



Club Credentials FAQs

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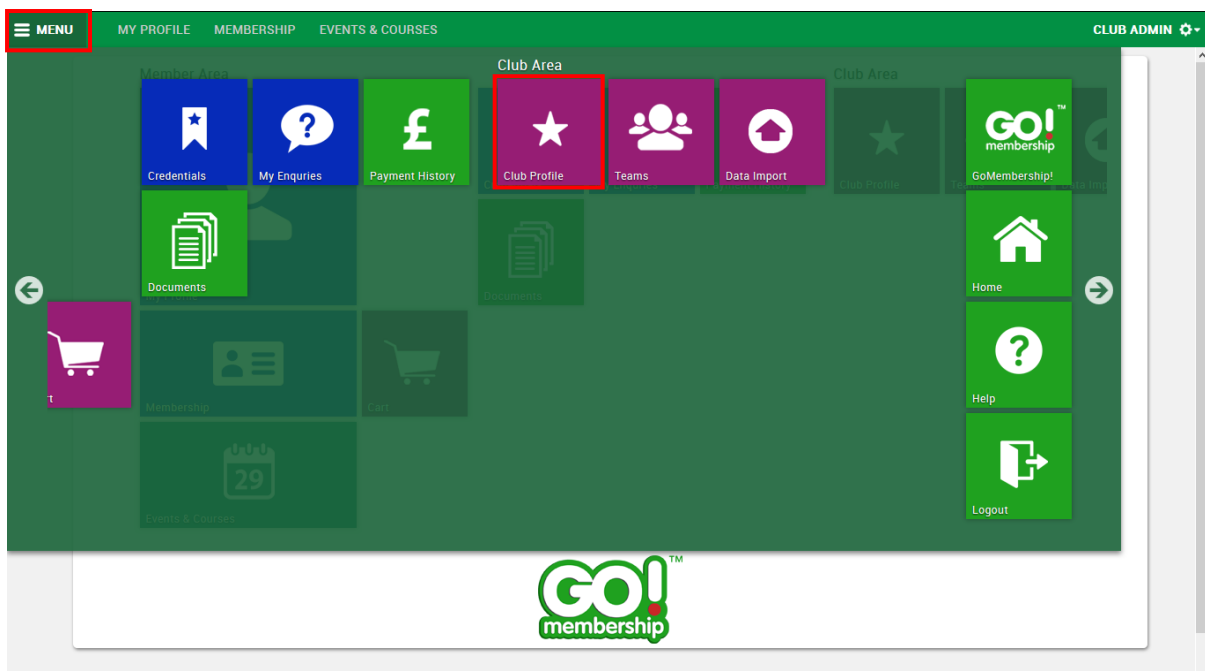
How do I provide my club's credentials to the Swim Ireland?

Clubs will be required to provide the following credentials to comply with the Club's affiliation to the Swim Ireland; Club Constitution.

Once you have logged in, in the Club Area click the Club Profile tile from either your Home page or from the Menu

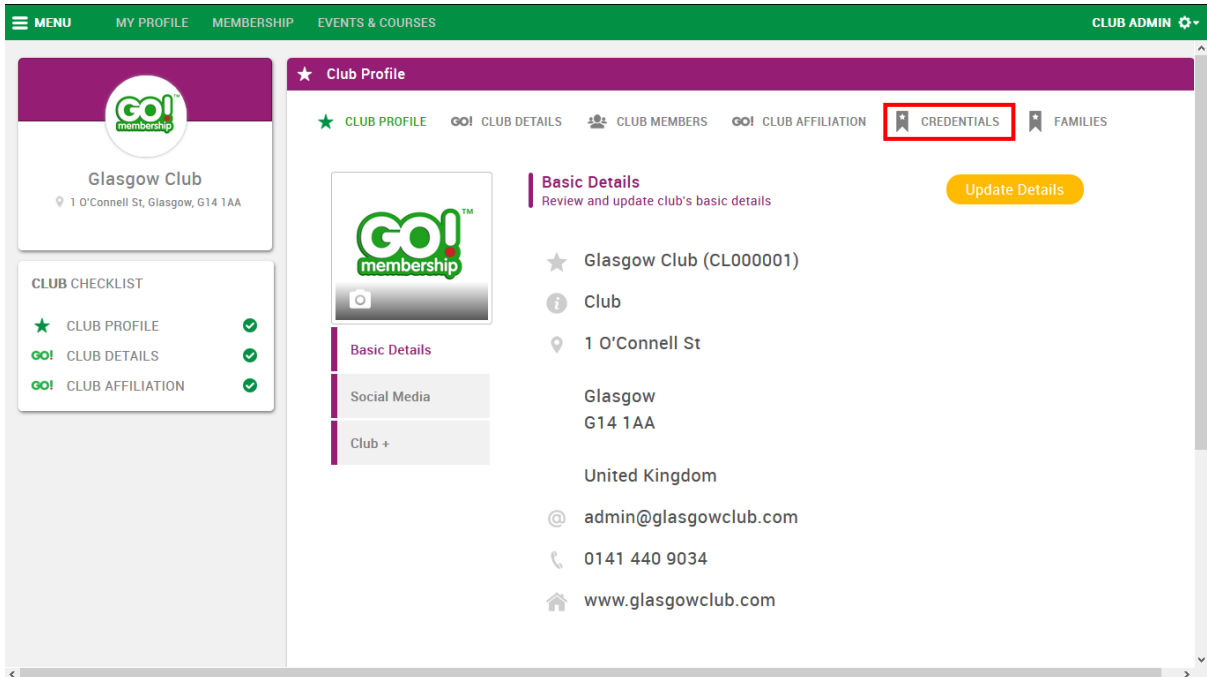


Home Page



Menu

This will display your club's profile. To view or add Club Credentials click on Credentials.



Club Profile

- ★ CLUB PROFILE
- GO! CLUB DETAILS
- CLUB MEMBERS
- GO! CLUB AFFILIATION
- CREDENTIALS**
- FAMILIES

Basic Details
Review and update club's basic details [Update Details](#)

★ Glasgow Club (CL000001)

Club

1 O'Connell St

Glasgow
G14 1AA

United Kingdom

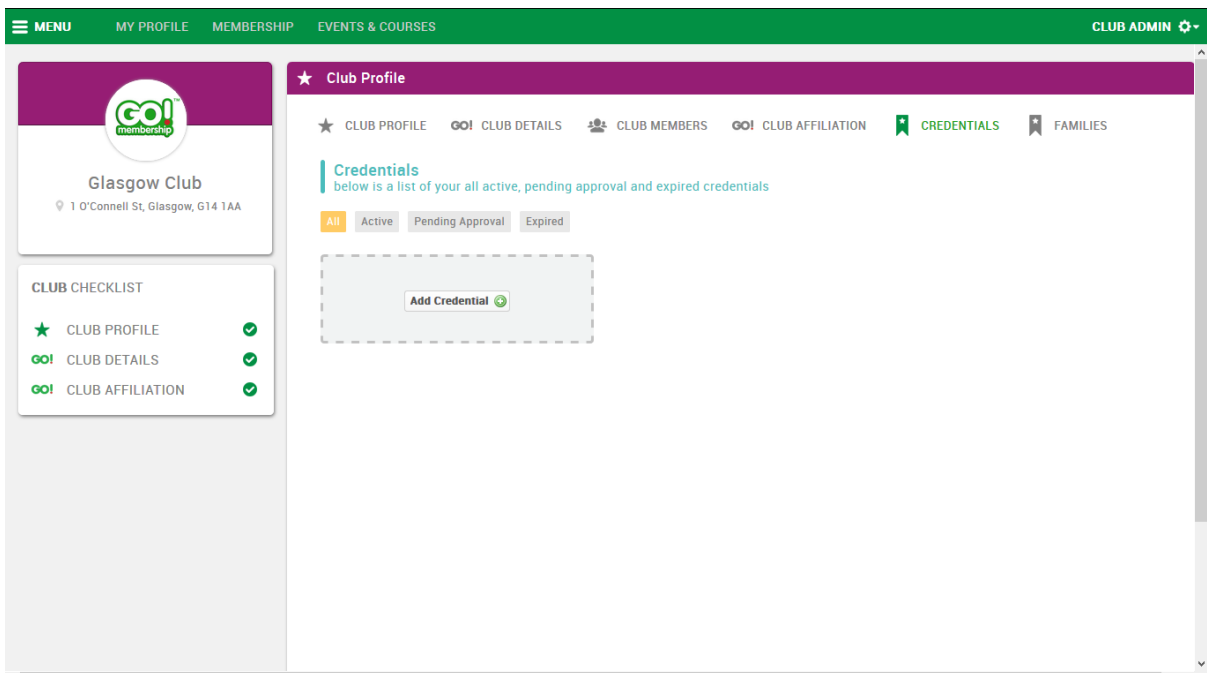
@ admin@glasgowclub.com

0141 440 9034

www.glasgowclub.com

Club Profile – Basic Details

You will be presented with the Credentials page.



Club Profile

- ★ CLUB PROFILE
- GO! CLUB DETAILS
- CLUB MEMBERS
- GO! CLUB AFFILIATION
- CREDENTIALS**
- FAMILIES

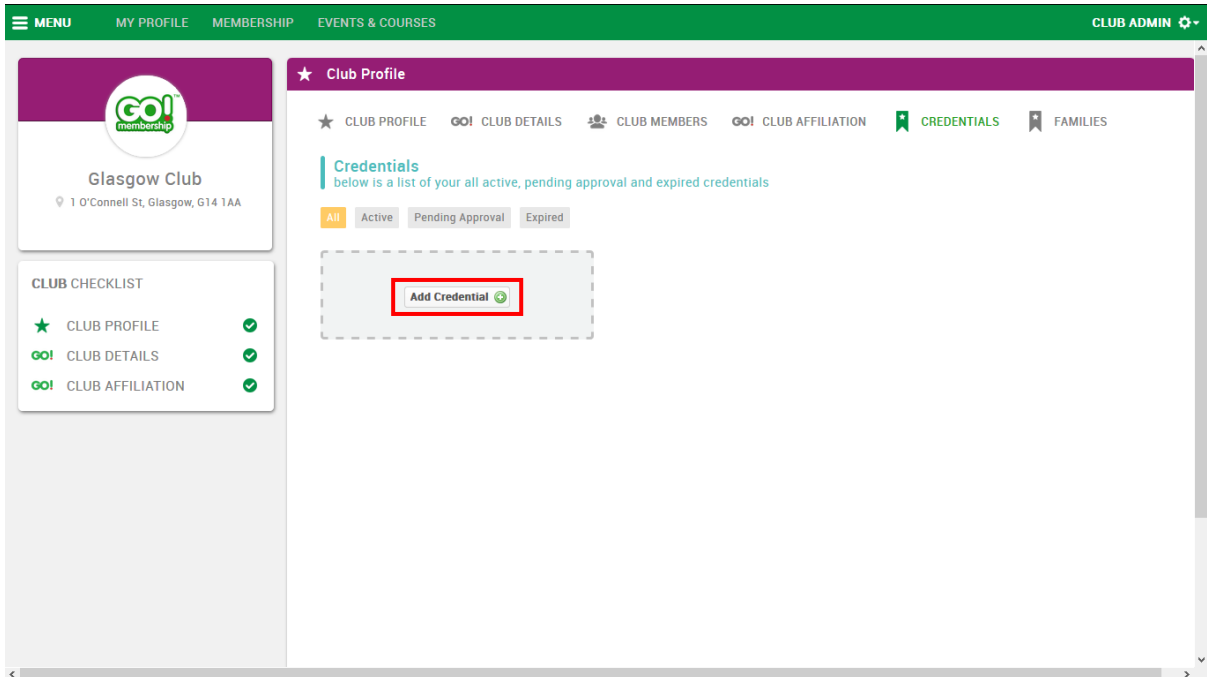
Credentials
below is a list of your all active, pending approval and expired credentials

All Active Pending Approval Expired

[Add Credential](#)

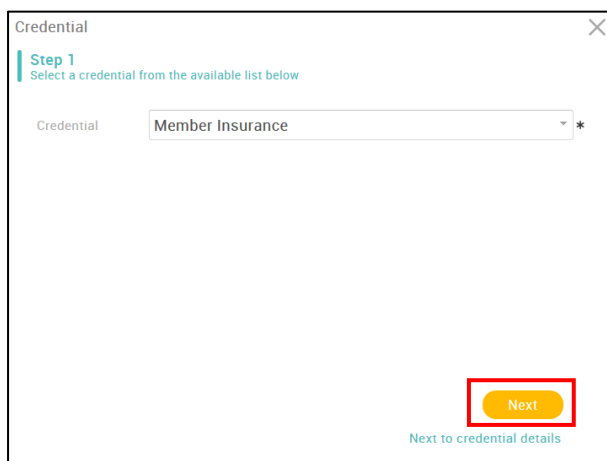
Club Profile - Credentials

Click Add Credential in the first card displayed.



Club Profile - Credentials

A credential form will pop open and you complete the fields provided. You are stepped through the form. First choose the type of Credential from the drop-down list then click Next.



Credential Form – Step 1

Then enter the name of the Provider, the Start Date and Expiry Date and click Next.

Credential Form – Step 2

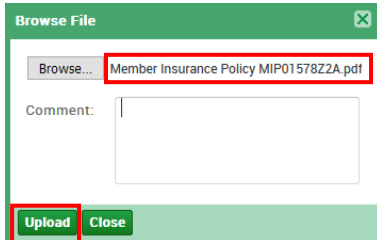
And finally upload supporting evidence for this credential. To upload a document or multiple documents to this credential click the Upload button.

Credential Form – Step 3 - Blank

You will see a standard browse window so that you can navigate to your file(s) for upload.

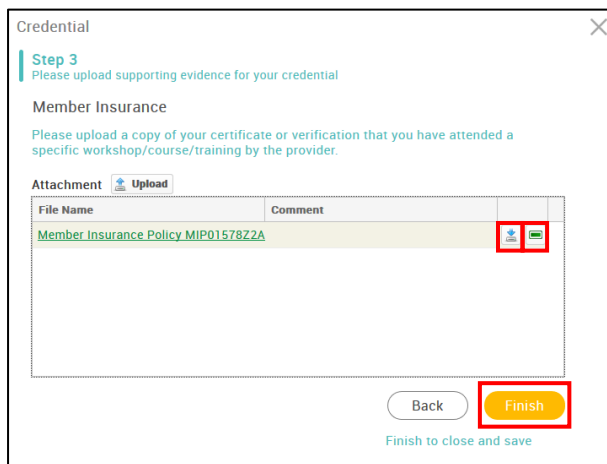
Browse File

Locate the file using standard file explorer steps and select it. You will see the file name in the browse window, click Upload. You have the option to add a comment if it is appropriate.



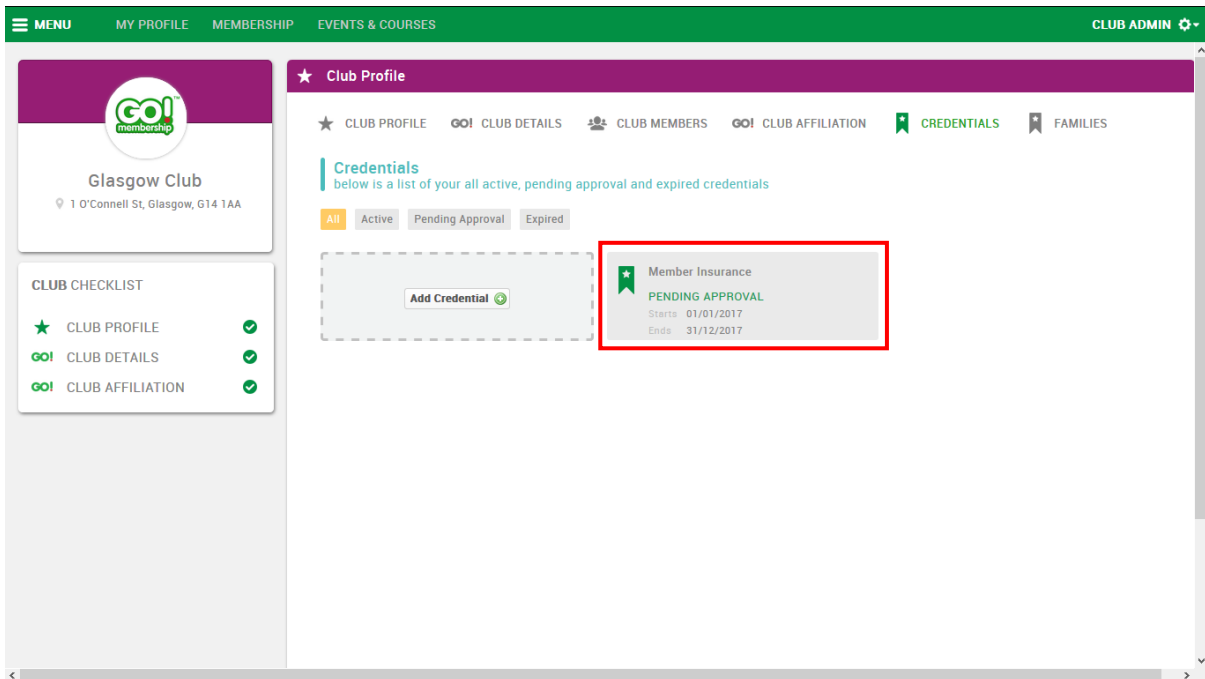
Browse File

The file is then uploaded to the credential you are submitting. You can download or remove the file using the buttons on the right of the file name. Once you are happy that you have provided all the details for this credential click Finish.



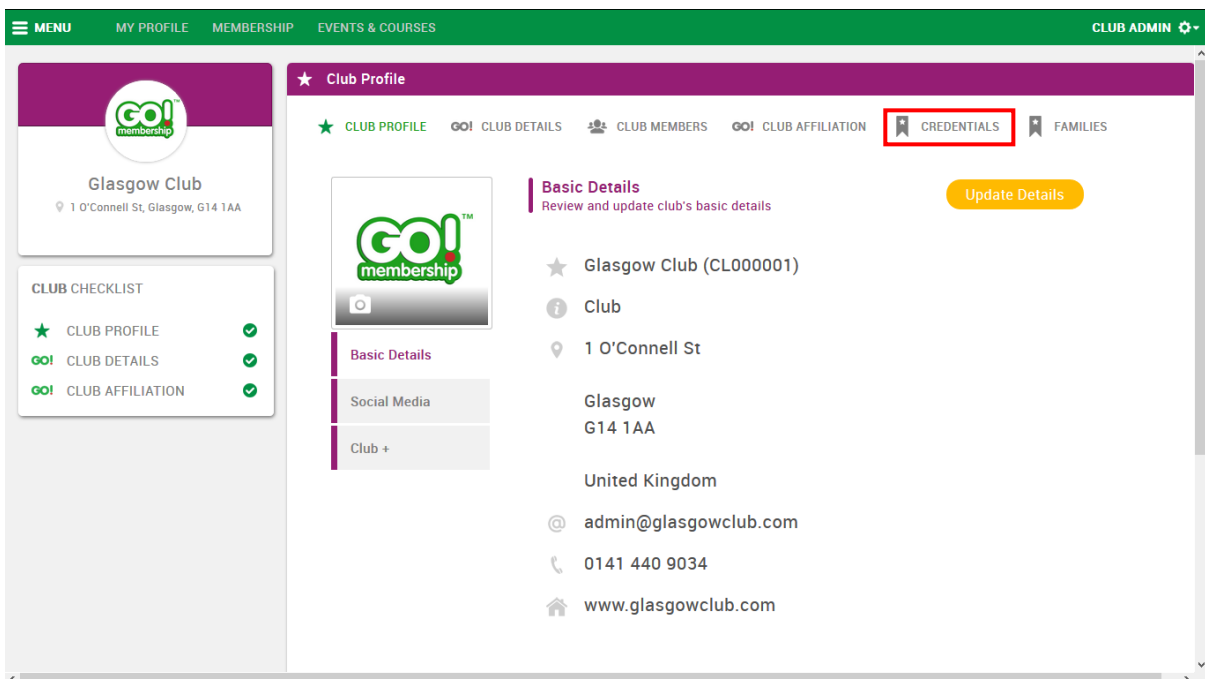
Credential Form – Step 3 - Complete

You will be able to see the credential that you have submitted and its status.



How do I view my club's credentials that have previously been provided?

On the Club Profile tile click Credentials at the top of the page.



Club Profile – Basic Details

This will display all credentials that have been added for your club.

The screenshot shows the 'Club Profile - Credentials' page for Glasgow Club. The left sidebar contains a 'CLUB CHECKLIST' with items: CLUB PROFILE (checked), CLUB DETAILS (checked), and CLUB AFFILIATION (checked). The main content area has a 'Credentials' section with a sub-header 'below is a list of your all active, pending approval and expired credentials'. Below this are three filter buttons: 'All' (selected), 'Active', and 'Expired'. A dashed box contains an 'Add Credential' button. The credentials list includes: 'Club Constitution' (ACTIVE, Starts 07/12/2016, Ends 06/12/2021), 'Member Insurance' (EXPIRED, Starts 01/01/2016, Ends 31/12/2016), and 'Member Insurance' (PENDING APPROVAL, Starts 01/01/2017, Ends 31/12/2017).

Club Profile - Credentials

Credentials can be filtered to display only Active, Pending Approval or Expired by clicking the buttons for each status.

This screenshot is identical to the previous one, but the 'Active' filter button is highlighted with a red box, and the 'All' button is no longer selected. The 'Credentials' list now only displays the 'Club Constitution' (ACTIVE) and 'Member Insurance' (PENDING APPROVAL) items, as the 'Member Insurance' (EXPIRED) item has been filtered out.

Club Profile – Credentials - All

The credentials are filtered based on the status clicked.

The screenshot shows the 'Club Profile' page for 'Glasgow Club'. The navigation menu at the top includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'CLUB ADMIN'. The sidebar on the left contains the 'GO! membership' logo, the club name 'Glasgow Club', its address '1 O'Connell St, Glasgow, G14 1AA', and a 'CLUB CHECKLIST' with three items: 'CLUB PROFILE', 'CLUB DETAILS', and 'CLUB AFFILIATION', all marked with green checkmarks. The main content area is titled 'Club Profile' and has a sub-header 'Credentials' with the text 'below is a list of your all active, pending approval and expired credentials'. Below this are filter tabs for 'All', 'Active', 'Pending Approval', and 'Expired'. A dashed box contains an 'Add Credential' button. A single credential card is visible, titled 'Member Insurance', with a status of 'PENDING APPROVAL', a start date of '01/01/2017', and an end date of '31/12/2017'.

Club Profile – Credentials – Pending Approval

Clicking All will show the default display of all credentials regardless of their status.

Club Profile

★ CLUB PROFILE GO! CLUB DETAILS CLUB MEMBERS GO! CLUB AFFILIATION **★ CREDENTIALS** FAMILIES

Credentials
below is a list of your all active, pending approval and expired credentials

All Active Pending Approval Expired

Add Credential (+)

★	Member Insurance
★	PENDING APPROVAL
	Starts 01/01/2017
	Ends 31/12/2017

Club Profile – Credentials – Pending Approval

Club Profile

★ CLUB PROFILE GO! CLUB DETAILS CLUB MEMBERS GO! CLUB AFFILIATION **★ CREDENTIALS** FAMILIES

Credentials
below is a list of your all active, pending approval and expired credentials

All Active Pending Approval Expired

Add Credential (+)

★	Club Constitution
★	ACTIVE
	Starts 07/12/2016
	Ends 06/12/2021

★	Member Insurance
★	PENDING APPROVAL
	Starts 01/01/2017
	Ends 31/12/2017

★	Member Insurance
★	EXPIRED
	Starts 01/01/2016
	Ends 31/12/2016

Club Profile – Credentials - All

To view the detail within a credential record click the card and a pop out window is displayed with the data that has been provided including any uploaded documents. If notes have been added by you or by Swim Ireland you can see these by clicking Notes at the top of the form.

Member Insurance

Details Notes Entity

Start Date 01/01/2017 *

Expiry Date 31/12/2017 *

Provider Towergate Insurance *

Attachment Upload

File Name	Comment
Member Insurance Policy MIP015	

Save

Credential Detail

Note that once a credential has been approved by Swim Ireland the Start Date, Expiry Date, Provider become read only. The ability to remove the attached file(s) is disabled.