



## How to get online as a League Official...

**League Secretaries, Chairmen's and Treasurers can access the following information through their County website.**

- ***View your League Information Online***
- ***Weekly League Statement Online – keep up to date with discipline***
- ***Link Full Time information to County Team Information***
- ***Football Directory – Find a Club and Find a Referee***
- ***Keep up to date with your County FA financial records***

**In order to access the secure area to view all the County held information for your league you will need to firstly request access to Member's services. If you require any assistance email [GetOnline@TheFA.com](mailto:GetOnline@TheFA.com)**

**Step 1:** Locate your FAN (NPD), League ID and your latest League Sanction No. These are displayed on your receipt which you will have received from your Parent County FA once you have been sanctioned for the latest season.

- FAN = Sec ID
- League ID = ID
- League Sanction No = League Affiliation

| RECEIPT   |  |          |  |           |       |       |
|---|--|----------|--|-----------|-------|-------|
| League Secretary's Name<br>League Secretary's Address |  |          | Receipt No: 10,000<br>Date: 28/05/2008<br>ID: XXXXXX<br>Sec ID: XXXXXXXX |           |       |       |
| Date  | Description                                | Quantity | Unit Price   | Allocated | VAT   | Total |
| 28/05/2008  | Affiliation<br>League Affiliation XXXXXXXX | 1        | 0.00   | 0.00      | £0.00 | £0.00 |

**Step 2:** Open Internet Explorer and enter your chosen counties website address into the web address bar. (Example below will be using [www.gloucestershirefa.com](http://www.gloucestershirefa.com)).

**Step 3:** Click on the 'Member's' section of the website.





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

|                                    |
|------------------------------------|
| <a href="#">Home » Members</a>     |
| <b>Member Login</b>                |
| <a href="#">Forgotten Details?</a> |
| <b>Request Access</b>              |

**Step 4:** Click on the 'League Official' menu item in the left hand menu.

|                               |
|-------------------------------|
| <b>Member Login</b>           |
| <b>Request Access</b>         |
| <a href="#">Club Official</a> |
| <b>League Official</b>        |
| <a href="#">Referee</a>       |
| <a href="#">Coach</a>         |

**Step 5:** Enter your FAN (NPD), League ID and League Sanction No. into the spaces provided and click [Submit](#).

|                            |                                       |              |
|----------------------------|---------------------------------------|--------------|
| <b>F A N</b>               | <input type="text" value="XXXXXXXX"/> | <b>(NPD)</b> |
| <b>League ID</b>           | <input type="text" value="XXXXX"/>    |              |
| <b>League Sanction No.</b> | <input type="text" value="XXXXXXXX"/> |              |
|                            | <a href="#">Submit</a>                |              |

**Step 6:** Enter your email address in the space provided and click [Confirm](#).

|                      |   |                         |
|----------------------|---|-------------------------|
| <b>NPD/FAN</b>       | <input type="text" value="XXXXXXXX"/>                 |                         |
| <b>First Name</b>    | <input type="text" value="Craig"/>                    |                         |
| <b>Last Name</b>     | <input type="text" value="Grandy"/>                   |                         |
| <b>League Name</b>   | <input type="text" value="Gloucestershire FA"/>       |                         |
| <b>Role(s)</b>       | <input type="text" value="League Official"/>          |                         |
| <b>Email Address</b> | <input type="text" value="Enter Email Address here"/> | <a href="#">Confirm</a> |

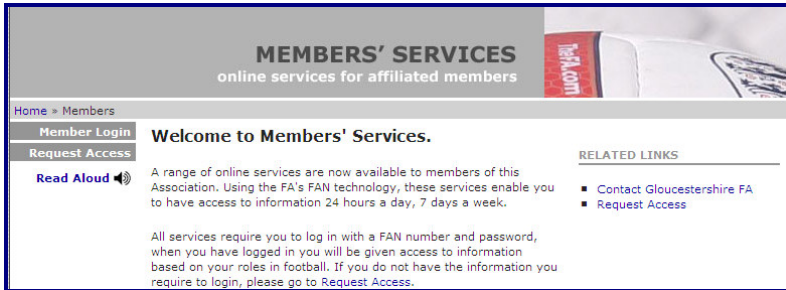
**Step 7:** Your login details will now have been emailed to the specified email address. This will contain your FAN and password which you will need to login.

|   |   |
|---|---|
|    | <b>Gloucestershire County FA</b><br><small>DEVELOPING FOOTBALL FOR EVERYONE</small> |
| <b>Members' Services Request Access Confirmation</b>  |   |
| 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 <a href="http://www.gloucestershirefa.com/MembersServices">http://www.gloucestershirefa.com/MembersServices</a> now to see what you can do. |   |
| Your FAN Number : <b>XXXXXXX</b>  |   |
| Your password : <b>XXXXXXX</b>  |   |



**Once you have requested access and received the email containing your unique login details you can now logon on to the online League services available through your local County Website.**

**Step 1:** Click on the 'Member Login' menu item.



**Step 2:** Enter your FAN and Password into the spaces provided and click [Submit](#).

**Step 3:** Click on the 'My Football' menu item.



**Step 4:** Click on the League menu item which you wish to access.



***Please use the Feedback tool within Members Services to tell us what other services you would like to be available.***