

To access Member Services you need your FA Number (FAN), Club ID and your latest Club Affiliation Number.

Your FAN is available from www.thefa.com/FAN



What Is Members' Services?

Members' Services is a new online facility being offered by County Football Associations and The Football Association. It's free to all affiliated leagues, clubs, referees and coaches.

Our aim is to provide online information to leagues, clubs, referees and coaches giving them access to their football, reducing the administrative burden for them, and giving them up-to-date information instantly, whenever they need it.

How Do I Get to Members' Services?

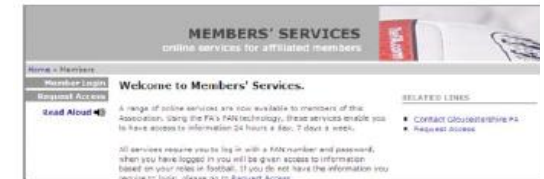
Members' Services are available from any County FA website, via the Members link. You'll need to know your FA Number (FAN, which used to be referred to as an NPD) and you'll need to get a password, which can be obtained automatically from the FA systems.

Who Can Use Members' Services?

At present Members' Services is available to the following people:-
Leagues – Chairman, Secretary, Treasurer
Clubs – Chairman, Secretary, Treasurer
Referees – All Registered referees
Coaches – All coaches

Step 1

Click on the Member Login menu item.



- If it is your first time using member services, you may need to **Request Access** using the menu on the left
- Click on the **Club Official** menu item on the left hand side
- Enter your **FAN** and, **Club ID** and **Affiliation Number** in the spaces provided and click **Submit**
- Your login details will then be emailed to the specified email address

Step 2

Enter your FAN and Password into the spaces provided and click **Submit**.





Checking and updating your Club Details

Club Secretaries, Chairmen and Treasurers can access the following information through their County website.

- View your Club Information online
- Update your contact information
- View your FA accreditations
- Keep up to date with your latest Club discipline
- Check which players you have registered (County Registered only)
- Football Pages – Find a Referee tool
- Keep up to date with your Club payments to your County FA
- Feedback on what other services you would like

My Football Section

Clicking on the My Football Section will highlight the clubs where you have been appointed as a Club Official.

- To identify the linked sections of the club click on the club you wish to access to view
- The list of linked clubs is then displayed at the bottom of the Club homepage
- Club Secretaries, Treasurers, Chairmen, Charter Standard Co-ordinators, Volunteer Co-ordinators and Club Officials have the ability to add other Club Officials to their club records.

Editing & Adding Club Volunteers/Officials

Click on the **My Football** menu item on the left hand menu

Click on the **Club Menu** item for the club you wish to access

Click on the **Club Officials** menu item

Click the **Add Contact** menu item to add new contacts

Select a role from the **drop down list**

There are 3 ways to find an individual you wish to add:

- Select an individual who is **already attached** to your club (as a player, club official, coach etc) from the **Select individual drop down list**
- **Search** for individuals using their **FAN and date of birth**
- **Search** for individuals using their **FA CRC number and date of birth**
- Once you find the correct individual, click **Save** at the top of your pop up window to add your club contacts

If you wish to remove an individual click **Remove**.