

# **Referee Course Guide for Under 18s**



# 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](https://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](https://myaccount.thefa.com) and click on **forgotten password** and enter your email address.*

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

A screenshot of the Sheffield & Hallamshire County F.A. account login page. The background is a dark blue image of a football jersey. On the left, the text 'WELCOME' is displayed in white, followed by 'Please use your email address and password to sign in'. On the right, there is a white 'Sign in' form. The form has two input fields: 'Enter your email address' and 'Enter your password'. Below these fields is a dark blue 'SIGN IN' button with a white right-pointing arrow. Under the button are two links: 'Forgotten password?' and 'Sign in using FAN'. At the bottom of the form is a red 'SIGN UP' button. At the very bottom of the page, there are three links: 'Privacy Policy', 'Terms of Use', and 'Help'.

# 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.*

A screenshot of a web interface for Sheffield & Hallamshire County F.A. The top section shows a user profile with a placeholder image, a name, a FAN number, a date of birth, and a caps table showing 0 Active and 0 Total caps. A 'VIEW CAPS TABLE' link is present. Below this, a section titled 'Individuals (Linked to this account)' shows a message: 'There are currently no individuals linked to this account'. At the bottom right, a blue button labeled '+ ADD AN INDIVIDUAL' is highlighted with a yellow rectangular box.

# 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

*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.*

A screenshot of a web interface for a child's account. The top section shows a profile card with a grey circular avatar, a red header bar, and fields for 'FAN:', 'Date of birth:', and 'Caps:'. To the right of these fields are redacted values and a 'VIEW CAPS TABLE' link. Below the profile card is a 'Parent / Carer:' section with a note '(Linked to this account)' and a redacted profile picture. The bottom section is titled 'Contact Details' and contains form fields for '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. Each field has a small edit icon (pencil) to its right.

# ACCESSING THE 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.

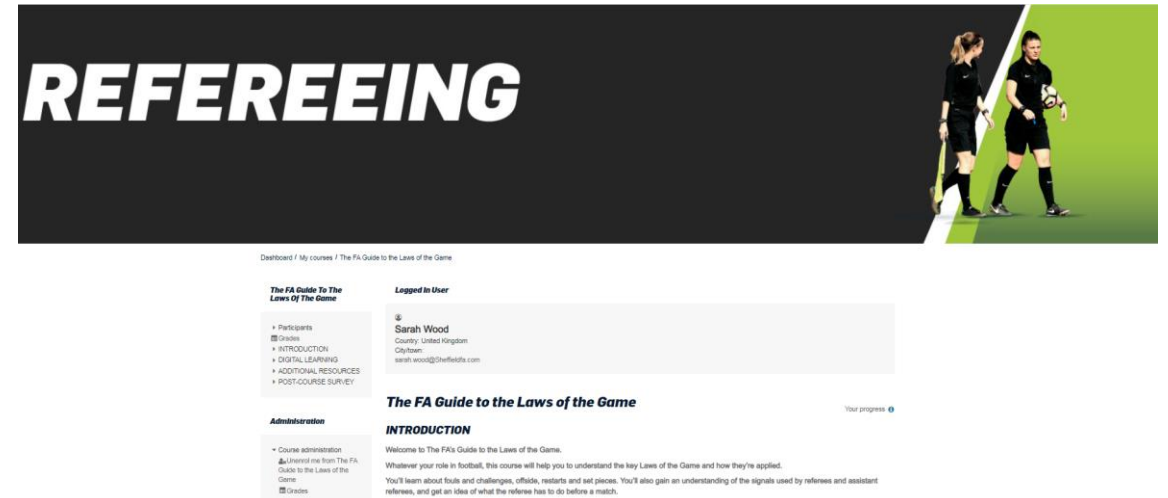
*It is useful to save your FAN number and password in a safe place as you will need to access this on a regular basis when becoming a referee.*

A screenshot of the Sheffield & Hallamshire County F.A. login page. The background is a dark blue image of a football jersey. On the left, the word 'WELCOME' is written in white, followed by the text 'Please use your email address and password to sign in'. On the right, there is a white 'Sign in' form. The form has two input fields: 'Enter your email address' and 'Enter your password'. Below these fields is a dark blue 'SIGN IN' button with a white right-pointing arrow. Under the button are two links: 'Forgotten password?' and 'Sign in using FAN'. At the bottom of the form is a red 'SIGN UP' button. At the very bottom of the page, there are three links: 'Privacy Policy', 'Terms of Use', and 'Help'.

# COMPLETING ONLINE LAWS OF THE GAME



- Once you have logged into the course please follow the instructions on the page
- Ensure that you complete the 'online survey' at the end of the course



# 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)*

A screenshot of the Sheffield & Hallamshire County F.A. login page. The background is a dark blue image of a football jersey. On the left, the word 'WELCOME' is displayed in white, followed by the text 'Please use your email address and password to sign in'. On the right, there is a white 'Sign in' form. The form has two input fields: 'Enter your email address' and 'Enter your password'. Below these fields is a dark blue 'SIGN IN' button with a white right-pointing arrow. Under the button are two links: 'Forgotten password?' and 'Sign in using FAN'. At the bottom of the form is a red section with the text 'Don't have an account?' and a white 'SIGN UP' button. At the very bottom of the page, there are three links: 'Privacy Policy', 'Terms of Use', and 'Help', separated by vertical bars.

# 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.

*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.*


15.09.2021 6:00PM      SGP Thorncliffe, S35 3HY      Available 

Price      £110

Location      SGP Thorncliffe  
Pack Horse Lane  
Sheffield  
S35 3HY

Contact      Aaron Bannister  
07704 170918  
[Learning@Sheffieldfa.com](mailto: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** 



# NEED TO GET IN TOUCH?



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

*If you need to get in touch with us please contact:*

*[Learning@Sheffieldfa.com](mailto:Learning@Sheffieldfa.com) or ring Tracy Tomkinson on 07719 038924*