



**SWIM
IRELAND**

An island
of swimmers

Digital Pass Guide 2025

What is a Digital Pass?

- As part of Swim Ireland's continued commitment to organisational excellence we have introduced a digital pass for club members holding any appointed role.
- The digital pass will display information of the role you currently hold, the status of your pass (Active or Inactive Pending Conditions), and a QR code.
- The QR code provides information on the requirements for the role and identifies any outstanding requirements.
- Once you have added the Digital Pass credential to your profile on Just Go you will receive an automated email with a digital pass that can be added to a Google/Apple wallet on a smart phone.

Why have Swim Ireland introduced this now?

- The digital pass is part of ongoing upgrade work we have been doing on the JustGo database.
- The digital pass enables Swim Ireland staff and volunteers to check live and up to date information on individuals holding a role.
- The digital pass will be an affiliation requirement from September 2025 onwards.

Digital Pass Categories

The digital pass categories are as follows:

- Club Children's Officer
- Coach
- Committee role
- Official
- Teacher
- Team Manager

If you hold more than one role, you will require a digital pass for each role.

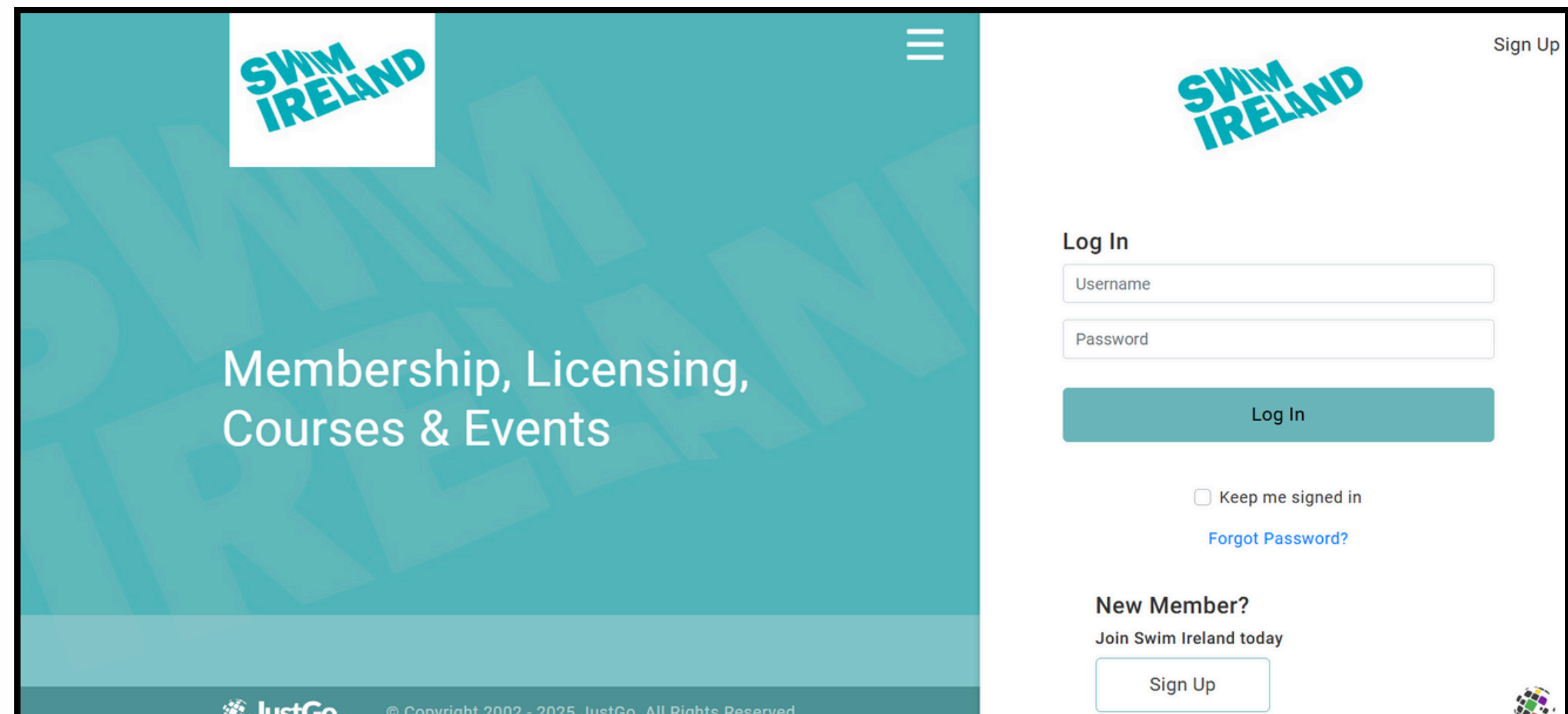
What are the role requirements?

- All individuals holding a role must have an active Swim Ireland club membership.
- Individuals holding a role in a junior club must have active Vetting NVB/ Access NI and Safeguarding credentials. Masters club committee members are not required to meet safeguarding requirements.
- Coaches/ Teachers are required to have a Register of Aquatic Professionals credential.
- Other role requirements may apply, such as qualifications, depending on the type of role (i.e. Officials, Team Managers, Club Children's Officer).

How to add a Digital Pass

Log in to your JustGo profile
with your username and
password

<https://swimireland.justgo.com/Account.mvc/SignIn>



The screenshot shows the login interface for Swim Ireland's JustGo platform. On the left, a teal banner features the 'SWIM IRELAND' logo and the text 'Membership, Licensing, Courses & Events'. On the right, the login form includes a 'Sign Up' link at the top right, followed by the 'SWIM IRELAND' logo. Below this is a 'Log In' section with input fields for 'Username' and 'Password', a 'Log In' button, a 'Keep me signed in' checkbox, and a 'Forgot Password?' link. At the bottom of the login section is a 'New Member?' section with the text 'Join Swim Ireland today' and a 'Sign Up' button. The footer contains the 'JustGo' logo, copyright information, and a small globe icon.

SWIM IRELAND

Sign Up

Log In

Username

Password

Log In

☐ Keep me signed in

[Forgot Password?](#)

New Member?

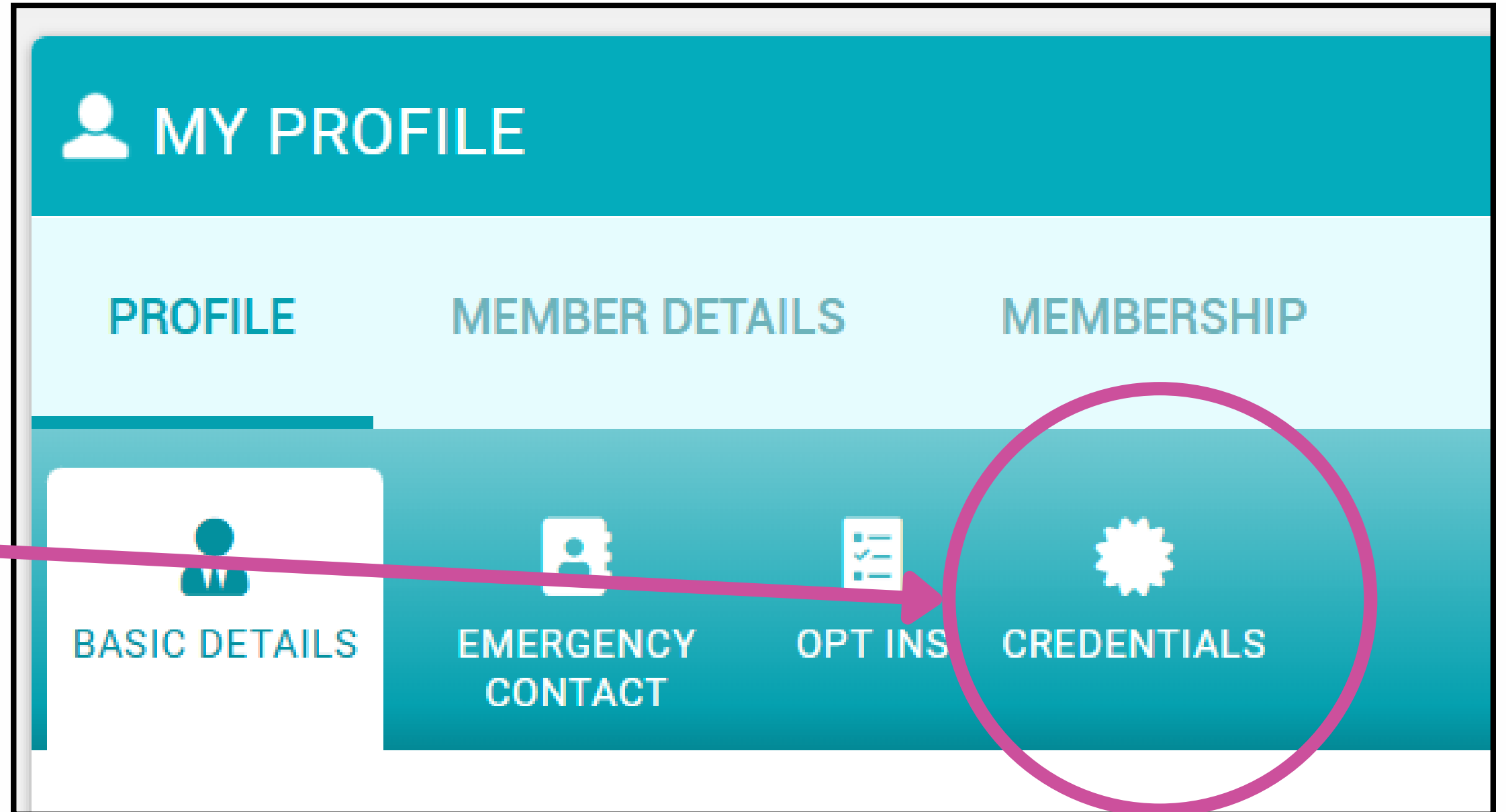
Join Swim Ireland today

Sign Up

JustGo © Copyright 2002 - 2025 JustGo. All Rights Reserved

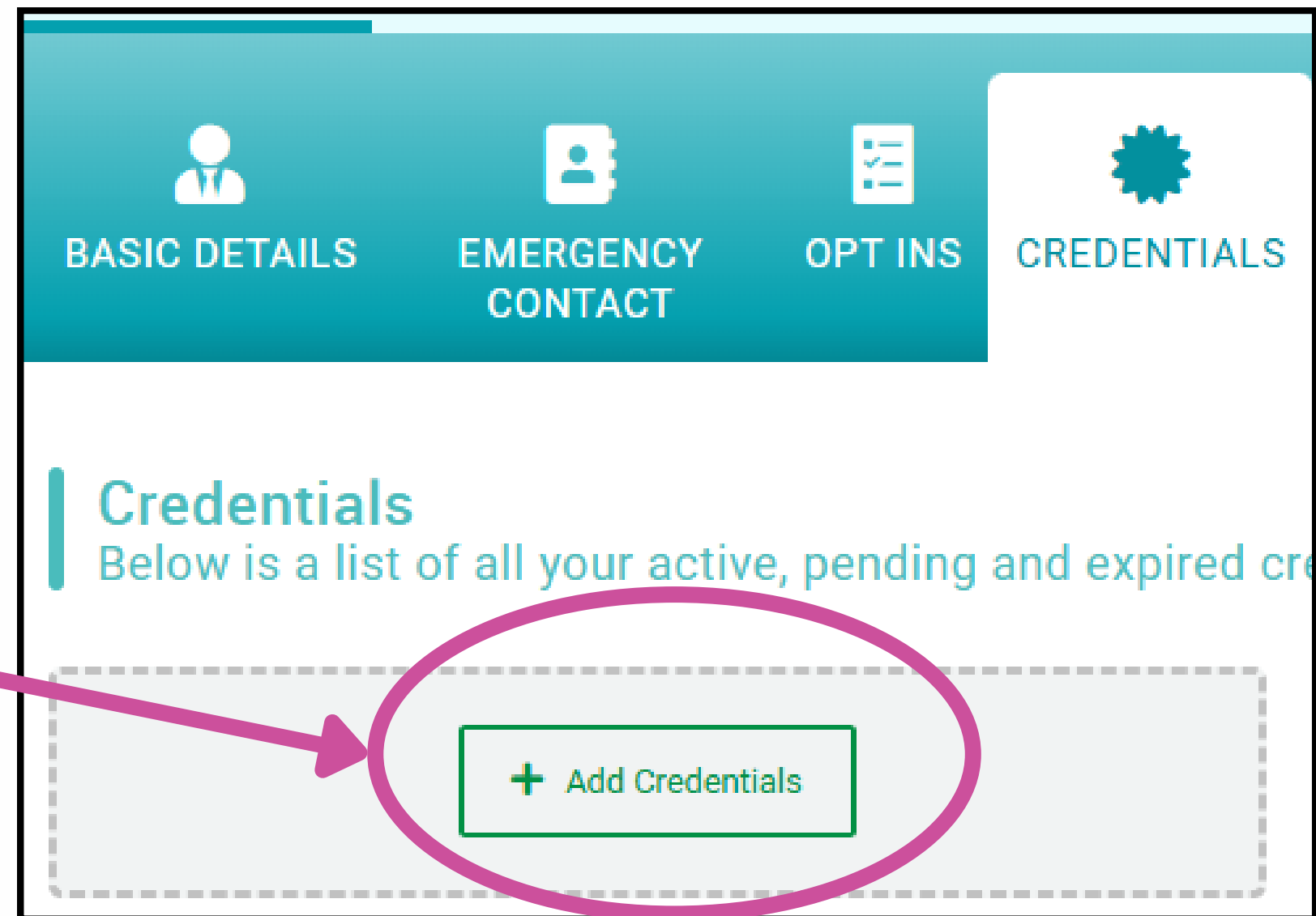
How to add a Digital Pass

From the “My Profile” page
click on “Credentials”



How to add a Digital Pass

Click on “+ Add Credentials”

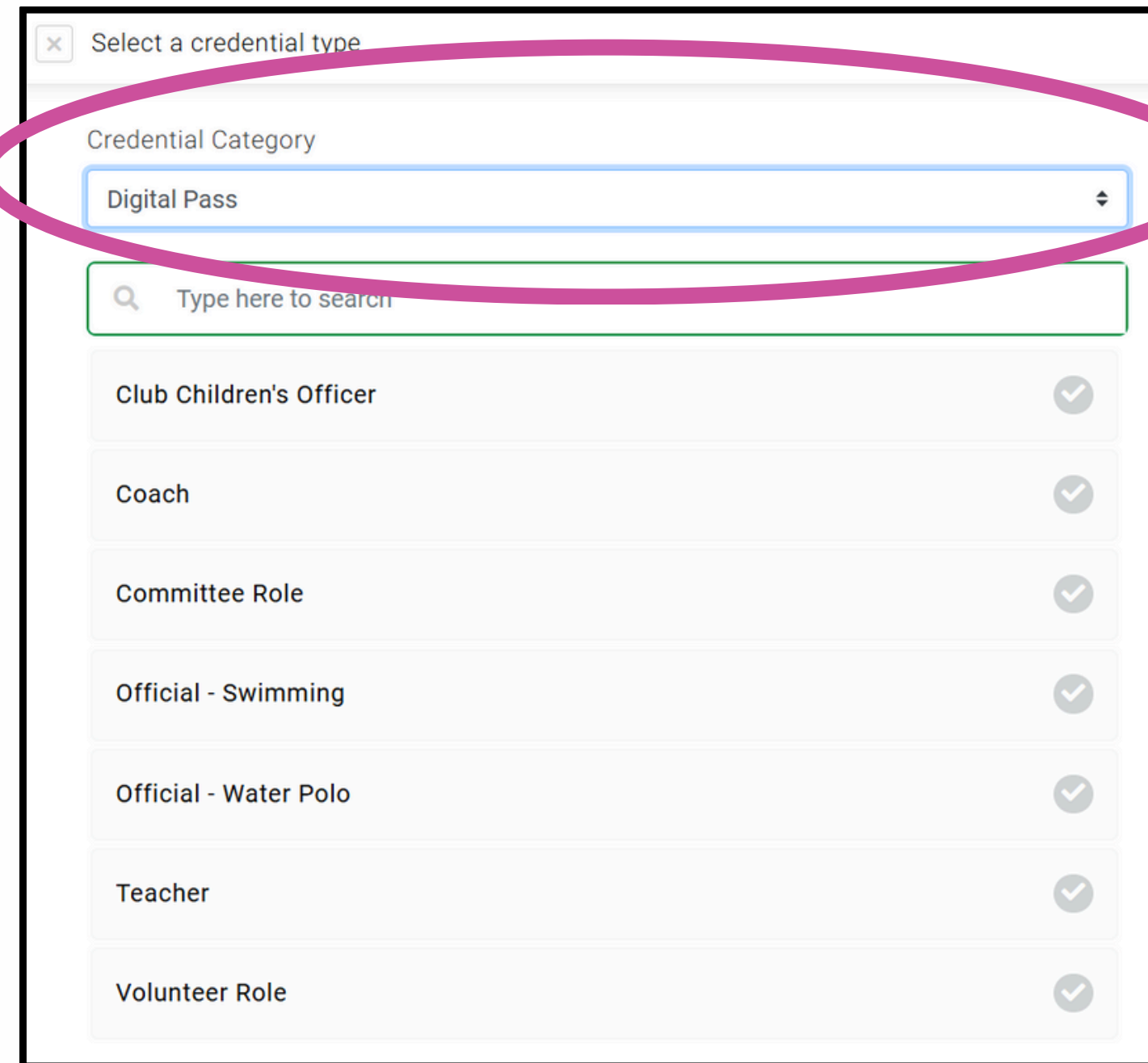


How to add a Digital Pass

On the “Credential Category” dropdown menu select Digital Pass.

This will provide you with a list of options.

Select the relevant Digital Pass for your role.



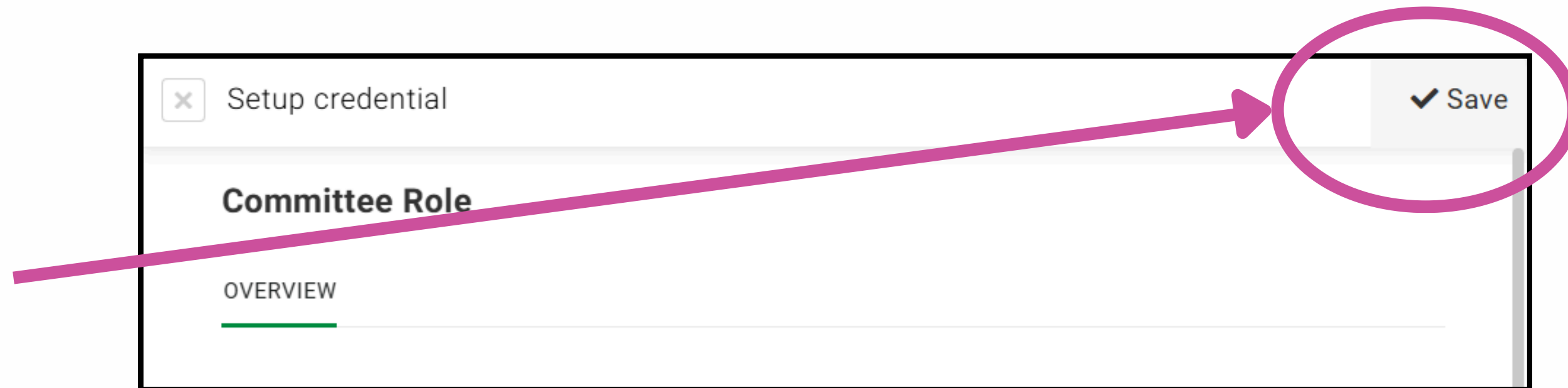
The screenshot shows a web form titled "Select a credential type". The "Credential Category" dropdown menu is open, showing "Digital Pass" as the selected option. Below the dropdown is a search bar with the placeholder text "Type here to search". A list of roles is displayed below the search bar, each with a checkmark in a circle to its right:

- Club Children's Officer
- Coach
- Committee Role
- Official - Swimming
- Official - Water Polo
- Teacher
- Volunteer Role

How to add a Digital Pass

Review the information on the pop-up page and click save.

You will then receive an automated email from Swim Ireland confirming the pass has been added.



Automated email

Credential added

Hi

This email confirms the following Credential has been uploaded to your membership profile. This will either be because you have manually uploaded this yourself or you have recently attended an event or course and one of the Swim Ireland admin team has uploaded a certificate on your behalf.

- Name of credential: Committee Role
- Provided by:
- Start Date: 08/06/2025
- Expiring on: 30/12/2199

Depending on the qualification and its conditions, this may still be in pending or awaiting approval state and Swim Ireland will be dealing with this.

If you have any questions regarding this, please contact a member of the Swim Ireland admin team at membership@swimireland.ie

Adding Digital Pass to your phone

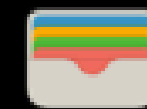
You will receive a second automated email with instructions on how to add the Digital Pass to your phone's digital wallet. Follow the instructions within the email.

Hi

You have been awarded a digital pass as a Committee Role. Please add this category to your Apple or Google Wallet using the buttons below:



Save to phone

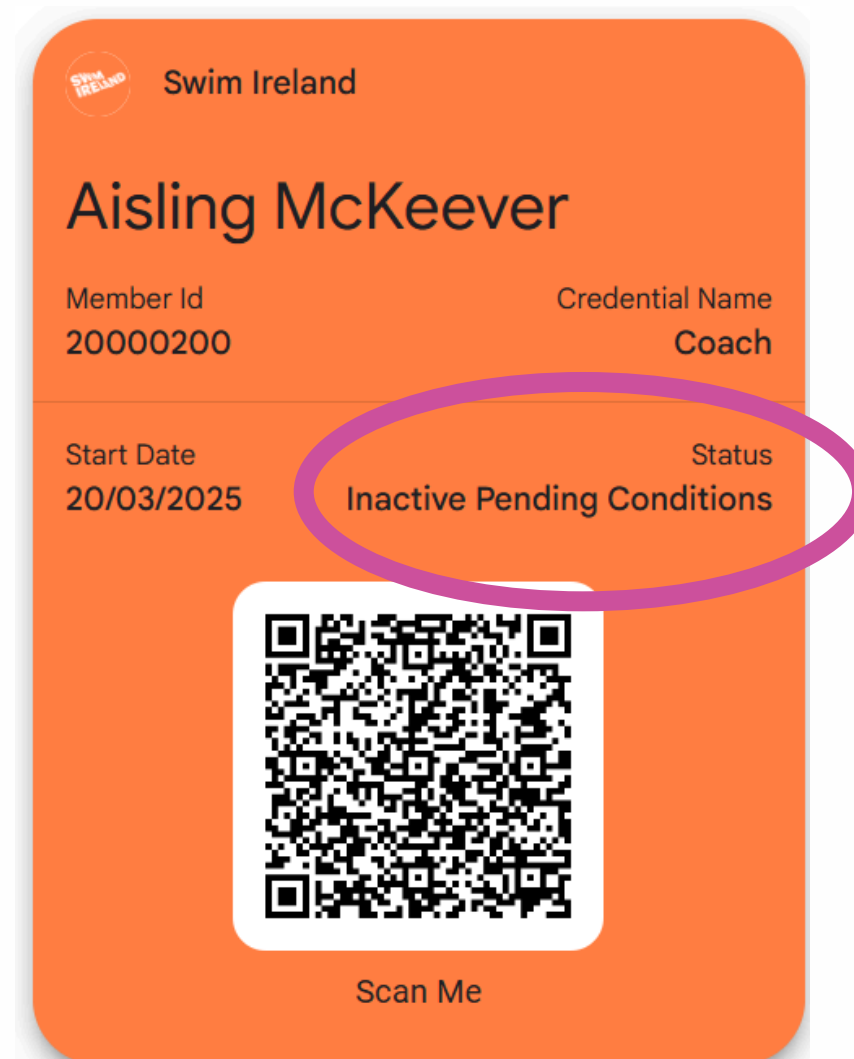
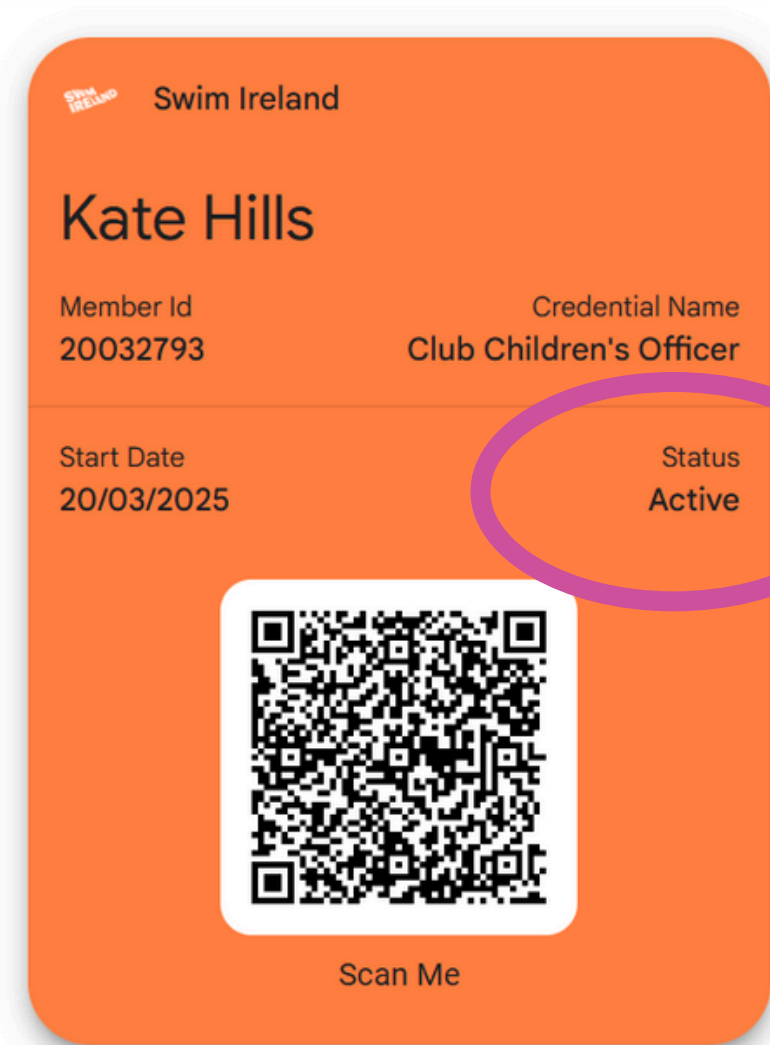


Add to Apple Wallet

The digital pass will show in real time the status of your credentials required for this role. By adding this to your Wallet you will always have this information with you. For Swim Ireland events and activities, you may be required to show your Digital Pass in your Wallet for your role.

Digital Pass on your phone

You will be able to view your pass and it's status from your phone's digital wallet.
See examples of "Active" and "Inactive Pending Conditions"



Inactive Pending Conditions

If your digital pass is “Inactive Pending Conditions” it means that you do not meet one or more requirements.

You are not eligible to hold a role in a club until this credential is “Active”.

See examples:

 This Credential is Inactive Pending Conditions 

Credential Information

Member Name:

Member ID:

Credential Name:

Start Date:

Status:

Credential Pre-Requisites

Credential **Has Active** Level 1 Assistant Water Polo Coach 

OR

Credential **Has Active** Level 2 Water Polo Coach 

AND

Credential **Has Active** Safeguarding 1 

OR

Credential **Has Active** Safeguarding 2 

OR

Credential **Has Active** Safeguarding 3 

AND

Credential **Has Active** Vetting Access NI 

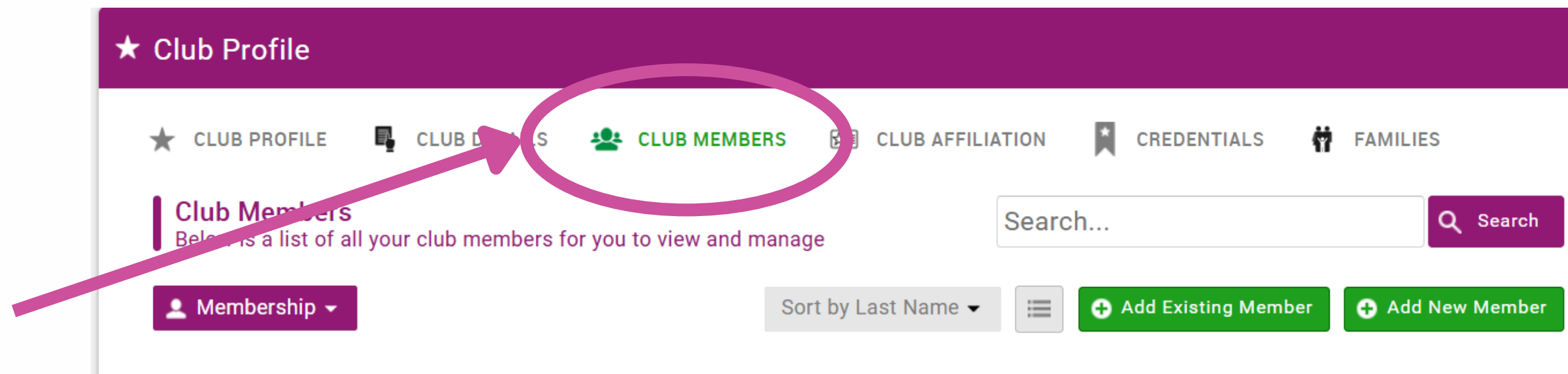
OR

Credential **Has Active** Vetting NVB 

How to add a Digital Pass - Club/ Membership Secretary

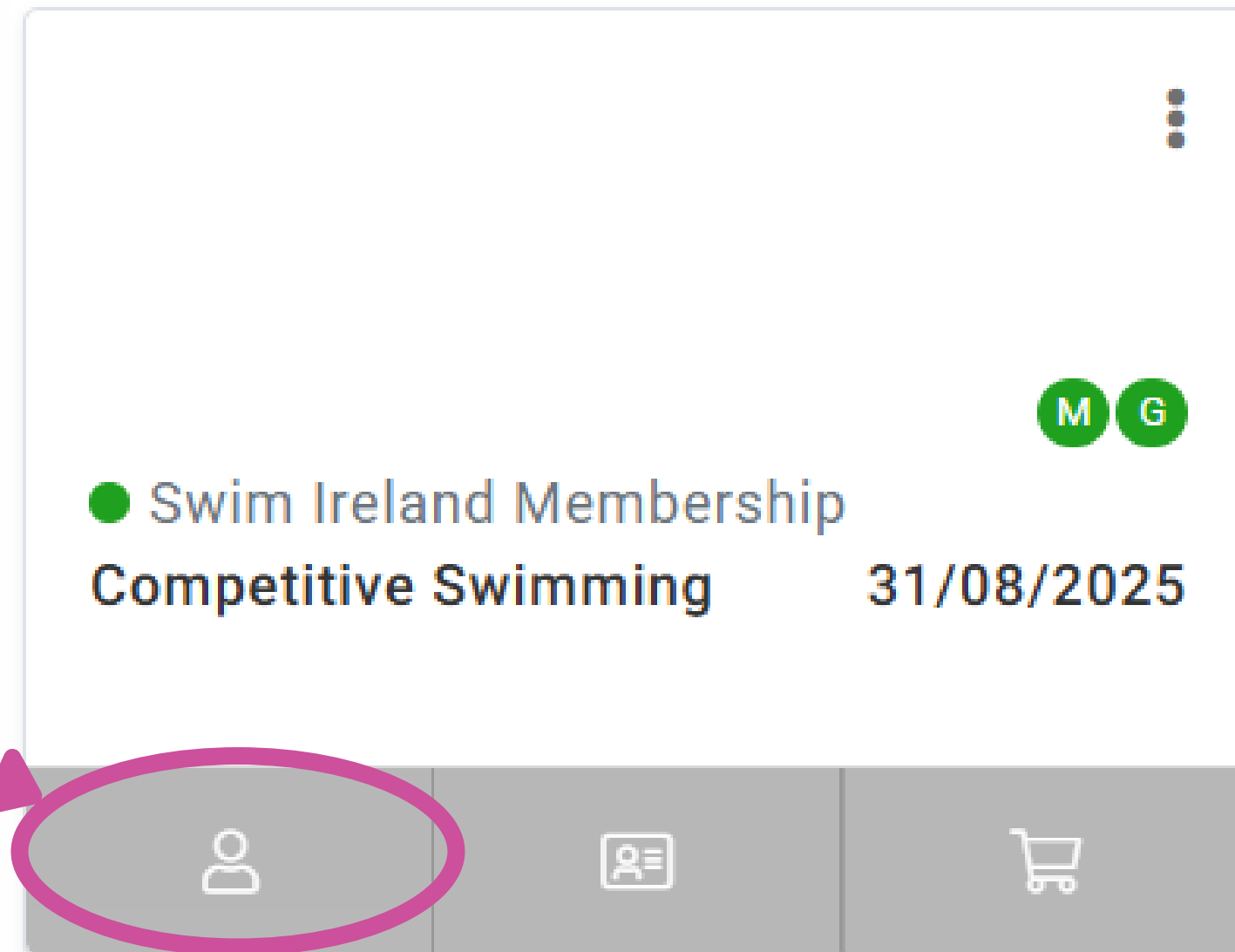
Club Admins can also add the credential to their member profiles.

Go to the “Club Members” page under “Club Profile”.



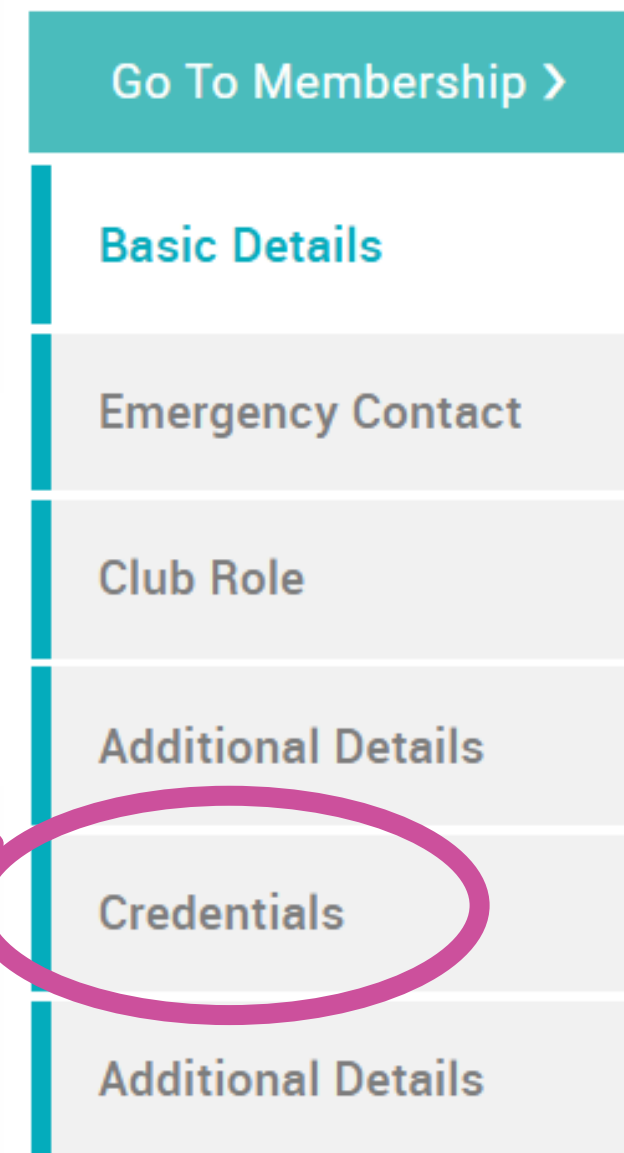
How to add a Digital Pass - Club/ Membership Secretary

Identify the club member you wish to add the “Digital Pass” credential to and click on the  icon.



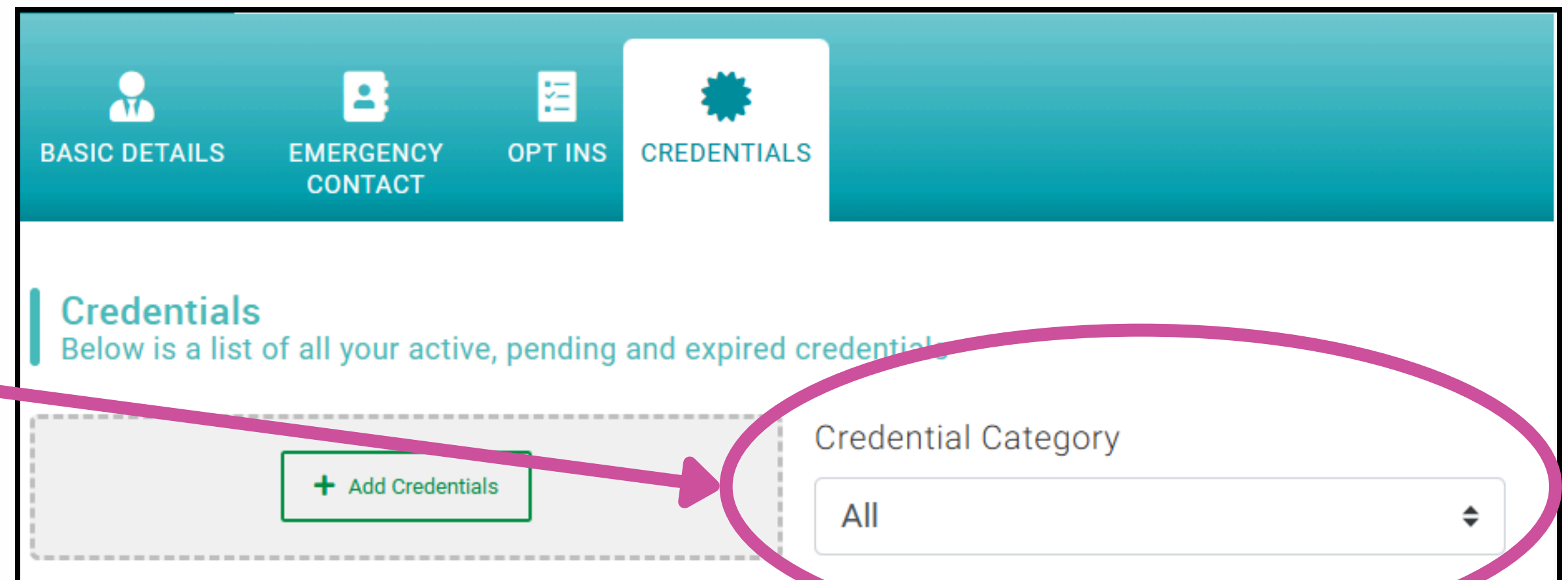
How to add a Digital Pass - Club/ Membership Secretary

Click on the “Credentials” tab
and follow the general
instructions to add the Digital
Pass.



How to view your Digital Pass on JustGo

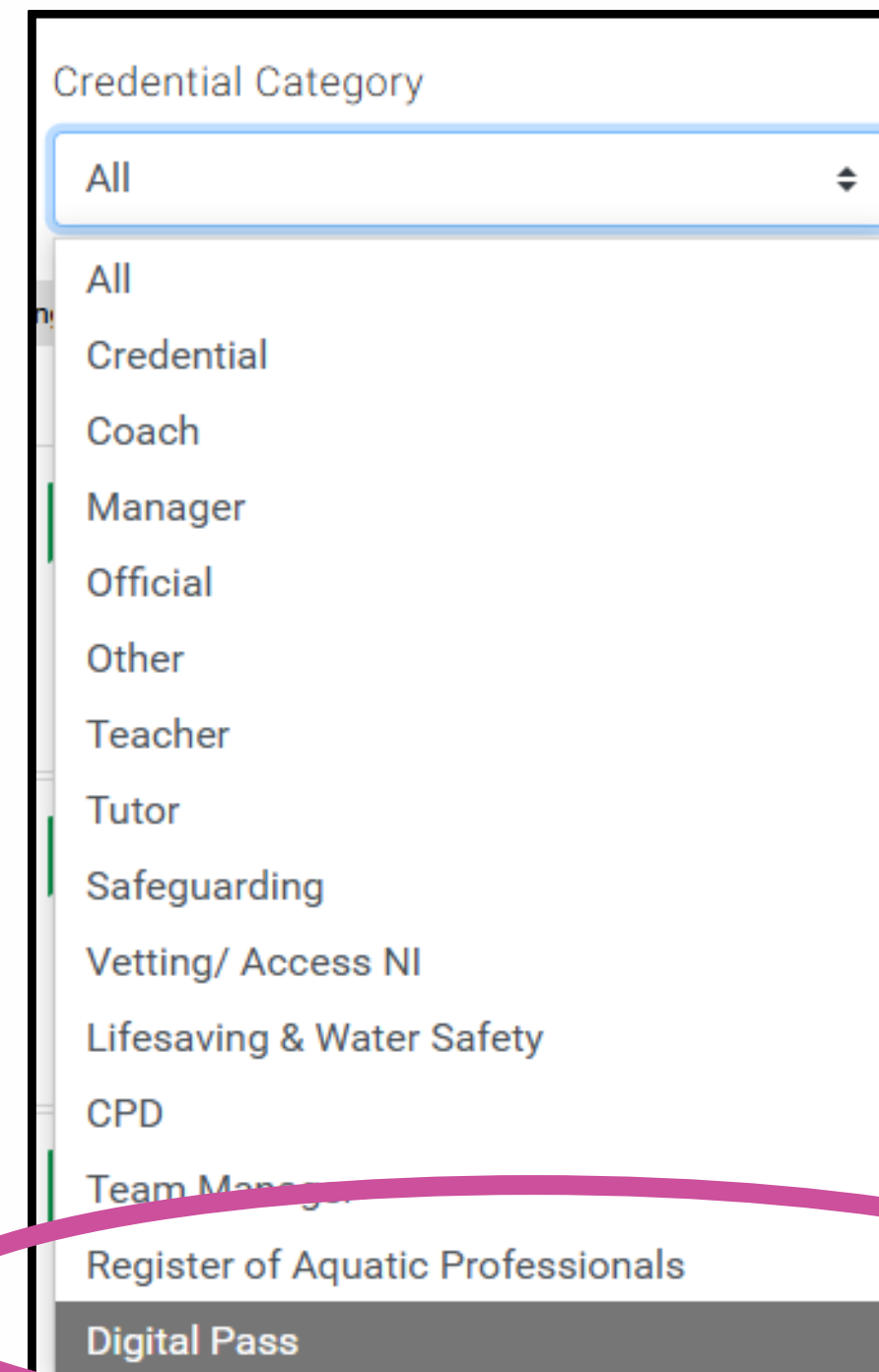
Click on the dropdown menu “Credential Category”



The screenshot displays the JustGo user interface. At the top, there is a teal navigation bar with four tabs: 'BASIC DETAILS' (person icon), 'EMERGENCY CONTACT' (person with plus icon), 'OPT INS' (checklist icon), and 'CREDENTIALS' (starburst icon). The 'CREDENTIALS' tab is selected. Below the navigation bar, the 'CREDENTIALS' section is titled 'Credentials' with a subtitle 'Below is a list of all your active, pending and expired credentials'. On the left, there is a dashed box containing a green button labeled '+ Add Credentials'. On the right, there is a 'Credential Category' dropdown menu. The dropdown menu is currently set to 'All' and is circled in pink. A pink arrow points from the text 'Click on the dropdown menu “Credential Category”' to the dropdown menu.

How to view your Digital Pass on JustGo

Select “Digital Pass”



How to view your Digital Pass on JustGo

Any Digital Passes on your profile will be available to view.

Credentials

Below is a list of all your active, pending and expired credentials

+ Add Credentials

Credential Category

Digital Pass

Relevant

All

Active

Pending Approval

Expired

Awaiting Referral

Awaiting Response

Inactive Pending Conditions

★

Committee Role
Digital Pass
ACTIVE
Starts 09/06/2025
Ends 31/12/2199

CR181649

★

Coach
Digital Pass
ACTIVE
Starts 02/04/2025
Ends 31/12/2199

CR179527

★

Club Children's Officer
Digital Pass
ACTIVE
Starts 01/04/2025
Ends 31/12/2199

CR179464

Need support?

If you have any issues or queries please do not hesitate to contact the Club

Support Team:



clubs@swimireland.ie

OR



01-6251120