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 yo	ur personal Sport80 account
Allday Lovecricket Members > Allday Lovecricket	
Profile	
Roles	Allday Lovecricket stephen maxwell@cricketireland.je
Individual Membership	Fdit Profile
CICA Membership	
Dual Clubs & Transfers	
Coaching	Information
Officiating	GENERAL INFORMATION
Safeguarding	③ Male
CPD	📩 1st Jan 2000
Club Memberships	+353 1234567890
Addresses	
Intries	♥ -
Communication Preferences 🗸 🗸	ADDITIONAL INFORMATION
Notos	Individual Membership

Looking at the menu on the left hand side, click on the TYPE of certificate you would like to upload. In this instance "Safeguarding" 2

Allday Lovecricket	
Profile Roles Individual Membership CICA Membership	Beginnen maxwell@cricketireland.le
Dual Clubs & Transfers Coaching	Information
Offleiating Safeguarding CPD	GENERAL INFORMATION Intelling
Club Memberships Addresses Entries	 → +353 1234567890 ○
Communication Preferences V Notes	ADDITIONAL INFORMATION Individual Membership Add

In Safeguarding menu, on the right hand side, click "add Safeguarding certification" 3

Allday	I ovecricket
Anuay	Lovechicket

Profile	Safeguarding					+ Add Safeguarding
Roles						0 Record
Individual Membership						
CICA Membership	Safeguarding	Status	Issued Date	Exp Date	Туре	Action
Dual Clubs & Transfers			No items to show. Adde	ed items will appear here.		
Coaching						
Officiating						
Safeguarding						
CPD						
Club Memberships						
Addresses						
Entries						
Communication Preferences 🗸 🗸						
Notes						

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"

nbers > Allday Lovecricket > Safeguarding > Select Safeguarding Type	
ase 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 - Safe	guarding Training		
AFEGUARDING DETAILS	Safeguarding Details		
DITIONAL INFORMATION			
RTIFICATION		The available types may have been filtered to only show those available based on age.	
	Type *	Select a Type	
	Issued Date *		
		Safasuerdiae Louis 1 Spect Ireland	
		Safeguarding Level 1 Sport NI 1/3	Next
		Safeguarding Level 2 Sport Ireland	
		Safeguarding Level 2 Sport NI	
		Safeguarding Level 2 Sport NI	
			⊚ sa

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

Allday Lovecricket	- Safeguarding Training								
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nibers > Aliday Lovechicket >	Saleguarung > Anuay Lovechcket * Sale	guarunig	11411111	g					
Allday Lovecricket - Safe	eguarding Training								
FEGUARDING DETAILS	Safeguarding Details								
DITIONAL INFORMATION									
RTIFICATION		The av	ailable t	ypes r	may hav	ve beer	n filtere	ed to o	inly show those available based on age.
	Туре *	Sele	ct a Typ	e				~	
								5	
	Issued Date *	202	5-02-24)					
		• •		Feb	ruary 2	2025	F -	>	
		26	27	28	29	30	31	5a	1/3 Next
		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	

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

Allday Lovecricket - Safeguard	ling Training			
AFEGUARDING DETAILS	Safeguarding Details			
DDITIONAL INFORMATION				
		The available types may have been filtered to	o only show those available based on age.	
	Type *	Safeguarding Level 1 Sport Irel X A		
			1	
	Renewal Period		J	
		Safeguarding Level 1 Sport Ireland		
	Approval Information	Safeguarding Level 1 Sport NI	y as 'Pending Approval'. s is required to check the	
			request to add it to your	
		Safeguarding Level 2 Sport Ireland	ses where applications are	
		Safeguarding Level 2 Sport NI	status), please use the	
		support reactive for more information.		
	Issued Date *	2025-02-24		
			1/3	Next
			110	I I I I I I I I I I I I I I I I I I I

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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.

			Q Search	Ħ
< Allday Lovecricket	- Safeguarding Training			
embers > Allday Lovecricket > S	afeguarding > Allday Lovecricket - Saf	eguarding Training		
Allday Lovecricket - Safeg	guarding Training			
AFEGUARDING DETAILS	Additional Information			
DITIONAL INFORMATION				
RTIFICATION		Where required please upload a copy of your Certificate / Qualification / Award for review by Cricket Ireland.		
	Upload	No file spected Choose File		
	Prev	2/3	Next	
				Ad Ad

					Q Search
< Allday Lovecricket	- Safeguarding Training				
embers > Allday Lovecricket > S	afeguarding > Allday Lovecricket - Safe	guarding Training			
Allday Lovecricket - Safeo	uarding Training				
	,				
AFEGUARDING DETAILS	Additional Information				
DDITIONAL INFORMATION		Where required, please up	bload a copy of your (Certificate / Qualification / Award for review by Cricket Ireland.	
ERTIFICATION	Upload	No file selected	Choose File	a	
	Prev			2/3	Next
					Add

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

< Allday Lovecricket -	- Safequarding Training		
embers > Allday Lovecricket > Sa	afeguarding > Allday Lovecricket - Safeguarding Trainir	ng	
Allday Lovecricket - Safeg	juarding Training		
FEGUARDING DETAILS	Certification		
DITIONAL INFORMATION			
RTIFICATION	y s	tails are accurate to the best of my knowledge.	
	Prev	3/3	
			Add

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

< Allday Lovecricket	- Safeguarding Training		
embers > Allday Lovecricket > \$	Safeguarding > Allday Lovecricket - Safeguarding Train	ing	
Allday Lovecricket - Safe	guarding Training		
FEGUARDING DETAILS	Certification		
DDITIONAL INFORMATION			
RTIFICATION	I certify all de	stails are accurate to the best of my knowledge.	
	* 🔽 Yes		
	Prev	3/3	
			E Ad

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 > Safe	guarding					
Profile	Safeguarding					+ Add Safeguarding
Roles						1 Recor
Individual Membership						
CICA Membership	Safeguarding	Status	Issued Date	Exp Date	Туре	Action
Dual Clubs & Transfers	Safeguarding Training	Current	24/02/2025	24/02/2028	Safeguarding Level 1 Sport Ireland	I
Coaching						
Officiating						
Safeguarding						
CPD						
Club Memberships						
Addresses						
Entries						
Communication Preferences 🗸 🗸						
Notes						