

## 6.2 How to... Allocate Marks for Referees and/or Assistants

Full-Time allows League and Team Administrators to enter marks for referees and/or assistant referees. These marks can (and should) be locked by League Administrators to prevent them being updated by clubs at a later date.

**Step 1:** From “Admin Home”, click on “Results/Stats” (League Administrators will also have to select “Results/Stats” from the Results menu and then select the relevant date).



**Step 2:** select the relevant match and enter the referee’s mark out of 100 (Team Administrators may also enter the score and a note for League Administrators).

**Team Admin Result Entry**

Fixtures from the last 7 days and the next 7 days are displayed.  
[Show all fixtures](#)

FIXTURE DATE	FIXTURE STATUS	LKD	HOME TEAM	HOME SCORE	AWAY SCORE	AWAY TEAM	LKD	REF	MARK
SAT 14 FEB 2009 15:00	Normal		Arsenal	2	0	Aston Villa		Webb, Howard	95

Home Team Note:

**Step 3:** click “Process”.



The marks are recorded within Full-Time (note they are not displayed publicly on your website).