



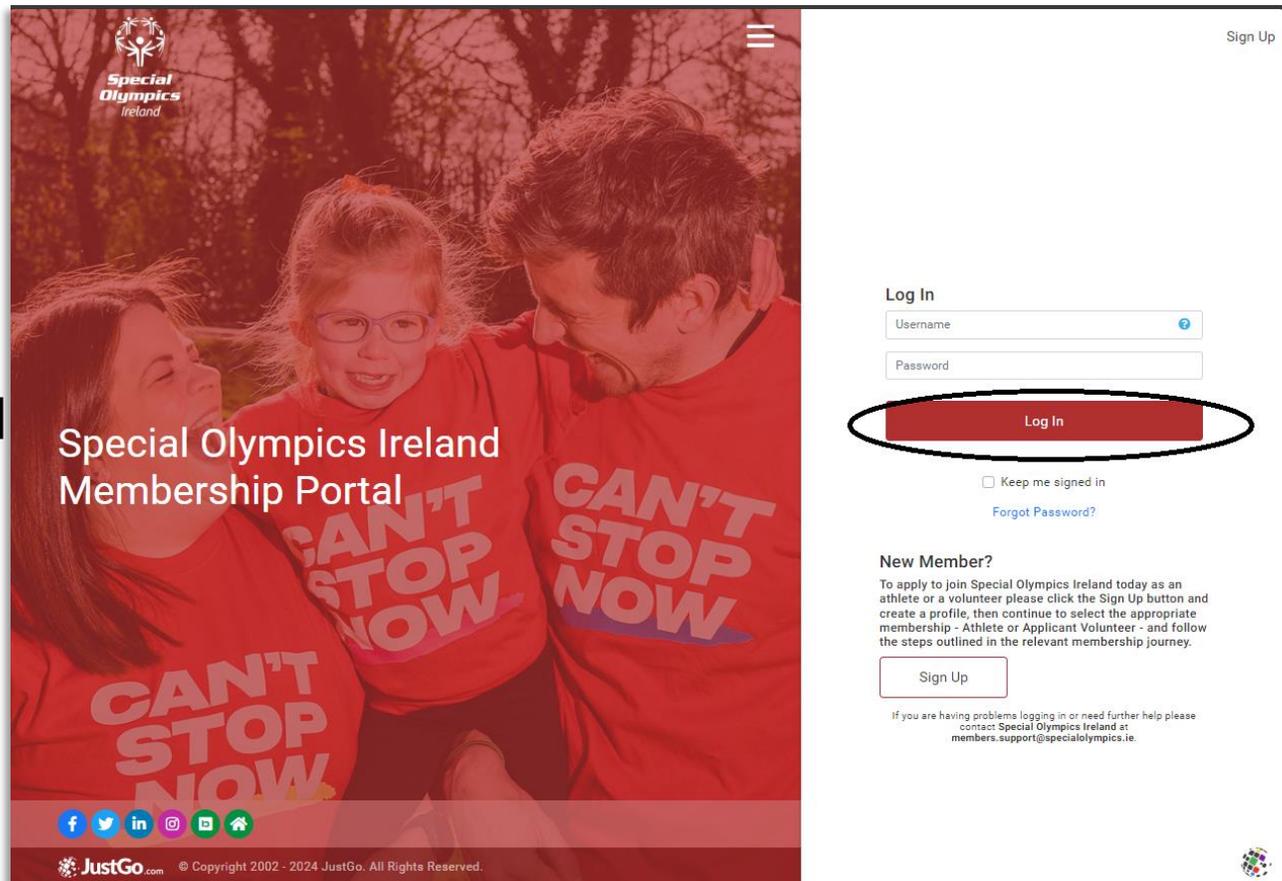
Special Olympics
Ireland

How do I Upload my Volunteer Agreement?

This guide will cover:

- How to log in
- How to upload my volunteer agreement

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 child 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 contains the JustGo.com logo and copyright information: "© Copyright 2002 - 2024 JustGo. All Rights Reserved."

Special Olympics Ireland

Special Olympics Ireland
Membership Portal

Sign Up

Log In

Username

Password

Keep me signed in

[Forgot Password?](#)

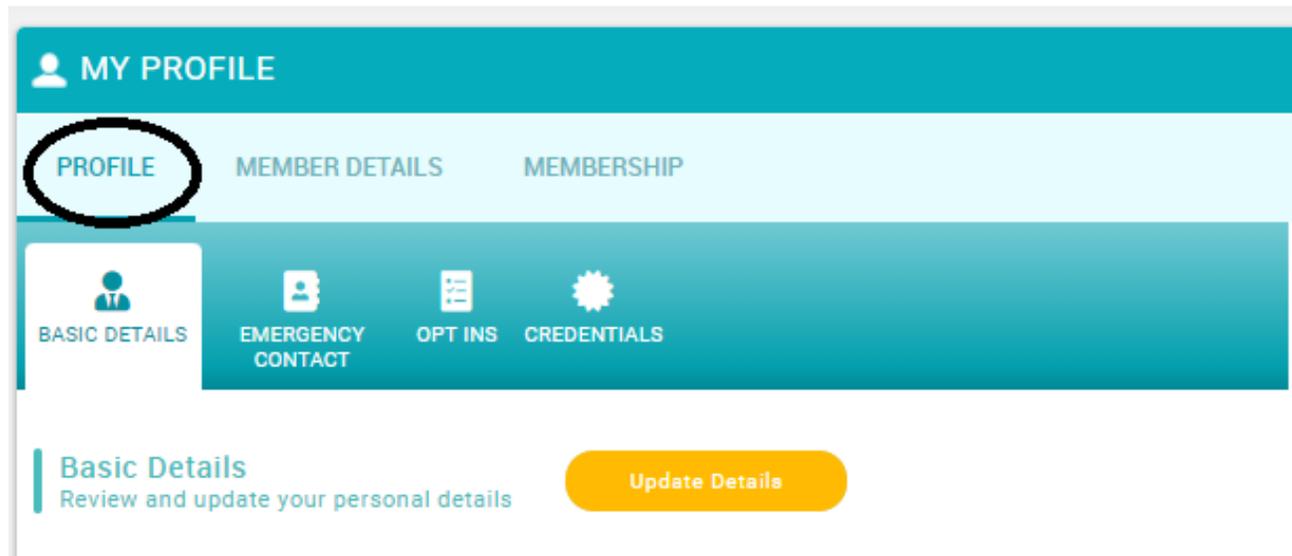
New Member?

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.

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



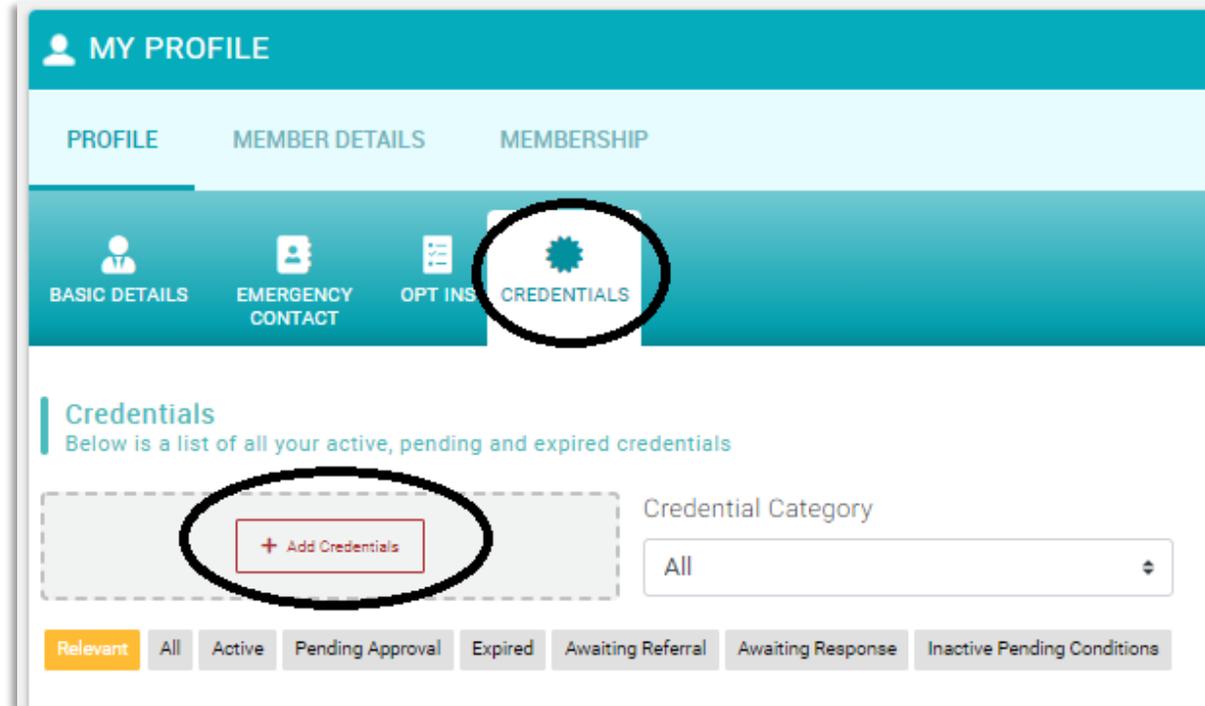
MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

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

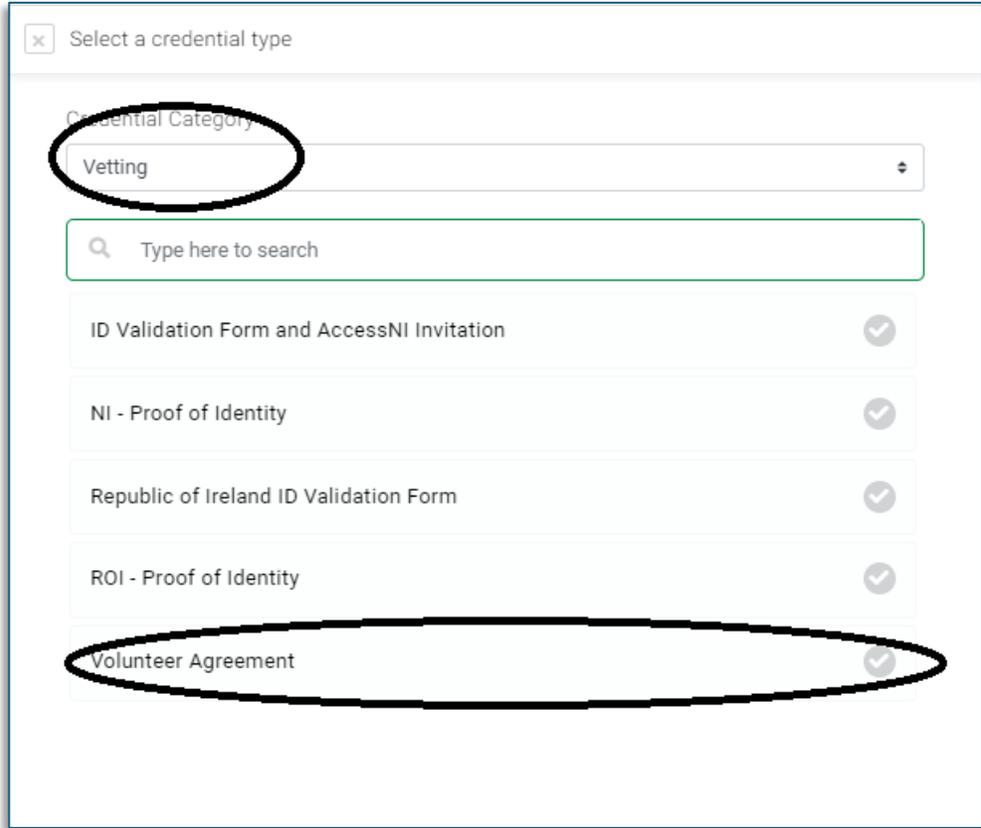
Click on the **'Credentials'** tab
and select **'Add Credentials'**



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'.

Search for **'Vetting'** under Credential Category

Then choose **'Volunteer Agreement'**



The screenshot shows a web interface for selecting a credential type. At the top, there is a search bar with the text "Select a credential type". Below this, a dropdown menu labeled "Credential Category" is open, showing "Vetting" selected. A search bar below the dropdown contains the text "Type here to search". Below the search bar, a list of credential types is displayed, each with a checkmark icon to its right. The list includes: "ID Validation Form and AccessNI Invitation", "NI - Proof of Identity", "Republic of Ireland ID Validation Form", "ROI - Proof of Identity", and "Volunteer Agreement". The "Volunteer Agreement" option is circled in black.

Credential Type	Status
ID Validation Form and AccessNI Invitation	✓
NI - Proof of Identity	✓
Republic of Ireland ID Validation Form	✓
ROI - Proof of Identity	✓
Volunteer Agreement	✓

Confirm that you have read and understood the Volunteer Agreement at the bottom of the page

Confirm that you agree to abide by the **'SOI Code of conduct'** at the bottom of the page

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

Setup credential Save

responsible for ensuring that the relevant documentation is completed. All potential hazards must be reported to SOI or someone nominated by it, who will take any necessary action to eliminate or reduce the exposure.

14 CONCERNS AND COMPLAINTS

14.1 Volunteers are encouraged to speak to the staff member that they are working with on an activity/event or project, i.e. their SOI contact person, when they feel unsure about anything they are asked to undertake.

14.2 If any volunteer has a complaint, it should be addressed initially by the SOI contact person.

14.3 If the matter is not resolved to the volunteer's satisfaction, they may raise the matter to the relevant Regional or Department Director, who will try to resolve at this informal stage. You can contact us via our feedback form on our website, in writing or by telephone.

14.4 Our process encourages resolution through informal means. However, if you remain dissatisfied, and having completed the steps above (14.2 & 14.3), you may submit a formal complaint in writing, briefly describing what your complaint is about stating relevant dates and times, if applicable.

We ask that this complaint is submitted using the Special Olympics Ireland's Complaint Form which will be sent directly to you.

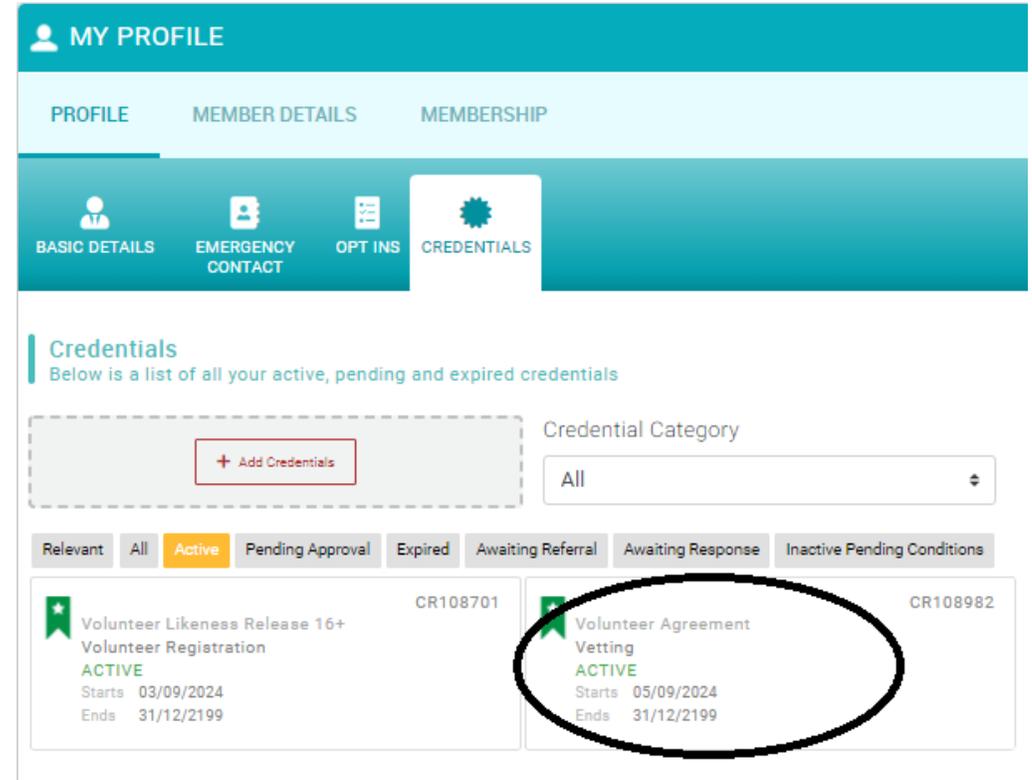
14.5 If a complaint is made against a volunteer then, after investigation, the volunteer has the right to be informed of the nature of such a complaint. A senior member of staff will take appropriate action.

I have read and understood the above provisions, and by signing I agree to adhere to them. I consent to the processing of my personal data for the purposes of my volunteering with SOI.

Please read [SOI Code of Conduct](#)

I have read SOI Code of Conduct and agree to abide by it.

The credential is saved in your profile with an **‘Active’** status



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

 Volunteer Likeness Release 16+ Volunteer Registration ACTIVE Starts 03/09/2024 Ends 31/12/2199	CR108701	 Volunteer Agreement Vetting ACTIVE Starts 05/09/2024 Ends 31/12/2199	CR108982
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