

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 Northen 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 ...

• Go to www.specialolympics.ie

• Select '*Members Login'* under the Membership Menu Item



Note: You will be able to sign up to our membership system from this link



Sign up

Click 'Sign Up'





Create your profile

• Enter your personal details

| | Special Olympics Ireland |
|----------------|--------------------------------|
| Sign Up | |
| First Name | Last Name |
| | |
| Email Address | |
| Contact Number | |
| Date of Birth | |
| Day ¢ | Month \$ Year \$ |



Create your profile

• Create a **username**

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

| Password | | | 0 | 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) |
|----------------|--------|-----------|---|--|
| Address | | | | [0 - 9] • a minimum of 1 special character(s) e.g. @#\$%^&*(). |
| Country | | | | |
| Ireland | | | ~ | |
| Address Line 1 | | | | |
| | | | | |
| Address Line 2 | | | | |
| | | | | |
| Town | County | Post Code | | |



Create your profile

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

Select options:

- Volunteer if you are interested in volunteering in a Club or at Events
- Athlete if you are joining a SOI Club as an athlete or if you are a parent / guardian registering an athlete on their behalf.
- 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

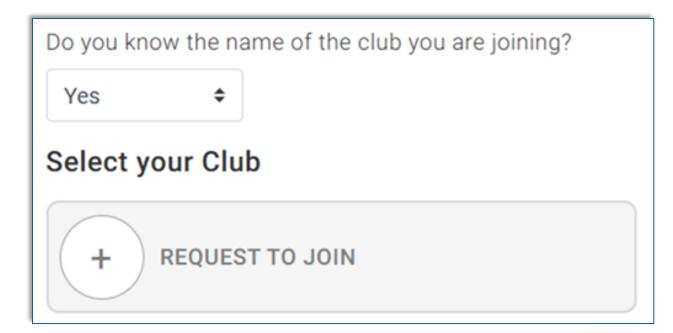
Are you interested in volunteering for a Club or an Event?

| Club | \$ |
|-------|------|
| Club | |
| Event | |
| Both | |





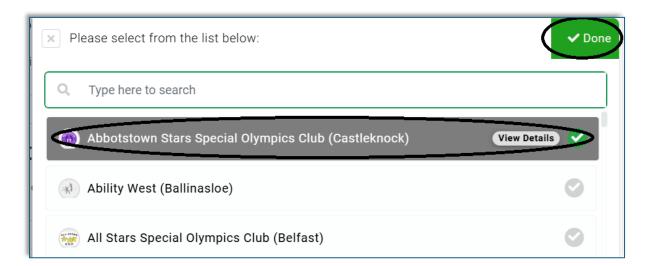
- Answer **'Yes'** or **'No'** to **'**Do you know the name of the club you are joining?**'**
- If you know your club's name, click 'Request to Join'
- If you select '**No**' we will contact you, when you have completed your volunteer application





Select your club

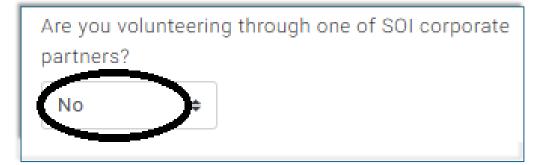
- Search or scroll to find your club
- Click to select your club's name
- Click 'Done' in the top right corner





Corporate Volunteer

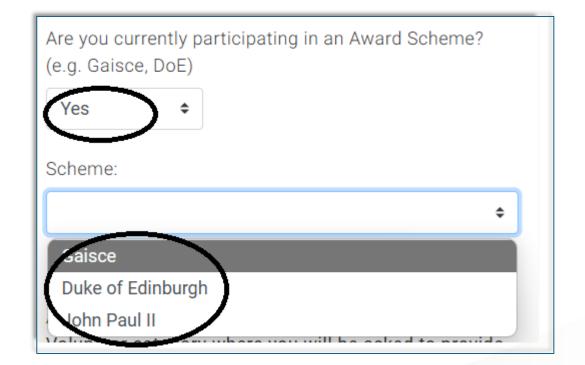
• Select '**No**' under 'Are you volunteering through one of SOI corporate partners?"





Award Scheme

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





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

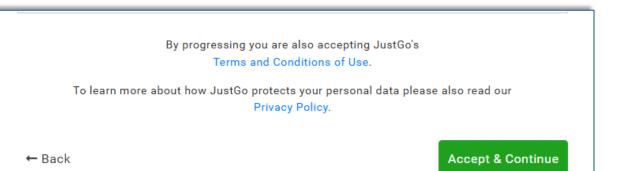
- Select how we can contact you about our work
- You can choose more than one method

| 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

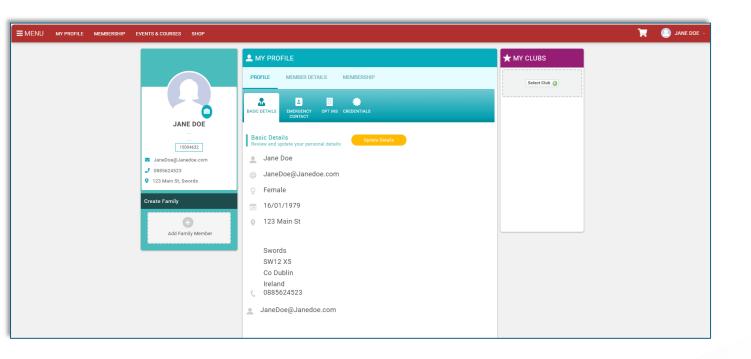
- Read our data privacy statement
- Scroll to 'Accept & Continue' at the bottom of the statement





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

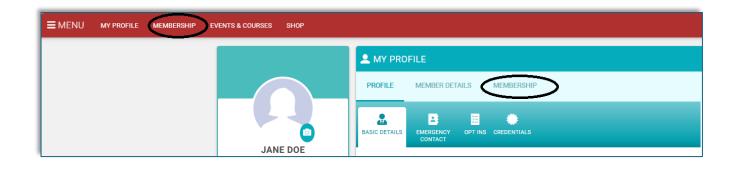
Note: by default a region will added to your profile





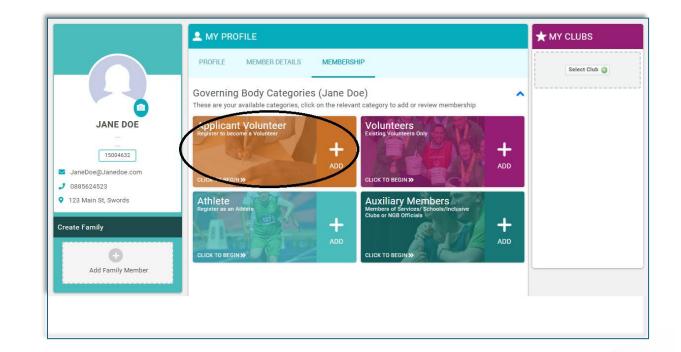
Complete Applicant Volunteer application

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





Click 'Applicant Volunteer'





• Ensure you have gathered all information listed

• Scroll down to continue

| will not be able to finish this Membersh 1. Completed and signed Consent to 1. Via DocuSign - can be acces 2. Standard download, print, si 2. Passport sized quality photograph taken on your camera phone). 3. Your emergency contact details 4. The name and contact number of referee should be over 18 years of | |
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| Volunteer 15 yrs Benefits • Support your community • Be part of a team • Avail of training opportunities • Make New Friends • Learn New Skills • Have Fun Read more ✓ SELECTED • Month Membership Before you continue with your registration will not be able to finish this Membersh 1. Completed and signed Consent too 1. Via DocuSign - can be access 2. Standard download, print, si 2. Passport sized quality photograph taken on your camera phone). 3. Your emergency contact details 4. The name and contact number of referee should be over 18 years of | |
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| 4. The name and contact number of referee should be over 18 years of | |
| referee should be over 18 years of | |
| · · · · · · · · · · · · · · · · · · · | two individuals who will provide a reference on your behalf. |
| number within the island of Irelan | f age, resident in Ireland or Northern Ireland, have a contact |
| | d, are not a family member and know you for at least 12 mon |
| | affiliated with Sport Ireland or Sport NI) if you already hold or ourse 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) Image: Current (0) Expired (0)



 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

| × | Setup credential | | Save |
|---|--|--|------|
| | Volunteer Parental Cons | ent | |
| | OVERVIEW | | |
| | Start date | | |
| | 19/03/2025 | | |
| | If you have not already done s Consent form here and upload | so, please download the Parental d a signed version below | |
| | Please upload your | signed Parental Consent form | |
| | No record found. | | |
| | | rag file(s) here or click to upload | |





- 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



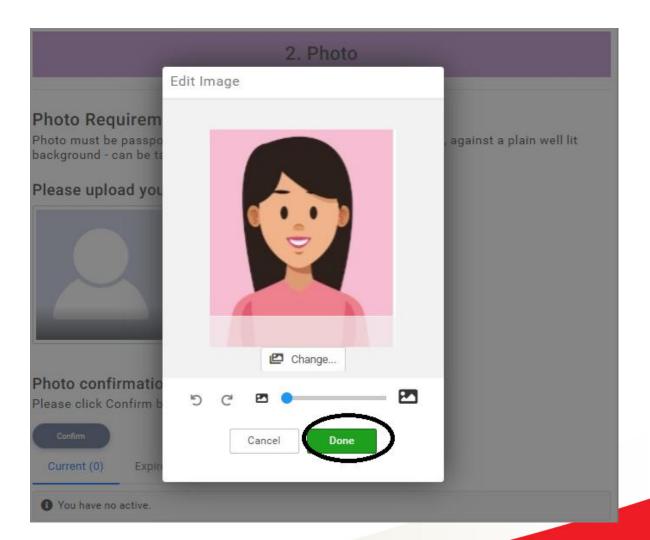
Photo confirmation Please click Confirm below to confirm likeness of your image



You have no active.



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



Expired (0)

1 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 |
|---|--|
| | 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 nor 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. Add Current (0) Expired (0) Please add Referee details below Add Current (0) Expired (0) 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 | | |
| | | | |
| | individual who will provide a should be over 18 years of ac Ireland, have a contact numb | ame and contact number of an reference on your behalf. They Je, resident in Ireland or Northern er within the island of Ireland, are not | |
| | a spouse or family member a | nd know you at least 12 months | |
| | Full Name \star | nd know you at least 12 months | |
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| | Full Name \star | nd know you at least 12 months | |
| | Full Name \star | nd know you at least 12 months | |
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| | Full Name * Phil Jones Email Address | nd know you at least 12 months | |
| | Full Name * Phil Jones Email Address Contact Number * | nd know you at least 12 months | |
| | Full Name * Phil Jones Email Address Contact Number * 0881234567 | nd know you at least 12 months | |



Emergency Contact

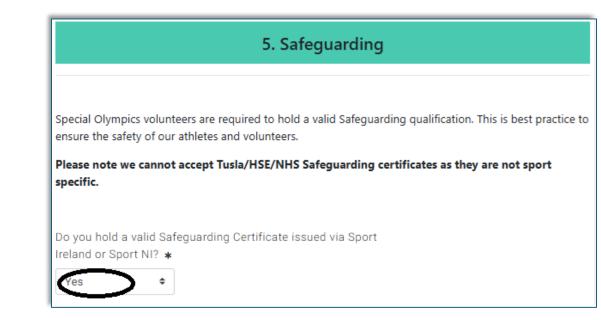
• Enter your emergency contact details

| 4. Emergency Contact | | | | |
|----------------------|--------------|--|--|--|
| Emergency Contact | | | | |
| First name | Last name | | | |
| Jame | Jones | | | |
| Email address | | | | |
| Contact number | Relationship | | | |
| 0871234569 | Parent ¢ | | | |





- All SOI volunteers must hold a valid Sport Ireland or Sport Northen 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





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?



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



Current (0) Expired (0)

You have no active.



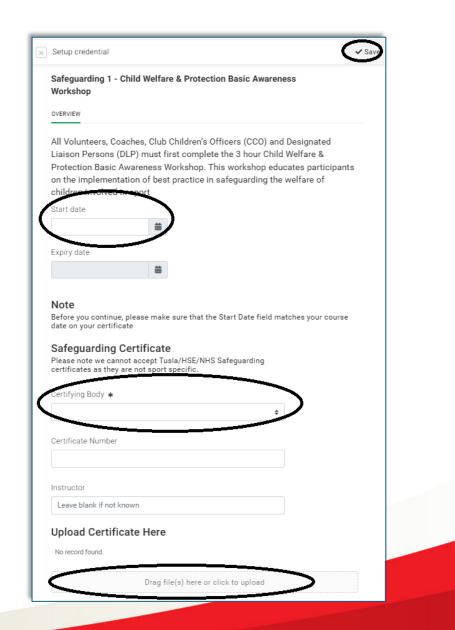
• Click to select the certification you wish to submit

| Select a credential type | |
|--|----|
| Credential Category | |
| All | \$ |
| Q Type here to search | |
| Designated Safeguarding Children's Officer (DSCO) (NI) | Ø |
| Safeguarding 1 - Child Welfare & Protection Basic Awareness Workshop | Ø |
| Safeguarding 2 - Club Children's Officer | Ø |
| Safeguarding 3 - Designated Liaison Person | Ø |
| Safeguarding Children & Young People Workshop (NI) | Ø |



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





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

| | 6. Sport Qualifications |
|-----------------------|--|
| - | lid Sport Qualification in any of the sports offered pics Ireland? * |
| Ves Upload Spo | ¢ Certificate(s) |
| Upload Current (0) | Expired (0) |



- 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 | \$ |
| Q. Type here to search | |
| ASQ Level 1 Award in Coaching Golf | 0 |
| ASQ Level 2 Certificate in Coaching Golf | 0 |
| Athlete Code of Ethics & Good Practice | 0 |
| Athlete Leadership Mentor Training | 0 |
| Athletics Leader Course / Leader In Running Fitness | 0 |
| Athletics-AAI Level 3/IAAF Level IV | 0 |
| Athletics-Assistant Coach Course | 0 |
| Athletics-Assistant Coach or Athletics Leader Course | 0 |
| Athletics-Level 1 Course / Athletics Coach | 0 |
| Athletics-Level 2 Course | 0 |
| Athletics-Official-Introduction Level-Field Events | 0 |



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

| tup credential | ✔ Save |
|--|--------|
| hletics-Level 2 Course | |
| ERVIEW | |
| ead Coach | |
| art date | |
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| te Completed | |
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| rtifying Body * | |
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| lo record found. | |
| | |



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

| | 7 | 7. Volunteer Agreement |
|-----------------|---------------------|------------------------|
| | | |
| Please read and | l agree to Voluntee | er Agreement |
| Agree | | |
| Current (0) | Expired (0) | |
| You have no a | 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 provisio signing I agree to adhere to them. I consent to the ssind ny personal data for the purposes of SOI Code of Cond ad 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.



Current (0) Expired (0)

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



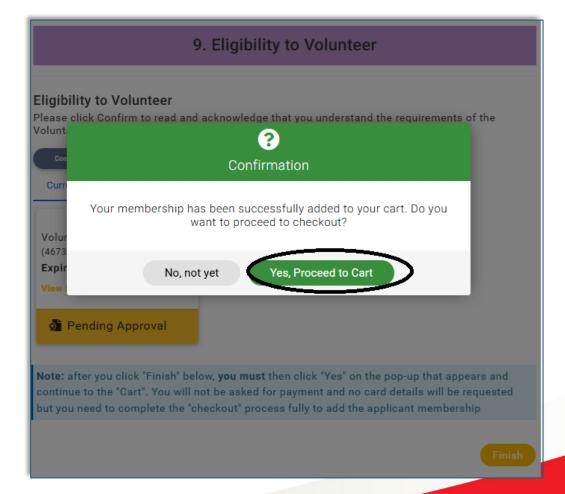


 If you do not complete the *Checkout*' process your application will not be submitted for processing



Checkout

• Click 'Yes, Proceed to Cart'



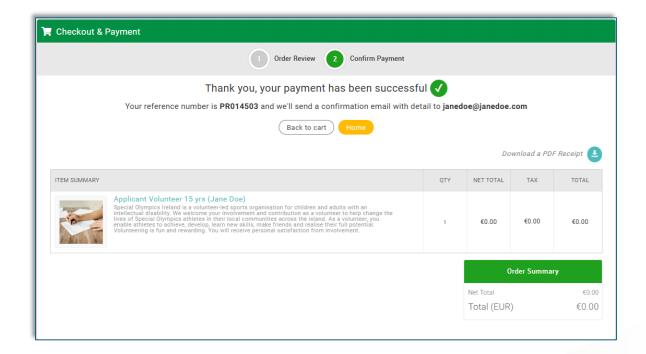


- Click 'Complete Order'
- There is no charge involved

| ut & Payment | t | | | | | |
|---------------------------------------|--|---|-----|-----------|-----------|--------|
| | | 1 Order Review 2 Confirm Payment | | | | |
| is a summary of your o | order, please review a | d then select a payment option. | | | | |
| Order Summa | гу | | | | Con | plete |
| tal items | 1 | | | | VISA Dise | OVER C |
| m saved for later | 0 | | | | | |
| t Total | €0.00 | | | | | |
| otal (EUR) | €0.00 | | | | | |
| | | | | | | 💼 Re |
| EM SUMMARY | | | QTY | NET TOTAL | TAX | т |
| Applica | int Volunteer 15 yrs | (Jane Doe) | | | | |
| Special O | Olympics Ireland | teer-led sports organisation for children and adults with an | | | | |
| intellectu lives of S enable at | al disability. We welcome pecial Olympics athletes hletes to achieve, develo | your involvement and contribution as a volunteer to help change the their local communities across the island. As a volunteer, you learn new skills, make friends and realise their full potential. You will receive personal satisfaction from involvement. | 1 | €0.00 | €0.00 | (|
| | | | | | | |
| 🛓 Save | for Later X Remove | | | | | |



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





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