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.

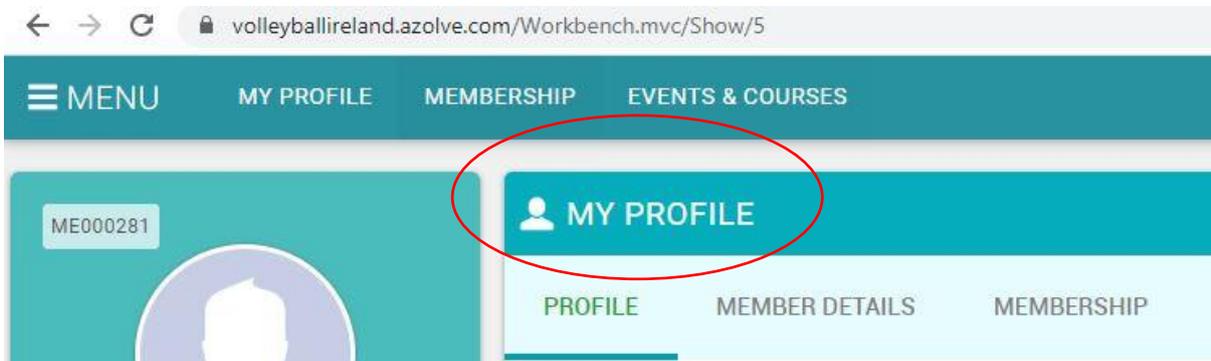**Step 5:**   Click on the **Upload** button and choose a file to upload*

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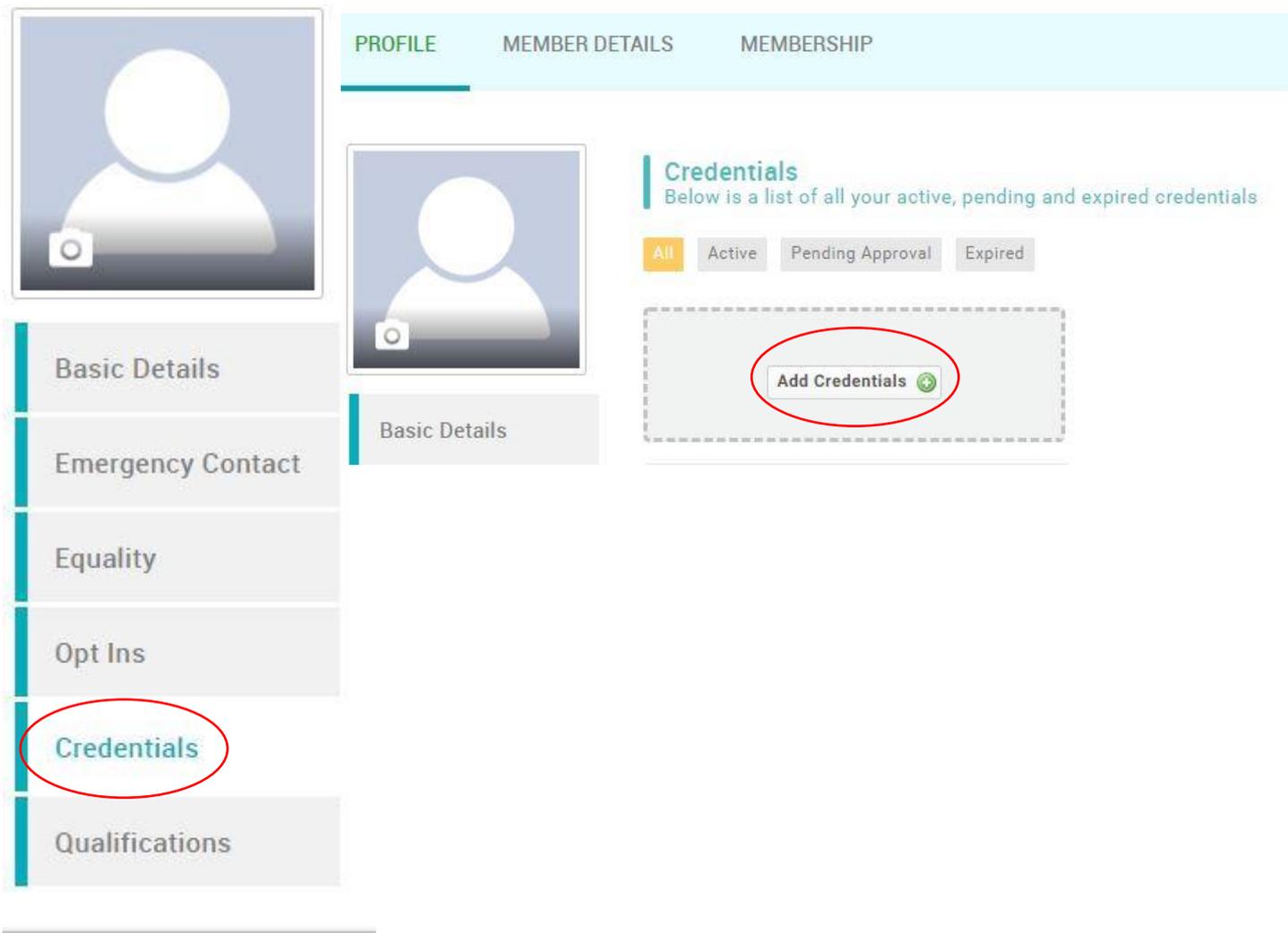
Step 7:   Click **Finish**, to upload the cert and finalise the process.

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

Step 1.

Step 2.

Step 3.

Step 4.

Step 5.

Credential   ✕

Step 3
Please upload supporting evidence for your credential

Safeguarding 1 Child Welfare & Protection Basic Awareness Workshop

Please upload a copy ~~ended a specific
workshop/trai~~

Attachment   Uplo~~ad~~

Browse File   ☒
Choose File   No file chosen
Comment:

Upload Close

File Name

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