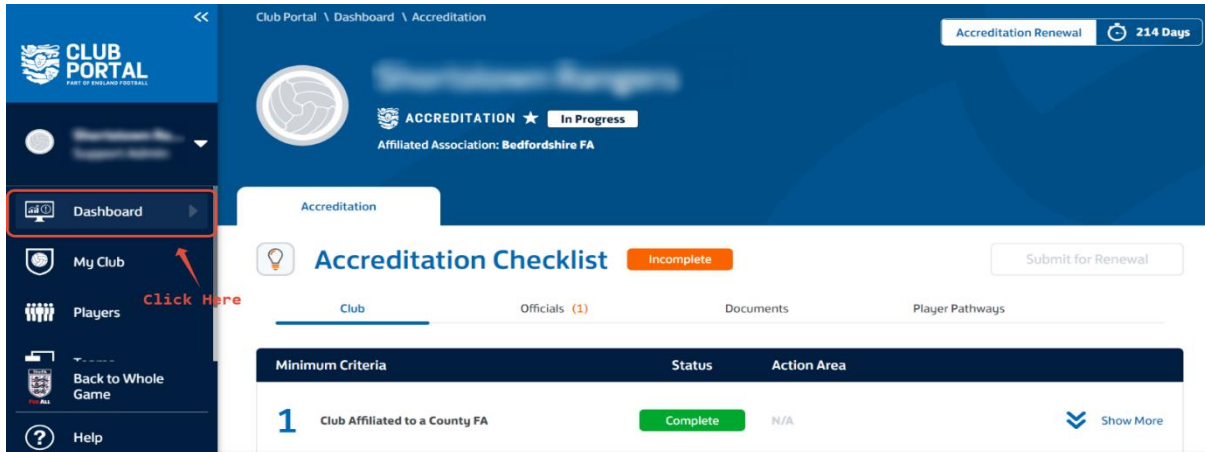




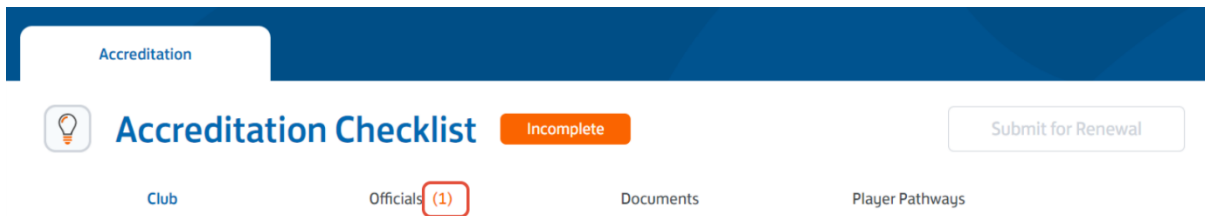
**ACCREDITED CLUB**  
PART OF ENGLAND FOOTBALL

# FA Accreditation Renewal Club Portal Guidance

**Step 1. Sign into [Clubs Portal](https://clubs.thefa.com) / <https://clubs.thefa.com> and click on the 'Dashboard tab'**

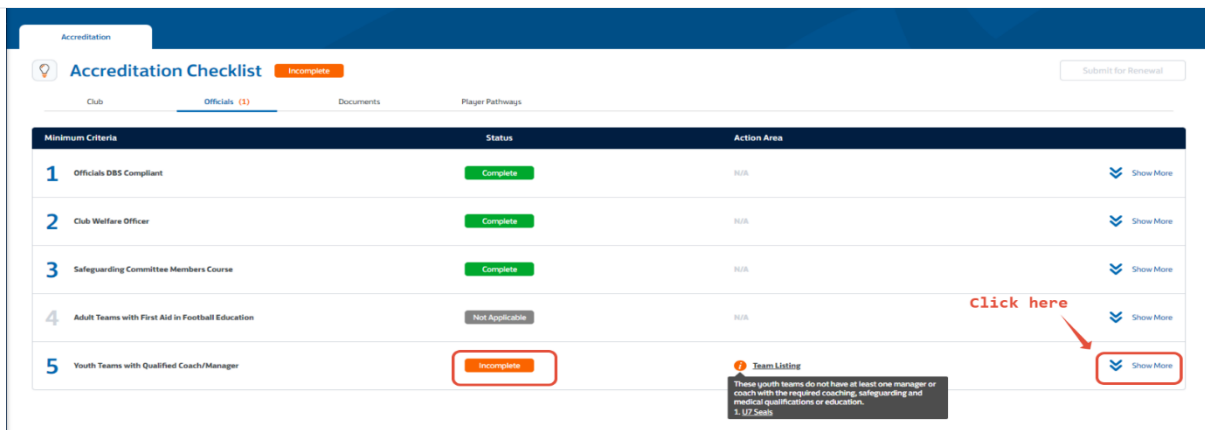


**Step 2. Beneath the Accreditation Checklist are four tabs. Sometimes there are numbers in orange which highlight the number of criteria requiring action in that section. If a tab doesn't have a number next to it, it means this section is complete.**



**Step 3. Sections with an 'Incomplete' will show what you need to action. Click 'Show more' and this will show the requirements.**

Tip: Hover over the 'i' and it will show you exactly what is missing



#### Step 4. Make sure all the criteria is met

- Guide on how to meet the 'Club' criteria can be found [here](#)
- Guide on how to meet the 'Officials' criteria can be found [here](#)
- Guide on how to meet the 'Documents' criteria by adopting FA policies can be found [here](#) and how to uploading club documents can be found [here](#)
- Guide on how to meet the 'Player Pathways' criteria can be found [here](#)

If your club is linked to another club, the parent club is responsible for the renewal. Further guidance on renewing linked clubs can be found [here](#)

**Step 5. Some sections will have the option to add a comment if you are unable to meet the criteria. This will allow you to provide further information to your County FA on your plans for this area.**

The screenshot shows the 'Player Pathways' section of the accreditation dashboard. It features a table with the following criteria:

3 Star Accredited Player Pathway Criteria	Status	Action
Complete male accredited player pathway	Incomplete	Show Less
Complete female accredited player pathway	Incomplete	
1 disability team	Incomplete	

Below the table, a message states: "If you are unable to complete this rule, please let us know how your County FA can support you. Your County FA will review these comments once your accreditation renewal is submitted." A red box highlights a "Provide Information" button, with a red arrow pointing to it from the text "Click Here" below. At the bottom, there are two buttons: "Your Player Pathways" with a "SHOW" button, and "Player Pathways Explained" with a play button icon.

**Step 6. An example of a section which may ask to 'Provide Information' would be the Player Pathways:**

For 2/3\* clubs, if you are not currently meeting the player pathway criteria, please provide information for the County FA to understand your plans for this and how they can support you.

**Step 7. When all sections of the dashboard are complete, the button will be available for you to submit for renewal.**

**The deadline for Accreditation renewal to be completed (and approved where required) is the 30<sup>th</sup> April 2023.**

The screenshot shows the 'Accreditation Checklist' section of the dashboard. It features a table with the following criteria:

Minimum Criteria	Status	Action Area
1 Club Affiliated to a County FA	Complete	N/A
2 Teams Playing in a League	Complete	N/A
3 Club Bank Account	Complete	N/A
4 Club Meetings and Minutes	Complete	N/A

At the top right, there is a "Submit for Renewal" button highlighted with a red box, with a red arrow pointing to it from the text "Click Here" below. The "Accreditation Checklist" title is followed by a green "Complete" status indicator.

If you have had to provide any comments or declarations then your application will be pending a review before it is either approved or rejected by your County FA.

## ACCREDITATION RENEWAL



**ACCREDITED  
CLUB** ★  
PART OF ENGLAND FOOTBALL

Your accreditation renewal will be submitted to the County FA with

**1 Rule Pending Review**

Your County FA will process the renewal and you will be notified when the renewal is complete.

CANCEL

SUBMIT

Please note: If your County FA does not need to review your application, you will be automatically renewed

## ACCREDITATION RENEWAL APPROVED



**ACCREDITED  
CLUB** ★  
PART OF ENGLAND FOOTBALL

**Congratulations!**

**Your accreditation renewal is complete.**

Your club is now recognised as a:

**1 Star** England Football Accredited Club  
for the 2022-23 season.

OK, GOT IT