

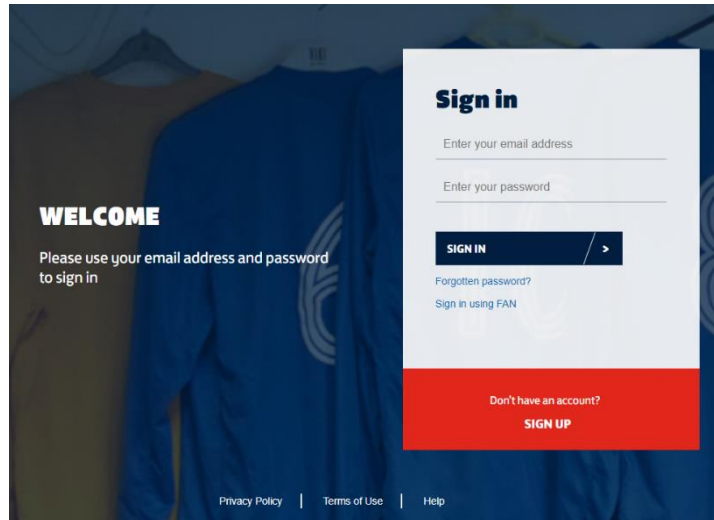
Referee Course Booking Guidance (For Under 18s)

STEP 1 – LINKING A PARENT & CHILD ACCOUNT

Anyone under the age of 18 will require to have their account linked to a parent/guardian

The parent/guardian will need to access their FA Account by logging into myaccount.thefa.com

This will ask for your email address and password



Many people have an FA Account and FA number (also known as a FAN number).

Firstly, please check whether you already have an account linked with your email address.

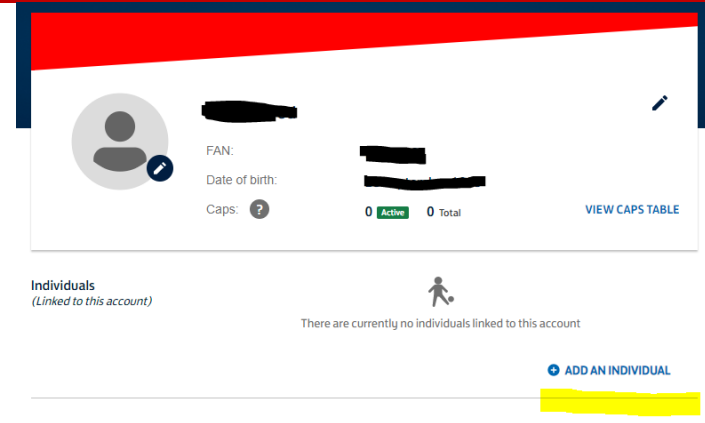
To do this please visit myaccount.thefa.com and click on **forgotten password** and enter your email address.

If you don't have an account, click on **SIGN UP**

STEP 2 – ADDING A CHILD TO YOUR ACCOUNT

Once you have logged in you will need to add your child to your account by clicking on **ADD AN INDIVIDUAL**

Enter the details of your child (please ensure you use their full name i.e. Robert, instead of Rob)



You may already see your child's account linked to your own.

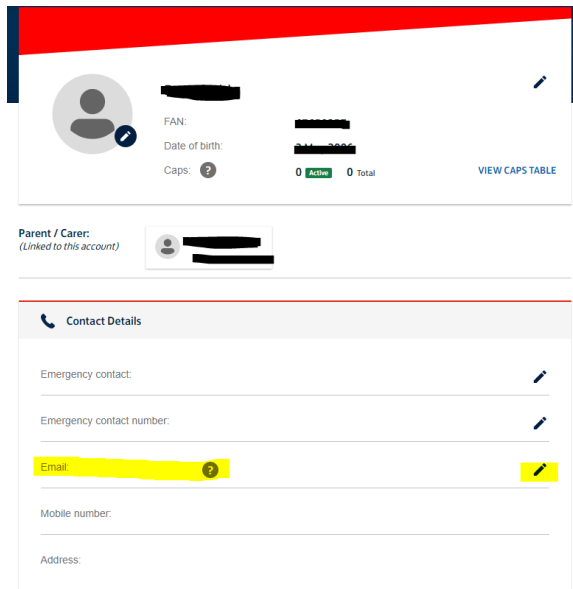
If you do, please ensure your child has their **OWN** email address on their account.

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STEP 3 – ENSURE YOUR CHILD HAS AN EMAIL ADDRESS

Once you've added your child to your account you can click on their name and edit further details such as telephone number, email address and address etc

Please ensure you add an email address for your child. This be must their **OWN** email address



The screenshot shows a user profile page. At the top, there is a profile picture placeholder, a name, and a 'VIEW CAPS TABLE' link. Below this, there are fields for 'FAN:', 'Date of birth:', and 'Caps:'. The 'Caps' field shows '0 Active' and '0 Total'. Below the profile information, there is a section for 'Parent / Carer: (Linked to this account)'. The main section is titled 'Contact Details' and contains several input fields: 'Emergency contact:', 'Emergency contact number:', 'Email:', 'Mobile number:', and 'Address:'. The 'Email' field is highlighted in yellow and has a question mark icon next to it, indicating it is a required field.

Even though a parent can see their child account and details, you are still logged in on the parent account.

*You will need to **log out** of your own account so that your child can log in with their own details.*

Please do not access online learning or the course booking via the parent's email address and password.

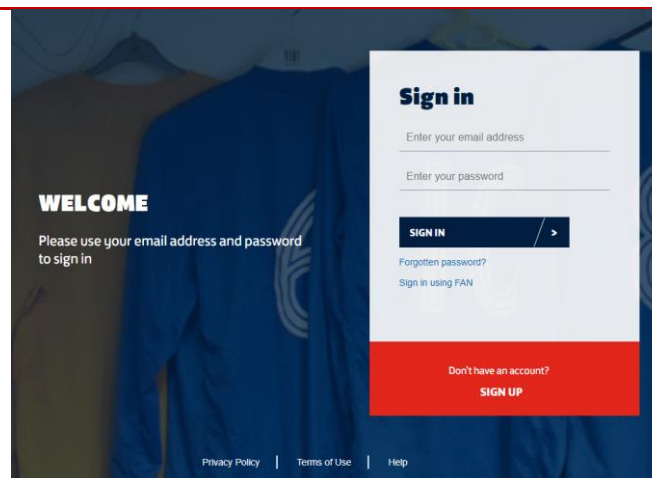
STEP 4 – ACCESSING ONLINE LAWS OF THE GAME

The child will now need to access the online learning.

To access the online laws of the game click [here](#)

This will ask for your email address and password.

If this is your first time logging in, you will need to click **forgotten password** and enter your email address.



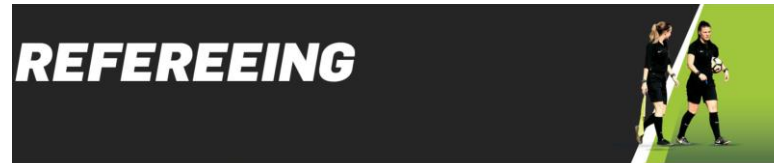
The screenshot shows a sign-in page. On the left, there is a 'WELCOME' message and a prompt: 'Please use your email address and password to sign in'. On the right, there is a 'Sign in' form with two input fields: 'Enter your email address' and 'Enter your password'. Below the input fields is a 'SIGN IN' button with a right-pointing arrow. Underneath the button are links for 'Forgotten password?' and 'Sign in using FAN'. At the bottom of the form, there is a red button labeled 'Don't have an account? SIGN UP'. At the very bottom of the page, there are links for 'Privacy Policy', 'Terms of Use', and 'Help'.

It is useful to save your FAN number and password in a safe place as you will need to access this on a regular basis when becoming a referee.

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STEP 5 – COMPLETING ONLINE LAWS OF THE GAME

Once you have logged into the course please follow the instructions on the page



STEP 6 – ACCESSING SAFEGUARDING

Now that you have your FAN number, email address and password you can log on to the relevant safeguarding course with ease

Learners who are 14/15 years old - Complete free 1 hour [Safeguarding For All](#) (valid for two years)

All other learners who are 16+ - Complete the [Online Safeguarding Children Course](#) (£30) (valid for two years with continual free recertification)

STEP 7 – BOOKING ON TO THE REFEREE COURSE

Now that you have completed the relevant online learning you can click on **BOOK COURSE** to register.

Again, you will require your FAN number and password.

15.09.2021 6:00PM	SGP Thomcliffe, S35 3HY	Available	⊖
Price	€110		
Location	SGP Thomcliffe Pack Horse Lane Sheffield S35 3HY		
Contact	Aaron Bannister 07704 170918 Learning@Sheffieldfa.com		
Session 1: 15/09/2021 18:00-21:00. Session 2: 19/09/2021 13:00-17:00. Session 3: 26/09/2021 13:00-17:00			
			BOOK COURSE

Once you have logged in please check that all your details are correct.

There are some mandatory fields that will need completing.

Online registration will require payment via debit or credit card, so please have these details to hand

Once you have made the payment you will receive a confirmation email.

A member of Sheffield & Hallamshire County FA staff will be in touch a few days before the course with an introductory email.

If you require any support please email Learning@SheffieldFA.com