

CREATING YOUR ON-LINE ACCOUNT

Candidates must create an account on Scottish FA Live

- 1 Log into <https://www.scottishfalive.co.uk/scottishfa/coaches/>



- 2 If you know your log in details then you can enter and log in
- 3 If you don't you need to **"Create New Account"** Click on waiting list and it brings up the screen below and presents you with 3 options

The screenshot shows the 'SCOTTISH F.A. - COACH REGISTRATION' form. At the top, there is a navigation bar with logos for various Scottish football leagues. The form has a white background with a blue border. It starts with the question 'HAVE YOU EVER REGISTERED FOR SCOTTISH FA COACHING COURSES? *' and three radio button options: 1. I have NEVER registered with the Scottish F.A. as a coach or course attendee; 2. I am registered with the Scottish F.A. and have my Coach ID number ¹; 3. I am registered with the Scottish F.A. and DO NOT have my Coach ID number ². Below the options are fields for 'COACH ID:', 'Firstname: *', 'Surname: *', 'DOB: *' (with a date format ' / /'), 'Gender: *' (with a dropdown menu), and 'Email Address: *'. A 'CREATE ACCOUNT' button is located at the bottom right of the form. Below the form, there are footnotes: ¹ This can be found on your coach ID card if you have one. and ² We will contact you to confirm your Coach ID. A 'CONTINUE' button is visible at the bottom of the page.

Option 1 – I have NEVER registered with the Scottish FA as a coach or course attendee
If you chose this option you would complete the fields below and an account will be created for you. An automatic email will be sent to you with a password and you can then log into your account and book the course

Option 2 – I am registered with the Scottish FA and have my Coach ID number.
If you choose this option you would complete the fields below and a password will be sent to the email address on your record for you to log in and book the course.

Option 3 – I am registered with the Scottish FA and DO NOT have my Coach ID Number
If you choose this an email you would complete the fields below and a request will be sent to the coaching mailbox and we will confirm your Coach ID Number.

It is important NOT to create a new account if you already have one as your previous qualifications will already be on the system under a different ID number.

You will then be sent a password via email – this can sometimes go to your junk mail.

4. Log back in to <https://www.scottishfalive.co.uk/scottishfa/coaches/>



5. Enter your email address and Password and you will have access to your account.