

How to upload a Coaching Certificate to your profile

This user guide will take you through the steps on how to upload a coaching certificate to your profile.

1 Log in your personal Sport80 account

Allday Lovecricket

Members > Allday Lovecricket

Profile

Roles

Individual Membership

CICA Membership

Dual Clubs & Transfers

Coaching

Officiating

Safeguarding

CPD

Club Memberships

Addresses

Entries

Communication Preferences

Notes



Allday Lovecricket

stephen.maxwell@cricketireland.ie

Edit Profile

Information

GENERAL INFORMATION

Male

1st Jan 2000

+353 1234567890

-

ADDITIONAL INFORMATION

Individual Membership

Add

2

Looking at the menu on the left hand side, click on the TYPE of certificate you would like to upload. In this instance "Coaching"

Allday Lovecricket

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Edit Profile

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Male

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ADDITIONAL INFORMATION

Individual Membership

Add

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In Coaching menu, on the right hand side, click "add coach certification"

Allday Lovecricket

Members > Allday Lovecricket > Coaching

Profile

Roles

Individual Membership

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Coaching

+ Add Coach Certification

0 Records

Coach Certification	Status	Certification Date	Type	Actions
No items to show. Added items will appear here.				

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When uploading a certificate for the first time, choose the type of certificate, in this instance, a "Cricket Ireland Coaching Certificate" and hit "add"

Select Coach Certification Type

[Members](#) > [Allday Lovecricket](#) > [Coach Certification](#) > Select Coach Certification Type

Please select the coach certification type you would like to add.

Search



Activator Certification

+ Add



Coach Certification Upgrade



+ Add



Cricket Ireland Coach Certification

+ Add



ICC Coach Certification

+ Add

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The next page will open up. Here you will be asked what type of certificate you wish to upload.

< Allday Lovecricket - Cricket Ireland Coach Certification

[Members](#) > [Allday Lovecricket](#) > [Coach Certification](#) > Allday Lovecricket - Cricket Ireland Coach Certification

Allday Lovecricket - Cricket Ireland Coach Certification

COACH CERTIFICATION DETAILS

Coach Certification Details

ADDITIONAL INFORMATION

CERTIFICATION

The available types may have been filtered to only show those available based on age.

Type *

Select a Type

Certification Date *

Advanced Coach
Coaching Cricket
Coaching Kids 5-11 Years
Core Coach

1/3

Next

Save

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Click on the certificate type that relates to your certificate. Here we are uploading a Coaching Kids 5-11 Years Certificate

< Allday Lovecricket - Cricket Ireland Coach Certification

Members > Allday Lovecricket > Coach Certification > Allday Lovecricket - Cricket Ireland Coach Certification

Allday Lovecricket - Cricket Ireland Coach Certification

COACH CERTIFICATION DETAILS Coach Certification Details

ADDITIONAL INFORMATION

CERTIFICATION

The available types may have been filtered to only show those available based on age.

Type * Select a Type

Certification Date *

Advanced Coach

Coaching Cricket

Coaching Kids 5-11 Years

Core Coach

1/3

Next

Save

7

Next enter the date you were certified on the course. This should be displayed on your certificate. Once you have added the date, click "NEXT"

< Allday Lovecricket - Cricket Ireland Coach Certification

Members > Allday Lovecricket > Coach Certification > Allday Lovecricket - Cricket Ireland Coach Certification

Allday Lovecricket - Cricket Ireland Coach Certification

COACH CERTIFICATION DETAILS Coach Certification Details

ADDITIONAL INFORMATION

CERTIFICATION

The available types may have been filtered to only show those available based on age.

Type * Coaching Kids 5-11 Years X v

Approval Information

Initially the status of this item will display as 'Pending Approval'. This is because one of our administrators is required to check the validity of this item before approving the request to add it to your profile. Upon conclusion of our checks, the items status will change to either 'Complete' or 'Incomplete'. In cases where applications are unsuccessful (displaying an 'Incomplete' status), please use the support feature for more information.

Certification Date * 2025-02-24

1/3

Next

Add

8

Now upload a copy of your certificate. This can be a pdf file or a photo clearly displaying the full certificate, name and date.

< Allday Lovecricket - Cricket Ireland Coach Certification

Members > Allday Lovecricket > Coach Certification > Allday Lovecricket - Cricket Ireland Coach Certification

Allday Lovecricket - Cricket Ireland Coach Certification

COACH CERTIFICATION DETAILS Additional Information

ADDITIONAL INFORMATION

CERTIFICATION

Please upload a copy of your Certificate / Qualification / Award for review by Cricket Ireland.

Upload * No file selected Choose File ⓘ

Prev 2/3 Next

Add

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Once you have uploaded your certificate, click "NEXT"

< Allday Lovecricket - Cricket Ireland Coach Certification

Members > Allday Lovecricket > Coach Certification > Allday Lovecricket - Cricket Ireland Coach Certification

Allday Lovecricket - Cricket Ireland Coach Certification

COACH CERTIFICATION DETAILS Additional Information

ADDITIONAL INFORMATION

CERTIFICATION

Please upload a copy of your Certificate / Qualification / Award for review by Cricket Ireland.

Upload * Coaching Cert Test.pdf Choose File ⓘ

Prev 2/3 Next

Add

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Tick the box to indicate that all details you supplied are correct to your best knowledge

< Allday Lovecricket - Cricket Ireland Coach Certification

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Allday Lovecricket - Cricket Ireland Coach Certification

COACH CERTIFICATION DETAILS Certification

ADDITIONAL INFORMATION

CERTIFICATION

I certify all details are accurate to the best of my knowledge.

☒ Yes

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Add

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At the bottom right of the page, click "add" this will add the certification to your profile.

< Allday Lovecricket - Cricket Ireland Coach Certification

Members > Allday Lovecricket > Coach Certification > Allday Lovecricket - Cricket Ireland Coach Certification

Allday Lovecricket - Cricket Ireland Coach Certification

COACH CERTIFICATION DETAILS Certification

ADDITIONAL INFORMATION

CERTIFICATION

I certify all details are accurate to the best of my knowledge.

☒ Yes

Prev 3/3

Add

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You will then be brought back to your Coaching profile page where you will see your newly uploaded certificate. Please note this may say "Pending Approval" until an administrator has approved the document.

Allday Lovecricket

Members > Allday Lovecricket > Coaching

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1 Record

Coach Certification	Status	Certification Date	Type	Actions
Cricket Ireland Coach Certification	Current	24/02/2025	Coaching Kids 5-11 Years	