

Completing Club Affiliation

A step-by-step guide



Completing Club Affiliation

Introduction

Affiliating a club consists of 2 parts.

- Part 1: Affiliating Club Members
- Part 2: Affiliating the Club

Part 1: Affiliating Club Members

Check members fulfilling a role have appropriate credentials



Check Family Members are assigned to their families

Purchase membership for new club members



Renew existing club members membership



Part 2: Affiliating the Club

Fill in Disciplines and Disability/Accessibility information



Assign club members to committee roles

Upload relevant club documentation



Check all club contact details are correct



Part 1: Affiliating Club Members

Check members fulfilling a role have appropriate credentials



Check Family Members are assigned to their families



Renew existing club members membership

Purchase membership for new club members



Completing Club Affiliation

SWIM
IRELAND

Step 1

Check the Affiliation pack for relevant information including

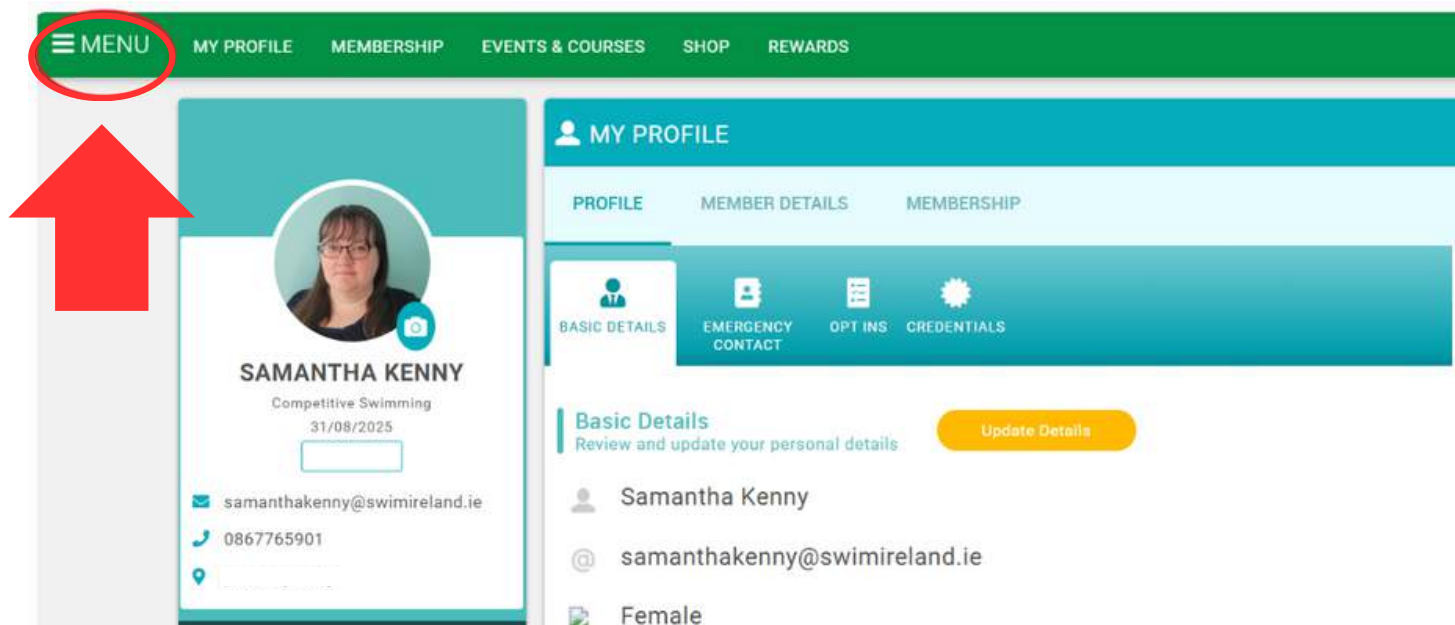
- Affiliation deadline
- Affiliation & Safeguarding requirements
- Affiliation discounts

Step 2

Click on the link below and log in using your JustGo log in details
[JustGo sign in page](#)

Step 3

Once logged in, click on the three little lines in the top left of the screen, shown circled in red in the image below.



Completing Club Affiliation

Step 4

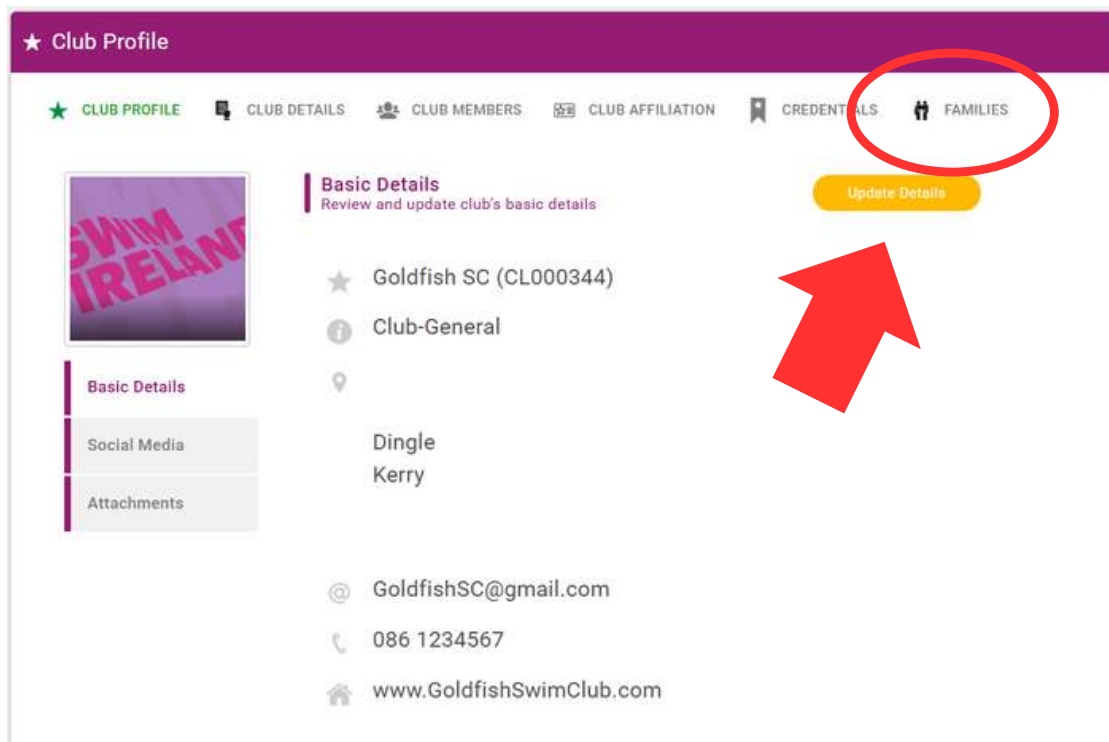
A menu will pop out, scroll to the bottom until you find the button shown in the image below and click on it.



Step 5

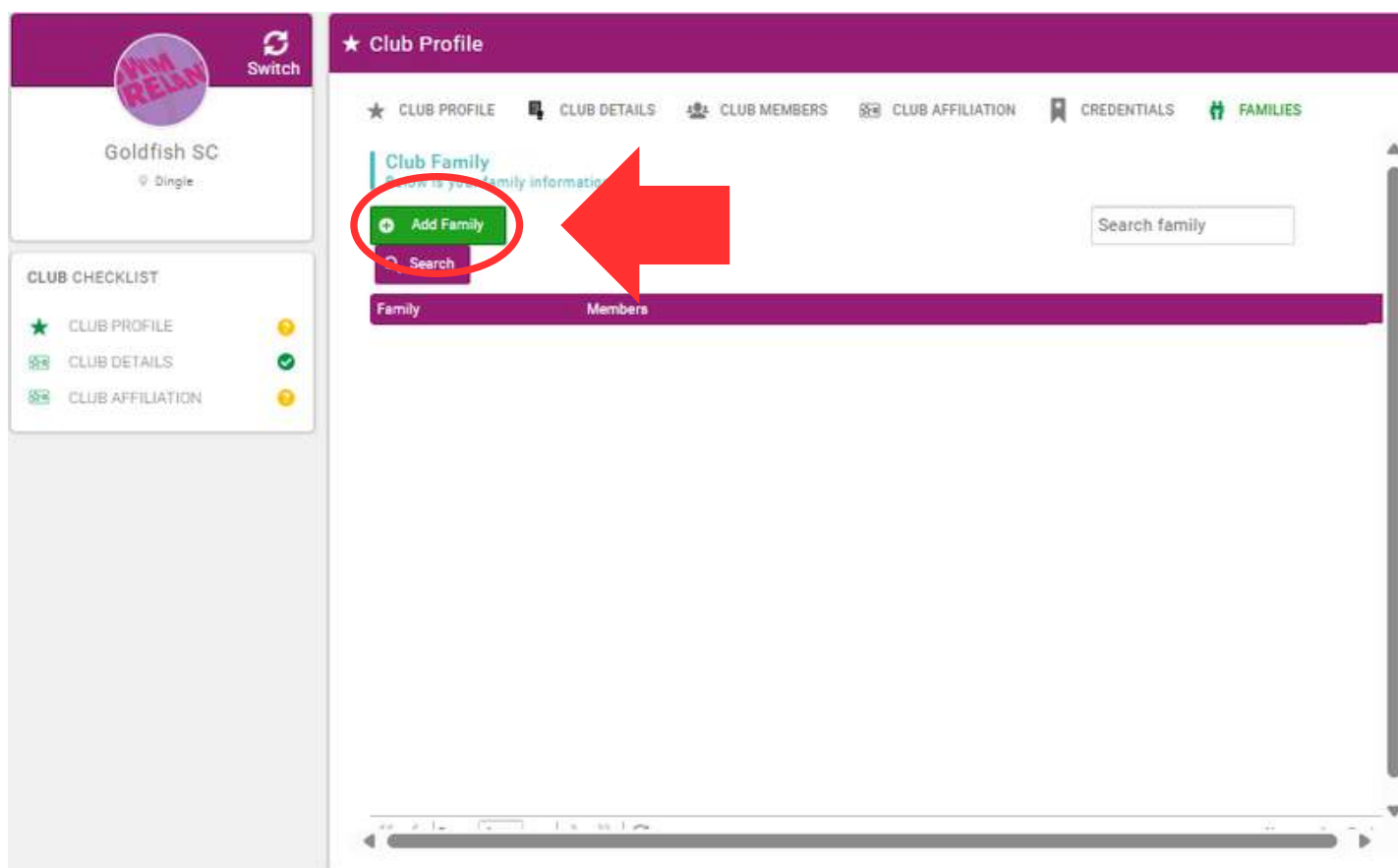
This will bring you to your club profile, similar to the one shown in the image below.

Click on the tab that states Families, shown circled in red.



Step 6

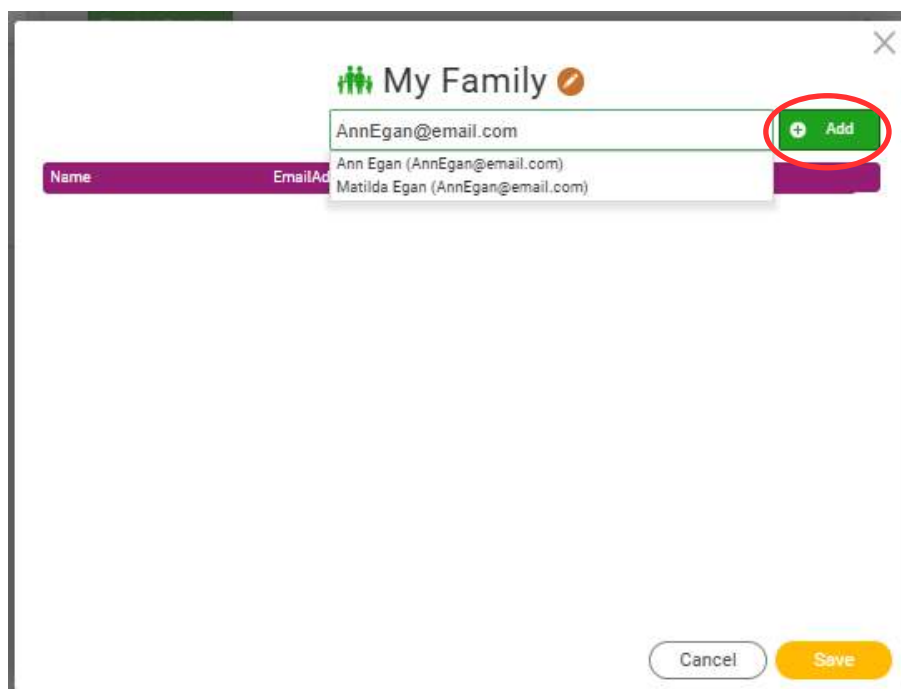
This will bring you to the families section of the club profile. It is important that any members within the club that are members of the same family are assigned a family group. If you have families already assigned to certain members of the clubs, double check that the family groupings are correct. If you wish to create new families click on the Add Family button shown circled in red in the image below.



Step 7

A pop up will appear on screen. Enter in the email address, or Swim Ireland number of the member you wish to add to the family group in the search bar and select the member you wish to add from the drop down that appears as shown in the example below.

Once this is done, click the add button circled in red in the image below.



Repeat this step, for each member you wish to add to the same family.

Completing Club Affiliation

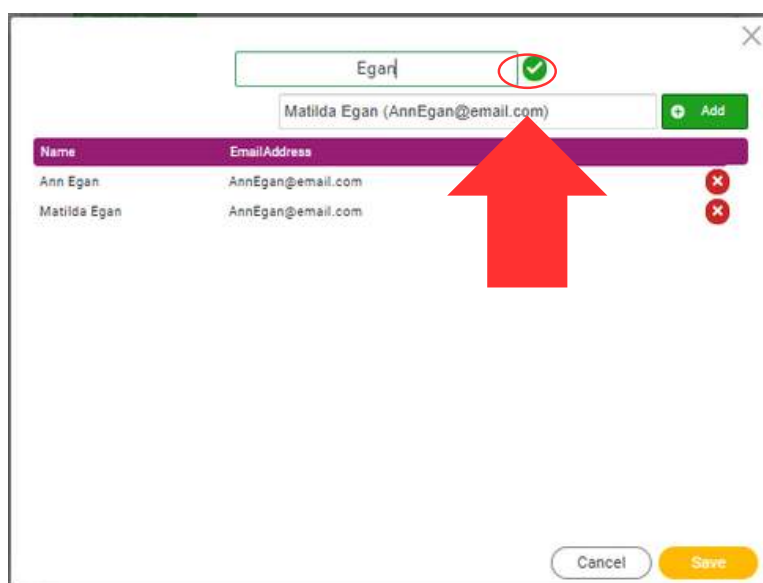
Step 8

Now click on the button with the pencil icon, shown circled in red in the image below to edit the name of the family.



Step 9

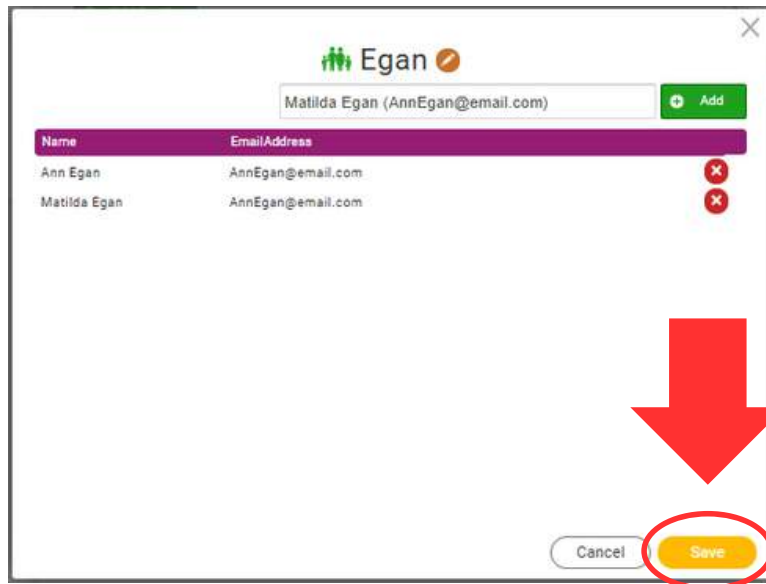
Change the name to match the surname of the family and click the green tick, shown circled in red in the image below.



Completing Club Affiliation

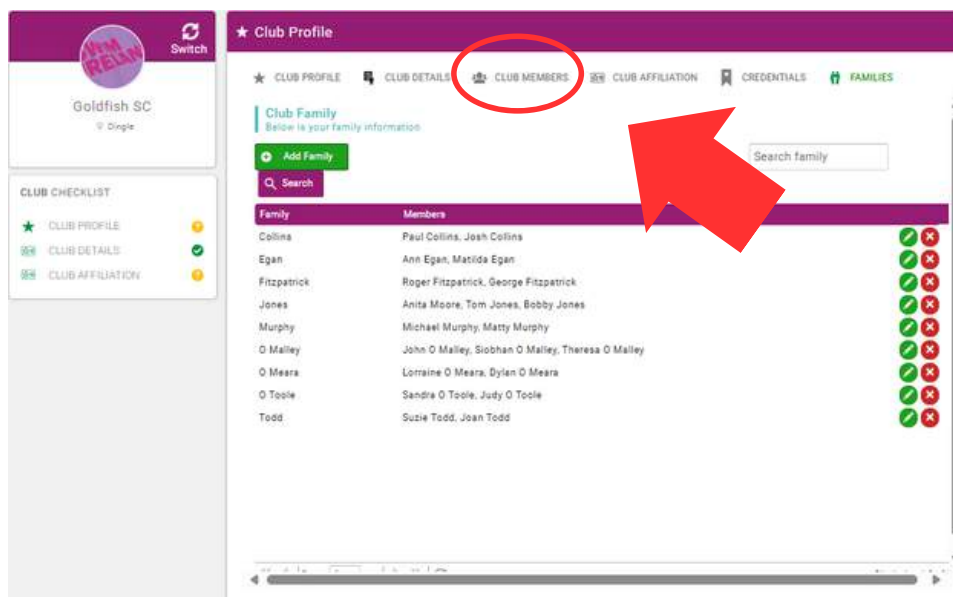
Step 10

Once all family members are added and the name of the family is correct, click the save button shown circled in red in the image below



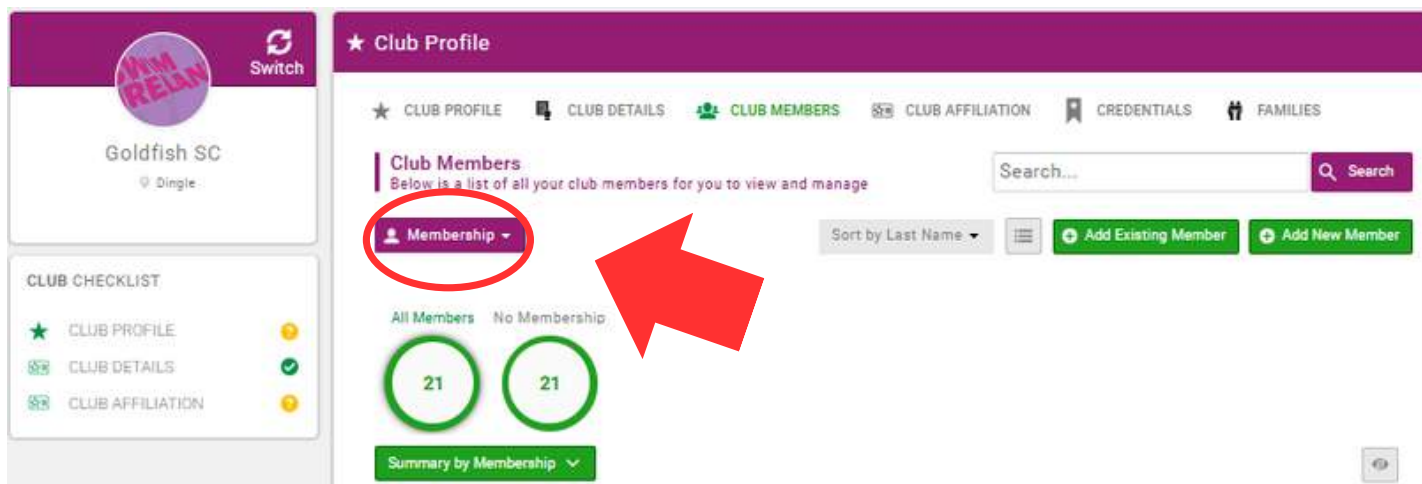
Step 10

Double check the families are correct and click on the club members tab shown circled in red in the image below.



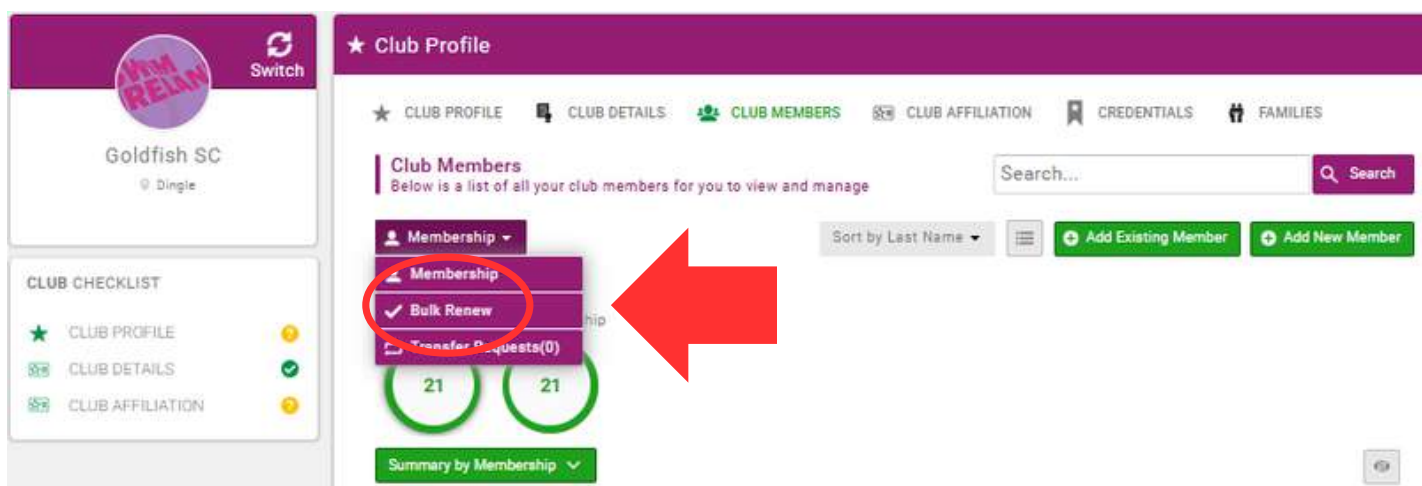
Step 11

This will bring you to the club member profiles. Click on the membership button shown circled in red below.



Step 12

A Dropdown will appear, click on the Bulk Renew option shown circled in red in the image below.



Step 13

This will bring up a list of all members who have membership that can be renewed.

Select the members whose membership you wish to renew by clicking on the check boxes in the right column, shown circled in red in the image below.

The screenshot shows the 'Club Profile' page for Goldfish SC. The page includes a sidebar with a 'Switch' button and a 'CLUB CHECKLIST' with items for Club Profile, Club Details, and Club Affiliation. The main content area shows 'Club Members' with a search bar and a 'Bulk Renew' button. Below this are three circular progress indicators for 'All Members' (21), 'Associate' (1), and 'Special - Competitive' (20). A 'Summary by Membership' dropdown is also present. The main table lists members with columns for Name, Email, Primary Club, Membership, and Renewal. The 'Renewal' column contains checkboxes, with the one for Paul Collins circled in red. A large red arrow points to this checkbox.

Name	Email	Primary Club	Membership	Renewal
Paul Collins	PaulCol@email.com	Yes	Special - Competitive Expires: 01/08/2023	<input checked="" type="checkbox"/>
Josh Collins	PaulCol@email.com	Yes	Special - Competitive Expires: 01/08/2023	<input checked="" type="checkbox"/>
Ann Egan	AnnEgan@email.com	Yes	Special - Competitive Expires: 01/08/2023	<input checked="" type="checkbox"/>
Melinda Egan	AnnEgan@email.com	Yes	Special - Competitive Expires: 01/08/2023	<input checked="" type="checkbox"/>
Roger Fitzpatrick	RFitz@email.com	Yes	Special - Competitive Expires: 14/09/2023	<input checked="" type="checkbox"/>
George Fitzpatrick	RFitz@email.com	Yes	Special - Competitive Expires: 14/09/2023	<input checked="" type="checkbox"/>
Valerie Hunt	VHunt@email.com	Yes	Associate Expires: 15/06/2025	This membership is not enabled for bulk renew.

Bulk Renewing members will only renew members with the same membership they previously held. To change a members membership, please see the ***Adding Membership to a Member*** Guide.

Step 14

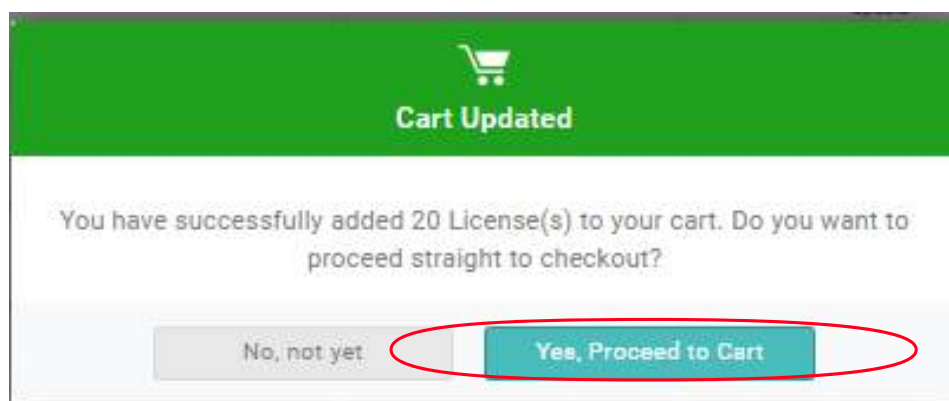
Once all the appropriate members are selected, click on the renew button shown circled in red in the image below.

The screenshot shows the 'Club Profile' page for Goldfish SC. The 'Club Members' section is active, displaying a list of members. A red circle highlights the 'Renew (20)' button, and a red arrow points to it. The table below shows the membership details for each member.

Name	Email	Primary Club	Membership	Renewal
Paul Collins	PaulCol@email.com	Yes	Special - Competitive Expires: 07/08/2023	✓
Josh Collins	PaulCol@email.com	Yes	Special - Competitive Expires: 07/08/2023	✓
Ann Egan	AnnEgan@email.com	Yes	Special - Competitive Expires: 14/08/2023	✓
Maibh Egan	AnnEgan@email.com	Yes	Special - Competitive Expires: 01/08/2023	✓
Roger Fitzpatrick	RFitz@email.com	Yes	Special - Competitive Expires: 14/08/2023	✓
George Fitzpatrick	RFitz@email.com	Yes	Special - Competitive Expires: 14/08/2023	✓
Valerie Hunt	VHunt@email.com	Yes	Associate Expires: 15/08/2023	This membership is not enabled for bulk renew.

Step 15

A pop up window will appear. If all memberships you wish to renew has been added to cart select Yes, proceed to cart shown circled in red in the image below, otherwise, select no, not yet and proceed to add any other memberships you wish to purchase to the cart. Details on how to add a membership to an individual member, can be found in the **“Adding Membership to a Member”** resource document



Completing Club Affiliation



Step 16

You will be brought to the checkout screen. Double check the list of names, to be sure that all the memberships you wish to purchase has been added to the cart.

Click the appropriate payment method for your club, shown by the orange arrows in the image below to complete this transaction.

Checkout & Payment

1 Order Review 2 Confirm Payment






Below is a summary of your order, please review and then select a payment option.

EU

Pay via Bank Pay with Card

VISA DEBIT MASTERCARD

Remove All

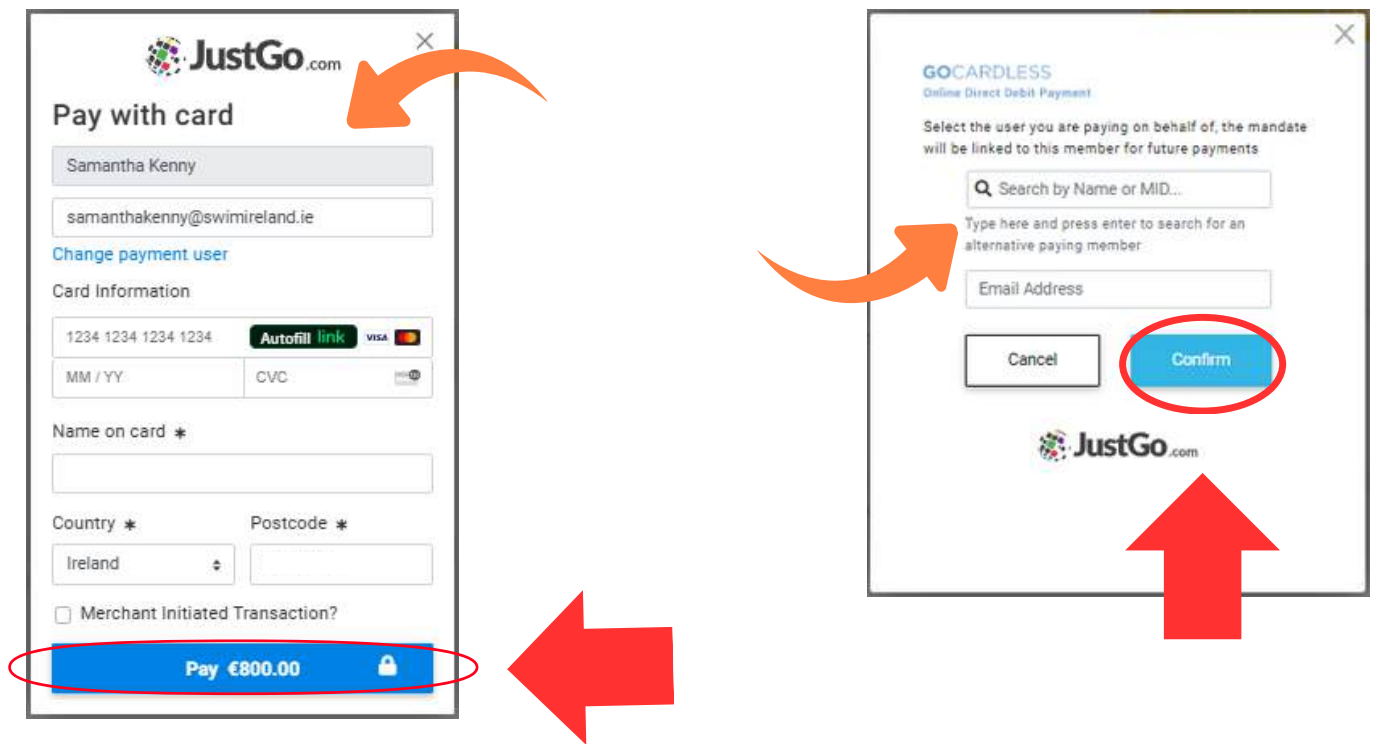
ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 Special - Competitive (Paul Collins) Swim Ireland Special - Competitive Save for Later Remove	1	€40.00	€0.00	€40.00
 Special - Competitive (Josh Collins) Swim Ireland Special - Competitive Save for Later Remove	1	€40.00	€0.00	€40.00
 Special - Competitive (Ann Egan) Swim Ireland Special - Competitive Save for Later Remove	1	€40.00	€0.00	€40.00
 Special - Competitive (Matilda Egan) Swim Ireland Special - Competitive Save for Later Remove	1	€40.00	€0.00	€40.00
 Special - Competitive (Roger Fitzpatrick) Swim Ireland Special - Competitive Save for Later Remove	1	€40.00	€0.00	€40.00

Completing Club Affiliation

Step 17

A pop up window will appear, the contents of the window will vary based on the type of payment selected. Examples are shown below, pay with card on the left and pay via bank on the right.

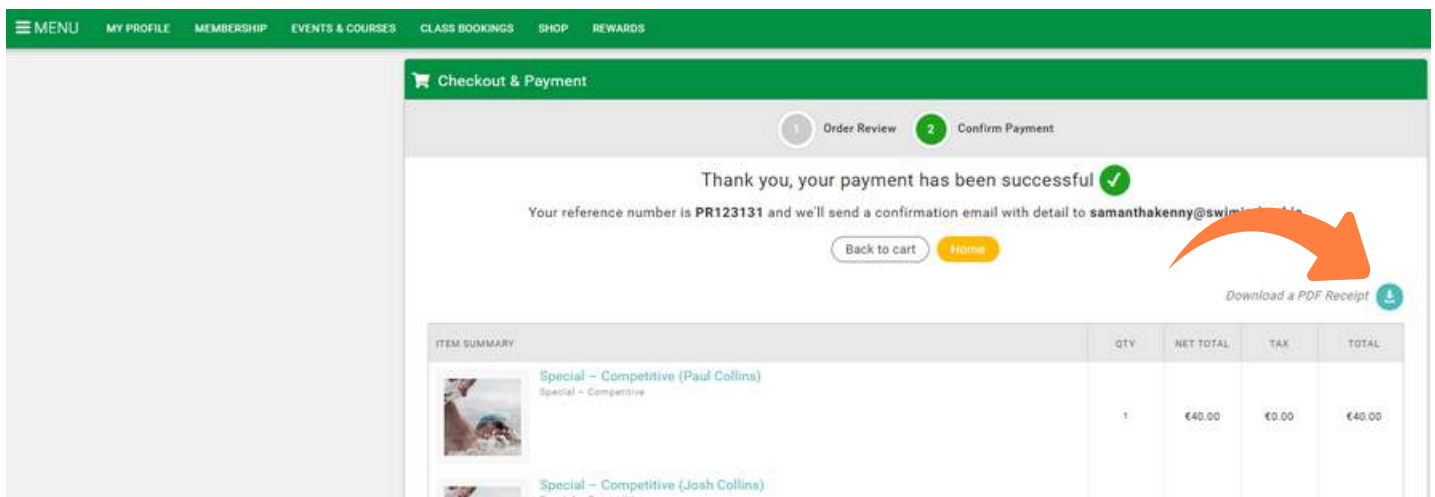
Make sure that the appropriate email address has been selected for the payment by clicking on the boxes highlighted by the orange arrows in the images below.



Once the appropriate member details have been selected and all the details filled in click the pay/confirm button shown circled in red in the images above.

Step 18

A payment confirmation screen will appear. A PDF receipt can be downloaded if needed by clicking on the button highlighted by the orange arrow.



Part 2: Affiliating the Club

Fill in Disciplines and Disability/Accessibility information



Assign club members to committee roles



Check all club contact details are correct

Upload relevant club documentation



Completing Club Affiliation

SWIM
IRELAND

Step 1

Check the Affiliation pack for relevant information including

- Affiliation deadline
- Affiliation & Safeguarding requirements
- Affiliation discounts

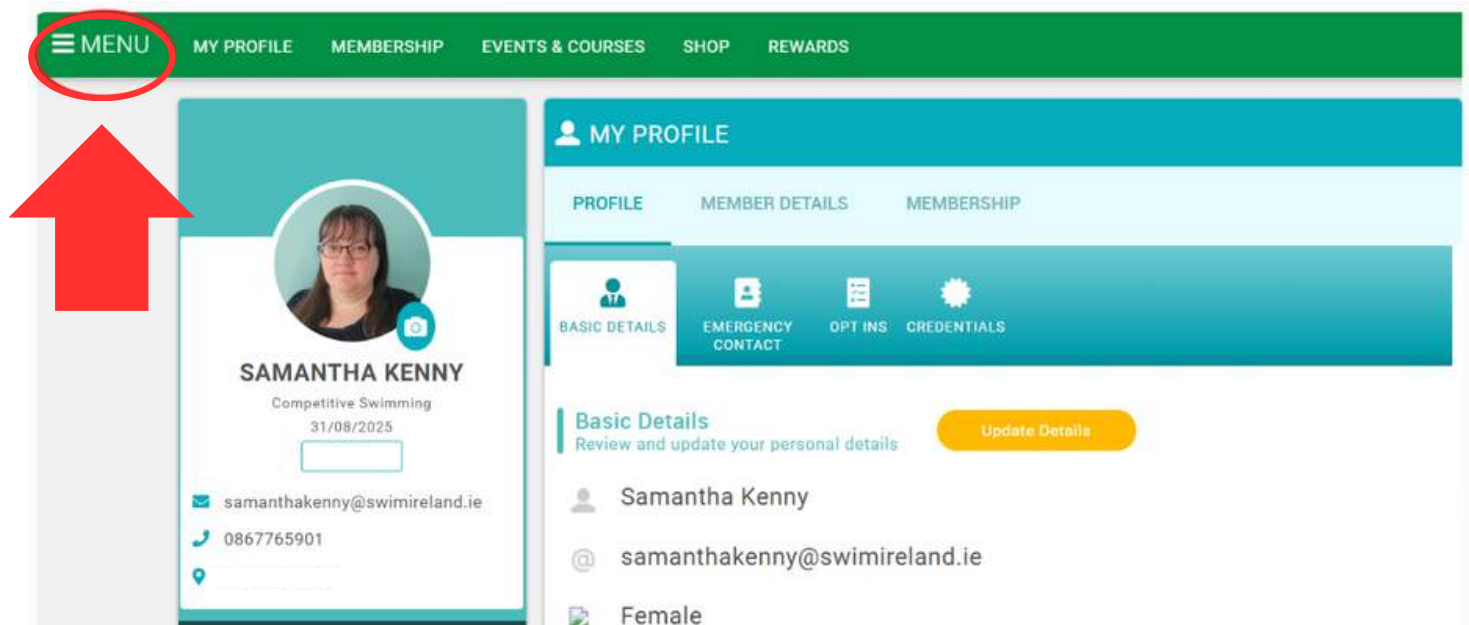
Step 2

Click on the link below and log in using your JustGo log in details

[JustGo sign in page](#)

Step 3

Once logged in, click on the three little lines in the top left of the screen, shown circled in red in the image below.

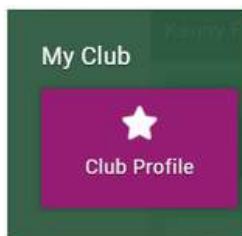


Completing Club Affiliation

SWIM
IRELAND

Step 3

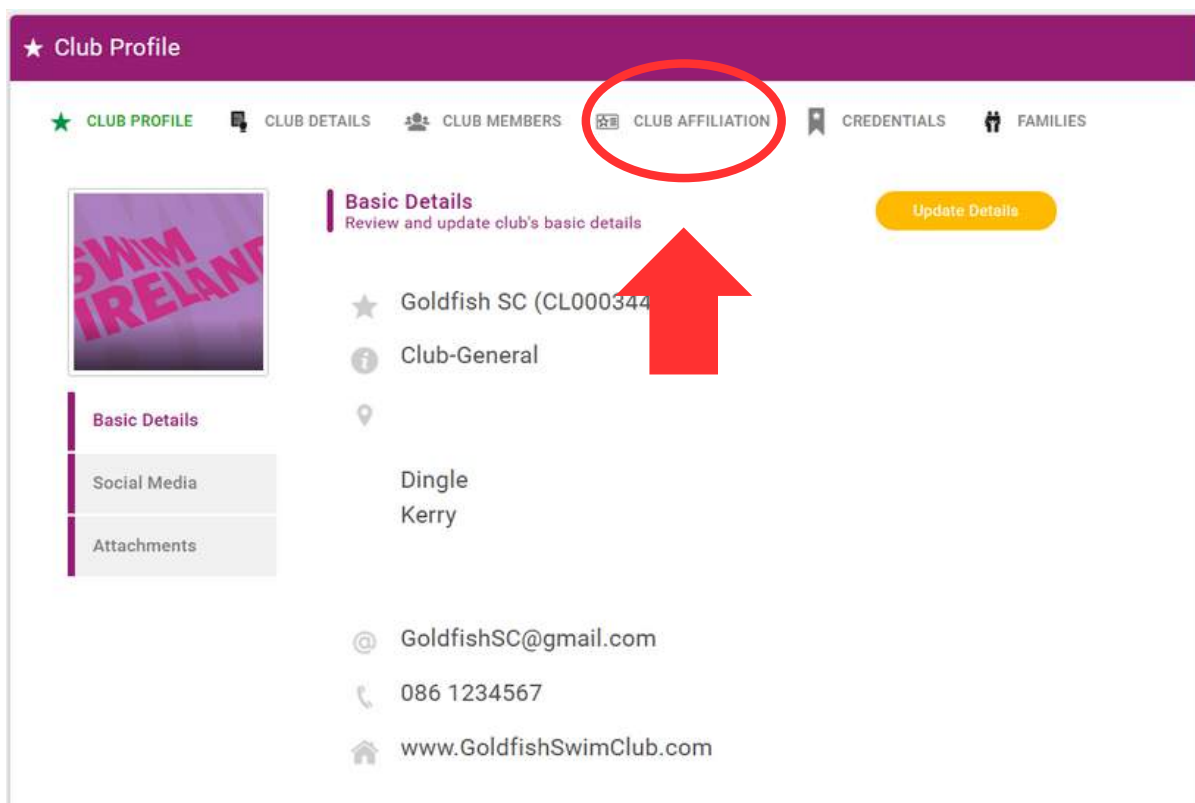
A menu will pop out, scroll to the bottom until you find the button shown in the image below and click on it.



Step 4

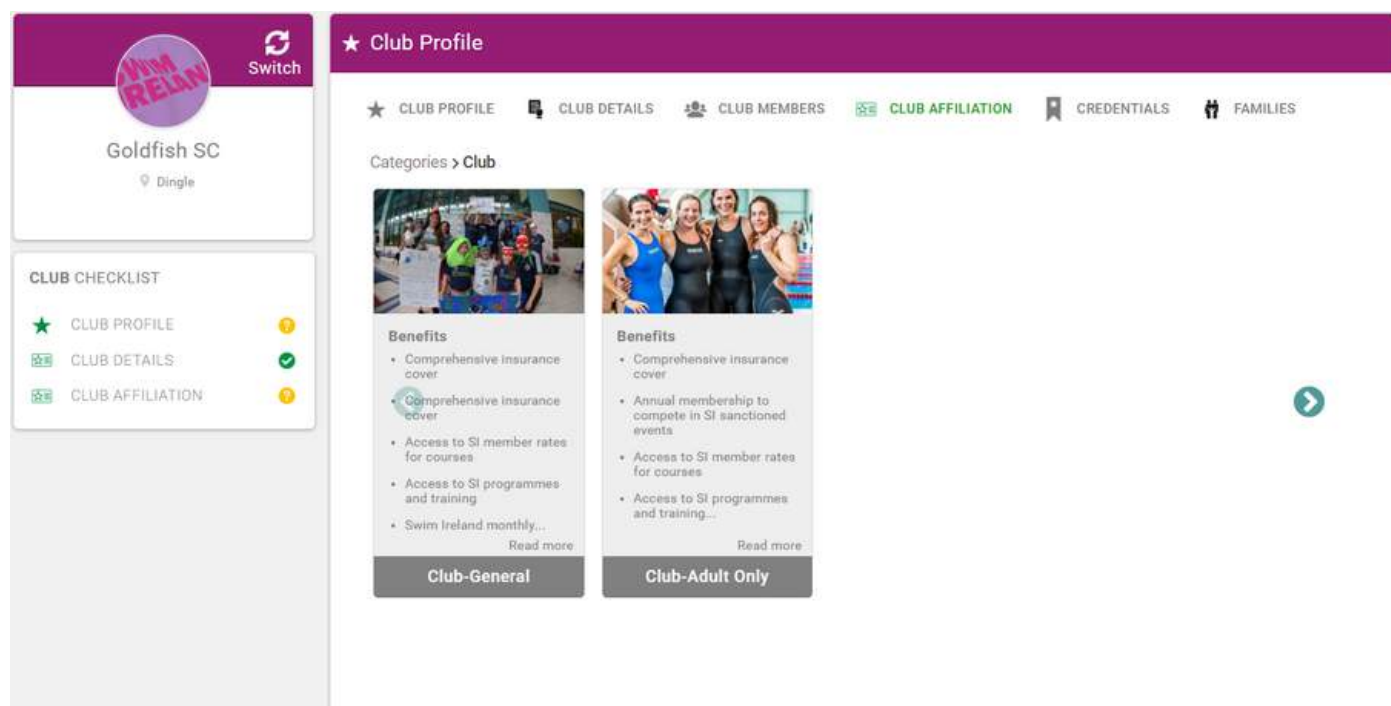
This will bring you to your club profile, similar to the one shown in the image below.

Click on the tab that states Club Affiliation, shown circled in red.



Step 5

Select the appropriate type of club option, based on club type. Club Adult-only should only be selected if your club is a Masters club. All other types of club should select the Club - General option as shown in the example below.



Step 6

Once you have selected the appropriate club type, follow the onscreen options, being sure to select all disciplines your club provides for it's members and the region your club is located in..

Club Profile

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

Categories > Club > Club-General

Club-General

Benefits

- Comprehensive insurance cover
- Comprehensive insurance cover
- Access to SI member rates for courses
- Access to SI programmes and training
- Swim Ireland monthly...

Read more

Club-General

Benefits

- Comprehensive insurance cover
- Annual membership to compete in SI sanctioned events
- Access to SI member rates for courses
- Access to SI programmes and training...

Read more

SELECTED **Club-Adult Only**

Additional Details

Please review and update the club logo, select all disciplines that your club offers and select the appropriate region your club is located in.

Club Logo

Please upload a Club Logo

Discipline:

- Swimming
- Water Polo
- Masters
- Open Water
- Artistic Swimming
- Diving

Region *

Step 7

Scroll down the screen and fill in the details regarding the needs of your club members, as shown in the example below.

Club Accessibility

This section asks you to identify the support requirements of your club members.

Please select the options that apply to your club members *

- Members with a Physical Disability
- Members with an Intellectual Disability
- Members with Autism
- Members who are Blind or have a vision impairment
- Members who are Deaf or Hard of Hearing
- Other (please list below)
- None

Which of the following supports (if any) are available to your club members?

- Use of a hoist
- Use of flotation devices
- Sign language interpreter
- Additional support from a coach
- Other (please list below)
- None

What supports would your club like access to?

- Help in accessing grants
- Purchase of equipment
- Training and education
- Other (please list below)
- None

Step 8

Fill in the mandated committee roles with the appropriate club members, this is done by clicking on the ADD button for each role shown circled in red on the image below.

Step 3. Club Roles
The below roles are mandatory and should accurately the individuals in the positions within the club. Additional roles such as coaches, teachers, team managers, officials and other committee members should be added to the individual member profiles.

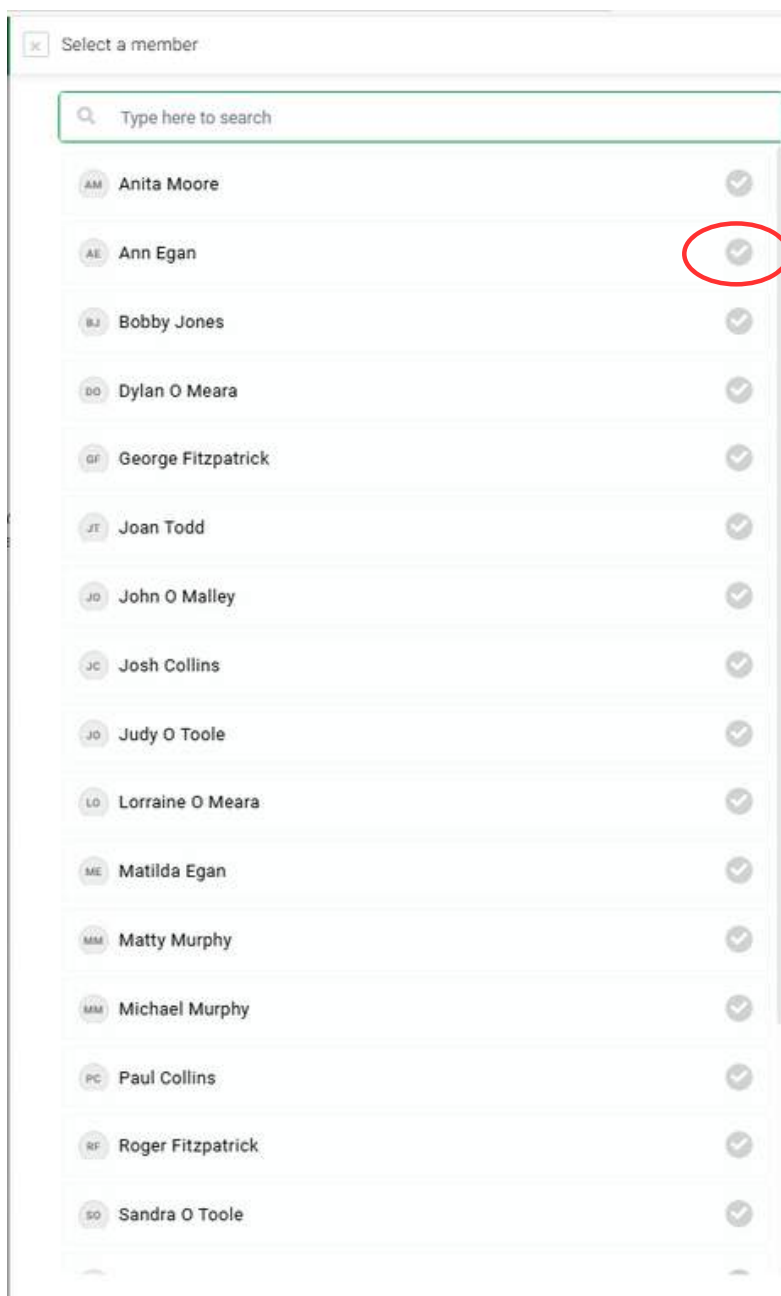
General Club - Chairperson *
<input type="button" value="+"/> ADD
General Club - Secretary *
<input type="button" value="+"/> ADD
General Club - Treasurer *
<input type="button" value="+"/> ADD
Club Children's Officer - Lead *
<input type="button" value="+"/> ADD
Head Coach *
<input type="button" value="+"/> ADD
General Club - Committee Member *
<input type="button" value="+"/> ADD
General Club - Committee Member *
<input type="button" value="+"/> ADD
General Club - Committee Member *
<input type="button" value="+"/> ADD
General Club - Committee Member *
<input type="button" value="+"/> ADD
General Club - Complaints & Disciplinary Officer *
<input type="button" value="+"/> ADD
Club Children's Officer *
<input type="button" value="+"/> ADD



Step 9

A menu will appear on the righthand side of the screen. Select the appropriate member for each role by checking the check box shown circled in red in the image below.

Be sure that each member have the appropriate requirements for each role before assigning them to the role.



Completing Club Affiliation











Step 10

Check the members assigned to the roles are correct. If there are any errors, select the edit button shown circled in red in the image below.

If the members assigned are correct repeat the above steps for the non mandatory roles, if you have club members fulfilling those roles.

Club Roles
The below roles are mandatory and should accurately the individuals in the positions within the club. Additional roles such as coaches, teachers, team managers, officials and other committee members should be added to the individual member profiles.

Chairperson *	
Secretary *	
Treasurer *	
Club Children's Officer - Lead *	
General Committee Member *	
General Committee Member *	
General Committee Member *	
General Committee Member *	

Chairperson *
TJ Tom Jones
tomjones@email.com
086 3456789

Secretary *
AE Ann Egan
AnnEgan@email.com
0886 3256899

Treasurer *
RF Roger Fitzpatrick
RFitz@email.com
087 9865321

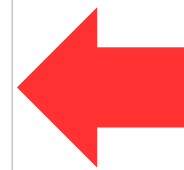
Club Children's Officer - Lead *
LO Lorraine O Meara
LOMeara@email.com
086 9876543

General Committee Member *
TO Theresa O Malley
TOMalley@email.com
086 8754213

General Committee Member *
JT Joan Todd
JTodd@email.com
086 8765432

General Committee Member *
PC Paul Collins
PaulCol@email.com
086 5623658

General Committee Member *
SO Sandra O Toole
SOTOole@email.com
089 5463128



Step 11

Fill in the club email contact details. The email addresses should be official club email addresses and not personal email addresses, as shown in the example below.

Step 4. Club Contact Email

These should be role specific emails, no personal emails should be used, i.e. clubsecretary@irelandswimmingclub.ie

Chairperson *

Secretary *

Treasurer *

Club Children's Officer *

Complaints & Disciplinary Officer *

Head Coach/ Teacher *

The club constitution should also be uploaded at this point too. click on the add button shown circled in red in the image above.

Step 12

Upload the relevant club documents.

Annually a Club Constitution will need to be uploaded.

Every 2 years a Risk Assessment and Child Safeguarding Statement will need to be uploaded.

In the example below, all 3 documents will need to be uploaded.

Start by clicking the Add button under the document title you wish to upload, shown circled in red in the example image below. In this example we will use the club constitution document.

Step 5. Document Uploads

Club Constitution

Add

Current (0)

Expired (1)

You have no active.

Child Safeguarding Statement

Add

Current (0)

Expired (0)

You have no active.

Safeguarding Risk Assessment

Add

Current (0)

Expired (0)

You have no active.



Step 13

A menu will appear on the righthand sign of the screen as shown in the example below.

Click the next button shown circled in red in the image below.

Setup credential

Step 1
Select a credential from the available list below

Credential
Club Constitution *

Next

Next to credential details

Step 14

This will bring you to the next step. In the box marked provider, shown by the orange arrow in the image below, fill in your swim club name. The start date should be the day the constitution is uploaded.

Click the next button shown circled in red

Setup credential

Step 2
Please complete the following details

Club Constitution

Provider
Goldfish SC *

Start Date
01/09/2025 *

Expiry Date
31/08/2026 *

Back Next

Next to supporting document

Step 15

This will bring you to the final step of uploading the constitution. Click the Upload button shown circled in red in the image below.

Setup credential

Step 3
Please upload supporting evidence for your credential

Club Constitution

Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.

Attachment

File Name	Comment
-----------	---------

Back Finish

Finish to close and save

Step 16

A pop up window will appear. Click on the “Choose File” button shown circled in red below

Browse File

No file chosen

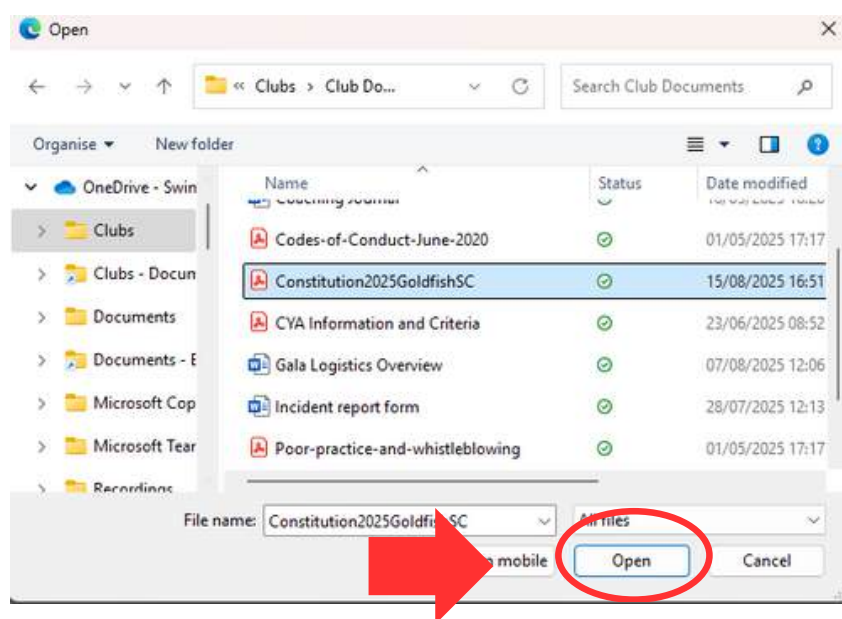
Maximum upload file size: 10 MB.

Comment:

Cancel Close

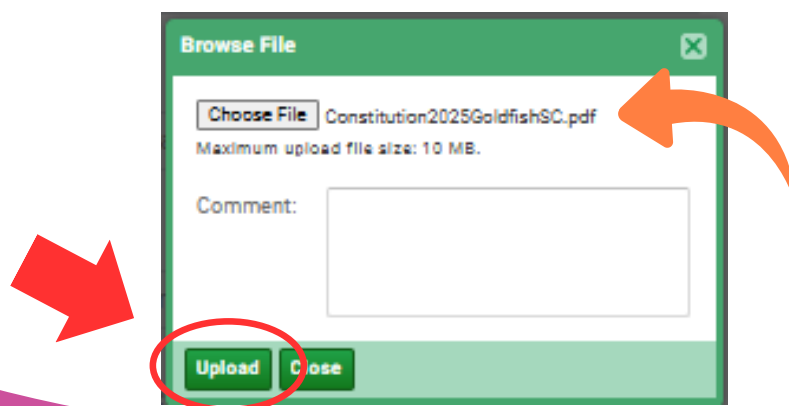
Step 16

Another pop up window will appear. Select the constitution file to upload. Note the file name should be in the form **Constitution2025ClubName** and the file type should be a **PDF** as shown in the example below. Once you have selected the file you wish to upload, click the open button shown circled in red in the image below.



Step 17

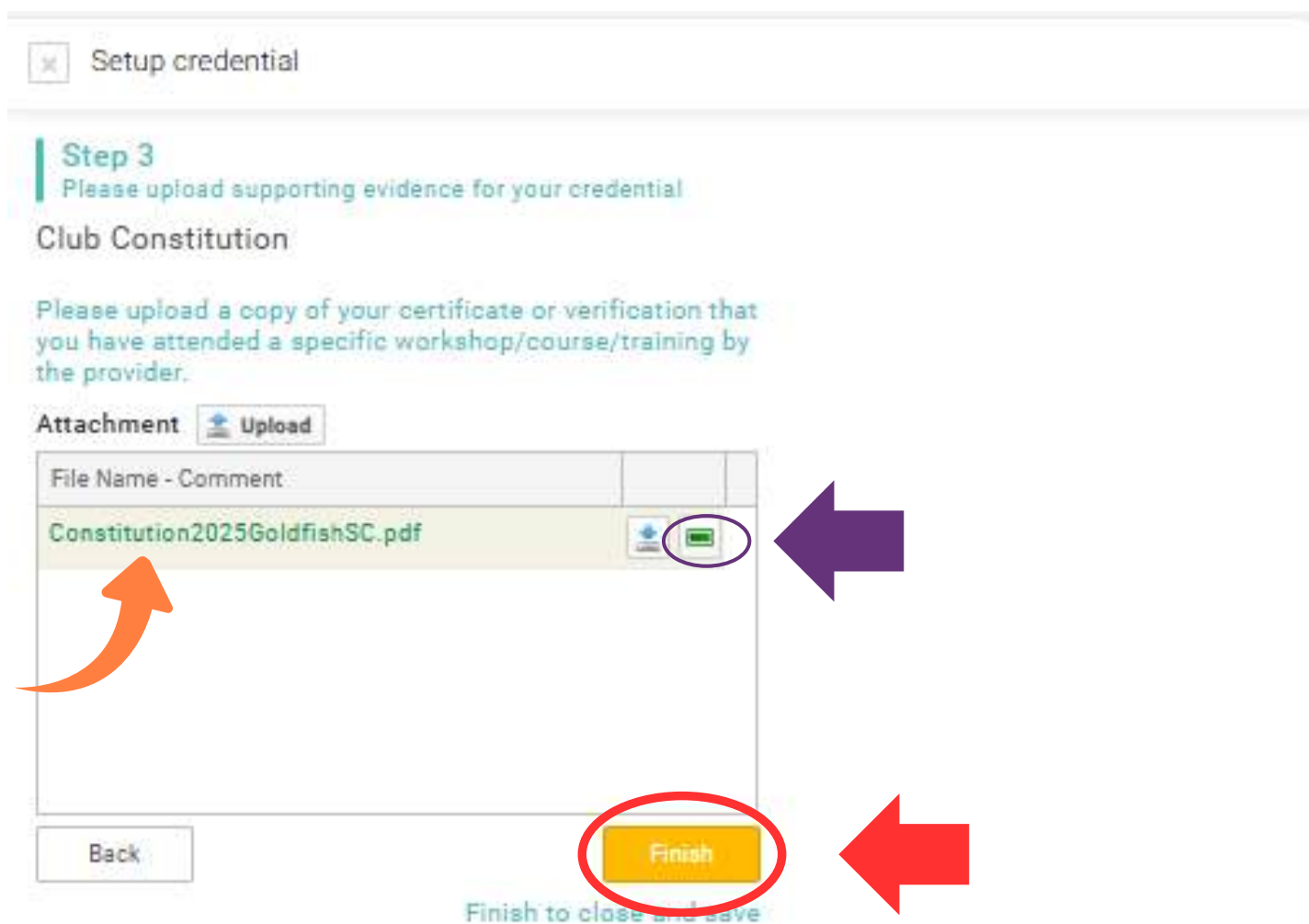
This will bring you back to the original green pop up window. Double check the file that has been selected is the correct one, in the example below it is highlighted by an orange arrow. If correct click the Upload button circled in red in the image below. If incorrect, repeat the previous 2 steps above



Step 18

This will bring you back to the menu that appeared on the righthand side of the screen. Check the file name that has been uploaded is correct, this is done by looking in the box highlighted by the orange arrow.

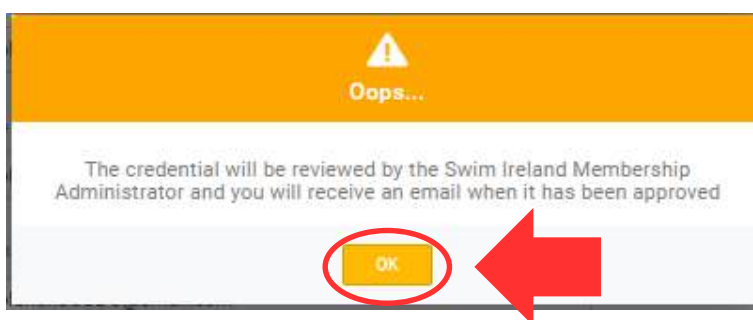
If correct, click on the Finish button shown circled in red in the image below. If incorrect, click on the delete button shown circled in purple and repeat the 3 previous steps above.



Step 19

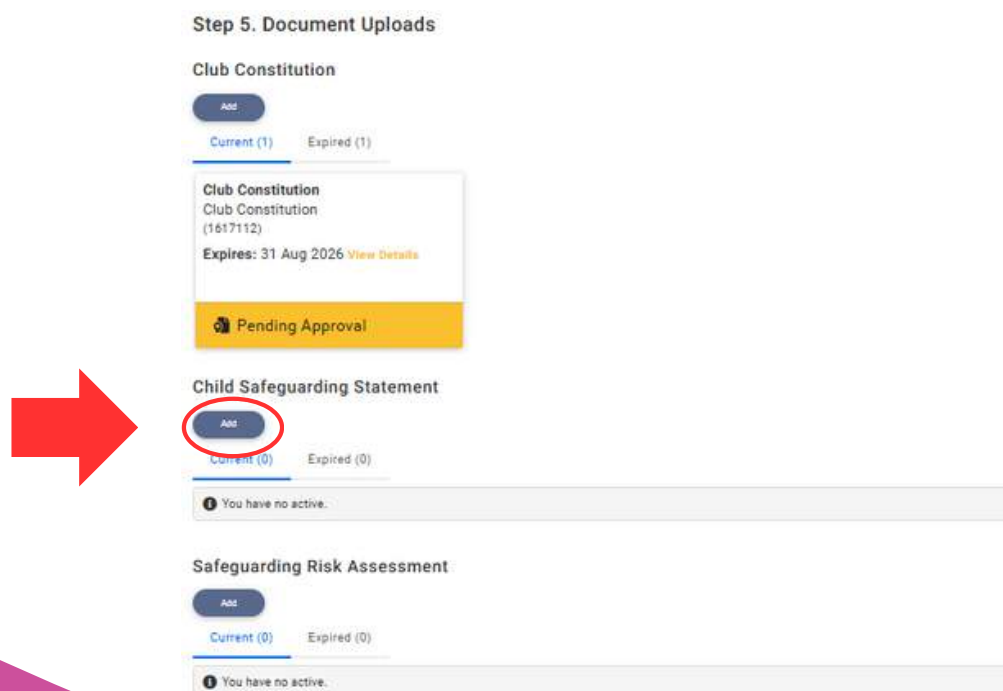
A confirmation pop up window will appear, as shown below. The uploaded constitution will be reviewed by the Swim Ireland clubs team and the appropriate actions taken, either approved, or feedback provided to the club regarding any amendments that need to be made.

Click the Ok button shown circled in red in the image below.



Step 20

The uploaded constitution file will now show as in the example below. If it is the year a Child Safeguarding Statement needs uploading click the Add button under the title Child Safeguarding Statement, shown circled in red in the image below. Otherwise skip to step 27.



Step 21

A menu will appear on the righthand side of the screen as shown in the image below.

Fill in all the relevant details, select today's date from the date menu that appears and under the Cert ID enter Child Safeguarding Statement as shown in the image below.

Once this is done click on the grey box marked by the orange arrow in the example image below to upload the Child Safeguarding Statement.

Setup credential Save

Child Safeguarding Statement

OVERVIEW NOTES

Start date
28/08/2025

Expiry date
27/08/2027

Source *
Online

Provider *
Swim Ireland

Swim Ireland Cert Id: *
Child Safeguarding Statement

Please upload a valid document

No record found.

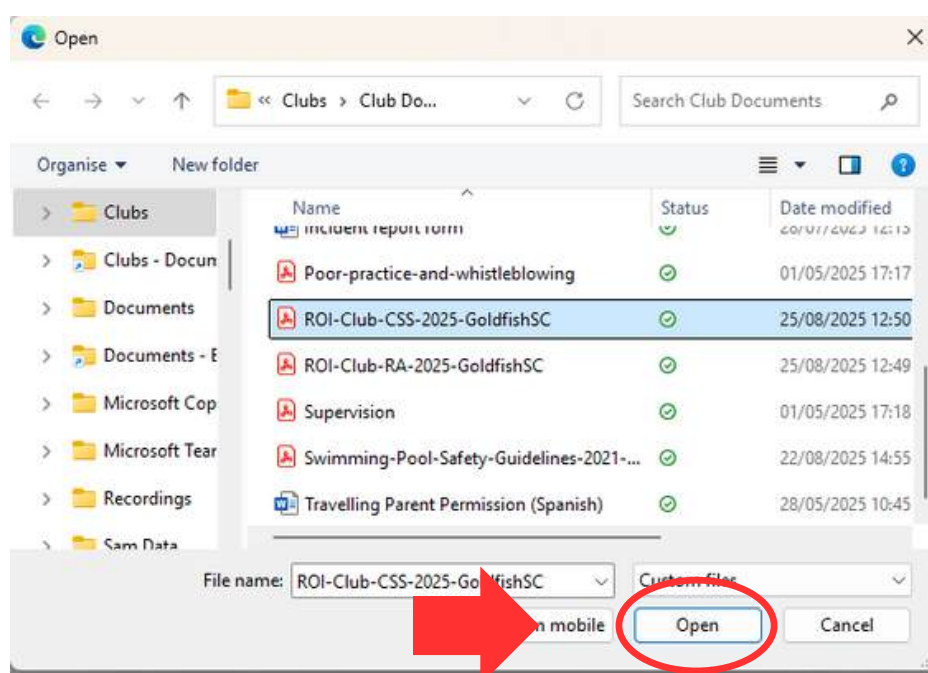
Drag file(s) here or click to upload

Completing Club Affiliation

Step 22

A window will pop similar to the one in the example image below. Select the Club Child Safeguarding Statement. Be sure to call the file **Club-CSS-2025-ClubName** and using the **PDF** file type. As shown in the image below for a fictitious swim club called Goldfish SC.

Once the appropriate file has been selected, click the open button, shown circled in red in the example image below..



Step 23

The file will now appear on the previous pop out menu as shown in the example image below. If you have selected the incorrect file, select the dustbin icon, shown circled in orange in the example image below to delete the file and repeat the previous step.

If the correct file has been uploaded click the save button circled in red in the example image below

Setup credential

Child Safeguarding Statement

OVERVIEW NOTES

Start date
28/08/2025

Expiry date
27/08/2027

Source *
Online

Provider *
Swim Ireland

Swim Ireland Cert Id: *
Child Safeguarding Statement

Please upload a valid document

ROIClubCSS2025GoldfishSC.pdf

Drag file(s) here or click to upload

Save

Step 24

The Child Safeguarding Statement will now appear under the Document Uploads section as shown in the example image below. Now click the Add button under the title Safeguarding Risk Assessment to upload the club safeguarding risk assessment to the system. The Add button is shown circled in red in the example image below.

Step 5. Document Uploads

Club Constitution

[Add](#)

[Current \(1\)](#) [Expired \(1\)](#)

Club Constitution
Club Constitution
(1617112)
Expires: 31 Aug 2026 [View Details](#)

Pending Approval

Child Safeguarding Statement

[Add](#)

[Current \(1\)](#) [Expired \(0\)](#)

Child Safeguarding Statement
Child Safeguarding Statement
(1617113)
Expires: 27 Aug 2027 [View Details](#)

Pending Approval

Safeguarding Risk Assessment

[Add](#)

[Current \(0\)](#) [Expired \(0\)](#)

You have no active.



Step 25

A menu will appear on the righthand side of the screen, similar to what is shown in the example image below.

Select today's date for the Start Date. Online for the Source. Write Swim Ireland as the provider and Safeguarding Risk Assessment for the Swim Ireland Cert ID.

Then click on the grey box shown in the example image below by the orange arrow.

Setup credential Save

Safeguarding Risk Assessment

OVERVIEW NOTES

Start date
28/08/2025

Expiry date
27/08/2027

Source *
Online

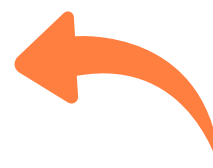
Provider *
Swim Ireland

Swim Ireland Cert Id: *
Safeguarding Risk Assessment

Please upload a valid document

No record found.

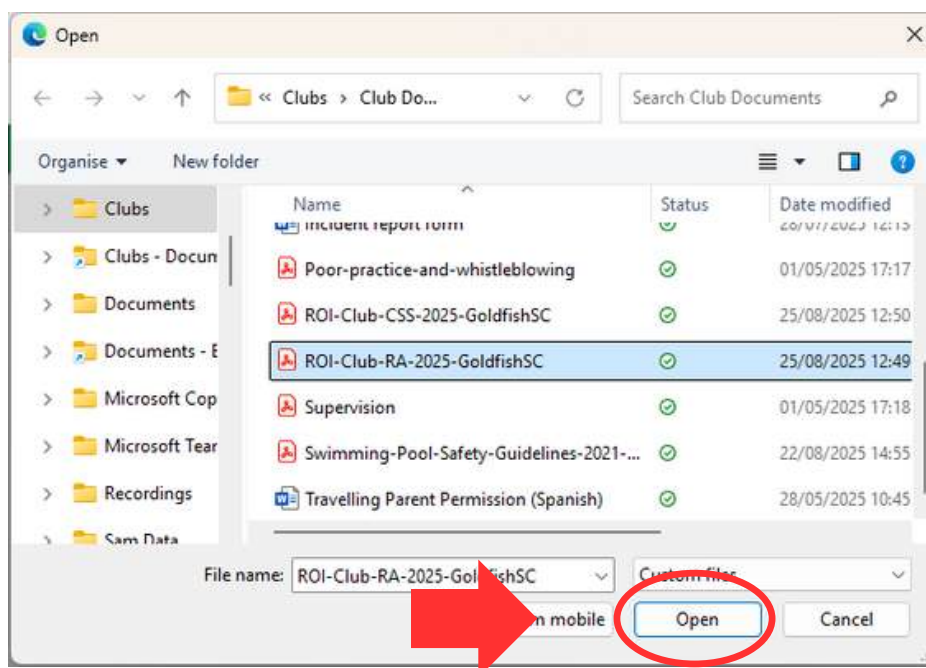
Drag file(s) here or click to upload



Step 26

A window will pop similar to the one in the example image below. Select the Club Safeguarding Risk Assessment. Be sure to call the file **Club-RA-2025-ClubName** and using the **PDF** file type. As shown in the image below for a fictitious swim club called Goldfish SC.

Once the appropriate file has been selected, click the open button, shown circled in red in the example image below..



Step 27

The file will now appear on the previous pop out menu as shown in the example image below. If you have selected the incorrect file, select the dustbin icon, shown circled in orange in the example image below to delete the file and repeat the previous step.

If the correct file has been uploaded click the save button circled in red in the example image below

The screenshot shows a web form titled "Safeguarding Risk Assessment". At the top, there is a tab labeled "Setup credential" with a close icon. A red arrow points from this tab to a "Save" button with a checkmark, which is circled in red. Below the title, there are two tabs: "OVERVIEW" (active) and "NOTES". The form contains several input fields: "Start date" (28/08/2025), "Expiry date" (27/08/2027), "Source" (Online), "Provider" (Swim Ireland), and "Swim Ireland Cert Id" (Safeguarding Risk Assessment). Below these fields is a section titled "Please upload a valid document" which shows a file named "ROIClubRA2025GoldfishSC.pdf" with a PDF icon. To the right of the file name are two icons: a trash bin (circled in orange) and a refresh icon. An orange arrow points from the trash bin icon back towards the text above. At the bottom of the form is a dashed box with the text "Drag file(s) here or click to upload".

Completing Club Affiliation

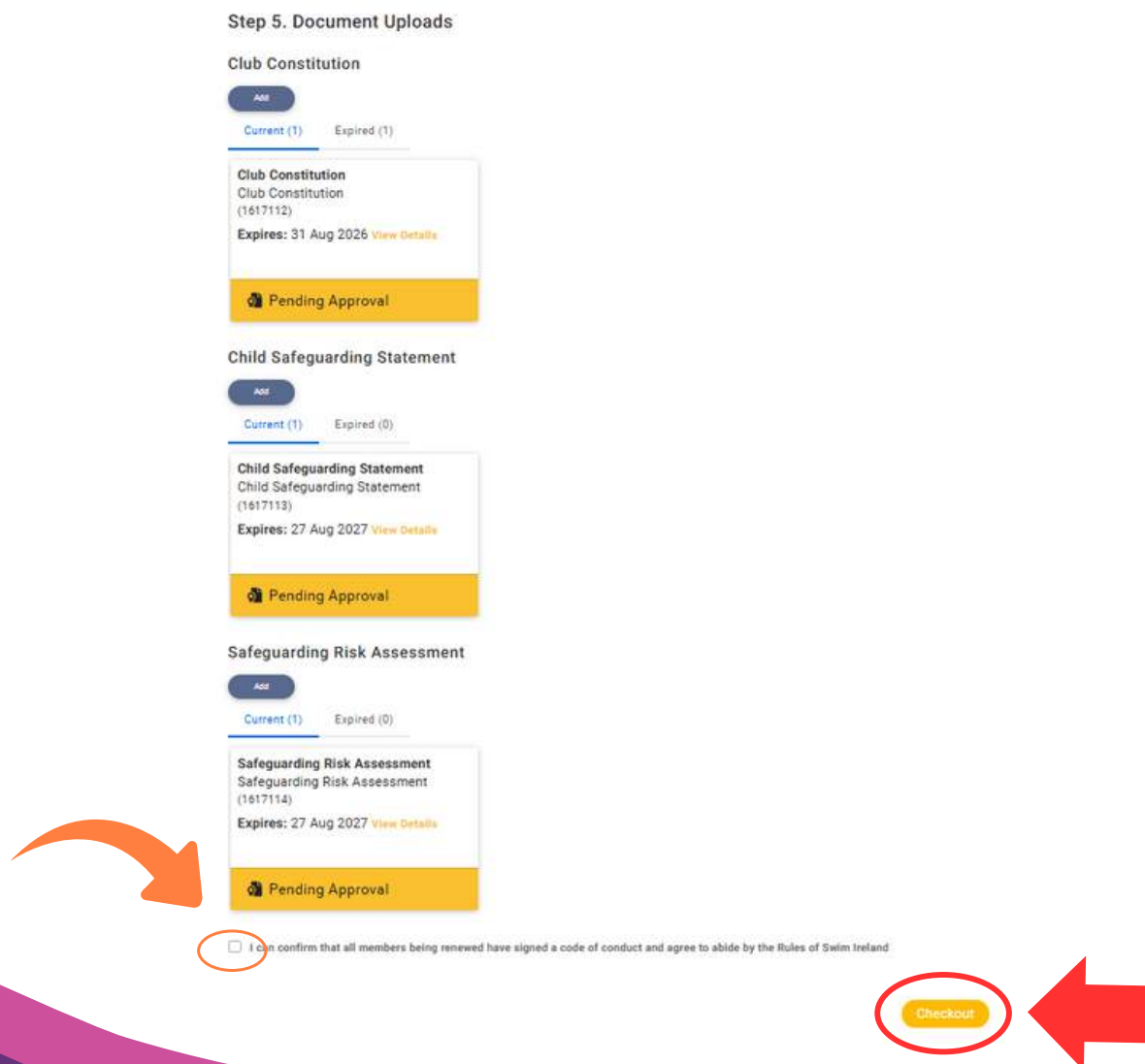


Step 27

All files should now appear under the Documents Upload section as shown in the example image below. If it is a year to upload the Child Safeguarding Statement and the Safeguarding Risk Assessment there will be 3 files shown pending approval, otherwise there will be a single file representing the club constitution shown pending approval

Check the confirmation box confirming all members have agreed to abide by the code of conduct they have signed, shown circled in orange in the example image below.

Finally click the checkout button shown circled in red in the example image below.

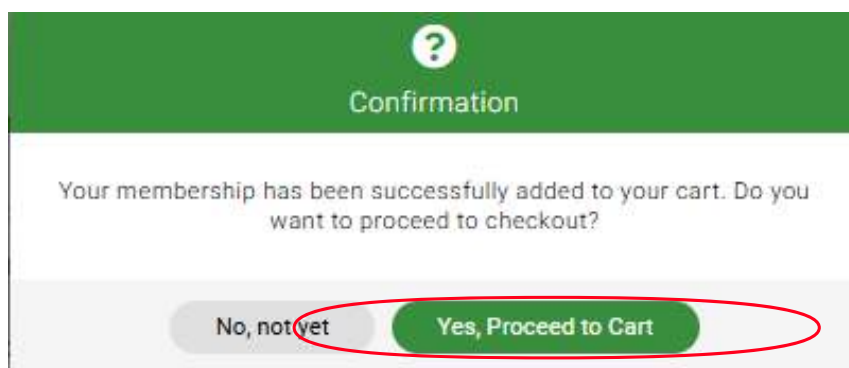


Completing Club Affiliation

Step 28

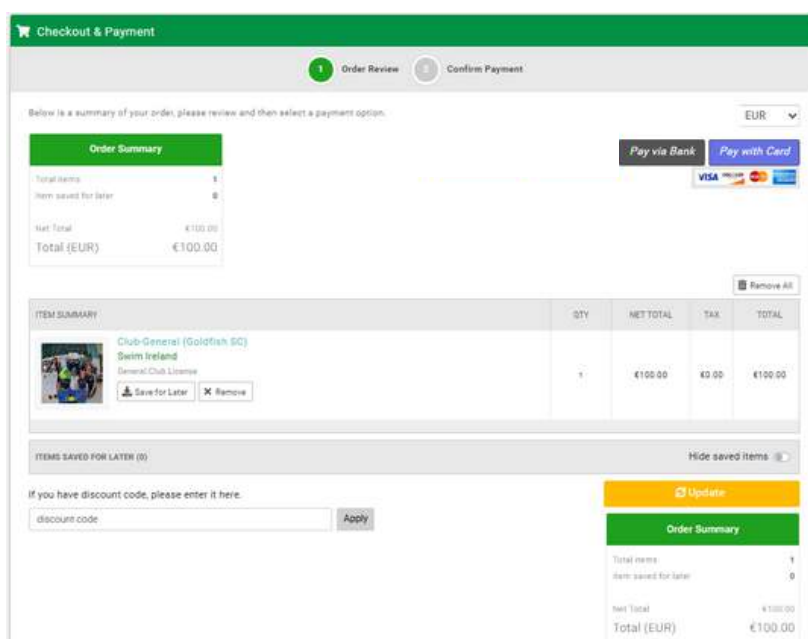
A pop up window will appear.

If all information has been entered, and you are happy it is correct, click on Yes, Proceed to cart, shown circled in red, otherwise click No, not yet.



Step 29

This will bring you to the checkout screen. Similar to checking out the individual members membership, click on the appropriate payment button and repeat [Step 17](#)



Step 30

A payment confirmation screen will appear.
Again a PDF version of the receipt can be downloaded by clicking on the button shown circled in red in the image below.

Checkout & Payment


1 Order Review 2 Confirm Payment

Thank you, your payment has been successful ✓

Your reference number is **PR123132** and we'll send a confirmation email with detail to **samanthakenny@swimireland.ie**

[Back to cart](#) [Home](#)

[Download a PDF Receipt](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 Club-General (Goldfish SC) General Club License	1	€100.00	€0.00	€100.00

Order Summary

Net Total	€100.00
Total (EUR)	€100.00

Congratulations, you have completed the club affiliation process.