

Garda Vetting Credentials Uploading Guide

To upload **Garda Vetting** 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 Garda Vetting**, and click **Next**

Step 4: Fill in the details, Provider of the cert is **Volleyball Ireland** and the date can be found on your Garda Vetting letter in the top right corner.

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

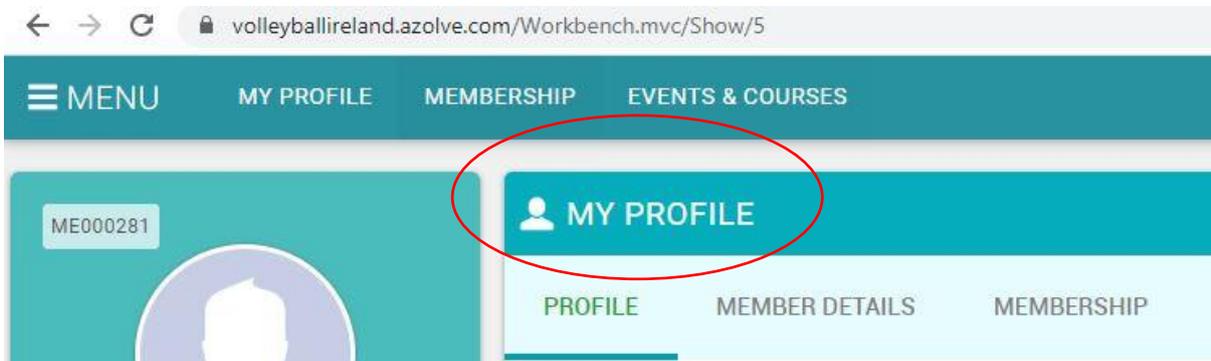
*Please Note that the maximum size of the file is 10mb. It is recommended that you upload your letter in a PDF format.

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

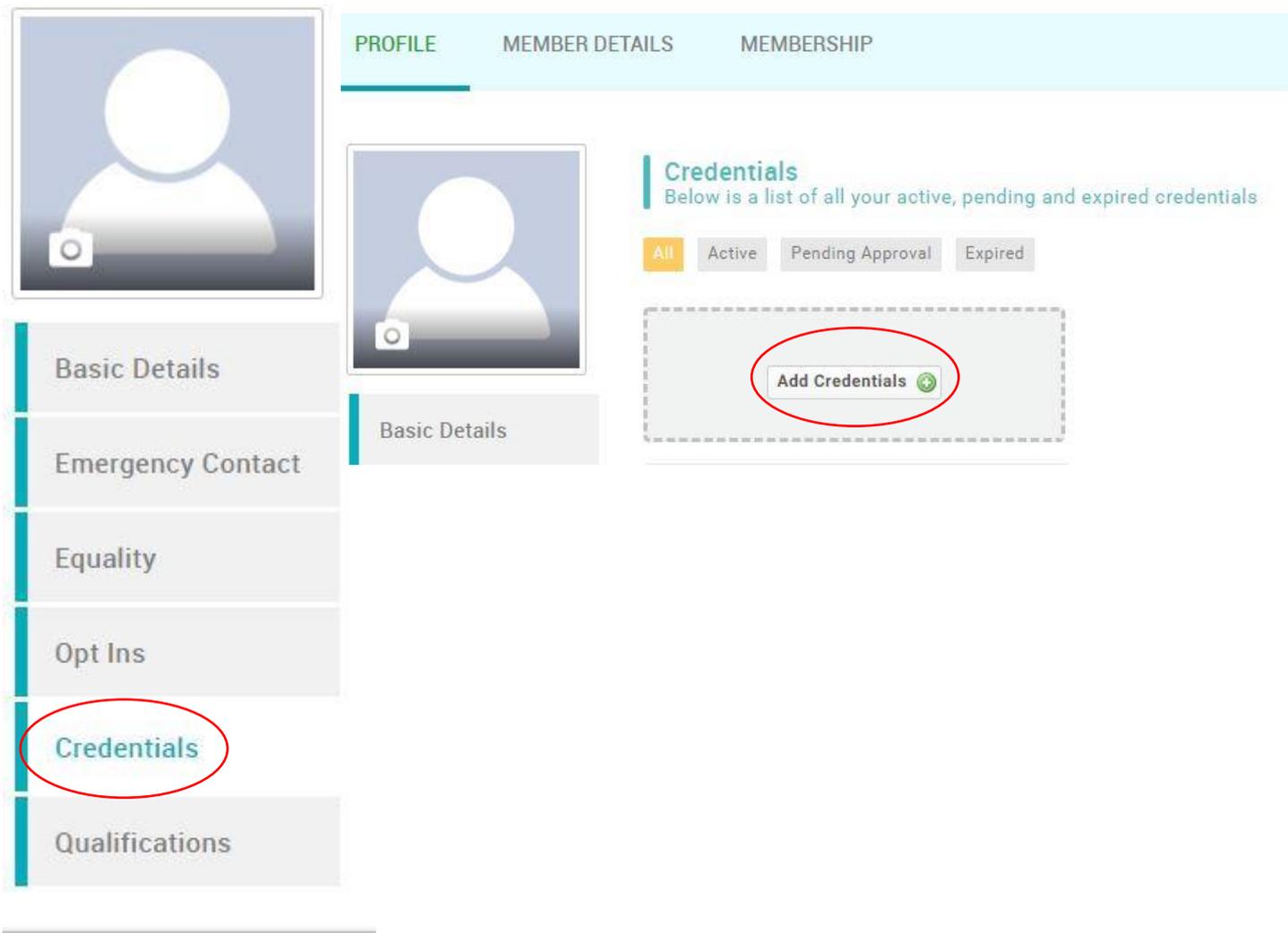
Step 7: Click **Finish**, to upload the cert and finalise the process.

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

[Next](#)

Next to credential details

Step 4.

Credential ✕

Step 2
Please complete the following details

Garda Vetting

Provider *

Start Date *

Expiry Date *

[Back](#) [Next](#)

Next to supporting evidence

Step 5.

Credential

Step 3
Please upload supporting evidence for your credential

Safeguarding 1 Child Welfare & Protection Basic Awareness Workshop

Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.

Attachment Upload

File Name

Comment:

Choose File No file chosen

Upload Close

Back Finish

Finish to close and save

Step 6.

Credential

Step 3
Please upload supporting evidence for your credential

Garda Vetting

Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.

Attachment Upload

File Name	Comment	
M_Naumczyk.pdf	Uploaded by Mateusz Naumczyk	

Back Finish

Finish to close and save