

Register for a SOI Safeguarding Course



This guide will cover:

- How to log in
- How to register for Special Olympics Ireland Safeguarding course
- Course Confirmation
- After you have completed your course ...

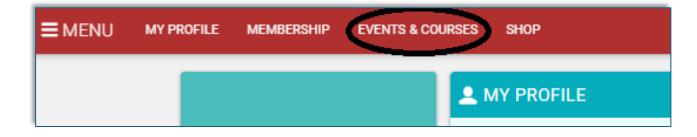


Log into your JustGo account using your membership id/username and password





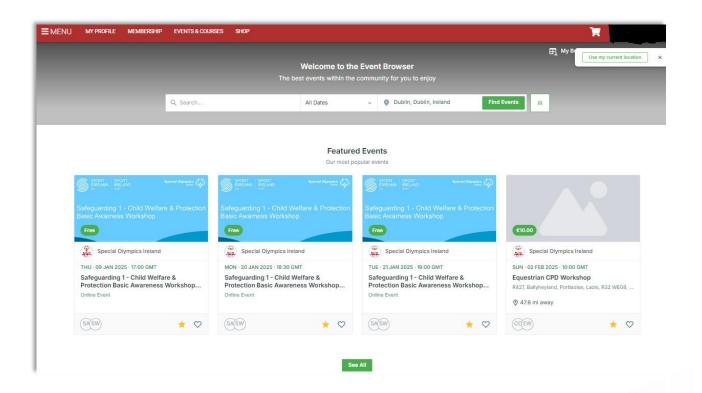
Once logged in, click 'Events & Courses' on the red bar at the top of the screen





• The 'Event Browser' will open

 You can scroll to the bottom of the screen

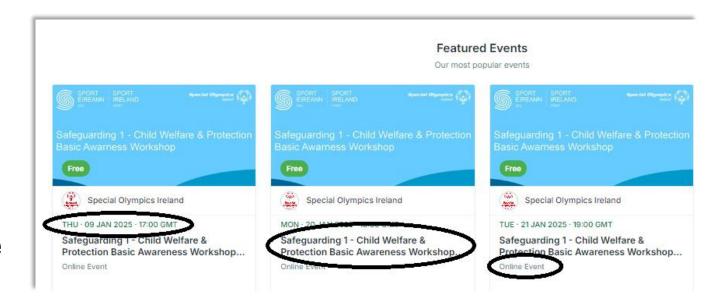




Course Information

 Featured courses are displayed under "Featured Events"

 The day, date, time, course title and location are displayed for each course

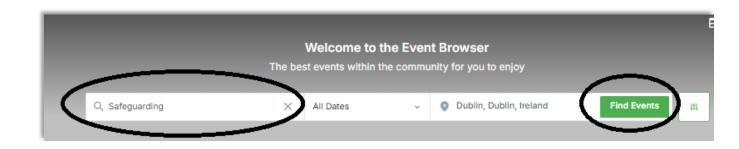




Finding a course

 If you cannot see a course that suits, you can search for all Safeguarding courses

 Type "Safeguarding" in the Search box



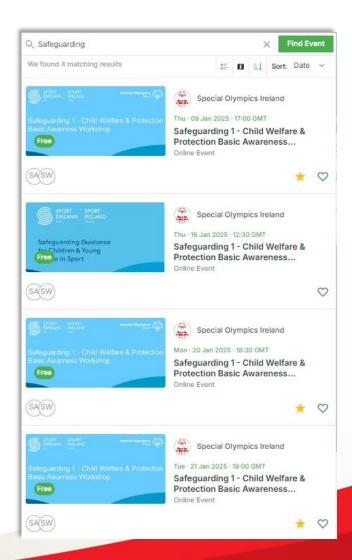
Click "Find Events"



Finding a course

A list of courses will be displayed

 You may need to scroll down to see all courses





Choose a course

Click on a course to register

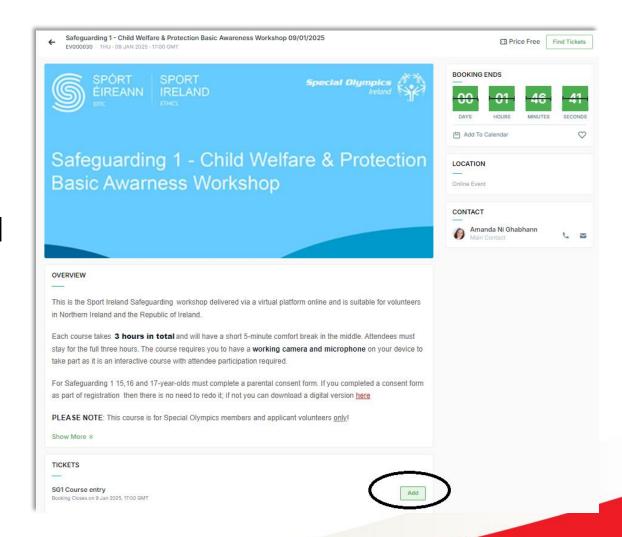




The course opens onscreen

 An overview of the course and course details are displayed

 Click the "Add" button in the Tickets section

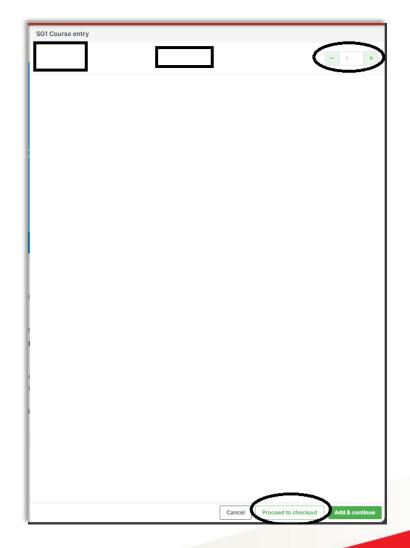




The course entry window opens, displaying your details

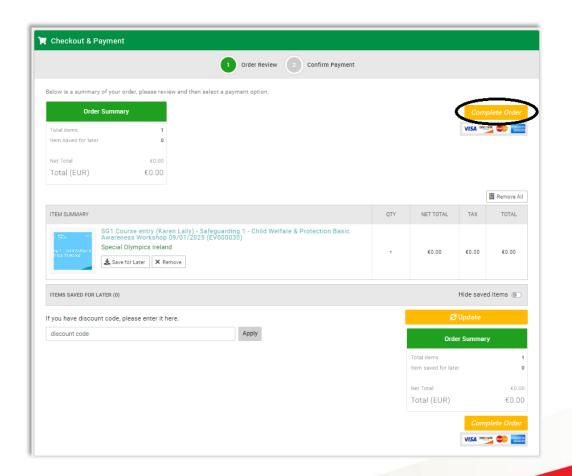
 To the right of your details, click "+" to increase the ticket number to "1"

 Click "Proceed to Checkout" at the bottom of the screen





- The "Checkout & Payment" window opens
- Click "Complete Order"
- There is no charge for Safeguarding courses
- An onscreen confirmation will appear





Course Confirmation

- You will receive an email confirming your booking
- A reminder email containing any necessary course materials will be sent to you 5 days prior to the course
- The Zoom link for the course will be sent to you the day before the course



After your Course ...

- A Safeguarding credential will be automatically added to your JustGo profile
- A number of days after your course you will receive an email containing a link to your Safeguarding certificate
 - The email will be sent by Sport Ireland not Special Olympics Ireland
 - Please check your spam folder
 - As the course is run by Special Olympics Ireland you do not need to upload your Safeguarding certificate to JustGo
- For any queries, please contact
 Safeguarding@specialolympics.ie