



Special Olympics
Ireland

How to complete Applicant Volunteer 18+ registration – Republic of Ireland

This guide will cover:

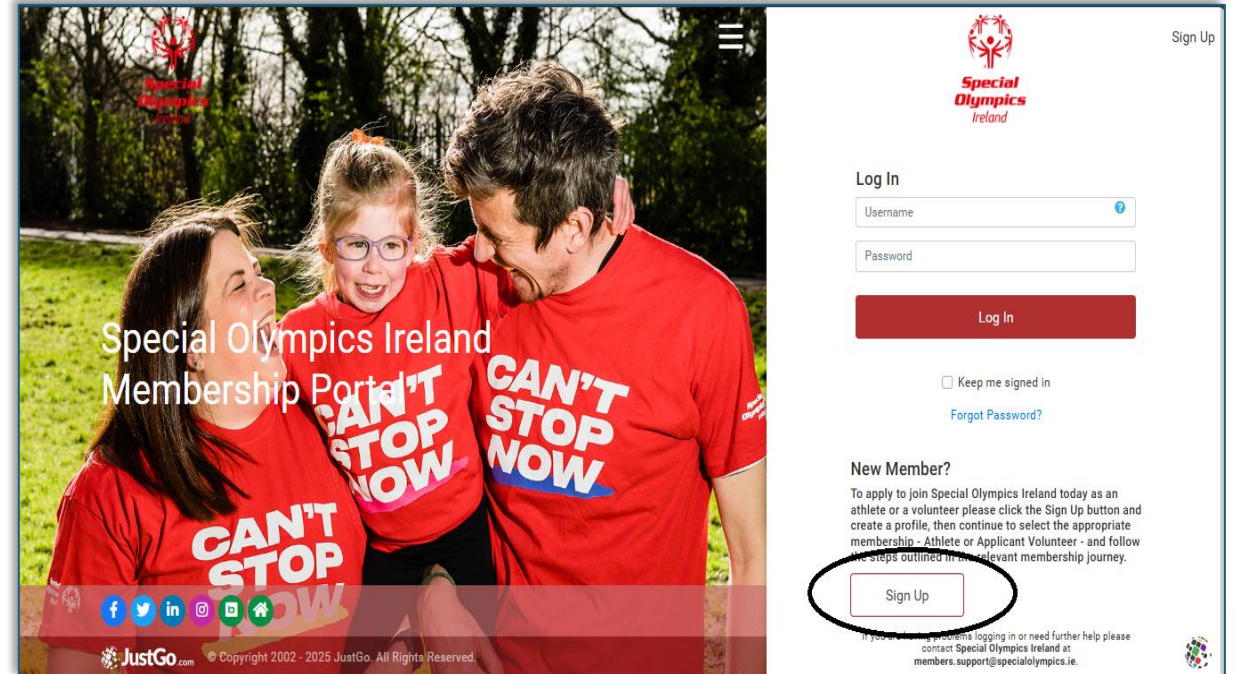
- Preparing to register
- Creating a profile on JustGo
- How to purchase Applicant Volunteer 18+ Membership
- What happens next ...

Before you begin...

- We recommend you:
 - Copy or take a photo of your completed and witnessed ID Validation form
 - The link to download your ID Validation form is included in the registration email you received, or you can access it at [Specialolympics.ie/volunteer-forms](https://specialolympics.ie/volunteer-forms)
 - 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 spouse 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

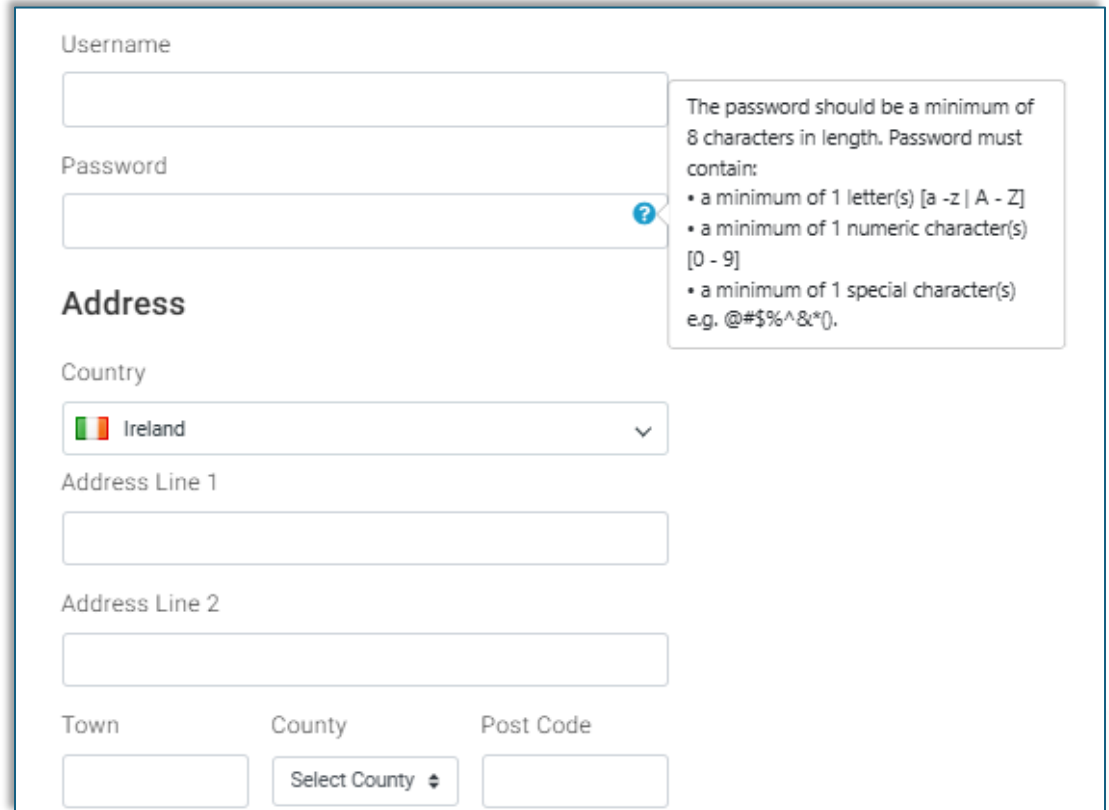
Day Month Year

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

Password Requirements: 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

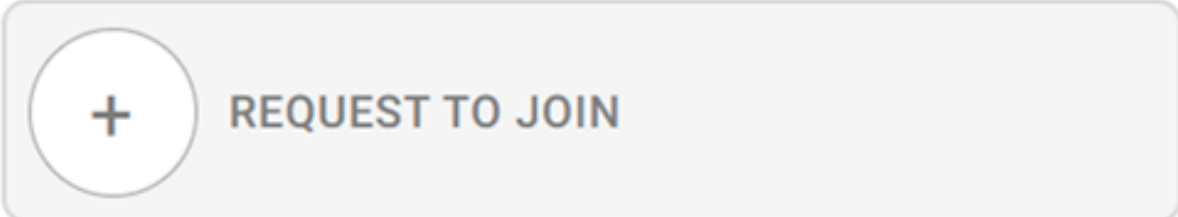
Choose a club

- 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?

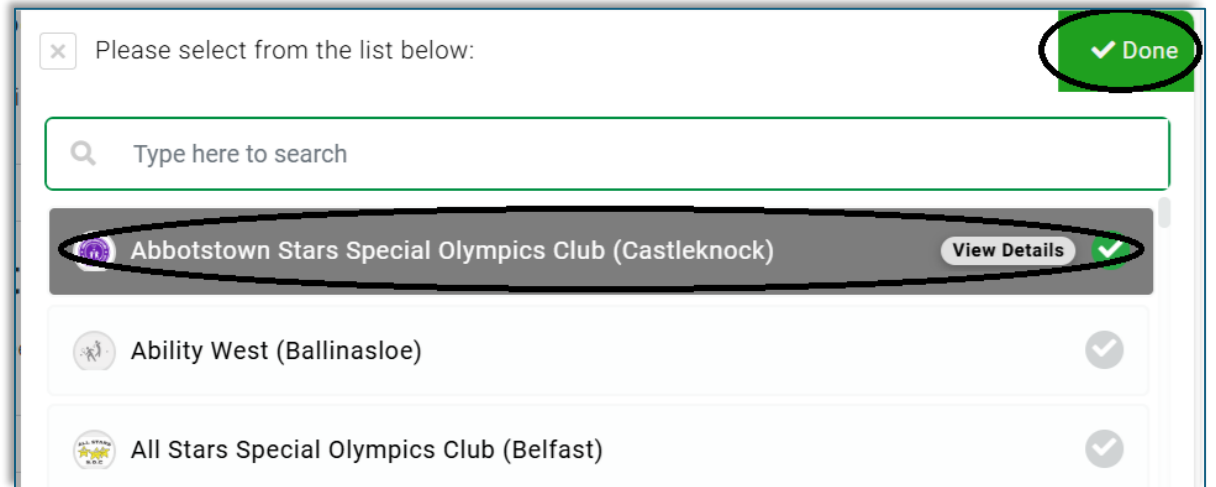
Yes ▾

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



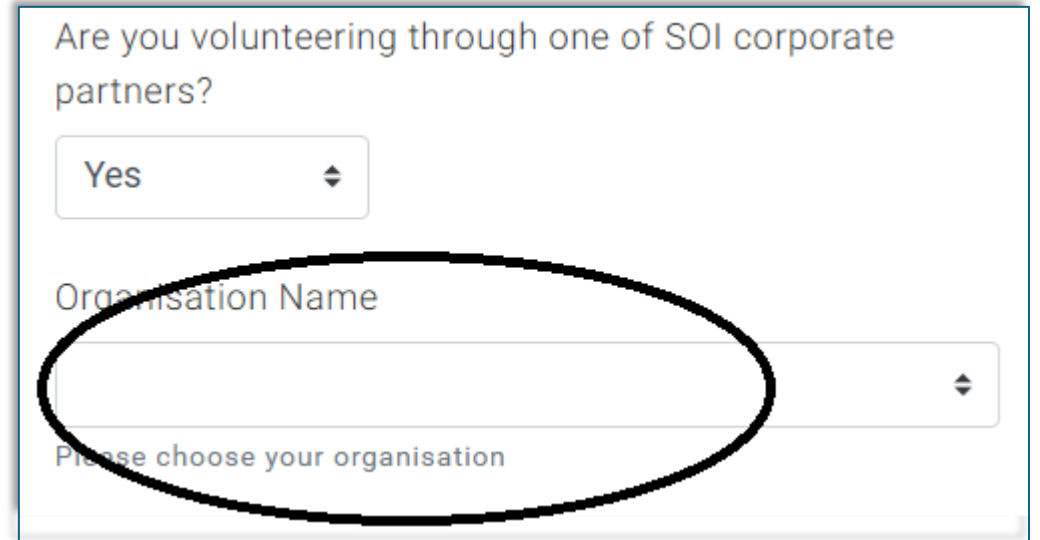
Please select from the list below: ✓ Done

Search: Type here to search

-  Abbotstown Stars Special Olympics Club (Castleknock) View Details ✓
-  Ability West (Ballinasloe) ✓
-  All Stars Special Olympics Club (Belfast) ✓

Corporate Volunteer

- Choose **‘Yes’** or **‘No’** under *‘Are you volunteering through one of SOI corporate partners?’*
- If you choose **‘Yes’**, please choose your **‘Organisation Name’**



Are you volunteering through one of SOI corporate partners?

Yes ▾

Organisation Name

▾

Please choose your organisation

The screenshot shows a form with a question, a dropdown menu for 'Yes', a label for 'Organisation Name', and a dropdown menu for selecting an organisation. A black oval highlights the 'Organisation Name' dropdown menu.

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)

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

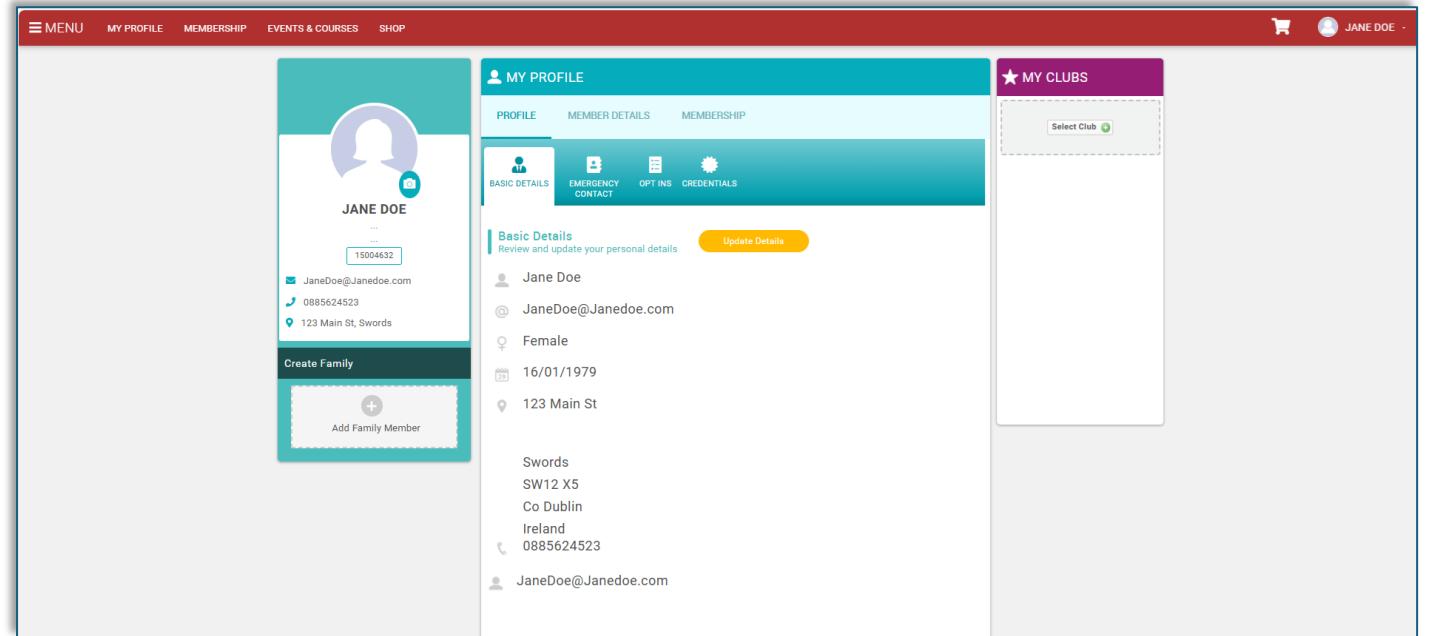
By progressing you are also accepting JustGo's
[Terms and Conditions of Use.](#)

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

[← Back](#) [Accept & Continue](#)

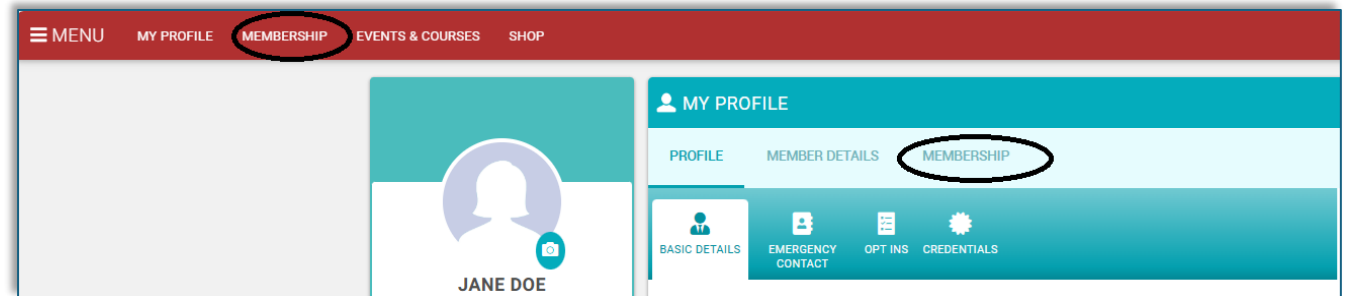
- Your profile will open onscreen
- If you selected a club it will be displayed under '**My Clubs**'

Note: by default a region will added to your profile

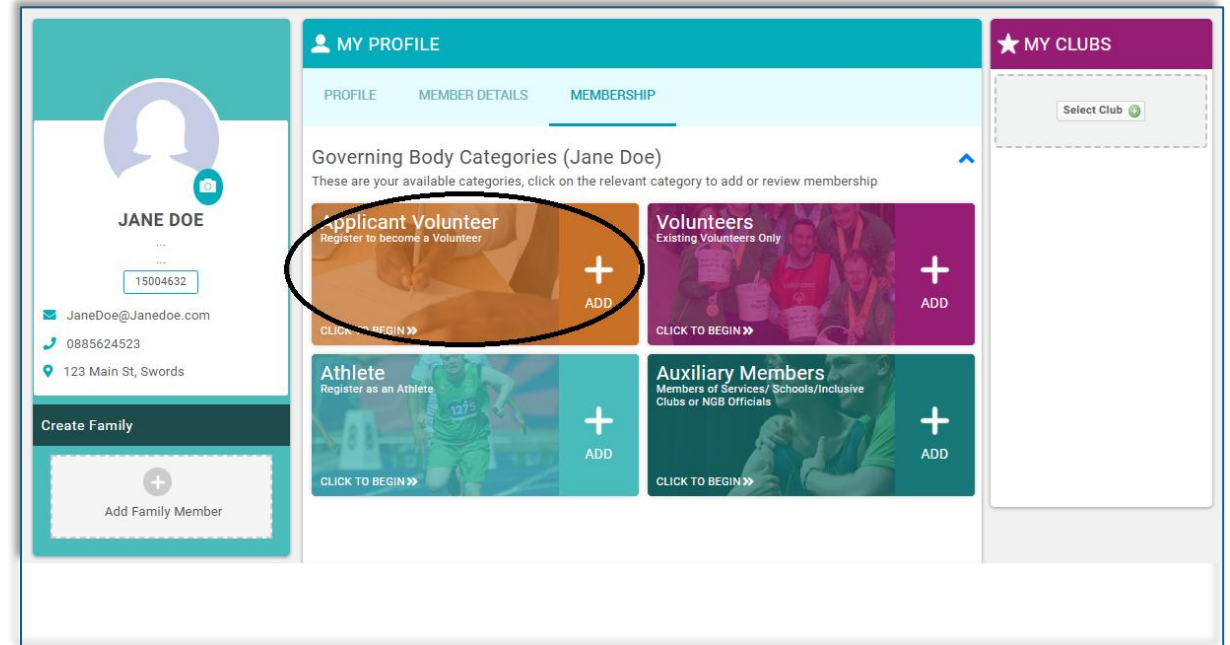


Complete Applicant Volunteer application

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

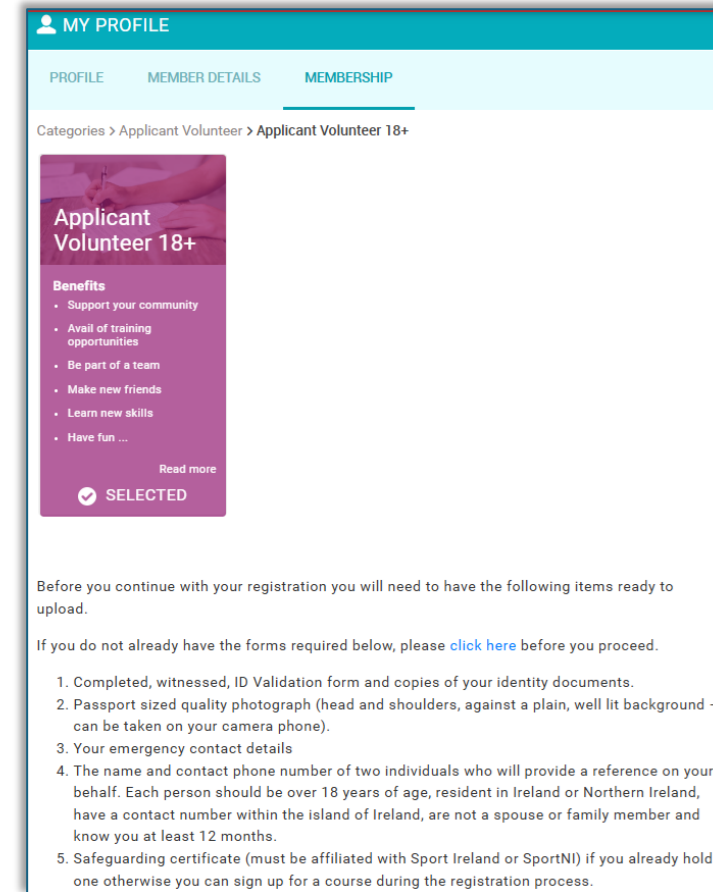


- Click **'Applicant Volunteer'**



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 central area is further divided into 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP' tabs. Under the 'MEMBERSHIP' tab, there is a section titled 'Governing Body Categories (Jane Doe)' with the instruction: 'These are your available categories, click on the relevant category to add or review membership'. 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 'Volunteers' card includes 'Existing Volunteers Only'. The 'Athlete' card includes 'Register as an Athlete'. The 'Auxiliary Members' card includes 'Members of Services/ Schools/Inclusive Clubs or NGB Officials'. The left sidebar shows the user's name 'JANE DOE', a phone number '15004632', an email 'JaneDoe@Janedoe.com', a phone number '0885624523', and an address '123 Main St, Swords'. There is also a 'Create Family' section with an 'Add Family Member' button. The right 'MY CLUBS' section has a 'Select Club' button.

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



MY PROFILE

PROFILE MEMBER DETAILS **MEMBERSHIP**

Categories > Applicant Volunteer > Applicant Volunteer 18+

Applicant Volunteer 18+

Benefits

- Support your community
- Avail of training opportunities
- Be part of a team
- Make new friends
- Learn new skills
- Have fun ...

Read more

SELECTED

Before you continue with your registration you will need to have the following items ready to upload.

If you do not already have the forms required below, please [click here](#) before you proceed.

1. Completed, witnessed, ID Validation form and copies of your identity documents.
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 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 spouse or family member and know you at least 12 months.
5. Safeguarding certificate (must be affiliated with Sport Ireland or SportNI) if you already hold one otherwise you can sign up for a course during the registration process.

- Click ‘ ***Republic of Ireland*** ’ to choose the jurisdiction where you plan on volunteering

1. Jurisdiction

Where do you plan on volunteering? *

Northern Ireland

Republic of Ireland

- Click ***'Upload'*** to submit your completed and witnessed ***'Republic of Ireland ID Validation Form'***

1. Jurisdiction

Where do you plan on volunteering? *

Northern Ireland
 Republic of Ireland

Republic of Ireland ID Validation Form

Click Upload to upload your completed & witnessed ID Validation form. You may use photos of your form

Upload

Current (0) Expired (0)

i You have no active.

Republic of Ireland Proof of Identity Documents

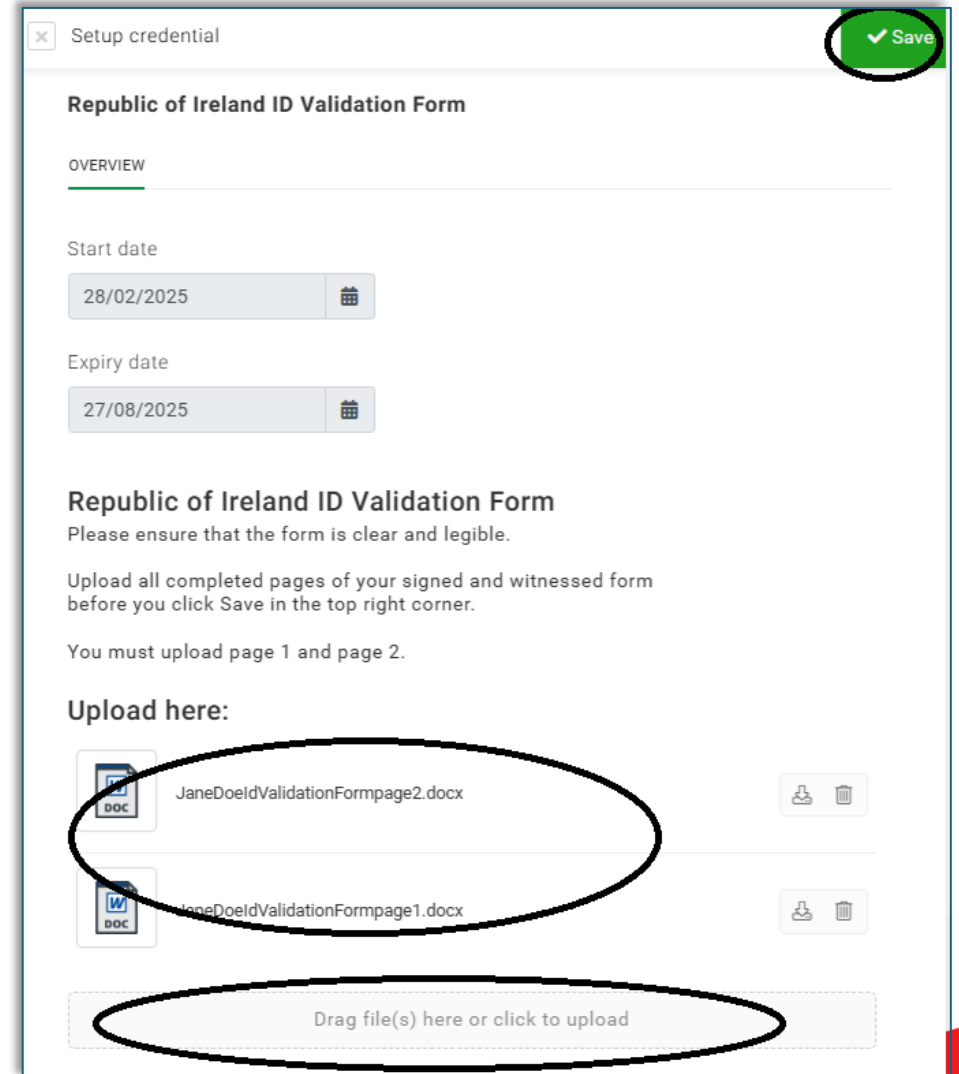
Please upload copies of the documents you used as proof of identity You may use photos of your documents. NOTE: We are unable to accept Public Services Card as a proof of identity as we are not a specified body under Schedule 5 of the Social Welfare Consolidation Act 2005 (as amended).

Upload

Current (0) Expired (0)

i You have no active.

- Click the grey box displaying *'Drag file(s) here or click to upload'* to submit your *Republic of Ireland ID Validation form*
- Ensure you submit pages 1 and 2 as they are required by the National Vetting Bureau
- Click **'Save'** in the top right corner



Setup credential ✓ Save

Republic of Ireland ID Validation Form

OVERVIEW

Start date
28/02/2025

Expiry date
27/08/2025

Republic of Ireland ID Validation Form

Please ensure that the form is clear and legible.

Upload all completed pages of your signed and witnessed form before you click Save in the top right corner.

You must upload page 1 and page 2.

Upload here:

- JaneDoeldValidationFormpage2.docx
- JaneDoeldValidationFormpage1.docx

Drag file(s) here or click to upload

- Your '**Republic of Ireland ID Validation form**' credential is displayed Pending Approval
- When your application is submitted, we will process all Pending Credentials
- Click '**Upload**' to upload your '**Republic of Ireland Proof of Identity Documents**'

1. Jurisdiction

Where do you plan on volunteering? *

Northern Ireland
 Republic of Ireland


Republic of Ireland ID Validation Form

Click Upload to upload your completed & witnessed ID Validation form. You may use photos of your form

[Upload](#)

[Current \(1\)](#) [Expired \(0\)](#)

Republic of Ireland ID Validation Form
(467278)
Expires: 27 Aug 2025
[View Details](#)

 Pending Approval

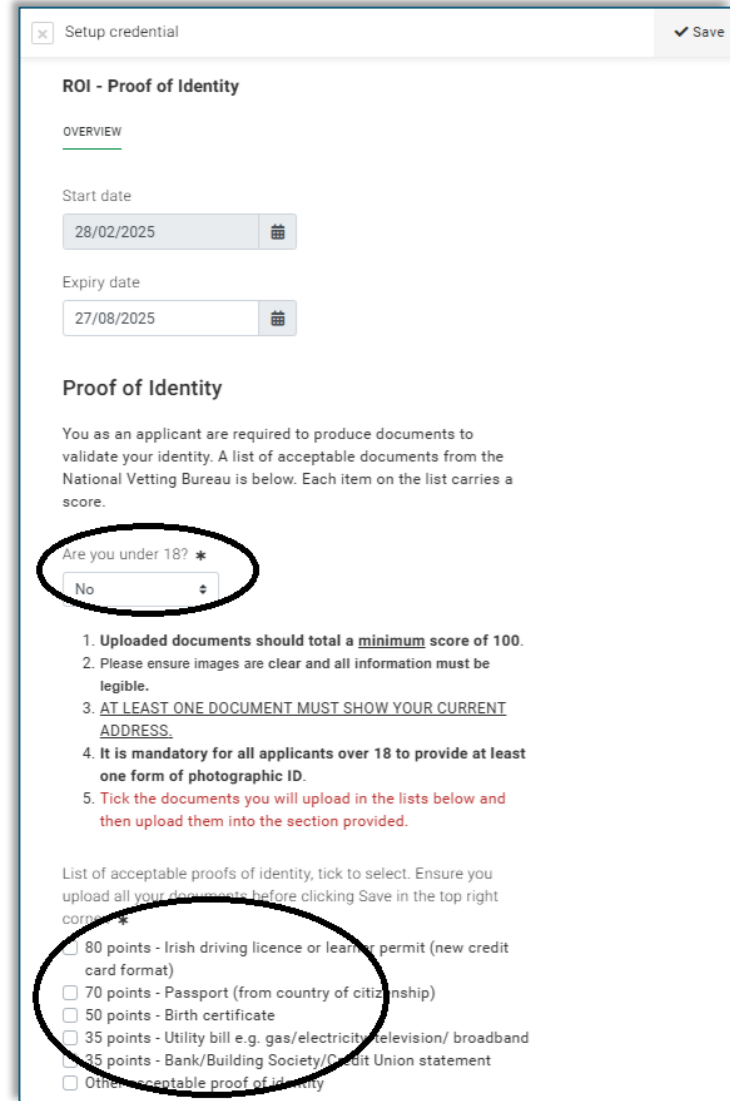
Republic of Ireland Proof of Identity Documents

Please upload copies of the documents you used as proof of identity You may use photos of your documents. NOTE: We are unable to accept Public Services Card as a proof of identity as we are not a specified body under Schedule 5 of the Social Welfare Consolidation Act 2005 (as amended).

[Upload](#)

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

- Click ‘**No**’ under “*Are you under 18?*”
- Tick the documents you will submit
- The documents submitted must:
 - Total 100 points
 - At least one must provide photographic ID
 - At least one must show your **current** address



Setup credential Save

ROI - Proof of Identity

OVERVIEW

Start date
28/02/2025

Expiry date
27/08/2025

Proof of Identity

You as an applicant are required to produce documents to validate your identity. A list of acceptable documents from the National Vetting Bureau is below. Each item on the list carries a score.

Are you under 18? *

No

1. Uploaded documents should total a minimum score of 100.
2. Please ensure images are clear and all information must be legible.
3. AT LEAST ONE DOCUMENT MUST SHOW YOUR CURRENT ADDRESS.
4. It is mandatory for all applicants over 18 to provide at least one form of photographic ID.
5. Tick the documents you will upload in the lists below and then upload them into the section provided.

List of acceptable proofs of identity, tick to select. Ensure you upload all your documents before clicking Save in the top right corner. *

- 80 points - Irish driving licence or learner permit (new credit card format)
- 70 points - Passport (from country of citizenship)
- 50 points - Birth certificate
- 35 points - Utility bill e.g. gas/electricity/television/ broadband
- 35 points - Bank/Building Society/Credit Union statement
- Other acceptable proof of identity

- Click on the grey box displaying ‘*Drag file(s) here or click to upload*’ to submit your identity documents
- Upload all required documents
- Click ‘**Save**’ in the top right corner

Setup credential Save

You as an applicant are required to produce documents to validate your identity. A list of acceptable documents from the National Vetting Bureau is below. Each item on the list carries a score.

Are you under 18? *




No

1. Uploaded documents should total a minimum score of 100.
2. Please ensure images are clear and all information must be legible.
3. AT LEAST ONE DOCUMENT MUST SHOW YOUR CURRENT ADDRESS.
4. It is mandatory for all applicants over 18 to provide at least one form of photographic ID.
5. Tick the documents you will upload in the lists below and then upload them into the section provided.

List of acceptable proofs of identity, tick to select. Ensure you upload all your documents before clicking Save in the top right corner.

- 80 points - Irish driving licence or learner permit (new credit card format)
- 70 points - Passport (from country of citizenship)
- 50 points - Birth certificate
- 35 points - Utility bill e.g. gas/electricity/television/ broadband
- 35 points - Bank/Building Society/Credit Union statement
- Other acceptable proof of identity

Irish driving licence or learner permit (new credit card format)

 JaneDoeDriverLicence.docx  

Drag file(s) here or click to upload

Passport (from country of citizenship)

No record found.

Drag file(s) here or click to upload

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

2. Photo

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

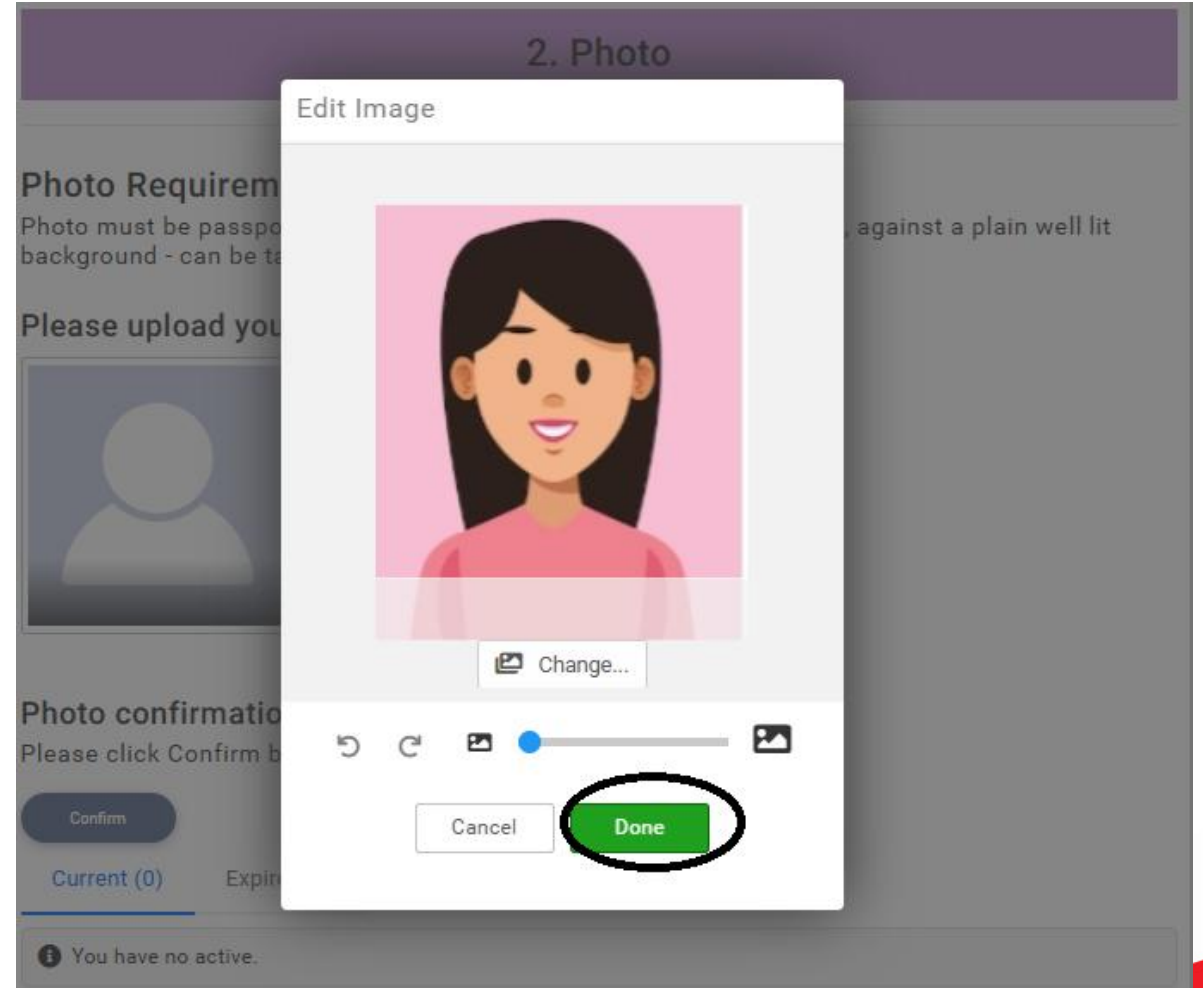
Please click Confirm below to confirm likeness of your image

[Confirm](#)

[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

2. Photo

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

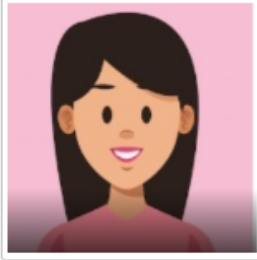


Photo confirmation

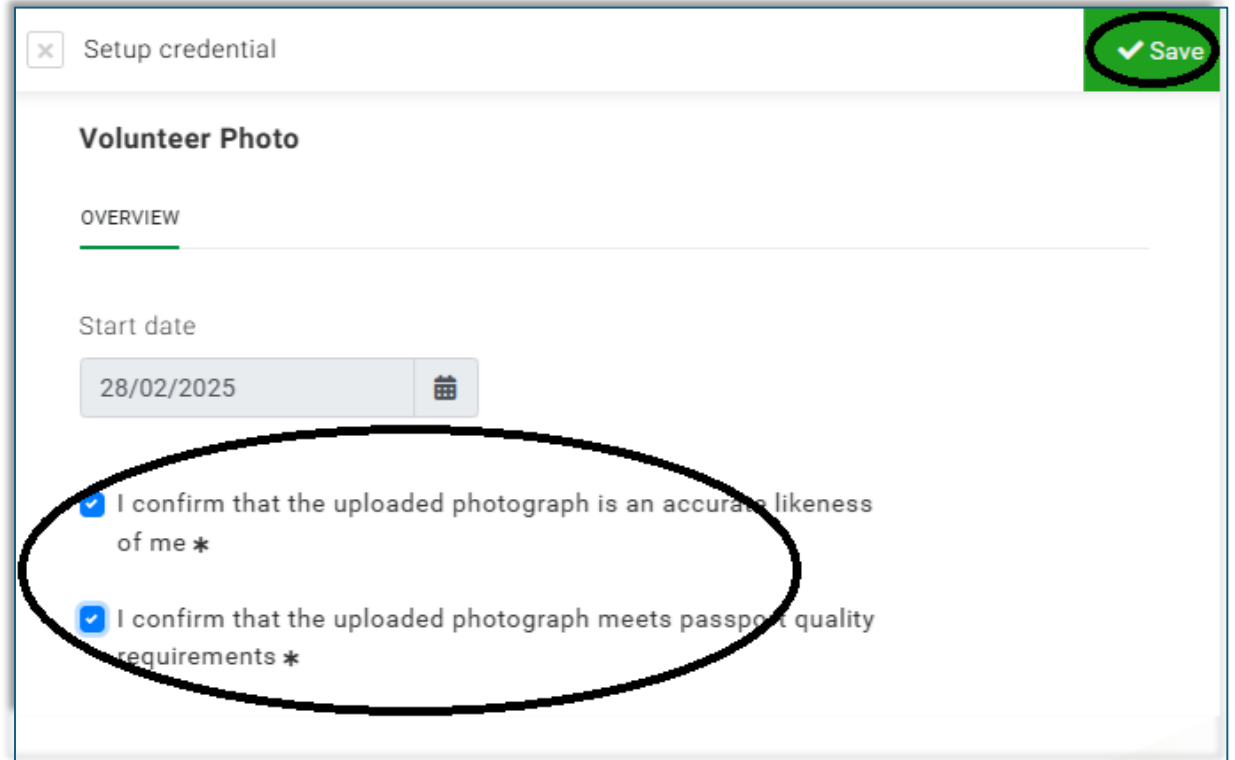
Please click Confirm below to confirm likeness of your image

Confirm

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 spouse or family member
 - Reside in Ireland or Northern Ireland
 - Have a contact number on the island of Ireland
 - Know you at least 12 months
- Click '**Add 1st Reference**' then click '**Add 2nd Reference**' 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 spouse or family member and know you at least 12 months

1st Referee Details

Please add Referee details below

[Add 1st Reference](#)

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

You have no active.

2nd Referee Details

Please add Referee details below

[Add 2nd Reference](#)

[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 Information

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
Contact number *	Relationship *
<input type="text"/>	<input type="text"/>

Safeguarding

- All SOI volunteers must hold a valid Sport Ireland or Sport Northern Ireland Safeguarding 1 qualification
- If you have an existing 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?

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

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

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) ✓

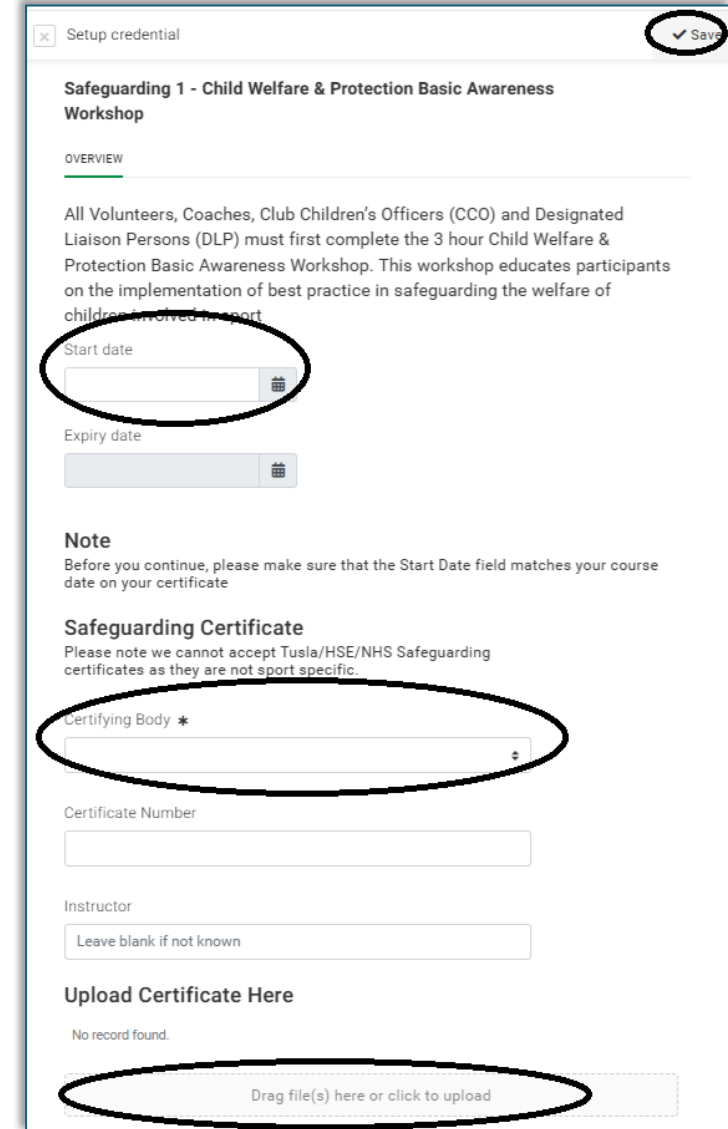
Safeguarding 1 - Child Welfare & Protection Basic Awareness Workshop ✓

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 '**Add**' to submit your qualification

6. Sport Qualifications

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

Sport Qualifications

Please add your sport qualification

[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

Select a credential type

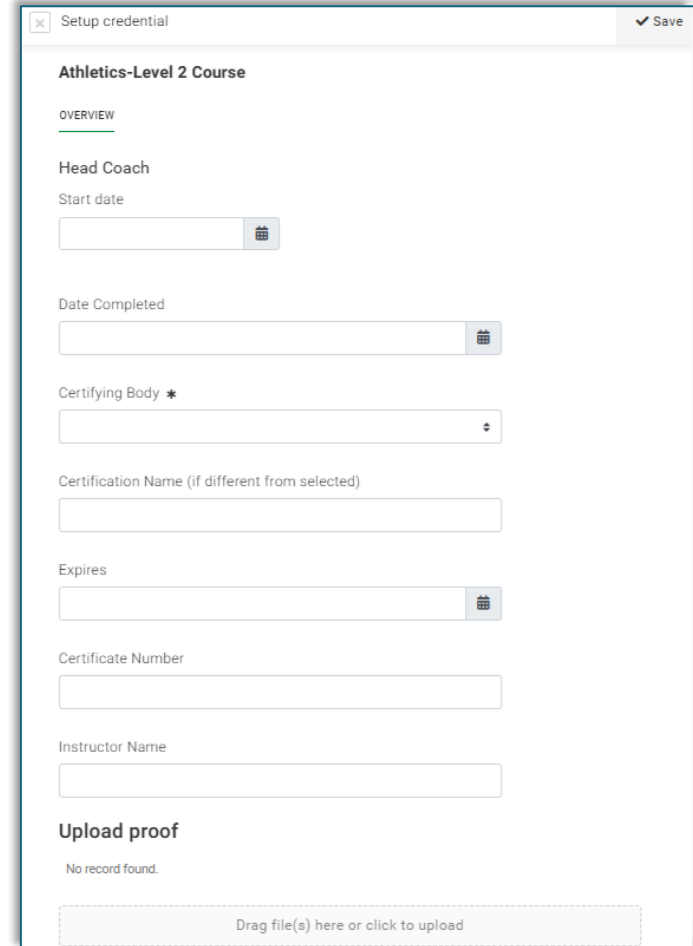
Credential Category

All

Type here to search

- 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



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

- Enter your medical qualification, if you hold a medical qualification and wish to volunteer in a medical capacity
- Click '**Add**' to submit your registration information

7. Medical Qualification

Do you have a medical / healthcare background and would like to volunteer in this capacity? *

Are you a qualified

Nurse
 Nurse - RNID
 Doctor
 Paramedic
 Other

MED - Nurse
Please provide registration info

Current (0) Expired (0)

i You have no active.

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

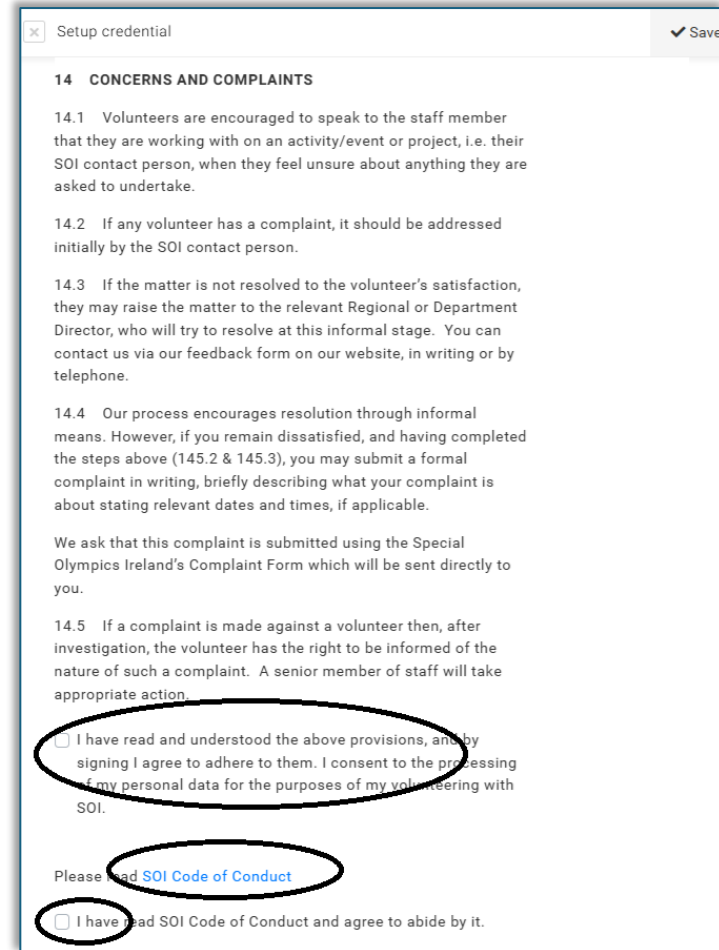
8. Volunteer Agreement

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 '**Add**' to advise us regarding the use of your likeness

Likeness Release

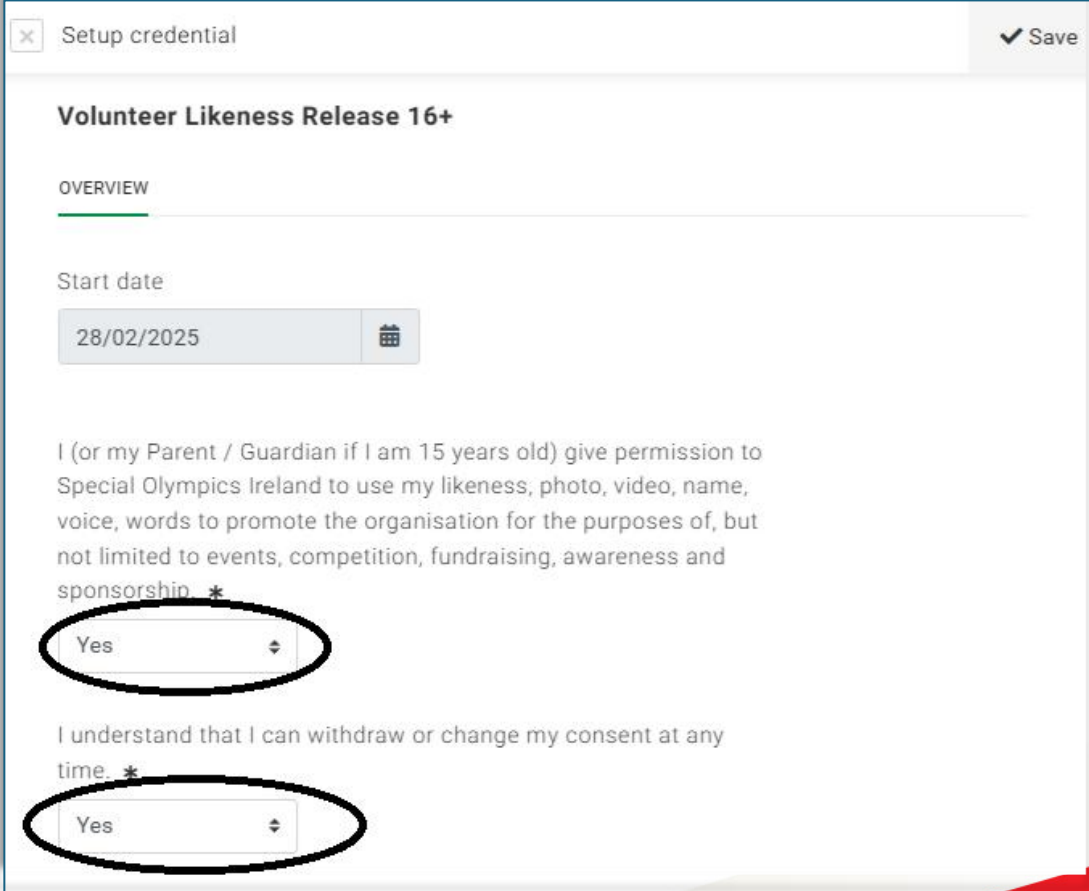
Please advise us regarding use of your likeness

Add

Current (0) Expired (0)

i You have no active.

- Answer ‘**Yes**’ or ‘**No**’ to indicate your preference on SOI use of your likeness
- Answer ‘**Yes**’ or ‘**No**’ to indicate you understand that you can withdraw or change your consent at any time
- Click ‘**Save**’ in the top right corner



Setup credential ✓ Save

Volunteer Likeness Release 16+

OVERVIEW

Start date

28/02/2025

I (or my Parent / Guardian if I am 15 years old) give permission to Special Olympics Ireland to use my likeness, photo, video, name, voice, words to promote the organisation for the purposes of, but not limited to events, competition, fundraising, awareness and sponsorship. *

Yes

I understand that I can withdraw or change my consent at any time. *

Yes

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

9. Eligibility to Volunteer

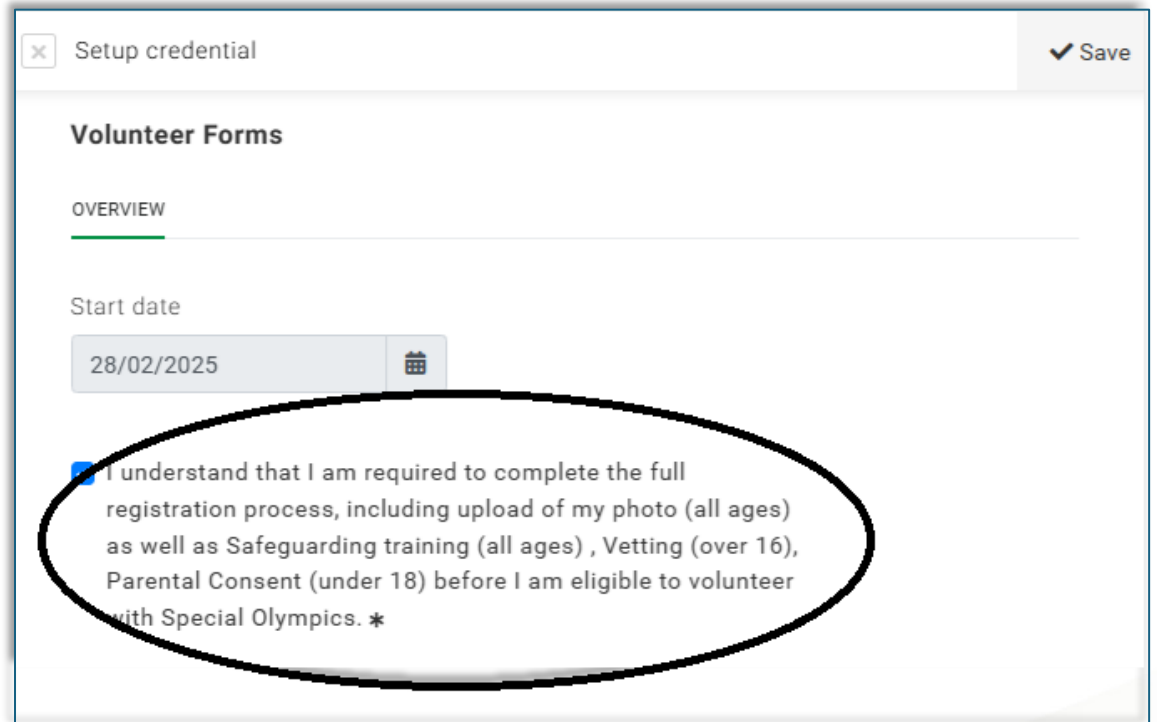
Eligibility to Volunteer

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

[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
- 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

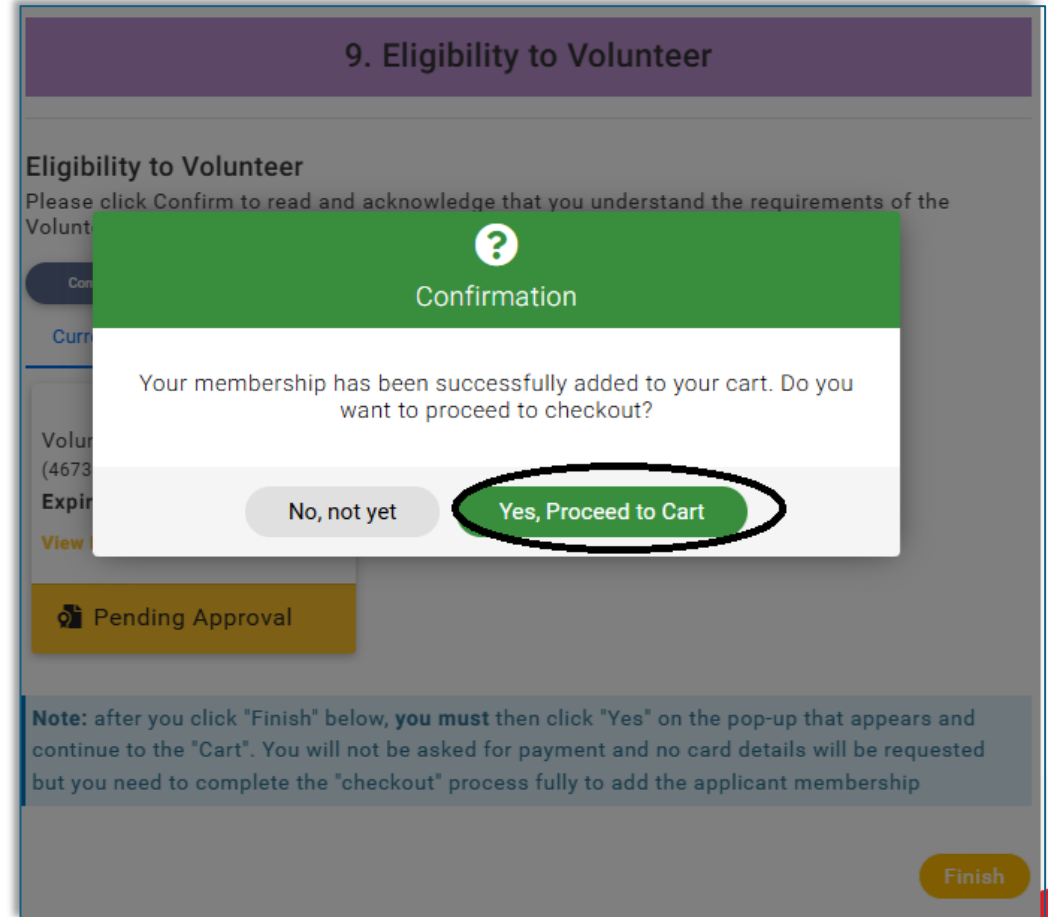
Note: after you click "Finish" below, **you must** then click "Yes" on the pop-up that appears and continue to the "Cart". You will not be asked for payment and no card details will be requested but you need to complete the "checkout" process fully to add the applicant membership



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

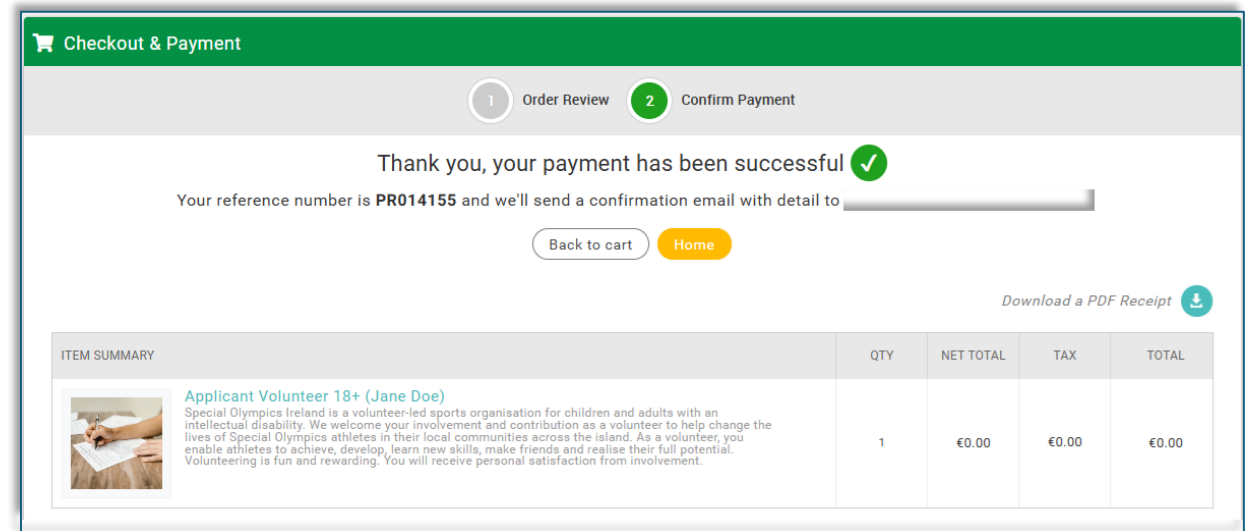
[Complete Order](#)

VISA DISCOVER Mastercard American Express


[Remove All](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 <p>Applicant Volunteer 18+ (Jane Doe) Special Olympics Ireland</p> <p>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**'



The screenshot shows a 'Checkout & Payment' page with a green header. The progress bar indicates '1 Order Review' and '2 Confirm Payment' (highlighted in green). The main message reads: 'Thank you, your payment has been successful' with a green checkmark icon. Below this, it states: 'Your reference number is PR014155 and we'll send a confirmation email with detail to [redacted]'. There are two buttons: 'Back to cart' and 'Home'. A link to 'Download a PDF Receipt' is also present.

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 <p>Applicant Volunteer 18+ (Jane Doe) 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>	1	€0.00	€0.00	€0.00



Next steps

- The Volunteer department will begin to process your application
- If all your documents are in order you will receive an email from the National Vetting Bureau asking you to complete vetting
- If your documents are not in order, we will be in contact with further instructions
- If you do not have a Safeguarding qualification, you will be contacted with steps on signing up to a course
- If you have any questions, please contact ***volunteers@specialolympics.ie***