



## The FA Level 1 in Coaching Football

As part of the level 1 course, you will need to log into the FA's Learning Management System (LMS) to complete eight e-learning modules. Five are for coaching, two for first aid and one for safeguarding children - all the modules are an integral part of the course and must be completed in order to pass this course.

**The five coaching modules need completing PRIOR to your course starting, they are:**

- Introduction to Coaching
- Long Term Player Development
- Plan, Do, Review
- Equality and Diversity
- Respect for Coaches

**Please try to take as much information from these modules as you can as references will be made to their content during the course.**

**~ The two first aid e-learning modules below are currently best practice to complete ~**

Concussion Guidelines - <http://learning.thefa.com/course/view.php?id=289>

Sudden Cardiac Arrest – <https://learning.thefa.com/totara/program/view.php?id=193>

The final module is available once you have attended your safeguarding children workshop and we have received the register from the tutor (tutors have five working days to return register):

- Safeguarding Children – How We Support

**Please note; some FA systems do not work well with tablets or mobiles, it would be best to use a PC or laptop. Some devices may work better with Google Chrome**

### **IMPORTANT**

First, please use the 'FIND MY FAN' link to check that you are using the correct FA number (FAN) before resetting your password – do not create a new FAN, you do have an existing one.

FIND MY FAN : CLICK HERE

RESET MY PASSWORD : CLICK HERE

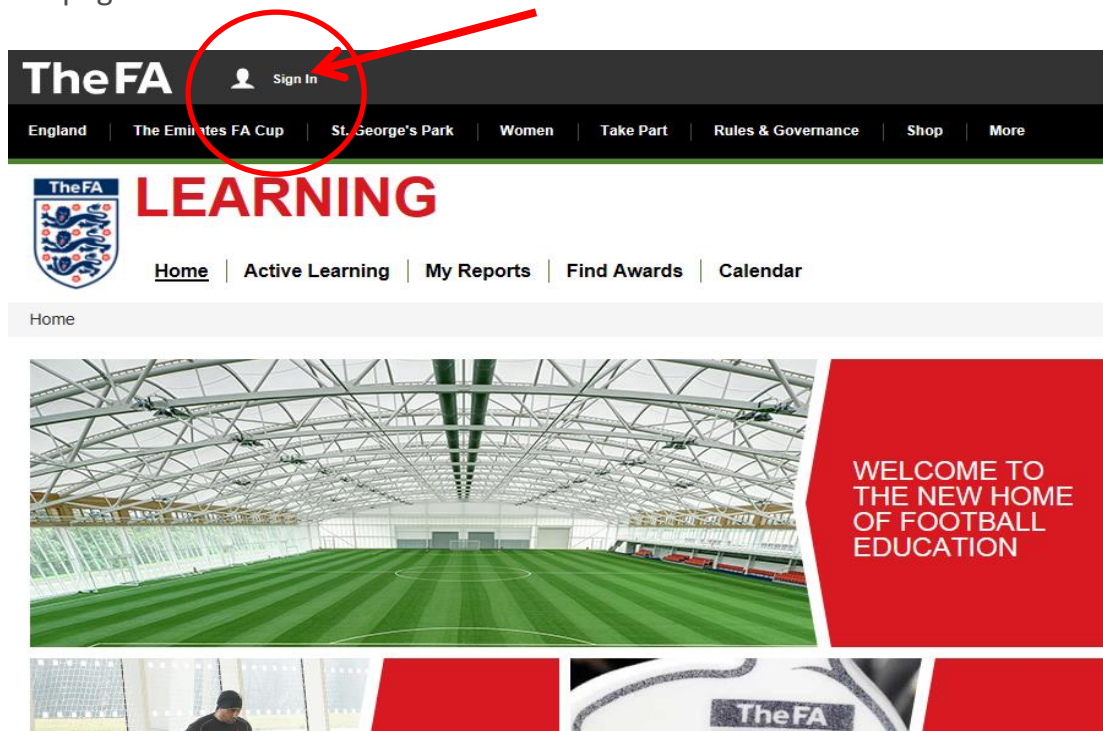
Once you have your FAN and password, please follow the steps below.

**PLEASE NOTE:** When you first log in, **you will not see the online modules.**

You will only be able to view and complete the modules after we have added you to LMS – this is a very manual process which we run on Mondays and Thursdays so please log in again after these days. Remember, we cannot add you until you have first logged in so please initiate this process straight away and log into LMS.

LINK TO LMS : CLICK HERE

1. Home page for LMS :



2. Use your FAN and password to sign in

A screenshot of the TheFA Sign In page. The top navigation bar is dark grey with links: 'Tickets', 'Merchandise', 'Wembley', 'St. George's Park', and 'More FA Sites'. Below this is a dark blue bar with 'TheFA' and links: 'ENGLAND', 'THE EMIRATES FA CUP', 'COMPETITIONS', 'GET INVOLVED', 'WOMEN'S', 'RULES AND REGULATIONS', and 'ABOUT THE FA'. A large 'SIGN IN' button is prominent. Below this is a navigation bar with 'Account' and 'Sign In'. The main content area has a dark blue bar with 'SIGN IN YOUR FOOTBALL ACCOUNT'. Below this are three social media sign-in buttons: 'Sign in with Facebook', 'Sign in with Google', and 'Sign in with Twitter'. A red circle highlights the 'Email or Fan' and 'Password' input fields. The 'Email or Fan' field is labeled 'Email or Fan' and the 'Password' field is labeled 'Password' with the placeholder text 'Enter your password...'. Below these fields are a 'Remember Me' checkbox and a 'Password Reset' link. A 'SIGN IN' button is at the bottom. To the right of the sign-in form is a large image of a person holding a TheFA crest.

3. At this stage you may be prompted to accept the Terms of Use for the England Supporters Club. Either select 'I agree to the terms' and then click 'Accept Terms' or click 'No Thanks'

The screenshot shows the 'ACCEPT-TERMS' page on TheFA website. The header includes navigation links like Tickets, Merchandise, Wembley, St. George's Park, and More FA Sites. The main navigation bar lists ENGLAND, THE EMIRATES FA CUP, COMPETITIONS, GET INVOLVED, WOMEN'S, RULES AND REGULATIONS, and ABOUT THE FA. The page title is 'ACCEPT-TERMS'. Below the title, there's a breadcrumb trail: England Supporters Club / Accept-Terms. A section titled 'ALMOST THERE!' contains the text: 'You can now join the England Supporters Club. To complete your application please read and agree to the Rules of Membership, the Terms of Use and the Privacy Policy. By becoming a Member, you agree that you wish to receive emails and other communications from The FA in relation to the England Supporters Club, including information about the England team and ticket news.' There is a checkbox labeled 'I agree to these terms' which is currently unchecked. Below the checkbox are two buttons: 'ACCEPT TERMS' and 'NO THANKS!'. To the right of the text is a large image of a person cheering with the England Supporters Club logo and 'VAUXHALL' branding. At the bottom right, there is a 'BACK TO TOP' link. A footer section contains the text 'All the latest directly to your inbox' and 'Social links: ENGLAND' with a dropdown arrow.

(You may need to re-click the 'LINK TO LMS' again to get back to the home page)

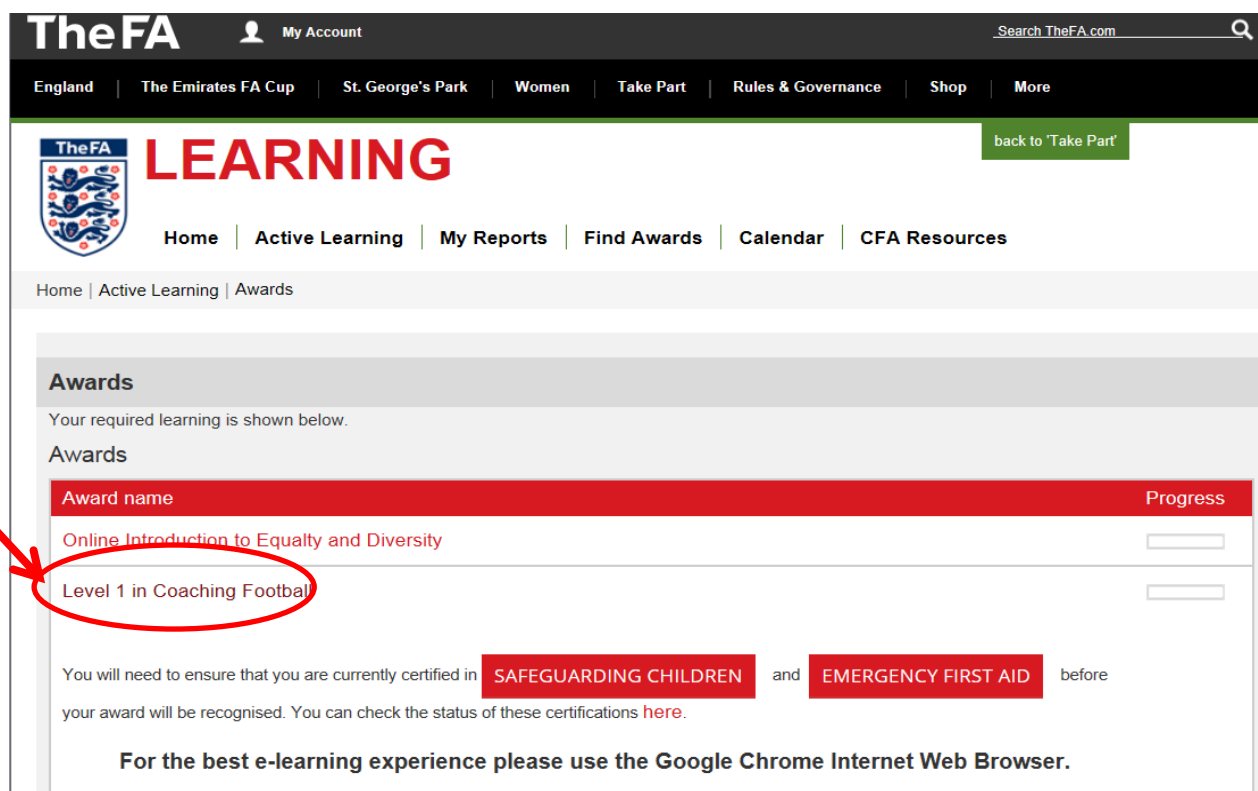
4. From the home page, hover your mouse over 'Active Learning' and then click on 'Required Learning'. (On subsequent log ins, should you see a different page please refer to No9 below.)

The screenshot shows the 'LEARNING' section of TheFA website. The header includes 'TheFA' logo, 'My Account', and a search bar. The main navigation bar lists England, The Emirates FA Cup, St. George's Park, Women, Take Part, Rules & Governance, Shop, and More. The 'LEARNING' section has a sub-navigation bar with Home, Active Learning, My Reports, Find Awards, Calendar, Tutor Management, and CFA Resources. The 'Active Learning' menu is highlighted with a red circle, and a red arrow points to the 'Required Learning' option within the dropdown menu. Below the navigation bar is a large image of a football stadium with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION'. To the right of the image is a 'Calendar' widget showing February 2017. The calendar table is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Below the calendar is a 'County FA Admin' widget. At the bottom left, there is a URL: arming.thefa.com/my/index.php.

- On this page you will see the red 'Level 1 in Coaching Football' link, click on this.



TheFA My Account Search TheFA.com

England | The Emirates FA Cup | St. George's Park | Women | Take Part | Rules & Governance | Shop | More

**LEARNING** back to 'Take Part'

Home | Active Learning | My Reports | Find Awards | Calendar | CFA Resources

Home | Active Learning | Awards

### Awards

Your required learning is shown below.

#### Awards

Award name	Progress
<a href="#">Online Introduction to Equality and Diversity</a>	<div></div>
<a href="#">Level 1 in Coaching Football</a>	<div></div>

You will need to ensure that you are currently certified in **SAFEGUARDING CHILDREN** and **EMERGENCY FIRST AID** before your award will be recognised. You can check the status of these certifications [here](#).

**For the best e-learning experience please use the Google Chrome Internet Web Browser.**

(FOR INFO: once you complete your emergency aid (EA) and safeguarding children (SC), you can revisit this page, click on the red EA or SC box and view or print your certificate.)

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- The next page will have your online modules. As you complete these, you will see the blue bar fill up on each section. You will need to complete all five (as listed above) for the level 1 course.

**For the best e-learning experience please use the Google Chrome Internet Web Browser.**

Course name	Actions	Status
<a href="#">Introduction To Coaching</a>	<b>LAUNCH COURSE</b> ▶	<div></div>
<a href="#">Level 1 in Coaching Football - face to face sessions</a>	<b>LAUNCH COURSE</b> ▶	<div></div>
<a href="#">Long term player development</a>	<b>LAUNCH COURSE</b> ▶	<div></div>
<a href="#">Plan, Do, Review</a>	<b>LAUNCH COURSE</b> ▶	<div></div>
<a href="#">Online Introduction to Equality and Diversity</a>	<b>LAUNCH COURSE</b> ▶	<div></div>
<a href="#">Respect for Coaches</a>	<b>LAUNCH COURSE</b> ▶	<div></div>

7. About a week after you have attended the Safeguarding Children workshop please log back into LMS to complete the online module for Safeguarding Children. You may now need to access the Safeguarding module from this page, click on the 'files' and then you will see the red Safeguarding box.

Award name	Mandatory	Recurring	Date completed	Previous completions	Progress
 1st4sport Level 1 Award in Coaching Football (QCF)	✓	No	14 Dec 2016		<div></div>
 Online Introduction to Equality and Diversity	✓	No	4 Oct 2016		<div></div>
 Respect for Coaches	✓	No	4 Oct 2016		<div></div>
 Level 1 in Coaching	✓	No			<div></div>
 Level 1 in Coaching Football	✓	No	27 Nov 2016		<div></div>

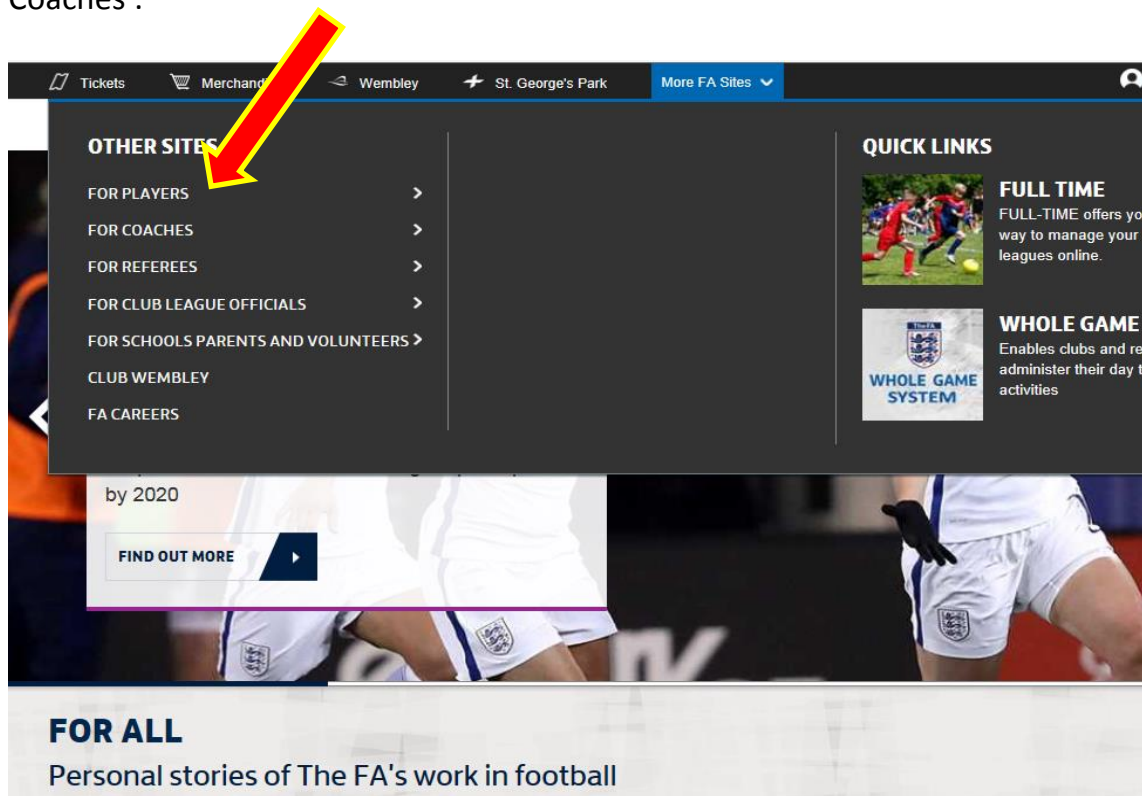
8. Once you click the box you will be taken to the page with the link for the online Safeguarding module 'How We Support'.

You will need to ensure that you are currently certified in **SAFEGUARDING CHILDREN** and **EMERGENCY FIRST AID** before your award will be recognised. You can check the status of these certifications [here](#).

**For the best e-learning experience please use the Google Chrome Internet Web Browser.**

Course name	Actions	Status
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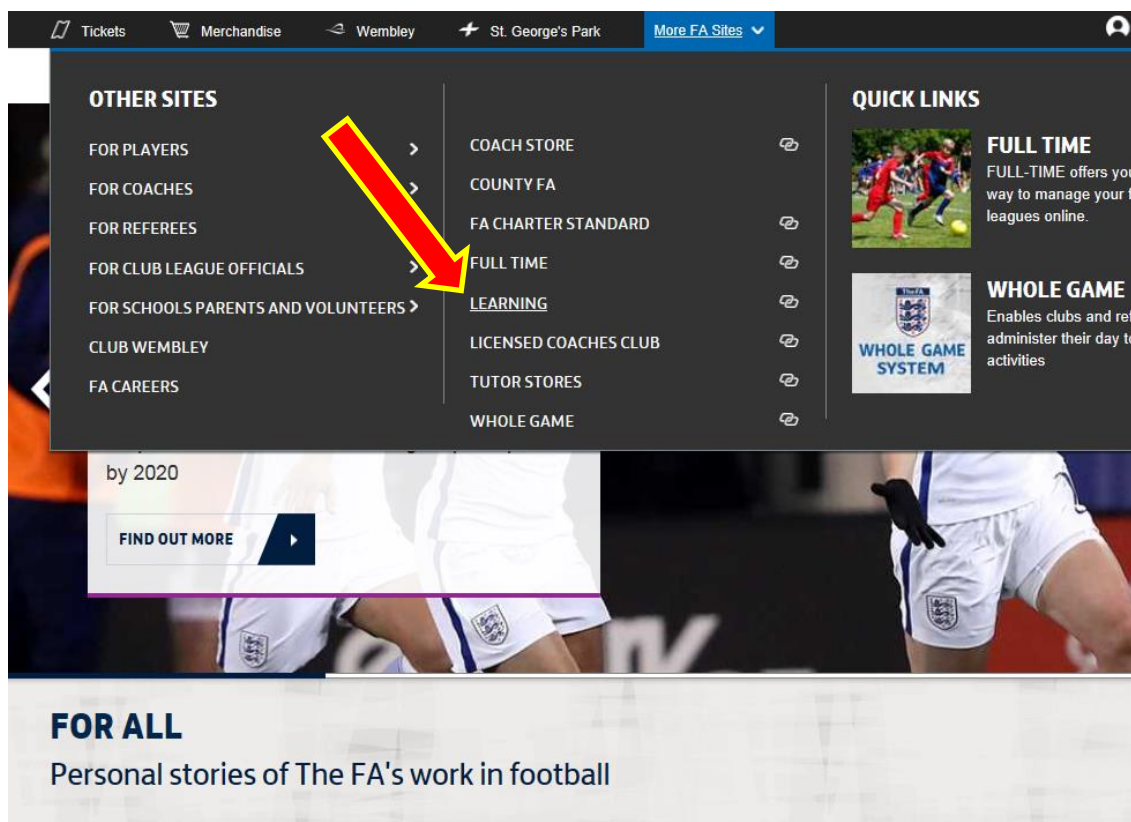
9. On your second log in, you may see the FA page as below, if you do please follow the process below for accessing the online modules. Hover mouse over 'More FA Sites' and click 'For Coaches'.



The screenshot shows the FA website header with navigation links: Tickets, Merchandise, Wembley, St. George's Park, and More FA Sites. The 'More FA Sites' dropdown menu is open, displaying a list of options: OTHER SITES, FOR PLAYERS, FOR COACHES, FOR REFEREES, FOR CLUB LEAGUE OFFICIALS, FOR SCHOOLS PARENTS AND VOLUNTEERS, CLUB WEMBLEY, and FA CAREERS. A red arrow points to the 'More FA Sites' button, and a yellow arrow points to the 'FOR COACHES' option. To the right of the dropdown menu, there are 'QUICK LINKS' for 'FULL TIME' and 'WHOLE GAME'. Below the dropdown menu, there is a banner for 'by 2020' with a 'FIND OUT MORE' button. At the bottom, there is a section titled 'FOR ALL' with the text 'Personal stories of The FA's work in football'.



10. This will show further links on the right, please click on 'Learning'



11. This will take you back to the home page of LMS where under 'Active Learning' you will find your online modules and can also check the status of courses or the online modules.

