



Special Olympics
Ireland

How to complete Applicant Volunteer 15 yrs registration

This guide will cover:

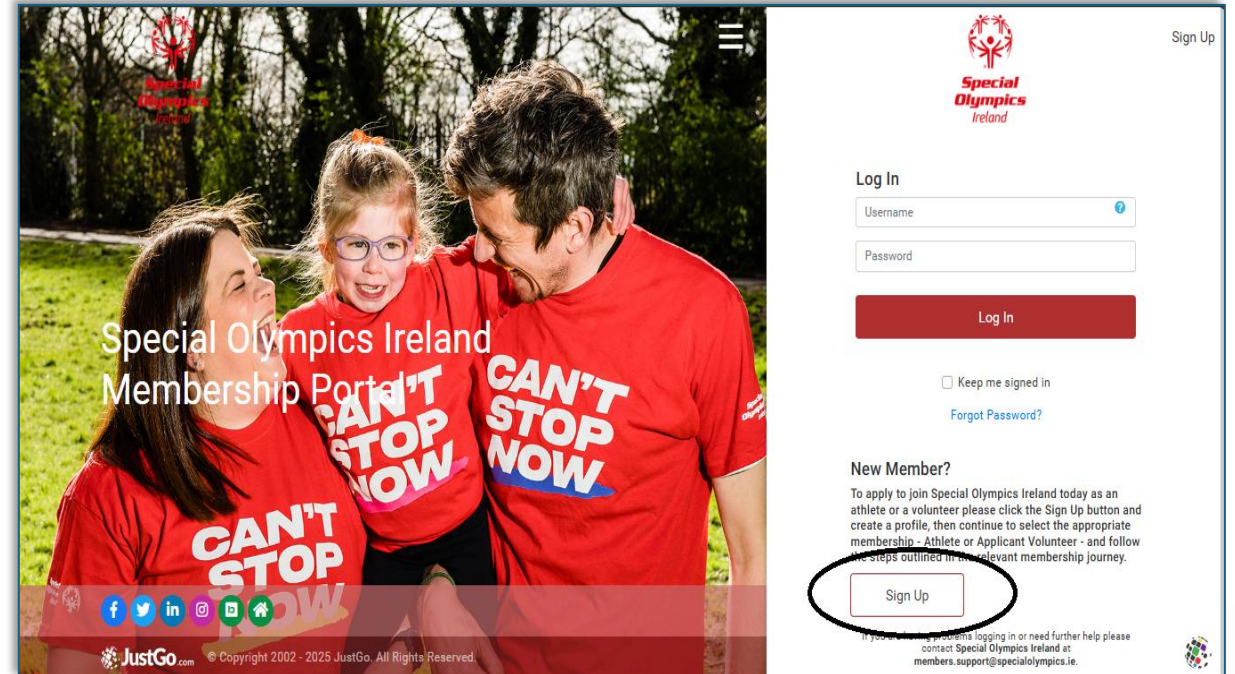
- Preparing to register
- Creating a profile on JustGo
- How to purchase Applicant Volunteer 15 yrs Membership
- What happens next ...

Before you begin...

- We recommend you:
 - Have your parent/guardian complete your Parental Consent form either in paper format or via DocuSign
 - Have your emergency contact details to hand
 - Take a passport sized, head and shoulders photo of yourself for your Digital (Membership) Pass
 - Prepare the name and contact details of two individuals who will provide a reference for you
 - They must be over 18 years old, resident within the island of Ireland, have a contact number within the island of Ireland, are not a parent or family member, know you at least 12 months
 - Copy or take a photo of your Sport Ireland or Sport Northern Ireland accredited Safeguarding certificate – if you have one
 - If you do not have Sport Ireland or Sport Northern Ireland accredited Safeguarding, you can sign up for an SOI Safeguarding course at a later stage
- Please note: A Sport Ireland or Sport Northern Ireland accredited Safeguarding 1 qualification is required in order to volunteer with Special Olympics Ireland*
- Copy any relevant sport qualification you may have


When you are ready to proceed ...

- Click on the link to JustGo in your registration email
- Alternatively, navigate to www.specialolympicsireland.justgo.com
- Click **‘Sign Up’**



Create your profile

- Enter your personal details



Sign Up

First Name Last Name

Email Address

Contact Number

Date of Birth

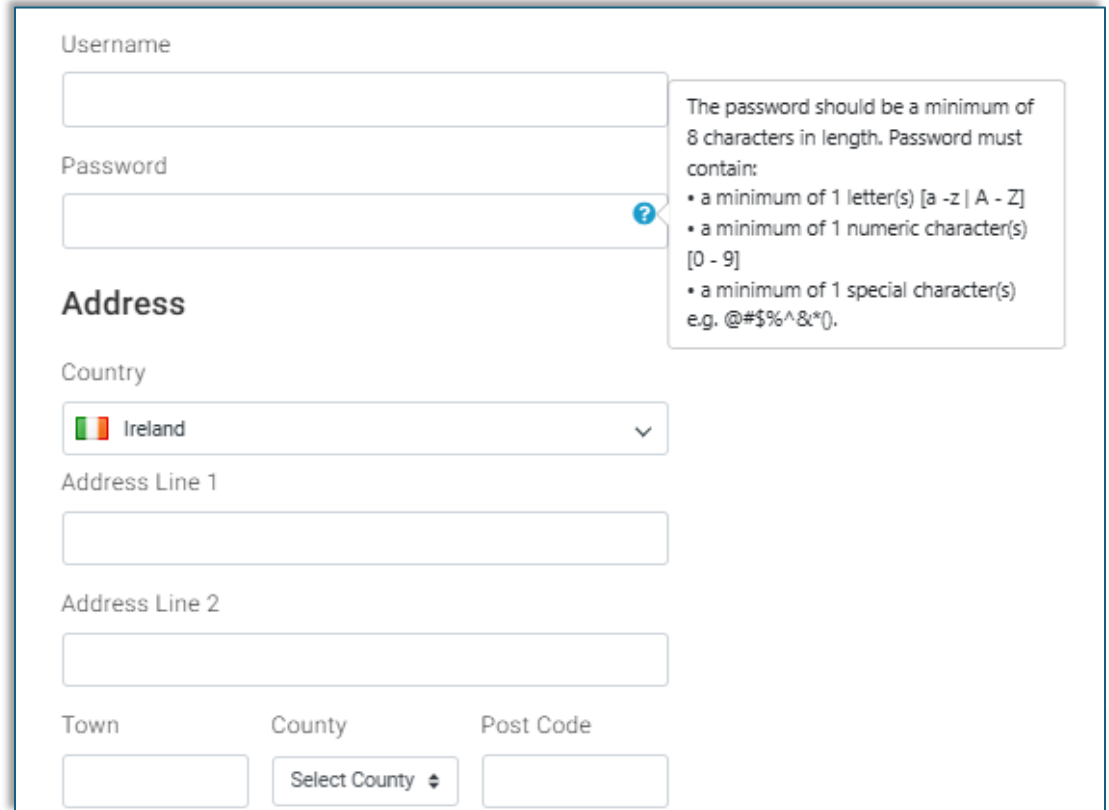
Day Month Year

Gender

Male Female Non-Binary

Create your profile

- Create a **username**
 - *JustGo will populate this field with your email address*
- Create a **password**
- Enter your current address



The screenshot shows a registration form with the following fields and a password requirements tooltip:

- Username:** An empty text input field.
- Password:** An empty text input field with a blue question mark icon to its right.
- Address:** A section header.
- Country:** A dropdown menu showing the Irish flag and the text "Ireland".
- Address Line 1:** An empty text input field.
- Address Line 2:** An empty text input field.
- Town:** An empty text input field.
- County:** A dropdown menu with the text "Select County" and a double-headed arrow.
- Post Code:** An empty text input field.

Password Requirements: A tooltip box next to the password field states: "The password should be a minimum of 8 characters in length. Password must contain:"

- a minimum of 1 letter(s) [a - z | A - Z]
- a minimum of 1 numeric character(s) [0 - 9]
- a minimum of 1 special character(s) e.g. @\$%^&*().

Create your profile

- Select '**Volunteer**' under "*In what capacity are you registering with Special Olympics Ireland?*"

Select options:

1. **Volunteer** if you are interested in volunteering in a Club or at Events
2. **Athlete** if you are joining a SOI Club as an athlete or if you are a parent / guardian registering an athlete on their behalf.
3. **Special School / Service Staff** if you are an employee or acting on behalf of School or Service that runs Special Olympics Programme
4. **Inclusive Club Member** - member of an inclusive club registered with Special Olympics Ireland

In what capacity are you registering with Special Olympics Ireland?

- Choose ‘**Club**’, ‘**Event**’ or ‘**Both**’ under “*Are you interested in volunteering for a Club or an Event?*”
- If you choose ‘**Event**’, skip to the slide titled ‘*Corporate Volunteer*’

Volunteer section


Are you interested in volunteering for a Club or an Event?

- Club
- Event
- Both


Choose a club

- Answer '**Yes**' or '**No**' to '*Do you know the name of the club you are joining?*'
- If you know your club's name, click '**Request to Join**'
- If you select '**No**' we will contact you, when you have completed your volunteer application

Do you know the name of the club you are joining?

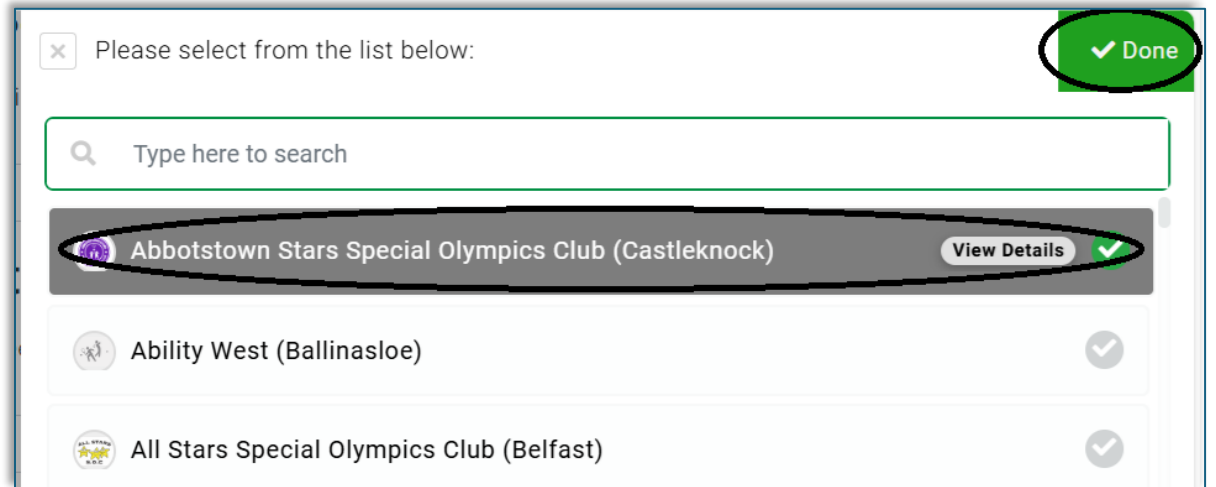
Yes 

Select your Club

 REQUEST TO JOIN

Select your club

- Search or scroll to find your club
- Click to select your club's name
- Click '**Done**' in the top right corner



The screenshot shows a mobile application interface for selecting a club. At the top, there is a header with a close button (X) and the text "Please select from the list below:". In the top right corner, there is a green button with a white checkmark and the text "Done", which is circled in red. Below the header is a search bar with a magnifying glass icon and the placeholder text "Type here to search". Below the search bar is a list of clubs. The first club, "Abbotstown Stars Special Olympics Club (Castleknock)", is highlighted with a dark grey background and has a white checkmark in a green circle to its right. A black oval highlights the club name and its checkmark. Below it are two other clubs: "Ability West (Ballinasloe)" and "All Stars Special Olympics Club (Belfast)", each with a grey checkmark in a circle to its right.

Corporate Volunteer

- Select '**No**' under '*Are you volunteering through one of SOI corporate partners?*'

Are you volunteering through one of SOI corporate partners?

No

Award Scheme

- If you are volunteering as part of an award scheme, choose the scheme

Are you currently participating in an Award Scheme?
(e.g. Gaisce, DoE)

Yes

Scheme:

Gaisce

Duke of Edinburgh

John Paul II

Value: ... numbers you will be asked to provide



Special Olympics
Ireland

- Click ‘**Sign Up**’

Note!

After you click "Sign Up", please select Applicant Volunteer category where you will be asked to provide the rest of required information to continue your Volunteer Application process.

You will also receive an email asking you to confirm your email address and containing instructions should you require support with the registration process

Special Olympics Ireland is a sports organisation for people with an intellectual disability from the age of 4 years old.

Intellectual disability means a significantly reduced ability to understand new or complex information and to learn and apply new skills (impaired intelligence). This results in a reduced ability to cope independently (impaired social functioning), and begins before adulthood, typically before the age of 18, with a lasting effect on development.

By clicking on Sign Up you agree to JustGo's [Terms and Conditions of Use](#)

To learn more about how JustGo protects your personal data please also read our [Privacy Policy](#)

Sign Up

Communication Preferences

- Select how we can contact you about our work
- You can choose more than one method

Agreements & Opt-ins

← Back

[Communication Preferences](#) ↑

Special Olympics Ireland Communications

We would love to keep you updated about our work and let you know how you can help transform lives through sport. We may also keep you updated by post. You can opt-out or change your preferences at any time by unsubscribing or contacting us at preferences@specialolympics.ie.

Select how you wish to be contacted below:

Email

Phone

SMS

Privacy Statement

- Read our data privacy statement
- Scroll to **‘Accept & Continue’** at the bottom of the statement

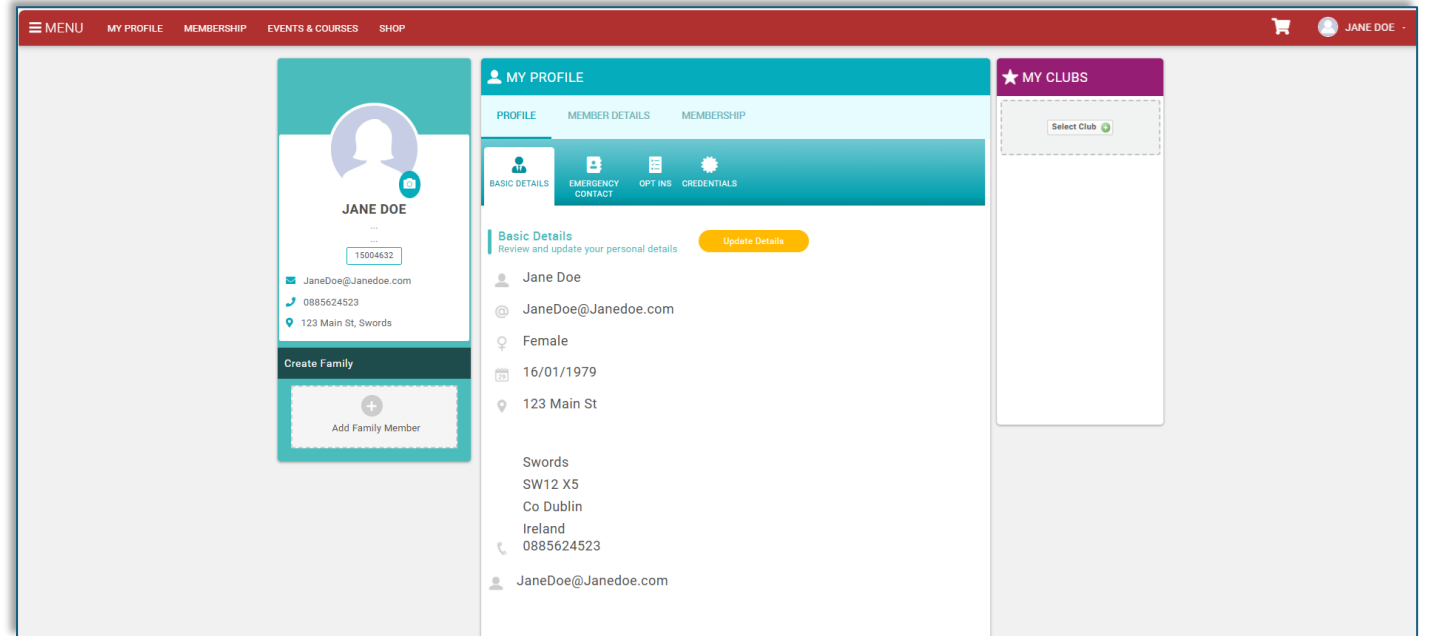
By progressing you are also accepting JustGo's
[Terms and Conditions of Use.](#)

To learn more about how JustGo protects your personal data please also read our
[Privacy Policy.](#)

[← Back](#) [Accept & Continue](#)

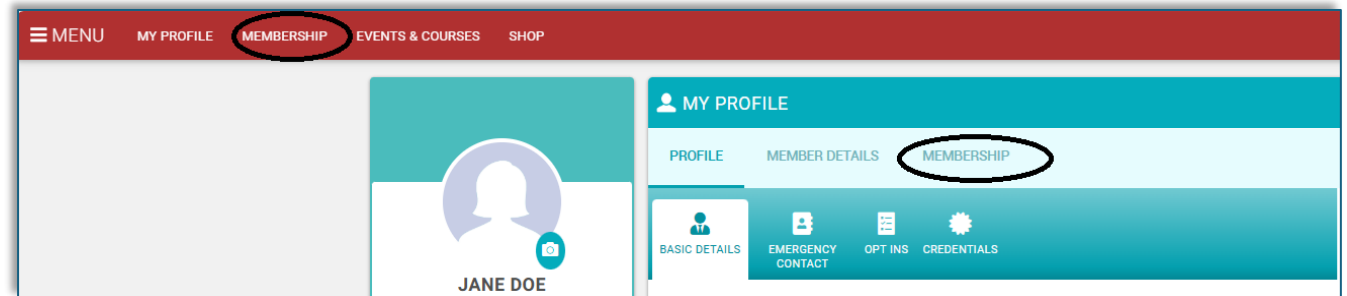
- Your profile will open onscreen
- If you selected a club it will be displayed under '**My Clubs**'

Note: by default a region will added to your profile

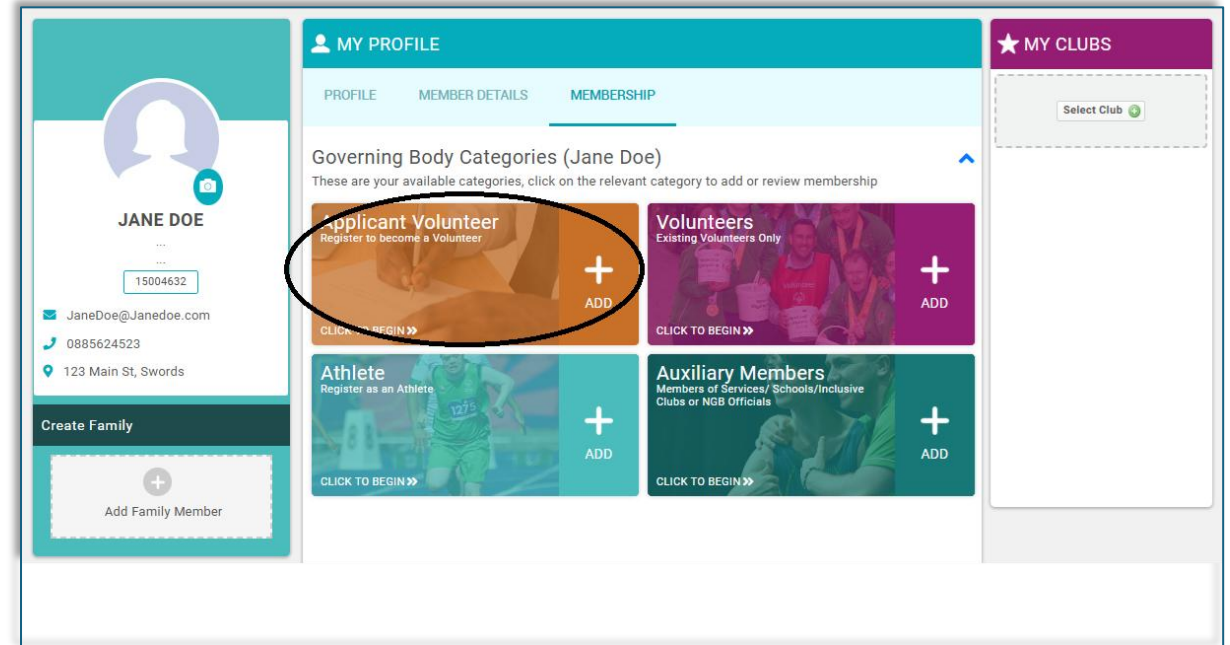


Complete Applicant Volunteer application

- Click '**Membership**' either on the red bar at the top of the screen or under '**My Profile**'

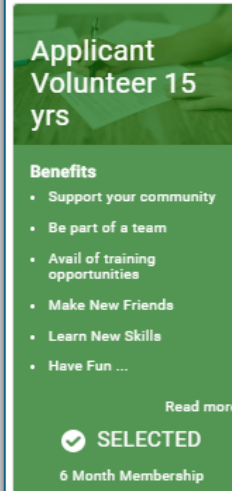


- Click **'Applicant Volunteer'**



The screenshot displays a user profile page for 'JANE DOE'. The page is divided into three main sections: a left sidebar, a central 'MY PROFILE' area, and a right 'MY CLUBS' area. The 'MY PROFILE' section has tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Under the 'MEMBERSHIP' tab, there is a heading 'Governing Body Categories (Jane Doe)' with a sub-heading 'These are your available categories, click on the relevant category to add or review membership'. Below this, there are four category cards: 'Applicant Volunteer' (highlighted with a black oval), 'Volunteers', 'Athlete', and 'Auxiliary Members'. Each card has an 'ADD' button and a 'CLICK TO BEGIN' link. The 'Applicant Volunteer' card also includes the text 'Register to become a Volunteer'. The 'MY CLUBS' section on the right has a 'Select Club' button.

- Ensure you have gathered all information listed
- Scroll down to continue



Before you continue with your registration you will need to have the following items ready to upload. You will not be able to finish this Membership Journey them.

1. Completed and signed Consent to Volunteer form
 1. Via DocuSign - can be accessed [here](#)
 2. Standard download, print, sign - can be accessed [here](#)
2. Passport sized quality photograph (head and shoulders, against a plain, well lit background – can be taken on your camera phone).
3. Your emergency contact details
4. The name and contact number of two individuals who will provide a reference on your behalf. Each referee should be over 18 years of age, resident in Ireland or Northern Ireland, have a contact number within the island of Ireland, are not a family member and know you for at least 12 months.
5. Safeguarding certificate (must be affiliated with Sport Ireland or Sport NI) if you already hold one, otherwise you can sign up for a course during the registration process.

- Click **'Upload'** to submit your Parental Consent form

1. Volunteering

Upload Parental Consent

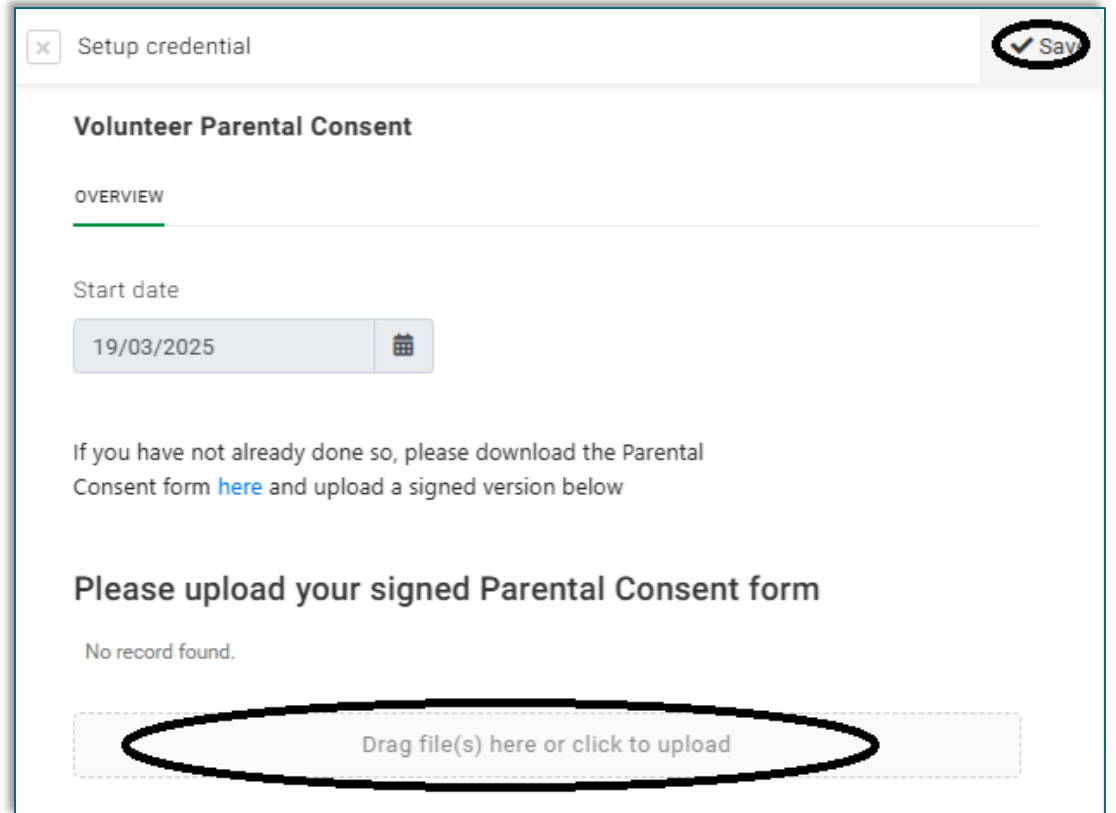
As you are under 18 years of age you are required to upload signed consent to volunteer and attend safeguarding training. Please upload the consent your parent / guardian has signed. If you haven't previously accessed this form click the link in the intro section above

[Upload](#)

[Current \(0\)](#) [Expired \(0\)](#)

i You have no active.

- Click on the grey box displaying *'Drag file(s) here or click to upload'* to submit your Parental Consent form
- Click **'Save'** in the top right corner



The screenshot shows a web application window titled "Setup credential" with a "Save" button in the top right corner. The main content area is titled "Volunteer Parental Consent" and has an "OVERVIEW" tab selected. Under "Start date", there is a date picker set to "19/03/2025". Below this, a message states: "If you have not already done so, please download the Parental Consent form [here](#) and upload a signed version below". A section titled "Please upload your signed Parental Consent form" contains the text "No record found." and a large grey upload box with the text "Drag file(s) here or click to upload". This upload box is circled in black in the image.

Photo

- Click '**Upload Photo**' to submit your photo for your Membership pass (Digital Pass)
 - *Hover over the photo to see 'Upload Photo'*
- Your photo must be:
 - Passport style
 - Head and Shoulders
 - Against a plain well lit background

Photo Requirements
Photo must be passport sized quality photograph (head and shoulders, against a plain well lit background - can be taken on your camera phone)

Please upload your photo - click the box below


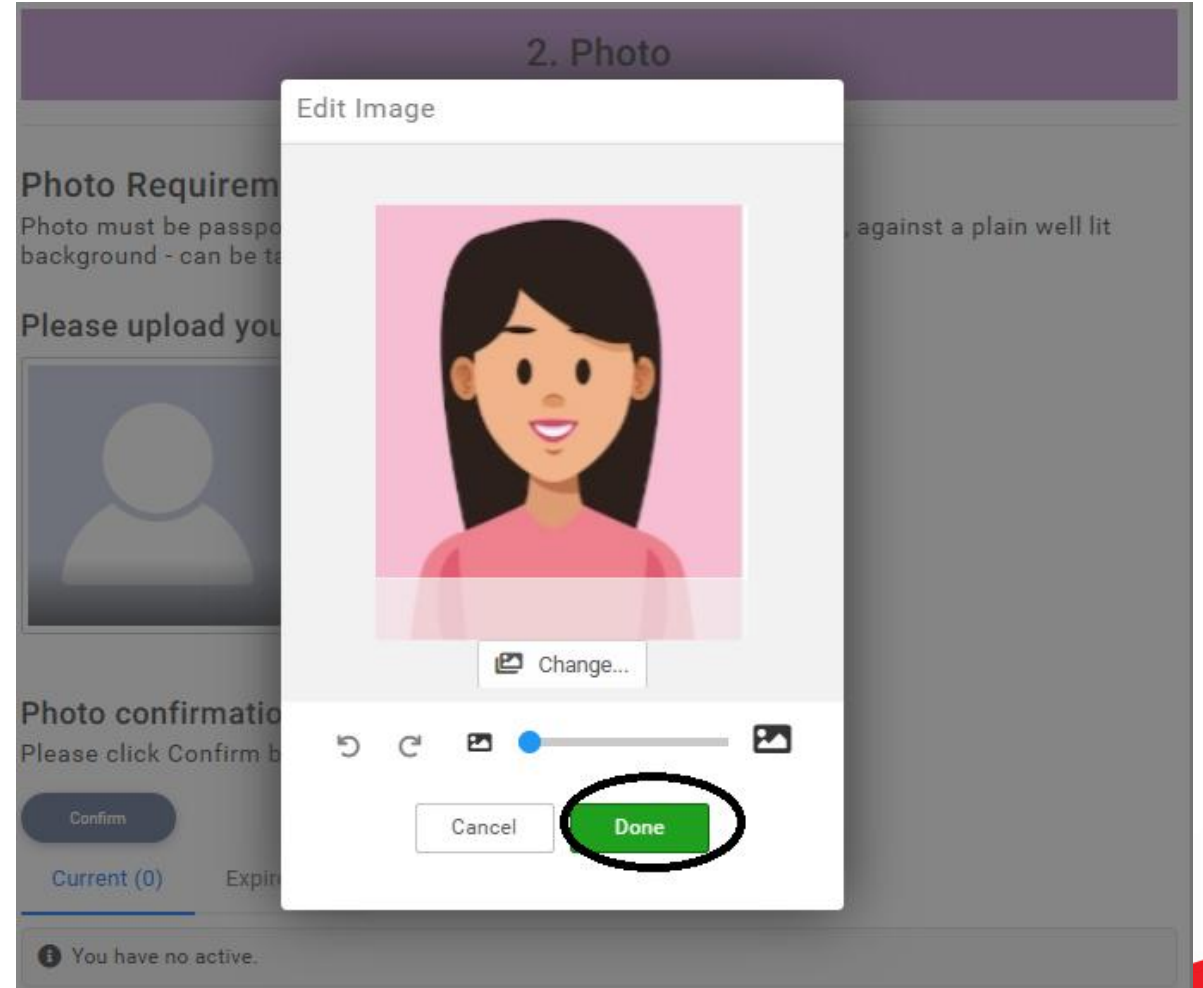


Photo confirmation
Please click Confirm below to confirm likeness of your image

Current (0) Expired (0)

i You have no active.

- Drag the photo to centre it
- You can manipulate the photo by:
 - Rotation
 - Zoom
- Click '**Done**' when your photo meets requirements



- Click to '**Confirm**' the photo you uploaded is an accurate image of you

Photo Requirements
Photo must be passport sized quality photograph (head and shoulders, against a plain well lit background - can be taken on your camera phone)

Please upload your photo - click the box below


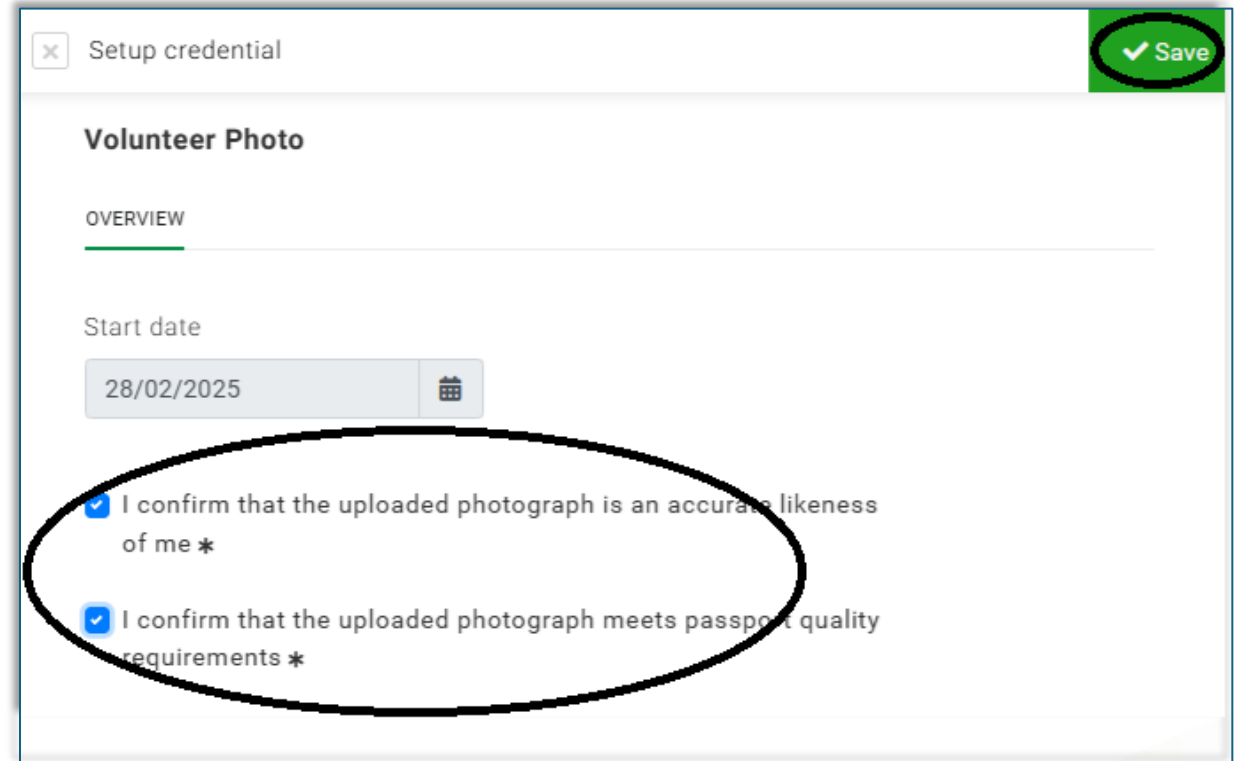


Photo confirmation
Please click Confirm below to confirm likeness of your image

Current (0) Expired (0)

i You have no active.

- Tick to:
 - Confirm the photo uploaded is an accurate likeness of you
 - Confirm that the uploaded photo meets passport quality requirements
- Click '**Save**' in the top right corner



Setup credential Save

Volunteer Photo

OVERVIEW

Start date

28/02/2025

I confirm that the uploaded photograph is an accurate likeness of me *

I confirm that the uploaded photograph meets passport quality requirements *

References

- You must submit the contact details of two referees, who:
 - Are over 18 years of age
 - Are not a parent or family member
 - Reside in Ireland or Northern Ireland
 - Have a contact number within the island of Ireland
 - Know you at least 12 months
- Click '**Add**' under 1st Referee details then click '**Add**' under 2nd Referee details to submit details

3. References

You are required to add the name and contact phone number of two individuals who will provide a reference on your behalf. Each person should be over 18 years of age, resident in Ireland or Northern Ireland, have a contact number within the island of Ireland, are not a family member and know you at least 12 months

1st Referee details

Please add Referee details below

Add

Current (0) Expired (0)

You have no active.

2nd Referee details

Please add Referee details below

Add

Current (0) Expired (0)

You have no active.

- Enter referee contact details
- Click '**Save**' in the top right corner
- Repeat for Volunteer 2nd Reference

Setup credential Save

Volunteer 1st Reference

OVERVIEW

Start date

28/02/2025

You are required to add the name and contact number of an individual who will provide a reference on your behalf. They should be over 18 years of age, resident in Ireland or Northern Ireland, have a contact number within the island of Ireland, are not a spouse or family member and know you at least 12 months

Full Name *

Phil Jones

Email Address

Contact Number *

0881234567

Relationship to you *

Employer

Emergency Contact

- Enter your emergency contact details

4. Emergency Contact

Emergency Contact

First name

Last name

Email address

Contact number

Relationship

Safeguarding

- All SOI volunteers must hold a valid Sport Ireland or Sport Northern Ireland Safeguarding 1 qualification
- If you have an existing valid Safeguarding certificate answer '**Yes**' to submit the certificate
- If you do not have a Safeguarding certificate answer '**No**', you will be given an opportunity to sign up for a course after you submit your volunteer application

5. Safeguarding

Special Olympics volunteers are required to hold a valid Safeguarding qualification. This is best practice to ensure the safety of our athletes and volunteers.

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

Do you hold a valid Safeguarding Certificate issued via Sport Ireland or Sport NI? *

Yes No

- Click '**Upload**' to submit your Safeguarding certificate

Special Olympics volunteers are required to hold a valid Safeguarding qualification. This is best practice to ensure the safety of our athletes and volunteers.

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

Do you hold a valid Safeguarding Certificate issued via Sport Ireland or Sport NI?

Yes

Upload Safeguarding Certificate(s)
Click upload to upload your Safeguarding Certificate (s)

[Current \(0\)](#) [Expired \(0\)](#)

i You have no active.

- Click to select the certification you wish to submit

✕ Select a credential type

Credential Category

All

🔍 Type here to search

Designated Safeguarding Children's Officer (DSCO) (NI) ✓

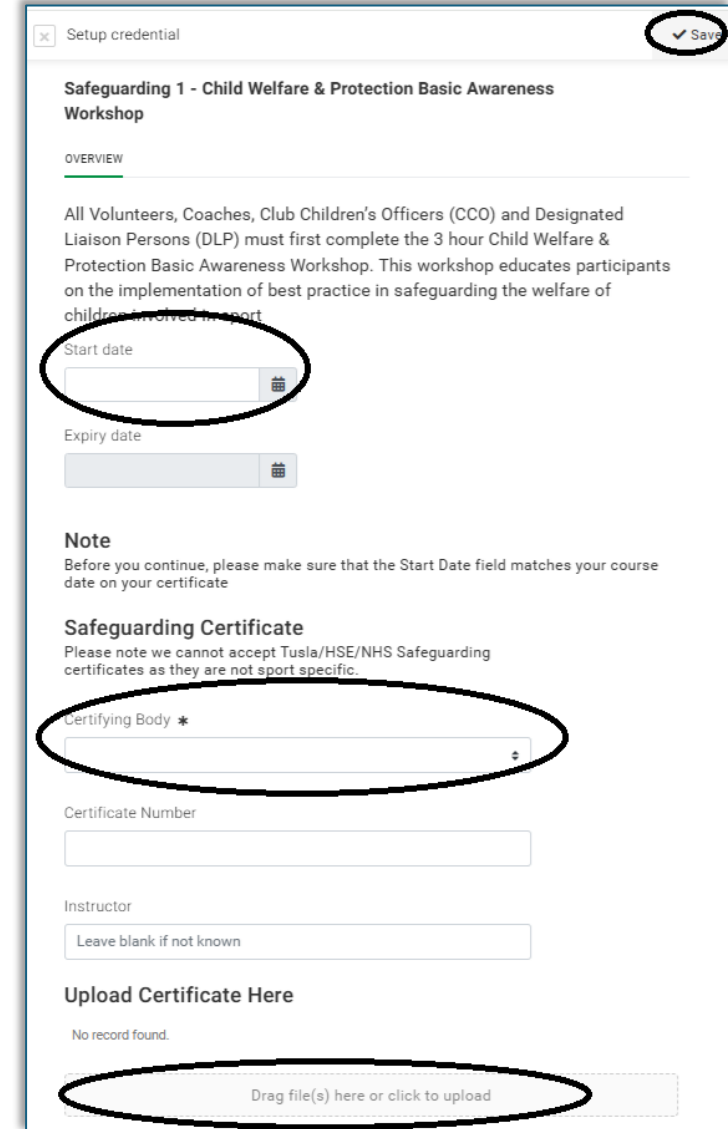
Safeguarding 1 - Child Welfare & Protection Basic Awareness Workshop ✓

Safeguarding 2 - Club Children's Officer ✓

Safeguarding 3 - Designated Liaison Person ✓

Safeguarding Children & Young People Workshop (NI) ✓

- Enter the date of your course as the **‘Start Date’**
 - The expiry date of your certificate will fill automatically
- Complete required fields
- Ensure all information on your certificate is clearly visible in the photo submitted
- Click **‘Save’** in the top right corner



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.

Certifying Body *

Certificate Number

Instructor

Upload Certificate Here
No record found.

Drag file(s) here or click to upload

- If you hold a Sports Qualification in any SOI sport, select '**Yes**'
- Click '**Upload**' to submit your qualification

6. Sport Qualifications

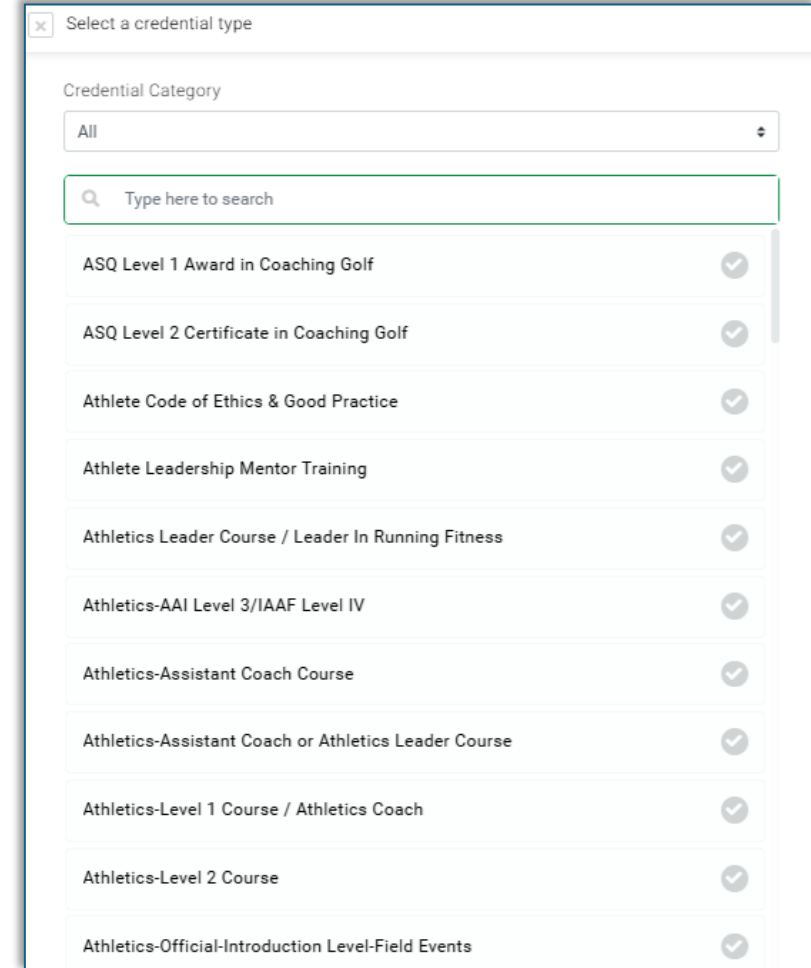
Do you hold a valid Sport Qualification in any of the sports offered by Special Olympics Ireland? *

Upload Sport Certificate(s)

Current (0) Expired (0)

i You have no active.

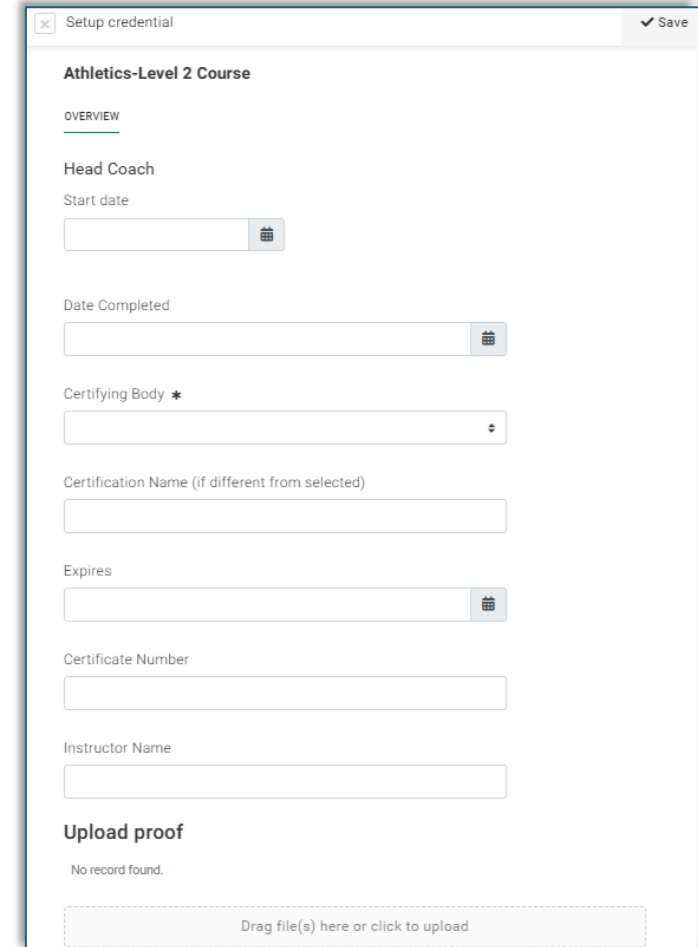
- Click to select the relevant qualification
- You can filter using Credential Category if you wish
- You may need to scroll to see all qualifications



The screenshot shows a web interface for selecting a credential type. At the top, there is a dropdown menu labeled 'Credential Category' with 'All' selected. Below this is a search bar with the placeholder text 'Type here to search'. A list of credential categories follows, each with a checkmark icon to its right. The categories are: ASQ Level 1 Award in Coaching Golf, ASQ Level 2 Certificate in Coaching Golf, Athlete Code of Ethics & Good Practice, 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, Athletics-Level 2 Course, and Athletics-Official-Introduction Level-Field Events.

Credential Category	Selection
All	
ASQ Level 1 Award in Coaching Golf	✓
ASQ Level 2 Certificate in Coaching Golf	✓
Athlete Code of Ethics & Good Practice	✓
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	✓
Athletics-Level 2 Course	✓
Athletics-Official-Introduction Level-Field Events	✓

- Enter all required details
- Submit proof of your qualification
- Click '**Save**' in the top right corner



The screenshot shows a web form titled "Setup credential" for an "Athletics-Level 2 Course". The form is divided into sections: "OVERVIEW", "Head Coach", "Start date", "Date Completed", "Certifying Body *", "Certification Name (if different from selected)", "Expires", "Certificate Number", "Instructor Name", and "Upload proof". The "Upload proof" section shows "No record found." and a dashed box with the text "Drag file(s) here or click to upload". A "Save" button is located in the top right corner of the form.

Setup credential ✓ Save

Athletics-Level 2 Course

OVERVIEW

Head Coach

Start date

Date Completed

Certifying Body *

Certification Name (if different from selected)

Expires

Certificate Number

Instructor Name

Upload proof

No record found.

Drag file(s) here or click to upload

- Click '**Agree**' to read and agree to *SOI's Volunteer Agreement*

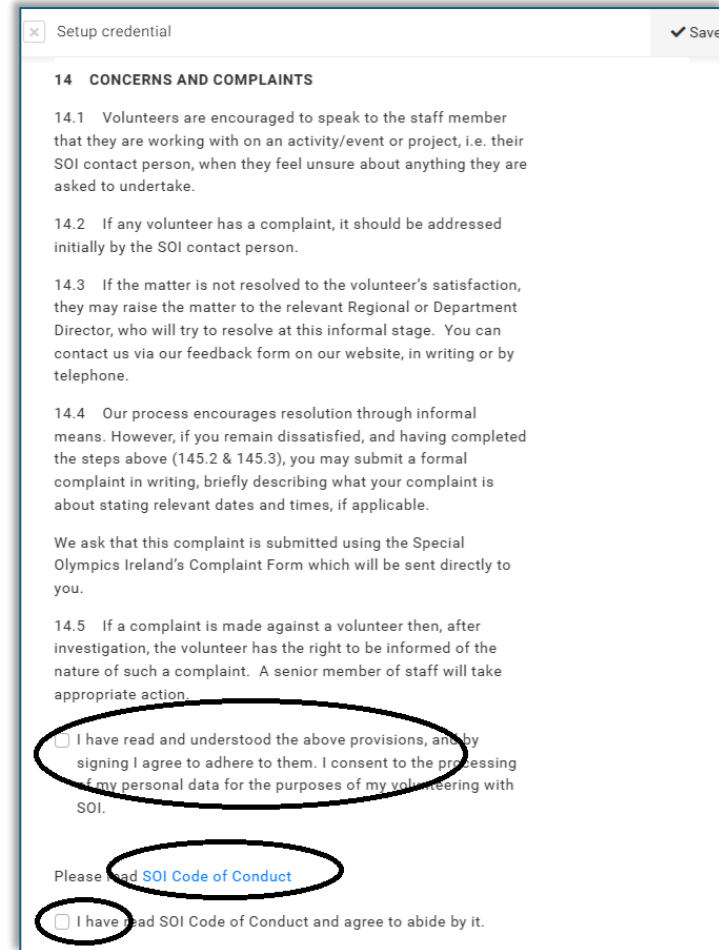
7. Volunteer Agreement

Please read and agree to Volunteer Agreement

[Current \(0\)](#) [Expired \(0\)](#)

i You have no active.

- Click to confirm you have read and understood the volunteer agreement
- Click the link to read the '**SOI Code of Conduct**'
- Confirm that you have read and agree to abide by the **code of conduct**
- Click '**Save**' in the top right corner



Setup credential ✓ Save

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 (145.2 & 145.3), 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.

- Click '**Confirm**' to acknowledge that you understand the requirements of the Volunteer Application Process

8. Eligibility to Volunteer

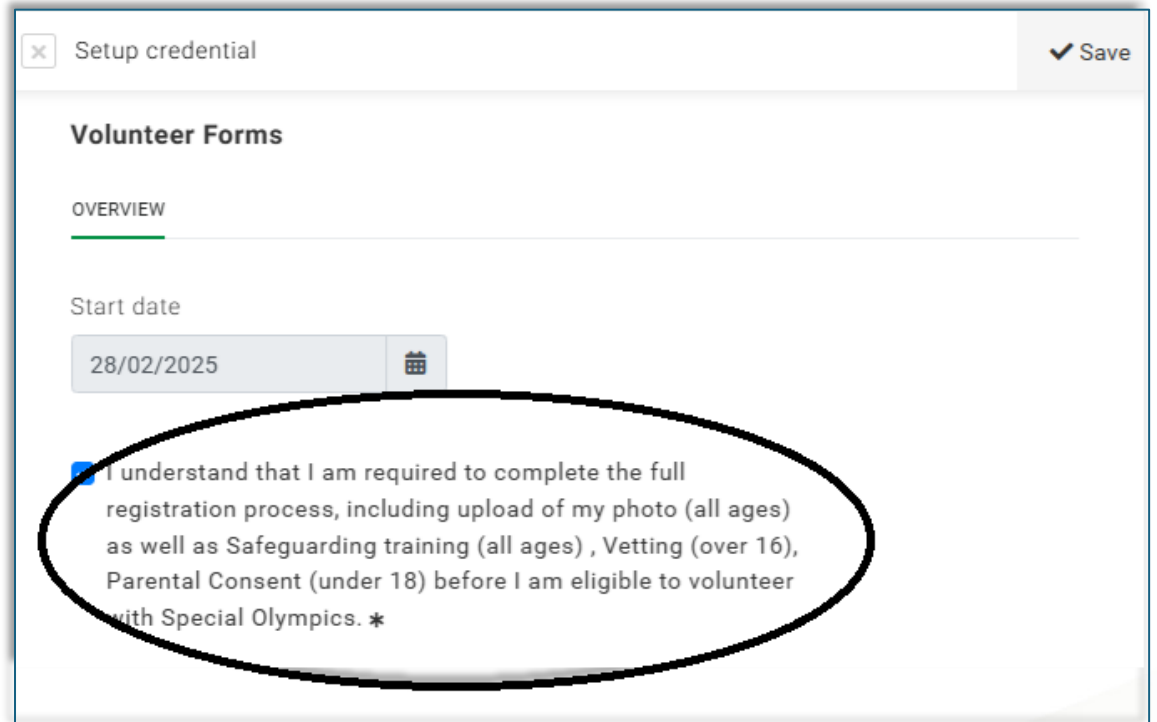
Eligibility to Volunteer
Please click Confirm to read and acknowledge that you understand the requirements of the Volunteer Application process.

[Confirm](#)

[Current \(0\)](#) [Expired \(0\)](#)

i You have no active.

- Tick to confirm you understand that you must complete the full registration process prior to attending any SOI Club or Event
- Click '**Save**' in the top right corner



Setup credential Save

Volunteer Forms

OVERVIEW

Start date

28/02/2025

I understand that I am required to complete the full registration process, including upload of my photo (all ages) as well as Safeguarding training (all ages) , Vetting (over 16), Parental Consent (under 18) before I am eligible to volunteer with Special Olympics. *

Finish & Submit application

- Click '**Finish**' to submit your application
 - You may need to scroll
- Ensure you complete the '**checkout**' process
 - **There is no charge**
- If you do not complete the '**Checkout**' process your application will not be submitted for processing

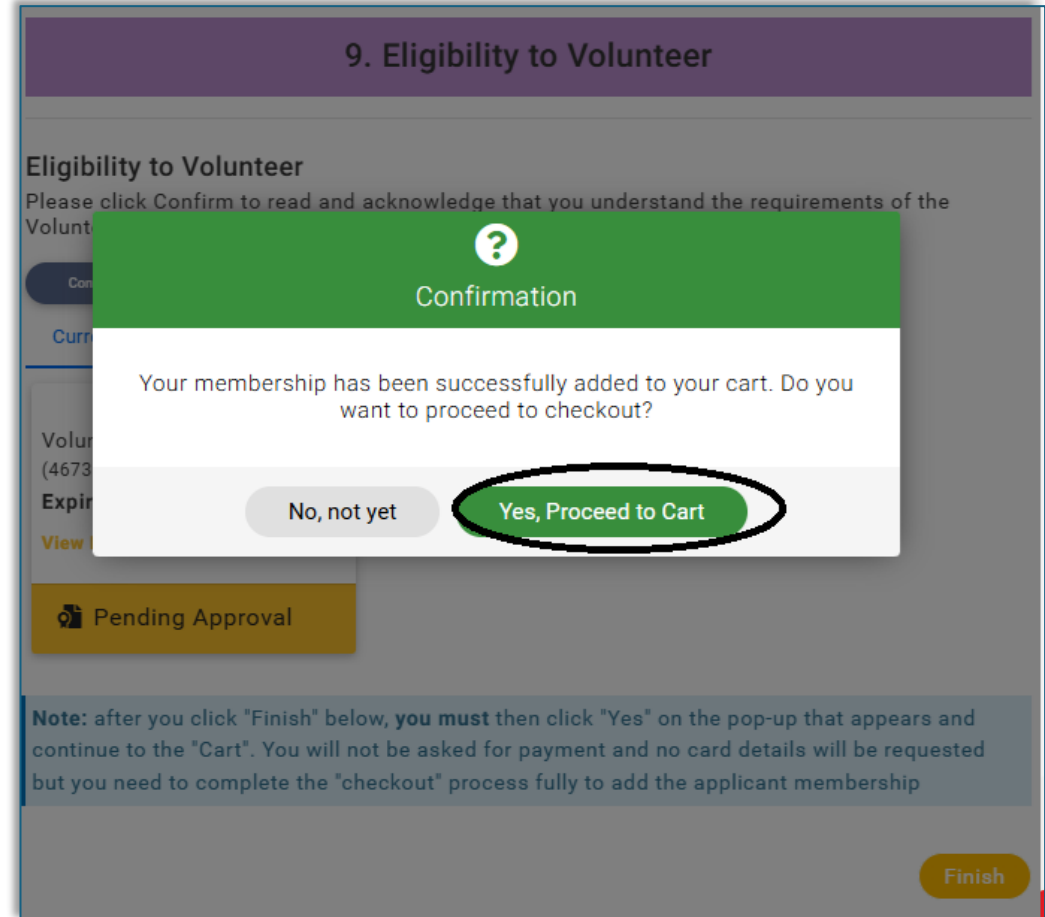
Note: after you click "Finish" below, **you must** then click "Yes" on the pop-up that appears and continue to the "Cart". You will not be asked for payment and no card details will be requested but you need to complete the "checkout" process fully to add the applicant membership



Finish

Checkout

- Click '**Yes, Proceed to Cart**'



9. Eligibility to Volunteer

Eligibility to Volunteer
Please click Confirm to read and acknowledge that you understand the requirements of the Volun

Confirmation

Your membership has been successfully added to your cart. Do you want to proceed to checkout?

No, not yet **Yes, Proceed to Cart**

Pending Approval

Note: after you click "Finish" below, **you must** then click "Yes" on the pop-up that appears and continue to the "Cart". You will not be asked for payment and no card details will be requested but you need to complete the "checkout" process fully to add the applicant membership

Finish

- Click '**Complete Order**'
- There is no charge involved

🛒 Checkout & Payment

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.


Order Summary

Total Items	1
Item saved for later	0
Net Total	€0.00
Total (EUR)	€0.00

[Complete Order](#)

VISA DISCOVER Mastercard

[Remove All](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 <p>Applicant Volunteer 15 yrs (Jane Doe) Special Olympics Ireland Special Olympics Ireland is a volunteer-led sports organisation for children and adults with an intellectual disability. We welcome your involvement and contribution as a volunteer to help change the lives of Special Olympics athletes in their local communities across the island. As a volunteer, you enable athletes to achieve, develop, learn new skills, make friends and realise their full potential. Volunteering is fun and rewarding. You will receive personal satisfaction from involvement.</p> <p>Save for Later Remove</p>	1	€0.00	€0.00	€0.00

- You will receive an onscreen Payment is successful message
- You will also receive an email with the subject '**Special Olympics Ireland Membership Confirmation**'


Checkout & Payment

1 Order Review 2 Confirm Payment

Thank you, your payment has been successful ✓
Your reference number is **PR014503** and we'll send a confirmation email with detail to **janedoe@janedoe.com**

[Back to cart](#) [Home](#)

[Download a PDF Receipt](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 Applicant Volunteer 15 yrs (Jane Doe) <small>Special Olympics Ireland is a volunteer-led sports organisation for children and adults with an intellectual disability. We welcome your involvement and contribution as a volunteer to help change the lives of Special Olympics athletes in their local communities across the island. As a volunteer, you enable athletes to achieve, develop, learn new skills, make friends and realise their full potential. Volunteering is fun and rewarding. You will receive personal satisfaction from involvement.</small>	1	€0.00	€0.00	€0.00

Order Summary

Net Total	€0.00
Total (EUR)	€0.00

Next steps

- The Volunteer department will begin to process your application and will contact you via email
- If you do not have a Safeguarding qualification, you will be contacted via email with steps on signing up to a course
- If you have any questions, please contact ***volunteers@specialolympics.ie***