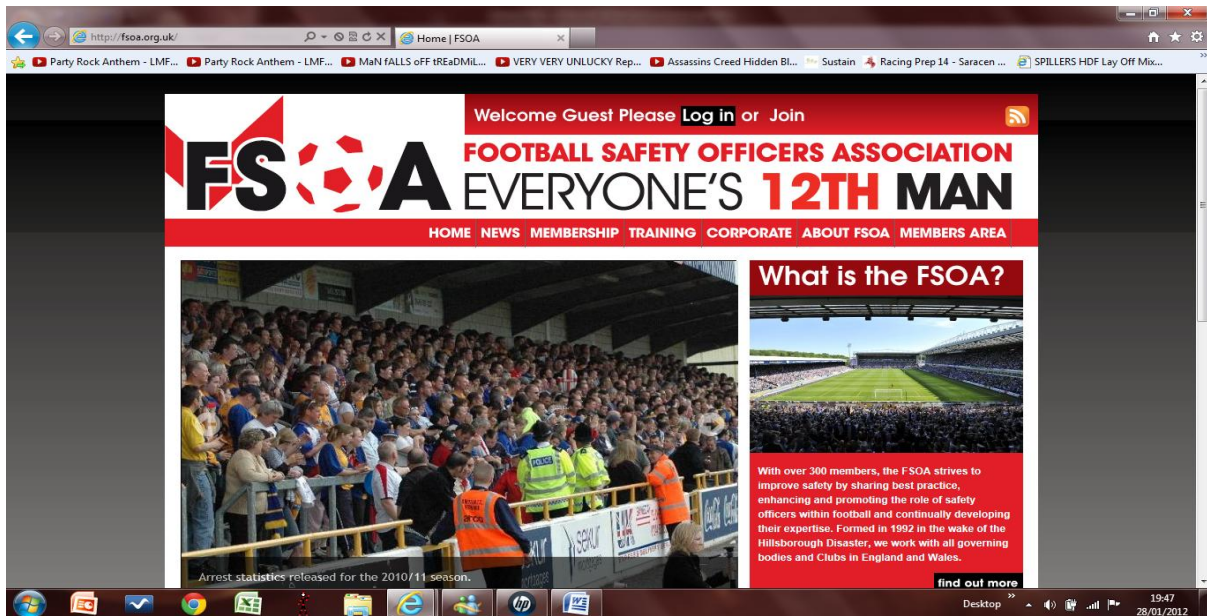




Members'
Website User Guide
February 2012



Welcome to your FSOA website user guide



Our website is designed to assist you performing your role whether you work full-time in the Premier League or part-time at a club lower down the leagues. The intention of this user guide is to assist you in getting the most out of what the site has to offer.

Getting started

Our website address is <http://fsoa.org.uk> - we would encourage you to store this as your 'home' page or in favourites.

Login

As with many sites, there is both a public and members only section. To access the members section you will first need to login. **All members should have received their personal username and password, if not please contact our General Secretary, by email to fsoaoffice@btconnect.com or by phone on 01254 841771, who will be pleased to issue you with new ones.** For your own security and that of your colleagues, together with the integrity of the FSOA, please don't pass on your login details to anyone else.

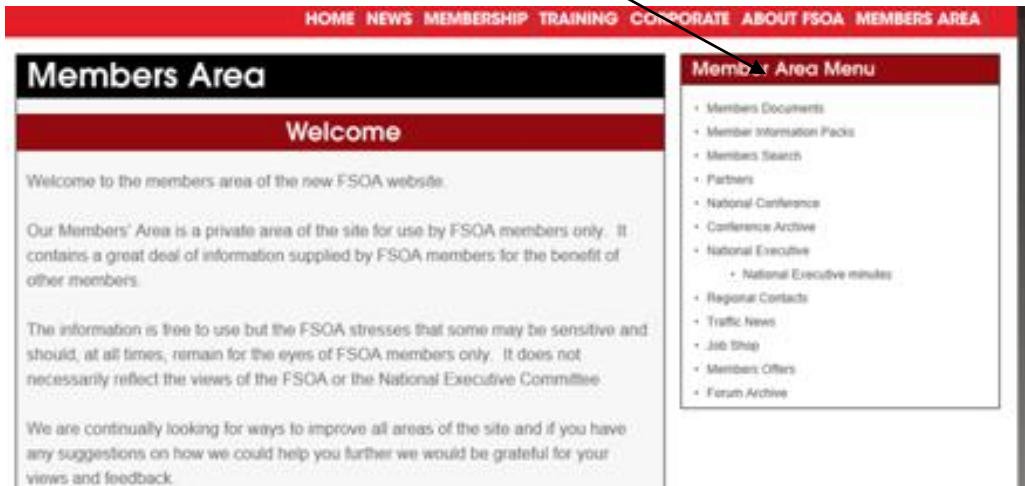


To enter the members section, simply click on the 'Log in' button at the top of the home page and enter your username and password – the screen will then display your name at the top.

Members Area

Once you are logged in you will be able to enter the Members Area. The button to take you into our members only section can be found at the right hand end of the top menu bar.

1. If you click on the 'Members Area' button it will take you to the Members Area home page and a new menu of options will appear on the right hand side.



Simply choose the section you wish to visit and click on the appropriate button.



2. Alternatively, if you wish to post a new match report, visit match reports, enter our interactive forums or view what's available to download in our documents section you can go right there by positioning your mouse over Members Area and clicking on the relevant button from the drop down menu. Further details on these sections can found later in this document.

Match Reports

Our match report database has many thousands of reports that have been entered by members over the last ten years. This facility is available to you and is reliant on everyone posting a report after each home match. Over the years the information contained in this section has proved invaluable to members in planning fixtures. The FA Good Practice Guide also recommends that you use this part of the website both before and after matches.

1. View a Match Report

Click on **'Match Reports'** which is located in the drop down menu that appears when you place your mouse over the **'Members Area'** button. This will take you to our match reports landing page.

Match reports home

Welcome to the FSOA Match Reporting section.

The Match Report system has now been updated. Members can now edit newly added reports.

Please let Chris Patzelt know of any errors with previously entered reports or missing reports for certain teams, so that these can be amended accordingly.

Please [click here](#) to go to match reports

Click on the highlighted section of the line marked 'Please click here to go to match reports'.

A new page opens giving you specific search choices. Most members would wish to either:

- search by club (home or away)
- search for a specific match

Search by Club

The same principle applies whether you are searching for by home team or by away team. Simply click on the relevant search box and a drop down menu of teams will appear. The alphabetical list contains the names of all teams in the Premier, Football and Conference Leagues. At the end is a new list that contains

HomeTeam	AwayTeam	KODate	Category	Season
Reading	Accrington Stanley	28/01/2012	A+	2011/12
Luton Town	AFC Bournemouth	28/01/2012	A	2011/12
Millwall	AFC Telford United	28/01/2012	C	2011/12
Queens Park Rangers	AFC Wimbledon	28/01/2012	C	2011/12
Stevenage	Aldershot Town	28/01/2012	C	2011/12
Exeter City	Altrincham	28/01/2012	Club Security	2011/12
Hull City	Arsenal	28/01/2012	Club Security	2011/12
Blackpool	Aston Villa	28/01/2012	A	2011/12
Sheffield United	Barnet	28/01/2012	B	2011/12
Brentford	Barnsley	28/01/2012	A	2011/12
	Barnsley	28/01/2012	A	2011/12
	Basingstoke Town	28/01/2012	B	2011/12
	Bath City	28/01/2012	B	2011/12
	Birmingham City	28/01/2012	B	2011/12
	Bishops Cleeve	28/01/2012	B	2011/12
	Blackburn Rovers	28/01/2012	A	2011/12
	Blackpool	28/01/2012	A	2011/12
	Blyth Spartans			
	Bolton Wanderers			
	Boreham Wood			
	Boston United			
	Bradford City			
	Braintree Town			
	Brentford			
	Brighton & Hove Albion			
	Bristol City			
	Bristol Rovers			

an alphabetical list of European club teams followed by international teams. Click on the team you wish to select. Next, if you wish to see a club's reports from a particular season you can then go to the season box where and choose that season in the same way. Then click on **'Search'** to the left of your selection(s).

The new page will list the most recent reports that have been posted on your chosen club. A maximum of ten will appear and a message in the bottom right corner of the page will tell you how many reports are available.

BLACKBURN ROVERS	MANCHESTER CITY	30/09/2011	C	2011/12
BLACKBURN ROVERS	LEYTON ORIENT	19/09/2011	Club Security	2011/12
Blackburn Rovers	Arsenal	16/09/2011	A	2011/12

Navigation bar: Add, Delete, 1 record deleted, Page: 1 of 2 Records: 14

If more than ten reports are available you can see the next batch by clicking the right pointing chevron in the bottom left of the screen, next to the 'Add' button.

Club	HomeTeam	AwayTeam	KODate	Category	Season
Aston Villa	Aston Villa	Liverpool	18/12/2011	B	2011/12
ASTON VILLA	ASTON VILLA	WEST BROMWICH ALBION	21/10/2011	C	2011/12
ASTON VILLA	ASTON VILLA	BOLTON WANDERERS	19/09/2011	A	2011/12
ASTON VILLA	ASTON VILLA	NEWCASTLE UNITED	16/09/2011	B	2011/12

When you have found the specific report you want you can open it by clicking the 'View' button which is found at the far left of the report summary line.

ReportIssuedBy	John Handley
TeleNo	0121 326 1505
FaxNo	
ReportDate	
Website	

Buttons: Change, Cancel

Once you have viewed or printed the report scroll to the bottom of the page and click 'Cancel' in the bottom left corner to return to the batch of reports. *Avoid pressing the 'back' button in the top left corner of your screen as it would take more effort in returning to your report results.*

Print A Report

There are various options available that allow you to print your report. These are:

- Print the document as it stands. Simply press ctrl + print and print in the normal way. Whilst this is the easiest and quickest method the size of print is quite small.
- Export the document to a Word document. Highlight the full report, copy and paste it onto a new Microsoft Office Word document. Print it in the normal way.
- Export the document to an excel spreadsheet. Highlight the full report, copy and paste it onto a new excel spreadsheet. The width of the columns may need to be adjusted and you may need to 'format' the cells to allow for noughts to appear. Print it in the normal way.

If you have any particular problems with these options or printing match reports please contact the General Secretary by email to fsoaoffice@btconnect.com or by phone on 01254 841771 and he will be pleased to assist you.

2. Add A Match Report



The easiest way to enter this area is to hover over 'Members Area' and click on 'Add Match Report'. This will automatically open a blank report template for you. Alternatively, you can enter from the match report introductory page or by clicking the 'Add' button at the bottom of a series of reports.

Please complete the form and click 'Save' at the bottom left corner of the page.

Class	Home Team	Away Team	KO Date	Category	Season
Search	*	*	*	*	*
	Blackpool	Sheffield Wednesday	28/01/2012	B	2011/12
	Sheffield United	Birmingham City	28/01/2012	B	2011/12
	Brentford	Wycombe Wanderers	28/01/2012	A	2011/12
	Tranmere Rovers	Huddersfield Town	28/01/2012	C+	2011/12
	West Bromwich Albion	Norwich City	28/01/2012	Police Free +	2011/12
	Yeovil Town	Preston North End	28/01/2012	P/F	2011/12
	Bolton Wanderers	Swansea City	28/01/2012	A	2011/12

If you wish to amend your report once you have saved it then click the 'Change' button at the left side of the report summary. This will bring your report into view and allow you to edit as required. Please remember to click 'Save' when you have finished.

Downloads

Documents that are available for you to download generally relate to guidance that has been submitted by colleagues or has been published by governing or associated bodies. There is specific legislation and regulations and well as good practice guides and policies.



You have a number of options to help you locate the document you wish to download. Firstly, you may click on the most appropriate category in which the document is likely to be located. This will bring up a list

of the names of all the documents stored in this category which are available to you. Alternatively, you can view all the document titles either by name, length of time available or popularity. So if you wish to see which documents have been added recently, for example, just click on the **'Date'** button and the title of the most recently added document will appear at the top of the list.

Forums, Groups and Friends

This is the interactive section of our site and allows you to post and read messages to and from colleagues, both locally and nationally. It can be found by placing your mouse over **'Members Area'** and clicking on **'Forums'**. We recommend that you join the National Members Group as well as the one for your particular region. To do so just click the **'Join Group'** button at the side of your selected group. You can of course join all the regional groups should you wish.

Reading and Posting Messages

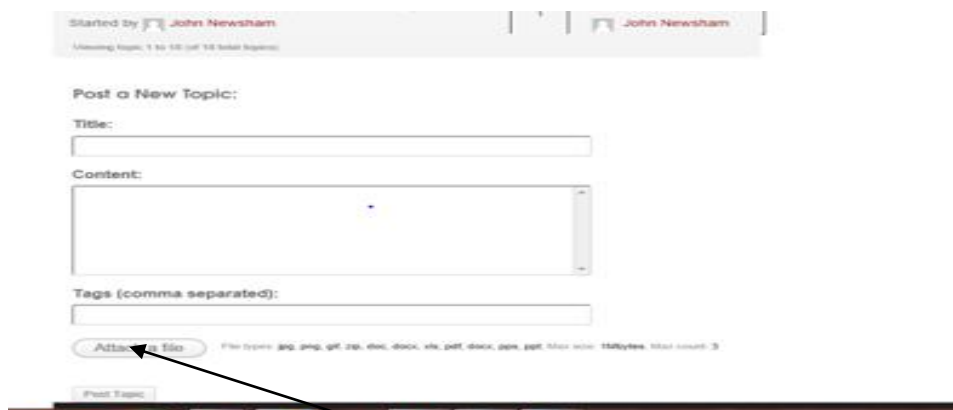
Topic	Posts	Freshness
Website Message. Started by John Newsham	3	7 hours, 13 minutes ago SharonCicco
BBC INSIDE OUT – POLICING FOOTBALL Started by SharonCicco	1	7 hours, 19 minutes ago SharonCicco
Beware of Flying Objects Started by Chris Patzell	1	1 week, 1 day ago Chris Patzell
Match Reports – Upgrade Started by Chris Patzell	3	1 week, 1 day ago Chris Patzell

When you enter a forum a list of current topics will appear. If you wish to read a topic click on the heading and all the comments in the thread relating to the topic will appear.

To place your comment about the topic scroll to the bottom of the page and enter your message in the **'Add a Reply'** box. You can also upload a file or image if you wish. To do so click the **'Attach a file'** button below the box and follow instructions. Remember to click **'Post Reply'** when you have finished.

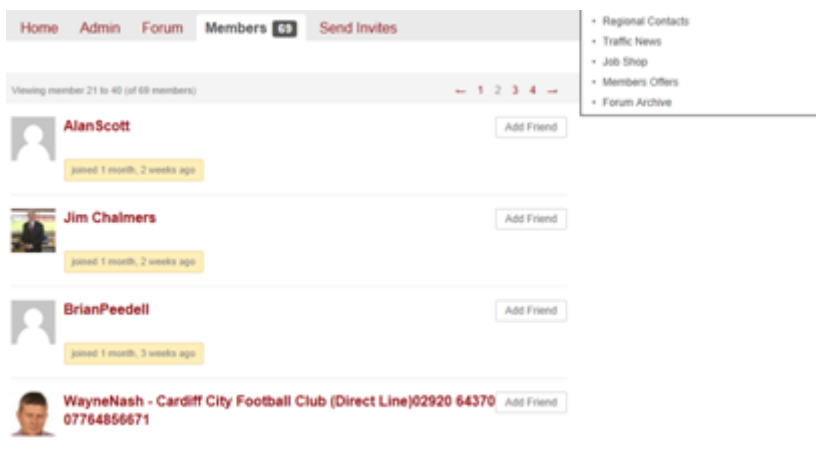
When you wish to see the latest posts click **'Forum Directory'** towards the top of the page. Alternatively, click **'Back to Groups'** to return to the list of national and regional forums.

When you wish to create a new topic go to the appropriate forum and click **'New Topic'**. Then scroll down to the bottom of the page where boxes for your topic title and content will appear.

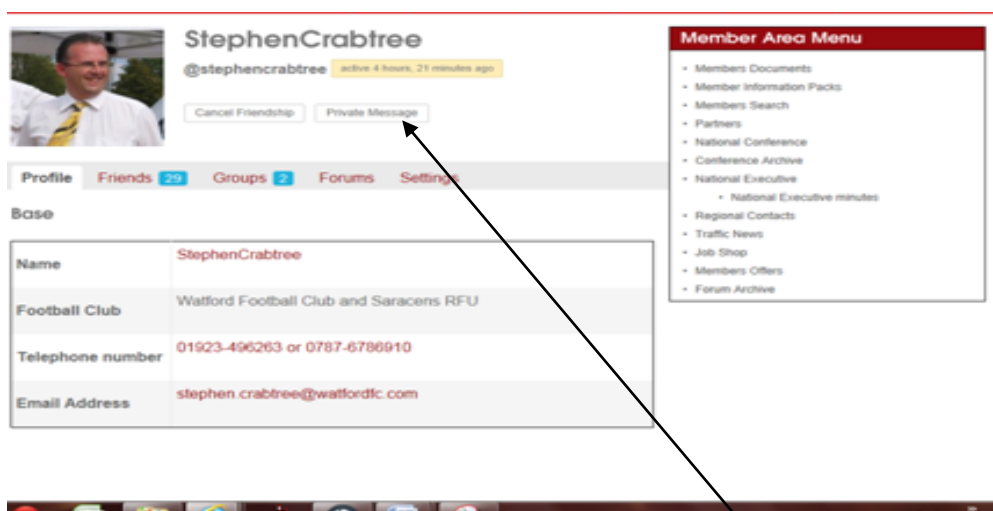


If you wish to add a document please click **'Attach a file'** and follow the instructions. Finally, remember to click **'Post Topic'** to complete the process.

Friends



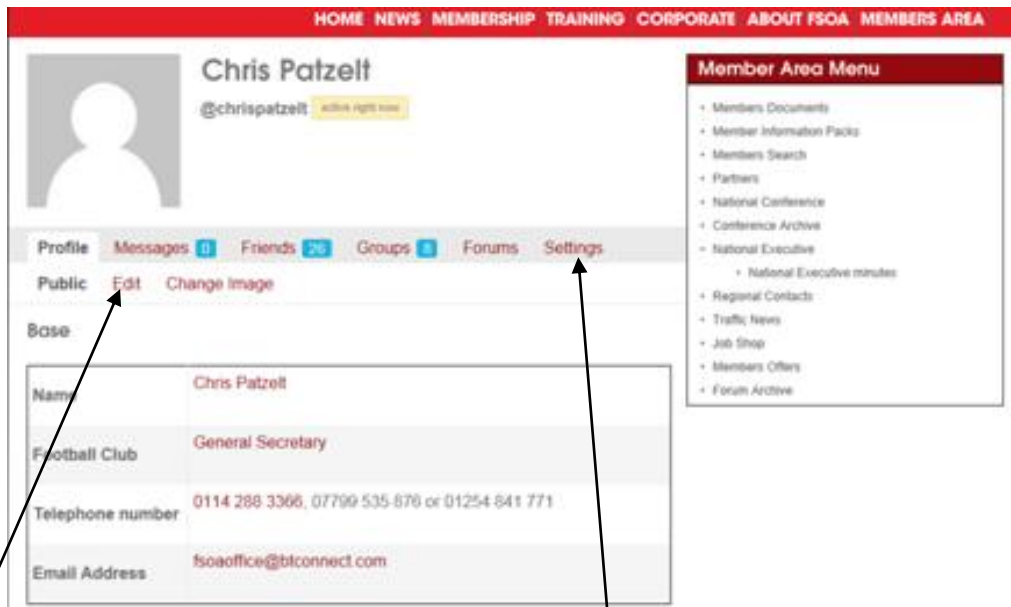
You have the opportunity to create a closer link to members of your selected group(s). All you need to do is click '**Members**' which will reveal a list of members in that particular group. Click '**Add Friend**' to the right of the chosen member and an email will be automatically sent to that member with your request.



Why have friends? This allows you to send an email to another member without having to find their email address or using an external emailing platform. All you need to do is click on the member's name and this opens up their profile. Towards the top of the page is a button marked '**Private Message**'. Click this button, enter your subject heading and write your message, then press '**Send Message**' at the bottom of the page. This will automatically send a message to the recipient's registered email address.

Personal Profile

Your individual details are stored in your own personal profile area. To access this area simply click on '**View Profile**' in the top right corner of your screen once you have successfully logged in. This section gives you the opportunity to add personal details, upload a photograph and change your password to your own choice. Members will only be able to find you using our search facility if you enter your details and keep them updated whenever your personal circumstances change.

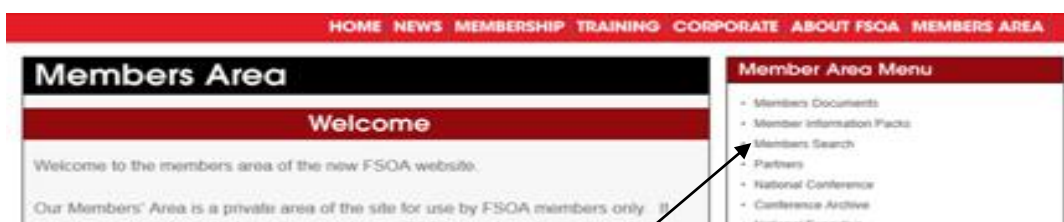


Click 'Edit' to update your club and contact details. Click 'Settings' to change your password.

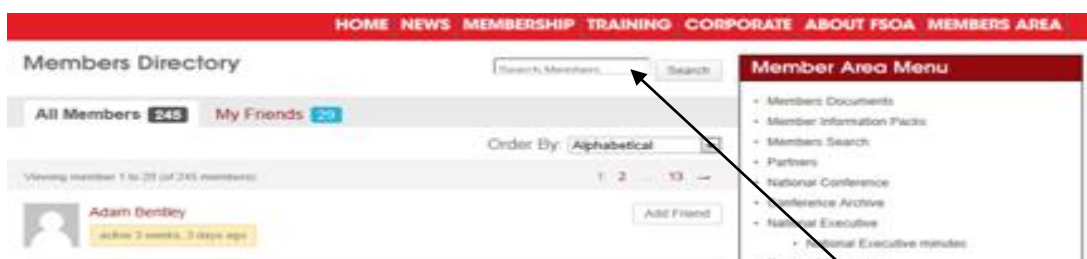
If you wish to see your photo on the site then please click 'Change Image' and follow the instructions.

We strongly recommend that you visit 'Your Profile' to ensure your details are accurate – the FSOA Office cannot do this for you.

Member Search



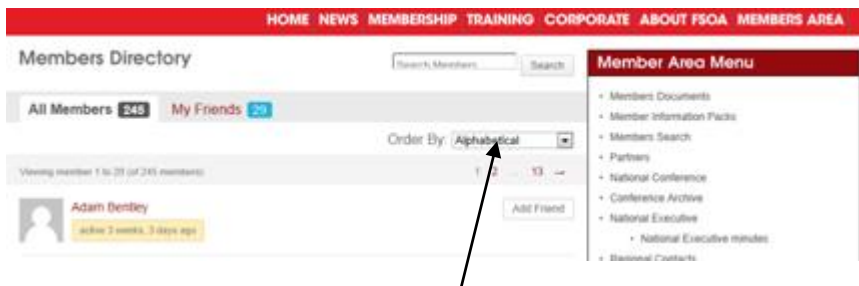
One of the most important tools on our website is the opportunity to locate and contact a colleague at another club. The search facility is found within the members area – please go to 'Members Search' in the 'Member Area Menu' on the right side of the screen.



This takes you to the 'Members Directory' and a box bearing the words 'Search Members' appears towards the top of the page. Enter name of the member or the club for whom you wish to search and press 'Search'. These tips may be helpful:

- a. If searching by club do not add 'FC' or 'Football Club' or a negative result will be returned.
- b. You can search by part name but may find extra names appearing. For example, if you enter 'Blackburn' the options will include Leon Blackburn as well as contacts at Blackburn Rovers!

Occasionally, your search may not produce the result you need. Therefore, there are two other options you can choose to help locate the colleague you need.



Firstly, if you know the person's name you can search from those listed in our Members Directory. If you click the chevron at the side of the 'Order By' box you have the option of searching by last active, newest registered or alphabetical. Please remember that the alphabetical list refers on first rather than surnames.

If this fails to find your colleague an excel database, entitled 'FSOA Member contact details' is available in the documents section, located in the 'Safety Management and Stewarding' sub-category.

Should your search still remain unresolved the odds are the person is not a member. Please feel free to contact the FSOA office for confirmation.

Forum Archive

Unfortunately when this website was created it was not possible to embed our old forum into the new platform. However, you may still wish to view posts so an archived section has been created. To access this area please click 'Forum Archive' in the Member Area Menu or at the bottom of the Members Area home page. You will need a separate username and password to enter the forum archive – this will be sent to you separately.

Further Assistance

The website is a major tool in helping you to get the most out of your membership and to assist you in your safety management role. It is not possible to include everything the site can do in this guide so if there is something you can't find, or would like to see added, ***please contact the FSOA office by email to fsoaoffice@btconnect.com or by phone on 01254 841771.***

User Guide Issued 6 February 2012