

# SMS ENTRY GUIDANCE

## HOW TO SUBMIT SMS RESULTS FOR LEAGUE GAMES

The SMS result option allows leagues to have scores (only scores, no other match details) reported by SMS text message. This reduces league administration by removing the need for results to be taken from voicemail as well as allowing leagues to get results published “instantly.” It also helps to reduce the risk of Team Administrators forgetting to report results as Full-Time sends them a text message prompting them to report the score.

### Who Can Report Results?

For each team two mobile numbers can be registered (for example, the Club Secretary and Team Manager).

With the SMS system home and away clubs both report scores. There is no need to restrict it to home teams only as the SMS text prompts are processed automatically and it is better to get them double-checked.

### The SMS Text Prompt

Before or during each game the Full-Time system will send an SMS Text Message to each registered mobile number reminding the owner to send in the result of the game. After the game both home and away clubs should report the score by replying to their message, giving the score for the game as follows:

Home team first, away team second, and separated by a hyphen.

**It is important that the format of the prompt text is followed exactly, otherwise the message will not be processed.**

**It is a League requirement that the reply is sent within 30 minutes of the end of the game.**

### Replying to Full-Time

The prompt text message you will receive will be similar to this:

FA Full-Time Automated Results: CHE1 v MNU1 Sun 21 Sep 14:00. Reply with home and away scores exactly in the format: H-A e.g. 2-1.

To report a 6-3 win to the home side you would simply reply: 6-3

The only exception is if you are registered to send in results for more than one team (not necessarily in the Thurlow Nunn League), in which case the message will include a team code which you need to add after the result so that Full-Time can identify which team is being reported. So, in this case an example of the text you would receive is as follows:

FA Full-time Automated Results: CHE1 v MNU1 Sun 21 Sep 14:00. Reply with home and away scores exactly in the format: H-A e.g. 2-1 CHE1.

Note the CHE1 team code at the end. The reply would therefore be: 6-3 CHE1

**Please note the importance of using a team code if you are asked to do so. Although you may only have one team in the Thurlow Nunn League, you may have teams registered in FA competitions or in other Leagues. If you do not use the code there is a possibility your message will not be received by the relevant Full-Time systems.**

Full-Time allows you to report postponements (P-P) and abandoned games (A-A) although leagues will usually want you to report these games separately as well. Once again please follow the format shown in the prompt message received, so if the prompt gives you the example of 2-1 CHE1, please reply, for example, P-P CHE1, if reporting a postponed game. Do not insert any other text, e.g. explaining why the game was abandoned or postponed, as your text will not be processed by Full-Time if you do.

### Important Notes

The text must be sent from one of the registered mobiles as Full-Time identifies you by the mobile number it has been given.

It is important to note that you should not add other information but strictly adhere to the format shown in the prompt message received.

If the correct format is not used the message from you will not be processed by Full-Time.

### Troubleshooting

If users are having problems with sending in results, please check the following:

- The score should not be submitted before the incoming SMS prompt is received from Full-Time.
- If Full-Time asks for a team code, make sure it is included, AFTER the scores.
- Make sure you give the home score first, away score second.
- Tell the League if a fixture is incorrect on Full-Time before the game is played.
- Remember that the SMS score is processed by a computer so the format needs to be correct. Any additional information in your message will not be read and will result in the message not being processed by Full-Time.
- **If you do not receive a text message please ask your Club Secretary to enter the result into Full-Time or alternatively telephone or email Heather Trevers (details at end of document).**

### How to Submit SMS Results for Cup Games

Full-Time also allows SMS users to submit full score-lines from Cup games, including the scores after extra time and penalties.

The format of the outgoing SMS message sent to administrators will be similar to the following:

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & code CHED, followed by AET & PENS if required: eg 2-2 CHED 3-3 AET 3-1 PENS.

The Team Administrator is therefore required to potentially send back up to four pieces of information in the same SMS text message:

1. **Score** – the score after normal time in the usual way.
2. **Short Code** – this may be required to identify which team is involved when there is more than one team at a club.
3. **Extra Time Score** – the score line after extra time, followed by AET (it is essential that AET is included, to identify that the score beforehand applies to extra time).

N.B. In the Thurlow Nunn Eastern Counties League extra time is not played and if the scores are equal at full time the game goes straight to penalties.

4. **Penalty Score** – the score after penalties, followed by PEN (it is essential that PEN is included, to identify that the score beforehand applies to penalties).

If the normal time score is not level, then any extra time and penalty score will be ignored.

If extra time is not played and the game goes direct to penalties then do not input an extra time score or the code AET, e.g. 2-2 CHED 3-1 PEN means the game finished 2-2 and went straight to penalties.

The “SMS cup format” is also used for all “Other Fixtures” (in most cases “Other Fixtures” are used for cup games – if the game is not a cup game, then the user can simply report it the same way as any other fixture which is completed after normal time.)

If you have any further questions or need assistance with the above, please contact Heather Trevers, IT Officer, on 01206 845176 or [heather.trevers@btinternet.com](mailto:heather.trevers@btinternet.com)