



A Guide to The FA's Club Marketing Tool

ver 1.0



CONTENTS PAGE

1	REQUESTING ACCESS TO MEMBER SERVICES.....	3
2	LOGGING ON	6
3	CLUB ADVERTISING	8
4	FIND A CLUB.....	10
5	OTHER TOOLS FOR CLUBS WITHIN MEMBER SERVICES.....	11

RECOMMENDED BROWSERS

Safeguarding Online works best and has been tested on the following browsers:

Microsoft Internet Explorer

Google Chrome



1 Requesting Access to Member Services

In order to access the secure area to view the Safeguarding information of your club, first you will need to request access to Member Services. If you already know your FAN and password then go straight to section 2.

Step 1: Locate your FAN (NPD), Club ID and your latest Club Affiliation No. These are displayed on the receipt which you received from your Parent County FA when you were sanctioned for the current season. Your Parent County FA can also provide all this information.

- FAN = Sec ID
- League ID = ID
- League Sanction No = League Affiliation

RECEIPT							
Club Secretary's Name Club Secretary's Address				Receipt No: 1 Date: 29/05/2008 ID: XXXXXXX Sec ID: XXXXXXX			
Date	Description	Quantity	Unit Price	Allocated	VAT	Total	
29/05/2008	Senior Club Affiliation Fee XXXXXXX	1	0.00	0.00	£0.00	£0.00	

Step 2: Open any web-browser and enter your chosen County's website address into the web address bar. NB - Users of London FA and West Riding County FA can access the tool via one of the other 48 County websites (<http://www.thefa.com/GetIntoFootball/CountyFA/CountyContacts>).

Step 3: Click on the Members section of the website.





Step 4: Click on the Request Access menu item in the left hand menu.

Home » Members
Member Login
Forgotten Details?
Request Access

Step 5: Click on the Club Official menu item in the left hand menu.

Member Login
Request Access
Club Official
League Official
Referee
Coach

Step 6: Enter your FAN (NPD), Club ID and Affiliation Number into the spaces provided and click Submit.

FAN	<input type="text" value="XXXXXXXXXX"/>	(NPD)
Club ID	<input type="text" value="XXXXXX"/>	
Affiliation Number	<input type="text" value="XXXXXXXXXX"/>	
	<input type="button" value="Submit"/>	

Step 7: It will take a few seconds to validate the details entered. Once validated enter your email address in the space provided and click Confirm.

NPD/FAN	<input type="text" value="XXXXXXXXXX"/>	
First Name	<input type="text" value="Craig"/>	
Last Name	<input type="text" value="Grandy"/>	
Club Name	<input type="text" value="Barnet FC"/>	
Role(s)	<input type="text" value="Club Official"/>	
Email Address	<input type="text" value="Enter Email Address here"/>	<input type="button" value="Confirm"/>



Step 8: Assuming the details entered match the County held information your login details will be emailed to the specified email address. This email will contain your FAN and password, which you will need to login to Member Services.



2 Logging On

Step 1: Click on the 'Members' section of your County FA website. **NB** - Users of London FA and West Riding County FA can access the tool via one of the other 48 County websites (<http://www.thefa.com/GetIntoFootball/CountyFA/CountyContacts>).



Step 2: Enter your FAN and Password into the spaces provided and click Submit.

Member Login Please login to access Members' Services

[Forgotten Details?](#)

[Request Access](#)

[Read Aloud](#) 

This section of our site is still under construction, but we have released an initial selection of on-line services for members of this association.

If you are an official of an affiliated league or club, or a registered referee, you can verify your personal details using [Request Access](#) and we will send you an email explaining how you can login.

F A N

Password:

If you do not know your password by using the FAN portal which can be accessed by going to www.TheFA.com/FAN and clicking 'Click Here' or by going direct to <https://secure.thefa.com/FAN/RetrieveFANDetails.aspx?registrationID=ec44b1ae-124d-4020-b838-42e18df4f43d>.

Step 3: If you are accessing Member Services for the first time then you will need to read and accept the Terms of use. To accept the Terms of Use start by clicking the alert as displayed below.

Welcome to Members' Services

*****The Terms and Conditions must be accepted to proceed using the County Website Members Area. Click on the 'Terms of use' alert to proceed*****

Update 1st September 2009

An improved range of services are now available. You can update your personal details and complete the equality monitoring form under the My Profile section.

ALERTS

- Terms of use**
- Register for new season

RELATED LINKS

- Contact Gloucestershire FA



Step4: The Terms of Use will then be displayed and you accept them by ticking the statement at the bottom of the page and by clicking Submit.

Terms of use

By using this site you have access to sensitive personal data, and you are advised that the information should be handled sensitively with due diligence, and shared only when necessary and appropriately.

You are bound by the terms and conditions of the site as below.

Terms and Conditions of Use

This website (the "Site") is operated by Liverpool County Football Association ("The CFA"), in conjunction with The Football Association (a company registered in England and whose registered address is Wembley Stadium, Wembley, London, HA9 0WS ("FA")). Any references to "we", "us" or "our" shall be taken as references to both the CFA and The FA unless otherwise specified.

Please read these terms and conditions carefully to ensure that you understand and agree to them, as they contain the legal terms and conditions that you are deemed to have agreed to whenever you use the Site. If you do not accept these terms and conditions you should not use this Site. Please note that additional terms and conditions may apply to specific sections of the Site.

I agree to be bound by the terms and conditions of the site and understand my responsibilities in terms of use of data.

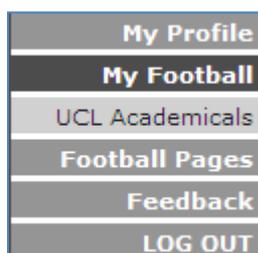
ALERTS

- Terms of use

RELATED LINKS

- Contact Liverpool FA

Step 5: Click on the My Football menu item in the left hand menu.



Step 6: Click on your Club menu item displayed under My Football.





3 Club Advertising

Step 1: Click on the Club Marketing menu item.

Club Officials
Teams
Registered Players
Members
Discipline
Payments History
Outstanding Cases
Club Marketing
Documents
LOG OUT

Step 2: Click the Edit button at the top of the page.

UCL Academics - Club Marketing	
EDIT	LOG OUT
Club Marketing	
The FA has developed the Find a Club tool to allow a club to advertise for players and volunteers. Use the setting below to select whether you wish to display your club as currently recruiting players or volunteers. The FA recommends that all volunteers working in your football should have an FA CRB Check.	

Step 3: Click the 'Yes' option as to where you wish to advertise your club on Find a Club. Selecting 'No' will hide your club from Find a Club and will prevent from you advertising for players and volunteers.

Advertising your club
Do you want your club to appear on The FA Find a Club tool which is available on TheFA.com/Find a Club and County FA websites? (This must be set to 'Yes' if you wish to advertise for players and/or volunteers)
Yes <input checked="" type="radio"/> No <input type="radio"/>



Step 4: Select the age and genders of the players and/or volunteers you are currently looking to recruit by ticking the appropriate options.

Advertsing for Players

If your club is looking to recruit players then select the age groups and positions from the option below.

Age Group	All	Goalkeepers	Defenders	Midfielders	Strikers
Open Aged	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F
U23	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U21	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U19	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F
U17	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U16	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U15	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U14	<input type="checkbox"/>	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F
U13	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U12	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F
U11	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F
U10	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U9	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U8	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
U7	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			
Veterans	<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> F			

Advertsing for Volunteers

If your club is looking to recruit volunteers then select the roles from the option below.

<input type="checkbox"/> Chairman	<input type="checkbox"/> Fundraising Secretary	<input type="checkbox"/> Schools Liaison Officer
<input checked="" type="checkbox"/> Coach	<input checked="" type="checkbox"/> Groundsman/ Facilites Officer	<input type="checkbox"/> Secretary
<input type="checkbox"/> Commercial & Sponsorship Officer	<input checked="" type="checkbox"/> Kit Manager	<input type="checkbox"/> Social Secretary
<input type="checkbox"/> Community Officer	<input checked="" type="checkbox"/> Manager	<input type="checkbox"/> Treasurer
<input checked="" type="checkbox"/> First Aider	<input type="checkbox"/> PR & Communications Officer	<input type="checkbox"/> Welfare Officer

Step 5: Click the Save button at the top of the page. This information can be edited at any point by clicking Edit and amended as required.

UCL Academicals - Club Marketing	
SAVE	LOG OUT



4 Find a Club

A Find a Club tool is available under the Get Into Football section of the County FA website. Potential players and volunteers can use this tool to search for clubs looking for players and/or volunteers.

Search by	Postcode	<input type="text" value="AL2 1BZ"/>
Enter postcode		
Select radius	Within 1 mile	
Select Age Group	All	
Select Gender	Both	
Select Category	All	





CHARTER STANDARD CLUBS

The Charter Standard Scheme sets quality standards for clubs. Click above for more info.

Charter Standard only

Club Advertising for Players

Goalkeepers Defenders Midfielders Strikers

Club Advertising for Volunteers

<input checked="" type="checkbox"/> Chairman	<input checked="" type="checkbox"/> Coach	<input checked="" type="checkbox"/> Commercial & Sponsorship Officer
<input checked="" type="checkbox"/> Community Officer	<input checked="" type="checkbox"/> First Aider	<input checked="" type="checkbox"/> Fundraising Secretary
<input checked="" type="checkbox"/> Groundsman/ Facilities Officer	<input checked="" type="checkbox"/> Kit Manager	<input checked="" type="checkbox"/> Manager
<input checked="" type="checkbox"/> PR & Communications Officer	<input checked="" type="checkbox"/> Schools Liaison Officer	<input checked="" type="checkbox"/> Secretary
<input checked="" type="checkbox"/> Social Secretary	<input checked="" type="checkbox"/> Treasurer	<input checked="" type="checkbox"/> Welfare Officer

Charter Standard
 Website
 Male Teams
 Female Teams
 Youth Teams
 Disability Teams

Players Wanted
 Volunteers Wanted

Search Results

UCL Academicals

 Website
 Male Teams
 Players Wanted
 Volunteers Wanted
 0.00 miles

Players Required

Open Aged Goalkeepers (Male), Goalkeepers (Female), Defenders (Male), Defenders (Female), Midfielders (Male), Midfielders (Female), Strikers (Male), Strikers (Female)

U11 Midfielders (Male), Midfielders (Female)

U12 Defenders (Male), Defenders (Female)

U14 Goalkeepers (Male), Goalkeepers (Female)

U18 Goalkeepers (Male), Goalkeepers (Female), Defenders (Male), Defenders (Female), Midfielders (Male), Midfielders (Female), Strikers (Male), Strikers (Female)

Contact the Club Secretary, listed above, for further information.

Volunteers Required

UCL Academicals are currently looking for individuals to fill the following volunteer roles: Coach, First Aider, Groundsman/ Facilities Officer, Kit Manager and Manager. Contact the Club Secretary, listed above, for further information.



5 Other tools for clubs within Member Services

- View your Club Information online
- Update your contact information
- View your FA accreditations
- Keep up to date with your latest Club discipline
- Manage your Club's Safeguarding Children records (Club Welfare Officer Only)
- Manage your Club Contacts and team officials
- View the accreditations of your coaches and managers
- Check which players you have registered (County Registered only)
- Keep up to date with your Club payments to your County FA
- Football Pages – Find a Referee tool and Suspensions Lookup
- Feedback on what other services you would like