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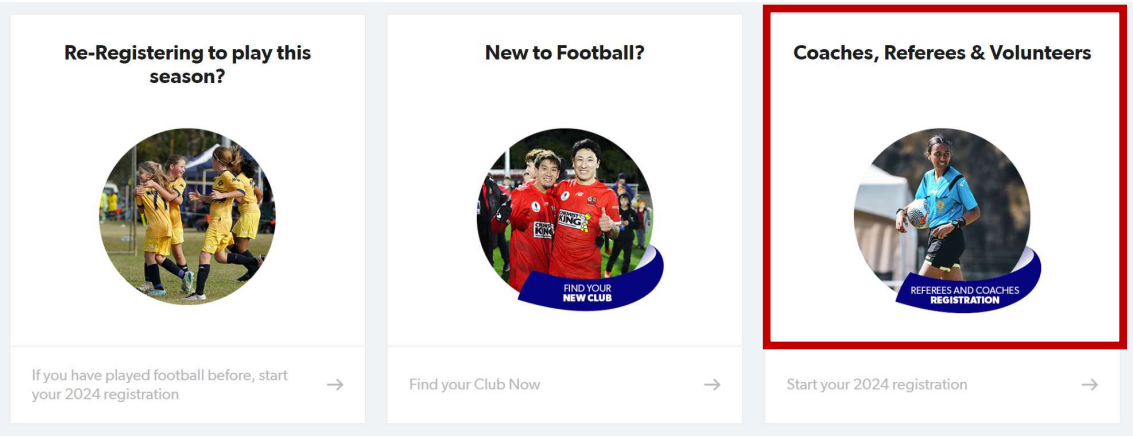
ENROLLING IN COMMUNITY FUTSAL MATCH OFFICAL COURSE

ACCESSING THE LEARNING CENTRE WITH AN EXISTING ACCOUNT

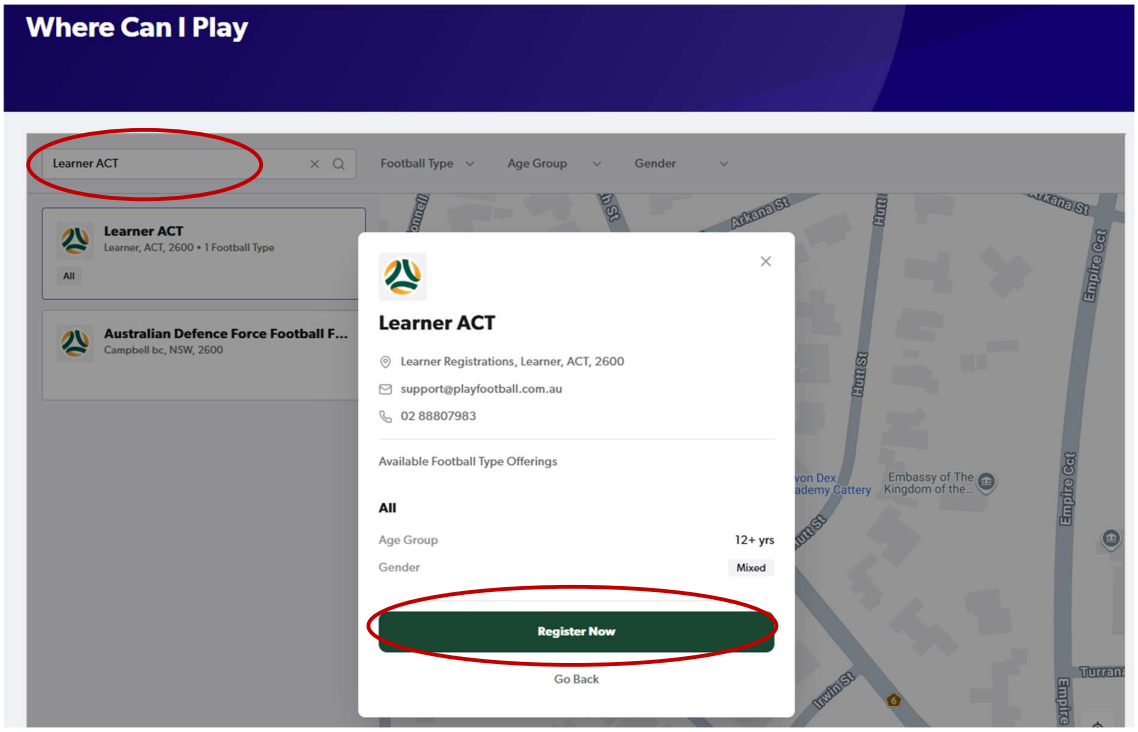
If you have an existing **referee** or **coach** account in the Learning Centre, you can access it by clicking on the *'Learner (Football Account)'* option and login using your PlayFootball credentials.

ACCESSING THE LEARNING CENTRE FOR THE FIRST TIME

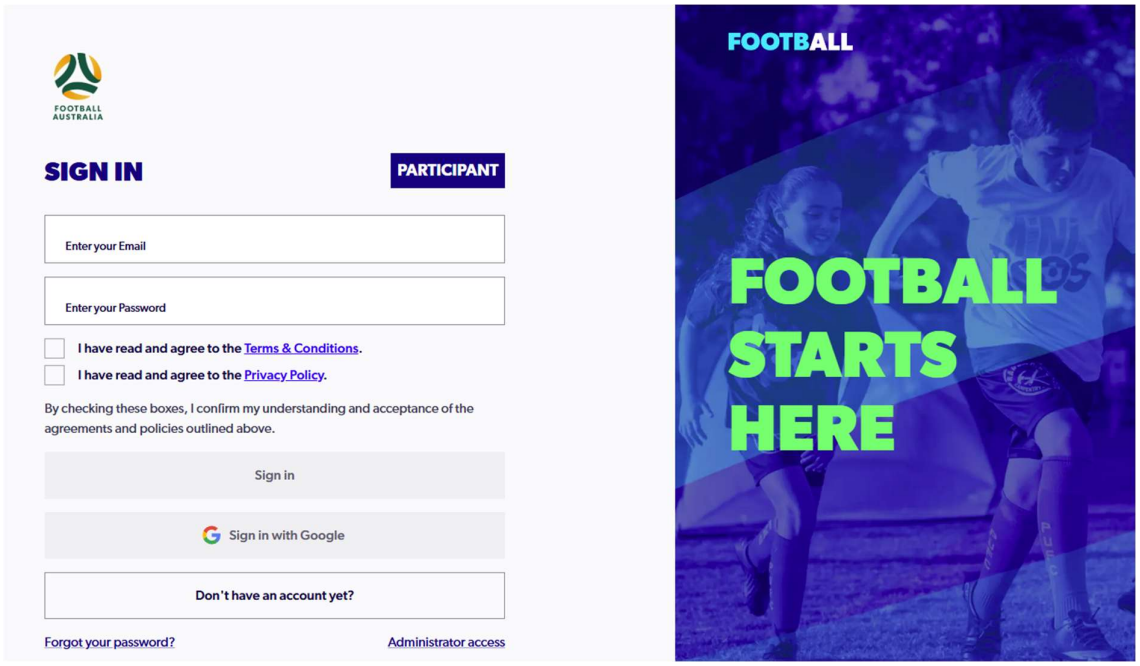
1. Go to PlayFootball, click on *'Coaches, Referees and Volunteers'*



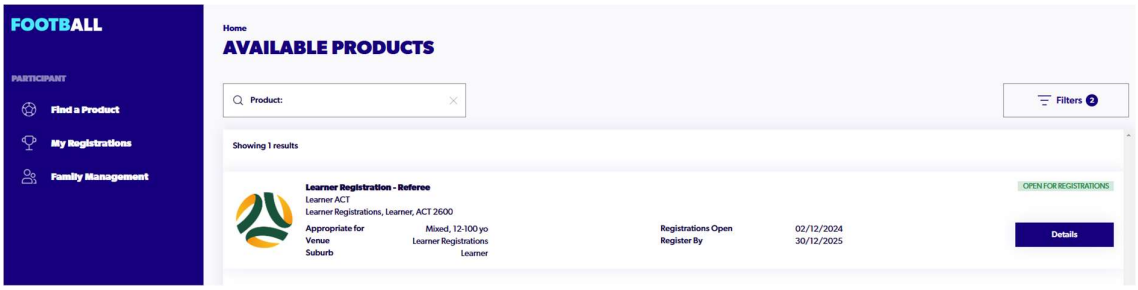
2. Search for *'Learner ACT'* and click *'Register Now'*.



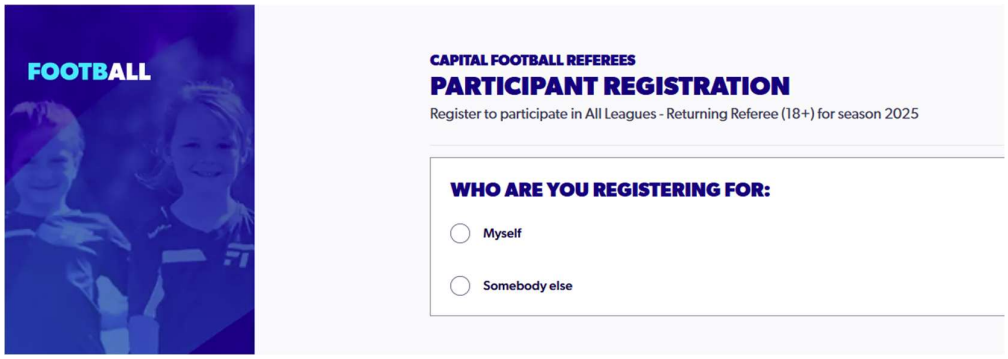
3. You will be directed to the **new** PlayFootball login page – use your existing details, check the boxes and select *'Sign In'*

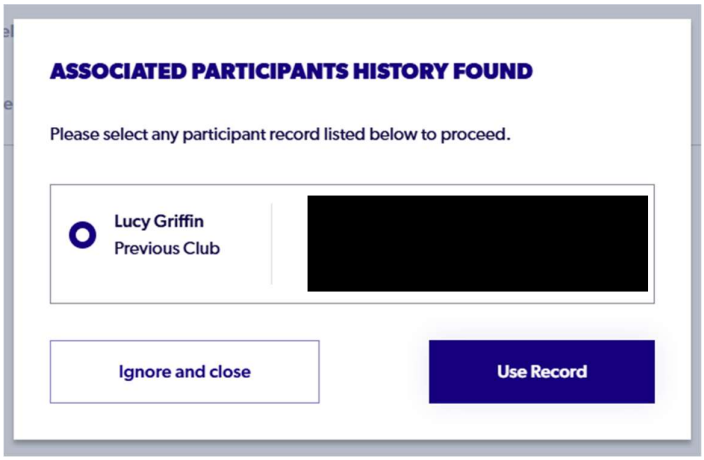


4. Select *'Details'* for the Learner Registration - Referee product, and then select '*Register'* on the next page.

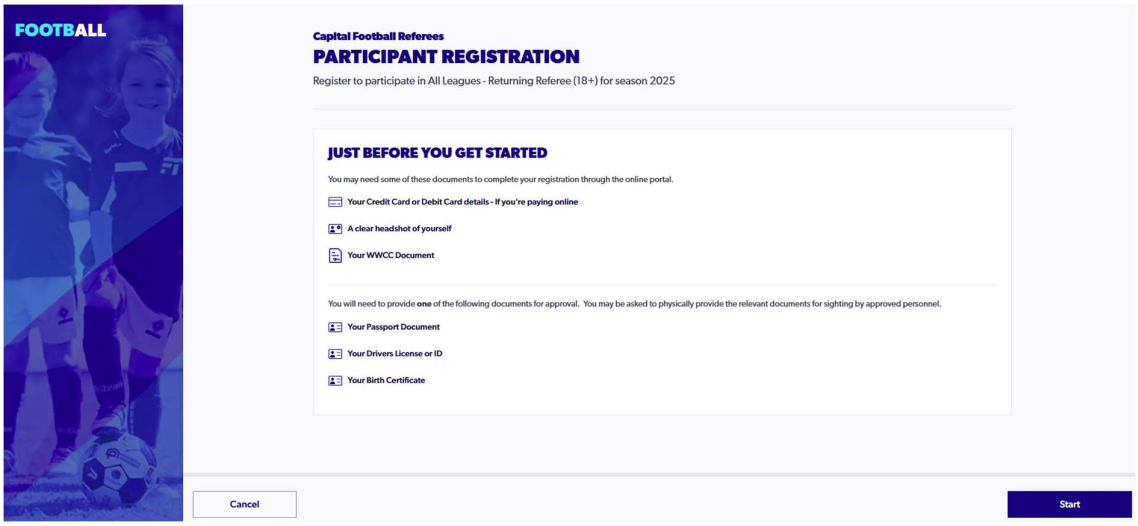


5. Choose if you are registering yourself or someone else associated with your account. You should get a popup with your previous details, select *'Use Record'*.





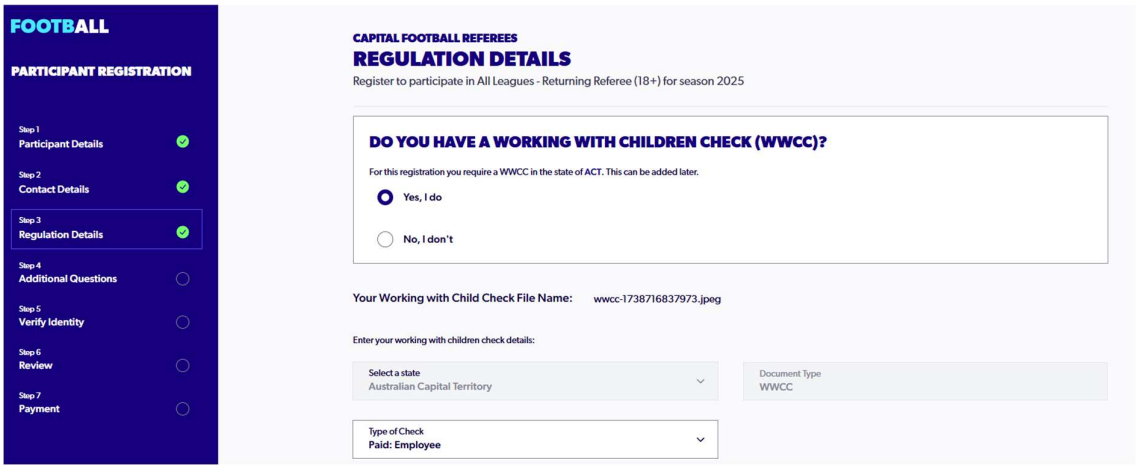
6. Ensure you have all documents ready for registration, this includes a WWVP card (from Access Canberra) for participants aged 16 and older. You will need to have a volunteer check at a minimum.



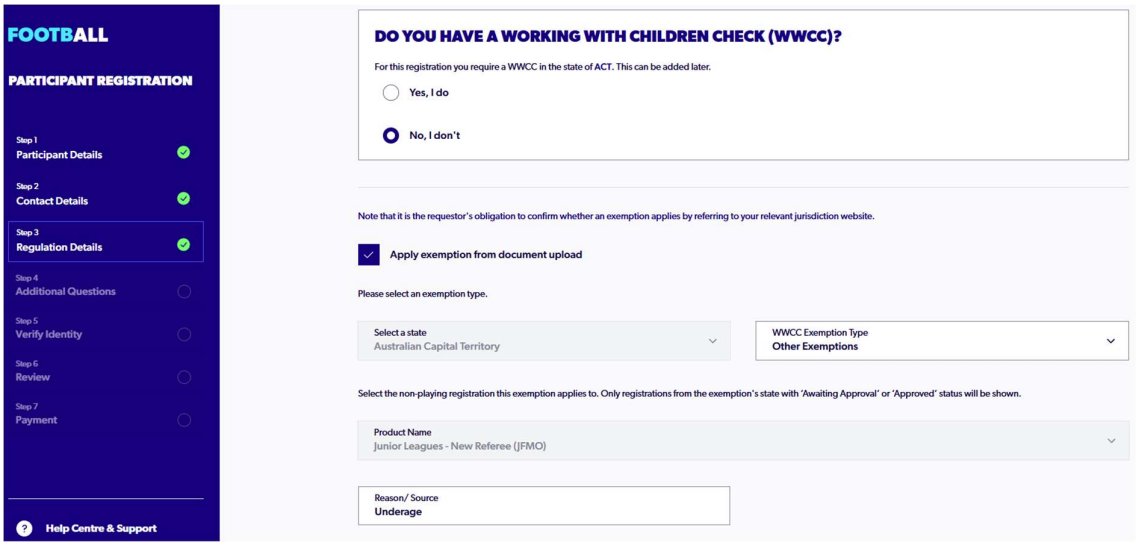
7. Follow the prompts, ensuring that the steps on the left of the screen show green ticks. **No tick means there is required information missing** – you will need to go back to the step with missing information.

NOTE: On Step 3, 'Contact Details' enter the participant's email (not the guardian's). This will be their Football Australia Learning Centre Username

8. **If aged 16+**, enter WWVP details – *you will not be able to register without a WWVP card*
    a. Enter the issue date as five years before the expiry date



9. **If aged U16**, request an exemption by choosing '*Other Exemptions'* for the Type, and put *'Underage'* in the Reason box. You should not need to provide documentation.



10. The registration should be approved within 48 hours of completion. You will receive an email from PlayFootball confirming approval of registration:



11. Within 48 hours of receiving the Learner ACT approval confirmation email, you will receive an onboarding email from the FA Learning Centre with login information and instructions.

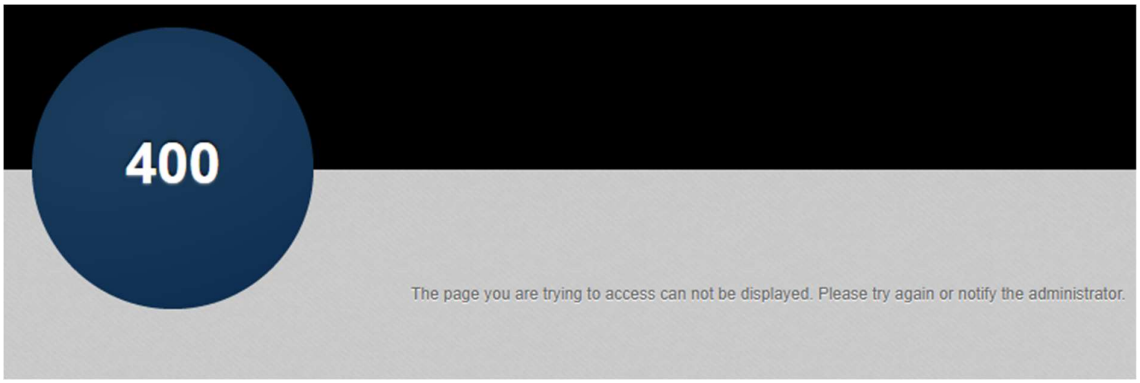
NOTE: If you do not receive an onboarding email, please reach out to learningcentre@footballaustralia.com.au with your FFA number for assistance

Further support articles can be found here

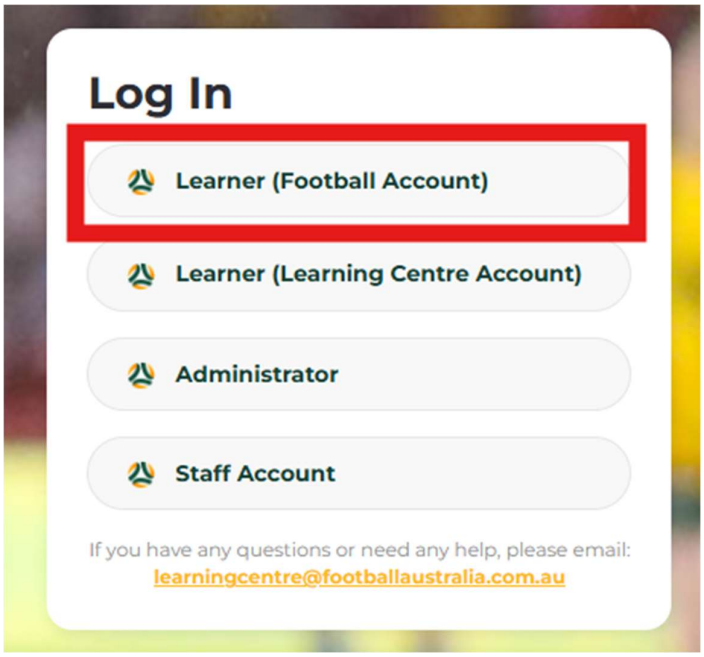
ACCESSING THE LEARNING CENTRE

12. Navigate to the Learning Centre in your browser: https://learn.footballaustralia.com.au/

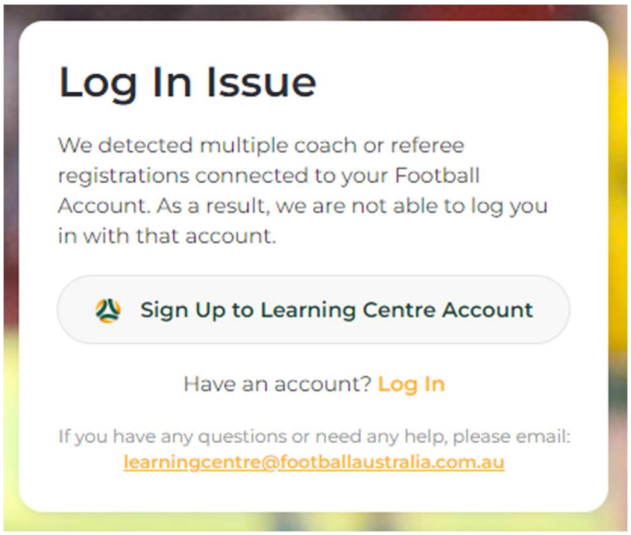
NOTE: You may get an error message (like below), use an incognito or private browser window to get access.



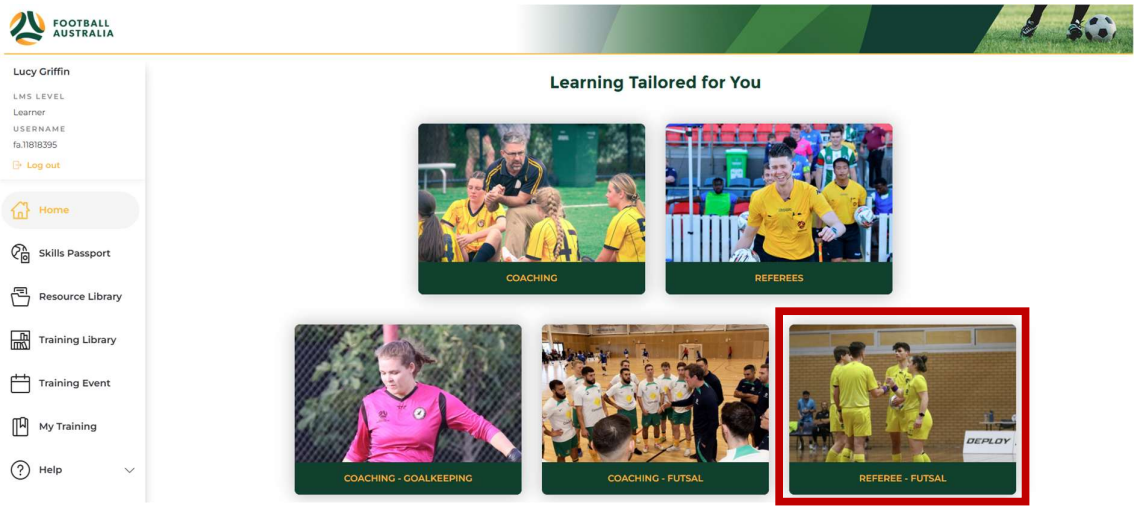
13. Click on the *'Learner (Football Account)'* option and login using your PlayFootball credentials



NOTE: If *'Multiple registrations against account'* error appears on login (see below), please see instructions from this support article.



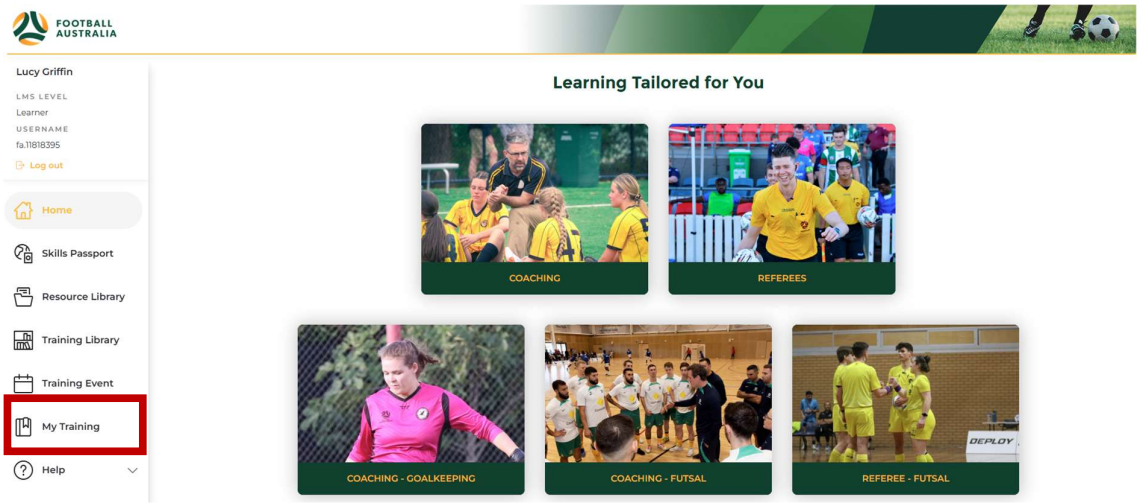
14. Select *'Referee – Futsal'* from the middle of the page



15. Purchase and complete the *'Futsal Laws of the Game & Community Futsal Match Official'* online module.



16. Complete the online modules. You can come back to these at any time by going to 'My Training' in the left-hand menu



17. Once completed, enrol in the *'Community Futsal Match Official Classroom Recap and Practical'*. Select the Practical Session you wish to attend and enrol. You will be sent details on the dates and times for the Classroom Recap component automatically after enrolment. The Classroom Recap and Practical components can be done in any order.



Upon course completion (Online modules, and both Classroom Recap and Practical components done), you will receive an email from the Capital Football Referees Department with instructions of how to register, purchase uniform and get started on matches.

If you have any questions or concerns, please contact Referees@CapitalFootball.com.au