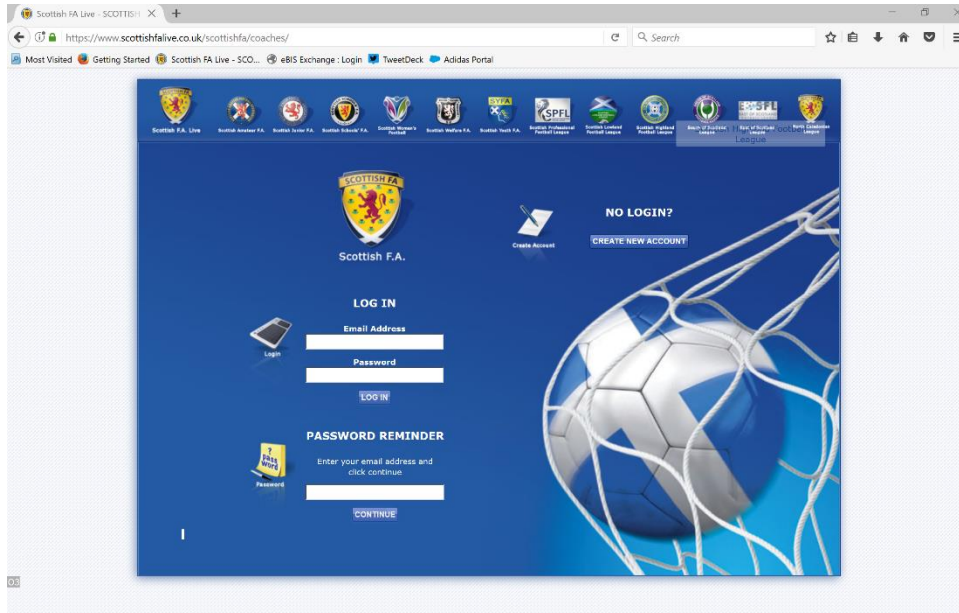


## Creating a Scottish FA Live Account

1. Go to [www.scottishfalive.co.uk/scottishfa/coaches](http://www.scottishfalive.co.uk/scottishfa/coaches)
2. Click on the 'Create New Account' button in the top right corner



3. Please select the option that best matches your case and enter your first name, surname, date of birth, gender and e-mail address. It is vital that you **enter a correct e-mail address** as all correspondence will be via e-mail.

A screenshot of the 'SCOTTISH F.A. - COACH REGISTRATION' form. The form is titled 'SCOTTISH F.A. - COACH REGISTRATION' and contains the following sections:

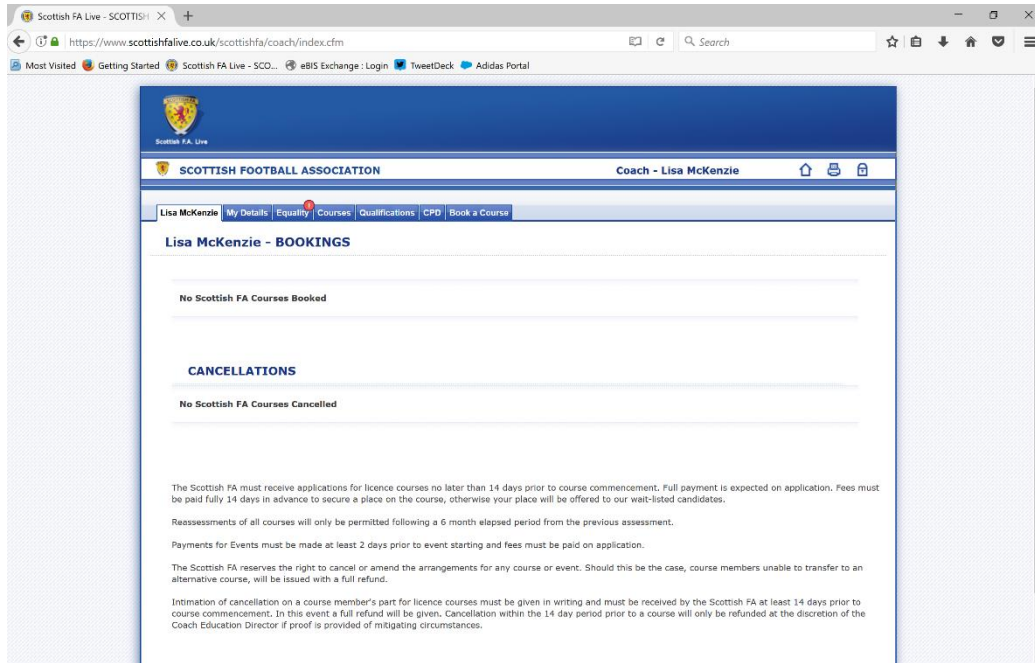
- HAVE YOU EVER ATTENDED A SCOTTISH FA COACHING COURSE? \***
  - 1. I have NEVER registered with the Scottish F.A. as a coach or course attendee
  - 2. I have attended a course with the Scottish F.A. and have my Coach ID number <sup>1</sup>
  - 3. I have attended a course with the Scottish F.A. and DO NOT have my Coach ID number <sup>2</sup>
- COACH ID:** [Text input field]
- Firstname: \*** [Text input field]
- Surname: \*** [Text input field]
- DOB: \*** [Date input field]
- Gender: \*** [Dropdown menu with 'Please select' selected]
- Email Address: \*** [Text input field]

A 'CREATE ACCOUNT' button is located at the bottom right of the form. Below the form, there are footnotes:

- \* Required Fields
- <sup>1</sup> This can be found on your coach ID card if you have one.
- <sup>2</sup> We will contact you to confirm your Coach ID.

A 'CONTINUE' button is visible at the bottom of the page.

4. A message should appear on screen saying you will receive an e-mail with your login details. Once you have received your password, log on to your account. You will be asked to complete security questions before proceeding.
5. You will then be taken to your account page



6. Select the 'My Details' tab, please make sure **your address and contact details are filled out in full**. Please also complete the Data Protection section at the bottom of the screen.

Address	Contact Details
Address: Town: Postcode: Country: United Kingdom	Tel (Home): Tel (Bus): Tel (Mob): Email:
  	  

7. Finally, if you could select the 'Equality' tab and complete a small survey to help the Scottish FA uphold the principles of equality in all aspects of the sport.

If you have any further queries, please contact the South East office on 0131 451 8530, or e-mail [southeast@scottishfa.co.uk](mailto:southeast@scottishfa.co.uk).