How to join The FA Pilot Coaches' Club for Licensed Football Coaches …

To join The FA Coaches' Club for Licensed Football Coaches you will need to apply through your local County FA website. Users can find the website address of their County FA by going to [http://www.thefa.com/GetIntoFootball/CountyFA/CountyContacts](http://www.thefa.com/GetIntoFootball/CountyFA/CountyContacts).

Those that are local to London or West Riding County FA should use one of the other 48 websites as their current website does not include the Member Services functionality. Follow the instructions below to log in and complete your licence.

**Stage 1: Request Access**

In order to access Members' Services you will need to firstly request access. If you already know your FAN and password then go straight to stage 2.

**Step 1:** Open any web-browser and enter your chosen County’s website address into the web address bar. (Example below will be using [www.gloucestshirefa.com](http://www.gloucestshirefa.com)).

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

**Step 3:** Click on the Request Access menu item.
Step 4: Click on the Coach menu item.

Step 5: Enter your Date of Birth and Candidate Registration Number and click submit.

Your candidate registration number is a component of your certificate number on your 1st4sport Level 1, 2 or 3 certificate i.e. ******* - 000000 - **. If you are UEFA A or Pro Licence holder or you do not have a copy of your certificate please email FALicenceQuery@TheFA.com for further assistance.

Step 6: Enter your Email Address and click confirm. Your login details will then be emailed to the email address entered.
Stage 2: Logging On

**Step 1:** Once you have received your login details by email, click on the 'Member Login' menu item.

**Step 2:** Enter your FAN and Password and click Submit.
Stage 3: FA Licence Application

Step 1: You are now logged into Member Services and your name will be displayed in the top menu bar.

Step 2: 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.

Tick and then click Submit to accept.
Step 3: Click on the My Football menu item in the left hand menu and then on My Coaching.

Step 4: The My Coaching menu will then appear. Click on the FA Licence menu item. This page will display information about the scheme and includes useful links and documents. To begin your application click apply.
Step 5: Contact Details

The first step of your application is to enter/update your Contact and Equality Opportunities Monitoring details. You must enter an address, at least one contact number and an email address to proceed.

These details can be updated at any point by accessing the My Profile screen from the main menu.
Step 6: Licence Accreditations

The second step is to check your FA Accreditations and your licence level is correct. The top grid displays the accreditations you require to achieve a FA Licence and the bottom grid shows the Accreditations that we have on record.

The level of your licence depends on your highest coaching qualification. For example, if your highest Coaching qualification is a 1st4Sport Level Certificate in Coaching Football then you will be licensed at Level 1. If you a Pro Licence holder then you will be licensed at Level 5.

If any of the accreditations are incorrect or not displayed email FALicenceQuery@TheFA.com with details of the Accreditation and a copy of the certificate.
Step 7: Update your Club roles

The third step is to add your club coaching roles using the tool provided. If you do not have any club roles then click **Next**.

The top of the page list any roles that have been added previously, usually by a County FA when your club has provided your details on their affiliation forms. These can be removed by selecting the role and **clicking** Remove.

![Table showing current coaching roles](image1)

To add roles, start by selecting either ‘This County’ or ‘National’ next to the club name search. If you are searching for a club that affiliates to the County FA website you are using then keep ‘This County selected. However if you are using the Gloucestershire FA website but searching for a club that affiliates to Sheffield & Hallamshire FA then select ‘National’.

![Input field to add a club](image2)

Start searching for a club by **typing** the club name. A minimum of 3 letters is required to begin the search.

![Input field to add a club](image3)

**Select** the club you wish to add your role against. The page will then display a dropdown list of roles. **Select** the role that you have at the club.

![Input fields for club name and role](image4)
Once a role has been selected the teams that have been affiliated against the club will be displayed. Select the team(s) that your role covers.

To add the role that you have created, **click Add** on the menu bar. This will display the roles you have added.

Repeat the search to add further roles. Once you are happy then **click Next** on the menu bar.
Step 8: Confirm Licence

The final step is to fill out three questions which will be used to work out the activity of our Coaching Workforce and then click confirm.

Your Licence Application is now complete and your FA Licence page will display your Licence level and the Expiry Date. You will also require email confirmation. You can also update your Club Roles at any point by clicking on My Roles.

Other Member Services Tools for Coaches

My Availability - Display your availability on County FA website Find a Coach tool
Coaching Tool – Download the FA Learning Coaching Tool (Beta)
My Profile – Update your contact details
Accreditations – View your FA Accreditations

If you require any assistance email FALicenceQuery@TheFA.com.