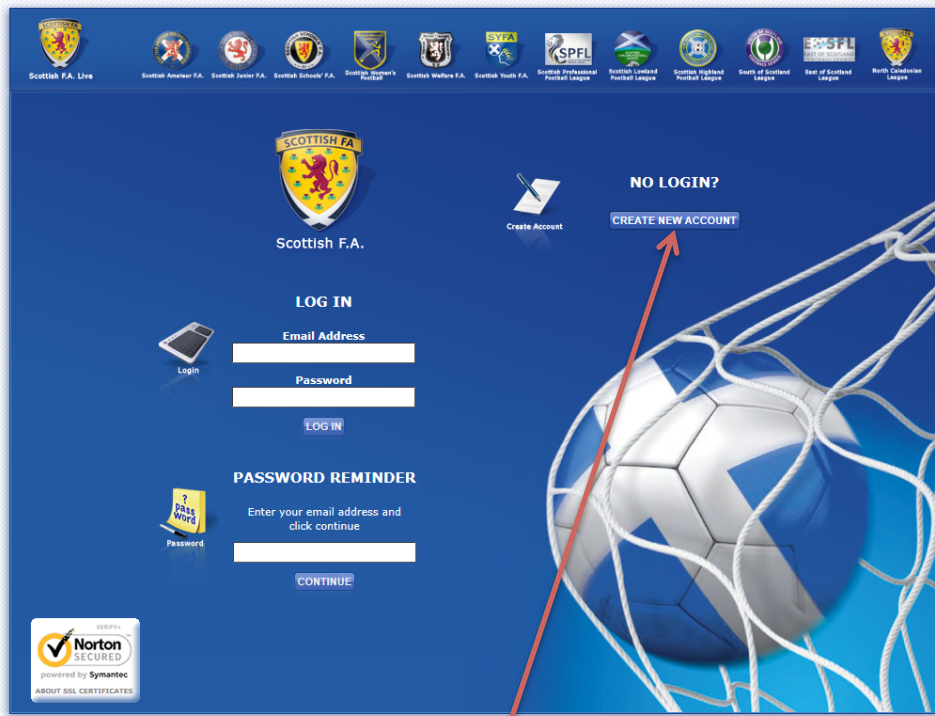




BOOKING A COURSE ON-LINE

- 1 Go to www.scottishfa.co.uk and click on the course you wish to apply for from the Coach Education page. This will then take you to this page.



- 2 If you know your log in details then you can enter and log in.
- 3 If you don't you need to **"Create New Account"**. Click on waiting list and it brings up the screen below and presents you with 3 options.



The screenshot shows the 'SCOTTISH F.A. - COACH REGISTRATION' form. At the top, there is a row of logos for various Scottish football associations including the Scottish FA, SYFA, SPFL, and others. The form itself is titled 'SCOTTISH F.A. - COACH REGISTRATION' and contains the following sections:

- HAVE YOU EVER REGISTERED FOR SCOTTISH FA COACHING COURSES? ***
 - 1. I have NEVER registered with the Scottish F.A. as a coach or course attendee
 - 2. I am registered with the Scottish F.A. and have my Coach ID number ¹
 - 3. I am registered with the Scottish F.A. and DO NOT have my Coach ID number ²
- COACH ID:** [Text input field]
- Firstname: *** [Text input field]
- Surname: *** [Text input field]
- DOB: *** [Date input field with slashes]
- Gender: *** [Dropdown menu with 'Please select' and a downward arrow]
- Email Address: *** [Text input field]

At the bottom right of the form is a blue button labeled 'CREATE ACCOUNT'. Below the form, there are two footnotes:

- * Required Fields
- ¹ This can be found on your coach ID card if you have one.
- ² We will contact you to confirm your Coach ID.

At the bottom center of the page, there is a 'CONTINUE' button.

Option 1 – I have NEVER registered with the Scottish FA as a coach or course attendee. If you chose this option you would complete the fields below and an account will be created for you. An automatic email will be sent to you with a password and you can then log into your account and book the course

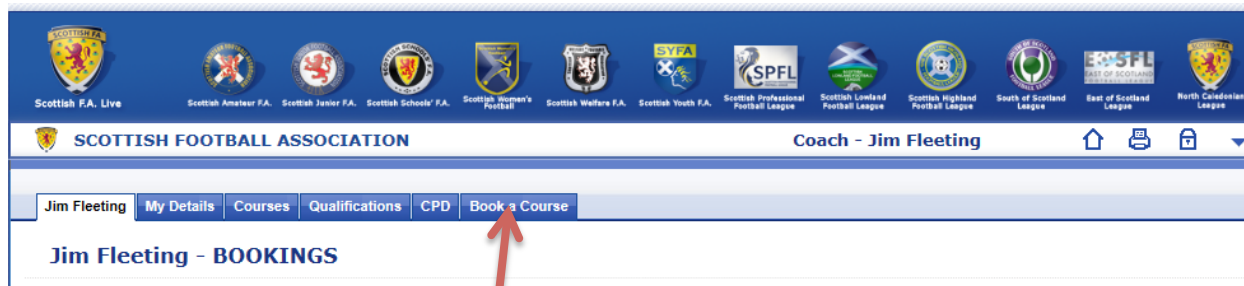
Option 2 – I am registered with the Scottish FA and have my Coach ID number. If you choose this option you would complete the fields below and a password will be sent to the email address on your record for you to log in and book the course.

Option 3 – I am registered with the Scottish FA and DO NOT have my Coach ID Number. If you choose this an email you would complete the fields below and a request will be sent to the coaching mailbox and we will confirm your Coach ID Number.

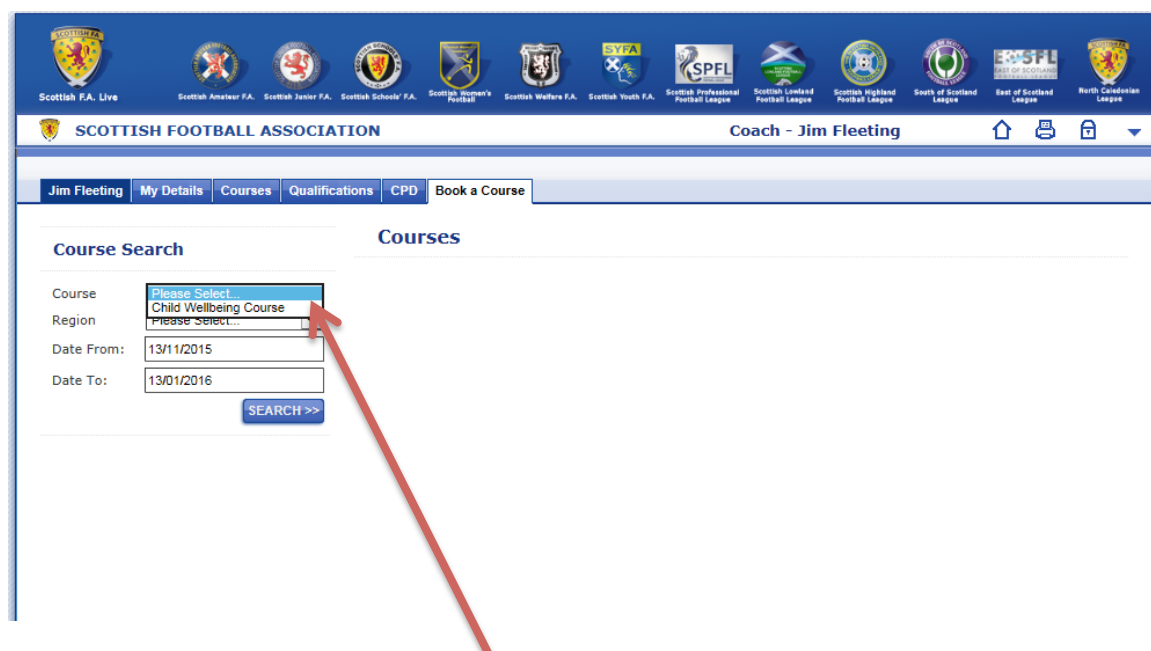
It is important NOT to create a new account if you already have one as your previous qualifications will already be on the system under a different ID number.



- Once you are logged in you will be in the home page.



- Click on the tab entitled "Book a Course"



- On the drop down choose Child Wellbeing and select search (check date range if you cannot see the courses)



Scottish FA Live Scottish Amateur FA Scottish Junior FA Scottish Schools' FA Scottish Women's Football Scottish Welfare FA Scottish Youth FA SYFA SPFL Scottish Professional Football League Scottish Lowland Football League Scottish Highland Football League South of Scotland League East of Scotland League North Calderian League

SCOTTISH FOOTBALL ASSOCIATION Coach - Jim Fleeting

Jim Fleeting My Details Courses Qualifications CPD Book a Course

Course Search

Course: Child Wellbeing Course
Region: Please Select...
Date From: 13/11/2015
Date To: 13/01/2016
SEARCH >>

Course Search Results

ID	Course	Date	Venue	
14251	Child Wellbeing Course	23/11/2015	Rugby Park	
14194	Child Wellbeing Course	30/11/2015	Hampden Park	
Search Courses				
	Child Wellbeing Course	08/12/2015	Aberdeen Sports Village	
14253	Child Wellbeing Course	14/12/2015	Stirling University Sports Ground	
14254	Child Wellbeing Course	15/12/2015	Manhattan Works	
14252	Child Wellbeing Course	15/12/2015	Livingston Football Stadium	

7. Select the course you wish to book and you will see the course details



QUALITY
MARK

The screenshot shows the Scottish Football Association website interface. At the top, there is a navigation bar with the Scottish FA logo and the text 'SCOTTISH FOOTBALL ASSOCIATION'. To the right of the logo, the name 'Coach - Jim Fleeting' is displayed. Below the navigation bar, there are several tabs: 'Jim Fleeting', 'My Details', 'Courses', 'Qualifications', 'CPD', and 'Book a Course'. The 'Courses' tab is selected, and a sub-tab 'Child Wellbeing Course' is visible. The main content area displays the title 'Child Wellbeing Course' and a description: 'This 3 hour workshop demonstrates the positive experience that football can contribute to children's wellbeing and considers their rights as part of their participation and involvement in football. The workshop also builds knowledge and understanding of the different types of abuse and bullying that young players can be exposed to, either in their personal life or as part of their football experience, and what to do if we are ever concerned about a young footballer. The workshop concludes by giving coaches the confidence of awareness in safeguards and codes of conduct to ensure we are equipped to provide young players with the best opportunities possible to play football'. Below the description, there are several expandable sections: 'OVERVIEW', 'QUALIFICATIONS', 'PRE-REQUISITES', 'LOCATION', and 'FEES & HOW TO APPLY'. Each section has a double chevron icon to its right, indicating it can be expanded or collapsed. The 'OVERVIEW' section is currently expanded, showing details such as Course (Child Wellbeing Course), Region (South West), Organiser (Emma Reid), Start Date (23/11/2015), End Date (23/11/2015), Start Time (18:30), No. Days (1 Days), and Max No. Attendees (20).

8. Click on Fees & How to Apply at the bottom of the page



The screenshot shows the Scottish Football Association website. At the top, there is a navigation bar with the Scottish FA logo and the text 'QUALITY MARK'. Below this is a row of logos for various Scottish football leagues and associations. The main navigation bar includes 'SCOTTISH FOOTBALL ASSOCIATION' and 'Coach - Jim Fleeting'. A secondary navigation bar has tabs for 'Jim Fleeting', 'My Details', 'Courses', 'Qualifications', 'CPD', and 'Book a Course'. The 'Courses' tab is selected, and the 'Child Wellbeing Course' is displayed. The course description states: 'This 3 hour workshop demonstrates the positive experience that football can contribute to children's wellbeing and considers their rights as part of their participation and involvement in football. The workshop also builds knowledge and understanding of the different types of abuse and bullying that young players can be exposed to, either in their personal life or as part of their football experience, and what to do if we are ever concerned about a young footballer. The workshop concludes by giving coaches the confidence of awareness in safeguards and codes of conduct to ensure we are equipped to provide young players with the best opportunities possible to play football'. Below the description are expandable sections for 'OVERVIEW', 'QUALIFICATIONS', 'PRE-REQUISITES', 'LOCATION', and 'FEES & HOW TO APPLY'. The cost is listed as '£ 24.00'. A 'BOOK NOW' button is present, with a red arrow pointing to it. Below the button are logos for MasterCard, JCB, Maestro, and Visa, with the text 'payments powered by WorldPay'.

9. Click on the Book Now button

10. You then follow the pages through to payment
 - Pre-requisites (if there are any)
 - Confirming your contact details
 - Confirming other personal details



11. You are then on the payments page. Here you can apply for a Discount. Choose the discount you are applying for and the club you are with. If you are an entry level club or your club is not on the drop down please contact east@scottishfa.co.uk and gavin.tinley@scottishfa.co.uk.

Course Booking

Early Touches - Nicola Fielding

PRE-REQUISITES CONTACT DETAILS FURTHER DETAILS **PAYMENT** CONFIRMATION

Course Payment

Cost	£ 37.50
Vat	£ 7.50
Total Due	£ 45.00

Discounts Available

Selecting a discount will send your application for approval. You will not be asked for payment until your application has been approved.

If selecting Quality Mark Discount, please select club

Payment Type

Select 'Request Shared Payment' if you will be sharing the cost with your organisation.
If you do not select online payment, your application will be sent for approval.
Invoices can only be issued to SFA Members or third party Affiliated Members.
Enter details below if you are requesting shared payment. You will be contacted if further details are required.

There are **20** places left on this course.

Please note: Places are assigned on payment. If someone else makes their payment before you and takes the last place, you can choose to go on the waiting list or cancel your booking.



- 12 When you confirm and continue you are given instructions on where to send your payment.

Please note that your name will not appear on the course register until payment has been received by the course organiser. If the course fills up before your payment is received, then there will be no space for you on the course and you will need to apply for another course.

If you are experiencing difficulties, please contact the east region office on 01382 458434 or east@scottishfa.co.uk between 9:00am and 5pm, Monday – Friday.