



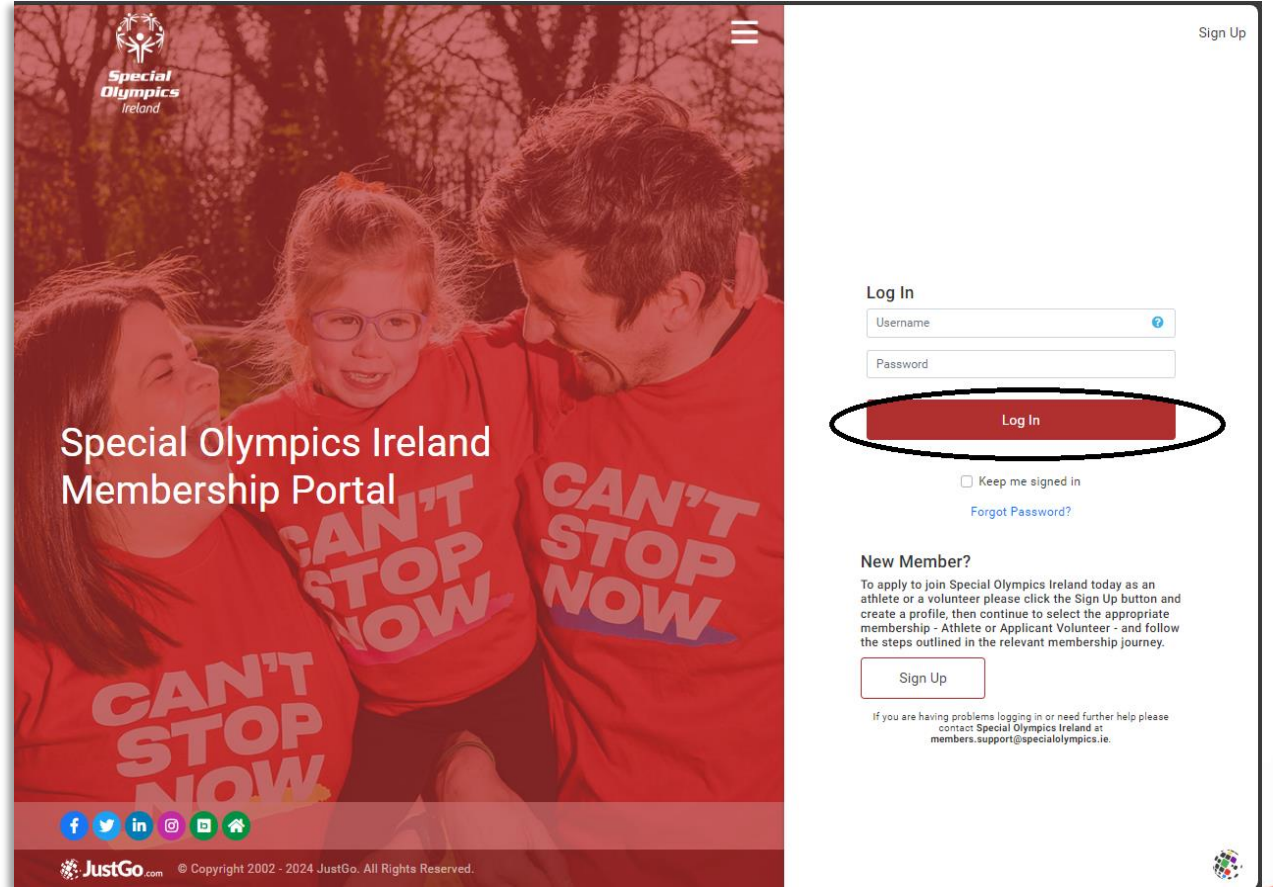
***Special Olympics***  
*Ireland*

# How do I upload a Sports Credential?

## This guide will cover:

- How to log in
- How to upload a Sports Credential

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



The screenshot shows the Special Olympics Ireland Membership Portal. The main header features the Special Olympics Ireland logo and a navigation menu. The background image shows a family of three wearing red t-shirts with the slogan "CAN'T STOP NOW". The page title is "Special Olympics Ireland Membership Portal".

**Log In**

Username

Password

**Log In**

Keep me signed in

[Forgot Password?](#)

**New Member?**

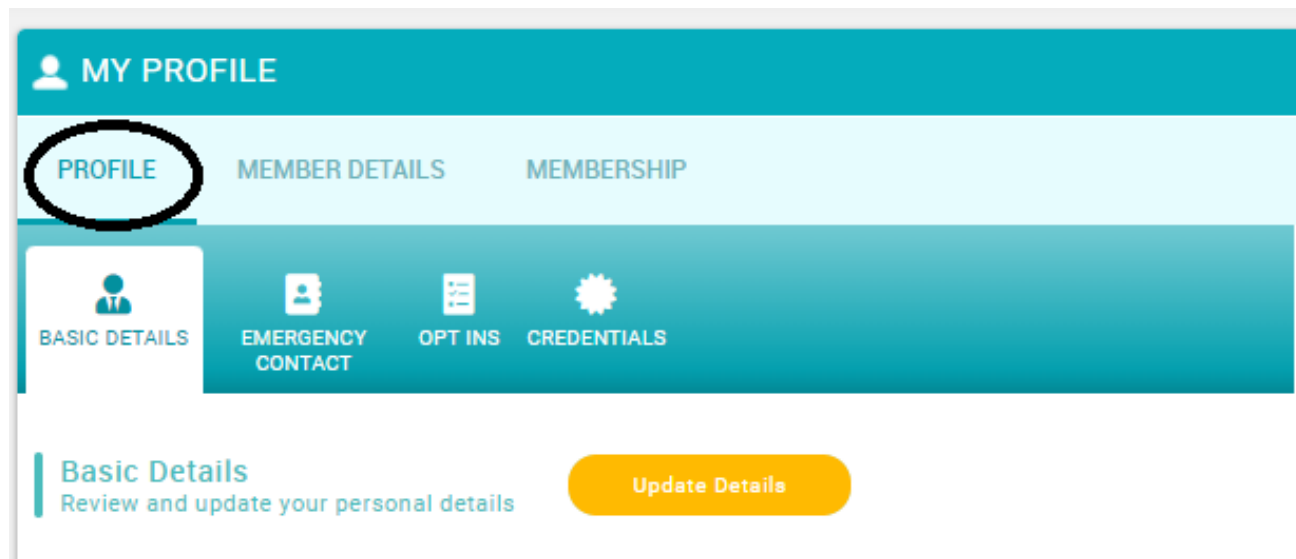
To apply to join Special Olympics Ireland today as an athlete or a volunteer please click the Sign Up button and create a profile, then continue to select the appropriate membership - Athlete or Applicant Volunteer - and follow the steps outlined in the relevant membership journey.

**Sign Up**

If you are having problems logging in or need further help please contact Special Olympics Ireland at [members.support@specialolympics.ie](mailto:members.support@specialolympics.ie).

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Once logged in, click on the  
**'Profile'** tab



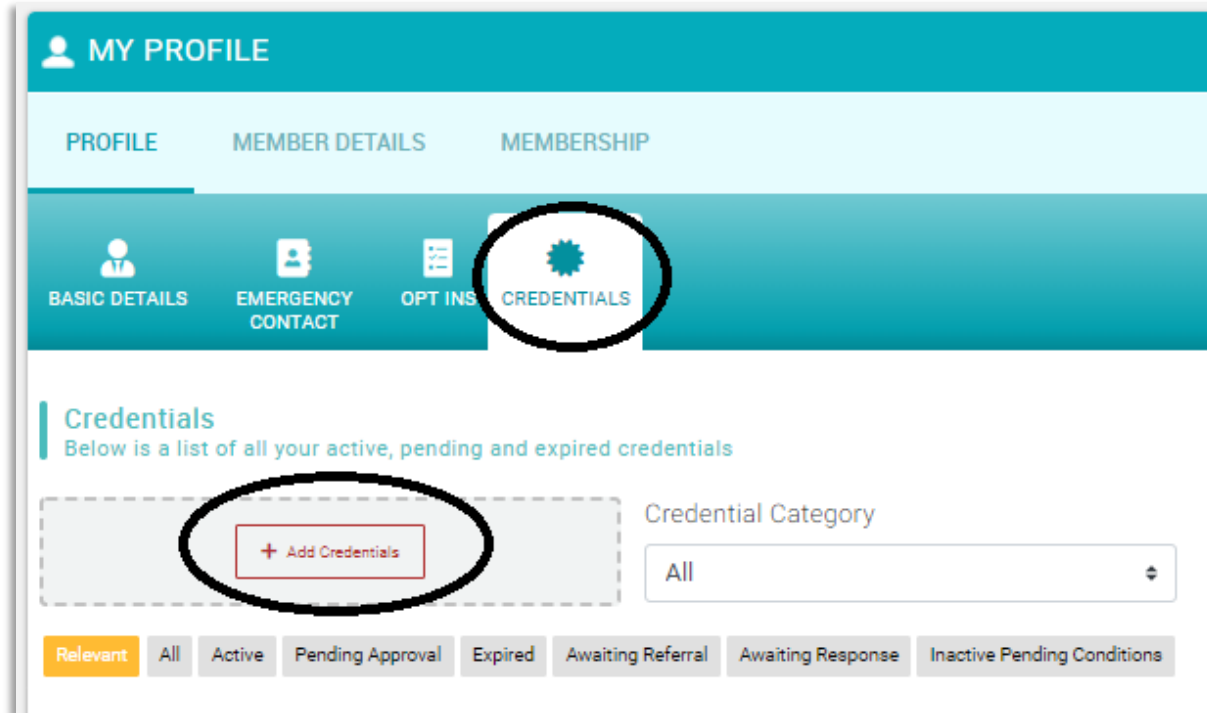
**MY PROFILE**

**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’**

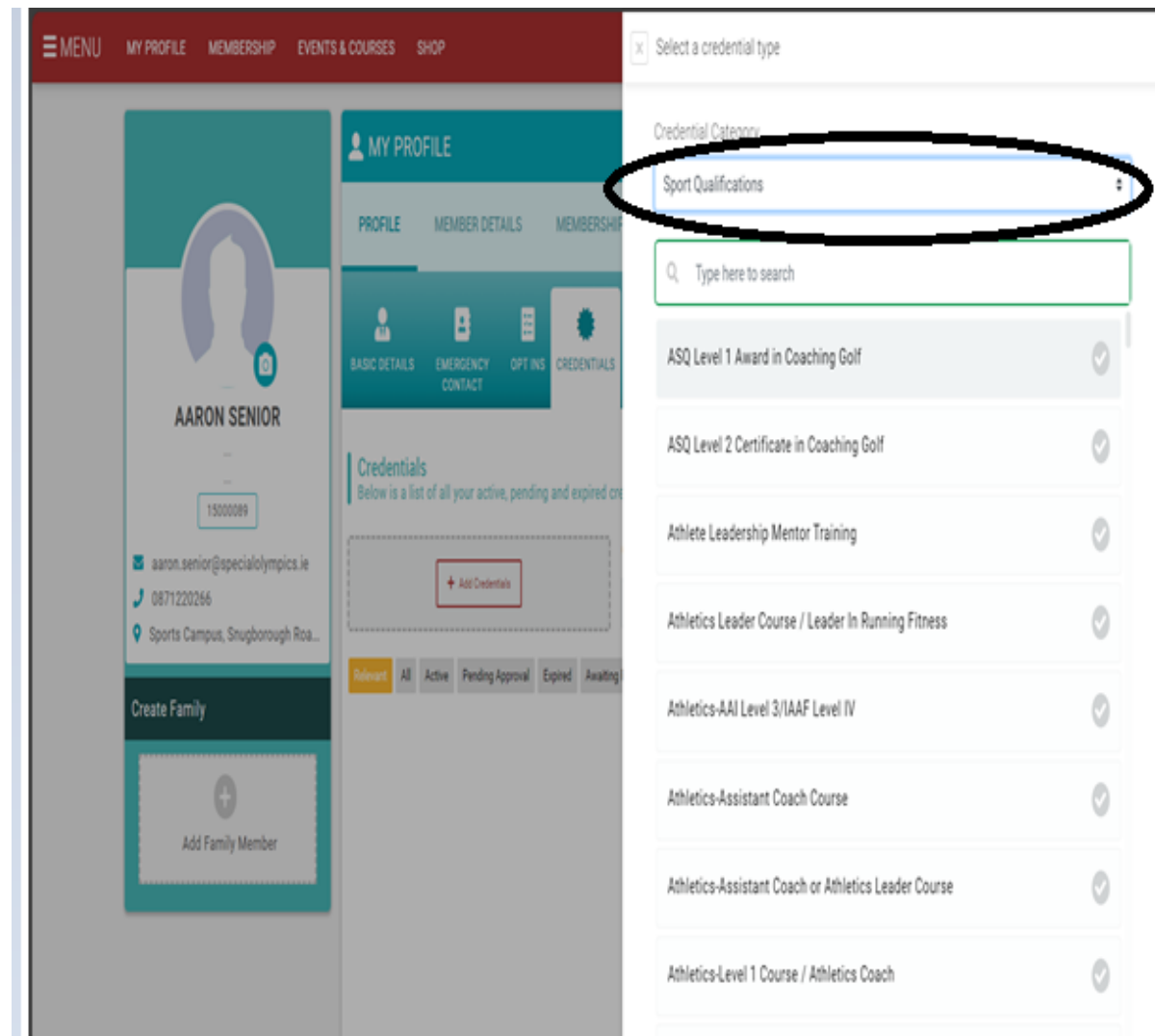


The screenshot displays the 'MY PROFILE' interface. At the top, there are three tabs: 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these, a row of four icons represents different profile sections: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' tab is circled 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 row of filter buttons: 'Relevant' (highlighted in yellow), 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'.

A window appears on the right-hand side

Choose **‘Sports Qualification’** in **‘Credential Category’**

Click the name of the Sports Qualification you are uploading

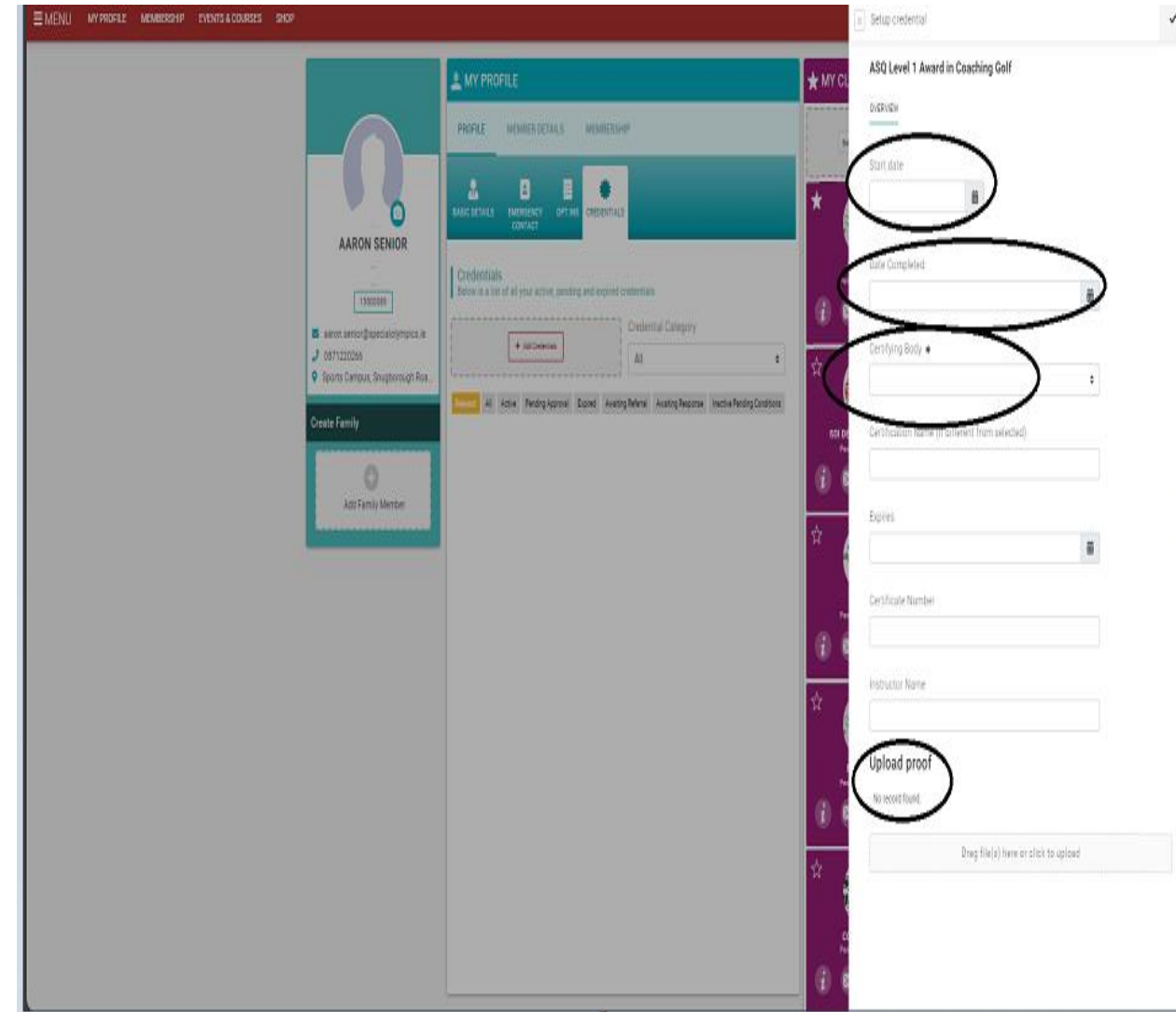


The screenshot shows a user profile page for Aaron Senior. The main content area is dimmed, and a modal window is open on the right side. The modal window has a title bar that says "Select a credential type". Below the title bar, there is a "Credential Category" dropdown menu. The "Sport Qualifications" option is selected and highlighted with a black oval. Below the dropdown is a search bar with the placeholder text "Type here to search". A list of credential options is displayed below the search bar, each with a checkmark in a box to its right. The options are:

- ASQ Level 1 Award in Coaching Golf
- ASQ Level 2 Certificate in Coaching Golf
- Athlete Leadership Mentor Training
- Athletics Leader Course / Leader In Running Fitness
- Athletics-AAI Level 3/IAAF Level IV
- Athletics-Assistant Coach Course
- Athletics-Assistant Coach or Athletics Leader Course
- Athletics-Level 1 Course / Athletics Coach

Add the **‘Start date’** that is when you started the course.

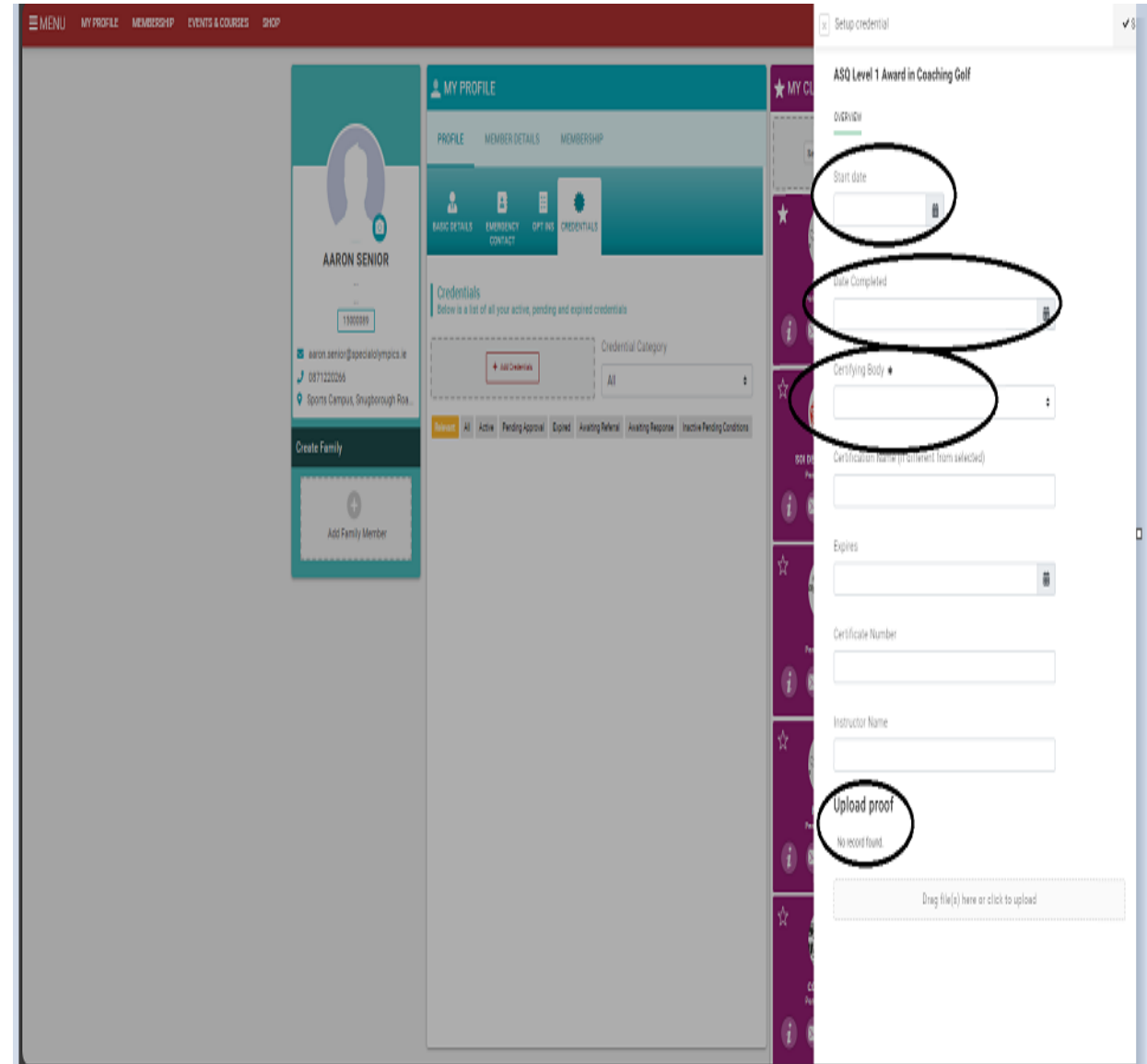
The **‘Completed Date’** will be the date shown on your certificate.



The screenshot shows the 'MY PROFILE' page for Aaron Senior. The 'CREDENTIALS' section is active, displaying a table with columns for 'Status', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive/Pending Conditions'. Below the table, a 'Setup credential' modal is open for the 'ASQ Level 1 Award in Coaching Golf'. The form fields are as follows:

- Start date:** A date picker field.
- Date Completed:** A date picker field.
- Certifying Body:** A dropdown menu.
- Certificate Number:** A text input field.
- Instructor Name:** A text input field.
- Upload proof:** A button with a red box around it, indicating it is the focus of the instruction.
- Drag file(s) here or click to upload:** A file upload area.

- 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’**, **‘Expiry’** if applicable and **‘Instructor’** if you know them
- To upload your Sports Credential, drag the file or click to upload



The screenshot shows the 'Setup credential' page for 'ASQ Level 1 Award in Coaching Golf'. The user profile on the left is for Aaron Senior. The main content area shows the 'Credentials' section with a table of active, pending, and expired credentials. The 'Setup credential' form on the right includes the following fields:

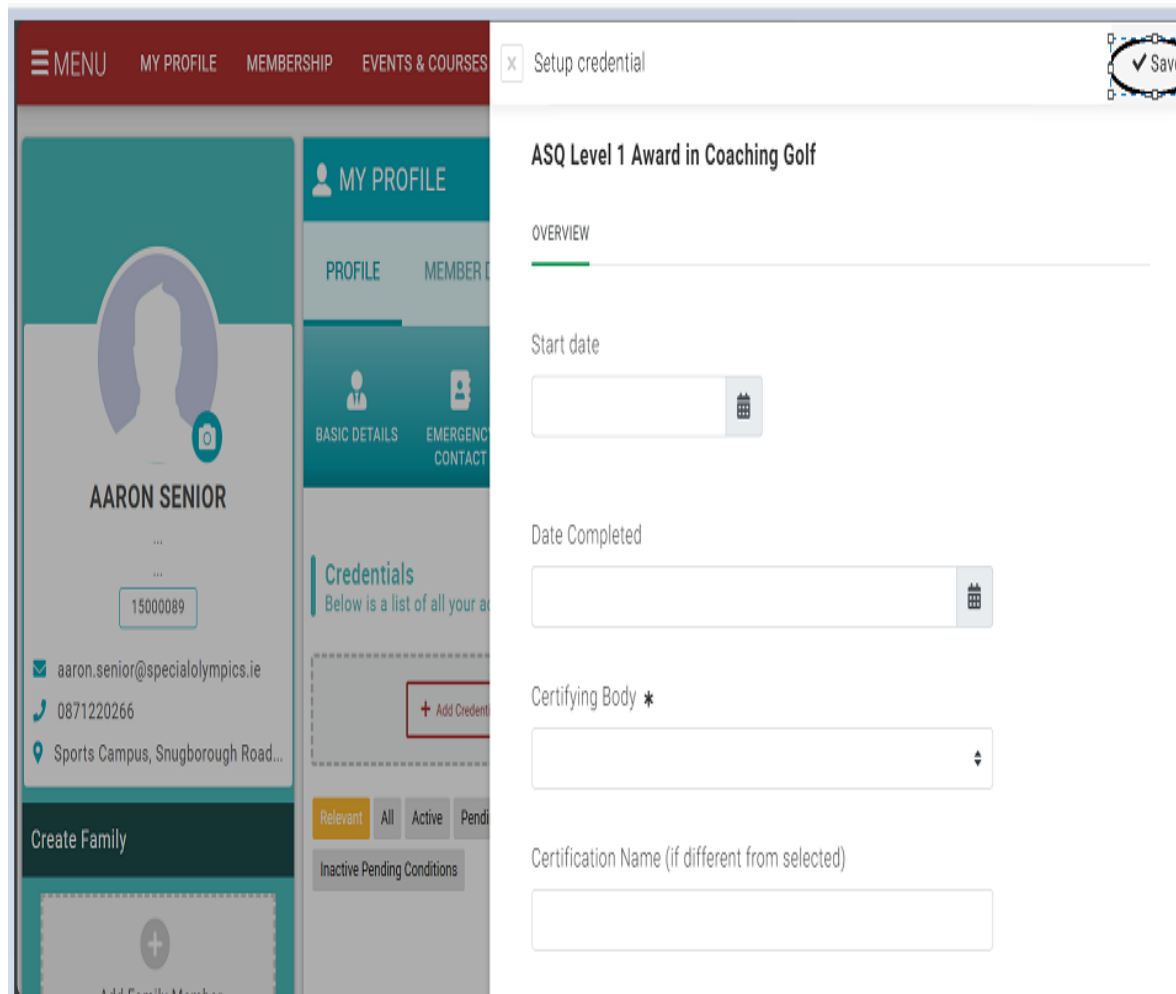
- Start date
- Date Completed
- Certifying Body
- Certificate Number
- Expiry
- Instructor Name
- Upload proof (highlighted with a red box)

The 'Upload proof' button is highlighted with a red box, and the 'Certifying Body' field is also circled in black.



Once you have completed the details and uploaded the file

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

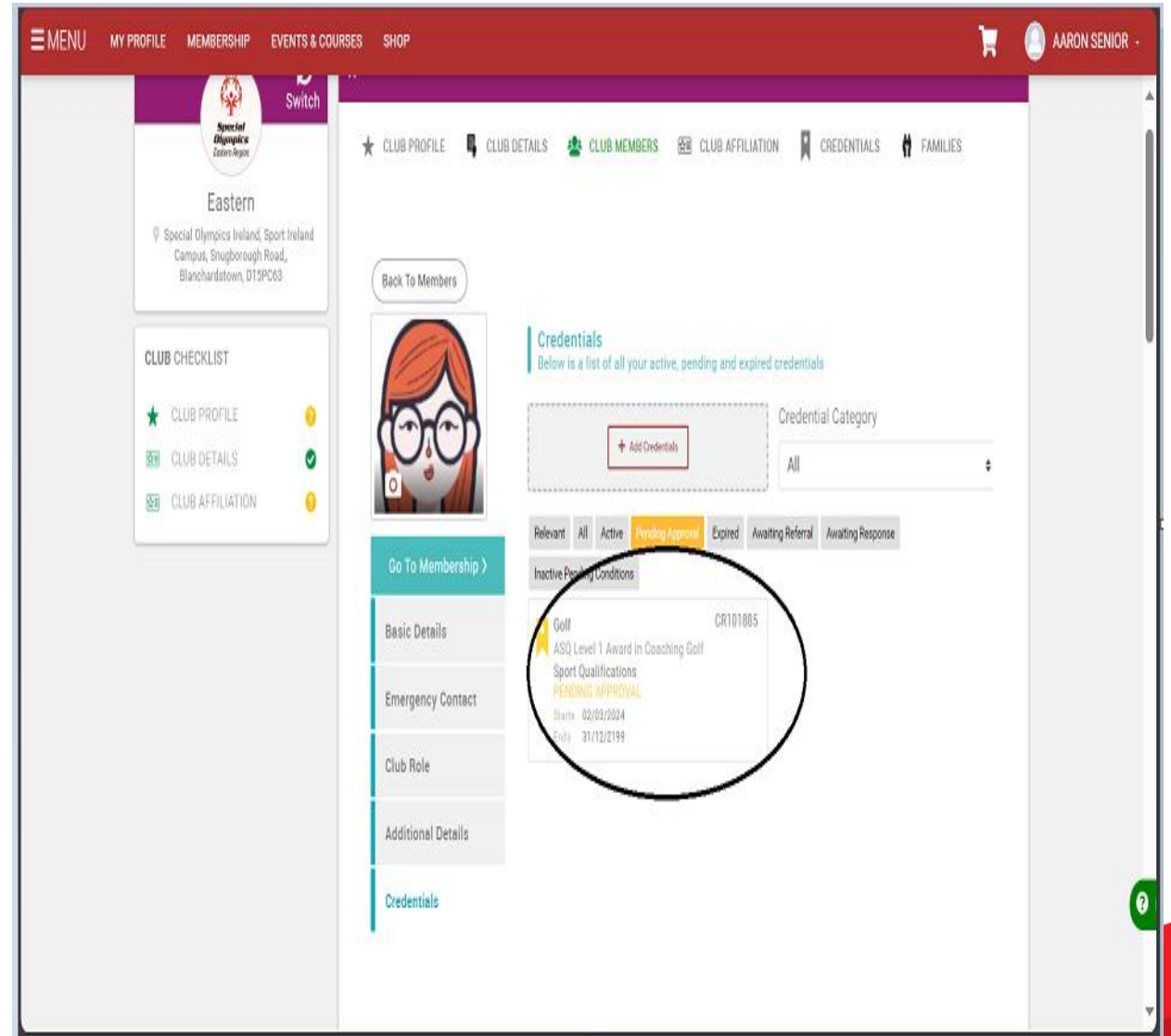


The screenshot displays a user profile page for Aaron Senior. The main content area is titled 'MY PROFILE' and includes sections for 'PROFILE', 'MEMBERSHIP', 'BASIC DETAILS', and 'EMERGENCY CONTACT'. The 'Credentials' section is highlighted, showing a list of all user awards. A modal window titled 'Setup credential' is open, displaying the details for the 'ASQ Level 1 Award in Coaching Golf'. The form includes fields for 'Start date', 'Date Completed', 'Certifying Body \*', and 'Certification Name (if different from selected)'. A 'Save' button is visible in the top right corner of the modal window.

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

This will be reviewed by the Regional Development Officer – Sport

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



The screenshot displays the user interface of the Special Olympics Ireland member portal. The user is logged in as 'AARON SENIOR'. The main navigation menu includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. The current page is the 'Credentials' section, which lists all active, pending, and expired credentials. A credential for 'Golf' (ASQ Level 1 Award in Coaching Golf) is highlighted with a black circle, showing a status of 'PENDING APPROVAL'. The credential details include the ID 'CR101885', start date '02/01/2024', and end date '31/12/2199'. The 'Credentials' section also features a 'Back To Members' button, a 'Go To Membership' button, and a 'Club Checklist' with items like 'CLUB PROFILE', 'CLUB DETAILS', and 'CLUB AFFILIATION'. The 'Credentials' table has tabs for 'Relevant', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', and 'Awaiting Response'. The 'Pending Approval' tab is currently selected.