



How to... book online onto Sheffield & Hallamshire County FA Courses and Events

Step 1: Go to www.SheffieldFA.com and click on the Development pillar at the top of the page.

Development

Step 2: Click on the 'Events/Courses – Book Online' channel on the left hand side.

Events/Courses -
Book Online

Step 3: This page will display all the upcoming courses/events. Click on the course/event you wish to enrol onto.

Step 4: Scroll to the bottom of the page and enter your FA Number (FAN) and Password and click the button.

FA Number	<input type="text" value="1552178"/>
Password	<input type="password" value="*****"/>
Don't have a FAN number? Forgot password	
<input type="button" value="Login"/>	

If you are a League Official, Club Official, Referee, Coach and/or Player it is extremely likely you have a FAN already. Please email GetOnline@TheFA.com with your name, date of birth and address and your FAN and password will be emailed to you.

Step 5: If you log in details are correct you will now be logged into your Counties Booking system. Your name will be displayed at the top of the page and you can then enrol on multiple courses/events without having to log in again. To enrol onto the course scroll to the bottom of the course/event to enter the enrolment details.

Welcome Tim Wilson
FA Goalkeeping Coaching Award (Level 1)

Step 6: Enter all the enrolment details which are displayed. The fields marked as ^{*} must be entered. Click the button once you have finished entering your enrolment details. If you wish to enrol more than one person onto the course/event, click the button for a blank online application form.



Step 7: To complete your enrolment fill out your card details and click the **Enrolment** button.

Please enter your card details below.

Order ID	191864
Total	GBP 90.00
Card type	VISA
Card number *	<input type="text"/>
Start date	-- --
Issue number	<input type="text"/>
Expiry date *	1 2008
Security code *	<input type="text"/>

Enrolment

MasterCard Verified by SecureCode. VISA

Step 8: If payment is successful the confirmation, including your confirmation number will be displayed on screen which you can print off.