

GROUP BOOKING FAQs

I am looking to purchase courses on behalf of a club / organisation for more than one person, can I make a group booking via the FAW Coach Education Learning Management System (LMS)?

You can only make a 'bulk order' for the following Level 1 courses:

- FAW Introduction to Coaching Football
- FAW Introduction to Coaching Goalkeepers
- FAW Football Emergency Aid Award
- FAW Safeguarding Awareness Award
- FAW Talent ID Level One

All other courses will require the candidates to apply themselves to ensure all pre-requisite evidence is completed and uploaded as part of the admissions process.

How do I make a Group Booking?

Find the relevant course via the Coach Education LMS you wish to purchase and select the quantity you require.



Complete your billing details and ensure the **“I am purchasing this licence/licences on behalf of someone else”** button is clicked before finalising and clicking **“Place Order”**

Town / City *

County (optional)

Postcode *

Phone

Email address *

☒ I am purchasing this licence/licences on behalf of someone else.

☐ Yes, I would like to sign up for news, information, and special offers from the Football Association of Wales. You can read our Privacy Policy [here](#).

☐ I accept and agree to the [terms and conditions](#) *

☐ I accept and agree to the [cancellation rights](#) *

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

Place order

I have purchased multiple places for a course; how do I allocate these to the relevant coach / staff member?

If you purchased the course, then you can 'send' this to the coach via your account dashboard. Log into your account and go to the 'My Learning' section of your student dashboard (screenshot below of what you should see)

Transferable Courses

Course

Select a course

Recipient

Enter the recipient's email

Transfer

You will then need to add the coaches email address into the Recipient field and select Transfer.

The recipient will then receive an email confirming they have been registered to the the LMS site.

I have allocated a course to the wrong email address; how can I amend this?

If the transferred course has not been accepted, then you can re-allocate the course.

Please follow the below steps if you have made the group booking:

- Go to your Student dashboard
- Select Groups from the top menu choices
- Choose the coach/email address that was sent the invite incorrectly
- Click on actions and cancel the invite

- This will then put the transferable course back into your transfer tab, allowing you to transfer the course to the correct recipient
- Click on transfer, select the course and re-enter the correct recipient's email
- Click transfer to complete

FAW COACH EDUCATION

Dashboard My Learning My Documents **Groups** Contact

CHASE

Groups

Members **Transfer**

Filters

Search (by Name, Email or ID)

Status

Name	Class	Status	Progress	Actions
Sarah Jones	FAW Safeguarding Awareness Area	Not Started	0/11 Modules	Actions Cancel Invite

If the transferred course has not been accepted, then you can re-allocate the course.

If the coach has accepted the course, please contact the Coach Education team on coacheducation@faw.cymru.