

# 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 **The FA Mars Just Play** Programme.

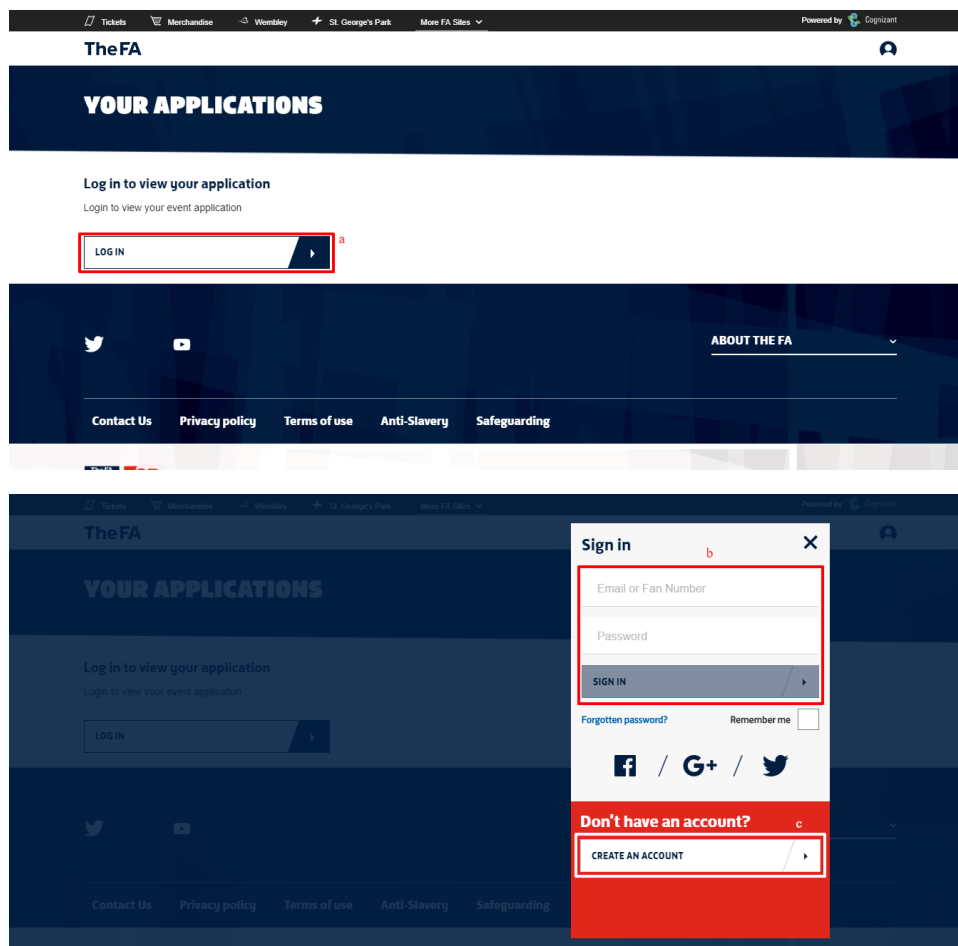
## Contents

1. Landing Page.....	2
2. Application Form .....	2
a. Programme Selection .....	3
a. Applicant Personal Details.....	4
b. Delivery Organisation Information (Screen 1).....	5
c. Delivery Organisation Information (Screen 2).....	6
d. Delivery Organisation Information (Screen 3).....	7
e. Delivery Organisation Information (Screen 4).....	8
f. Venue Information (Screen 1) .....	9
g. Venue Information (Screen 2) .....	10
h. Venue Information (Screen 3) .....	11
i. Documentation Upload.....	12
j. Staff Information – Coach.....	13
k. Terms & Conditions .....	14
l. Summary Screen.....	16
m. Submission Confirmation Screen .....	18
3. Support Contact Details.....	19

## 1. Landing Page

The application for The FA Mars Just Play Programme can 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. Although this is not a mandatory criterion, any person (without login credentials) can create a new account and proceed to fill and submit an application form for the Programme

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 The FA Mars Just Play 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 logged in. Existing applications, if any, will also be displayed in the landing page.

- a) The applications will be made available as per the application statuses, which are displayed in the Primary Navigation bar – “**In Progress, Submitted, Approved & Rejected**”
- b) User must accept to the “Privacy/Terms & Conditions” in order to proceed with the Application Form

- c) “**APPLY NOW**” option will be enabled only after the user has accepted to the “Privacy/Terms & Conditions”

Screen(s):

TheFA YOUR APPLICATIONS

IN PROGRESS / SUBMITTED / APPROVED <sup>a</sup>

SSE Wildcats Just Play GFW SSE Schools <sup>b</sup>

You currently don't have any approved applications

☐ I agree to the [privacy policy](#) <sup>c</sup>

APPLY NOW <sup>d</sup>

TheFA YOUR APPLICATIONS

IN PROGRESS / SUBMITTED / APPROVED

SSE Wildcats Just Play GFW SSE Schools

You currently don't have any in-progress applications.

☒ I agree to the [privacy policy](#) <sup>e</sup>

APPLY NOW

a. Programme Selection

Select “The FA Mars Just Play” Programme from the dropdown so as to proceed to the next screen

Screen(s):

TheFA

YOUR APPLICATIONS

## Application Form

IN PROGRESS / SUBMITTED / APPROVED

Please select one of The FA approved programmes below.

SSE Wildcats centre application window for new centres is open between 1st November 2018 and 4th December 2018.

If you wish to renew your existing centre application, please return to the site between 2nd - 20th January 2019

You currently don't have any in-progress applications

☒ I agree to the [privacy policy](#)

APPLY NOW

Programme Name

NEXT

ABOUT THE FA

TheFA

YOUR APPLICATIONS

## Application Form

IN PROGRESS / SUBMITTED / APPROVED

Please select one of The FA approved programmes below.

SSE Wildcats centre application window for new centres is open between 1st November 2018 and 4th December 2018.

If you wish to renew your existing centre application, please return to the site between 2nd - 20th January 2019

You currently don't have any in-progress applications

☒ I agree to the [privacy policy](#)

APPLY NOW

The FA Mars Just Play

NEXT

ABOUT THE FA

### a. 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):

### b. 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,

- Delivery organiser name
- Address Line 1
- Address Line 2
- Town
- Postcode
- Delivery organisation Telephone number
- Delivery organisation Email address
- Option to check if the provided address is same as the one where the activity will be delivered
- Option to "SAVE AND CONTINUE"

#### Note:

- 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):

### c. 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) Organization Type
- b) Delivery Type
- c) Does the organization have a charitable status?
- d) Please describe who you intend to target through this programme and the outcomes you expect to achieve.
- e) Please describe who you intend to work with in order to ensure successful delivery of the programme.
- f) Please describe how the organisation plan to make this programme sustainable.
- g) Option to "SAVE AND CONTINUE"

#### Note:

1. **"Organisation Type"** will have the below options for the user to choose from
  - a. FA Charter Standard Club
  - b. FA University Hub - Tier 1
  - c. FA University Hub - Tier 2
  - d. FA University Hub - Tier 3
  - e. FA College Hub - Tier 1
  - f. FA College Hub - Tier 2
  - g. FA College Hub - Tier 3
  - h. County Football Association
  - i. Not Applicable
2. **"Delivery Type"** will have the below options for the user to choose from
  - a. Community Delivery
  - b. Disability Delivery
  - c. Educational Delivery

#### Screen(s):

The screenshot shows the 'Application Form for The FA Mars Just Play Programme' with the 'Delivery Partner Information' section. The form is part of a multi-step process with tabs for 'IN PROGRESS', 'SUBMITTED', and 'APPROVED'. The current step is 'IN PROGRESS'. The form includes the following fields:

- Organisation Type:** A dropdown menu.
- Delivery type:** A dropdown menu.
- Does the organisation have a charitable status?:** A checkbox with 'YES' and 'NO' options.
- Text area:** A large text area for describing who the applicant intends to target through the programme and the outcomes they expect to achieve. It has a '1000 characters remaining' indicator.

There is a 'BACK' button at the bottom left and an 'APPLY NOW' button at the bottom right.

The screenshot shows the 'Application Form for The FA Mars Just Play Programme' with the 'Delivery Partner Information' section. The form is part of a multi-step process with tabs for 'IN PROGRESS', 'SUBMITTED', and 'APPROVED'. The current step is 'IN PROGRESS'. The form includes the following fields:

- Activity Type:** A dropdown menu.
- Minimum Age:** A dropdown menu.
- Maximum Age:** A dropdown menu.
- Max Session Capacity:** A dropdown menu.
- Session Charge:** A dropdown menu.
- SAVE AND CONTINUE:** A button to proceed to the next step.

There is a 'BACK' button at the bottom left and a 'SAVE AND CONTINUE' button at the bottom right.

#### d. 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,

- Gender selection
- Is this a Disability Specific Event?
- Is this a Walking Football Session?
- Is this a Futsal Session?
- Activity Type
- Minimum Age
- Maximum Age
- Max Session Capacity
- Session Charge
- Option to "SAVE AND CONTINUE"

#### Note:

- "Activity Type" will have the below options for the user to choose from
  - Turn Up & Play Activity
  - Soccercise



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 criteria for this Programme is **16**.
5. The “**Max Session Capacity**” is set at 16 and the user will not be able to enter a value lesser than this
6. The “**Session Charge**” field should contain a value and cannot be left blank

Screen(s):

The screenshot shows the 'Session Information' section of the application form. It includes a red box around the gender selection options (Male, Female, Mixed) and a vertical line on the right side of the form.

The screenshot shows the 'Delivery Organisation Information' section of the application form. It includes a red box around the session charge field and a vertical line on the right side of the form.

e. Delivery Organisation Information (Screen 4)

Requirements for the FA Mars Just Play Programme are a minimum of 16/24/32 weekly sessions in the 12 months following commencement of activity depending on the Delivery Type. We encourage applicants to deliver for as many weeks as possible during the year.

Note:

1. The minimum number of weeks would change depending on the “**Delivery Type**” (Community/Disability/Educational) selected previously. The Start & End dates will be validated based on the same.
2. Applicant can select a day or combination of Day(s) (Mon to Sun) that they wish to run the programme on.

**Screen(s):**

The screenshot displays the 'Application Form for The FA Mars Just Play Programme' on a dark blue background. The form is titled 'YOUR APPLICATION' and 'Application Form for The FA Mars Just Play Programme'. It has three tabs: 'IN PROGRESS', 'SUBMITTED', and 'APPROVED'. The 'IN PROGRESS' tab is active. Below the tabs, there is a 'Session Information' section with the instruction: 'Please fill in the programme start and minimum end date and the day(s) of the week that activity will be delivered.' There are two date input fields, each with a placeholder 'DD / MM / YYYY', labeled 'a'. Below these is a row of seven checkboxes for the days of the week: 'Mon', 'Tue', 'Wed', 'Thur', 'Fri', 'Sat', and 'Sun', labeled 'b'. A 'SAVE AND CONTINUE' button is at the bottom, labeled 'c'. There is also a 'BACK' button at the bottom left.

**f. 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,

- Venue Name/Postcode
- Option to "FIND VENUE"
- Search Results/Venue Selection

**Note:**

- The user can enter either the Venue Name or the Postcode to initiate the venue search
- 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.
- 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 TheFA via the link provided on screen

**Screen(s):**

#### g. Venue Information (Screen 2)

The applicant is required to select the CountyFA 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,

- Map view of the Venue selected
- Address of the Venue Selected
- County FA Selection
- Option to "SAVE AND CONTINUE"

#### Note:

- The user can see the Map view and the complete address of the Venue selected in the previous screen
- CountyFAs 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):

The screenshot displays the 'Venue Information' screen in The FA's application system. It features a map of Warrington with a red box highlighting the selected venue: 'St Josephs Catholic Primary School, Lanark Road, London, Greater London Authority, W9 1DF'. Below the map, there is a dropdown menu for 'Please select the County FA you are part of' with 'London FA' selected. A 'SAVE AND CONTINUE' button is at the bottom right. The left sidebar shows 'YOUR APPLICATIONS' with a list of applications.

#### h. 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,

- FacilityType
- Type of Pitch
- No of Pitches
- Option to "SAVE AND CONTINUE"

#### Note:

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

#### Screen(s):

### i. Documentation Upload

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. You are required to upload the following documentation:

- Public Liability Insurance
- Health & Safety Policy
- Equal Opportunities Policy

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):

**TheFA**

**Application Form for The FA Mars Just Play Programme**

**YOUR APPLICATIONS**

**Documentation Upload:**

In order to progress your application you are required to upload the following documentation:

- Public Liability Insurance
- Health & Safety Policy
- Equal Opportunities Policy

You currently don't have any in-progress applications.

☒ I agree to the [privacy policy](#)

**APPLY NOW**

Select document type to upload

**SAVE AND CONTINUE**

**ABOUT THE FA**

**TheFA**

**YOUR APPLICATIONS**

**Documentation Upload:**

In order to progress your application you are required to upload the following documentation:

- Public Liability Insurance
- Health & Safety Policy
- Equal Opportunities Policy

Please select the document type and the file to upload the required documentation. Each file must be a maximum of 1MB each.

You currently don't have any in-progress applications.

☒ I agree to the [privacy policy](#)

**APPLY NOW**

Select document type to upload

**SAVE AND CONTINUE**

**ABOUT THE FA**

#### j. Staff Information – Coach

The programme requires a minimum of one FA Licensed Level 1 Coach. 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,

- First name
- Last name
- Date of Birth
- Phone Number
- Email
- Fan ID
- Option to “Add another Coach”
- Option to “SAVE AND CONTINUE”

#### Note:

- Each session should be supervised by a Just Play Organiser of 18 years or over with a current Level One Certificate in Coaching Football & FA Emergency Aid Certificate.

2. 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
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

#### Screen(s):

The screenshot shows a web form titled 'Application Form for The FA Mars Just Play Programme'. The form is divided into sections: 'YOUR APPLICATIONS' (with tabs for 'IN PROGRESS', 'SUBMITTED', and 'APPROVED'), 'Just Play Organizer Details', and 'FA Mars Just Play'. The 'Just Play Organizer Details' section contains a mandatory statement: 'Each session should be supervised by a Just Play Organizer of 18 years or over with a current Level One Certificate in Coaching Football & FA Emergency Aid Certificate. Please enter their details below for verification.' Below this, there are input fields for 'First name' (labeled 'a'), 'Last name' (labeled 'b'), 'Date Of Birth DD / MM / YYYY' (labeled 'c'), 'Phone Number' (labeled 'd'), 'Email' (labeled 'e'), and 'Fan ID' (labeled 'f'). A red box highlights the 'Add another coach' button (labeled 'g'). At the bottom, there is a 'SAVE AND CONTINUE' button (labeled 'h'). The form also includes a checkbox for 'I agree to the privacy policy' and a 'PRINT THIS PAGE' link.

#### k. 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):

TheFA

FA DELIVERY PARTNER TERMS AND CONDITIONS

YOUR APPLICATIONS

IN PROGRESS SUBMITTED APPROVE

By agreeing to provide a FA Participation Programme, the Supplier agrees to comply with these FA Delivery Partner Terms and Conditions.

SSE Wildcats Just Play GFW SSE Schools

03/04/2019 -05/06/2021  
Just Play  
Venue: St Bede's College  
In-progress

01/01/2019 -02/03/2021  
Just Play  
In-progress

1. Definitions and Interpretation

1.1 In this Agreement, the following words shall have the following meanings:

"Agreement" means these Terms and Conditions and the Online Form;

"Data Protection Legislation" means European Directives 95/46 and 2002/58/EC and any legislation and/or regulation implementing or made pursuant to them, or which amends, replaces, re-enacts or consolidates any of them (including the

← BACK

TheFA

YOUR APPLICATIONS

IN PROGRESS SUBMITTED APPROVE

Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

SSE Wildcats Just Play GFW SSE Schools

03/04/2019 -05/06/2021  
Just Play  
Venue: St Bede's College  
In-progress

01/01/2019 -02/03/2021  
Just Play  
In-progress

☐ I agree to the Terms and Conditions and Privacy Policy

CheckQA Prod

PRINT THIS PAGE

AGREE AND CONTINUE

← BACK

## Terms and Conditions

By agreeing to provide a FA Participation Programme, the Supplier agrees to comply with these FA Delivery Partner Terms and Conditions.

### 1. Definitions and Interpretation

1.1 In this Agreement, the following words shall have the following meanings:

"Agreement" means these Terms and Conditions and the Online Form;

"Data Protection Legislation" means European Directives 95/46 and 2002/58/EC and any legislation and/or regulation implementing or made pursuant to them, or which amends, replaces, re-enacts or consolidates any of them (including the General Data Protection Regulation), and all other applicable laws relating to processing of personal data and privacy that may exist in any relevant jurisdiction, including, where applicable, the guidance and codes of practice issued by supervisory authorities. "data controller", "data processor", "data subject", "personal data", "processing" and "appropriate technical and organisational measures" shall be interpreted in accordance with Directive 95/46/EC or other applicable Data Protection Legislation in the relevant jurisdiction. "General Data Protection Regulation" means Regulation (EU) 2016/679;

"FA Delivery Partner" means a person (being an individual, company or other organisation) approved by The FA to provide FA Participation Programmes;

"FA Participation Programme" means a programme approved by The FA to encourage participation in football;

"Fees" means the fees payable to the Supplier to provide the Services, as agreed by The FA and the Supplier;

"Intellectual Property Rights" means patents, trade marks, service marks, registered designs, applications and rights to apply for any of those rights, trade, business and company names, internet domain names and email addresses, unregistered trade marks and service marks, copyrights, database rights, rights in software, know-how, rights in designs and inventions;

"Minimum Requirements" means the minimum requirements for the FA Participation Programme set out in the Appendix to these Terms and Conditions;

"Online Form" means the online form as completed by the Supplier and approved by The FA as part of the Supplier's application to be a FA Delivery Partner;



- Centres must be inclusive.
- Centres must operate within community hours, to allow accessibility for all.
- Centres must have capacity for a minimum of 30 participants.
- All participants must be booked on by their parent /Carer prior to taking part in a session. The session organiser must make attendance at the end of each session.
- The Centre must adhere to the following:
  - the Centre must have confirmed parent/carer consent to participate;
  - the Centre must have parent/carer consent for their child to be filmed/photographed; and
  - the Centre must have participant data and ensure its retention is in compliance with GDPR; medical needs, emergency contact information, any additional needs e.g. support for impairment, learning difficulties.

☒ I agree to the [Terms and Conditions](#) and [Privacy Policy](#)

Name: CheckQA Prod

Date: 09-11-2018

PRINT THIS PAGE

## 1. Summary Screen

The summary screen allows the user 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,

- Option to “CONFIRM APPLICATION”
- Option to “CANCEL”
- Options(s) to edit data entered section-wise

### Note:

- The user can edit or update information entered previously in the application form flow
- 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
- “**CONFIRM APPLICATION**” option will be enabled only when all the mandatory details are filled and the entered information is validated/verified to be correct
- “**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 from “In-Progress” tab in the user’s landing page

### Screen(s):

**TheFA**

## Application Form for The FA Mars Just Play Programme

**YOUR APPLICATION**

Please confirm the details below or select a section you would like to edit:

The items highlighted in RED needs your attention as they are either incorrect or invalid. Please action the same for successful submission of the application form.

**Programme**  
The FA Mars Just Play

You currently don't have any in-progress applications.

**Organiser information:**

<b>Name</b> CheckQA Prod		
<b>Date Of Birth</b> 17/09/1987		
<b>Contact Details</b> qanimat123@hotmail.com 95231213225		
<b>Office Address</b> SS00RT 180 Prittlewell Chase		

<b>Participant Entry Criteria</b>		
MIXED	Disability Specific?	Walking Football?
No	Yes	No
Futsal Session	Activity Type	Minimum age
No	Soccerise	18
Maximum age	Max. number of participants	Cost per session
29	16	£3.00
Start Date	End Date	
01 / 01 / 2019	01 / 01 / 2020	
Please select the days of the week when the programme is to be conducted. TUESDAY, WEDNESDAY		

TheFA

Delivery partner contact details

a  
a  
a  
a  
a

12365478998

a@a.cc

Organisation Type

FA Charter Standard Club

Delivery Type

Community Delivery

Does the organisation have a charitable status

Yes

Describe how you plan to make this programme sustainable

12

Describe how you will recruit participants to the programme

QW

[illegible]

Facility Type

Leased

Type of Pitch

Grass

No. of Pitches

2

Document uploads for venue

Development Plan

actor.png

01/01/2018 - 31/03/2021

Just Play

FA Licensed Coach

01/01/2018 - 31/03/2021

Just Play

CONFIRM APPLICATION

Coach information:

Name

CheckQA Prod

CANCEL

### m. Submission Confirmation Screen

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

Input fields in this screen are,

- Option to “GO TO MY APPLICATIONS”
- Option to “APPLY FOR ANOTHER PROGRAMME”

#### Note:

- The Programme Details available in this screen are
  - Programme Logo
  - Start Date & End Date
  - Programme Name
  - Venue
  - Application Status
- The status of the application will be “Submitted” and this form will be available in the respective tab in the user’s landing page
- Once submitted, the form cannot be edited by the user
- “GO TO MY APPLICATIONS” will navigate the user to the landing page
- “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: Andy Dyke [Andy.Dyke@thefa.com](mailto:Andy.Dyke@thefa.com); Rupert Webster <Rupert.Webster@thefa.com>