

THE PORTAL

Please take this time to log in to your FA account and check you can see your sessions. You will be able to access this using your FAN and password.

If you have forgotten your FAN ID, please follow the instructions provided [here](#).

Following national launch on Wednesday 2 January 2019, you will be able to see how many teams have registered for your sessions, as well as mark attendance and score results on game days.

The platform has the function to message team captains should you have any important information they need to be aware of. Please note this sends a message to all registered captains. Should you have any queries for individual teams, please contact us directly where we will be happy to assist with your query.

BRANDING

Each venue will receive a branding pack which contains a welcome board, staff t-shirts, bunting, stickers and a social media frame. These will be delivered to your registered venue address on the week commencing 21st January 2019. **Should you require these to be delivered elsewhere, or have any important delivery information, please contact us as soon as possible to ensure this reaches you swiftly and safely.**

WEBINARS

The FA, along with Limelight Sports, will be hosting a number of webinars during the lead up to Round 1 to give hints and tips to provide a great tournament. Please see schedule below for these, and ensure you save the dates.

10 December	Webinar 1	Introduction to the FA People's Cup and guide to using Playing Surface
21 January	Webinar 2	Final recruitment drive & operational focus for Round 1
11 February	Webinar 3	Final round 1 specifics

An email with details on how to access each Webinar will be sent out closer to the time of each.

CHECKLIST

Please take this time to ensure the below are in order, so you are ready to host your Round 1 competition;

- Venue booked for hosting dates and time
- Tournament support staff booked and informed over session times and details
- Referees & first aid arrangements confirmed
- Logged in to the portal – all sessions are uploaded as you are expecting

Should you have any concerns at this stage, please don't hesitate to let us know. We would like to ensure all venue details are correct ahead of participant registration opening on **Wednesday 2 January 2019**.

As always, please don't hesitate to contact us via our dedicated venue email – venue.fapeoplescup@thefa.com if you have any queries.

Thank you,

The FA People's Cup team