

ASSISTANT REFEREE MOAS USER GUIDE



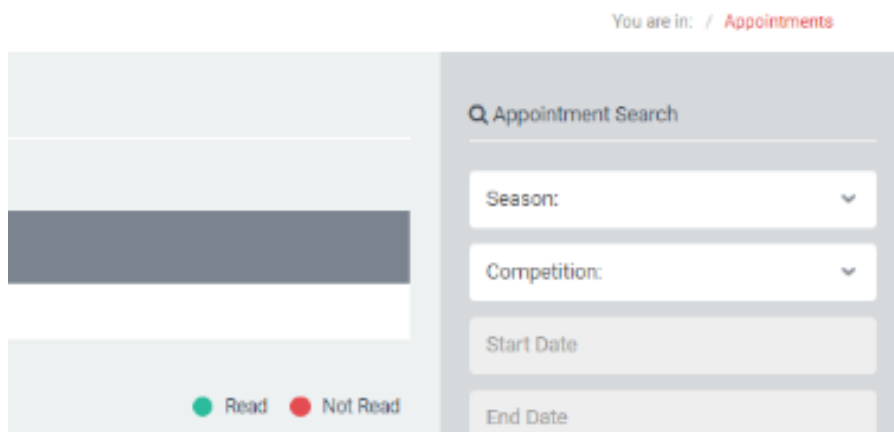
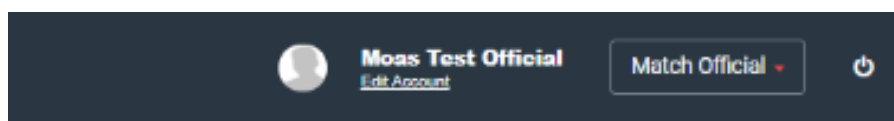
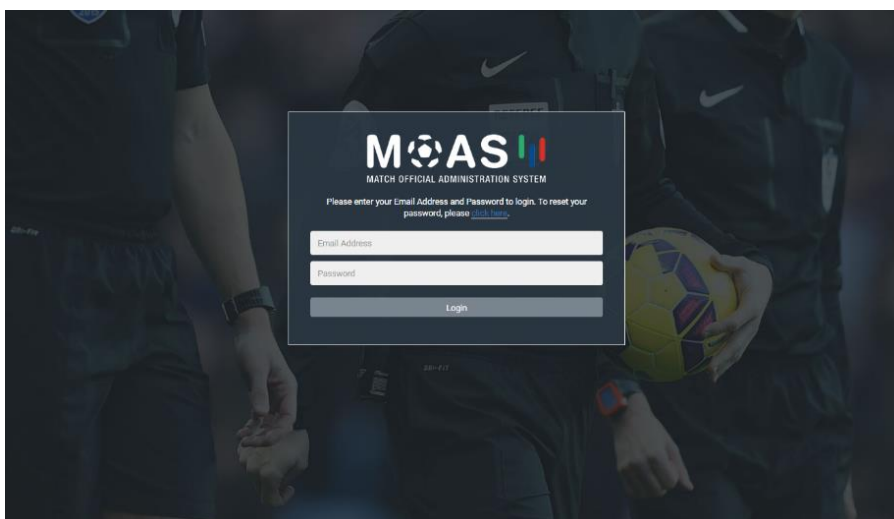
[How do I edit and check my personal details?](#)

[How do I confirm an appointment?](#)

[How do I add a closed date?](#)

[How do I add a temporary location?](#)

How do I edit and check my personal details?



1

To access the match official's administration system (MOAS), visit [MOAS.thefa.com](https://moas.thefa.com) where you will be met with the following login page.

You should log into MOAS using the email and password associated with your FAN number.

To reset your password click the following [link](#).

2

To edit or view your details click on 'Edit Account' which is visible along the top pane under your name.

3

You will then be taken to your account page.

The first section which includes your name, date of birth and FAN you are unable to edit. If any of this information is incorrect please contact your County FA.

[Change Password](#)

Account

To save any changes to the following record click **Update**. If you are adding a **Telephone** or **Email Address** and do not want to share it with other Match Officials then click the **Ex-Directory** checkbox.

Overview	
Type	Match Official (4, 99)
Name	MOAS Test Official
FA Number	57479909
Date of Birth	01/01/1980
Coach(es)	



4

By scrolling to the bottom of the page you will see your contacts area.

Please ensure the information in this section is correct. To edit information in this section click in the appropriate box edit this information then press 'Update' at the bottom of the page.

Contacts

Please enter at least one telephone number and email address. If you enter more than one you will need to set your preferred by clicking the radio button. Finally, if you do not wish to share your details with other officials or clubs/leagues please click the ex-directory option.

Address	Wembley National Stadium Ltd Wembley Stadium Wembley AB1 2AB United Kingdom Change Address ☐ Ex-Directory
Email	Default ☒ Email 1 oneone1@test.com ☐ Ex-Directory ☐ Email 2 ☐ Ex-Directory
Telephone	Default ☒ Daytime 07777777777 ☐ Ex-Directory ☐ Evening ☐ Ex-Directory ☐ Mobile ☐ Ex-Directory

5

Finally, if you do not wish to share your details with other officials or clubs/leagues please click the ex-directory option before pressing 'Update'.

How do I confirm an appointment?

1

On logging in you will be met with the appointments page.

Here you will be able to view your past and upcoming appointments.

You will see the fixture on the 5th September has not yet been confirmed by the match official.

To confirm this fixture click on 'More'.

2

Then simply click on 'Confirm Appointment' to accept this appointment.

You are unable to decline an appointment via MOAS, if you are unable to accept an appointment please contact your appointments officer.

3

You will then be returned to the appointments page where appointment will then show as being confirmed.

Appointments

Your appointments for the 2019/2020 season will appear in the list below.

Latest Alerts	
Date (Time)	Message
	Read Not Read

My Appointments			
Date (Time)	Event/Fixture	Role	Action
Sep 2020 05 SAT 15:00	Test MOAS Club 1 (First Team) v Test MOAS Club 2 (First Team) TEST COMPETITION - MOAS	Assistant Referee	Confirmation Required More
Apr 2020 16 THU 19:45	Test MOAS Club 2 (First Team) v Test MOAS Club 1 (First Team) TEST COMPETITION - MOAS	Assistant Referee	Misconduct Report Available More
Apr 2020 15 WED 19:45	Test MOAS Club 2 (First Team) v Test MOAS Club 1 (First Team) TEST COMPETITION - MOAS	Assistant Referee	Misconduct Report Available Observer Report Available (15/06/2020) More

Fixture Details

To confirm an appointment click the **Confirm Appointment** button. To enter a **Referee Report** or **Misconduct Report** please click the relevant button below.

Selected Fixture	
Date (Time)	Fixture
Sep 2020 05 SAT 15:00	Test MOAS Club 1 (First Team) v Test MOAS Club 2 (First Team) TEST COMPETITION - MOAS

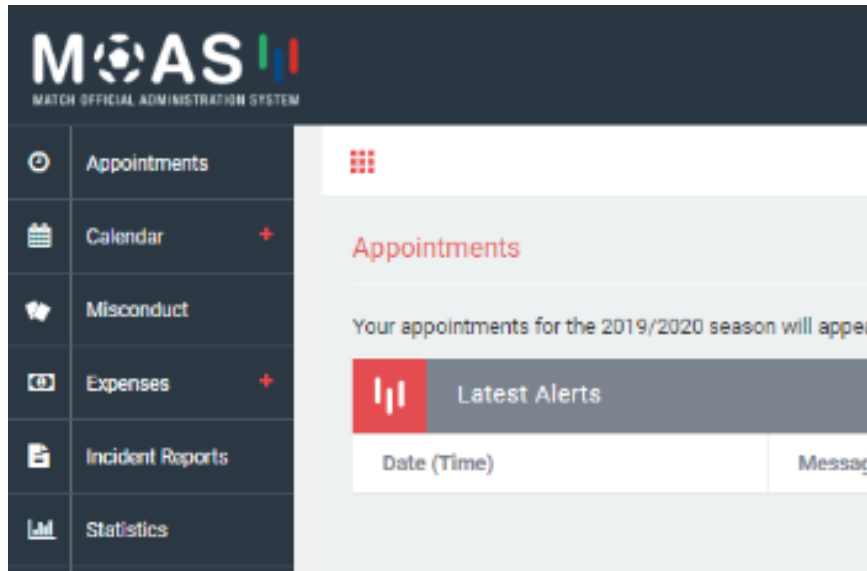
ASS	
Date (Time)	Fixture
Sep 2020 05 SAT 15:00	Test MOAS Club 1 (First Team) v Test MOAS Club 2 (First Team) TEST COMPETITION - MOAS

[Confirm Appointment](#)

Reports

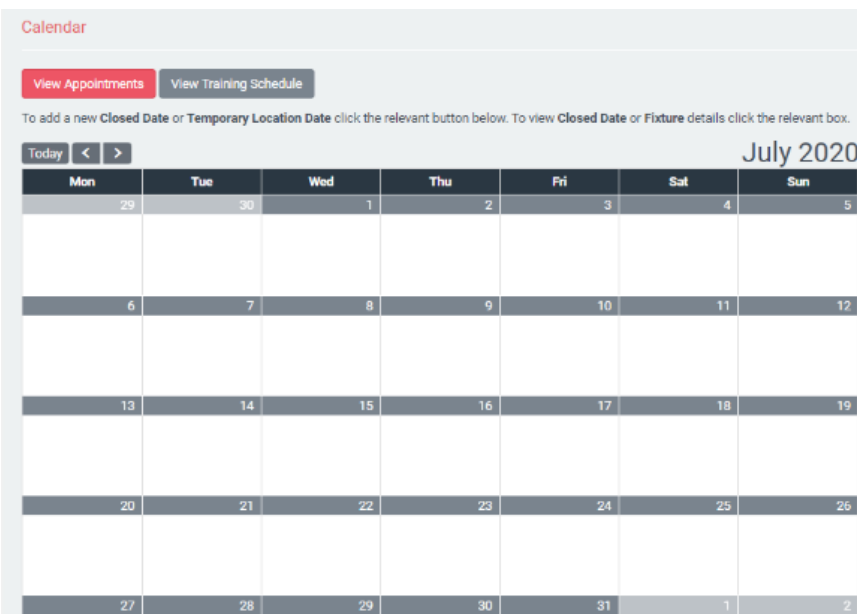
My Appointments			
Date (Time)	Event/Fixture	Role	Action
Sep 2020 05 SAT 15:00	Test MOAS Club 1 (First Team) v Test MOAS Club 2 (First Team) TEST COMPETITION - MOAS	Assistant Referee	Appointment Confirmed More
Apr 2020 16 THU 19:45	Test MOAS Club 2 (First Team) v Test MOAS Club 1 (First Team) TEST COMPETITION - MOAS	Assistant Referee	Misconduct Report Available More
Apr 2020 15 WED 19:45	Test MOAS Club 2 (First Team) v Test MOAS Club 1 (First Team) TEST COMPETITION - MOAS	Assistant Referee	Misconduct Report Available Observer Report Available (15/06/2020) More

How do I add a closed date?



1

From the appointments page, click on the 'Calendar' tab from the panel on the left hand side of the screen.

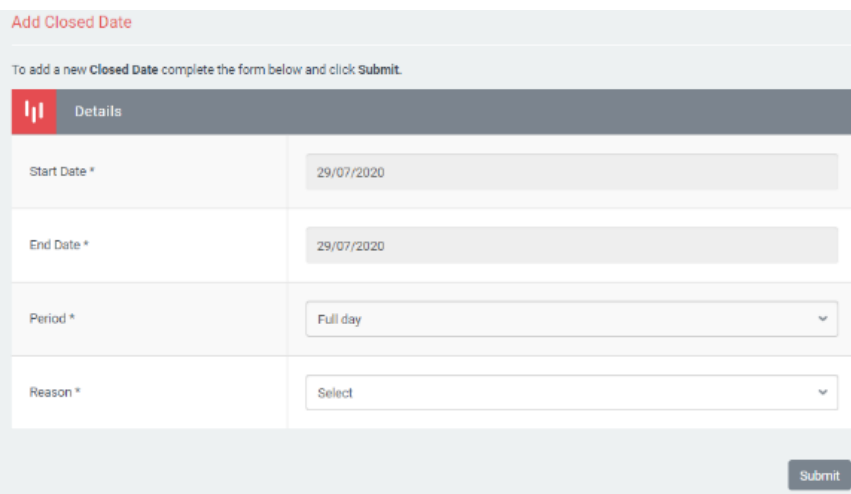


2

You will then be presented with your own personal calendar. Your fixtures will appear in this calendar in green, and any events in orange.

Closed dates that you enter will then appear in red.

To add a closed date, double click the date you wish to close.



3

On the following screen, please enter the start date, end date, time of the day (period) and the reason for closing that date.

If you need to close a date due to injury or illness please contact your appointments officer.

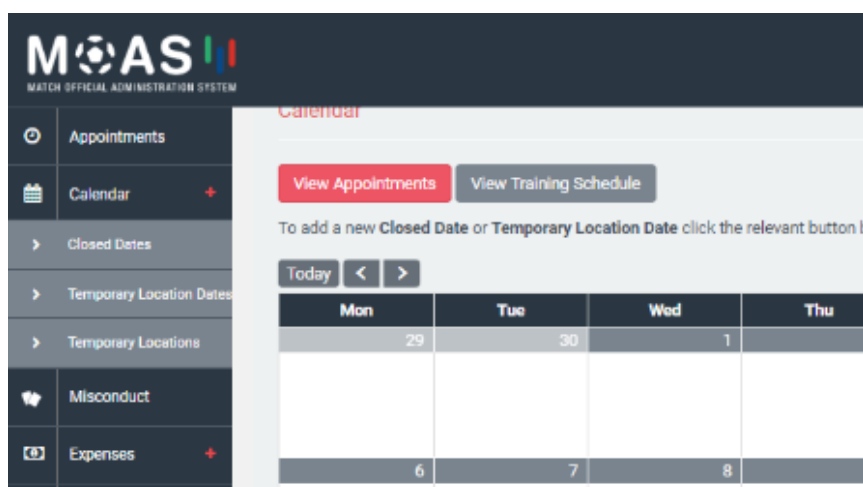
Once all the information is entered, press 'Submit'.



4

The date you have submitted will then show in your calendar

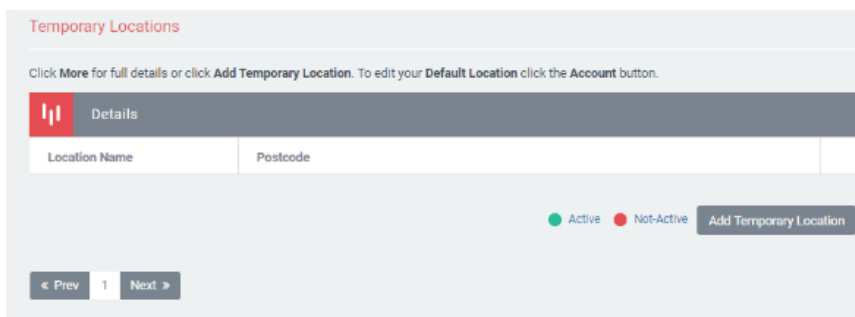
How do I add a temporary location?



1

On the left hand panel of the calendar page there is two further drop downs which allow you to add temporary location dates.

You will first need to add the location so do this by clicking on the 'Temporary Locations' tab.



2

On this page you will see any previous locations that you have set and you will also be able to add locations through the 'Add Temporary Location' button.

11, 2019	12, 2019	Suffolk	More
Saturday, November 2, 2019	Sunday, November 3, 2019	Suffolk	More
Friday, October 4, 2019	Sunday, October 6, 2019	Suffolk	More
Saturday, September 28, 2019	Saturday, September 28, 2019	Sheff	More
Friday, September 13, 2019	Sunday, September 15, 2019	Suffolk	More

[Add Temporary Location Date](#)

« Prev 1 2 Next »

6

Scroll to the bottom of the page where you will then see the 'Add Temporary Location Date' button. Click on this.

Add Temporary Location Date

To add a new **Temporary Location Date** complete the form below and click **Submit**.


Details

Start Date *	28/07/2020
End Date *	28/07/2020
Location *	Work Add Temporary Location

7

Enter the start date and end date for which you will be in this location before selecting the location from the drop down list.

When you are happy the information is correct click 'Submit'.