

Safeguarding Credentials Uploading Guide

To upload **Safeguarding** documents on the GoMembership, please follow the following steps:

Step 1: In the **Menu** dropdown, go to **My Profile**

Step 2: On the profile, click on **Credentials** then click **Add Credentials**

Step 3: From the drop-down list please **Select** the Appropriate Credential and click **Next**

****Note: If your latest Safeguarding 1 is the Online Refresher please select Safeguarding 1 Online Refresher.***

***** Note: In a case of having multiple Safeguarding credentials each will need to be uploaded separately using the steps outlined in this document.***

Step 4: Fill in the details and click **Next**, see example below:

Name: John Newman Safeguarding 1 Online

Source: Online

Provider: Sport Ireland

Start Date: 01/07/2019*

*Date can be found on your cert. For the **Online Refresher** please select the 1st day of the month specified on the cert. e.g. If your refresher cert date is July 2019 please select 01/07/2019. Expiry date will be determined automatically.

Step 5: Click on the **Upload** button and choose a file to upload*

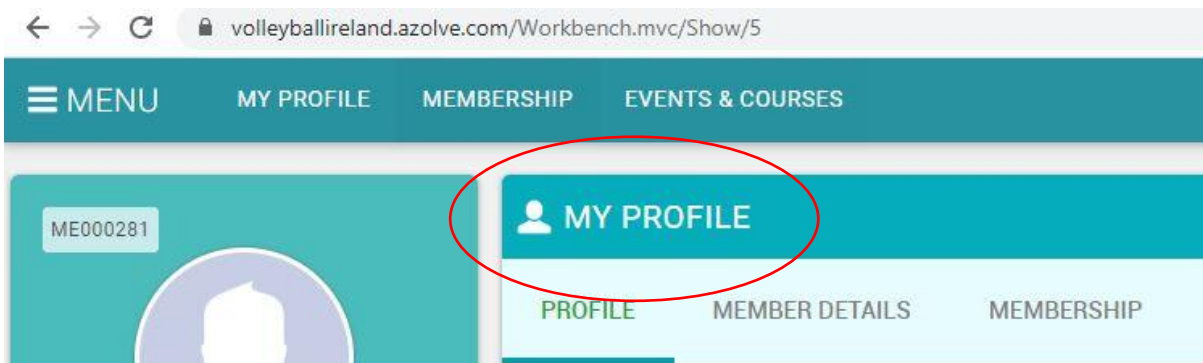
*Please Note that the maximum size of the file is 10mb. It is recommended that you upload your cert in a PDF format.

Step 6: In the **comment box** please write "*Uploaded by (Insert your name)*" then click **Upload**

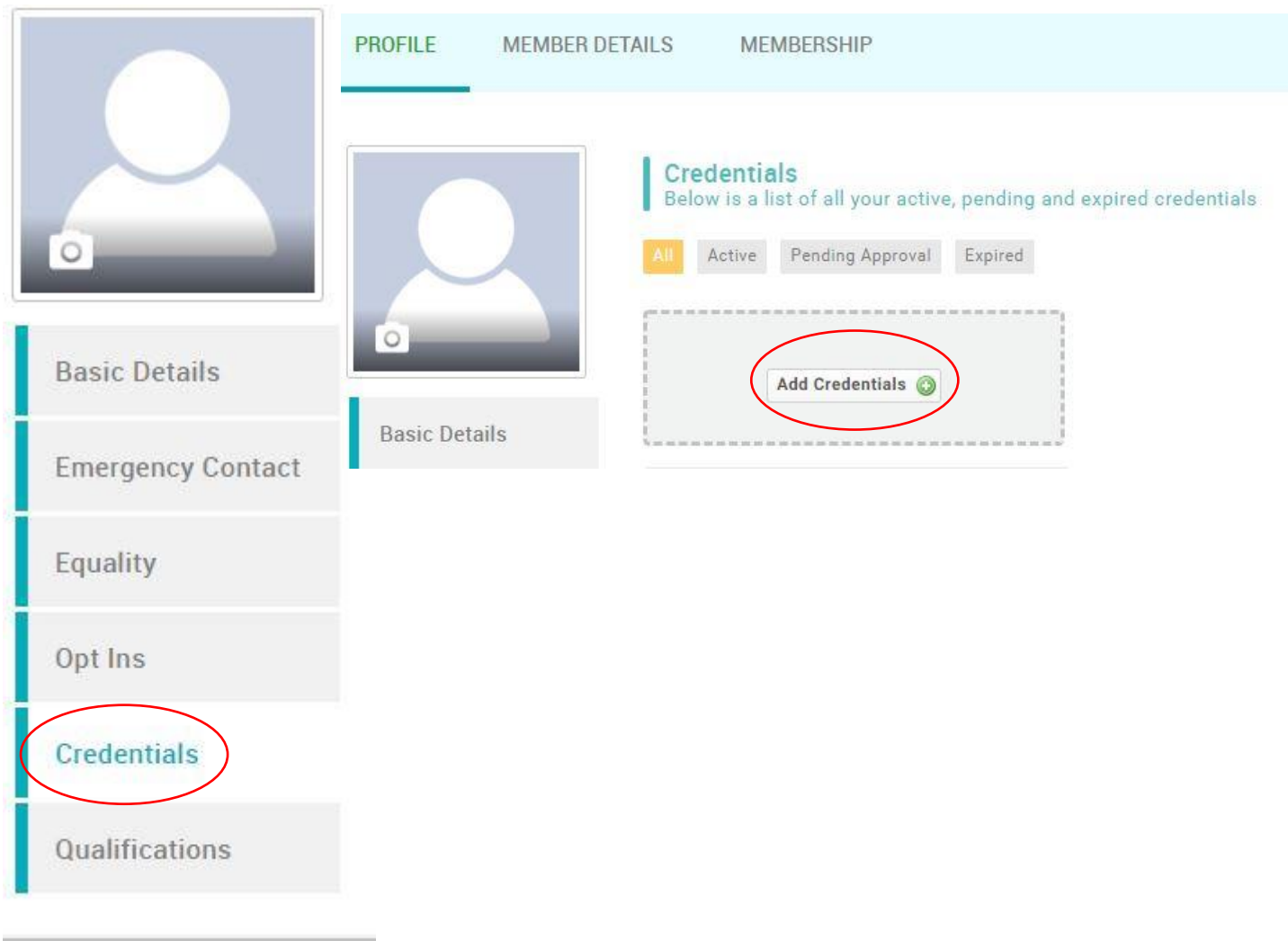
Step 7: Click **Finish**, to upload the cert and finalise the process.

Please use the following visual aids to further assist you in the process

Step 1.



Step 2.



Step 3.

Credential ✕

Step 1
Select a credential from the available list below

Credential *

- Foundation Level Coach
- Level 1 Coach
- Level 2 Coach
- Grade 3 Referee
- Grade 2 Referee
- Grade 1 Referee
- National Referee
- International Referee
- Sport Ireland Anti-Doping Cert
- Garda Vetting
- Safeguarding 1 Child Welfare & Protection Basic Awareness Workshop
- Safeguarding 2 Club Children's Officer (C.C.O.) Workshop
- Safeguarding 3 Designated Liaison Person (D.L.P.) Workshop
- Safeguarding 1 Online Refresher

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Step 4.

Credential ✕

Step 2
Please complete the following details

Safeguarding 1 Child Welfare & Protection Basic Awareness Workshop

Name: *

Source: *

Provider: *

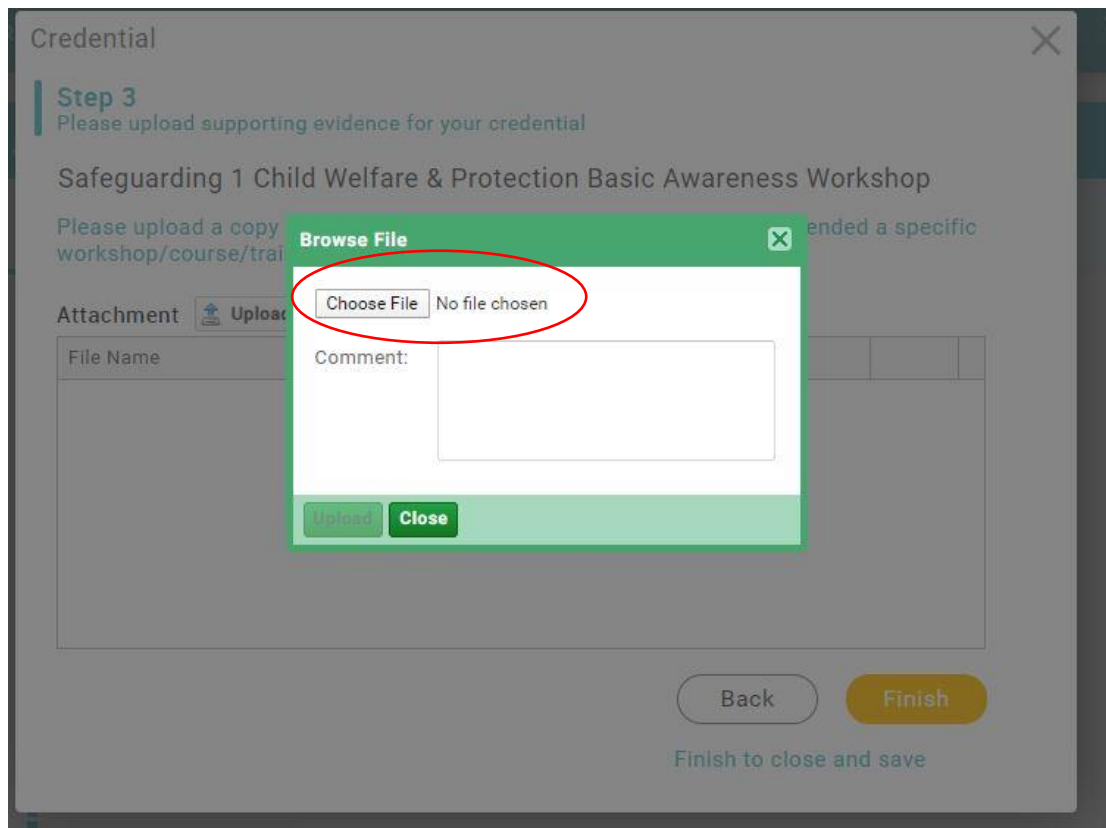
Start Date: *

Expiry Date: *

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Step 5.



Step 6.

