



County FA

Member Services

Online Referee Registration

User Guide ver 2.0



Introduction

Welcome to The FA's Online Referee Registration Service.

For Season 2011-12 your County Football Association has opted to use Member Services in order to allow referees to register Online. Some of the facilities available include you being able to change your personal details, selecting a preference for the format of football you would like to officiate and paying your registration fee of £20 using a valid debit or credit card.

In order to register online for the new season you must have:

- Registered for the 2010/11 season
- Completed the mandatory safeguarding requirements (FA CRB and Safeguarding Children certificate)
- Have a valid debit or credit card

All of the information you input on to the Online Referee Registration System will automatically be transferred on the County FA administration system and therefore you do not need to fill out a form and post it to your County FA.

Please refer to the User Guide if you have any queries on the service and please study this carefully. Contacting your County FA for general queries should be a last resort as the User Guide will provide all of the information you need in order to use the service.

We hope that you enjoy the Online experience.

Dean Mohareb
FA National Referee Manager – Workforce Development



Stage 1: Requesting Access (if you already know your FAN and password and have access to Member Services, please go to [Stage 2](#))

Step 1: Locate your FAN and 2010/2011 referee registration number. These are displayed on your receipt which you will have received from your Parent County FA when you registered for the 2010/11 season. You may have this on other pieces of documentation.

If you do not know this then please contact your County FA.

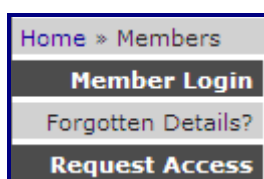
RECEIPT							
Example Referee Wembley Stadium Wembley LONDON HA9 0WS				Receipt No: 79,306 Date: 05/05/2010 FAN: XXXXXXXX			
Date	Description	Quantity	Unit Price	Allocated	VAT	Total	
05/05/2010	Referee Registration 2010-2011 HXXXXX	1	15.00	15.00	£0.00	£15.00	
05/05/2010	Benevolent Fund Donation - Referees Ref - 1527998	1	5.00	5.00	£0.00	£5.00	
Note:				RECEIPT TOTAL		£20.00	

Step 2: Open any web-browser and enter your parent County FA website address into the web address bar (Example below will be using www.gloucestershirefa.com).

Step 3: Click the 'Members' section of the website.



Step 3: Click the 'Request Access' menu item in the left hand menu.





Step 4: Click the 'Referee' menu item in the left hand menu.

Member Login
Request Access
Club Official
League Official
Referee
Coach

Step 5: Enter your FAN and Registration Number into the spaces provided and click **Submit**.

F A N	<input type="text" value="XXXXXXXX"/>	(NPD)
Registration No.	<input type="text" value="XXXXXXX"/>	
	<input type="button" value="Submit"/>	

Step 6: Enter your email address in the space provided and click **Confirm**.

NPD/FAN	<input type="text" value="55555555"/>	
First Name	<input type="text" value="Example"/>	
Last Name	<input type="text" value="Referee"/>	
Referee	<input type="text" value="Gloucestershire FA"/>	
Level	<input type="text" value="5"/>	
Email Address	<input type="text" value="Enter email address here"/>	<input type="button" value="Confirm"/>

Step 7: Your login details will now have been emailed to the email address you entered. This will contain your FAN and password which you will need to login.

	<h1>Gloucestershire County FA</h1> <p>DEVELOPING FOOTBALL FOR EVERYONE</p>
Members' Services Request Access Confirmation	
Dear 'Your Name',	
Thank you for using our Request Access Services.	
You can now use your new FAN Number and password below to gain access to Members' Services. Go to http://www.gloucestershirefa.com/MembersServices now to see what you can do.	
Your FAN Number : XXXXXXXX	
Your password : XXXXXXXX	



Stage 2: Logging In

Once you have your received the email containing your login details (FAN and password) follow the instructions below to register online. Please have your credit or debit card ready.

Step 1: Open Internet Explorer and enter your chosen counties website address into the web address bar. (Example below will be using www.gloucestershirefa.com).

Step 2: Click on the 'Members' section of the website.



Step 3: Enter your FAN and Password into the spaces provided and click .

Member Login	Please login to access Members' Services
Forgotten Details?	
Request Access	This section of our site is still under construction, but we have released an initial selection of on-line services for members of this association.
Read Aloud	
	If you are an official of an affiliated league or club, or a registered referee, you can verify your personal details using Request Access and we will send you an email explaining how you can login.
	<input type="text" value="F A N 1552178"/>
	Password: <input type="password" value="*****"/>
	<input type="button" value="Submit"/>

Step 4: If you are accessing Member Services for the first time then you will need to read and accept the Terms of use. To accept the Terms of use start by clicking the alert as displayed below. If you have already accepted the Terms of use then go to step 5.

	LOG OUT
Welcome to Members' Services	
The Terms and Conditions must be accepted to proceed using the County Website Members Area. Click on the 'Terms of use' alert to proceed	ALERTS
	<input type="button" value="Terms of use"/>



Once you have read the Terms of use click the agreement statement and click Submit at the bottom of the page.

<h2>Terms of use</h2> <p>By using this site you have access to sensitive personal data, and you are advised that the information should be handled sensitively with due dilligence, and shared only when necessary and appropriately.</p> <p>You are bound by the terms and conditions of the site as below.</p> <div><h3>Terms and Conditions of Use</h3><p>This website (the "Site") is operated by Gloucestershire County Football Association ("The CFA"), in conjunction with The Football Association (a company registered in England and whose registered address is Wembley Stadium, Wembley, London, HA9 0WS ("FA")). Any references to "we", "us" or "our" shall be taken as references to both the CFA and The FA unless otherwise specified.</p><p>Please read these terms and conditions carefully to ensure that you understand and agree to them, as they contain the legal terms and conditions that you are deemed to have agreed to whenever you use the Site. If you do not accept these terms and conditions you should not use this Site. Please note that additional terms and conditions may apply to specific sections of the Site.</p></div> <p><input checked="" type="checkbox"/> I agree to be bound by the terms and conditions of the site and understand my responsibilities in terms of use of data.</p> <p><input type="button" value="Submit"/></p>	<h3>ALERTS</h3> <hr/> <ul style="list-style-type: none">■ Terms of use■ Register for new season <h3>RELATED LINKS</h3> <hr/> <ul style="list-style-type: none">■ Contact Gloucestershire FA
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Stage 3: Registering Online

Step 1: When your parent County FA is accepting re-registrations for the new season, you will see an alert on the page which invites you to register. Click this alert to begin processing your registration.

Welcome to Members' Services

Update 1st September 2009

An improved range of services are now available. You can update your personal details and complete the equality monitoring form under the [My Profile](#) section.

Club and League Officials and Qualified Referees can access an improved range of services under the [My Football](#) section. Clubs and Leagues can access disciplinary information and player records, and referees can also update availability and other preferences. Club Welfare Officers also have access to our new [Safeguarding Service](#).

ALERTS

- [Register for new season](#)

RELATED LINKS

- [Contact Gloucestershire FA](#)



Step 2: The guidance notes for registration can be viewed and download by clicking the Guidance Notes button.

NEXT | **GUIDANCE NOTES** | **LOG OUT**

Update your contact details, preferences and equality monitoring. An email address must be entered to register online and your confirmation email will be sent to this address.

Example Referee - Registration - Step 1 of 6: Contact Details & Preferences

NEXT | **GUIDANCE NOTES** | **LOG OUT**

Update your contact details

Home	<input type="text"/>	Type	Home <input type="text"/>	Make mailing address <input checked="" type="checkbox"/>
Mobile	<input type="text"/>	Address	Wembley Stadium	
Work	0844 980 8200		Wembley	
Fax	<input type="text"/>		<input type="text"/>	
Email	Test@thefa.com *		London	
An email address is required to send confirmation			AVON	
		Postcode	HA9 0WS	Lookup

Select your preferences for refereeing services

Online registration Enabled Disabled

Transport

Equal Opportunities Monitoring-Optional

Ethnic background

Disability

Do you consider yourself to be a disabled person?

Please select your disability:

Religion

Respect Training

Our records show that you have not attended the Respect Training for Referees. You can now complete this training online at <http://www.TheFA.com/RefereeGuide>

If you are under 18 at the time of registering then you are required to discuss with your parents/carer and decide if they are happy to give consent for your personal contact details to be used for the purpose of undertaking your refereeing duties and complete this declaration accordingly. Tick the appropriate tick box to confirm.

As you are under 18 you are required to discuss with your parents/carers and decide if they are happy to give consent for your personal contact details to be used for the purpose of undertaking your refereeing duties and complete this declaration accordingly.

I confirm that I have my parents/carers consent to publish my details as described

If you have not completed a referee respect workshop then please log in and complete the new online respect training guide at www.TheFA.com/RefereeGuide. **You do not need to complete this to re-register.**



When you have finished, click **Next** at the top of the page.

Step 3: Update your availability by ticking all appropriate boxes and select the number of fixtures you officiated on as a referee for the previous season.

Example Referee - Registration - Step 2 of 6: Time Availability							
PREVIOUS	NEXT						LOG OUT
Select the times of your availability for the upcoming season. This can be modified at any point during the season.							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Select the number of fixtures you officiated in as referee during the last season.							
21-40							

When you have finished, click **Next** at the top of the page.

Step 4: Enter the types of football in which you officiate on and select the age group of players that you will be officiating on.

Example Referee - Registration - Step 3 of 6: Types of Football				
PREVIOUS	NEXT			LOG OUT
Select the types of football you officiate in.				
<input type="checkbox"/> Veterans	<input type="checkbox"/> Small sided	<input checked="" type="checkbox"/> Adult Female	<input type="checkbox"/> Mini-soccer	
<input checked="" type="checkbox"/> Youth Female	<input checked="" type="checkbox"/> Youth Male	<input type="checkbox"/> Schools	<input checked="" type="checkbox"/> Adult Male	
<input type="checkbox"/> FUTSAL	<input type="checkbox"/> Amputee	<input type="checkbox"/> Deaf	<input type="checkbox"/> Partially Sighted	
<input type="checkbox"/> Blind	<input type="checkbox"/> Learning difficulties			
Please confirm the type of football in which you would like to officiate in the forthcoming season				
Open age/u18				

When you have finished, click **Next** at the top of the page.



Step 5: Update the leagues that you officiated on during the previous season and indicate the role(s) you fulfilled.

You may have been connected to a league by a County FA or by a league. You can see this by looking at the 'Added by' column. You can remove one or more of these leagues by clicking the appropriate tick box and by clicking **Remove**.

<input type="checkbox"/>	League Name	CFA	Website	Added by	Referee	Assistant
<input type="checkbox"/>	Gloucestershire County League	GLO	Click here	County FA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bristol Premier Combination	GLO	Click here	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To add a league to your records search for the league by entering the league name as displayed below. If the league is not affiliated by the County FA that you register as a referee then you can search all leagues by clicking 'National'.

Add a League to your records by selecting below and clicking Add

Name

- This County
- National

Gloucester & District Sunday
Gloucester County Girls League
Gloucester Youth League
Gloucestershire and Somerset FA Ability Counts County League
Gloucestershire County Women's League

Click Add to add the league to your records. Refresh the page to display this league.

Example Referee - Registration - Step 4 of 6: Leagues

PREVIOUS NEXT REMOVE **ADD** LOG OUT

Please enter competitions you expect to officiate on during the 2010/2011 season.

<input type="checkbox"/>	League Name	CFA	Website	Added by	Referee	Assistant
<input type="checkbox"/>	Gloucestershire County League	GLO	Click here	County FA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Gloucester & District Sunday	GLO	Click here	You	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bristol Premier Combination	GLO	Click here	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add a League to your records by selecting below and clicking Add

Name

MINIMUM 3 LETTERS TO BEGIN LEAGUE SEARCH

- This County
- National

When you have finished, click **Next** at the top of the page.








Step 6: Choose any additional products to purchase along with your registration fee and any other mandatory items (these are selected for you as displayed below).

If you are ordering further products remember to click 'Recalculate' before clicking **Next**.

Example Referee - Registration - Step 5 of 6: Select Products						
PREVIOUS	NEXT					LOG OUT
Pick any additional items from the list below and add them to your basket. On the next page you will be required to have your debit/credit card to hand. When you are ready to pay click Next.						
PRODUCT	QTY	ADD	UNIT PRICE	VAT	AMOUNT	
Referee Registration 11-12	1		£20.00	£0.00	£20.00	
50p online processing fee	1		£0.50	£0.00	£0.00	
Benevolent Fund (optional)	<input type="text" value="0"/>	<input type="checkbox"/>	£2.00	£0.00	£0.00	
Personal Accident Insurance (optional)	<input type="text" value="0"/>		£4.00	£0.00	£0.00	
Referee Badge (optional)	<input type="text" value="0"/>	<input type="checkbox"/>	£4.26	£0.00	£0.00	
					<input type="button" value="Recalculate"/>	
Sub total						£20.00
Plus VAT					£0.00	
Total to pay						£20.00

Step 7: Check the total payable and enter your card details and click Confirm and pay.

Example Referee - Registration - Step 6 of 6: Card details and Confirmation			
PREVIOUS	CONFIRM & PAY	LOG OUT	
Check the total payable, enter card details below and click Confirm & Pay. You may be required to enter further security details if required by your card provider			
Name and address on card		Card details	
Name*	<input type="text"/>	Card type*	<input type="text"/>
Address*	<input type="text"/>	Card number*	<input type="text"/>
	<input type="text"/>	Start date	<input type="text"/>
	<input type="text"/>	Expiry date*	<input type="text"/>
	<input type="text"/>	Issue number	<input type="text"/>
Post code*	<input type="text"/>	Security code*	<input type="text"/>
    		Total Payable: £20.00	



If your payment is successful, your new registration number will be displayed on screen and a receipt will have been emailed to the email address that you entered. You have now registered for the new season.

PRINT	DONE				LOG OUT
Referee Registration					
Confirmation					
Your card has been debited with the amount of £15.11					
A confirmation email has been sent to [REDACTED]					
Your registration number for the current season is HR00008 Gloucestershire FA					
Summary of transaction:					
PRODUCT	QTY	UNIT PRICE	VAT	AMOUNT	
Referee Registration 11-12	1	£15.11	£0.00	£20.00	
Sub total				£20.00	
Plus VAT			£0.00		
Total paid				£20.00	
Thank you for registering online.					
Click here to return to your homepage.					

If you require any assistance in registering online then please contact your County FA.

Other Member Services options for Referees

As a registered referee you can also access the following services within Member Services at any point in time by logging back into Member Services.

- Update your contact details
- View your FA accreditations
- Update your time availability
- Update your types of football
- Update your leagues
- Enter Respect behaviour match behaviour marks for County Cup matches and matches which are in leagues that use Full-Time (www.TheFA.com/Full-Time)