

# Creating Team Notices on Full Time

1. To Create a team notice on Full Time Click on either one of the Notices links:

The screenshot shows the 'Admin Home' interface. At the top, there is a navigation bar with 'Admin Home', 'Fixtures', 'Results', 'SMS', 'Notices', 'Match Reports', and 'View Site'. The 'Notices' menu item is circled in red. Below the navigation bar, there are dropdown menus for 'Season' (set to 2015/2016) and 'Division' (set to U13 Division 5). On the right side, there are buttons for 'Fixture Wizard', 'Results / Stats', 'SMS Wizard', and 'Notices', with the 'Notices' button circled in red. There are also links for 'Full-Time User Guide' and 'FT Updates and Tips'.

2. Select Your Team and click on Create New

The screenshot shows the 'Notices' page. It has a search filter section with 'Status' (Active), 'Page' (Display Team), and 'Team' (Coldlands Colts 2002 Whites). Below this, there are two buttons: 'Create New' (circled in red) and 'Update Sequences'. At the bottom, there is a table with columns: Season, Page, Sequence, Title, Status, and Summary. Below the table, there are two buttons: 'Create New' and 'Update Sequences'.

3. Enter your details Websites, Adds etc and click on create

The screenshot shows the 'Maintain Notice' form. It has fields for 'Title', 'Summary', 'Text', 'Status' (Active), 'Auto Link' (Yes), 'Sponsored' (Yes), 'Direct URL', and 'Author'. There are 'Update' and 'Back' buttons at the bottom.

4. Your add will appear when you click on your team name on Full time.

The screenshot shows the 'AFC Marston 2002' team page. It has a navigation bar with 'Fixtures and Results', 'Player Season Totals', 'Team Season Totals', and 'Players'. Below this, there is a 'Results' table and a 'Fixtures' table. At the bottom, there is a 'AFC Marston 2002 News' section with a notice circled in red: 'AFC Marston Home Page official Website for AFC Marston 27/09/15 17:12' and 'GOALKEEPER REQUIRED We are looking to sign a first choice goalkeeper as the existing goalk... 03/11/15 13:54'.