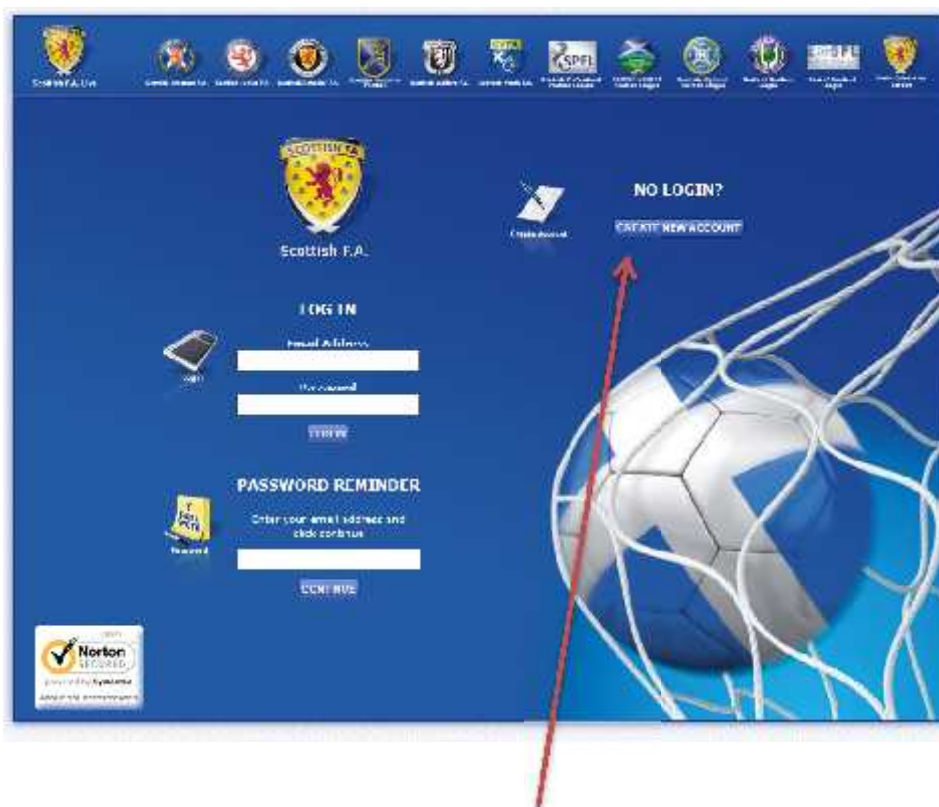


HOW TO BOOK THE ADULT GAME IN-SERVICE ON-LINE

- 1 Log into <https://www.scottishfalive.co.uk/scottishfa/coaches/>



- 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

A screenshot of the Scottish F.A. Coach Registration form. The form is titled 'SCOTTISH F.A. - COACH REGISTRATION'. It starts with a question: 'HAVE YOU EVER REGISTERED FOR SCOTTISH FA COACHING COURSES?'. There are three radio button options: 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', and 3. 'I am registered with the Scottish F.A. and DO NOT have my Coach ID number'. Below the options are several input fields: 'COACH ID', 'First Name', 'Surname', 'DOB', 'Gender', and 'Email Address'. There is a 'CREATE ACCOUNT' button at the bottom right. At the bottom of the form, there are two footnotes: '1 * Required Fields' and '2 * This can be found on your Coach ID card if you have one. We will contact you to confirm your Coach ID.' There is also a 'CONTINUE' button at the bottom center.

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.

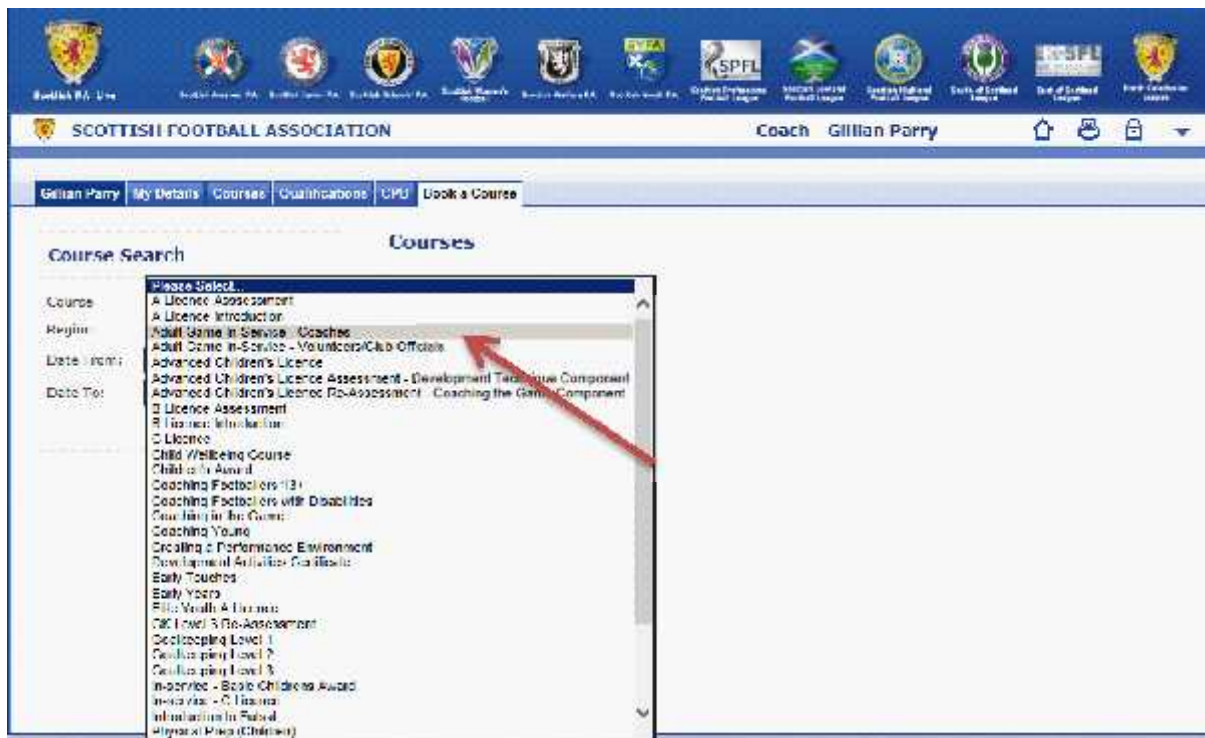
4. Once you are logged in you will be in the home page.
5. Click on the tab entitled “Book a Course”
6. On the Course Search drop down menu choose Adult Game In-Service and whichever course (Coaches or Volunteers/Club Officials) that you are applying for.

Select your Region from the next drop down menu and then click search (check date range if you cannot see the courses)





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



SCOTTISH FOOTBALL ASSOCIATION

Coach - Gillian Parry

Gillian Parry My Details Courses Dual Scissions CPD Book a Course

Course Search

Course:
 Region:
 Date From:
 Date To:

Course Search Results

Course	Date	Venue
Adult Game In-Service - Coaches	19/02/2016	Kilvennoch Regional Sports Facility

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

Adult Game In-Service - Coaches

Practical Session
 Designed to provide club coaches with suitable content that they can use back at their club. Content will include Warm Up's - Passing - Possession - Shooting - Conditioned Games

OVERVIEW

Course	Adult Game In-Service - Coaches
Region	Central
Organiser	Gillian Parry Contact Organiser
Start Date	19/02/2016
End Date	19/02/2016
Start Time	18:30
No. Days	1 Days
Max No. Attendees	50

Instructions/Notes

This in-service is for coaches. Anyone looking to attend the Club Development Workshop should register on the Adult Game In-Service - Volunteers course.

QUALIFICATIONS

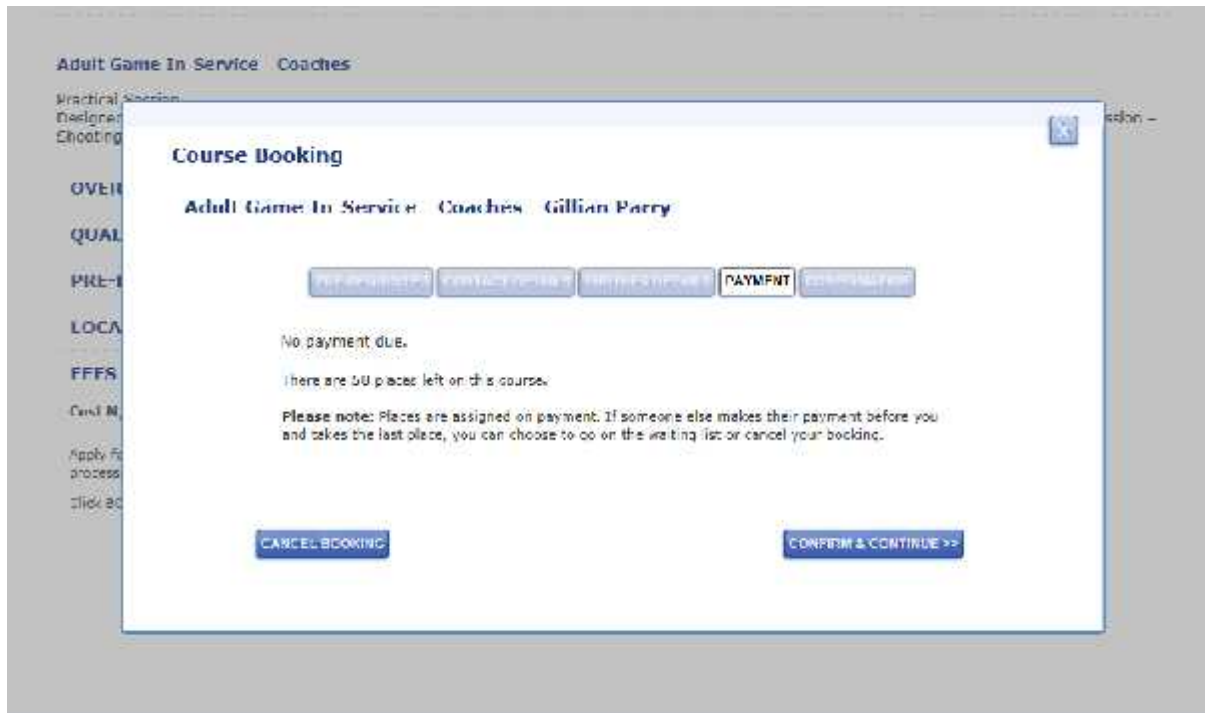
PRE-REQUISITES

LOCATION

FEES & HOW TO APPLY



9. Click on the Book Now button
10. You then follow the pages through to payment (no payment due for this course)
 - Pre-requisites (if there are any)
 - Confirming your contact details
 - Confirming other personal details



11. You then receive confirmation that you are registered on the course

