



## General registration information for online Level 1 FCOCP

### How to register

1. Go to <http://officials.footballcanada.com>.
2. Click on the “**register now**” button on the left hand side of the page.
3. Complete the form by entering your username, first and last name, address, email, etc.
4. Select your local officials association from the drop down list.
  - a. Note: some users are experiencing a compatibility issue registering using Microsoft Internet Explorer. If you experience problems selecting your local association from the drop down menu, please try registering using either Mozilla Firefox or Google Chrome while we pinpoint the issue.
5. Enter the passcode that was provided by your local football association.
6. Once the form is complete, click the “**continue**” button.
7. Once the form has been completed and submitted, you should receive an email with your login credentials.

### How to pay

1. To get into the system, either login with your username or password, or register (see details above or by visiting <http://officials.footballcanada.com>).
2. From the status area, click on “**begin**” to start the Level 1 e-Learning module.
3. You will be taken to a payment page. Click on “**Pay Now**” which will take you to the payment processing area. The cost of the course is **\$39.00**.
4. Once payment completed, click on “**Return to Football Canada Officials**”.
5. You will be taken to the e-Learning module.

### Before you begin

Be sure to complete the entire e-Learning module using the same computer and browser. Your progress is saved through your local computer browser’s cache. Changing computers, browsers or clearing your existing browser’s cache can result in a loss of progress.

### Steps on taking the online FCOCP

1. Complete the registration process and payment.
2. Complete all modules.
3. Complete online exam (passing grade 70%).
4. After passing the exam, click on the button "Mark your assignment as completed".

5. Click on the link "**Click here to register to a clinic in your province**" to register for an on-field evaluation.
6. Register and attend the clinic to complete your certification.

### **Technical assistance**

- If you need technical assistance, please contact Jean-François Lefebvre by e-mail at [development@footballcanada.com](mailto:development@footballcanada.com) or by phone at 613-564-0003 ext. 228.