



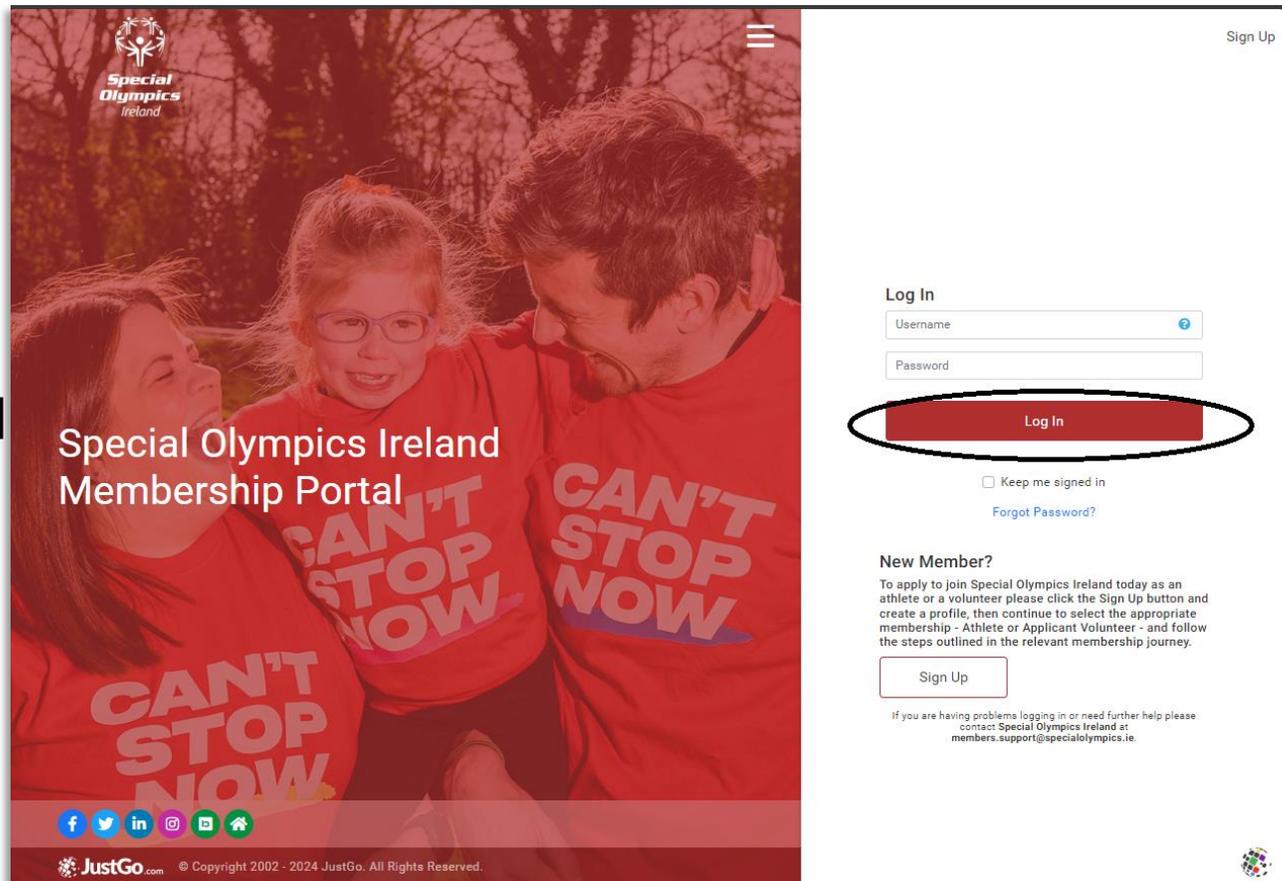
Special Olympics
Ireland

How do I upload my Medical Qualification?

This guide will cover:

- How to log in
- How to upload my medical qualification, if I wish to volunteer in a medical role

Log into your JustGo account using your membership id/username and password



The screenshot shows the Special Olympics Ireland Membership Portal. The header features the Special Olympics Ireland logo and a hamburger menu icon. The main content area has a background image of a family (a woman, a young girl with glasses, and a man) wearing red t-shirts that say "CAN'T STOP NOW". The text "Special Olympics Ireland Membership Portal" is overlaid on the image. At the bottom of the image are social media icons for Facebook, Twitter, LinkedIn, Instagram, YouTube, and a home icon. The footer includes the JustGo.com logo and the text "© Copyright 2002 - 2024 JustGo. All Rights Reserved."

Special Olympics Ireland

Special Olympics Ireland
Membership Portal

Sign Up

Log In

Username

Password

Log In

Keep me signed in

[Forgot Password?](#)

New Member?

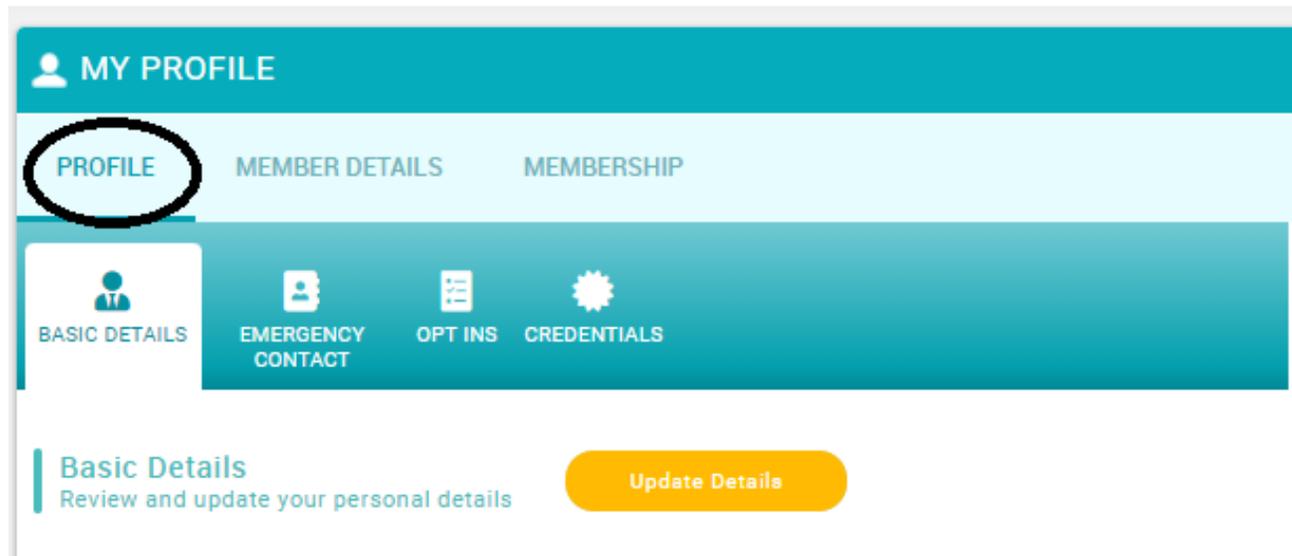
To apply to join Special Olympics Ireland today as an athlete or a volunteer please click the Sign Up button and create a profile, then continue to select the appropriate membership - Athlete or Applicant Volunteer - and follow the steps outlined in the relevant membership journey.

Sign Up

If you are having problems logging in or need further help please contact Special Olympics Ireland at members.support@specialolympics.ie.

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Once logged in, click on the
'Profile' tab



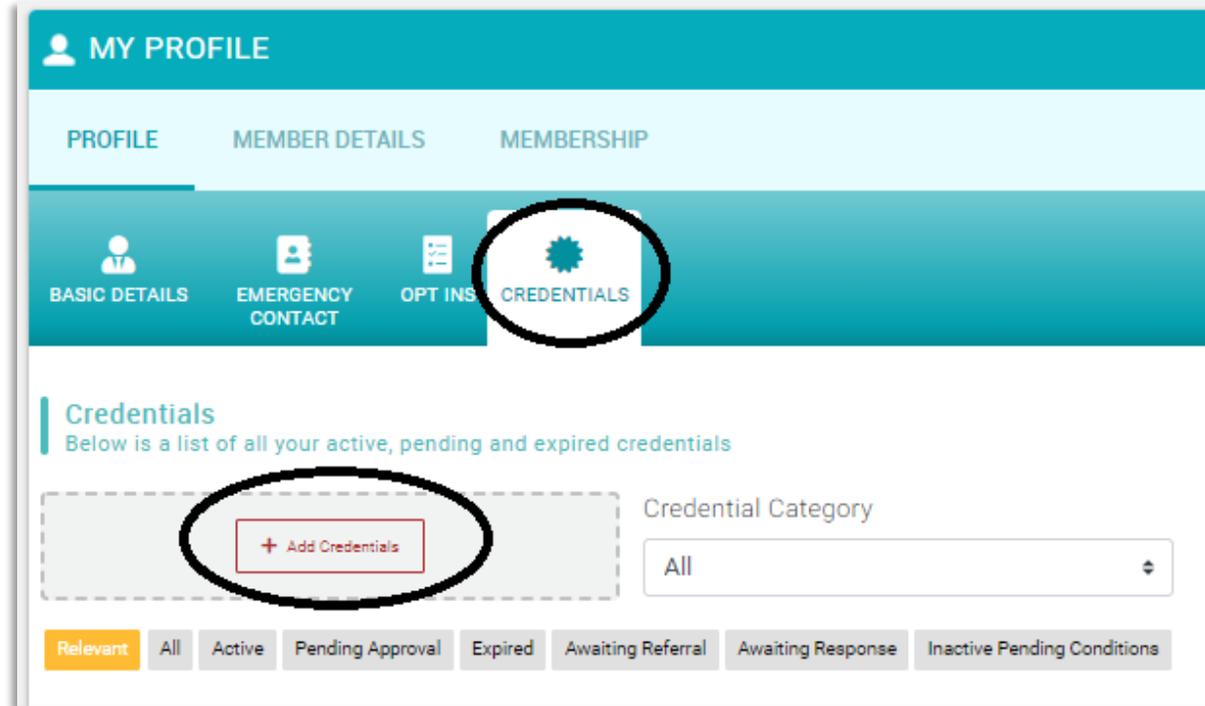
MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Basic Details
Review and update your personal details [Update Details](#)

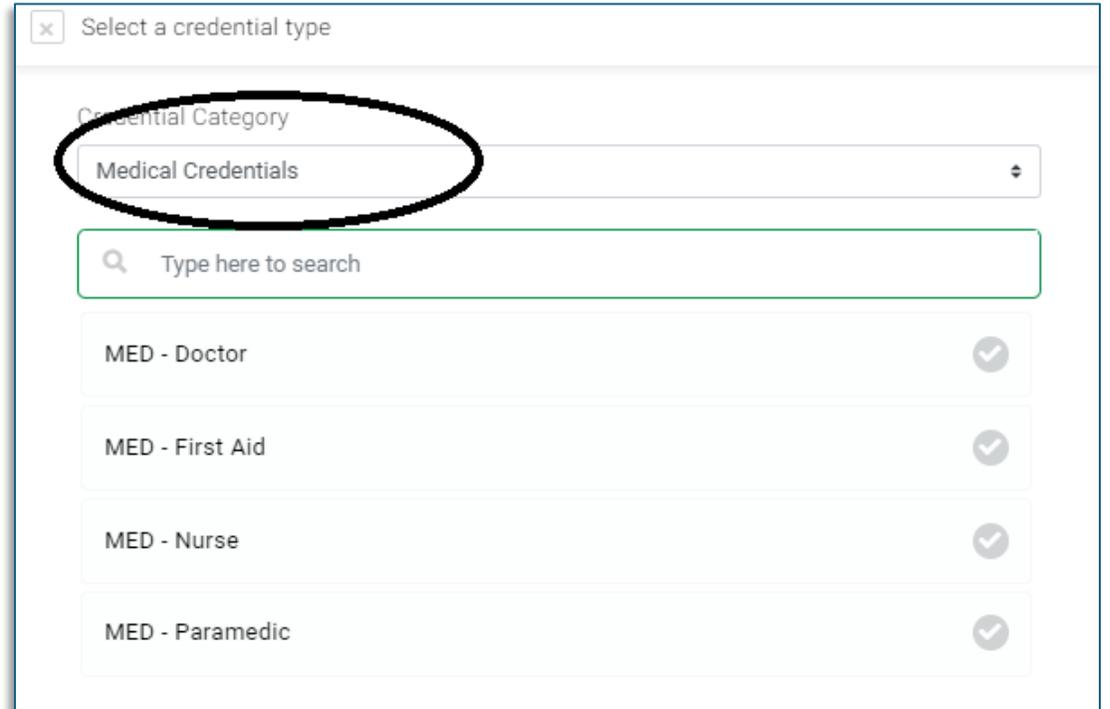
Click on the **‘Credentials’** tab
and select **‘Add Credentials’**



The screenshot displays the 'MY PROFILE' interface. At the top, there are three tabs: 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these, a row of icons represents different profile sections: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' tab is circled in black. Below the navigation bar, the 'Credentials' section is titled 'Credentials' with a subtitle 'Below is a list of all your active, pending and expired credentials'. A dashed box highlights a '+ Add Credentials' button, which is also circled in black. To the right of this button is a 'Credential Category' dropdown menu set to 'All'. At the bottom, there is a filter bar with buttons for 'Relevant', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'.

Select **'Medical Credentials'**
under Credential Category

Then choose the appropriate
qualification



Select a credential type

Credential Category
Medical Credentials

Type here to search

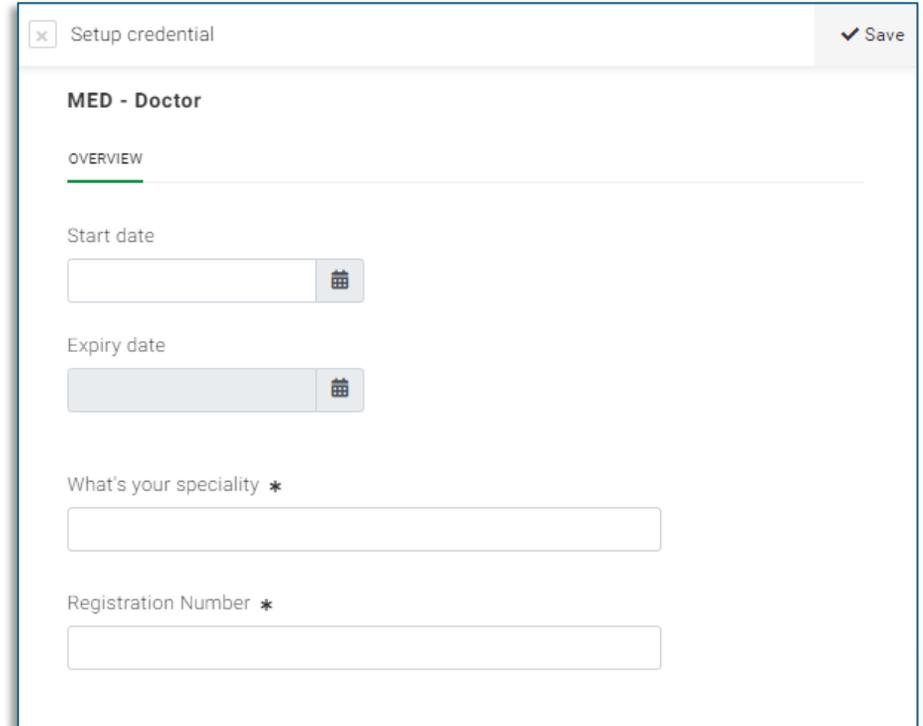
- MED - Doctor
- MED - First Aid
- MED - Nurse
- MED - Paramedic

Upload Doctor qualification

Enter your registration date in
‘Start Date’

Enter your **‘Speciality’** and
‘Registration Number’

Click **‘Save’** in the top right
corner



The screenshot shows a web form titled "Setup credential" with a "Save" button in the top right corner. The form is for a "MED - Doctor" and has an "OVERVIEW" section. It contains the following fields:

- Start date:** A text input field with a calendar icon to its right.
- Expiry date:** A text input field with a calendar icon to its right.
- What's your speciality *:** A text input field.
- Registration Number *:** A text input field.

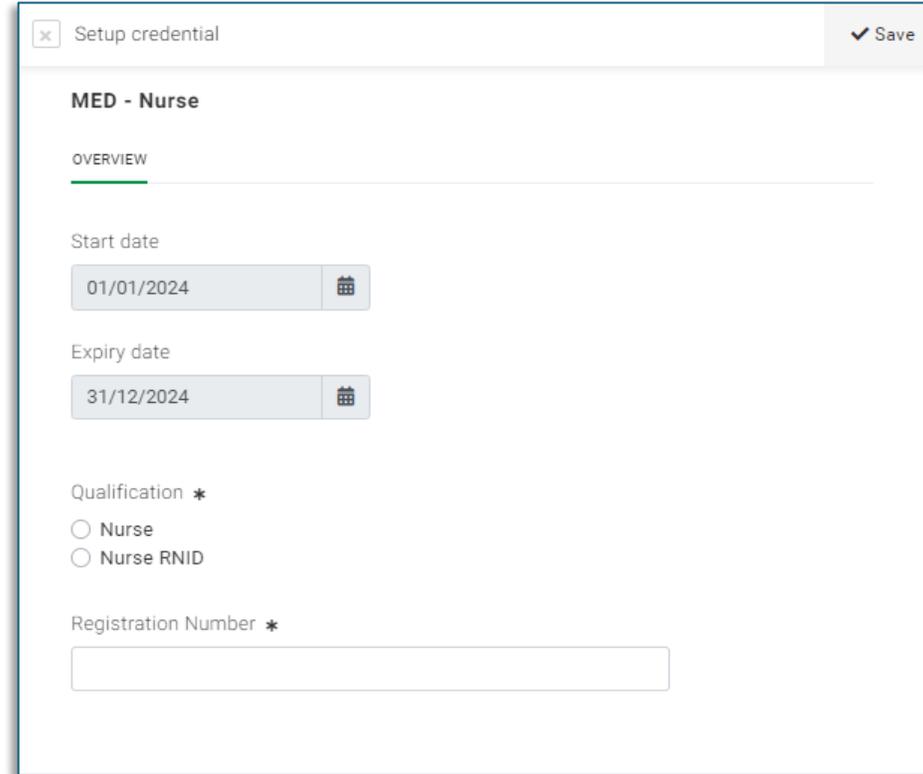
Upload Nursing qualification

Enter your registration date in
'Start Date'

Choose your **'Qualification'**

Enter your **'Registration Number'**

Click **'Save'** in the top right corner



The screenshot shows a web form titled "Setup credential" with a "Save" button in the top right corner. The form is for a "MED - Nurse" and has an "OVERVIEW" section. It includes the following fields:

- Start date:** A date picker set to 01/01/2024.
- Expiry date:** A date picker set to 31/12/2024.
- Qualification *:** Radio buttons for "Nurse" (selected) and "Nurse RNID".
- Registration Number *:** An empty text input field.

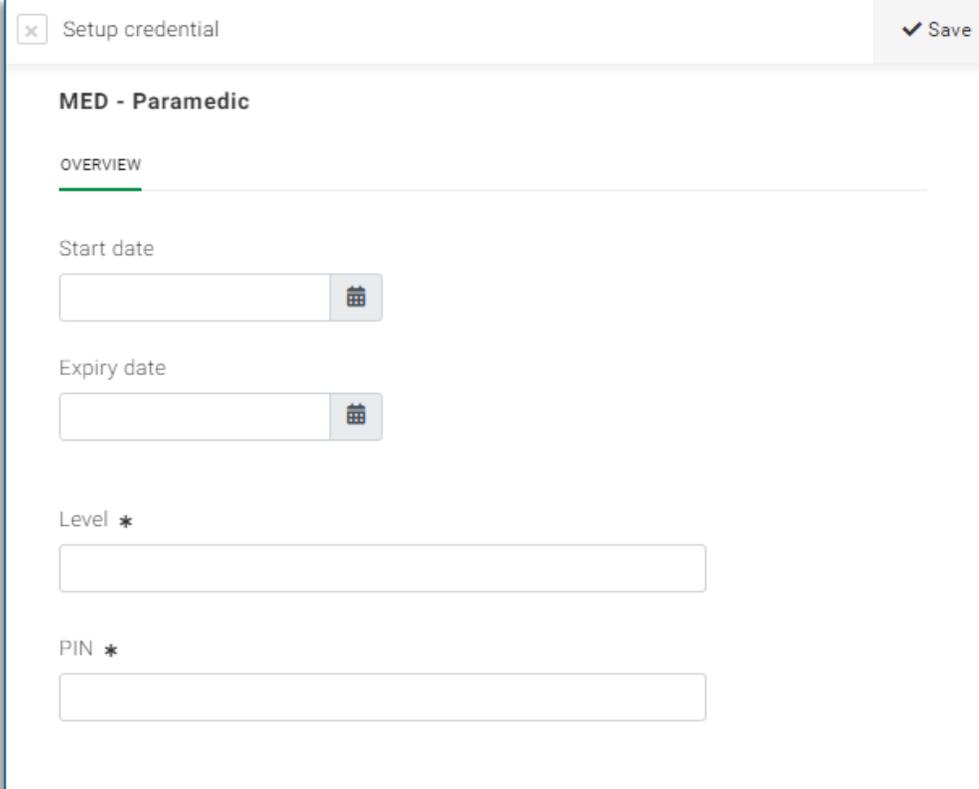
Upload Paramedic qualification

Enter your registration date in
'Start Date'

Choose your **'Level'**

Enter your **'Pin'**

Click **'Save'** in the top right
corner



The screenshot shows a web form titled "Setup credential" with a "Save" button in the top right corner. The form is for a "MED - Paramedic" qualification. It has an "OVERVIEW" section with the following fields:

- Start date:** A text input field with a calendar icon to its right.
- Expiry date:** A text input field with a calendar icon to its right.
- Level *:** A text input field.
- PIN *:** A text input field.

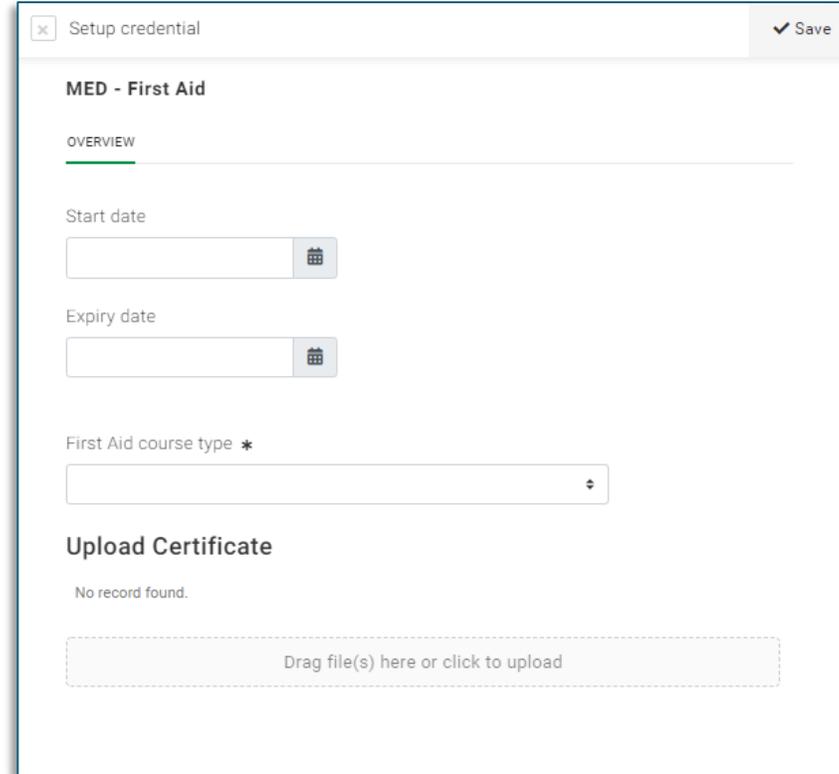
Upload First Aid qualification

Enter your registration date in
'Start Date'

Choose your **'Course Type'**

You must upload a copy of your
certificate for approval

Click **'Save'** in the top right
corner



The screenshot shows a web form titled "Setup credential" with a "Save" button in the top right corner. The form is for a "MED - First Aid" credential. It has an "OVERVIEW" section with the following fields:

- Start date:** A text input field with a calendar icon to its right.
- Expiry date:** A text input field with a calendar icon to its right.
- First Aid course type *:** A dropdown menu.
- Upload Certificate:** A section with the text "No record found." and a dashed box containing the text "Drag file(s) here or click to upload".