



How to... apply and book on FA Learning National Courses

Stage 1: Applying to enrol onto a Course

N.B. In order to enrol onto a FAL National Course you must firstly apply on the appropriate 'Approval' course by entering your login details.

Step 1: Scroll to the bottom of the page of the course you wish to apply for and enter your FA Number (FAN) and Password and click the **Login** button.

FA Number	<input type="text" value="1552178"/>
Password	<input type="password" value="*****"/>
Don't have a FAN number? Forgot password	
<input type="button" value="Login"/>	

If you are a League Official, Club Official, Referee, Coach and/or Player it is extremely likely you have a FAN already. Please email GetOnline@TheFA.com with your name, date of birth and address and your FAN and password will be emailed to you. You can also register for a FAN at www.TheFA.com/FAN

Step 2: If you log in details are correct you will now be logged into the FA Learning Course booking system.

Step 3: Scroll to the bottom of the screen and enter all the enrolment details which are displayed. The fields marked as '*', must be entered.

Title	<input type="text" value="Mr"/> *
First Name	<input type="text" value="Enter First Name"/> *
Last Name	<input type="text" value="Enter Last Name"/> *
Date of Birth	<input type="text" value="Enter DOB"/> *
Gender	<input type="text" value="Male"/> *
Address Line 1	<input type="text" value="Enter Address"/> *
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City / Town	<input type="text" value="Enter Address"/> *
Postal Code	<input type="text" value="Enter Post Code"/> *
Country	<input type="text" value="Enter Address"/>
Day Phone Number	<input type="text" value="Enter Contact Detail"/> *
Evening Phone Number	<input type="text" value="Enter Contact Detail"/> *
Mobile Phone	<input type="text" value="Enter Contact Detail"/> *
E-mail	<input type="text" value="Enter Email Address"/> *
Ethnic Background	<input type="text"/>
Disability	<input type="text"/>
<input type="checkbox"/> Applicants are reminded that enrolling onto the approval stage does not guarantee a place on the course. Tick here to accept that you have read this requirement*	

If you wish to enrol more than one person click the **Add new participant** button. Click the **Enrol** button once you have finished entering your application form(s).



Step 4: You will have now have been enrolled onto the Approval stage of the course you wish to enrol onto. The FA Learning Team will need to check your prerequisites for this course.

Stage 2: Booking your Place

Once The FA Learning Team have checked you hold the required pre-requisite(s) approved, FA Learning will email you the online course enrolment form to complete with payment by credit or debit card which will secure your place on your chosen course.

Step 1: Click on the course link contained in your approval email. This will take you to the course booking form.

Step 2: Scroll to the bottom of the page of the course and enter your FA Number (FAN) and Password and click the **Login** button.

Step 3: Scroll to the bottom of the screen and enter all the enrolment details which are displayed. The fields marked as ^{*}, must be entered.

Title	Mr <input type="button" value="v"/> *
First Name	<input type="text" value="Enter First Name"/> *
Last Name	<input type="text" value="Enter Last Name"/> *
Date of Birth	<input type="text" value="Enter DOB"/> *
Gender	Male <input type="button" value="v"/> *
Address Line 1	<input type="text" value="Enter Address"/> *
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City / Town	<input type="text" value="Enter Address"/> *
Postal Code	<input type="text" value="Enter Post Code"/> *
Country	<input type="text" value="Enter Address"/>
Day Phone Number	<input type="text" value="Enter Contact Detail"/> *
Evening Phone Number	<input type="text" value="Enter Contact Detail"/> *
Mobile Phone	<input type="text" value="Enter Contact Detail"/> *
E-mail	<input type="text" value="Enter Email Address"/> *
Ethnic Background	<input type="button" value="v"/>
Disability	<input type="button" value="v"/>

Step 4: Click the **Enrol** button once you have finished entering your enrolment details.



Step 5: To complete your enrolment fill out your card details and click the **Enrolment** button. If you wish to pay by cheque you must fill out a paper application form, available on www.TheFA.com/FA Learning and return to FA Learning National Courses, The Football Association, 25 Soho Square, London, W1D 4FA. All cheques are to be made payable to 'FA Learning Ltd'.

Please enter your card details below.

Order ID 191864
Total GBP 90.00
Card type VISA
Card number *
Start date -- --
Issue number
Expiry date * 1 2008
Security code *
Enrolment

MasterCard Verified by SecureCode. VISA

Step 6: If payment is successful the confirmation, including your confirmation number will be displayed on screen which you can print off.