LFA Coach Education: 2018/19
FA LEVEL 1 BOOKINGS: GUIDANCE DOCUMENT

FA LEVEL 1 BOOKINGS: BOOKING ONLINE

Our FA Level 1s that are online currently, at any given time, can be viewed here: http://www.lincolnshirefa.com/coach/book-courses-online/level-1-course and by selecting 'CLICK HERE TO FIND COURSES AND BOOK ONLINE' at the bottom of the page. This will take you to another system where, once you log in using your FA Number and password, you will see all of our courses online at that time.

We host an FA Level 1 once a month, on average, at venues across the county and aim to get these online approximately eight weeks prior to their respective start date.

We advise that individuals, clubs and organisations book online because it automatically makes the five FA Level 1 online modules accessible to candidates as part of this process.

FA LEVEL 1 BOOKINGS: OTHER PAYMENT METHODS

If individuals, clubs or organisations wish to pay via an alternative payment method, e.g. payment over the phone or invoice, they must follow the steps below for **ALL** candidates that they wish to book on:

- Prospective learners have signed in and out of 'The FA: Learning' site at the following link: http://learning.thefa.com/index.php using their FA Number and password. This must be done on a computer/laptop, with pop-ups allowed, and Google Chrome as the internet browser.

- Following this, an e-mail must be sent to chris.funnell@lincolnshirefa.com or zoe.hopewell@lincolnshirefa.com notifying them of this process being completed with the relevant *Course Application Form(s)* too.

- Chris Funnell or Zoe Hopewell will then attempt to add the individual(s) to the respective course and will request an invoice/payment over the phone to reflect how many individuals have successfully been added. If a candidate, or candidates, cannot be added at this stage, their application will be rejected until they have signed in and out and subsequently informed us.

If you have any queries and/or questions regarding any of the above, please e-mail Chris or Zoe on the e-mails at the bottom of this document.

chris.funnell@lincolnshirefa.com | zoe.hopewell@lincolnshirefa.com