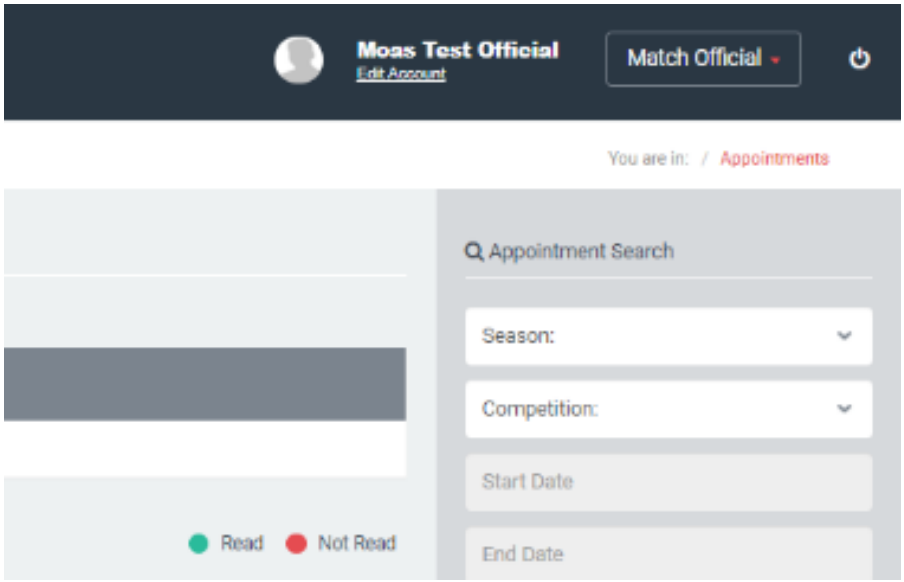
ASSISTANT REFEREE MOAS USER GUIDE

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

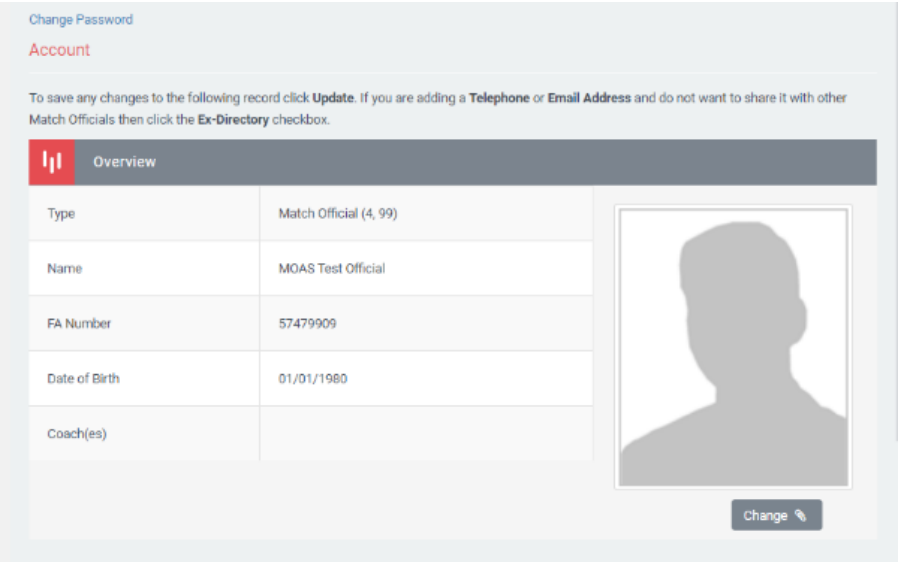
To access the match official's administration system (MOAS), visit MOAS.thefa.com where you will be met with the following login page.

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

To reset your password click the following link.

2

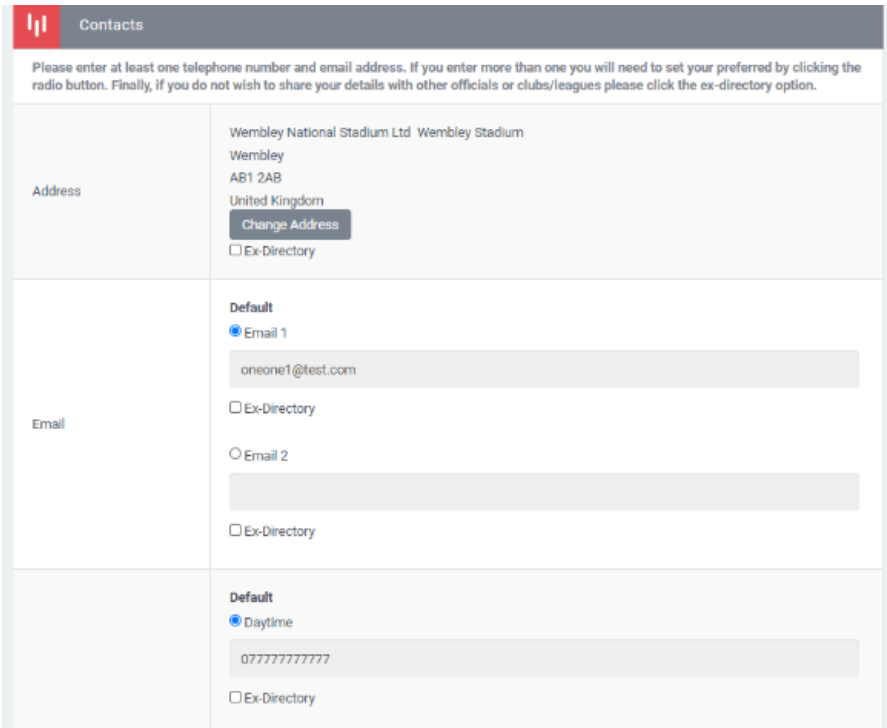
To edit or view your details click on 'Edit Account' which is visible along the top pane under your name.



3

You will then be taken to your account page.

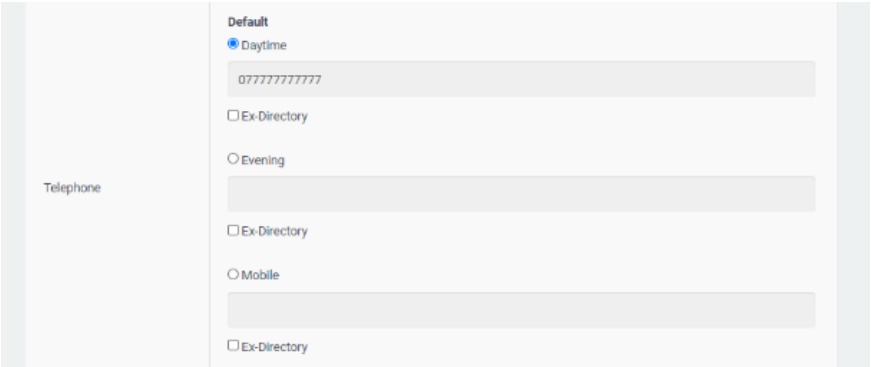
The first section which includes your name, date of birth and FAN you are unable to edit. If any of this information is incorrect please contact your County FA.



4

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

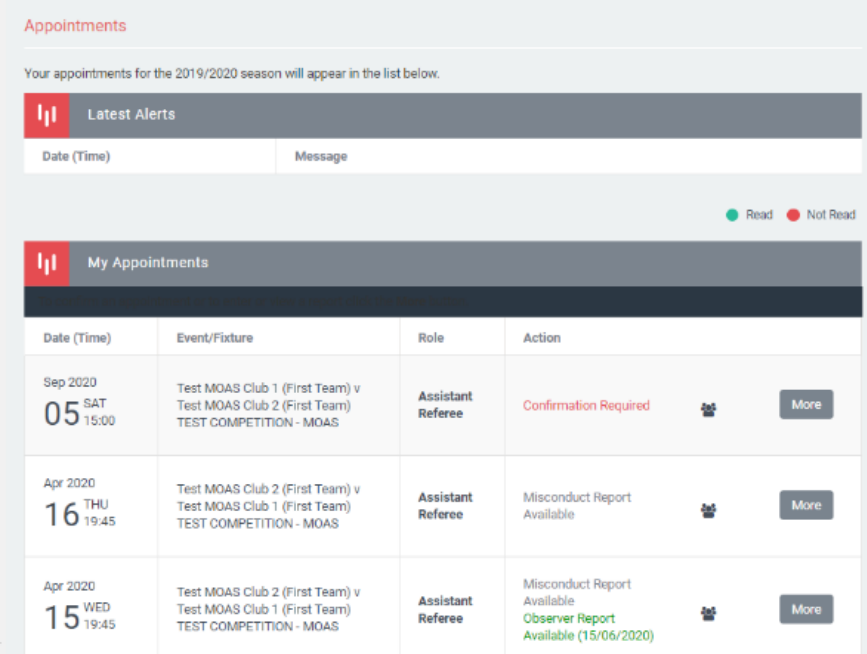
Please ensure the information in this section is correct. To edit information in this section click in the appropriate box edit this information then press 'Update' at the bottom of the page.



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

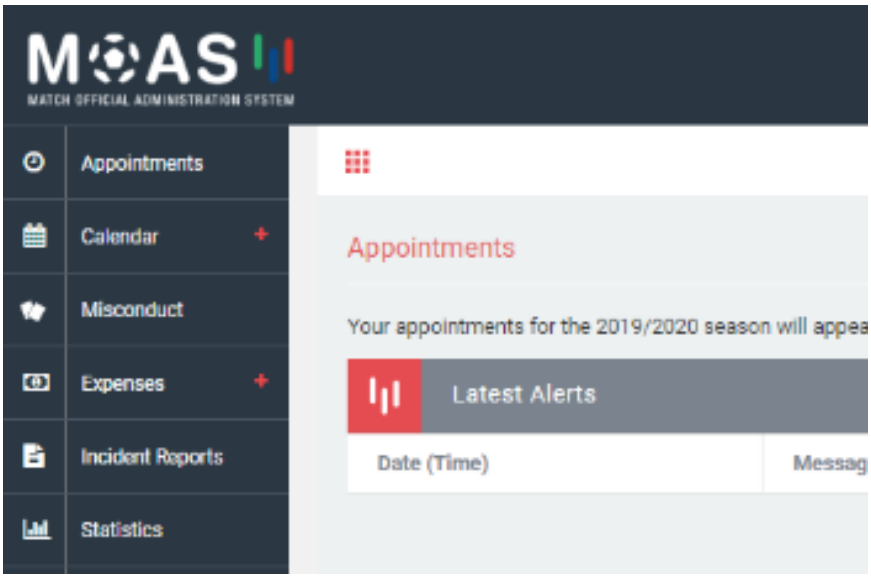
Then simply click on 'Confirm Appointment' to accept this appointment.

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

3

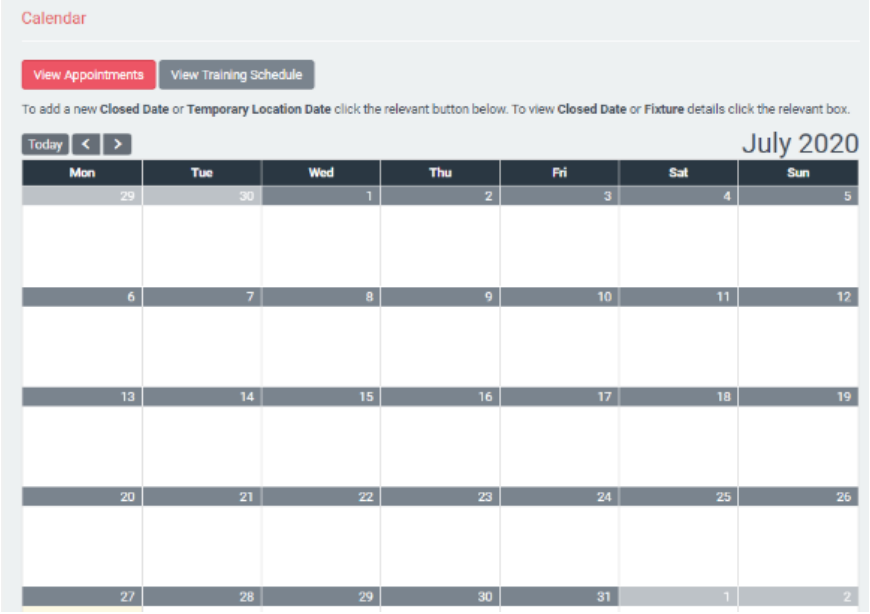
You will then be returned to the appointments page where appointment will then show as being confirmed.

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.

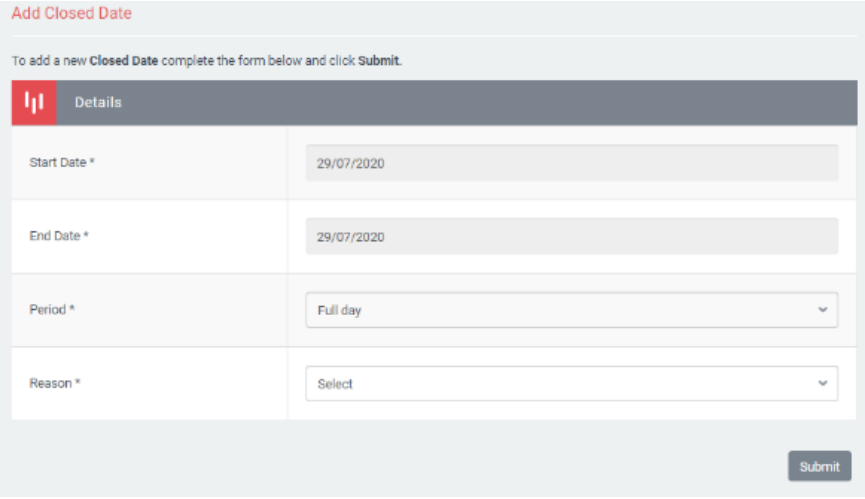


2

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.

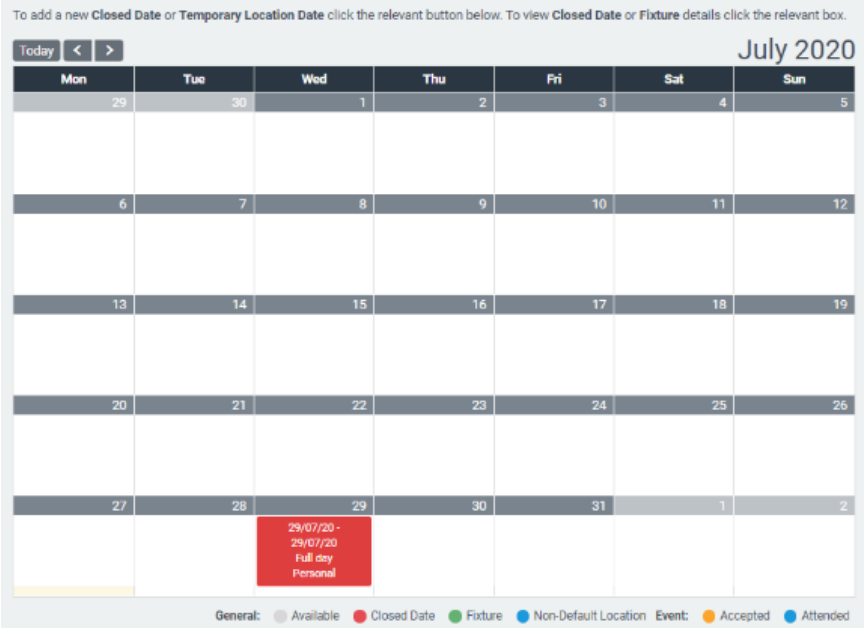


3

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.

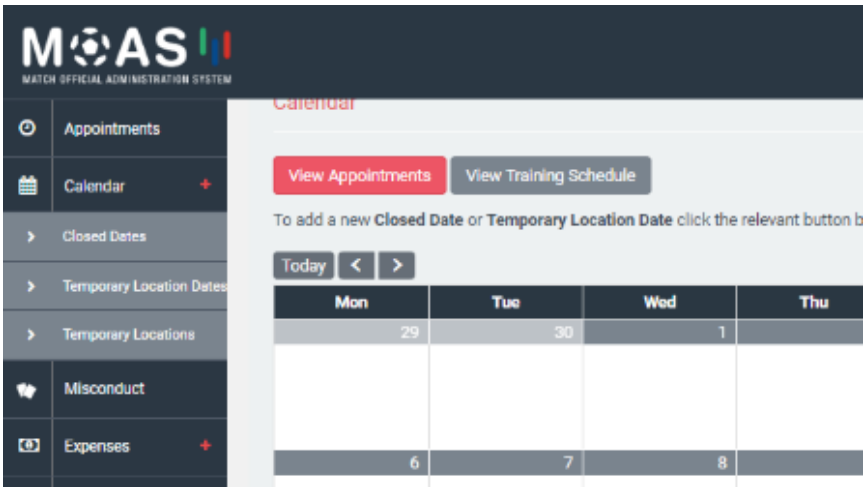
Once all the information is entered, press 'Submit'.

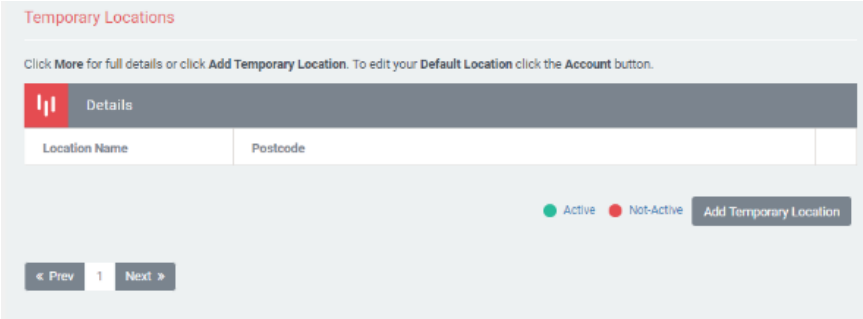


4

The date you have submitted will then show in your calendar

How do I add a temporary location?





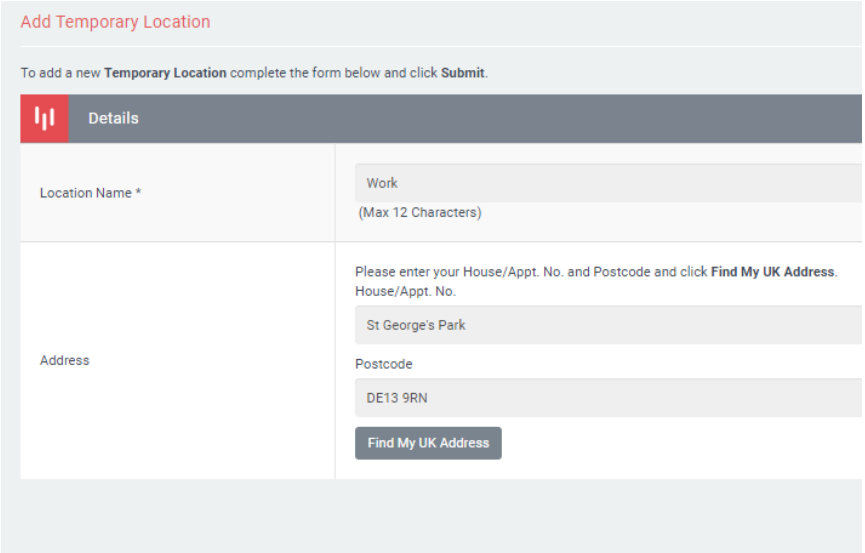
1

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.

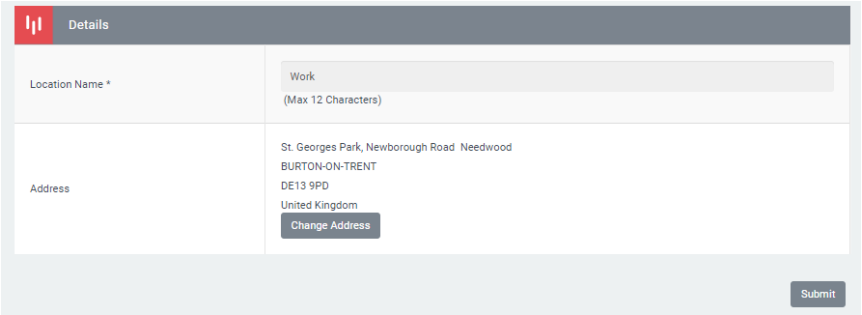
2

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.



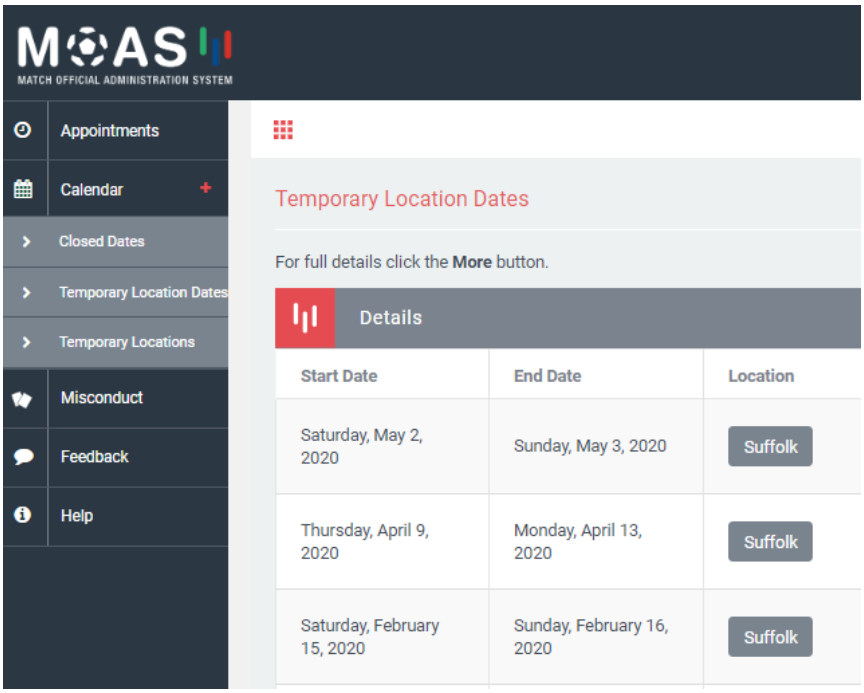
3

You will then need to fill in the details of the location name alongside address. Once this information has been entered click 'Find my UK Address'.



4

If your location has been entered correctly your address will be automatically entered. Once you are happy this information is correct press 'Submit'.



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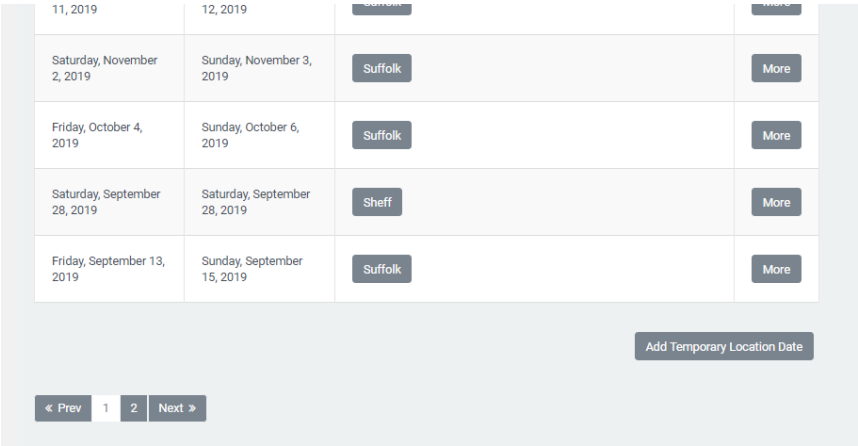
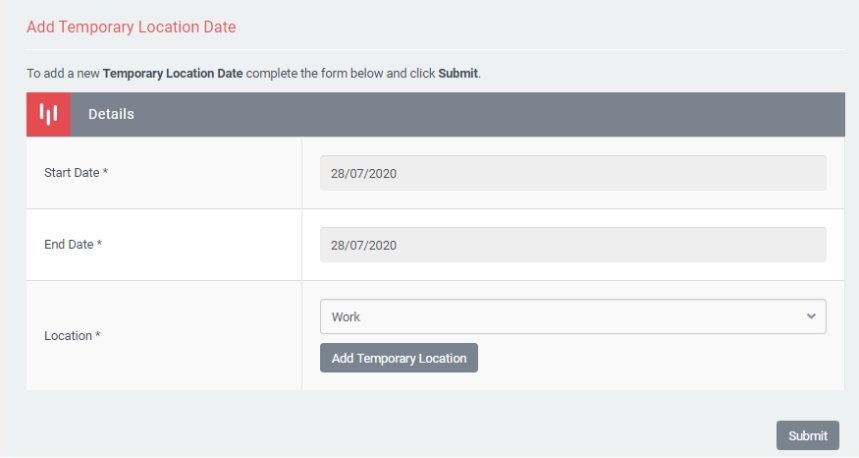
You should then click on the 'Temporary Location Dates' tab from the panel on the left-hand side. On this page you will be able to see your previous temporary location dates.



6

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



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'.