



The FA Level 1, 2 & 3 in Coaching Football

Guide to Purchasing and accessing content

Introduction

The Learning Management System (LMS) is your new home for The FA Level 1, FA Level 2 & FA Level 3 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

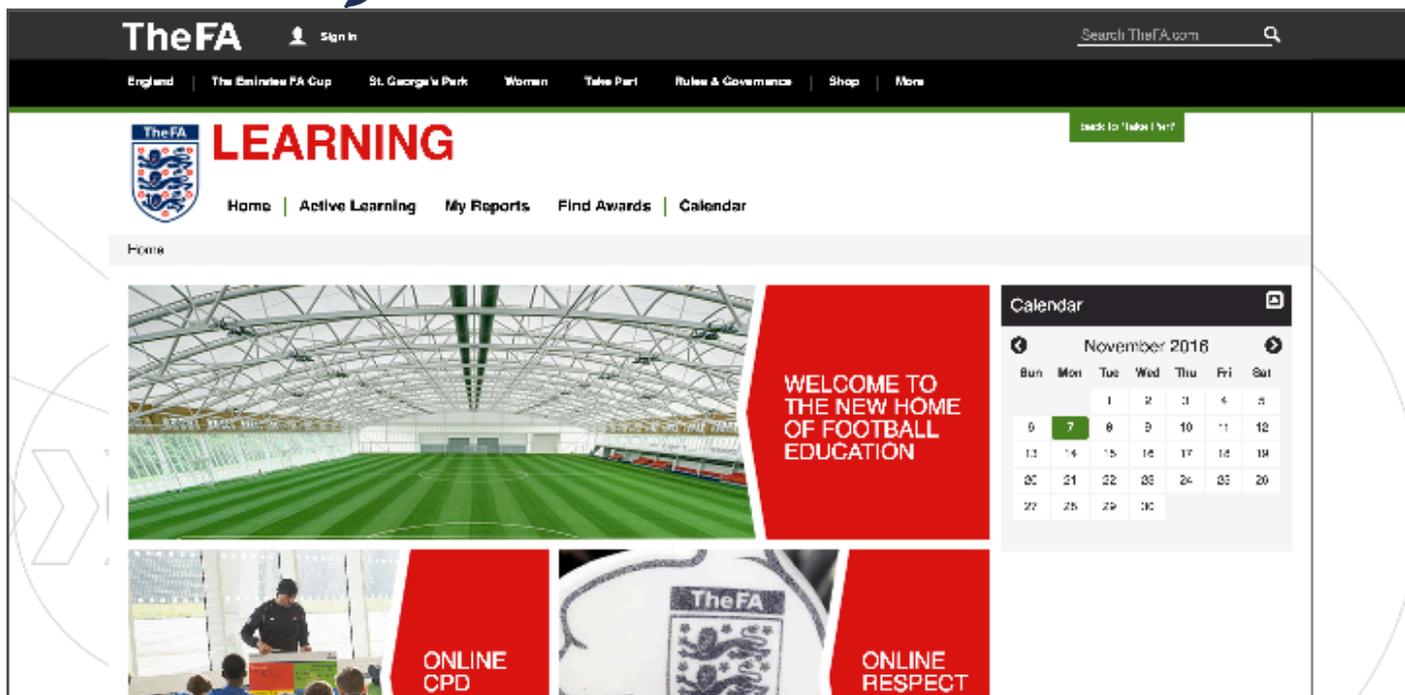
Once you have your FAN and password, follow these steps:

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](#)

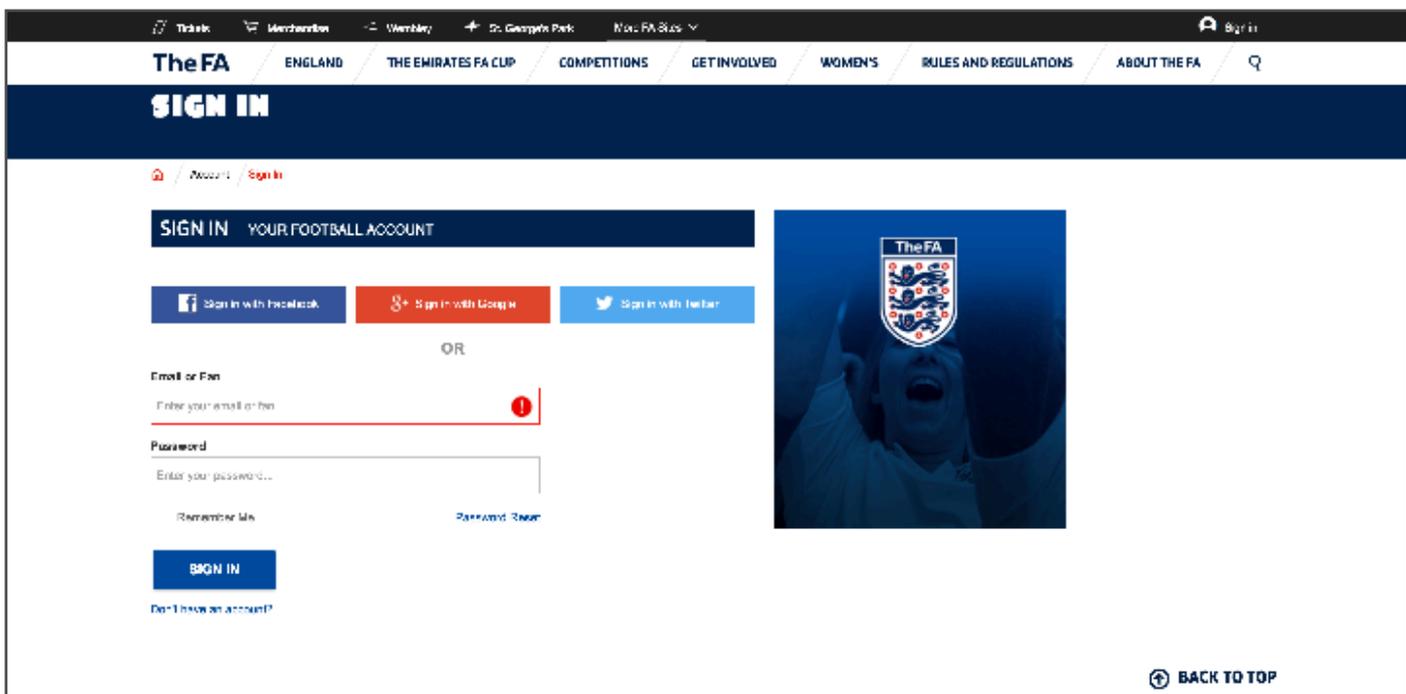
2. This should open a screen like this. Click on the words 'Sign In' where the blue arrow is pointing.



The screenshot shows the TheFA Learning website. At the top, there is a navigation bar with 'TheFA' logo and a 'Sign In' link. A blue arrow points to this 'Sign In' link. Below the navigation bar, there is a search bar and a menu with items like 'England', 'The Emirates FA Cup', 'St. George's Park', 'Women', 'Take Part', 'Rules & Governance', 'Shop', and 'More'. The main content area features a large banner with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION' and a calendar for November 2016. Below the banner, there are sections for 'ONLINE CPD' and 'ONLINE RESPECT'.

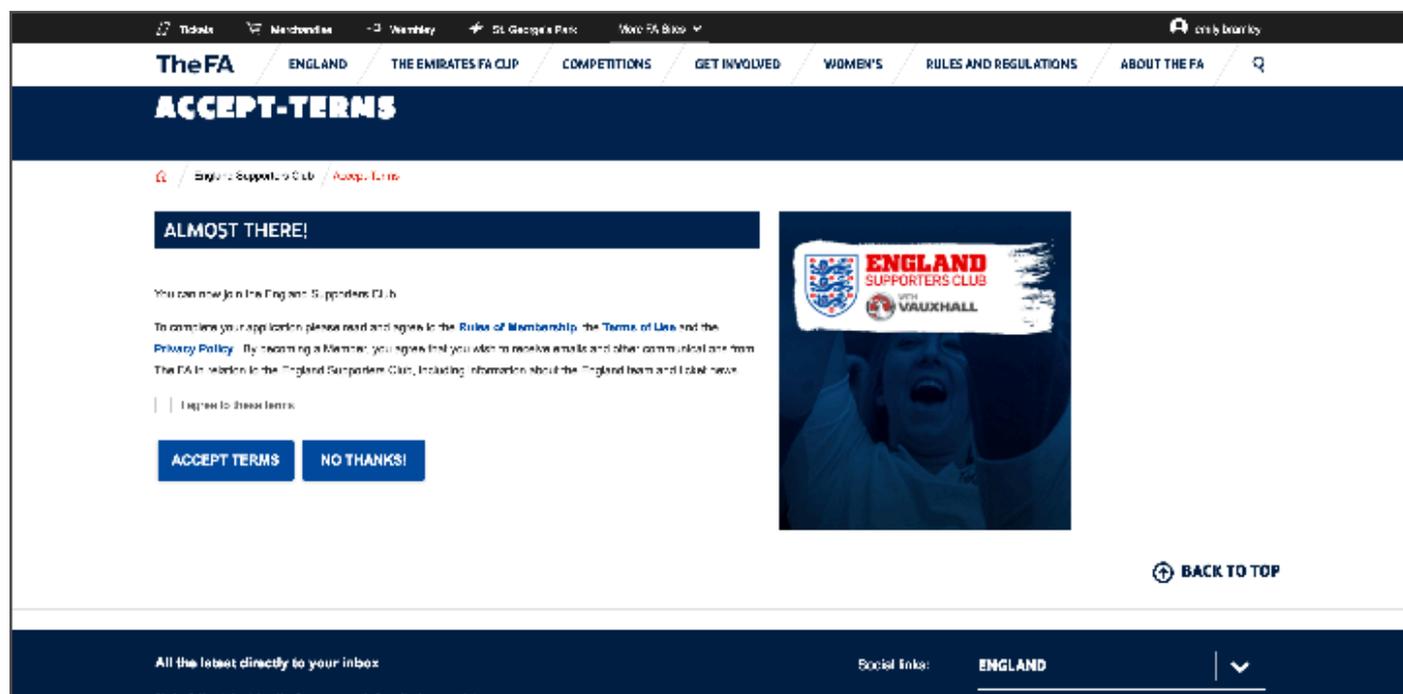
3. When you have clicked on 'Sign In' a screen like this should open.

Enter your FAN and password and click 'Sign In'.



The screenshot shows the TheFA Sign In page. At the top, there is a navigation bar with 'TheFA' logo and a 'Sign In' link. Below the navigation bar, there is a search bar and a menu with items like 'ENGLAND', 'THE EMIRATES FA CUP', 'COMPETITIONS', 'GET INVOLVED', 'WOMEN'S', 'RULES AND REGULATIONS', and 'ABOUT THE FA'. The main content area features a large banner with the text 'SIGN IN YOUR FOOTBALL ACCOUNT'. Below the banner, there are social media login options: 'Sign in with Facebook', 'Sign in with Google+', and 'Sign in with Twitter'. Below these options, there is a form with fields for 'Email or Fan' and 'Password'. There is a 'Remember me' checkbox and a 'Forgot Password' link. A 'SIGN IN' button is located below the form. At the bottom right, there is a 'BACK TO TOP' link.

4. At this stage you will be prompted to accept the Terms of Use for the England Supporters Club. Either select the box 'I agree to these terms' and then click 'ACCEPT TERMS' or click "NO THANKS!"



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 & 3 in Coaching Football courses on your County FA website please contact them.

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).

For Level 3 you will be sent a link to the course directly from your County FA. When you select the link you will be prompted to login to the LMS with your FAN.

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 Sheffield & Hallamshire FA website. The main heading is "SHEFFIELD & HALLAMSHIRE FA". Below the heading, there are navigation links: Home, Active Learning, My Reports, Find Awards, and Calendar. The page title is "LEVEL 1 IN COACHING FOOTBALL - FACE TO FACE SESSIONS". The main content area is titled "Enrolment options" and "LEVEL 1 IN COACHING FOOTBALL - FACE TO FACE SESSIONS". It includes a prompt to enter a voucher code and a table of face-to-face sessions.

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

On the right side, there is an "Administration" sidebar with links for "Course administration", "Enrolment options", and "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 Sheffield & Hallamshire FA website. The main heading is "SHEFFIELD & HALLAMSHIRE FA". Below the heading, there are navigation links: Home, Active Learning, My Reports, Find Awards, and Calendar. The page title is "LEVEL 1 IN COACHING FOOTBALL - FACE TO FACE SESSIONS". The main content area is titled "Enrolment options" and "LEVEL 1 IN COACHING FOOTBALL - FACE TO FACE SESSIONS". It includes a prompt to enter a voucher code and a table of face-to-face sessions.

Date	Time	Venue	Course Capacity	Course Cost
17 July 2017	9:00 AM - 5:00 PM			
8 July 2017	9:00 AM - 4:00 PM		0 / 18	N/A
15 July 2017	9:00 AM - 4:00 PM			
17 July 2017	5:00 PM - 9:00 PM			
22 July 2017	9:00 AM - 4:00 PM			
10 December 2016	11:25 AM - 12:20 PM		2 / 10	£0.01

Below the table, there is a "Learner Requirements" section with a text input field. Below that is a "Residential Cost" section with a "Got a Promotional Code?" label, a text input field, and an "APPLY CODE" button. Below that is a "Total cost" section showing "£0.01" and a "BUY COURSE" button. At the bottom, there is a red warning message: "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.

Gender*

Date of Birth*

Phone*

Mobile phone

Email address

Address Line 1*

Address Line 2*

Billing country*

City/Town*

Post Code*

Notification Type

Total cost

[BACK TO SHOPPING DETAILS](#) [BUY COURSE](#)

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

SHEFFIELD & HALLAMSHIRE CFA
Your Game Your County FA

Order Details
You are purchasing:
Level 1 In Coaching Football - face to face sessions
[view on terms] or [view on details]

Total payment amount GBP 0.01

Card Payment

Card Number

Card Holder Name

Card Expiry Date /

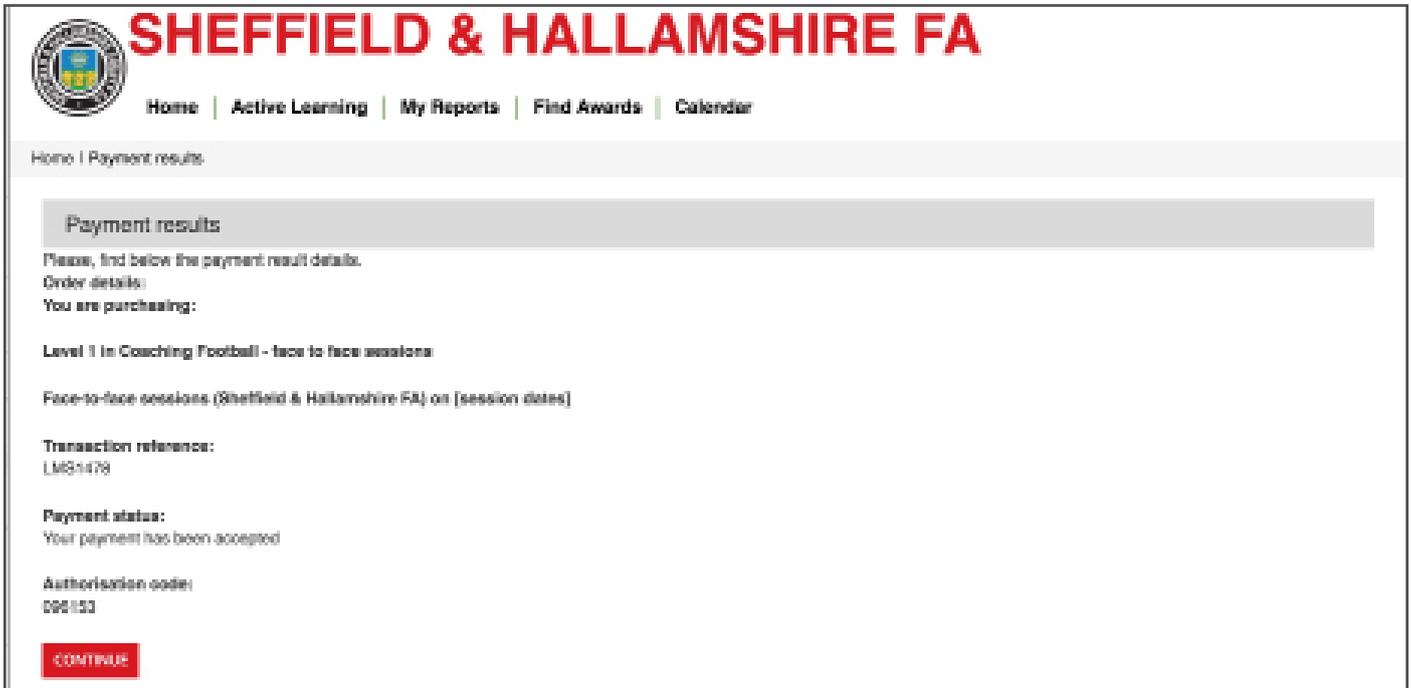
CVC/CVV/CID [What is CVC/CVV/CID?](#)

[Pay](#)

[Cancel](#)

Verified by **VISA** **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



The screenshot shows the Sheffield & Hallamshire FA website interface. At the top left is the club's crest. To its right, the text 'SHEFFIELD & HALLAMSHIRE FA' is displayed in large, bold, red letters. Below this, a navigation menu includes links for 'Home', 'Active Learning', 'My Reports', 'Find Awards', and 'Calendar'. A breadcrumb trail reads 'Home | Payment results'. The main content area is titled 'Payment results' and contains the following information:

- 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:** 000133

At the bottom left of the content area, there is a red button labeled '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'.

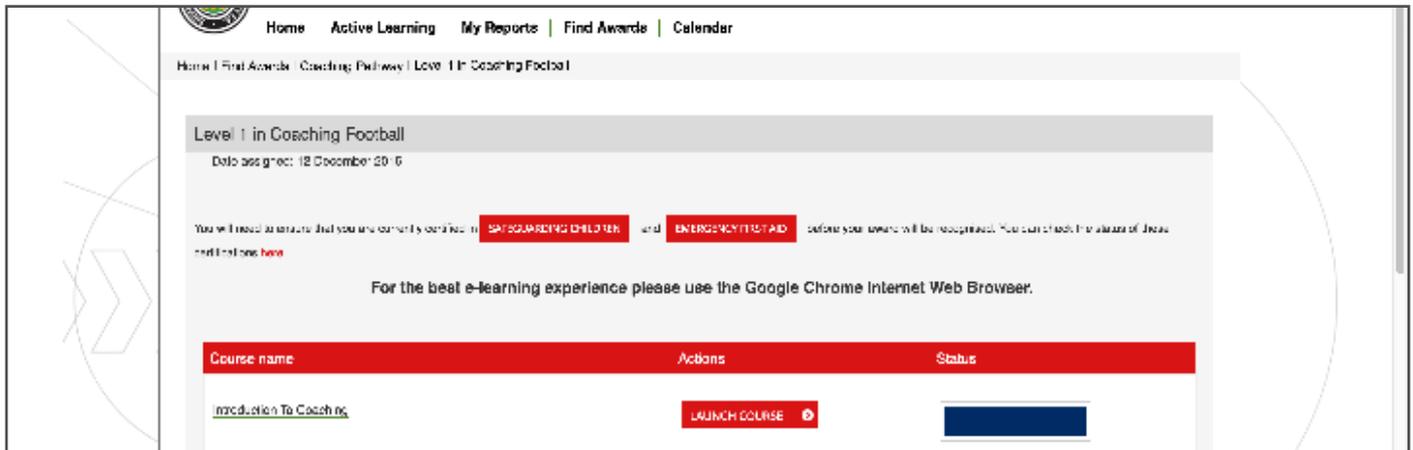
Note: At this stage you must select 'Continue' before moving on or closing the browser.

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 (different for each course level).

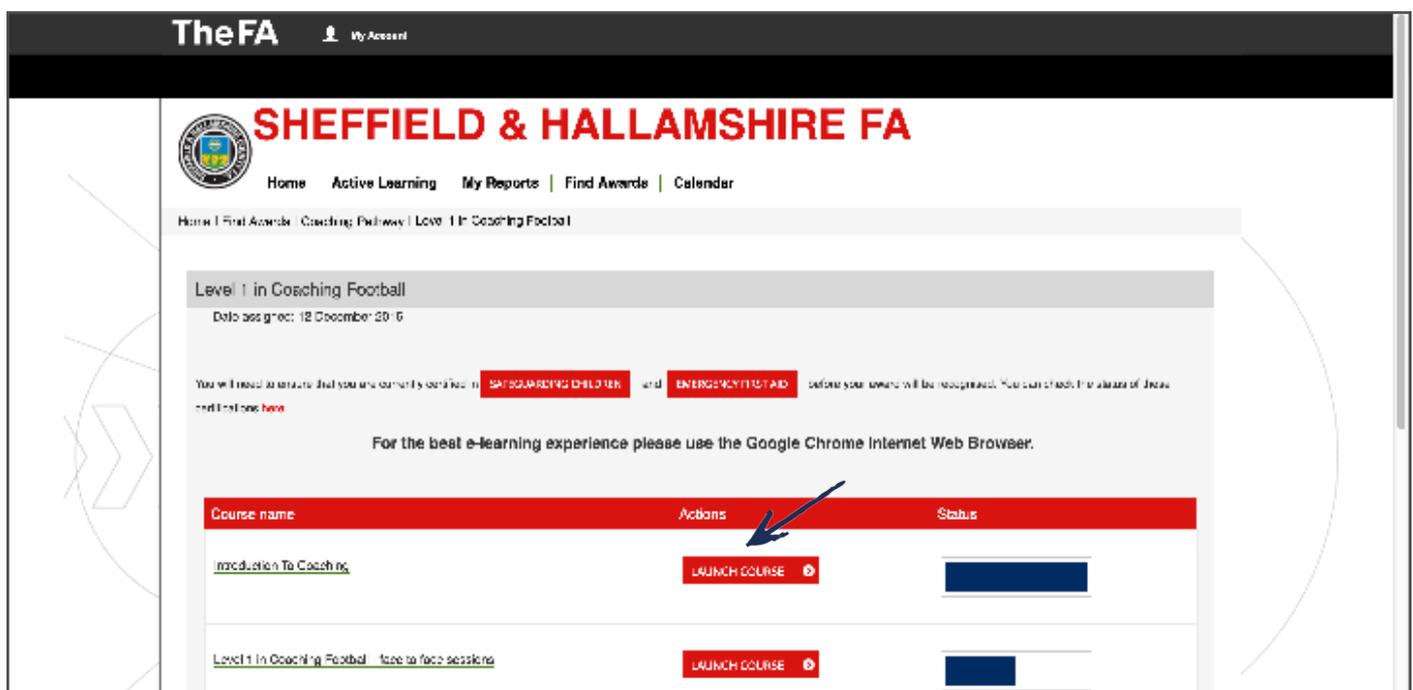


2. To access this page, if you have previously left it, select Active Learning > Record of Learning > FA Level 1 in Coaching Football, FA Level 2 in Coaching Football or FA Level 3 in Coaching Football.

Note: From here you can launch your personal digital learning courses and for each, a progress.....

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.

The screenshot shows the FA Learning website interface. At the top, there is a navigation bar with links: Home | Active Learning | My Reports | Find Awards | Calendar. Below this, a green notification box states: "You have been enrolled in course Introduction To Coaching via required learning program Level 1 in Coaching football." To the right, an "Administration" sidebar contains a link for "My profile settings". The main content area features a large image of a coach with players, with the text "Introduction To Coaching" overlaid. Below the image, a paragraph explains the module's purpose: "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 supporting player development." A red link reads "->Back to Level 1 in Football Coaching". Below this is an "eLearning Module" section with a right-pointing arrow. The text in this section says: "Click the link below to begin the eLearning module. The module will save 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." A blue arrow points to the link "Introduction to coaching" at the bottom of this section.

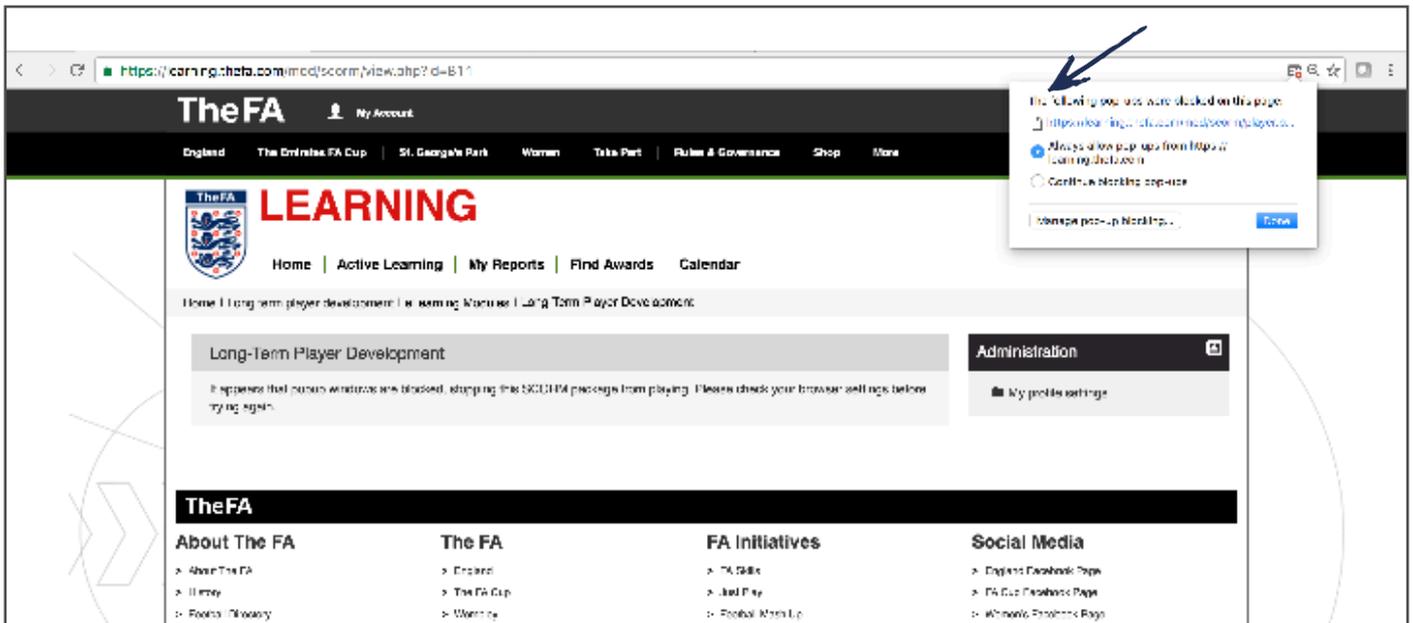
3. At this point you may need to enable pop-ups.

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.

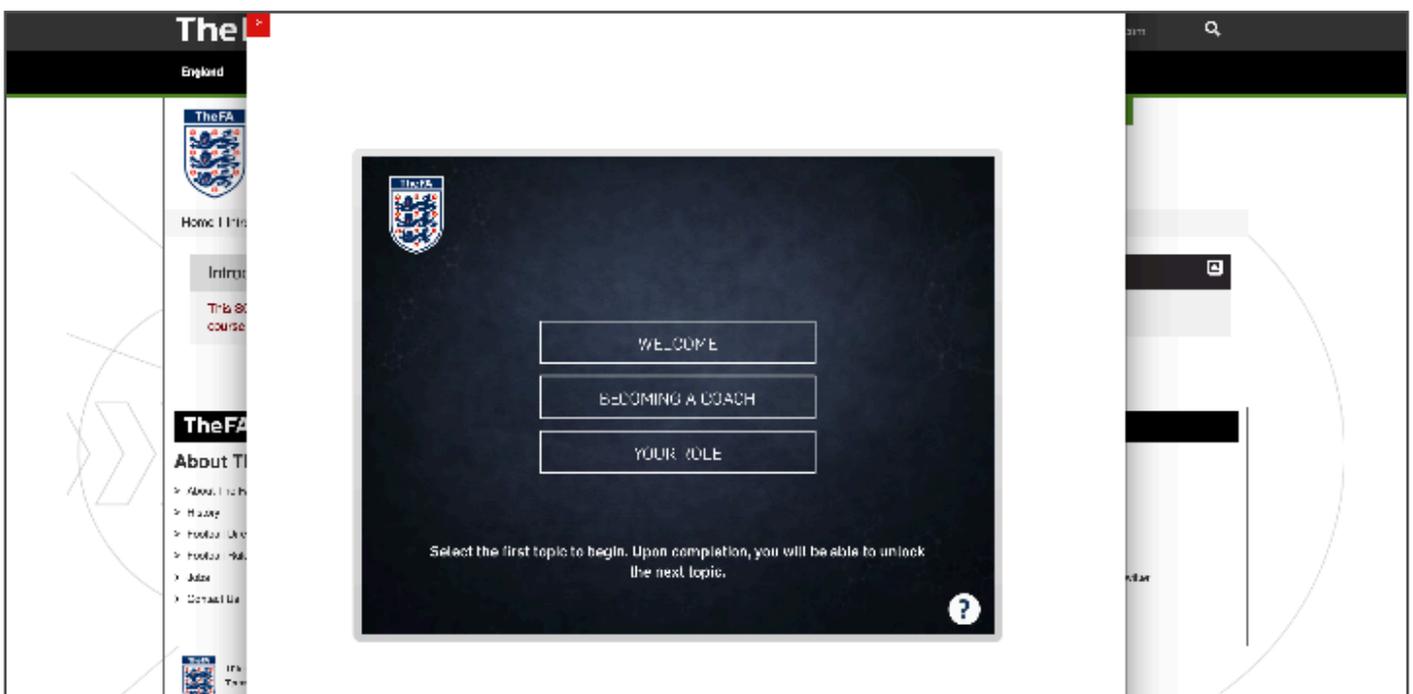
The screenshot shows a web browser window displaying the FA Learning website. The address bar shows the URL "https://learning.thefa.com/modules/view.php?id=811". In the top right corner of the browser, a small red 'X' icon is visible, indicating a blocked pop-up. A blue arrow points to this icon. The website content below shows a navigation bar with "The FA" logo and "My Account" link. The main header includes "The FA LEARNING" and a "Learn More" button. Below the header, there is a navigation menu: Home | Active Learning | My Reports | Find Awards | Calendar. A notification box in the center states: "Long-Term Player Development It appears that pop-up windows are blocked, stopping this SCORM package from playing. Please check your browser settings before trying again." To the right, the "Administration" sidebar is visible with "My profile settings" link. At the bottom, there is a footer section with "The FA" logo and four columns of links: "About The FA", "The FA", "FA Initiatives", and "Social Media".

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'.

The screenshot shows the TheFA Learning website interface. At the top, there is a navigation bar with 'TheFA' logo, 'My Account', and a search bar. 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 a large banner with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION' and a 'Level 1 Resources' button. To the right, there is a 'Calendar' widget for December 2016 and an 'Administration' section with 'My profile settings'. Below the banner, there are two sections for 'ONLINE CPD COURSES' and 'ONLINE RESPECT COURSES'.

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

The screenshot shows the 'Learner Level 1 Resources' page on TheFA Learning. The main content area features a large banner with the text 'Learner Level 1 Resources' and a list of expandable sections: 'Introduction', 'Club Administration Resources', 'Coaching Resources', 'Arrival Activity: Handball', and 'Arrival Activity: Move In 3s'. To the right, there is an 'Administration' section with 'Course administration' and 'Enrolment options', a 'Search Forums' section with a search bar and 'Advanced search' link, and an 'Upcoming Events' section with a 'GO TO CALENDAR' button and a 'NEW EVENT' button.

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'.

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 save your progress as you work through it, so you can leave your computer and come back to it later on another day should you need to.

The module should take around 80 minutes to complete.

- Introduction to coaching
- Your certificate

TheFA

About The FA

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

The FA

- England
- The FA Cup
- Womens
- St. George's Park

FA Initiatives

- FA Skills
- Just Play
- Football Women Up
- Regional Supporters Clubs

Social Media

- England Facebook Page
- FA Cup Facebook Page
- Womens Football 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

TheFA LEARNING [Back to Take Part](#)

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 be automatically updated to reflect your completion of this module.

Administration

- My profile settings

Summary of Previously Received Certificates

Issued

Monday, 12 December
2015, 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 in Coaching in Football certificates will be issued by 1st4Sport and will not be available to download and print.

The FA Level 3 UEFA B in Coaching Football certificate will be awarded by The FA and sent to your registered address. Please note: You will not be able to download your course completion certificate from the LMS.