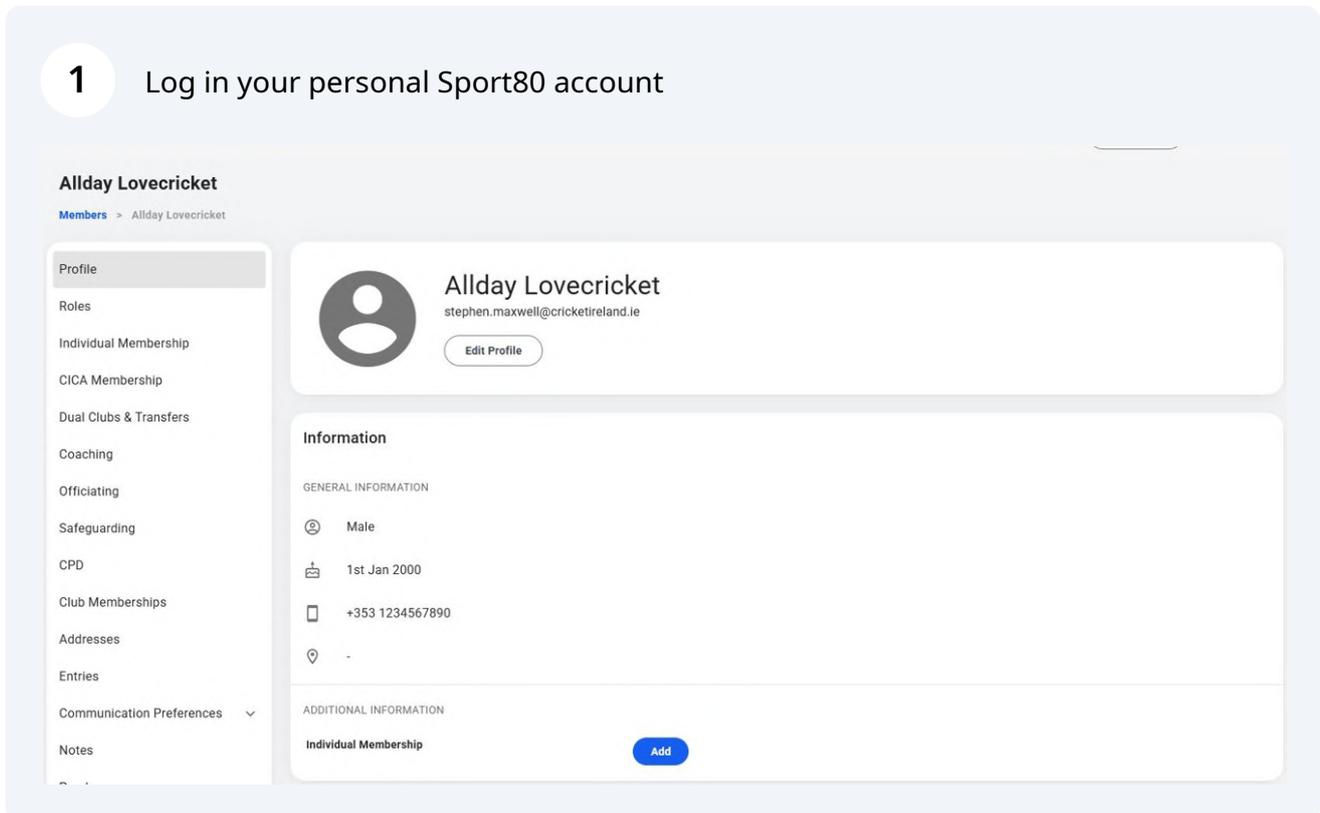


How to upload a Safeguarding Certificate to your profile

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

1 Log in your personal Sport80 account



2

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

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

3

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

Allday Lovecricket

Members > Allday Lovecricket > Safeguarding

- Profile
- Roles
- Individual Membership
- CICA Membership
- Dual Clubs & Transfers
- Coaching
- Officiating
- Safeguarding**
- CPD
- Club Memberships
- Addresses
- Entries
- Communication Preferences
- Notes
- Purchases

Safeguarding

+ Add Safeguarding

0 Records

Safeguarding	Status	Issued Date	Exp Date	Type	Actions
--------------	--------	-------------	----------	------	---------

No items to show. Added items will appear here.

4

When uploading a certificate choose the type of certificate, in this instance, we will be uploading a "Safeguarding Certificate" so where it relates to Safeguarding Training, hit "Add"

Select Safeguarding Type

Members > Allday Lovecricket > Safeguarding > Select Safeguarding Type

Please select the safeguarding type you would like to add.

Search



Access NI

+ Add



Garda Vetting

+ Add



Safeguarding Training

+ Add

5

The next page will open up. Here you will be asked what type of certificate you wish to upload. Two options, A "Sport Ireland" or a "Sport NI" Certificate. Choose the one that relates to your certificate.

Allday Lovecricket - Safeguarding Training

Members > Allday Lovecricket > Safeguarding > Allday Lovecricket - Safeguarding Training

Allday Lovecricket - Safeguarding Training

SAFEGUARDING DETAILS

Safeguarding Details

ADDITIONAL INFORMATION

CERTIFICATION

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

Type *

Issued Date *

- Safeguarding Level 1 Sport Ireland
- Safeguarding Level 1 Sport NI
- Safeguarding Level 2 Sport Ireland
- Safeguarding Level 2 Sport NI

1/3

Next

Save

6 Click on the date that relates to the date of issue on the Safeguarding Certificate.

< Allday Lovecricket - Safeguarding Training

Members > Allday Lovecricket > Safeguarding > Allday Lovecricket - Safeguarding Training

Allday Lovecricket - Safeguarding Training

SAFEGUARDING DETAILS Safeguarding Details

ADDITIONAL INFORMATION

CERTIFICATION

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

Type *

Issued Date *

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

1/3

Next

Save

7 Once you have added the type and date, click "NEXT" in the bottom right of the screen.

< Allday Lovecricket - Safeguarding Training

Members > Allday Lovecricket > Safeguarding > Allday Lovecricket - Safeguarding Training

Allday Lovecricket - Safeguarding Training

SAFEGUARDING DETAILS Safeguarding Details

ADDITIONAL INFORMATION

CERTIFICATION

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

Type *

Renewal Period

Approval Information

Safeguarding Level 1 Sport Ireland

Safeguarding Level 1 Sport NI

Safeguarding Level 2 Sport Ireland

Safeguarding Level 2 Sport NI

Issued Date *

1/3

Next

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 of issue.

Search  

< Allday Lovecricket - Safeguarding Training

Members > Allday Lovecricket > Safeguarding > Allday Lovecricket - Safeguarding Training

Allday Lovecricket - Safeguarding Training

SAFEGUARDING DETAILS

Additional Information

ADDITIONAL INFORMATION

CERTIFICATION

Where required, 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

9

Once you have uploaded your certificate, click "NEXT"

Search  

< Allday Lovecricket - Safeguarding Training

Members > Allday Lovecricket > Safeguarding > Allday Lovecricket - Safeguarding Training

Allday Lovecricket - Safeguarding Training

SAFEGUARDING DETAILS

Additional Information

ADDITIONAL INFORMATION

CERTIFICATION

Where required, 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

10

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

< Allday Lovecricket - Safeguarding Training

Members > Allday Lovecricket > Safeguarding > Allday Lovecricket - Safeguarding Training

Allday Lovecricket - Safeguarding Training

SAFEGUARDING DETAILS Certification

ADDITIONAL INFORMATION

CERTIFICATION

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

Yes

Prev 3/3

Add

11

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

Search

< Allday Lovecricket - Safeguarding Training

Members > Allday Lovecricket > Safeguarding > Allday Lovecricket - Safeguarding Training

Allday Lovecricket - Safeguarding Training

SAFEGUARDING DETAILS Certification

ADDITIONAL INFORMATION

CERTIFICATION

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

Yes

Prev 3/3

Add

12

You will then be brought back to your Safeguarding 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 > Safeguarding

Profile

Roles

Individual Membership

CICA Membership

Dual Clubs & Transfers

Coaching

Officiating

Safeguarding

CPD

Club Memberships

Addresses

Entries

Communication Preferences ▾

Notes

Safeguarding

+ Add Safeguarding

1 Record

Safeguarding	Status	Issued Date	Exp Date	Type	Actions
Safeguarding Training	Current	24/02/2025	24/02/2028	Safeguarding Level 1 Sport Ireland	⋮