

# Competition Accreditation How to Guide



This coming season we will be implementing several new changes to the process of obtaining accreditation passes for Ireland Water Polo National Cup Competitions. To streamline the process and reduce the workload for clubs we will be using the Swim Ireland database. The following document outlines how clubs need to apply for their accreditation passes.

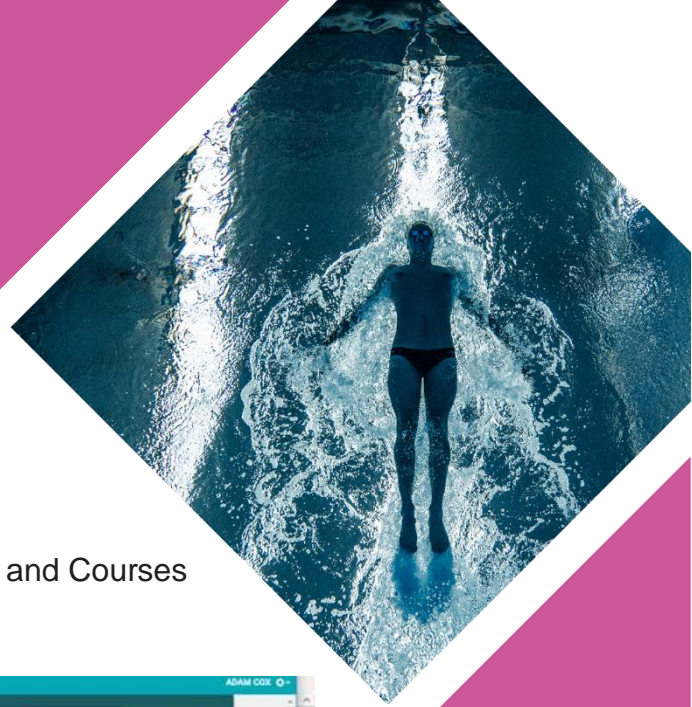
## Please remember

- Athletes must have a competitive water polo club membership and be registered with their Primary Club for competition (**ONLY athletes entered into competition will be issued with passes**)
- Coaches must have a valid Coaching License and club membership with their club they are representing.
- Team Managers must have a valid club membership with the club they are representing, safeguarding, vetting and a team manager qualification.
- **The photo used on the accreditation pass will come from the members profile so any member that will be applying for an accreditation pass will need to ensure they have a valid up to date photograph saved to their profile. All members have access to their own profile, so clubs should be directing individuals to update their profiles.**
- The following types of photos will be accepted ( ✓ ) and not accepted ( ✗ )



- Any accreditations with unacceptable photos will not be recognised at a competition and access to the accredited area will be denied.
- Club administrators will be the only one who has access to applying for passes.
- Swim Ireland will approve all passes and issue through the GoMembership system.
- Clubs will be responsible for printing their own accreditation passes (lanyards and plastic covers will be provided at the competition).
- Accreditations can not be printed at the event.

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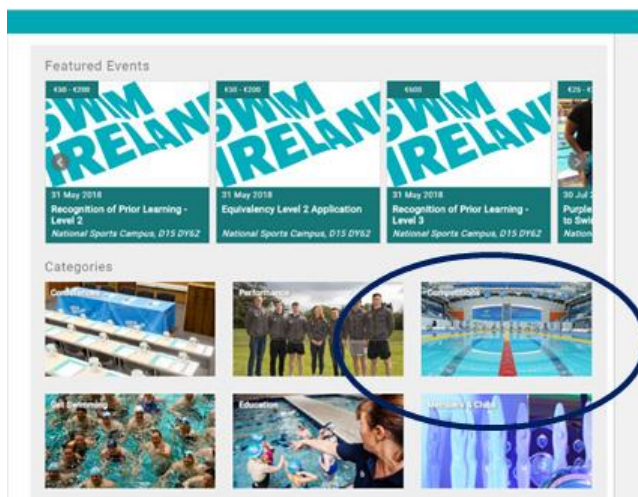
## Step 1.

Club Administrator needs to sign in and go to Events and Courses



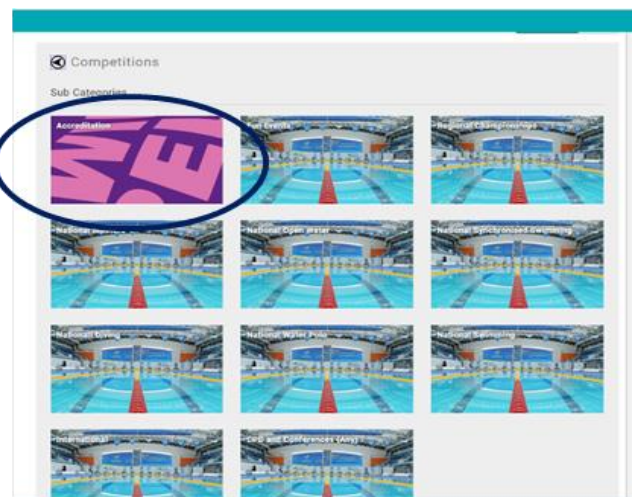
## Step 2.

Choose Competitions



## Step 3.

Choose Accreditations

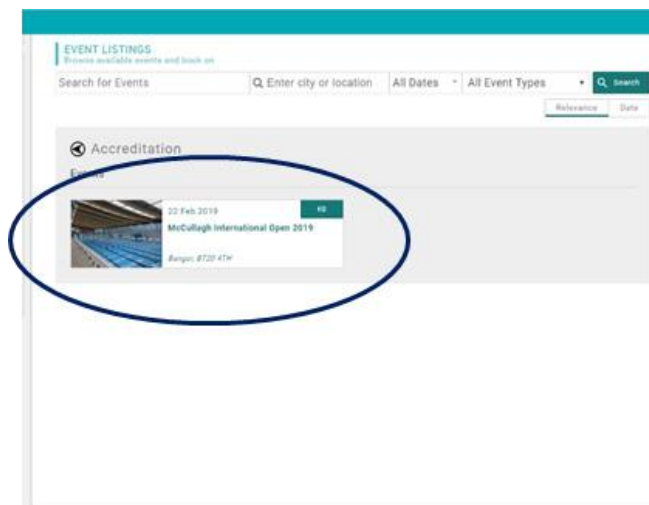


# Competition Accreditation How to Guide



## Step 4.

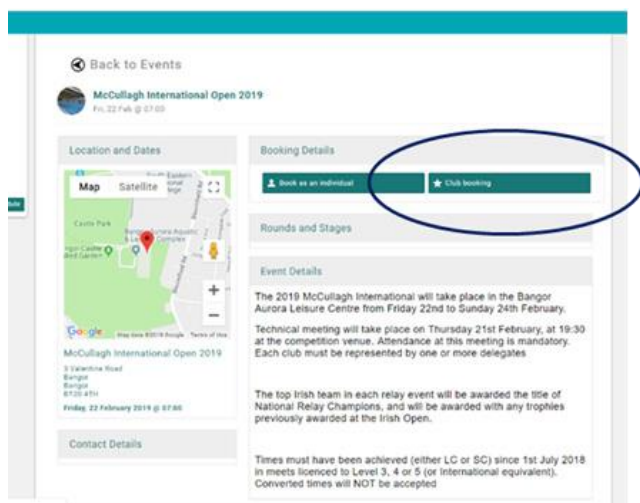
Choose competition you wish to obtain accreditations for



## Step 5.

Choose Club Bookings

\* DO NOT Choose Booking as an Individual



## Step 6.

Choose Athlete Pass



## Step 7.

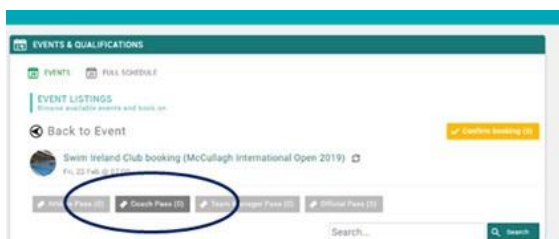
Choose all your athletes you wish to apply for accreditations for by clicking the selection box.



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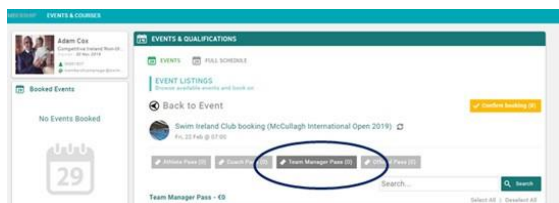
## Step 8. Choose Coach Pass



## Step 9. Select Coaches by selecting ticks



## Step 10. Choose Team Manager Pass



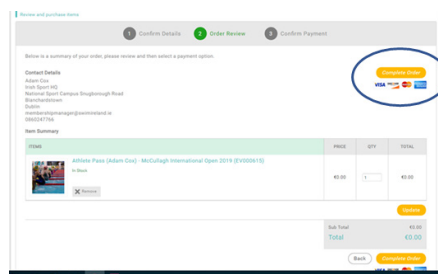
## Step 11. Select Team Managers by selecting ticks



## Step 12. Select Confirm Booking



## Step 13. Select Complete Order



Once confirmed, this will send accreditations to Swim Ireland for approval and you will receive a confirmation email. Once approved they will be emailed to the Club Admin to be printed and brought to the event. Failure to bring accreditations will result in non entrance to accreditation zones. Accreditations can **NOT** be printed at the.