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Online User Guide: How to Print Certificates

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SGP



How to get to the portal and sign in

- Go to <http://learning.thefa.com> and click the “Sign in” button at the top.
- If it says “My Account”, you are already logged in.



Sign in

- Enter your FAN or email address linked to it, along with your password, in the boxes that follow.
- It's possible you'll be taken to some screens about the England Supporter's Club.
- Just follow these through and return to <http://learning.thefa.com> when you are done.



Sign in screen

This is where you will go to sign in. In order to do this you will need your FAN and password.



The screenshot shows the 'The FA Learning' website. At the top, there is a navigation bar with 'The FA' logo, a 'Sign In' button, and a search bar. Below this is a secondary navigation bar with links for 'England', 'The FA Cup', 'Wembley', 'St. George's Park', 'Women', 'Take Part', 'Governance', 'Shop', and 'More'. The main content area features the 'The FA Learning' logo and a navigation menu with 'Home', 'Active Learning', 'Find Awards', and 'National Courses'. A large banner image of a football pitch is accompanied by a red overlay with the text 'WELCOME TO THE NEW HOME OF FA LEARNING' and a 'FIND OUT MORE' link. To the right, there is a 'Calendar' widget for December 2014, with the 17th highlighted. Below the banner, there are two smaller promotional tiles: 'ONLINE COURSES' with an image of a coach and 'RESPECT' with an image of a fan's hand holding a 'Respect' sign. The 'The FA' logo is visible in the bottom right corner.

TheFA [Sign In](#) Search TheFA.com

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

TheFA **LEARNING** [back to 'Take Part'](#)

[Home](#) | [Active Learning](#) | [Find Awards](#) | [National Courses](#)

WELCOME TO THE NEW HOME OF FA LEARNING

[FIND OUT MORE](#)

Calendar

December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

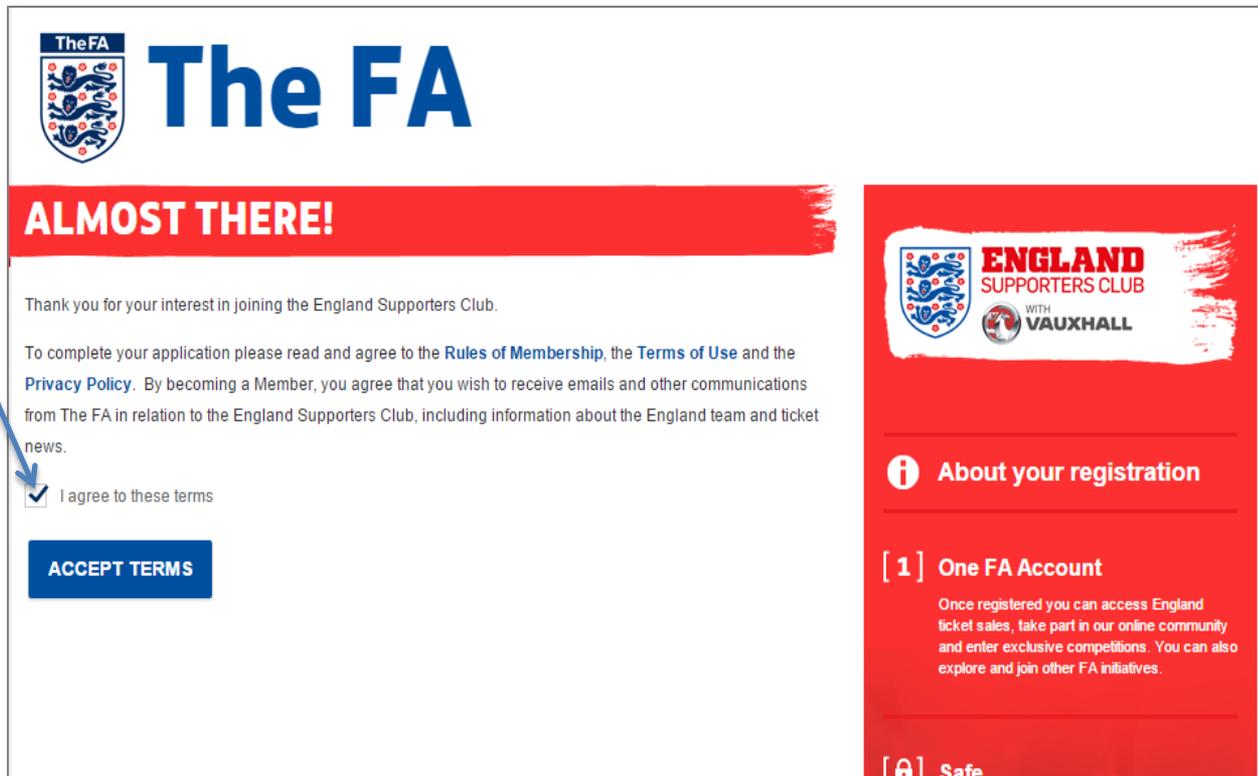
ONLINE COURSES

RESPECT

TheFA

First time logging in

If it's your first time logging into the site, you will need to agree to the terms. Then click "Accept Terms".

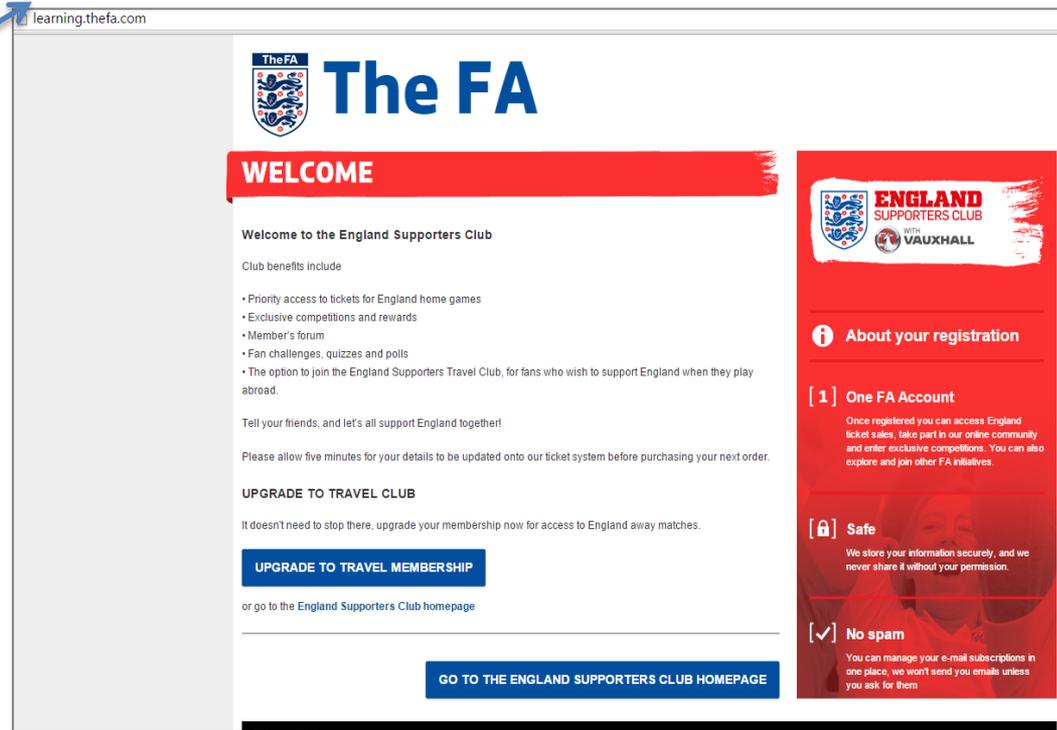


The screenshot shows the registration page for the England Supporters Club. At the top left is the The FA crest and the text 'The FA'. Below this is a large red banner with the text 'ALMOST THERE!'. Underneath the banner, there is a thank you message: 'Thank you for your interest in joining the England Supporters Club.' This is followed by a paragraph of text: '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.' Below this text is a checkbox with a checkmark and the text 'I agree to these terms'. A blue arrow points from the text on the left to this checkbox. Below the checkbox is a blue button with the text 'ACCEPT TERMS'. To the right of the main content area is a red sidebar with a white brushstroke effect. It contains the England Supporters Club logo with 'WITH VAUXHALL' below it. Below the logo is a section titled 'About your registration' with an information icon. Underneath is a section titled '[1] One FA Account' with a list item icon, followed by the text: 'Once registered you can access England ticket sales, take part in our online community and enter exclusive competitions. You can also explore and join other FA initiatives.' At the bottom of the sidebar is another section titled '[A] Safe' with a list item icon. The The FA crest is visible in the bottom right corner of the page.

First time logging in continued....

Once you have accepted the terms you will be taken to this page. Now return to the Learning homepage by entering the web address:

<http://learning.thefa.com>



learning.thefa.com

 **The FA**

WELCOME

Welcome to the England Supporters Club

Club benefits include

- Priority access to tickets for England home games
- Exclusive competitions and rewards
- Member's forum
- Fan challenges, quizzes and polls
- The option to join the England Supporters Travel Club, for fans who wish to support England when they play abroad.

Tell your friends, and let's all support England together!

Please allow five minutes for your details to be updated onto our ticket system before purchasing your next order.

UPGRADE TO TRAVEL CLUB

It doesn't need to stop there, upgrade your membership now for access to England away matches.

[UPGRADE TO TRAVEL MEMBERSHIP](#)

or go to the [England Supporters Club homepage](#)

[GO TO THE ENGLAND SUPPORTERS CLUB HOMEPAGE](#)

 **ENGLAND SUPPORTERS CLUB**
WITH VAUXHALL

About your registration

[1] One FA Account

Once registered you can access England ticket sales, take part in our online community and enter exclusive competitions. You can also explore and join other FA initiatives.

[Lock] Safe

We store your information securely, and we never share it without your permission.

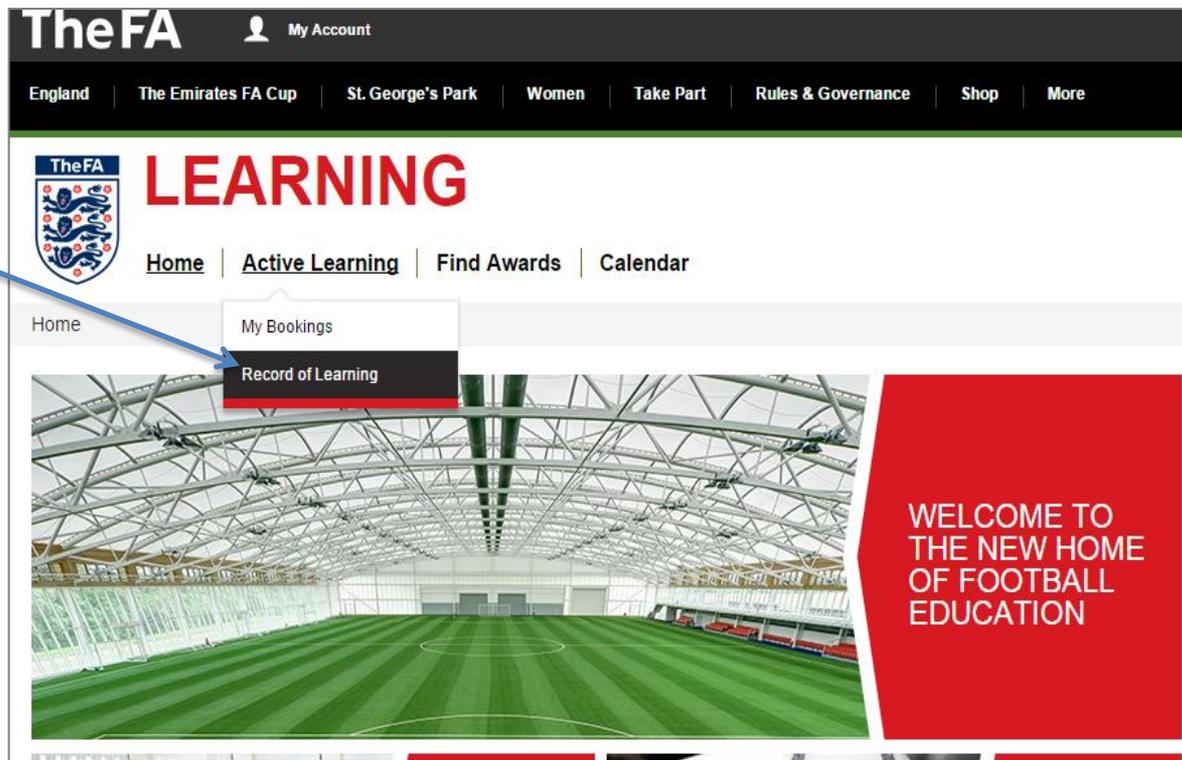
[Checkmark] No spam

You can manage your e-mail subscriptions in one place, we won't send you emails unless you ask for them



Finding Your Certificate

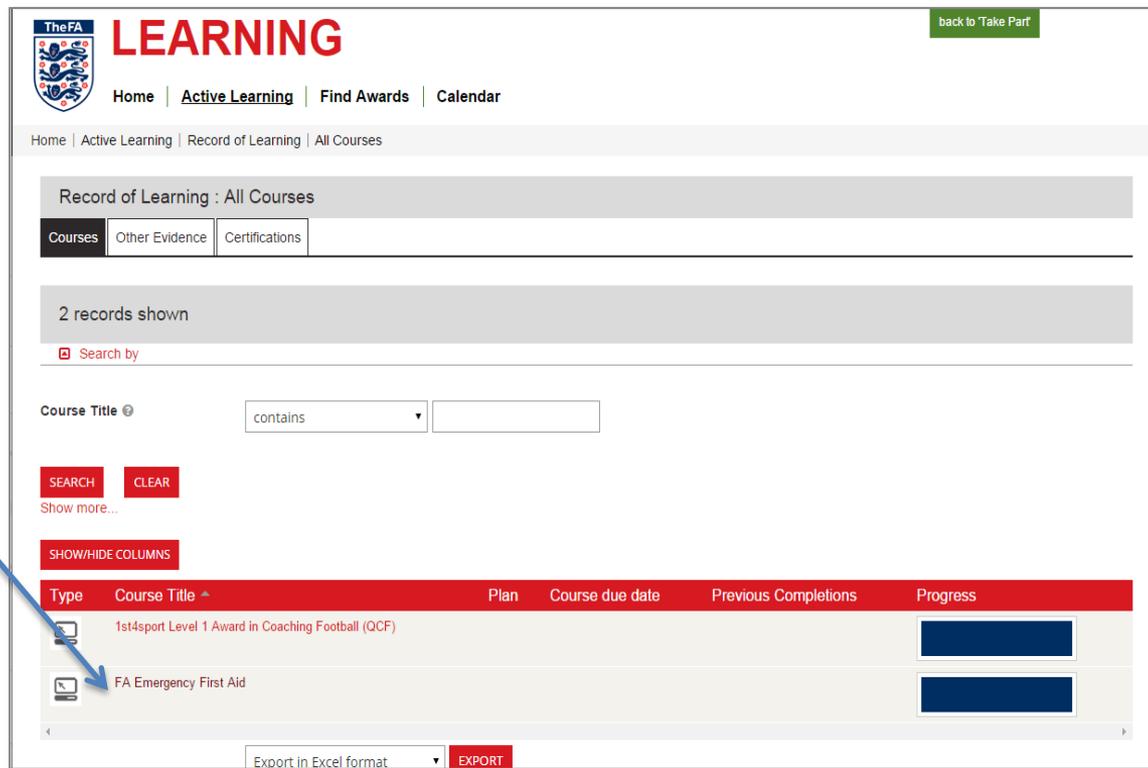
Once logged in, highlight “Active Learning” and then click on “Record of Learning”



The screenshot shows the TheFA Learning website interface. At the top, there is a navigation bar with the TheFA logo and "My Account" link. Below this is a secondary navigation bar with links for "England", "The Emirates FA Cup", "St. George's Park", "Women", "Take Part", "Rules & Governance", "Shop", and "More". The main content area features the TheFA logo and the word "LEARNING" in large red letters. Below "LEARNING" are four navigation options: "Home", "Active Learning", "Find Awards", and "Calendar". A dropdown menu is open under "Active Learning", showing "My Bookings" and "Record of Learning". A blue arrow points from the text on the left to the "Record of Learning" option. The background of the page shows a large indoor football pitch with a red banner on the right that reads "WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION". The TheFA logo is also visible in the bottom right corner.

Finding Your Certificate

Once in your “Record of Learning” select the course title of the certificate you are wanting to print. This will take you to the course page.



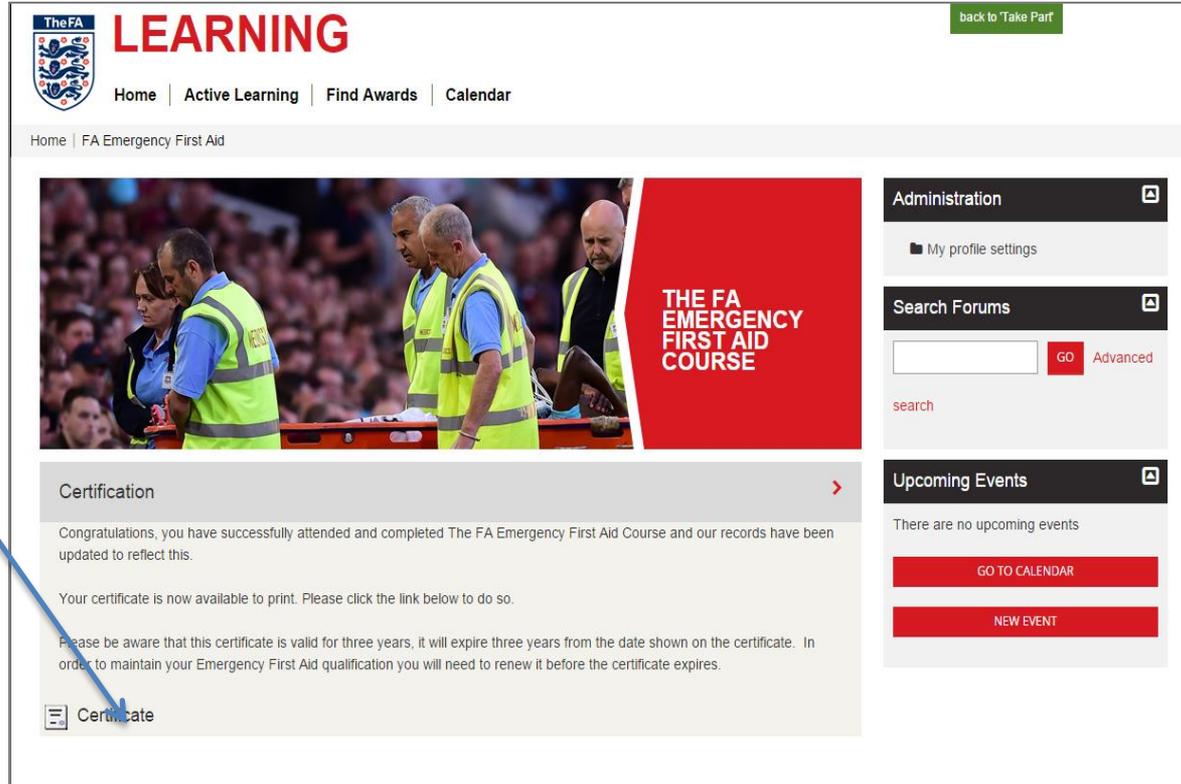
The screenshot shows the 'Record of Learning' page on TheFA Learning platform. The page header includes the TheFA logo, the word 'LEARNING' in large red letters, and a 'back to Take Part' button. Navigation links for 'Home', 'Active Learning', 'Find Awards', and 'Calendar' are present. The breadcrumb trail reads 'Home | Active Learning | Record of Learning | All Courses'. Below this, there's a section for 'Record of Learning : All Courses' with tabs for 'Courses', 'Other Evidence', and 'Certifications'. A '2 records shown' indicator is followed by a search bar with a 'Search by' label. The search criteria are set to 'contains' with an empty input field. There are 'SEARCH' and 'CLEAR' buttons, and a 'Show more...' link. A 'SHOW/HIDE COLUMNS' button is also visible. The main content is a table with columns: 'Type', 'Course Title', 'Plan', 'Course due date', 'Previous Completions', and 'Progress'. Two records are listed: '1st4sport Level 1 Award in Coaching Football (OCF)' and 'FA Emergency First Aid'. The 'Previous Completions' and 'Progress' columns for both records are currently blank. At the bottom, there is an 'Export in Excel format' dropdown menu and an 'EXPORT' button.

Type	Course Title	Plan	Course due date	Previous Completions	Progress
	1st4sport Level 1 Award in Coaching Football (OCF)				
	FA Emergency First Aid				



Finding Your Certificate

Now on the course page, follow the instructions and click “Certificate”. This will then take you to the page where you can print off your certificate.



The screenshot shows the FA Learning website interface. At the top left is the FA logo and the word "LEARNING" in large red letters. Below this are navigation links: "Home", "Active Learning", "Find Awards", and "Calendar". A green button labeled "back to Take Part" is in the top right. The breadcrumb trail reads "Home | FA Emergency First Aid".

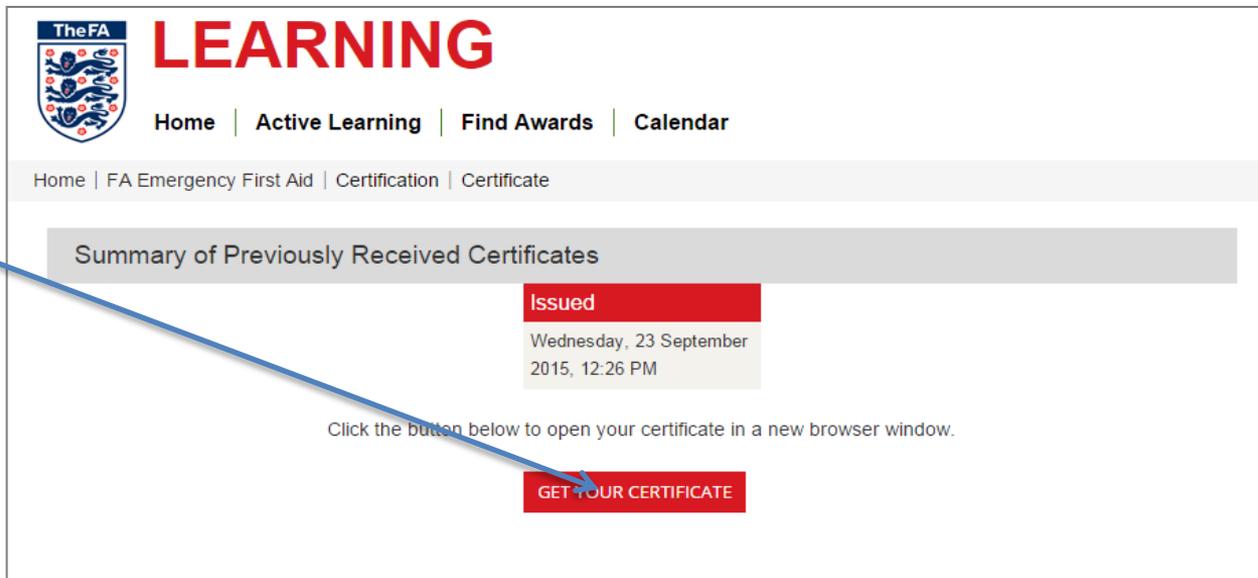
The main content area features a large image of first aiders in high-visibility vests. To the right of the image is a red banner with the text "THE FA EMERGENCY FIRST AID COURSE". Below the image is a "Certification" section with a right-pointing arrow. The text in this section reads: "Congratulations, you have successfully attended and completed The FA Emergency First Aid Course and our records have been updated to reflect this. Your certificate is now available to print. Please click the link below to do so. Please be aware that this certificate is valid for three years, it will expire three years from the date shown on the certificate. In order to maintain your Emergency First Aid qualification you will need to renew it before the certificate expires." At the bottom of this section is a link labeled "Certificate" with a document icon.

On the right side of the page, there are three sidebar sections: "Administration" with a "My profile settings" link; "Search Forums" with a search input field, a "GO" button, and an "Advanced" link; and "Upcoming Events" with the text "There are no upcoming events" and two red buttons labeled "GO TO CALENDAR" and "NEW EVENT".

The FA logo is also present in the bottom right corner of the page.

Print Certificate

To print your certificate click “Get Your Certificate”. This will then open in a new window ready for you to print.



The screenshot shows the 'The FA LEARNING' interface. At the top left is the The FA crest. To its right is the word 'LEARNING' in large red letters. Below this is a navigation menu with 'Home | Active Learning | Find Awards | Calendar'. A secondary navigation bar contains 'Home | FA Emergency First Aid | Certification | Certificate'. The main content area is titled 'Summary of Previously Received Certificates' and features a table with one entry:

Issued
Wednesday, 23 September 2015, 12:26 PM

Below the table, the text reads: 'Click the button below to open your certificate in a new browser window.' At the bottom of the content area is a red button with the text 'GET YOUR CERTIFICATE'. A blue arrow points from the text on the left to this button.

