



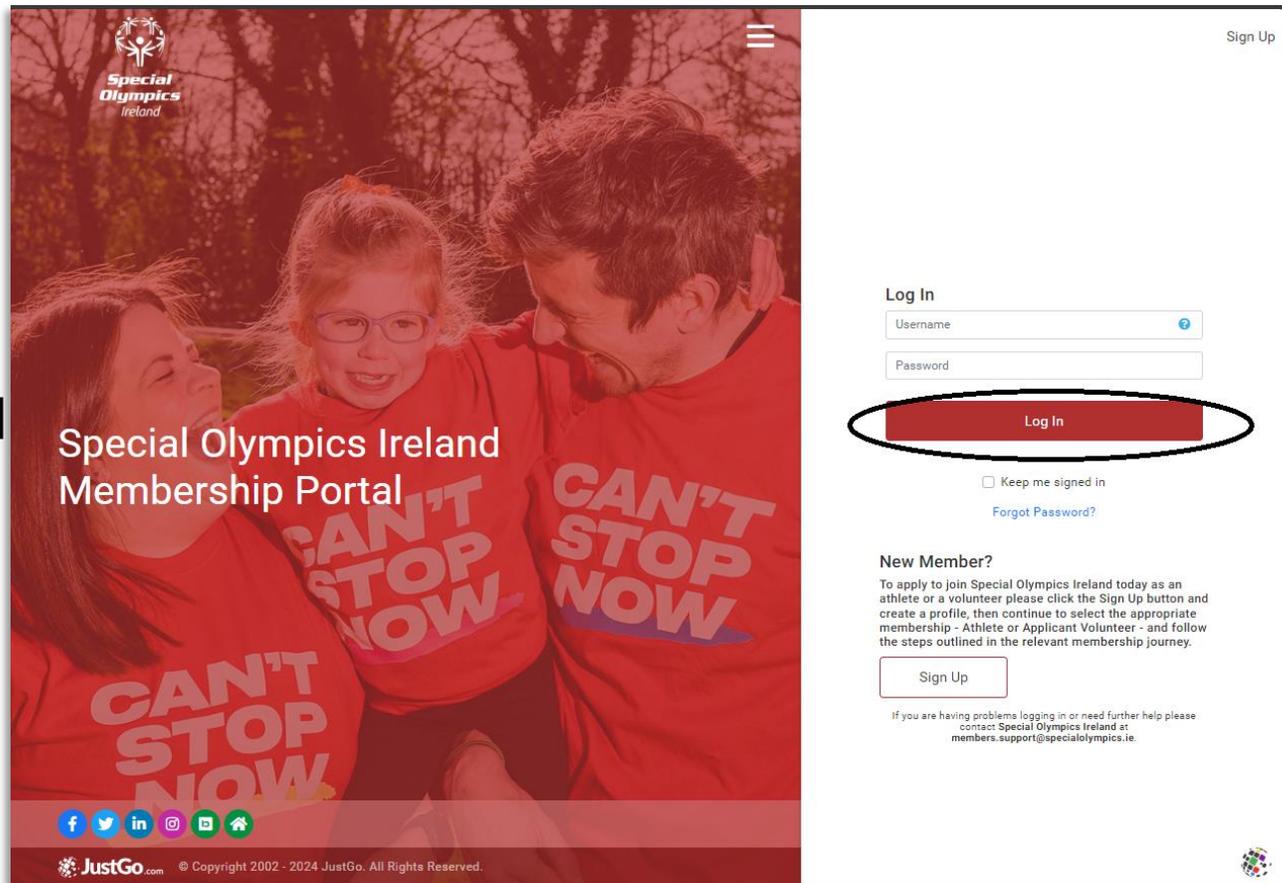
Special Olympics
Ireland

How do I upload a
Safeguarding certificate?

This guide will cover:

- How to log in
- How to upload a Safeguarding certificate

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



Special Olympics Ireland

Special Olympics Ireland
Membership Portal

Sign Up

Log In

Username

Password

Log In

Keep me signed in

[Forgot Password?](#)

New Member?

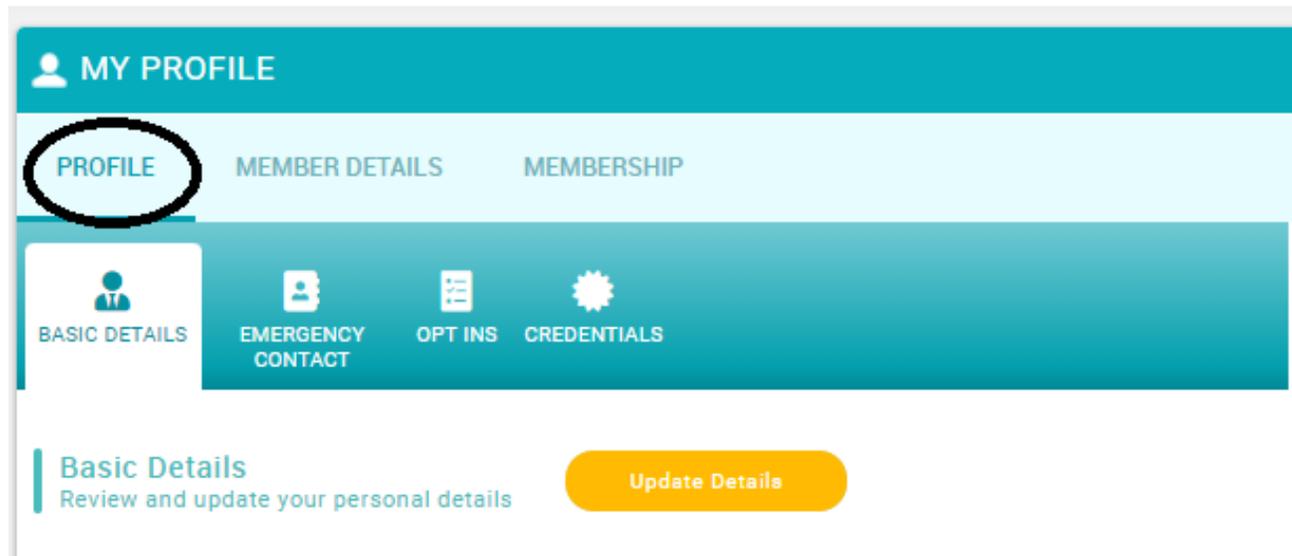
To apply to join Special Olympics Ireland today as an athlete or a volunteer please click the Sign Up button and create a profile, then continue to select the appropriate membership - Athlete or Applicant Volunteer - and follow the steps outlined in the relevant membership journey.

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



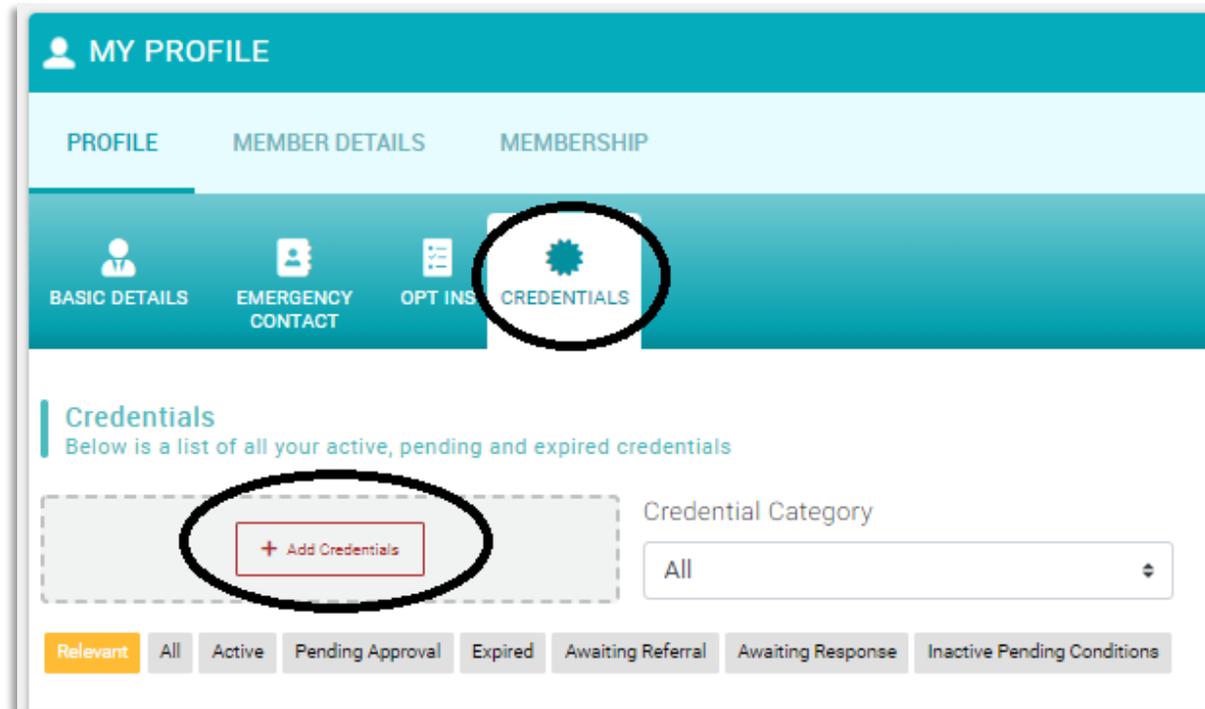
MY PROFILE

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’**

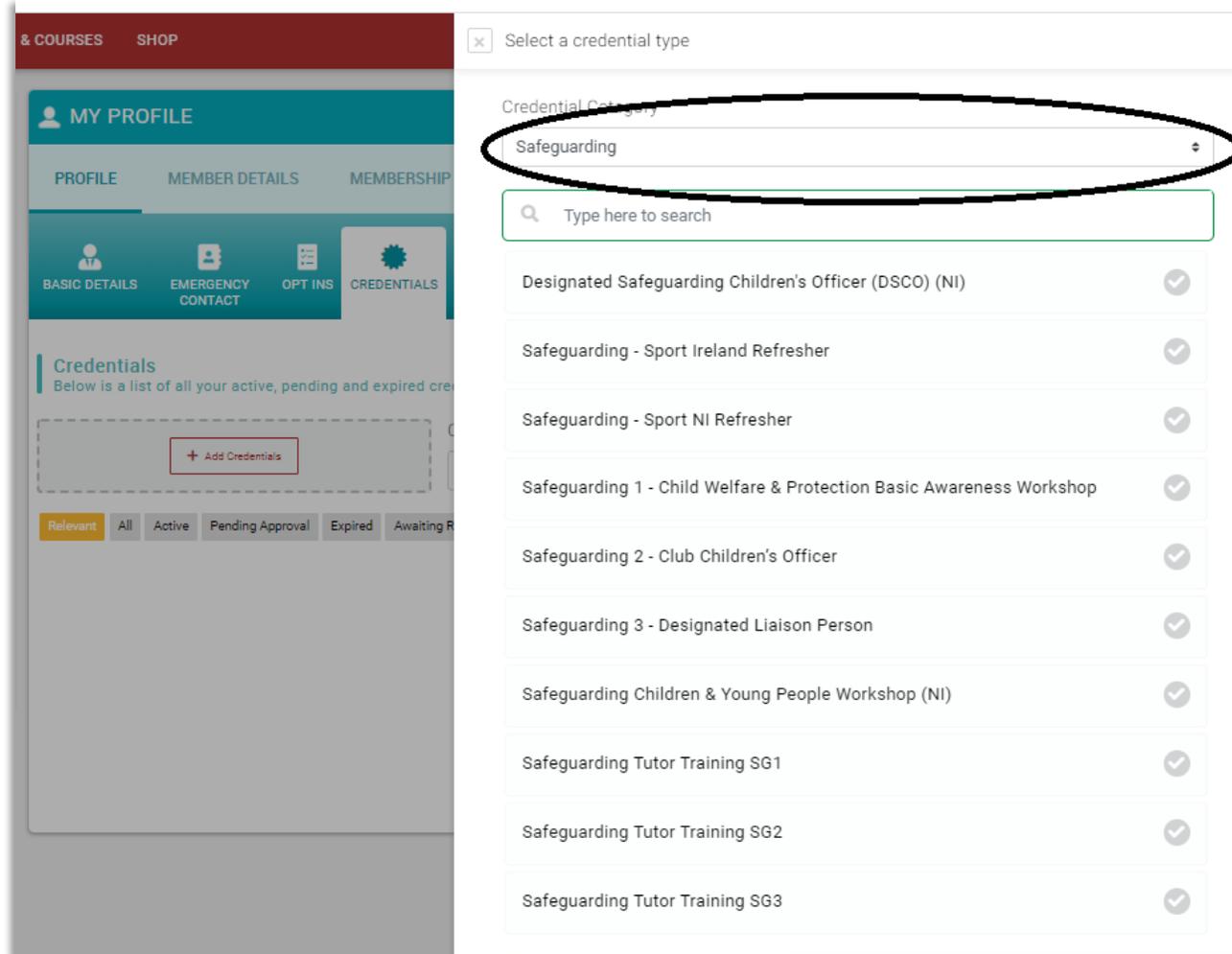


The screenshot displays the 'MY PROFILE' interface. At the top, there are three tabs: 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these, a row of icons represents different profile sections: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' tab is circled 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'.

A window appears on the right-hand side

Choose **'Safeguarding'** in **'Credential Category'**

Click the name of the Safeguarding certificate you are uploading



The screenshot displays the 'MY PROFILE' page with the 'CREDENTIALS' tab selected. A dropdown menu is open, showing a search bar and a list of credential categories. The 'Safeguarding' category is highlighted with a black oval.

SELECT A CREDENTIAL TYPE

Credential Category

Safeguarding

Type here to search

- Designated Safeguarding Children's Officer (DSCO) (NI)
- Safeguarding - Sport Ireland Refresher
- Safeguarding - Sport NI Refresher
- Safeguarding 1 - Child Welfare & Protection Basic Awareness Workshop
- Safeguarding 2 - Club Children's Officer
- Safeguarding 3 - Designated Liaison Person
- Safeguarding Children & Young People Workshop (NI)
- Safeguarding Tutor Training SG1
- Safeguarding Tutor Training SG2
- Safeguarding Tutor Training SG3

Add the **'Start date'** that is shown on your certificate

The **'Expiry date'** will automatically load to run for 3 years from the start date

✕ Setup credential ✓ Save

Safeguarding 1 - Child Welfare & Protection Basic Awareness Workshop

OVERVIEW

All Volunteers, Coaches, Club Children's Officers (CCO) and Designated Liaison Persons (DLP) must first complete the 3 hour Child Welfare & Protection Basic Awareness Workshop. This workshop educates participants on the implementation of best practice in safeguarding the welfare of children involved in sport

Start date

Expiry date

Note
Before you continue, please make sure that the Start Date field matches your course date on your certificate

Safeguarding Certificate
Please note we cannot accept Tusla/HSE/NHS Safeguarding certificates as they are not sport specific.

- Use the scroll bar to the right of the page to move down the page to add the **‘Certifying Body’**
- You can add the **‘Certificate Number’** and **‘Instructor’** if you know them
- To upload your safeguarding certificate, drag the file or click to upload

Safeguarding Certificate

Please note we cannot accept Tusla/HSE/NHS Safeguarding certificates as they are not sport specific.

Certifying Body *

Certificate Number

Instructor

Upload Certificate Here

No record found.

Drag file(s) here or click to upload

Once you have completed the details and uploaded the file

Select '**Save**' in the top right of the page

Setup credential Save

All Volunteers, Coaches, Club Children's Officers (CCO) and Designated Liaison Persons (DLP) must first complete the 3 hour Child Welfare & Protection Basic Awareness Workshop. This workshop educates participants on the implementation of best practice in safeguarding the welfare of children involved in sport

Start date
02/09/2024

Expiry date
01/09/2027

Note
Before you continue, please make sure that the Start Date field matches your course date on your certificate

Safeguarding Certificate
Please note we cannot accept Tusla/HSE/NHS Safeguarding certificates as they are not sport specific.

Certifying Body *
Special Olympics Ireland

Certificate Number
12345

Instructor
John Doe

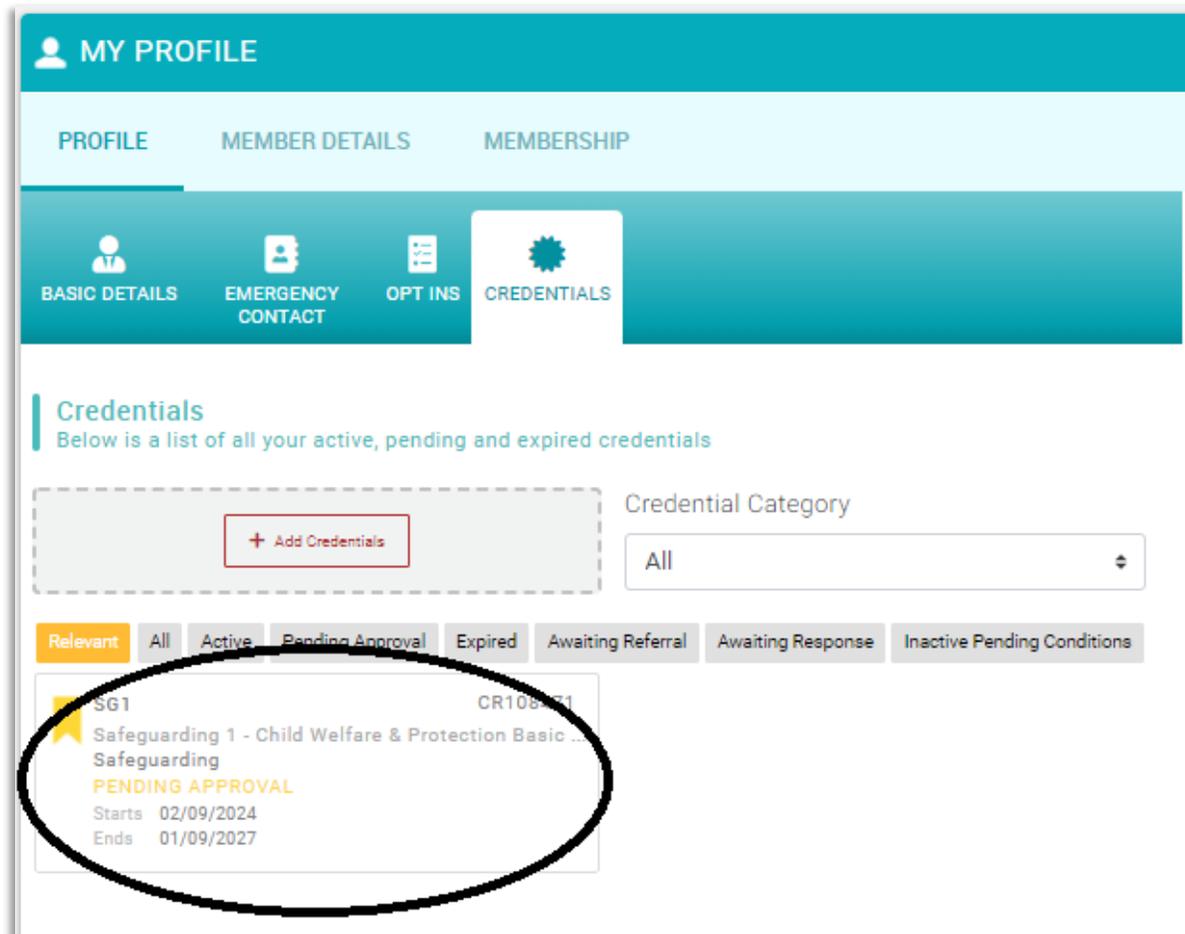
Upload Certificate Here

 JaneDoeSafeguarding1.docx  

The certificate will be added to your **‘Credentials’** pending approval

This will be reviewed by the Volunteer Department

Once approved, the credential will show as **‘Active’**



MY PROFILE

PROFILE | MEMBER DETAILS | MEMBERSHIP

BASIC DETAILS | EMERGENCY CONTACT | OPT INS | **CREDENTIALS**

Credentials

Below is a list of all your active, pending and expired credentials

[+ Add Credentials](#)

Credential Category: All

Relevant | All | Active | **Pending Approval** | Expired | Awaiting Referral | Awaiting Response | Inactive Pending Conditions

	SG1	CR10871
Safeguarding 1 - Child Welfare & Protection Basic Safeguarding		
PENDING APPROVAL		
Starts 02/09/2024		
Ends 01/09/2027		