

# Adding a Credential

## Introduction

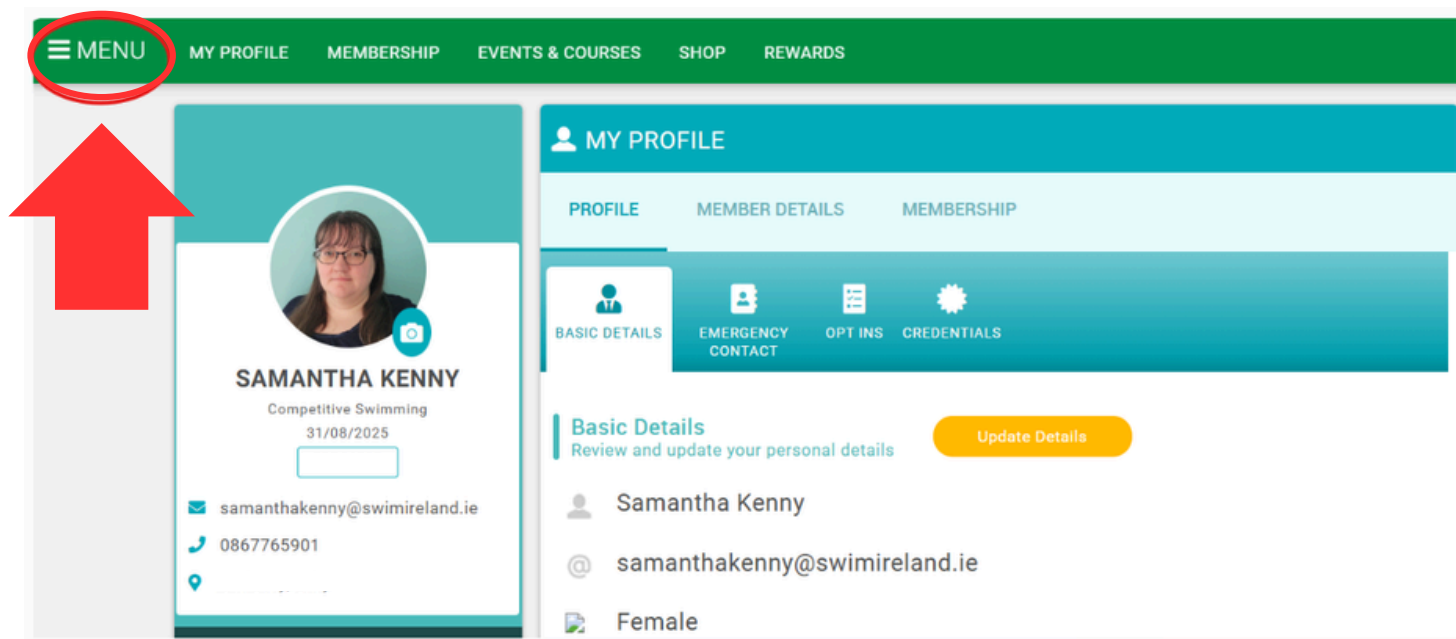
Credentials are required for certain roles within the club. In order to check what credentials a member has, please follow the steps below.

## Step 1

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

## Step 2

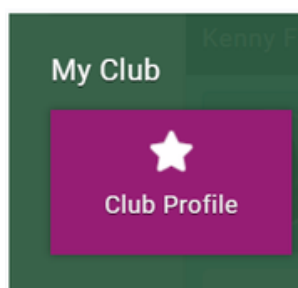
Once logged in, click on the three little lines in the top-left corner of the screen, as shown circled in red in the image below.



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## Step 3

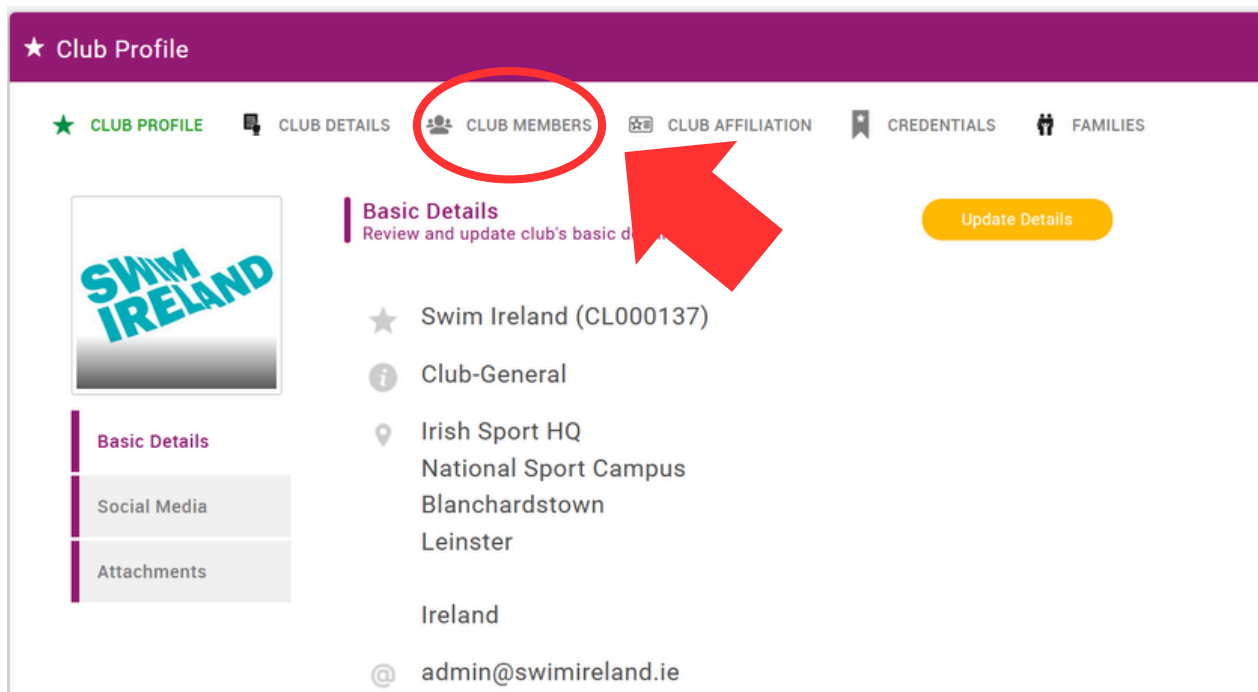
A menu will pop out, scroll to the bottom of the menu until you find the button shown in the image below and click it.



## Step 4

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

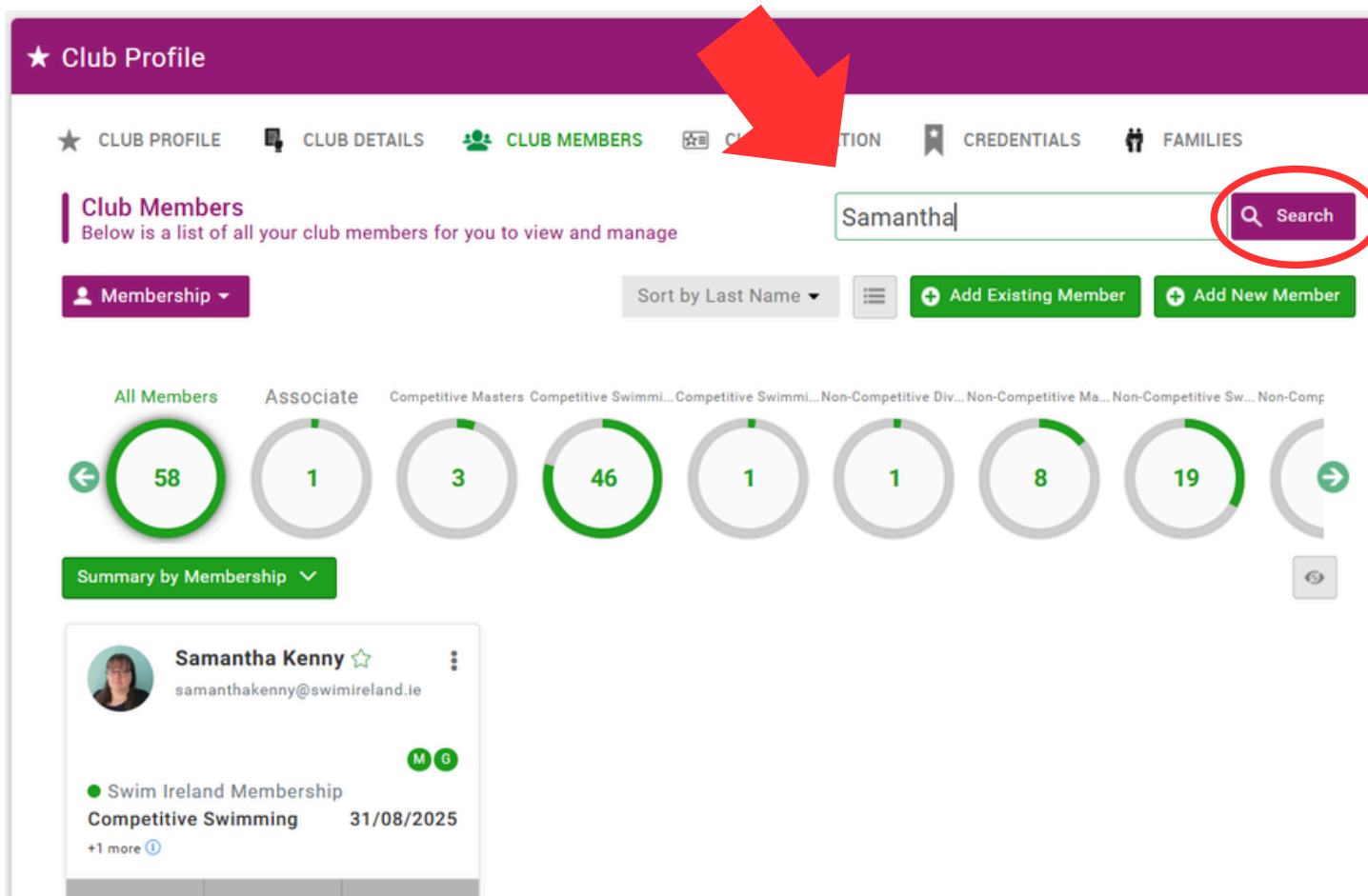
Click on Club Members, as shown circled in red in the image below to access the members of your club.



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## Step 5

Search for the member whose credentials you wish to view by typing their name in the search bar and clicking on the button labelled Search.



The screenshot shows the 'Club Profile' page with a navigation bar at the top containing 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CREDENTIALS', and 'FAMILIES'. A red arrow points to the 'CLUB MEMBERS' tab. Below the navigation bar, there is a search bar containing the text 'Samantha' and a 'Search' button circled in red. Below the search bar, there are buttons for 'Membership', 'Sort by Last Name', 'Add Existing Member', and 'Add New Member'. A horizontal bar shows membership counts for various categories: All Members (58), Associate (1), Competitive Masters (3), Competitive Swimming (46), Competitive Swimming (1), Non-Competitive Div... (1), Non-Competitive Ma... (8), Non-Competitive Sw... (19), and Non-Comp... Below this bar is a 'Summary by Membership' dropdown. At the bottom, a member profile card for 'Samantha Kenny' is shown, with details including her email address, membership type 'Swim Ireland Membership Competitive Swimming', and an expiration date of '31/08/2025'.

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## Step 6

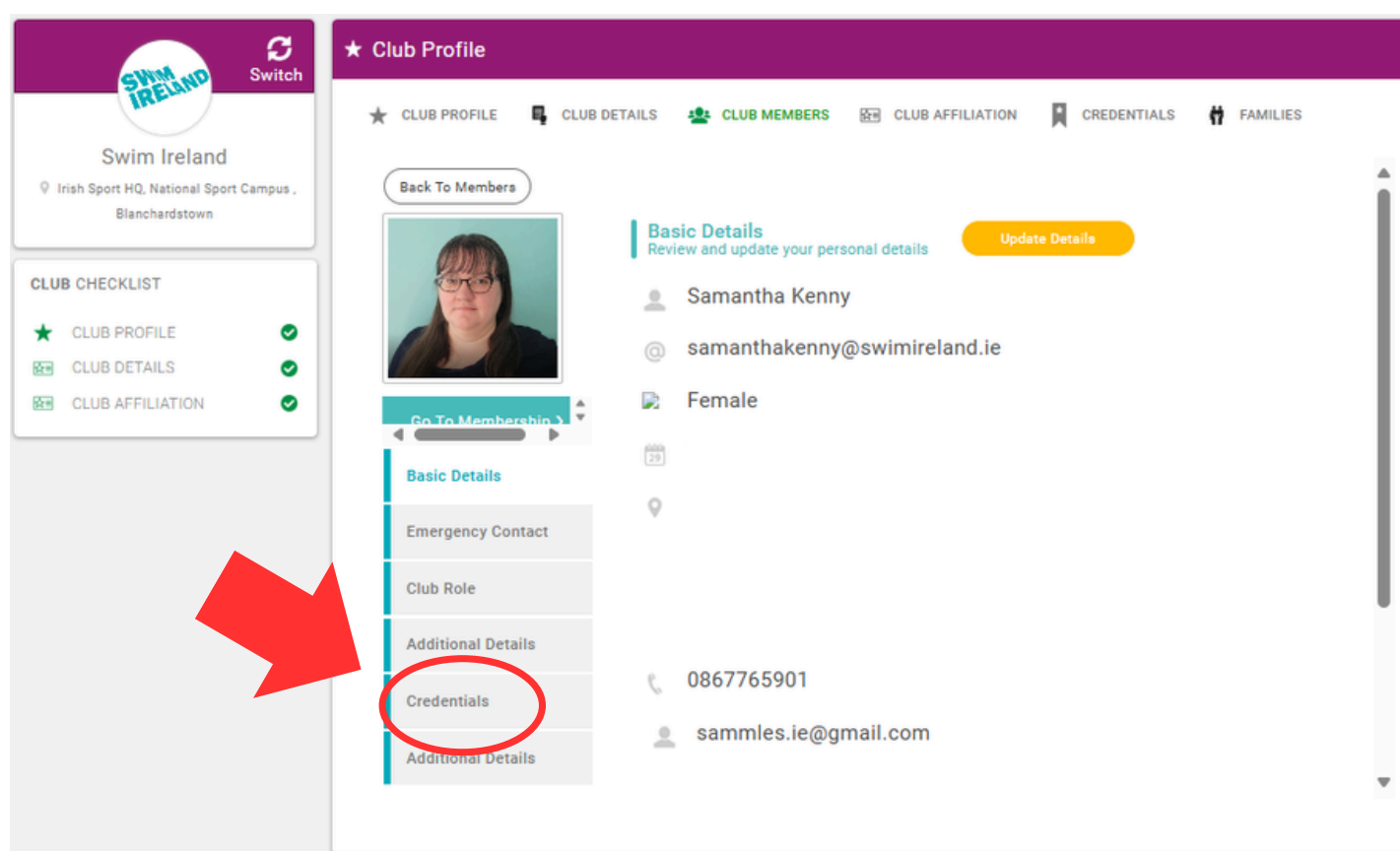
Click on the three dots in the top-right corner of the profile as shown circled in red in the image below.

The screenshot shows the 'Club Profile' page with a navigation bar at the top containing: CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS, CLUB AFFILIATION, CREDENTIALS, and FAMILIES. The 'Club Members' section is active, displaying a search bar with 'Samantha' and a 'Search' button. Below the search bar are buttons for 'Membership', 'Sort by Last Name', 'Add Existing Member', and 'Add New Member'. A horizontal scroll bar shows membership counts for various categories: All Members (58), Associate (1), Competitive Masters (3), Competitive Swimm... (46), Competitive Swimm... (1), Non-Competitive Div... (1), Non-Competitive Ma... (8), Non-Competitive Sw... (19), and Non-Comp... (19). Below the scroll bar is a 'Summary by Membership' dropdown. The member profile card for 'Samantha Kenny' is shown, including her name, email (samanthakenny@swimireland.ie), membership status (Swim Ireland Membership), and category (Competitive Swimming) with an expiration date of 31/08/2025. A red circle highlights the three-dot menu icon in the top-right corner of the profile card, with a red arrow pointing to it.

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## Step 6

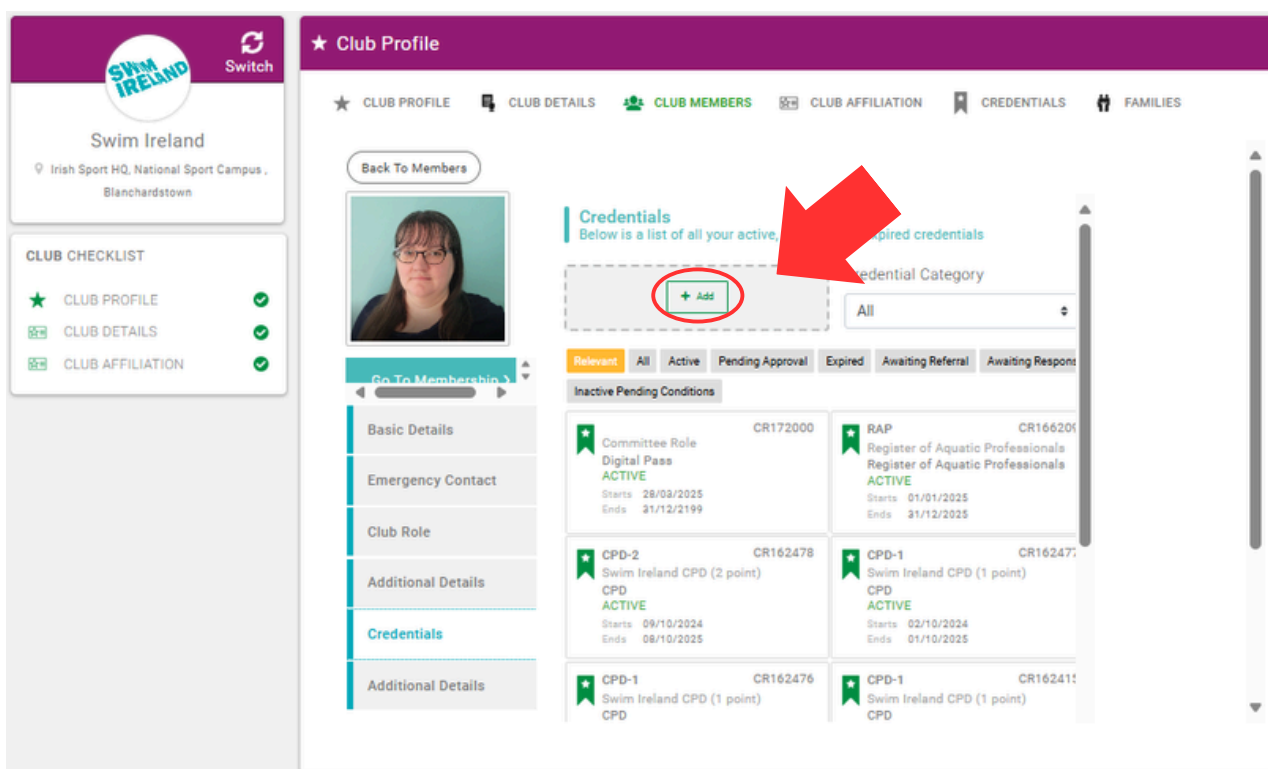
This will bring up the individual member profile. Click on the credentials button shown circled in red in the image below.



# Adding a Credential

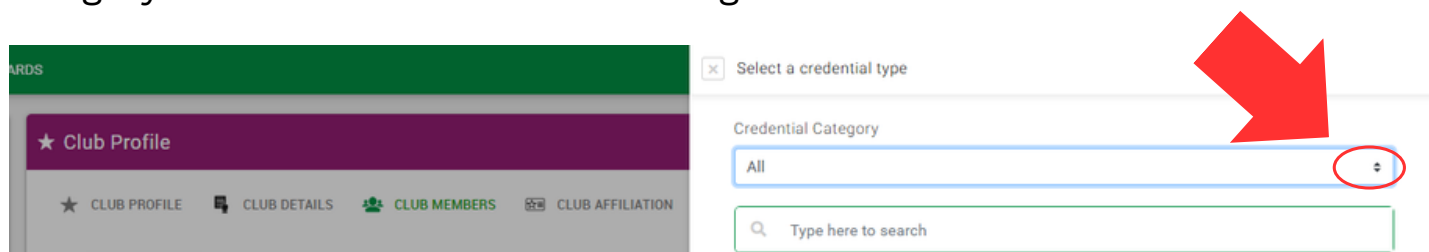
## Step 7

This will bring you to the credentials for that member. To add a credential to a members profile, click on the the add button shown circled in red in the image below



## Step 8

A side bar menu will appear to the right. Select the credential you wish to add to the profile by clicking the up and down arrow on the box under credential category shown circled in red in the image below.



## Step 9

The credential you will add to club members is the digital pass in order to assign roles to their profile. Select this option from the drop down and then select the type of digital pass you wish to add to the profile by selecting the check mark by the name of the role they will be assigned as shown by the orange arrows in the image below.

Select a credential type

Credential Category

Digital Pass

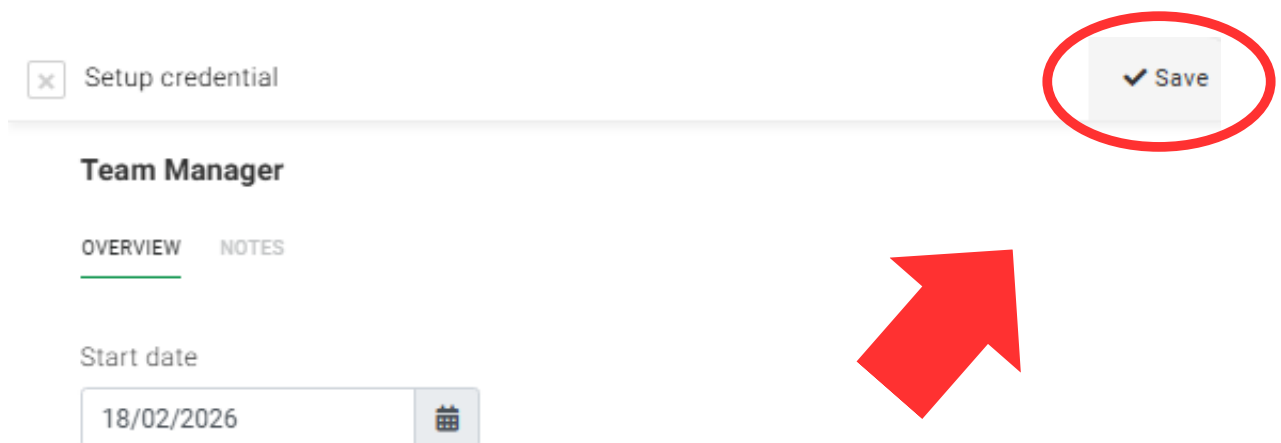
Type here to search

Club Children's Officer	<input checked="" type="checkbox"/>
Coach	<input checked="" type="checkbox"/>
Committee Role	<input checked="" type="checkbox"/>
Official - Swimming	<input checked="" type="checkbox"/>
Official - Water Polo	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Team Manager	<input checked="" type="checkbox"/>

## Step 10

Once the appropriate role has been selected, a second screen will appear with today's date on it.

We recommend it is left with today's date and select the save button in the top right corner, shown circled in red in the image below.



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## Step 11

This will then show up on the club member's profile as shown in the image below as shown by the orange arrow

The screenshot shows a 'Club Profile' page with a navigation bar at the top containing: CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS, CLUB AFFILIATION, CREDENTIALS, and FAMILIES. The main content area is titled 'Credentials' and includes a '+ Add' button and a 'Credential Category' dropdown menu set to 'All'. Below this are tabs for 'Relevant', 'All', 'Active', 'Pending Approval', 'Awaiting Referral', and 'Awaiting Response'. A section titled 'Inactive Pending Conditions' contains a grid of credential cards. An orange arrow points to the first card in this section, which has ID CR180639. The other cards include a 'Volunteer Role Digital Pass' (ACTIVE, CR166209), 'CPD-2 Swim Ireland CPD (2 point)' (ACTIVE, CR162478), 'CPD-1 Swim Ireland CPD (1 point)' (ACTIVE, CR162477), and another 'CPD-1 Swim Ireland CPD (1 point)' (ACTIVE, CR162476).

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## Step 12

This will then show up on the club member's profile as shown in the image below as shown by the orange arrow.

Once this is active the role associated with the digital pass can be added to their profile.

Please view the Adding roles to a Club members profile guide for information on how to do this. Please click on [this link](#) in order to access it.

The screenshot shows a 'Club Profile' page with a navigation bar at the top containing: CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS, CLUB AFFILIATION, CREDENTIALS, and FAMILIES. The main content area is titled 'Credentials' and includes a '+ Add' button and a 'Credential Category' dropdown menu set to 'All'. Below this are tabs for 'Relevant', 'All', 'Active', 'Pending Approval', 'Awaiting Referral', and 'Awaiting Response'. A section titled 'Inactive Pending Conditions' contains a grid of credential cards. An orange arrow points to the first card in this section, which is for a 'Volunteer Role Digital Pass' with ID CR180639, status 'ACTIVE', and dates from 18/02/2026 to 31/12/2199. Other visible cards include 'RAP' (CR166209), 'CPD-2' (CR162478), 'CPD-1' (CR162477), 'CPD-1' (CR162476), and 'CPD-1' (CR162415).