



The FA Level 1 & 2 in Coaching Football

Accessing the courses

1

Introduction

The Learning Management System (LMS) is your new home for The FA Level 1 & FA Level 2 in Coaching Football courses. The LMS provides you with the ability to view available courses, purchase and enrol onto them while managing your online learning profile.

Do you have an FA number (FAN)?

To access the LMS you need a valid FAN and password. You will also need to complete the steps for self-verification, both of which are outlined below.

Please do not create a new FAN if you already have one.

If you have forgotten your FAN please click below.

[FORGOTTEN MY FAN](#)

If you don't already have a FAN, click below to create one.

[CREATE A NEW FAN](#)

Accessing the course

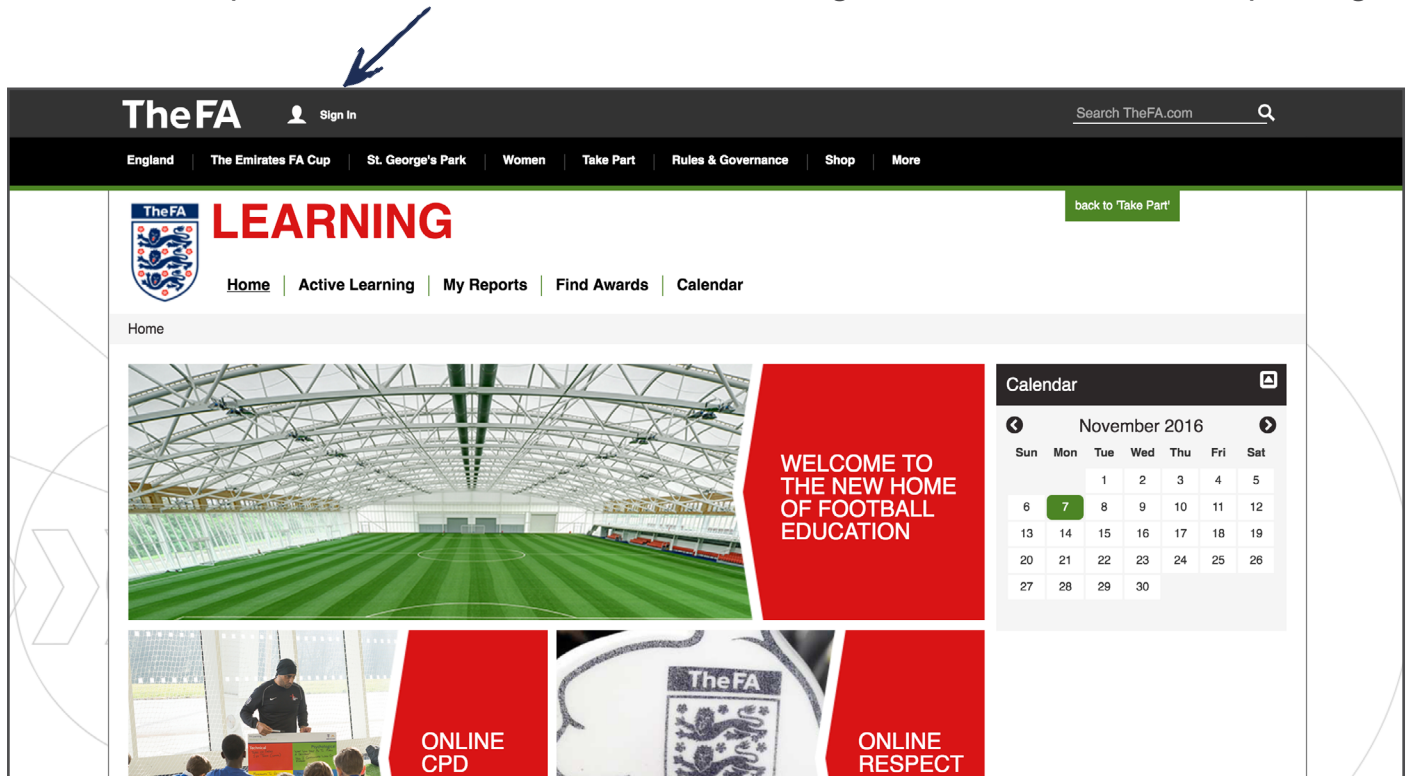
Once you have your FAN and password, follow these steps:

1. Click below to open the Learning Management System.

In order to view and purchase courses, you need to ensure that you have logged into the LMS to accept the Terms & Conditions.

[OPEN THE LMS PAGE](#)

2. This should open a screen like this. Click on the words 'Sign In' where the blue arrow is pointing.



3. When you have clicked on 'SIGN IN' a screen like this should open.

Enter your FAN and password and click 'SIGN IN'.

TheFA

ENGLAND | THE EMIRATES FA CUP | COMPETITIONS | GET INVOLVED | WOMEN'S | RULES AND REGULATIONS | ABOUT THE FA

SIGN IN

Account / Sign In

SIGN IN YOUR FOOTBALL ACCOUNT

Sign in with Facebook | Sign in with Google | Sign in with Twitter

OR

Email or Fan

Enter your email or fan...

Password

Enter your password...

☐ Remember Me | Password Reset

SIGN IN

Don't have an account?

BACK TO TOP

4. At this stage you will be prompted to accept the Terms of Use. To do this, select the box next to 'I agree to these terms' and then click 'ACCEPT TERMS'.

The screenshot shows the 'ACCEPT-TERMS' page on The FA website. The header includes navigation links for Tickets, Merchandise, Wembley, St. George's Park, and More FA Sites. The main navigation bar lists The FA, ENGLAND, THE EMIRATES FA CUP, COMPETITIONS, GET INVOLVED, WOMEN'S, RULES AND REGULATIONS, and ABOUT THE FA. The page title is 'ACCEPT-TERMS'. Below this, a breadcrumb trail shows 'England Supporters Club / Accept-Terms'. The main content area has a dark blue banner with 'ALMOST THERE!'. The text states: 'You can now join the England Supporters Club. To complete your application please read and agree to the [Rules of Membership](#), the [Terms of Use](#) and the [Privacy Policy](#). By becoming a Member, you agree that you wish to receive emails and other communications from The FA in relation to the England Supporters Club, including information about the England team and ticket news.' There is a checkbox labeled 'I agree to these terms' which is currently unchecked. Below the checkbox are two buttons: 'ACCEPT TERMS' and 'NO THANKS!'. To the right of the text is a large image of a football player celebrating, with the 'ENGLAND SUPPORTERS CLUB WITH VAUXHALL' logo overlaid. At the bottom right of the main content area is a 'BACK TO TOP' link. The footer contains a newsletter sign-up section and social links for ENGLAND.

You are now logged into the FA Learning Management System and The FA website.

To view available courses you will need to go back to your County FA website.

Note: At this point each County FA may advertise courses in different ways; if you can't find The FA Level 1 & 2 in Coaching Football courses on your County FA website **please contact them directly**.

COUNTY FA CONTACTS

Once you have found the course on your County FA's site, click on the link and you will be taken to the relevant LMS page.

If you are not logged into the LMS you will be prompted to at this stage. On sign in, you may need to go back to your County FA website to click on the required course again as you will be directed to the LMS homepage automatically when you sign in.

Enrolling on a course and payment

1. Once you have gone through your County FA site and clicked on the relevant course, you will be directed to a list of course dates. Browse this list and select the course you wish to attend.

The screenshot shows the website 'TheFA' with the user logged in as 'My Account'. The main heading is 'SHEFFIELD & HALLAMSHIRE FA'. Navigation links include Home, Active Learning, My Reports, Find Awards, and Calendar. The breadcrumb trail is: Home | Level 1 in Coaching Football - face to face sessions | Enrolment options | Enrolment options.

Enrolment options
LEVEL 1 IN COACHING FOOTBALL - FACE TO FACE SESSIONS

Enter and validate if you have a voucher code. Click confirm to go to the next page

Face-to-face sessions (Sheffield & Hallamshire FA)

Date	Time	Venue	Course Capacity	Course Cost
14 January 2017	10:00 AM - 6:00 PM		0 / 18	N/A
21 January 2017	10:00 AM - 6:00 PM			
24 January 2017	6:00 PM - 9:00 PM			
28 January 2017	10:00 AM - 6:00 PM			
11 February 2017	9:00 AM - 5:00 PM		0 / 18	N/A

Administration

- Course administration
- Enrolment options
- My profile settings

2. If you wish to inform the County FA of any relevant information, you can add this in the 'Learner Requirements' box.

3. If you have a promotional code, you can also enter it here followed by selecting 'APPLY CODE'.

The screenshot shows the payment page. The table of course dates is partially visible, with the following data:

Date	Time	Venue	Course Capacity	Course Cost
17 June 2017	9:00 AM - 5:00 PM		0 / 18	N/A
8 July 2017	8:00 AM - 4:00 PM			
15 July 2017	8:00 AM - 4:00 PM			
17 July 2017	5:00 PM - 8:00 PM			
22 July 2017	8:00 AM - 4:00 PM			
10 December 2016	11:25 AM - 12:25 PM		2 / 10	£0.01

Learner Requirements

Residential Cost

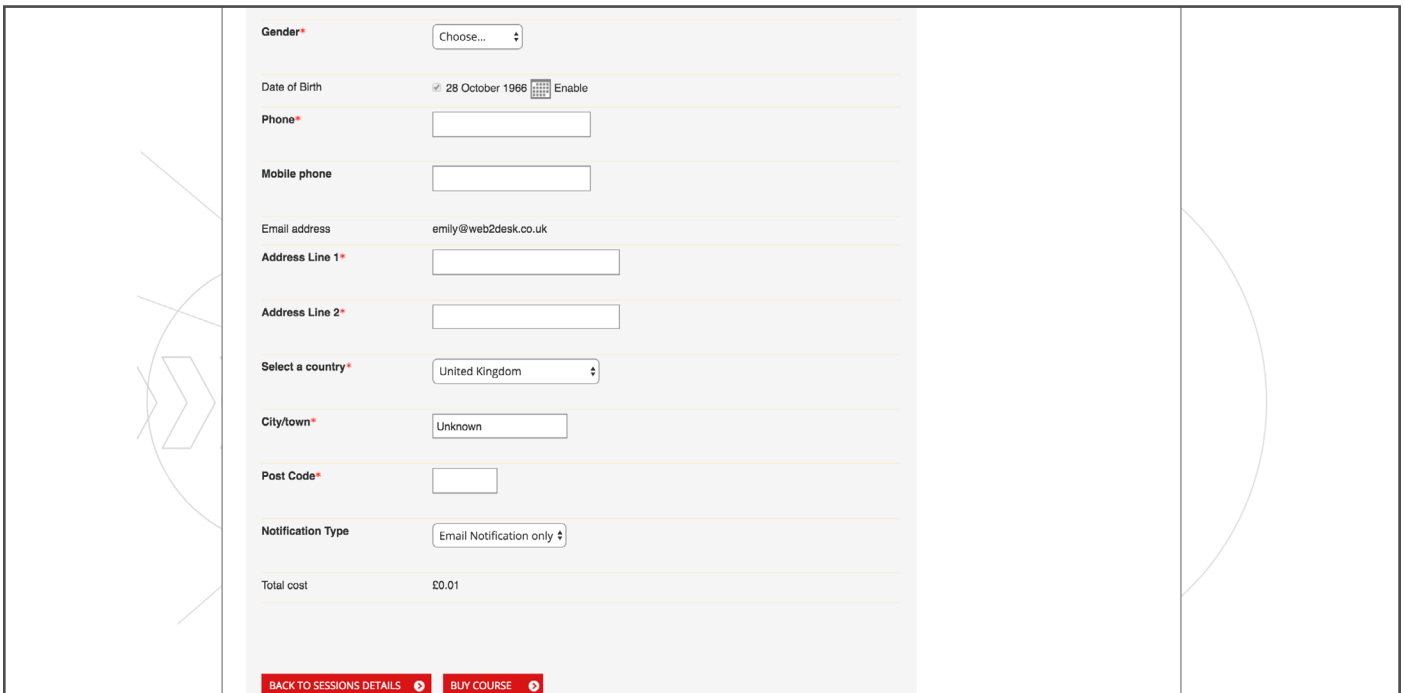
Got a Promotional Code?

Total cost £0.01

You will have 15 minutes from when you select 'Confirm details and pay' to confirm your details. If you fail to confirm your details in this time then your seat in the selected session will be available to be selected by somebody else.

4. You will then be asked to complete some enrolment questions. Once you have completed this form, select 'BUY COURSE'.

Note: 'Notification type' outlines how you prefer to receive course information, the default is Email but you can modify this if needed.

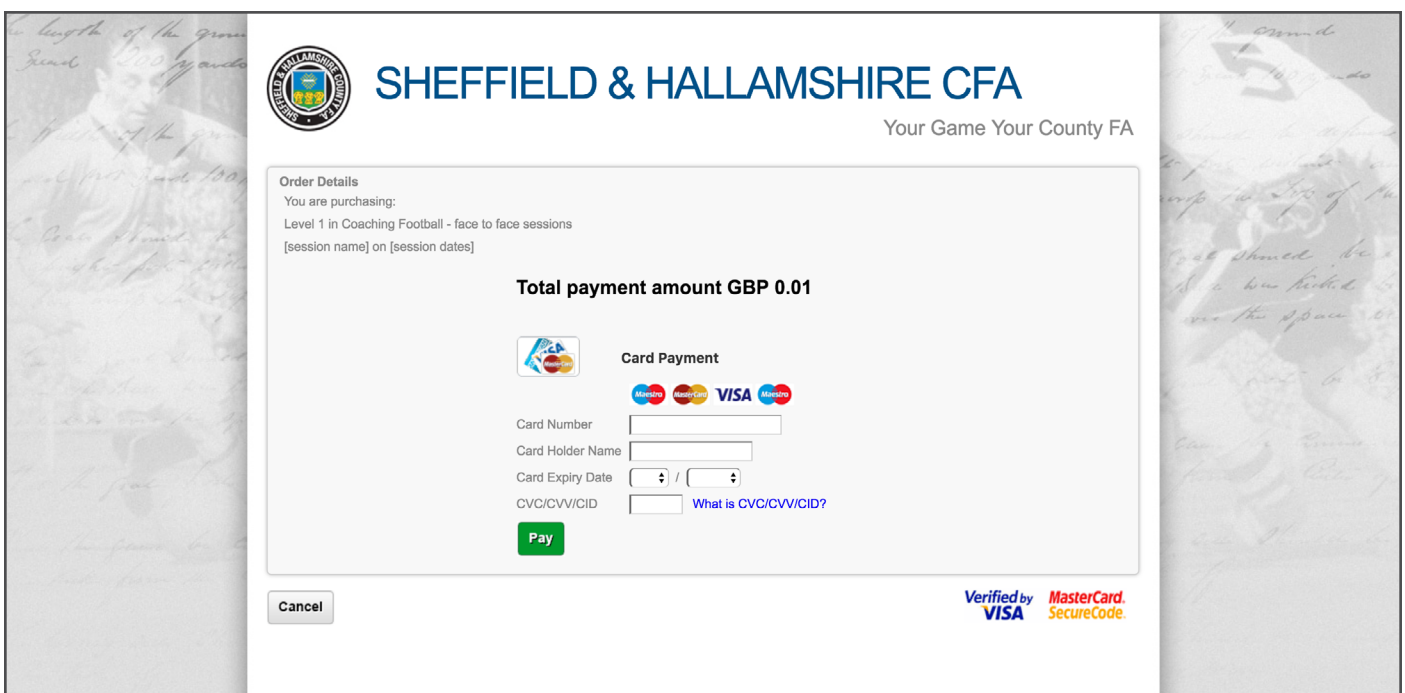


The enrolment form contains the following fields and options:

- Gender***: Choose... (dropdown)
- Date of Birth**: 28 October 1966 (calendar icon) ☒ Enable
- Phone***: (text input)
- Mobile phone**: (text input)
- Email address**: emily@web2desk.co.uk
- Address Line 1***: (text input)
- Address Line 2***: (text input)
- Select a country***: United Kingdom (dropdown)
- City/town***: Unknown (text input)
- Post Code***: (text input)
- Notification Type**: Email Notification only (dropdown)
- Total cost**: £0.01

At the bottom, there are two buttons: **BACK TO SESSIONS DETAILS** and **BUY COURSE**.

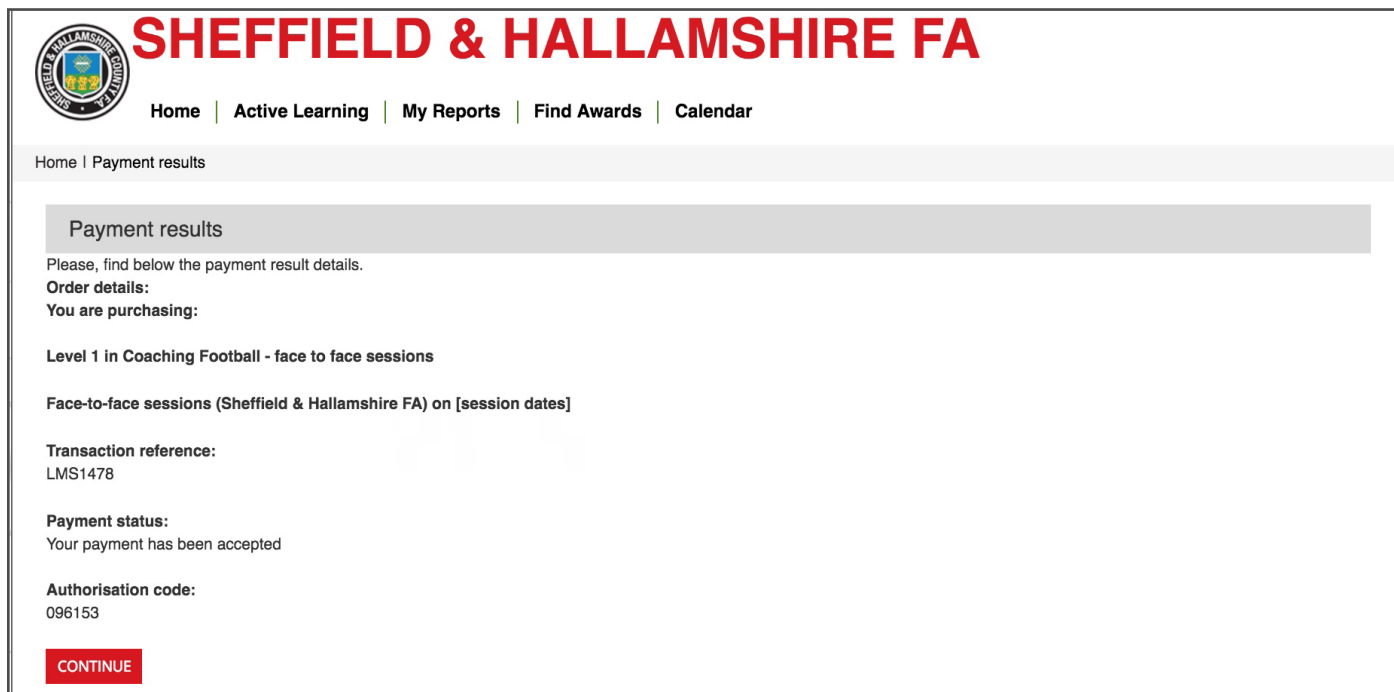
5. You will then be redirected to the Barclays online payment system, Smartpay.



The payment page displays the following information:

- Sheffield & Hallamshire CFA Logo** and **SHEFFIELD & HALLAMSHIRE CFA** header.
- Your Game Your County FA** tagline.
- Order Details**:
 - You are purchasing: Level 1 in Coaching Football - face to face sessions
 - [session name] on [session dates]
- Total payment amount GBP 0.01**
- Card Payment** section with logos for Mastercard, American Express, VISA, and Maestro.
- Fields for: Card Number, Card Holder Name, Card Expiry Date (MM/YY), and CVC/CVV/CID.
- A **Pay** button and a **Cancel** button.
- Logos for **Verified by VISA** and **MasterCard SecureCode**.

6. Depending on the exact method of payment, a validation process may appear at this point (e.g. Verified by VISA, MasterCard SecureCode etc). If so, populate all fields and complete your validation



SHEFFIELD & HALLAMSHIRE FA

Home | Active Learning | My Reports | Find Awards | Calendar

Home | Payment results

Payment results

Please, find below the payment result details.

Order details:
You are purchasing:

Level 1 in Coaching Football - face to face sessions

Face-to-face sessions (Sheffield & Hallamshire FA) on [session dates]

Transaction reference:
LMS1478

Payment status:
Your payment has been accepted

Authorisation code:
096153

CONTINUE

You may wish to record your transaction reference number. This number is pre-fixed by 'LMS' followed by a 4 digit number. For example 'LMS1478'.

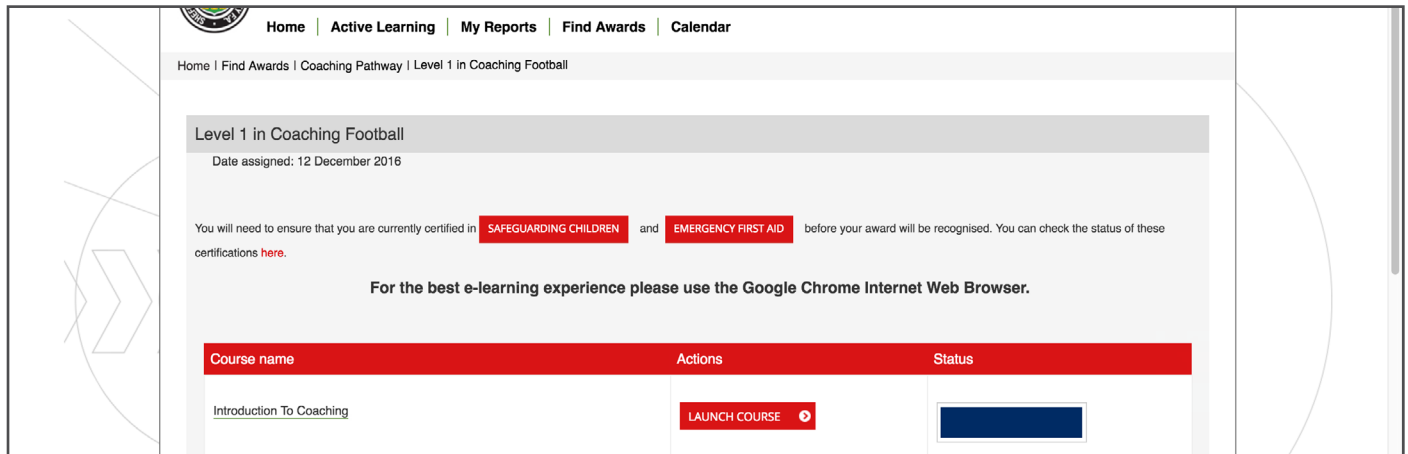
Note: At this stage you must select 'Continue' before moving on or closing the browser.

Do not select the 'Back' button on your browser screen.

If you do not select 'Continue' there is a risk that your enrolment will be cancelled and payment will still be taken.

Accessing your content

1. Once you have successfully enrolled and paid, you will be presented with your learning environment - which will look similar to this.

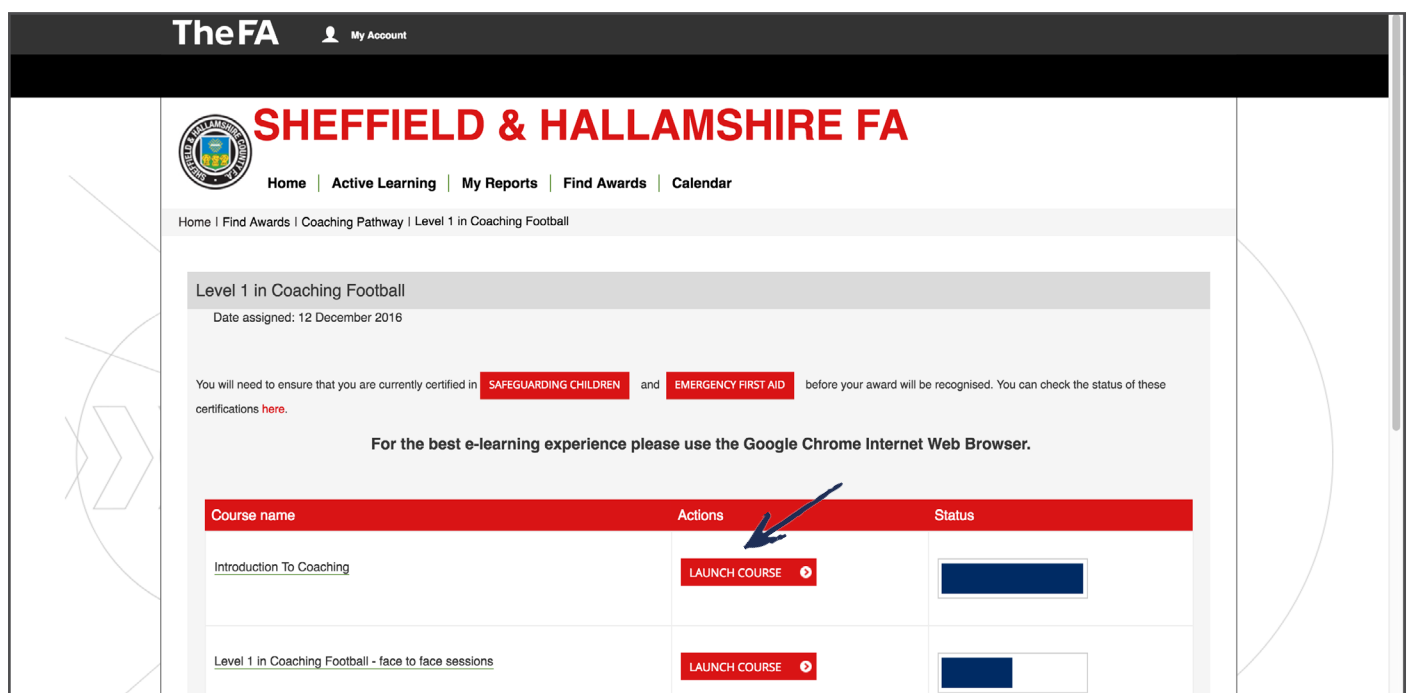


2. To access this page, if you have previously left it, select **Active Learning > Record of Learning > FA Level 1 in Coaching Football** or **FA Level 2 in Coaching Football**.

Note: From here you can launch your personal digital learning courses and for each, a progress bar will be displayed. The progress will increase to 50% when you enrol on each course by default.

Completing your digital learning

1. Select the relevant course by selecting 'LAUNCH COURSE' where the blue arrow is pointing.



2. This action will enrol you onto the course. You will then need to start each of the courses' digital learning modules by selecting them from the menu.

Home | Active Learning | My Reports | Find Awards | Calendar

Home | Introduction To Coaching

You have been enrolled in course Introduction To Coaching via required learning program Level 1 in Coaching Football.

Introduction To Coaching

This eLearning module will help you build knowledge around the skills required to be a coach. It'll also help you understand the impact you can have on players, as a coach, as well as the role you can play in support of player development.

[->Back to Level 1 in Football Coaching](#)

eLearning Module

Click the link below to begin the eLearning module. The module will store your progress as you work through it, so you can leave your computer and come back to it later or another day should you need to.

The module should take around 20 minutes to complete.

[Introduction to coaching](#)

Administration

- My profile settings

3. At this point you may need to enable pop-ups.

With the latest version of **Google Chrome**, if pop-ups are blocked you will see a small red X appear when you try to launch a digital learning module. Select the red X and a menu will load.

https://learning.thefa.com/mod/scorm/view.php?id=811

TheFA My Account Search TheFA.com

England | The Emirates FA Cup | St. George's Park | Women | Take Part | Rules & Governance | Shop | More

TheFA LEARNING back to 'Take Part'

Home | Active Learning | My Reports | Find Awards | Calendar

Home | Long term player development | eLearning Modules | Long-Term Player Development

Long-Term Player Development

It appears that popup windows are blocked, stopping this SCORM package from playing. Please check your browser settings before trying again.

Administration

- My profile settings

TheFA

About The FA

- > About The FA
- > History
- > Football Directory
- > Football Rules & Governance
- > Jobs

The FA

- > England
- > The FA Cup
- > Wembley
- > St. George's Park
- > Women's Football

FA Initiatives

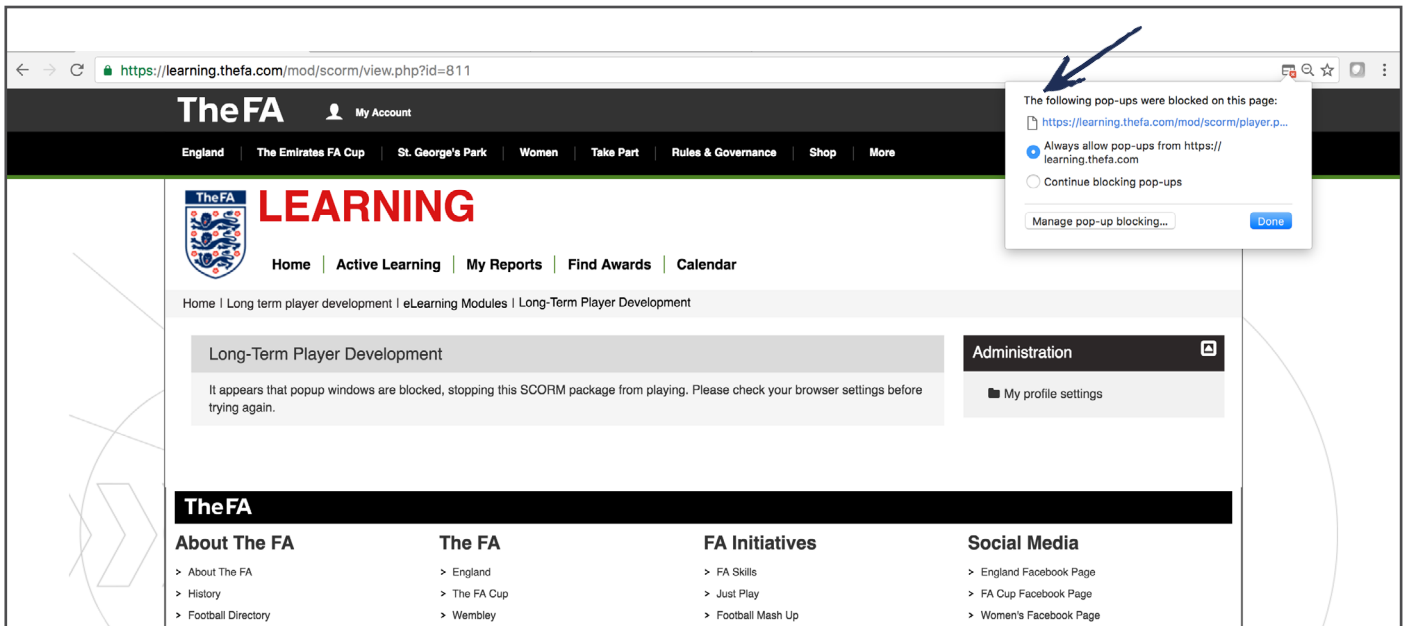
- > FA Skills
- > Just Play
- > Football Mash Up
- > England Supporters Club
- > Full Time

Social Media

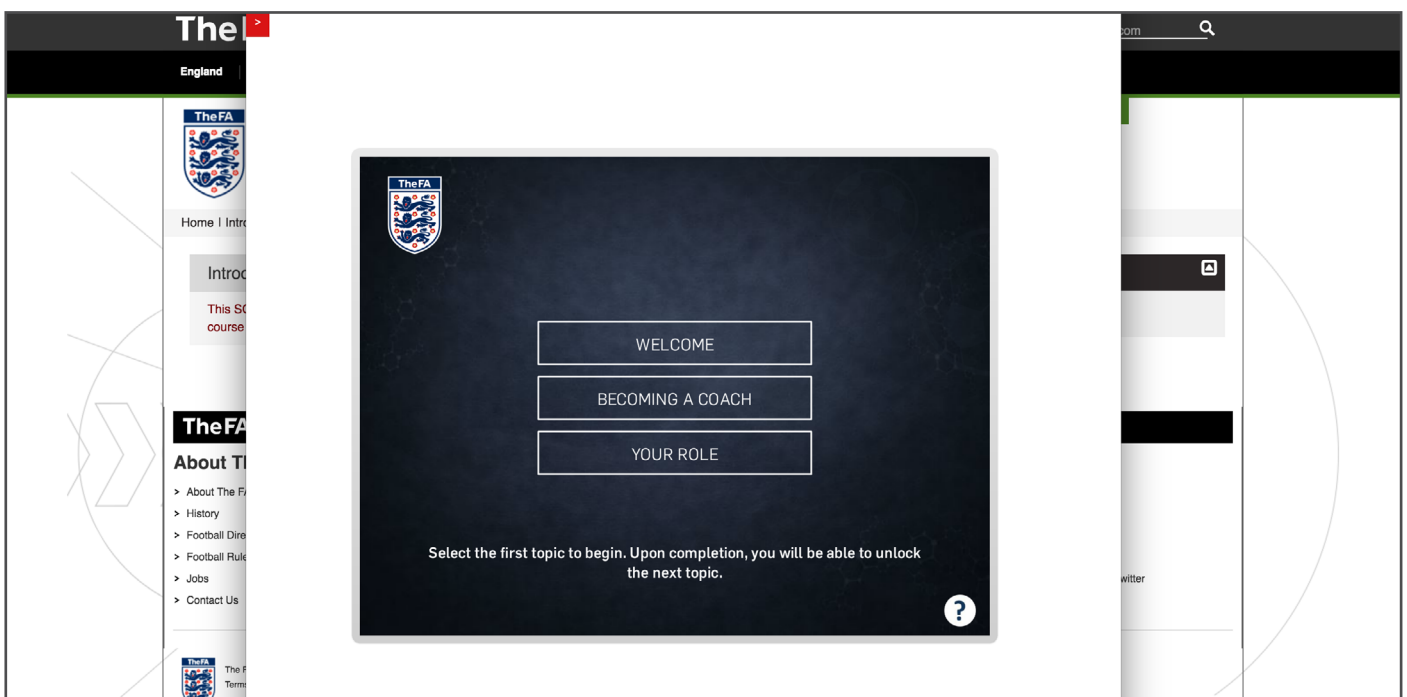
- > England Facebook Page
- > FA Cup Facebook Page
- > Women's Facebook Page
- > Follow TheFA on Twitter
- > Follow St. George's Park on Twitter

4. Check the radio button 'Always allow pop-ups from https://learning.thefa.com', then click 'Done'.

5. You'll need to reload the page to restart the course. To do this, click on the 'Reload this page' icon.



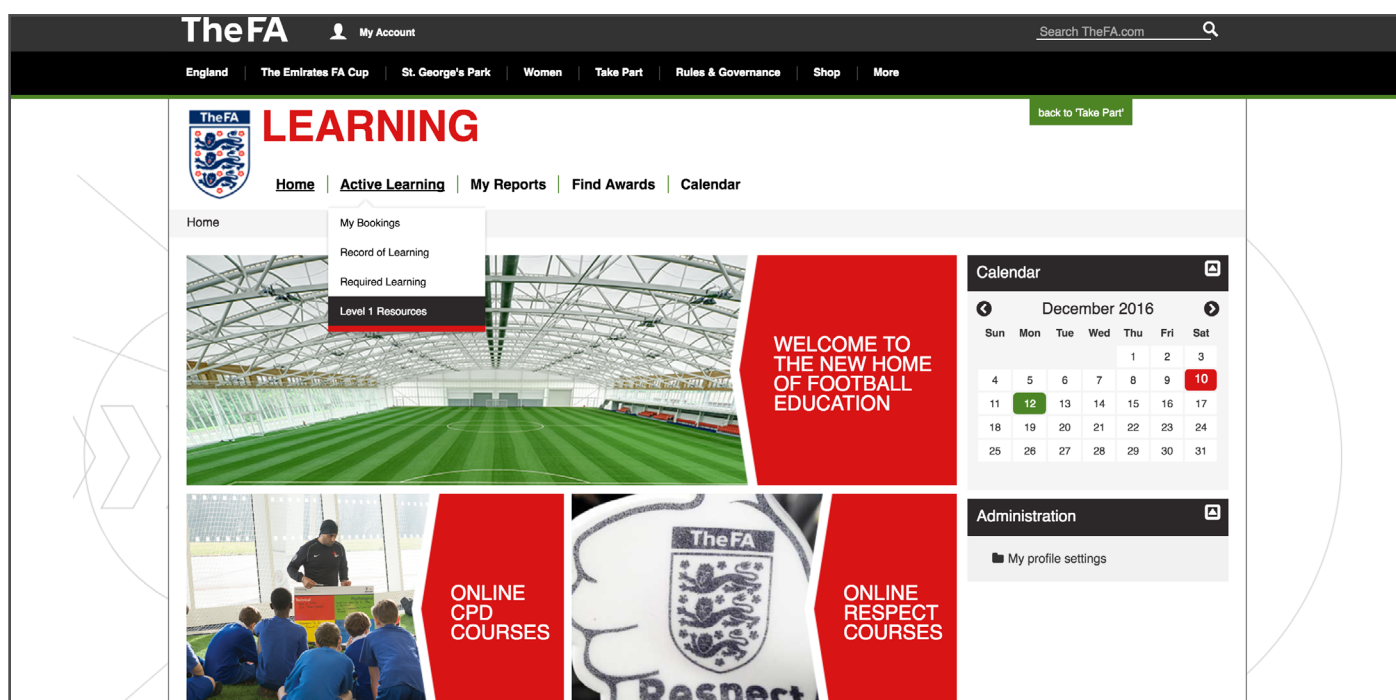
6. Your digital learning course will then launch in a new pop-up window.



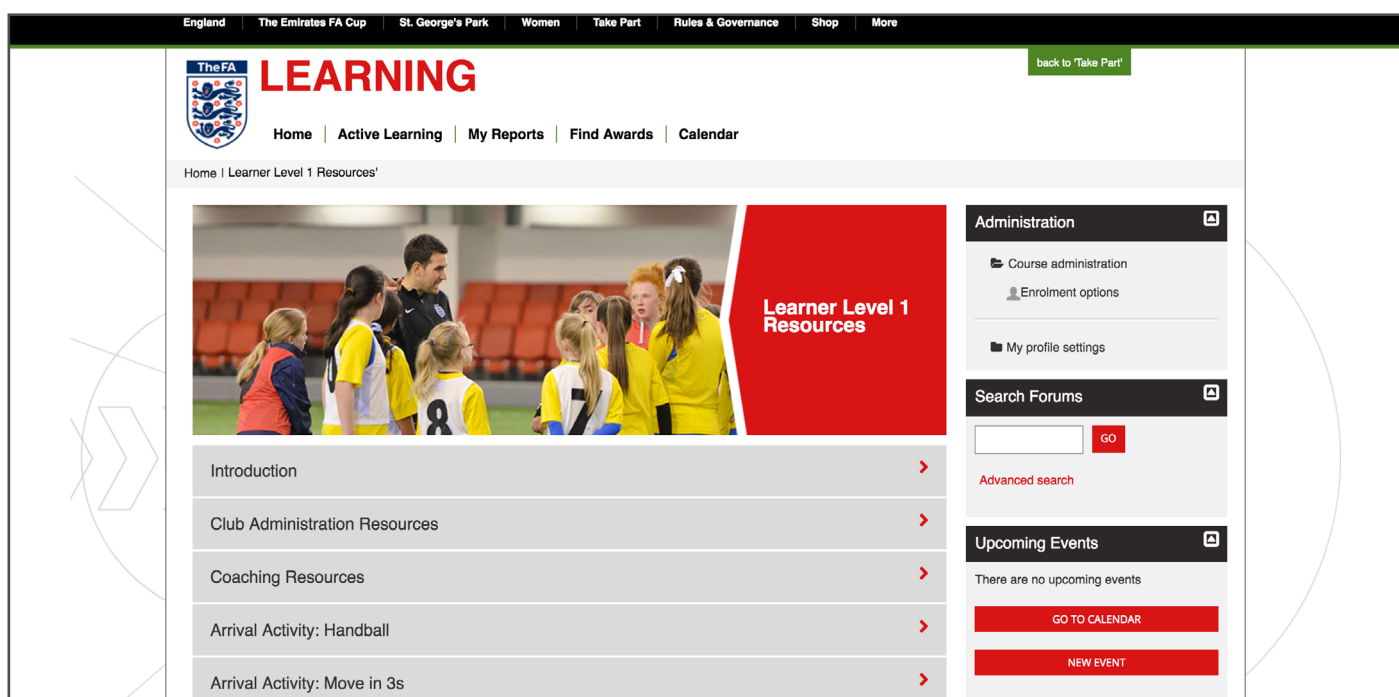
Accessing relevant materials

When you enrol onto a course you are also provided with online course materials.

1. These can be accessed from the menu bar. Click on 'Active Learning' and then 'Level 1 Resources'.



2. When selected, you will then see a number of sections which can be expanded by selecting with your mouse.



Printing your digital learning certificate

Upon completion of the course, you will be able to download and print your digital learning certificate.

1. To do this, click on 'Your Certificate'.

This eLearning module will help you build knowledge around the skills required to be a coach. It'll also help you understand the impact you can have on players, as a coach, as well as the role you can play in support of player development.

[->Back to Level 1 in Football Coaching](#)

eLearning Module

Click the link below to begin the eLearning module. The module will store your progress as you work through it, so you can leave your computer and come back to it later or another day should you need to.

The module should take around 20 minutes to complete.

Introduction to coaching

Your certificate

TheFA

About The FA

- > About The FA
- > History
- > Football Directory
- > Football Rules & Governance

The FA

- > England
- > The FA Cup
- > Wembley
- > St. George's Park

FA Initiatives

- > FA Skills
- > Just Play
- > Football Mash Up
- > England Supporters Club

Social Media

- > England Facebook Page
- > FA Cup Facebook Page
- > Women's Facebook Page
- > Follow TheFA on Twitter

2. You will be directed to the screen below. Click on 'GET YOUR CERTIFICATE'.

TheFA My Account Search TheFA.com

England | The Emirates FA Cup | St. George's Park | Women | Take Part | Rules & Governance | Shop | More

LEARNING

Home | Active Learning | My Reports | Find Awards | Calendar

Home | Introduction To Coaching | eLearning Module | Your certificate

When you have successfully completed the eLearning module you will be able to view and print off a PDF certificate for your records.

Our records will also automatically update to reflect your completion of this module.

Summary of Previously Received Certificates

Issued

Monday, 12 December 2016, 11:11 AM

Click the button below to open your certificate in a new browser window.

GET YOUR CERTIFICATE

TheFA

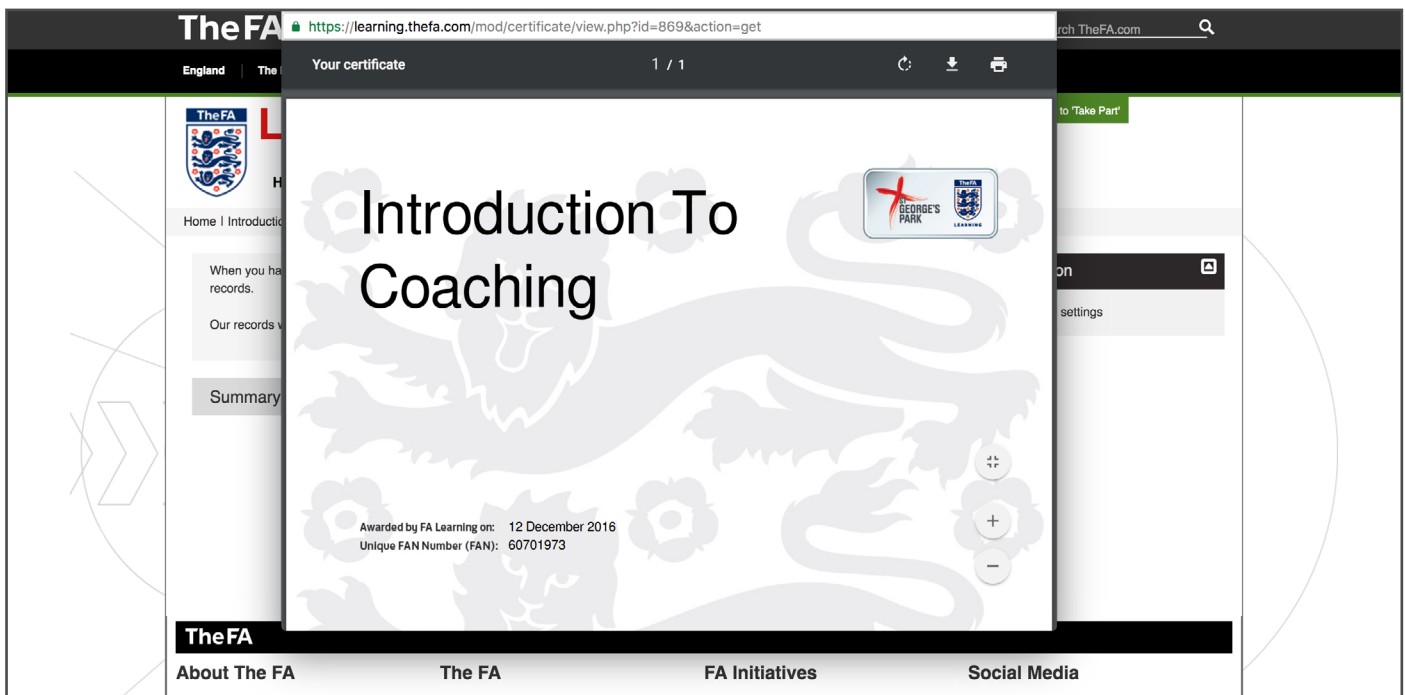
About The FA

The FA

FA Initiatives

Social Media

3. A pop-up window will then launch, which will show your certificate.



4. From here you can print your certificate or save it to your computer.

Note: This certificate is to certify that you have completed the relevant digital learning modules **only**.

The FA Level 1 & 2 Coaching in Football certificates will be issued by 1st4Sport and will not be available to download and print.