USER GUIDE

FOR Application Form

ABSTRACT

This user guide describes the step by step procedure on how to apply for and get approval to be an organiser for **SSE Wildcats** Programme.

Contents

1. Landing Page

The application for SSE Wildcats must be completed by the lead coach for the centre, this person must be aged 18+ hold a minimum of FA level 1, an in date FA CRC, FA Safeguarding and FA Emergency aid qualifications at the point of application.

Once the login credentials are inputted, the coaching qualifications and certifications are checked against the WGS and only if they are valid, the applicant is allowed to proceed further.

Screen(s):
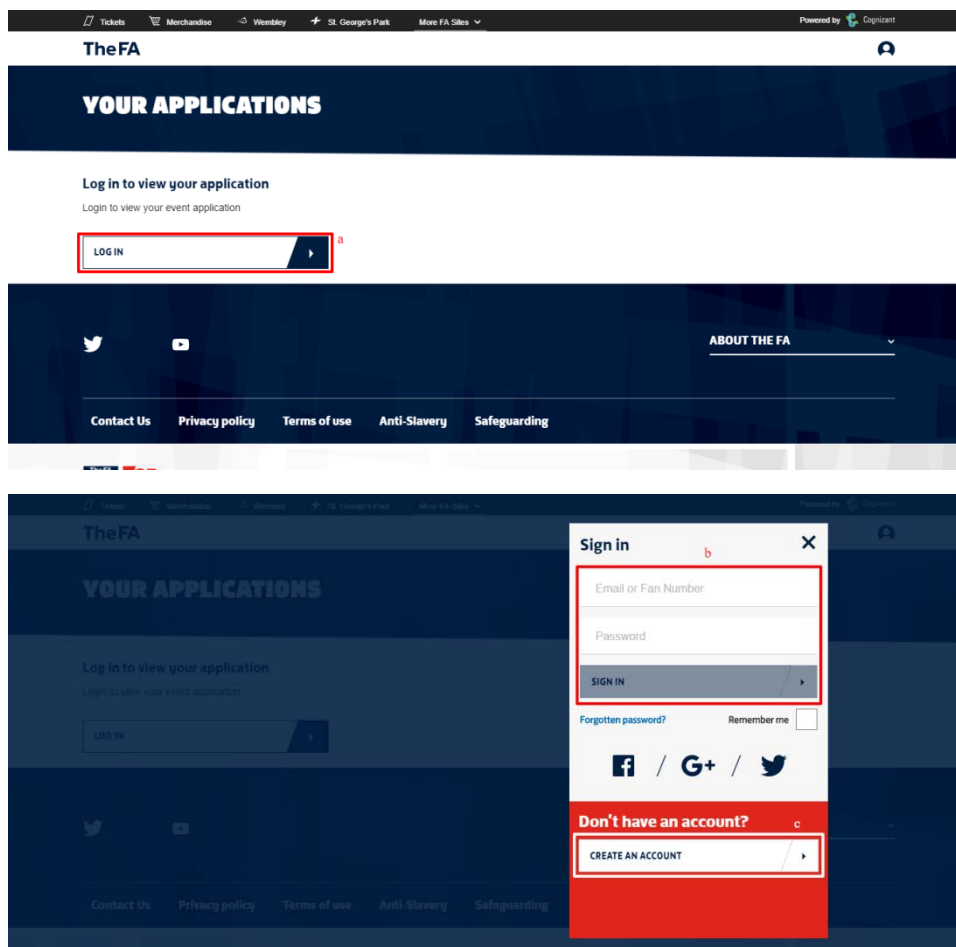
2. Application Form

Each application is for a centre. If the applicant is running an additional centre on a different day, please create a second application for this centre. This section explains the step by step procedure to filling up an application form in order to Apply for and host an SSE Wildcats programme.

The application form consists of 3 major sections.

1. Delivery Organisation Information
2. Venue Information
3. Staff (Coach/Volunteer/DSO) Information

The Applicant will have the "**Apply now**" option to initiate the Application process in his/her landing page once they have successfully. Existing applications, if any, will also be displayed in the landing page.

a) The applications will be made available as per the application statues, which are displayed in the Primary Navigation bar – "*In Progress, Submitted, Approved & Rejected*"
b) User can filter the applications using the Secondary Navigation pills – "*SSE Wildcats, Just Play & GFW*"
c) User *must accept* to the "Privacy/Terms & Conditions" in order to proceed with the Application Form
d) "*APPLY NOW*" option will be enabled only after the user has accepted to the "Privacy/Terms & Conditions"

Screen(s):

a. Programme Selection

Select SSE Wildcats from the dropdown

a. SSE Wildcats centre application window for new centres is open between 1st November 2018 and 4th December 2018.
b. If you wish to renew your existing centre application, please return to the site between 2nd – 20th January 2019.

If you are applying for a new centre, then choose:

1. 'yes' to 'Is this application for a new SSE Wildcats Centre?'

2. 'No' to Is this application to renew an existing centre?

Screen(s):

c. Applicant Personal Details

This screen pre-populates the logged in applicants' personal details. All details in this screen are view only and cannot be edited. The details displayed include,

a) Applicants personal details like
I. First name
II. Last name
III. DOB
IV. Email
V. Phone No
VI. Post Code
VII. Street name
b) Option to "SAVE AND CONTINUE"

Screen(s):

d. Delivery Organisation Information (Screen 1)

The applicant is required to enter the details of the Delivery Organisation in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

a) Delivery organiser name
b) Address Line 1
c) Address Line 2
d) Town
e) Postcode
f) Delivery organisation Telephone number
g) Delivery organisation Email address
h) Option to check if the provided address is same as the one where the activity will be delivered
i) Option to "SAVE AND CONTINUE"

Note:

1. Where the applicant address is the same as the address where the sessions of the centre would be conducted, select the checkbox "The address provided above is the same venue at which your activity will be delivered", the Post code entered in this page will be carried forward to the "***Venue Information***" section. It will be editable and the user can edit or change the entry as required.

Screen(s):

e. Delivery Organisation Information (Screen 2)

The Applicant is required to enter the details of the Delivery Organisation in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are as follows: all the information in this page are mandatory and the applicant can proceed further only after filling all the details of this page.

a) Centre name
b) Organization Type
c) Delivery Type
d) Please describe why the organisation wish to apply for a SSE Wildcats Centre?
e) Please describe how the organisation plan to make this centre sustainable?
f) Please describe how the organisation will target and recruit participants to the centre?
g) Please describe what exit routes are in place for participants
h) Do you have link to a Charter Standard Club?
i) If "Yes" for above, Charter Standard Club you are linked to
j) Option to "SAVE AND CONTINUE"

Note:

1. "**Centre name**" will be the same as the Delivery Partner name + a static text "SSE Wildcats Centre"
2. "**Organisation Type**" will have the below options for the user to choose from
   a. FA Charter Standard Club
   b. FA Charter Standard League
   c. University
   d. College
   e. Secondary School
   f. Primary School
   g. Independent School
   h. Girls' Football School Partnership
   i. Premier League
   j. English Football League
   k. National League
   l. Women's Super League Club
   m. Women's Championship Club
   n. Private Coaching provider
   o. Youth Group

> p. County Football Association
> q. Others
> r. Copy Premier League
3. "*Delivery Type*" will have the below options for the user to choose from
> a. Community Delivery

Screen(s):

f. Delivery Organisation Information (Screen 3)

The applicant is required to enter the details of the Delivery Organisation in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

a) Is this a Disability Specific Event?
b) Is this a Futsal Session?
c) Max Session Capacity
d) Cost per session
e) Option to "SAVE AND CONTINUE"

Note:

1. In this screen the "***Female***" option will be preselected and locked. The applicant will not be able to change the gender as this is a Female Only Programme.
2. For "***Is this a Disability Specific Event?***" option, if the applicant selects 'Yes', it would confirm that the session is only open to those with a disability.
3. In order to be recognised as a "***Futsal Session***" it must be played on a hard surface, to lines using Futsal goals, a Futsal ball and played to Futsal rules'.
4. The minimum age will be pre-set to '***5***' and the maximum age to '***11***'.
5. The "***Max Session Capacity***" is set at 30 and the user will not be able to entry a value lesser than this
6. The "***Cost per Session***" is limited to **£3**. But if the applicant has entered a cost greater than 3£, a warning 'The maximum cost per SSE session is 3£. You have entered a cost greater than 3£' will be displayed and the user will be allowed to proceed further with the application form.T he applicant is requested to have a conversation regards to the costs of sessions which are greater than £3.

Screen(s):

g. Delivery Organisation Information (Screen 4)

SSE Wildcats delivery must consist of a minimum of 16 weeks delivery per year, please indicate an end date for when you expect to complete SSE Wildcats in 2020. We encourage applicants to deliver for as many weeks as possible during the year.

Note:

1. The minimum duration to run the Programme with respect to the "***Delivery Type***" selected by the applicant. The Start & End dates will be validated based on the same.
2. Requirements for the SSE Wildcats Programme are a minimum of 16 weekly sessions in a year.If the duration the lesser than 16 weeks, the applicant cannot proceed further.
3. Applicant can select a day or combination of Day(s) (Mon to Sun) that they wish to run the programme on.

Screen(s):

h. Delivery Organisation Information (Screen 5)

The user is required to upload the mandatory documentation(s) in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

a) Document Selection - Drop-down
b) Option to "SAVE AND CONTINUE"
c) Upload Options
    I. Select file to upload
    II. Add new document
    III. Remove

Note:

1. The applicant is required to upload at least one documentation for all the Document Types listed in the drop down. The max file size allowed is 1mb
2. In order to upload the mandatory document, click on add new document. Select the document type and upload the required document.
3. The applicant can remove any wrongly uploaded document and add a new document as required
4. The applicant can upload more than one document for a document type if required
5. The system will allow the applicant to proceed without uploading the documents. But, it will not allow the user to submit the application without the mandatory documentation(s)

Screen(s):

i.   Venue Information (Screen 1)

The applicant is required to enter the Venue detail where the activity will be taking place in this screen. After the user searches for the required Venue, they can select from the list of venues that matches the search criteria. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

a) Venue Name/Postcode
b) Option to "FIND VENUE"
c) Search Results/Venue Selection

Note:

1. The user can enter either the Venue Name or the Postcode to initiate the venue search
2. If the user had selected the option confirming that "The address provided above is the same venue at which your activity will be delivered", in the "Delivery Organiser Information" screen, the Post code entered carried forward to the "Venue Name/postcode" field. It will be editable and the user can edit or change the entry as required.
3. If the desired venue is not listed in the search results, then the user cannot proceed with the application form and will have to reach out to The FA via the link provided on screen

Screen(s):

j. Venue Information (Screen 2)

The applicant is required to select the County FA for the venue selected in this screen. All fields are mandatory in order to proceed to the next screen.
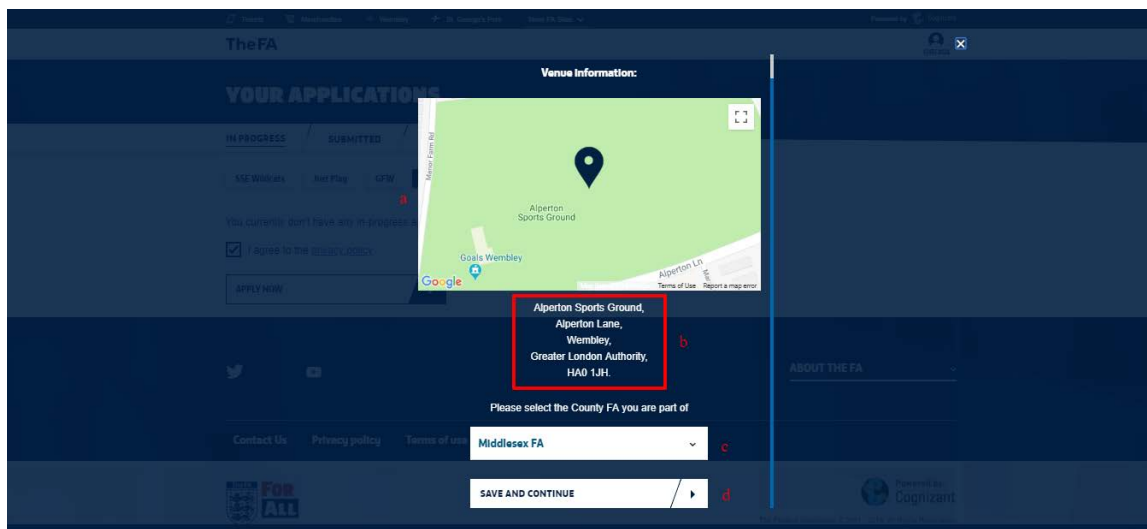
Input fields in this screen are,

a) Map view of the Venue selected
b) Address of the Venue Selected
c) County FA Selection
d) Option to "SAVE AND CONTINUE"

Note:

1. The user can see the Map view and the complete address of the Venue selected in the previous screen
2. County FAs tagged to a particular County/Venue will be listed and the user can select any one as per their requirement in order to proceed

Screen(s):

k. Venue Information (Screen 3)

The applicant is required to provide further information on the venue that has been selected in the previous screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

a) Facility Type
b) Type of Pitch
c) No of Pitches
d) Option to "SAVE AND CONTINUE"

Note:

1. "*Facility Type*" will have the below options for the user to choose from
   a. Owned
   b. Rented
   c. Leased
2. "*Type of Pitch*" will have the below options for the user to choose from
   a. Grass
   b. Indoor
   c. 3G or Astroturf
   d. Other
3. The user can enter the required value in numbers for the "*No of pitches*" as per the requirement

Screen(s):

I. Staff Information – Coach

There must always be a minimum of two adults (18+) available at any one time, one of which must be a level 1 coach, and there must be a minimum of 1 staff member (18+) to every 16 children (1:16). Where the children are aged 8 or younger you will require more staff and a minimum of two adults (18+) should always be present (ratio 1:8). If the children have additional needs e.g. learning needs or a disability the ratio should be higher than 1:16 to ensure you can meet the specific needs of any given group. If you plan to have only one volunteer whose age is less than 18 years, please add atleast 2 coaches. As the lead coach of this programme, please re-enter your FAN number/details to verify you as a coach, you can also add additional coaches to your programme. The applicant can either Key in the coach details or enter the coach FAN code.

Input fields in this screen are,

 a) Gender Selection
 b) First name
 c) Last name
 d) Date of Birth
 e) Phone Number
 f) Email
 g) Fan ID
 h) Option to "Add another Coach"
 i) Option to "SAVE AND CONTINUE"

Note:

 1. The user can either enter the details in fields "a" to "f" if they have the details on hand or can enter the Fan ID in "g". Entering the Fan ID will retrieve all the other details and it will be displayed in the respective fields
 2. There must always be a minimum of two adults (18+) available at any one time, one of which must be a level 1 coach, and there must be a minimum of 1 staff member (18+) to every 16 children (1:16)
 3. Once a coach details are entered, an invitation email will be triggered. The coach can then "Accept" or "Reject" the invitation. Until then the status will be "Yet to Respond" and the user will not be allowed to submit the application form

4. The user can remove a coach in any of the above statuses at any point in time before submission of the application form if they want to replace them with another
5. A coach need to be compliant with the certification and other requirements in order to be accepted as a Valid Coach
6. Minimum of 2 verified & valid coaches are required to successfully submit the application form

Screen(s):

m. Staff Information – Designated Safeguarding Officer (DSO)

The applicant is required to enter the details of the DSO who will be a part of the Activity in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

a) Gender Selection
b) First name
c) Last name
d) Date of Birth
e) Phone Number
f) Email
g) Fan ID
h) Option to "Add another safe guarding officer"

i) Option to "SAVE AND CONTINUE"

Note:

1. The user can either enter the details in fields "a" to "f" if they have the details on hand or can enter the Fan ID in "g". Entering the Fan ID will retrieve all the other details and it will be displayed in the respective fields
2. There must always be a minimum of two adults (18+) available at any one time, one of which must be a level 1 coach, and there must be a minimum of 1 staff member (18+) to every 16 children (1:16)
3. The user can remove a DSO at any point in time before submission of the application form if they want to replace them with another
4. A DSO need to be compliant with the certification and other requirements in order to be accepted as a Valid DSO
5. Minimum of 1 DSO is required to successfully submit the application form

Screen(s):

n. Staff Information - Volunteer

The applicant is required to enter the details of the Volunteer who will be a part of the Activity in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

a) Gender Selection
b) First name
c) Last name
d) Date of Birth
e) Phone Number
f) Email
g) Fan ID
h) Option to "Add another Volunteer"
i) Option to "SAVE AND CONTINUE"

Note:

1. The Applicant can either enter the details in fields "a" to "f" if they have the details on hand or can enter the Fan ID in "g". Entering the Fan ID will retrieve all the other details and it will be displayed in the respective fields
2. There must always be a minimum of two adults (18+) available at any one time, one of which must be a level 1 coach, and there must be a minimum of 1 staff member (18+) to every 16 children (1:16)

3. Volunteers of age group less than 16 cannot be registered via this system.
4. The user can remove a Volunteer at any point in time before submission of the application form if they want to replace them with another
5. A Volunteer need to be compliant with the certification and other requirements in order to be accepted as a Valid Volunteer
6. Minimum of 1 Volunteer is required to successfully submit the application form
7. If you plan to have only one volunteer whose age is less than 18 years, please add at least 2 coaches

Screen(s):

o. Terms & Conditions

The user is required to review and agree to the terms & conditions in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

a) Agree Terms & Conditions
b) Name
c) Option to "PRINT THIS PAGE"
d) Option to "AGREE AND CONTINUE"

Note:

1. The user name will be pre-populated and is non editable
2. The user can print this page using the "*PRINT THIS PAGE*" option

Screen(s):

p. Summary Screen

The summary screen allows the use to look at all the details entered in all the screens/sections so as to identify and update any information as required. The user will be able to edit any information that was entered in any section/screen.

Input fields in this screen are,

a) Option to "CONFIRM APPLICATION"
b) Option to "CANCEL"
c) Options(s) to edit data entered section-wise

Note:

1. The user can edit or update information entered previously in the application form flow
2. Those screen/sections which have errors will be highlighted in Red and the user needs to action on them in order to proceed to submission
3. "*CONFIRM APPLICATION*" option will be enabled only when all the mandatory details are filled and the entered information is validated/verified to be correct
4. "*CANCEL*" option can be used to discard the form. Though cancelled, all the entered information will be saved and made available. This form can be accessed form "In-Progress" tab in the user's landing page

Screen(s):

q. Submission Confirmation Screen

The confirmation screen provides details of the Programme Application that was submitted successfully.

Input fields in this screen are,

a) Option to "GO TO MY APPLICATIONS"
b) Option to "APPLY FOR ANOTHER PROGRAMME"

Note:

1. The Programme Details available in this screen are
    a. Programme Logo
    b. Start Date & End Date
    c. Programme Name
    d. Venue
    e. Application Status
2. The status of the application will be "Submitted" and this form will be available in the respective tab in the user's landing page
3. Once submitted, the form cannot be edited by the user
4. "***GO TO MY APPLICATIONS***" will navigate the user to the landing page
5. "***APPLY FOR ANOTHER PROGRAMME***" will initiate the Application process for another Programme

Screen(s):
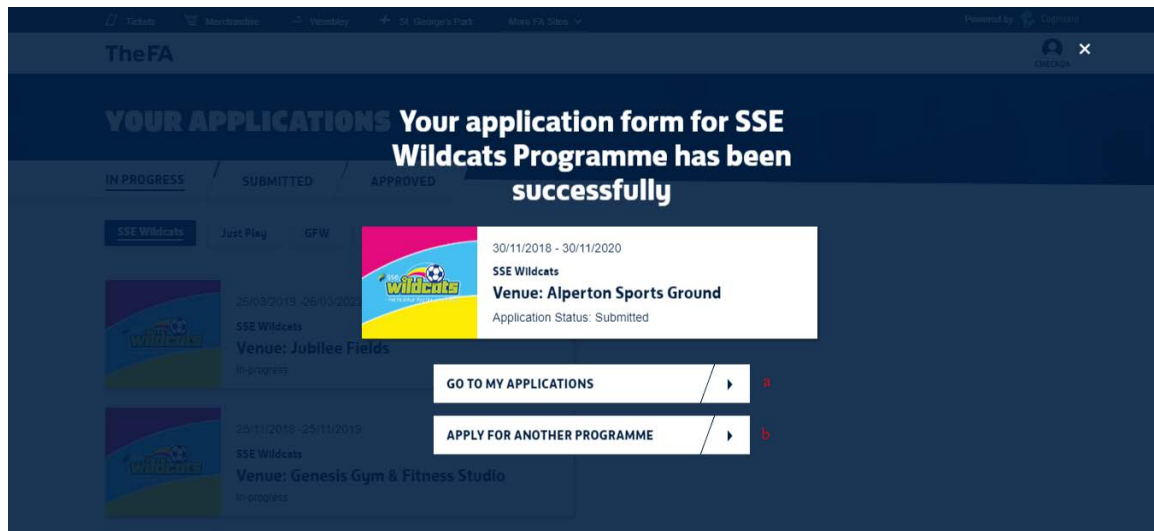
3. Support Contact Details

The FA Administrator can be reached at,

E-Mail ID:
Phone: