Football House
Unit 2/3 Phipps Close
Deakin ACT 2600
PO Box 50 Curtin ACT 2605
T +61 2 6260 4000
info@capitalfootball.com.au
ABN: 16 413 452 268

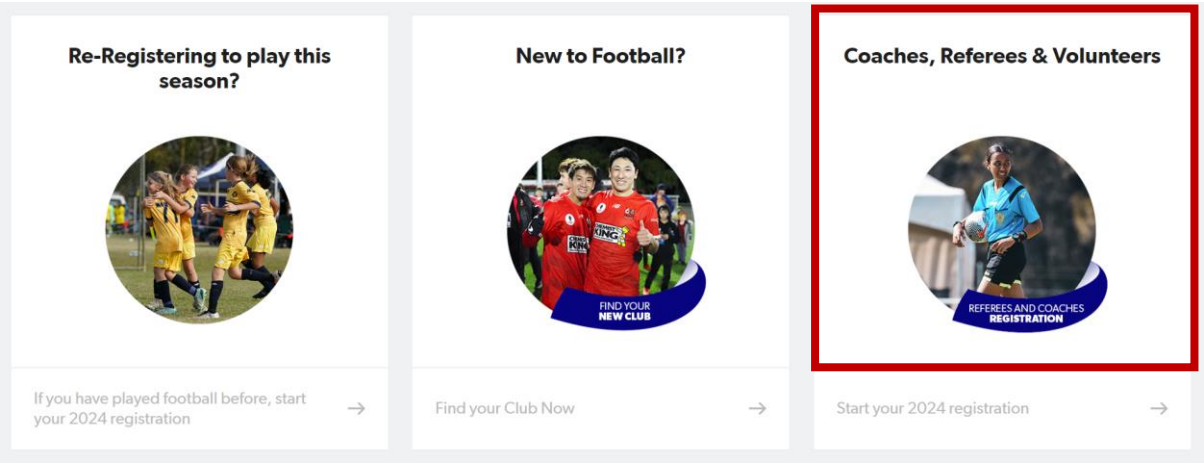
ENROLLING IN JUNIOR FOOTBALL MATCH OFFICIAL COURSE

ACCESSING THE LEARNING CENTRE WITH AN EXISTING ACCOUNT

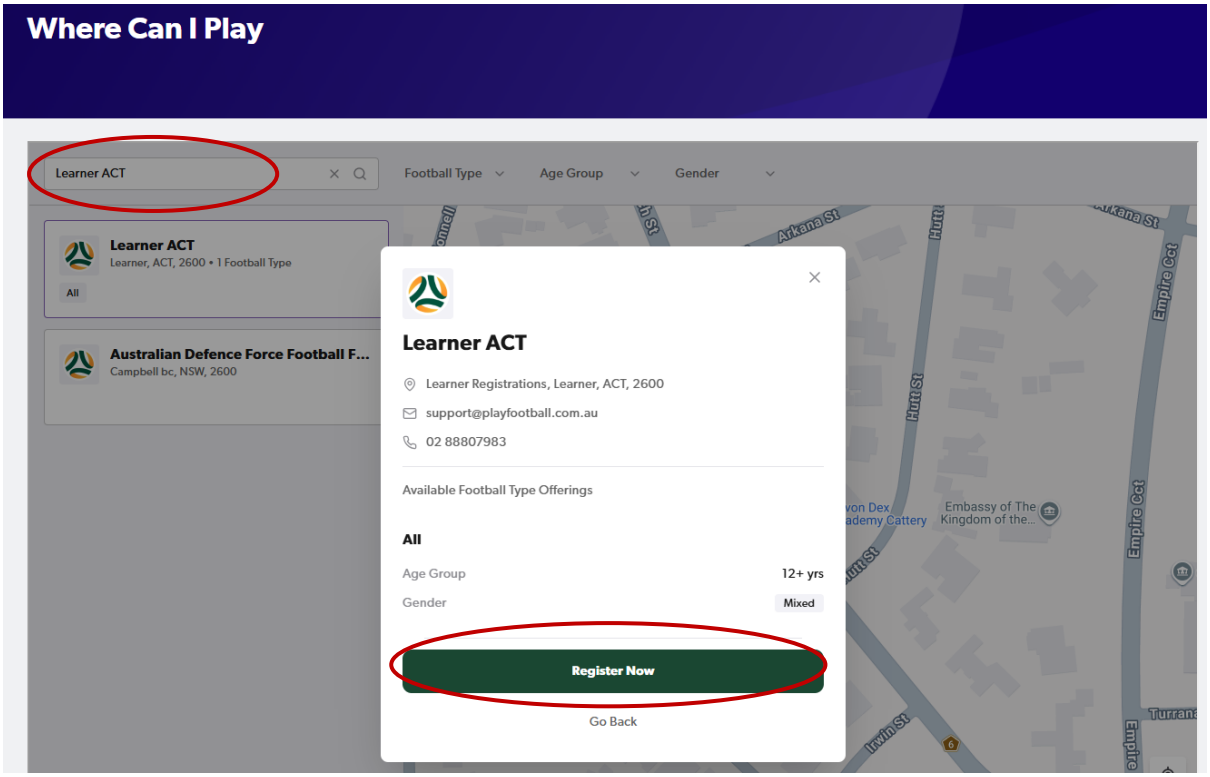
If you have an existing **referee** or **coach** account in the Learning Centre, you can access it by clicking on the *'Learner (Football Account)'* option and login using your PlayFootball credentials and skip to step 12 of this guide.

ACCESSING THE LEARNING CENTRE FOR THE FIRST TIME

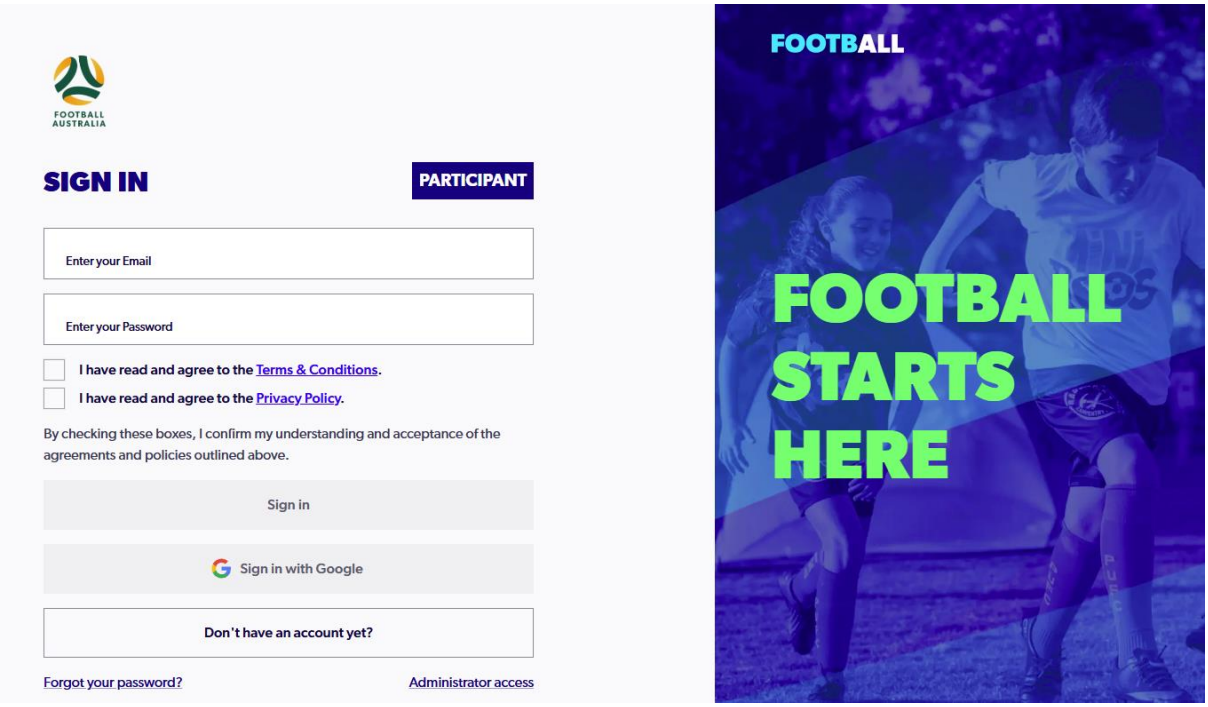
1. Go to PlayFootball, click on *'Coaches, Referees and Volunteers'*



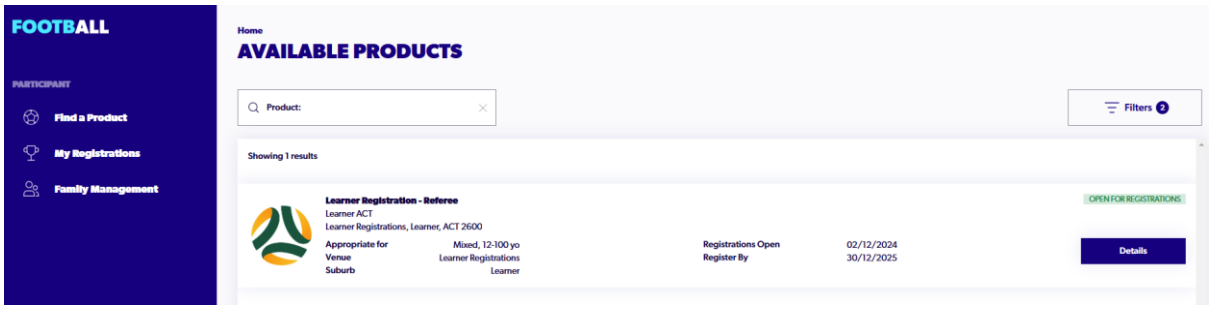
2. Search for *'Learner ACT'* and click *'Register Now'.*



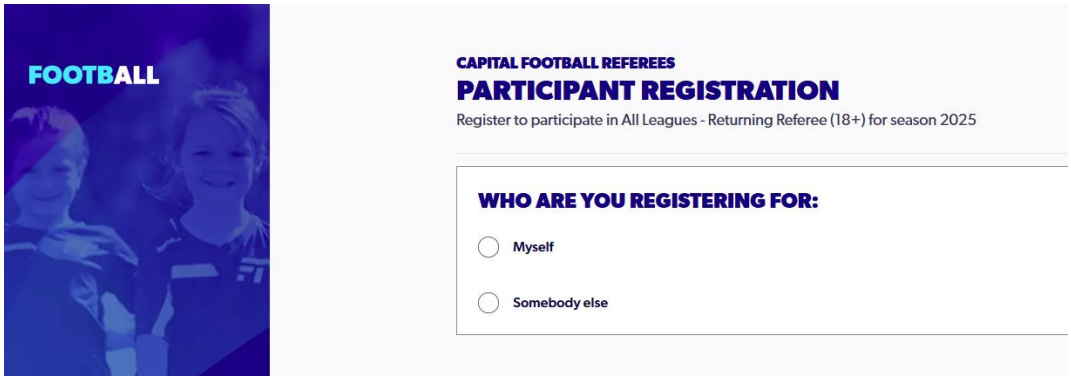
3. You will be directed to the **new** PlayFootball login page – use your existing details, check the boxes and select *'Sign In'*

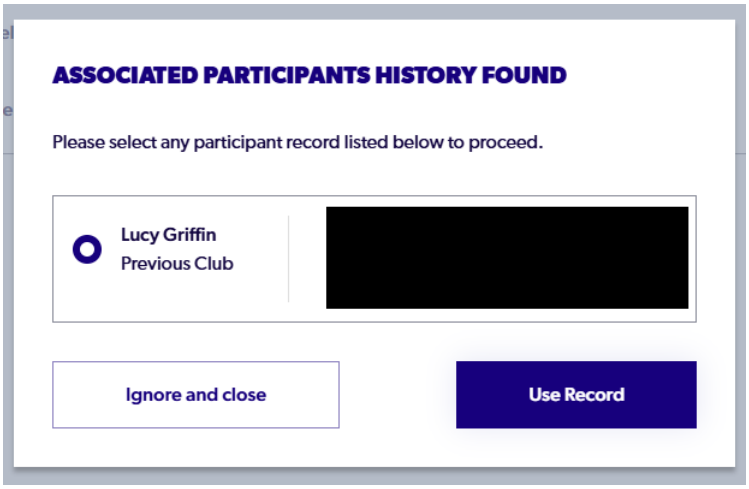


4. Select *'Details'* for the Learner Registration - Referee product, and then select '*Register'* on the next page.

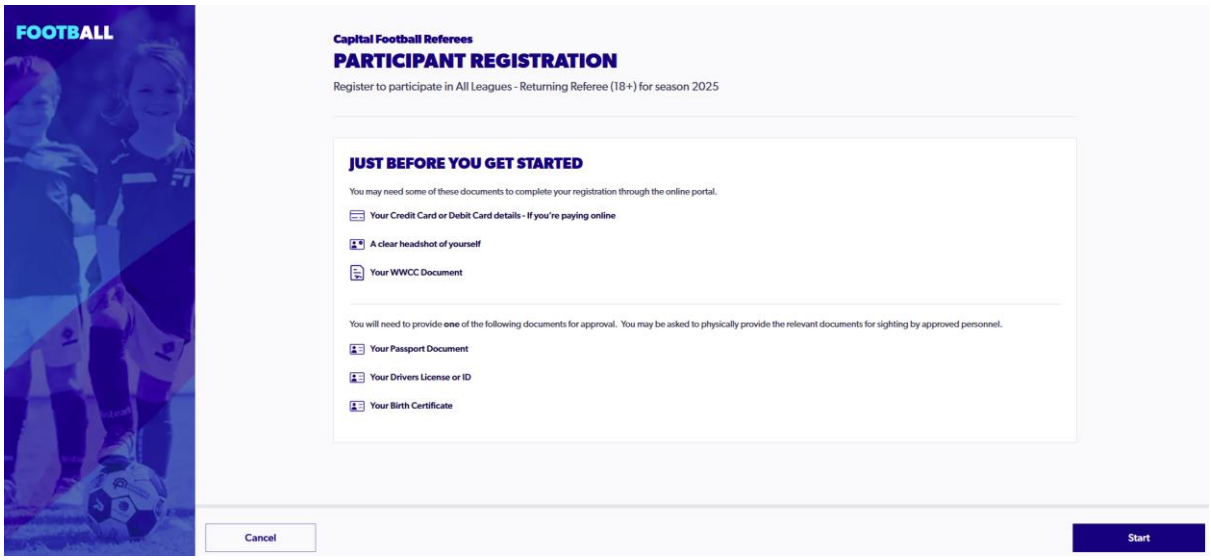


5. Choose if you are registering yourself or someone else associated with your account. You should get a popup with your previous details, select *'Use Record'*.





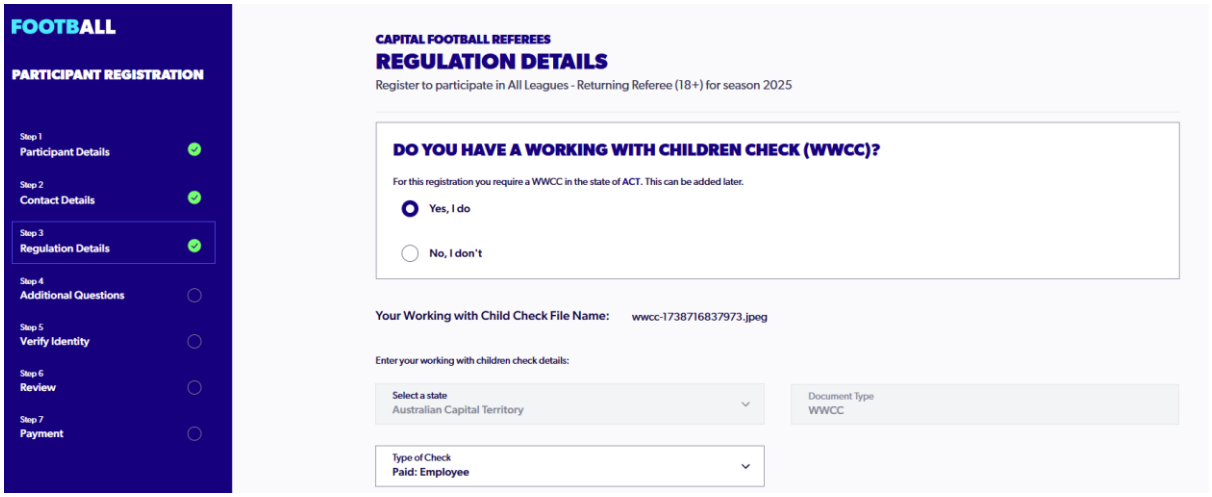
6. Ensure you have all documents ready for registration, this includes a WWVP card (from Access Canberra) for participants aged 16 and older. You will need to have a volunteer check at a minimum.



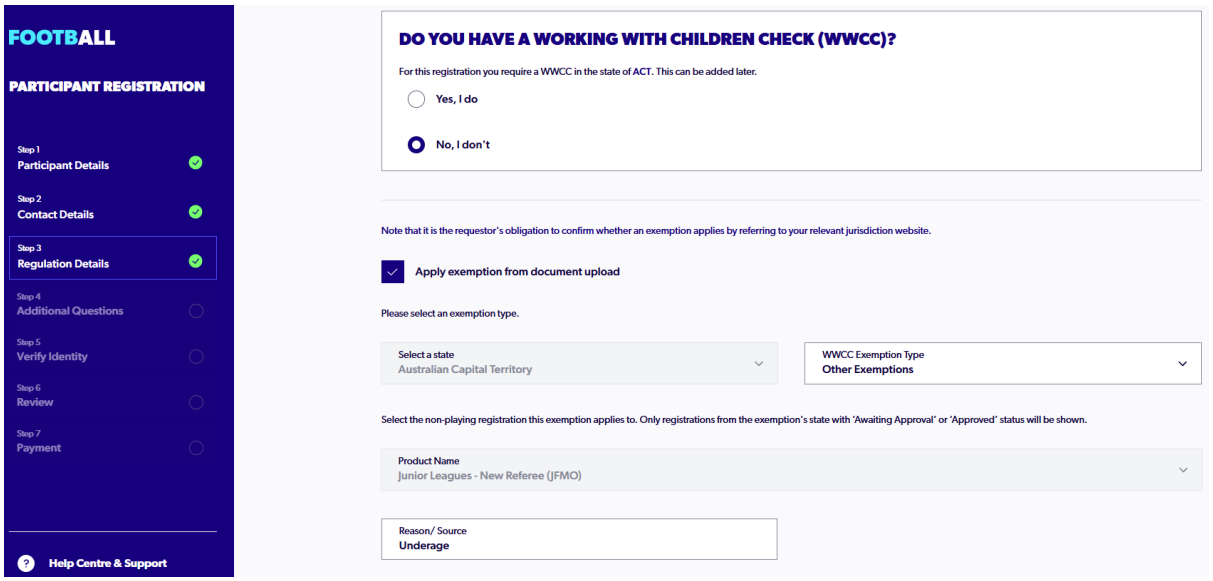
7. Follow the prompts, ensuring that the steps on the left of the screen show green ticks. **No tick means there is required information missing** – you will need to go back to the step with missing information.

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 1-2 business days from 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.

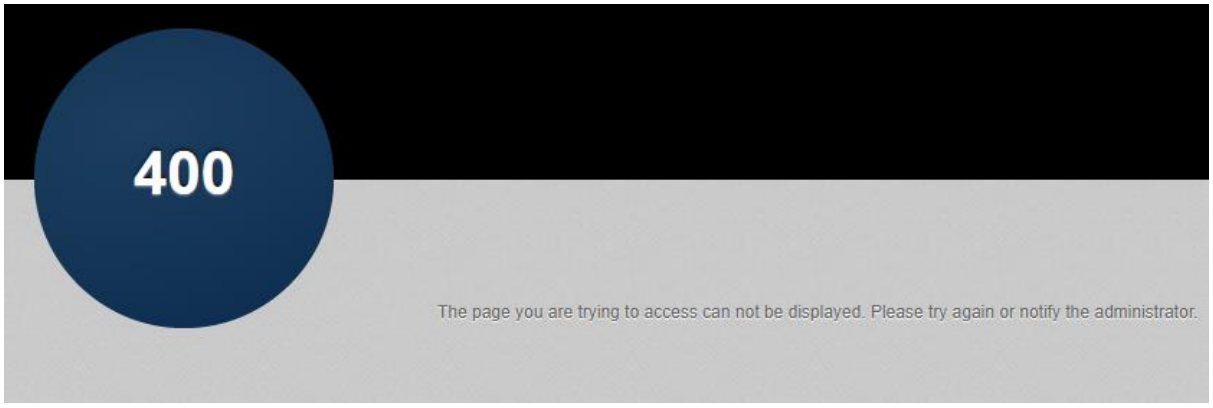
NOTE: If you do not receive an onboarding email, please reach out to learningcentre@footballaustralia.com.au with your FFA number for assistance

Further support articles can be found here

ACCESSING THE LEARNING CENTRE

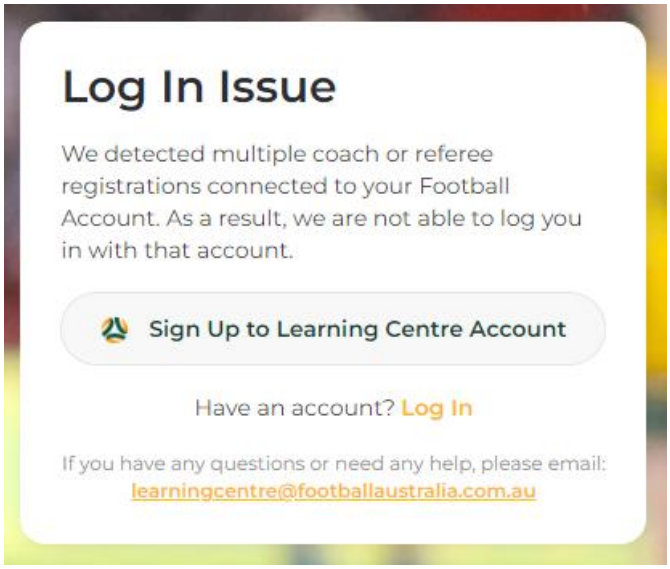
12. Navigate to the Learning Centre in your browser: https://learn.footballaustralia.com.au/

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

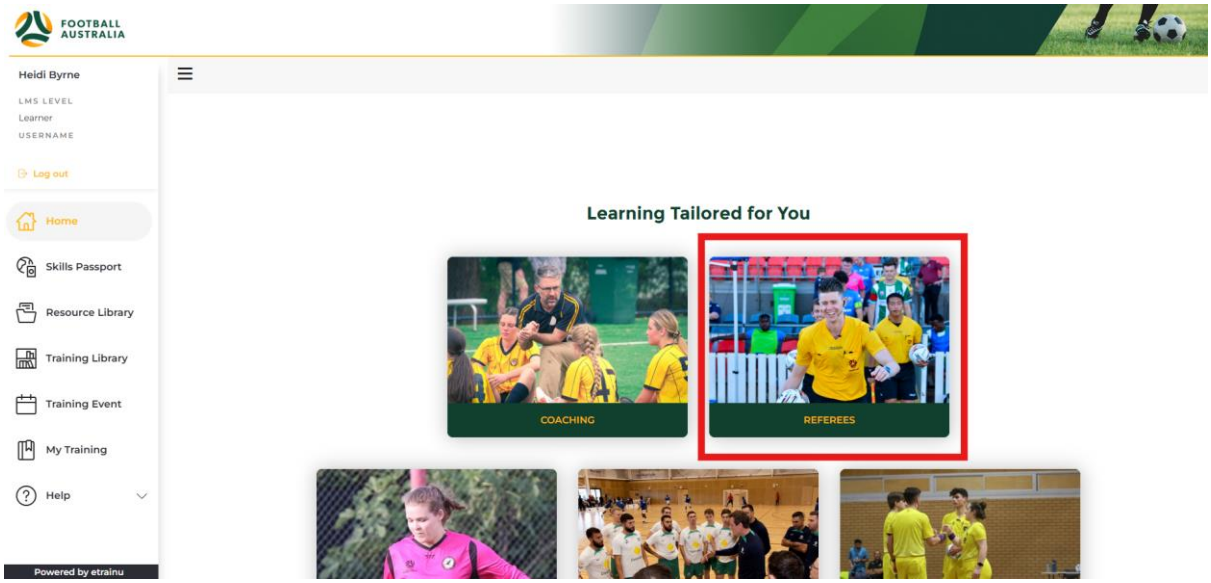


13. Click on the *'Learner (Football Account)'* option and login using your PlayFootball credentials

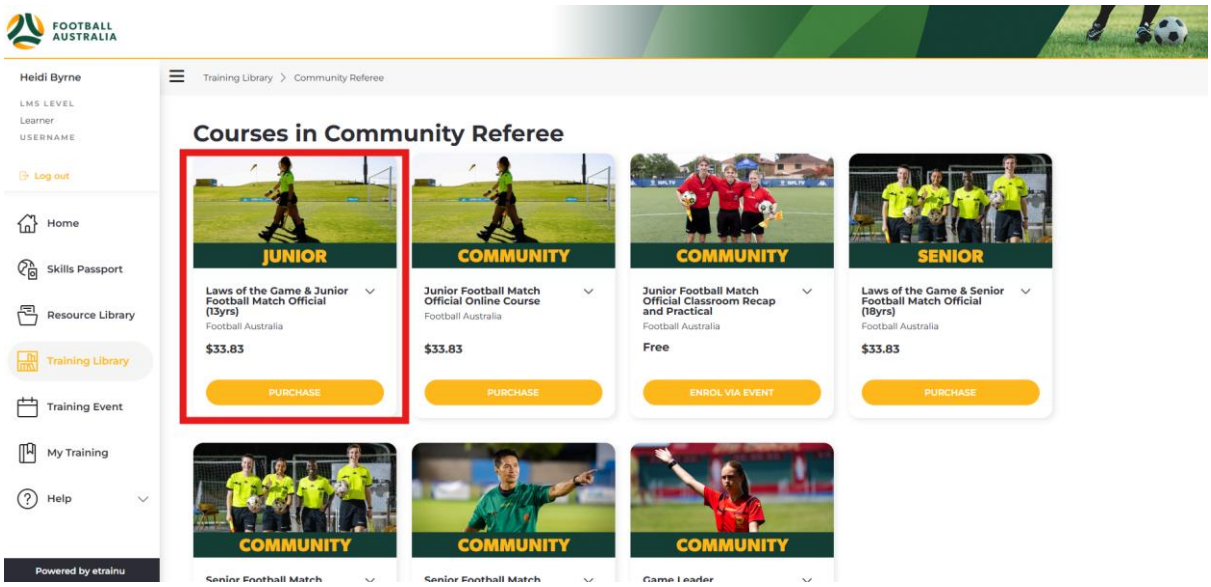
NOTE: If *'Multiple registrations against account'* error appears on login (see below), please see instructions from this support article.



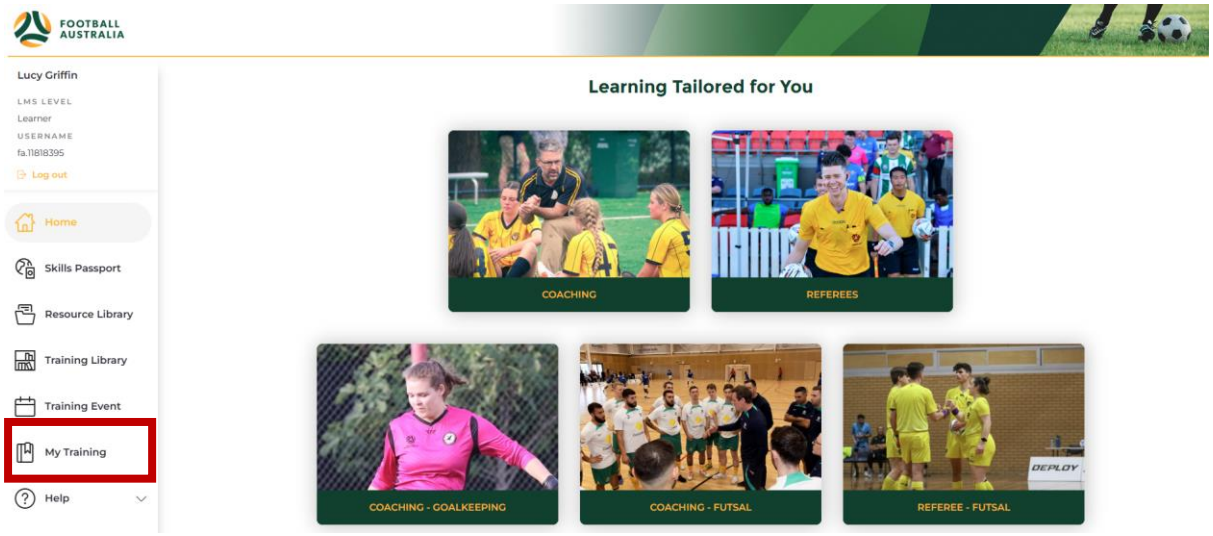
14. Select *'Referees'* from the middle of the screen.



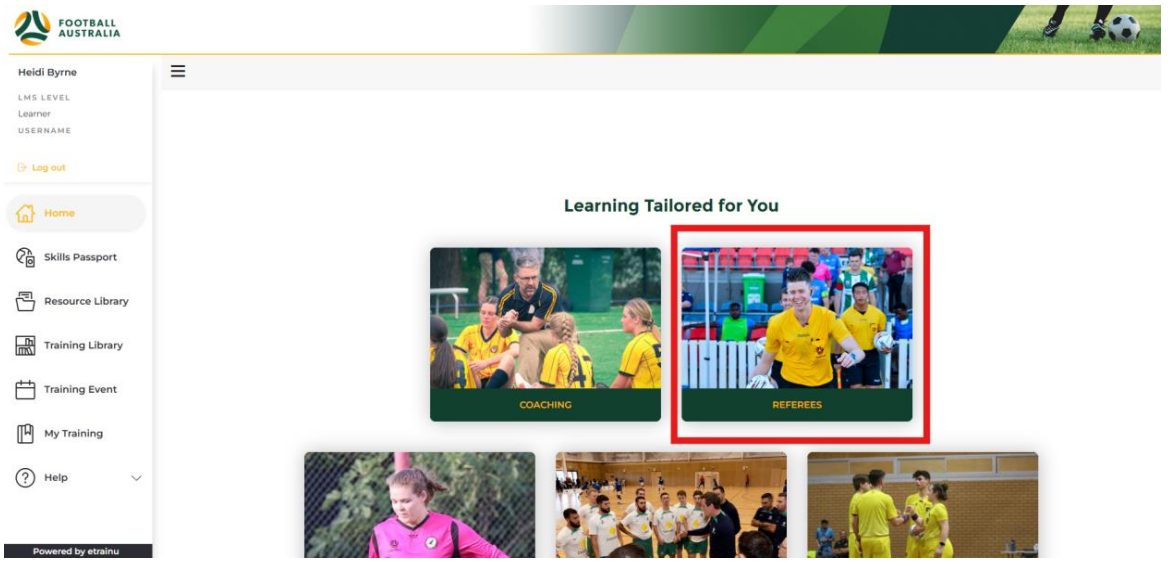
15. Purchase ($33.83) and complete the '*Laws of the Game & Junior Football Match Official (13yrs)*' online course.

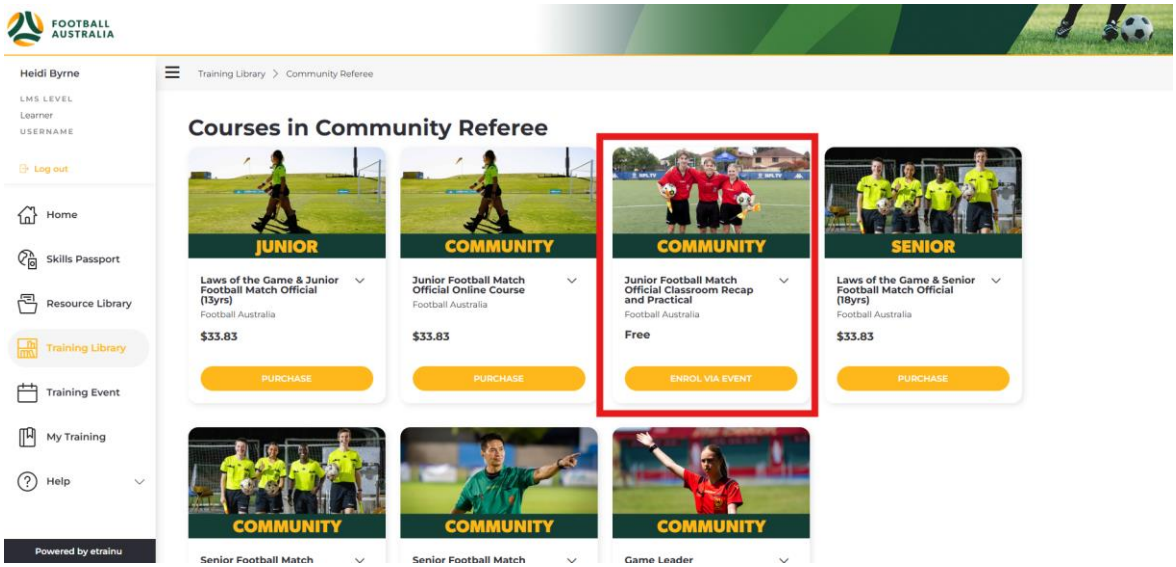


Modules are self-paced, you can come back to these at any time by going to *'My Training'* in the left-hand menu



16. Once the '*Laws of the Game & Junior Football Match Official (13yrs)'* modules are complete, you will be able to register into a practical event. Do this by selecting *'Referee'* on the home page, then '*Enrol via Event*' Under '*Junior Football Match Official Classroom Recap and Practical*'.





The in-person course fee is payable via PlayFootball after the course, as it is bundled with first year referee registration, equipment (flags, whistle, cards), insurance and NFDC - totalling $120. By attending a JFMO course, you agree to register and pay the $120. You will also be required to purchase uniform before taking the field as a referee.

After all course requirements are completed, the Capital Football Referees Department will send you instructions for how to register. You will also receive an information pack detailing the next steps, including registration, accessing Spond, Dribl and RefWhistle, and important competition requirements.

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

PROUDLY SUPPORTED BY ACT Government OPC St John PILA