Terms and Conditions](#)

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

Manchester TEST League - League Sanction

2

League Management
Check and confirm League officials for season 2019 - 2020

Home

Stage 1

Stage 2

Stage 3

1

2

3

1

1

2

3

4

+ Add Official

Key Officials

Role

Any

Q

Search

10

Name	FAN	Role	Email	Phone	Start	
Paul Roots	56305045	Chairman	paul.roots@manchesterfa.com	07917454246	-	✖
Paul Roots	56305045	Secretary	paul.roots@manchesterfa.com	07917454246	-	✖
Joel Buckle	60629812	Treasurer	Joel.Buckle@ManchesterFA.com	01612251966	-	✖

Showing 1 to 3 of 3 entries

Other Officials

Role

Any

Q

Search

10

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

Manchester TEST League - League Sanction

3

League Management
Upload new and amended rules for season 2019 - 2020

Home

Stage 1

Stage 2

Stage 3

1

2

3

1

1

2

3

4

Rules Document List

Standard Code Of Rules

☐ A G M Accepted

Choose File

No file chosen

Maximum file size 5 MB

! Not Uploaded

Upload

← Previous Step

✓ Save and Submit

In the final part of section one you 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.

Rules Document List

Standard Code Of Rules

☒ A G M Accepted

MCFA Complaints Form V2- 13.9.16.docx

🗑️ ⬇️

⌚ Pending

← Previous Step

✓ Save and Submit

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

Documents

Manchester FA - League Annual Accounts

Manchester FA Complaints Procedure V6 26.02.19.pdf

🗑️ ⬇️

✓ Submitted

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:

Manchester TEST League - League Sanction

Stage 1	Submitted	Stage 2	Available	Stage 3	Available
League Management		League Sanction Documents		Structure, Purchases & Payments	
1.1	League Details	2.1	Sanction Documentation	3.1	League Structure Confirmation
1.2	League Officials			3.2	Products
1.3	League Rules			3.3	Summary
				3.4	Payment
		Begin		Begin	

As before please upload all required documents and click submit.

Manchester TEST League - League Sanction

Stage 1	Submitted	Stage 2	Submitted	Stage 3	Available
League Management		League Sanction Documents		Structure, Purchases & Payments	
1.1	League Details	2.1	Sanction Documentation	3.1	League Structure Confirmation
1.2	League Officials			3.2	Products
1.3	League Rules			3.3	Summary
				3.4	Payment
				Begin	

8. Stage Three: League Structure Confirmation

Manchester TEST League - League Sanction

1

Structure, Purchases & Payments
Confirm you've set your league structure using the "League Structure" & "Teams" tabs

Home

Stage 1

Stage 2

Stage 3

1

2

3

1

1

2

3

4

Confirmation of League Structure
Tick the box to confirm you have created all your Divisions, Development Groups & Cups in the "League Structure" tab and assigned the relevant teams in the "Teams" tab ☐

Save and Continue →

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.

All Home

Club Secretary
Manchester FA Rep Team

League Chairman
North West Sunday Football Cup Competition

League Chairman
Manchester TEST League

Referee
Administration

Dashboard

In Progress
Sanction 2019 - 2020

Safeguarding

League Statement

League Structure

LEAGUE STRUCTURE

Please select one from the following options-

Season
2019 - 2020

Divisions
0

Development Groups
0

Cup Competitions
0

Select All

Filter by division name

+ Add Division

Gender

Age Group

Category

Disability

Status

clear filters

No data

LEAGUE STRUCTURE

Season

2019 - 2020 ▼

Please select one from the following options-

Divisions

1

Development
Groups

0

Cup Competitions

0

Select All

Filter by division name

+ Add Division

Gender ▼ Age Group ▼ Category ▼ Disability ▼ Status ▼

clear filters

Test Division 1 (1 teams)

Male

Open Aged

11v11

Non Disability

Active

Manchester FA Rep Team Rep Team

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.

Manchester TEST League - League Sanction

Stage 1	Submitted	Stage 2	Submitted	Stage 3	Submitted
League Management		League Sanction Documents		Structure, Purchases & Payments	
1.1	League Details	2.1	Sanction Documentation	3.1	League Structure Confirmation
1.2	League Officials			3.2	Products
1.3	League Rules			3.3	Summary
				3.4	Payment
					Pay

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.

