

How To Guide

Main Steps:

- 1. Log into www.Foireann.ie
- 2. Create a "Family"
- 3. Add the girls that play
- 4. Invite parents/guardians
- 5. Register & Pay online

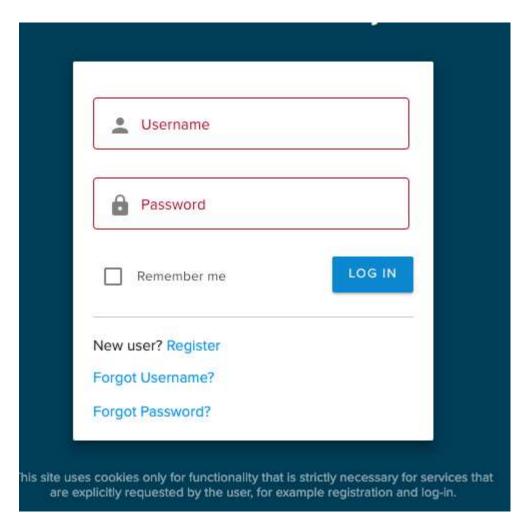


1. Logging into Foireann

a. Already have an account

If you created an account for the ReturnToPlay system in 2020 to complete health questionnaires, then you can use the same login details to access the new GAA Management System.

1. Navigate to the system - **Foireann.ie** and enter the relevant login details into the '**Username**' and '**Password**' fields.



2. Click the '**Log In**' button.



- 3. Once you are logged in Complete your profile
 - a. Enter the additional information into the mandatory fields.

Medical Information

- Consent to the processing of personal medical information
- Consent for Medial Treatment by first aider or suitably qualified medical practitioner
- Consent for Emergency hospital treatment

Photo & Communication Consent

- Photo Consent
- Club Communications
- Additional Club Communications
- b. To add your club,
- you will need to select your Association Camogie
- your County **Laois**
- and your Club Naomh Eamann

from the dropdown options.

Forgot Username?

If you have forgotten your username, you can use this functionality to get a reminder sent to your email address.

- 1. Click 'Forgot Username?'
- 2. Enter the email address which is linked to your account.
- 3. Click Submit.

You will receive an email outlining all usernames linked to that account.

Forgot Password?

- 1. Click 'Forgot Password?'
- 2. Enter the username which is linked to your account.
- 3. Click Submit.

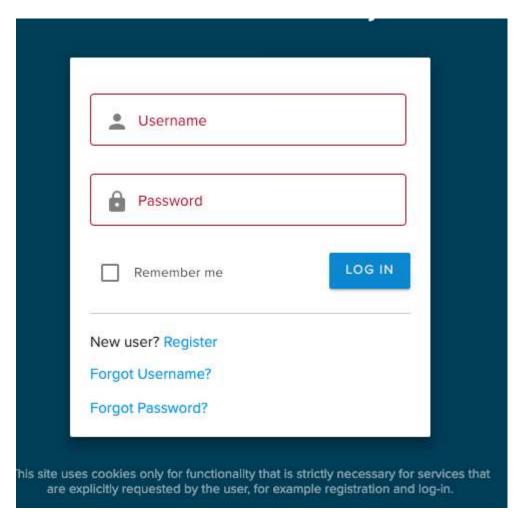


b. Creating an account

Register your details

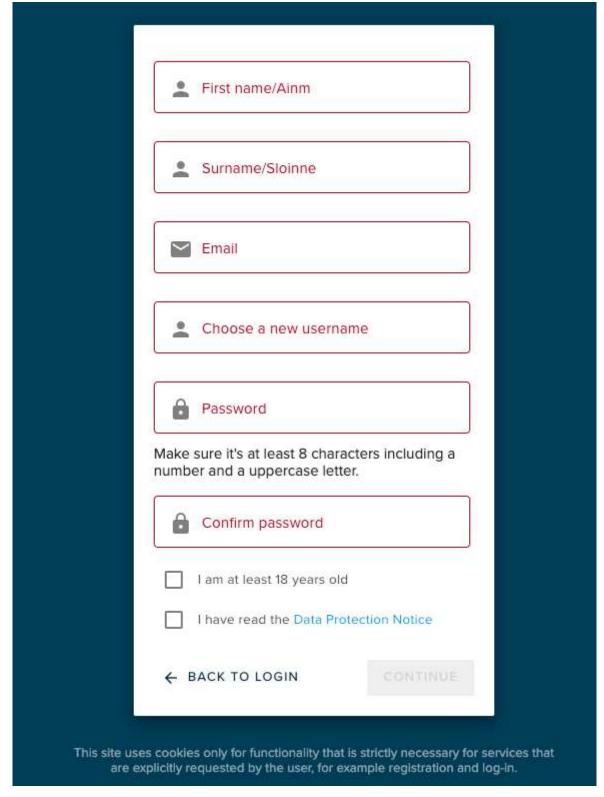
If you have not signed up for an account already, please follow the steps below:

1. Navigate to the system - **Foireann.ie** and click on the **register** link.



- 2. Enter the relevant information into the required fields.
 - Usernames must be unique, therefore please choose another username to create your account if you receive an 'Invalid Username' error message.





Verify your email address

- 3. Check your inbox and click on the link within the email.
 - Please check spam or junk mail folders if the email does not appear within your inbox.



Complete your profile

- 4. Enter the additional information into the mandatory fields.
 - Medical Information
 - Consent to the processing of personal medical information
 - Consent for Medial Treatment by first aider or suitably qualified medical practitioner
 - Consent for Emergency hospital treatment
 - Photo & Communication Consent
 - Photo Consent
 - Club Communications
 - Additional Club Communications
- 5. To add your club,
 - you will need to select your Association Camogie
 - your County **Laois**
 - and your Club Naomh Eamann

from the dropdown options.

- You can have multiple clubs listed in your profile (GAA & LGFA/Camogie clubs)
- Independent Teams (amalgamations) can also be added in addition to a member's main club.

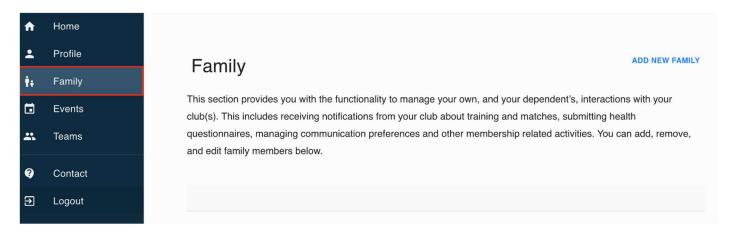


4. Create a Family

Members can be associated with more than one family.

To create a family, please follow the steps below:

1. Navigate to the '*Family*' section.



2. Click the 'Add New Family' button.

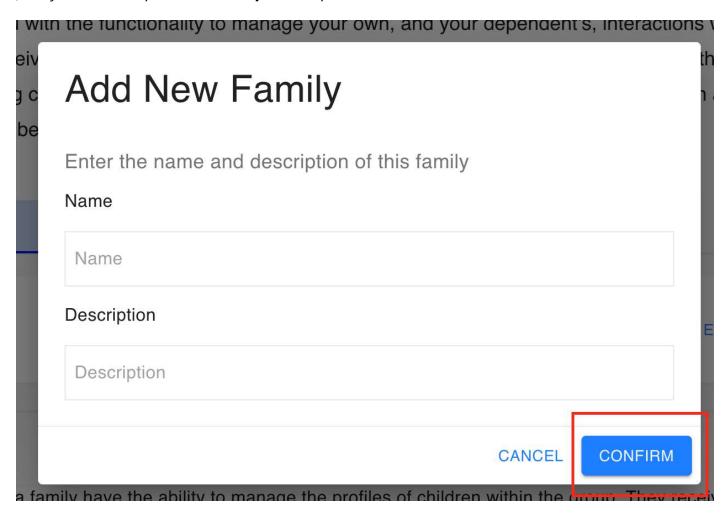
Family

ADD NEW FAMILY

This section provides you with the functionality to manage your own, and your dependent's, interactions with your club(s). This includes receiving notifications from your club about training and matches, submitting health questionnaires, managing communication preferences and other membership related activities. You can add, remove, and edit family members below.



3. Enter the relevant information into the 'Name' (Mandatory) – this can just be the Surname of the family, as an example, and 'Description' (Optional)



4. Click the 'Confirm' button.

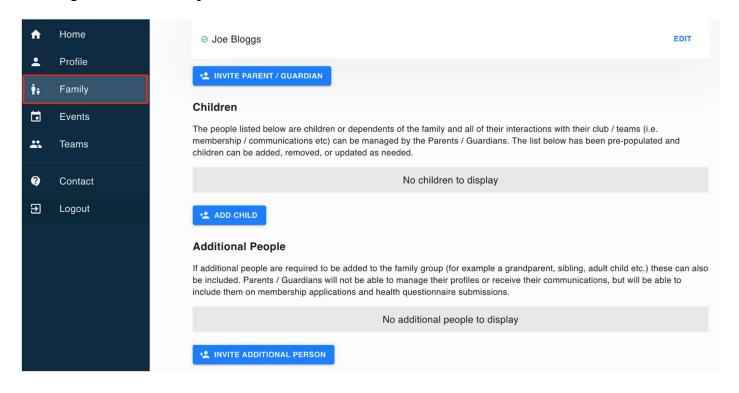


5. Adding the girls that play

By adding children/dependents to your family, you can manage all of their interactions with their club/team.

This includes receiving communications from their club about training and matches, submitting health questionnaires, managing communication preferences and other membership related activities.

1. Navigate to the 'Family' section.

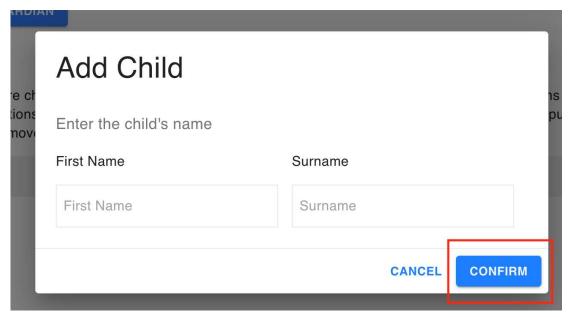


2. Click the 'Add Child' button.



3. Enter the relevant information into the 'First Name' and 'Surname' fields.



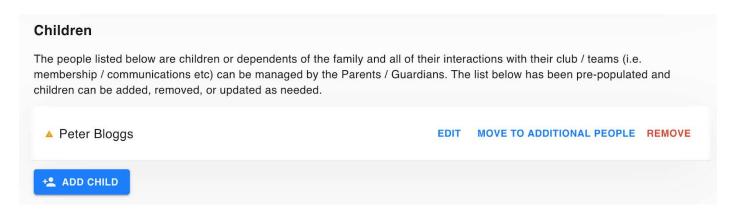


4. Click the 'Confirm' button.

The child/dependent will now be added to your family with an orange triangular symbol which indicates that their profile has not been completed yet. Only the parent/guardian will be able to complete the profile on behalf of the child/dependent.

The parent/guardian will have three options:

- Edit Edit the child/dependents profile
- **Move To Additional People** This should only be used if the member is over the age of 18 or has a parent/guardian in another family.
- Remove Remove the child/dependent from the family



NOTE - An 'Additional Person' does not have the ability to edit, move to additional people or remove children/dependents.

- 5. Click on the **Edit** button beside the child/dependent you want to edit.
- 6. Within their profile, some fields will be pre-populated based on the parent/guardian's profile.
- 7. Fill out all mandatory fields within the personal details section such as the medial, photo and club communications consent.

Gamogie Club

Online Registration using www.Foireann.ie

8. Click the '**Add Club**' to add the club(s) your dependent is associated with. Simply use the Association and County filter provided to find your club (*Some clubs may use their Irish name*).

Please note that you can add multiple clubs to their account (GAA, LGFA, Camogie, Rounders, CulCamps, Handball etc) for any dual players. Likewise, you can add 'Independent Teams (Amalgamations) to your profile.

You are also able to **remove** any irrelevant clubs from their profile by clicking the **remove** button.

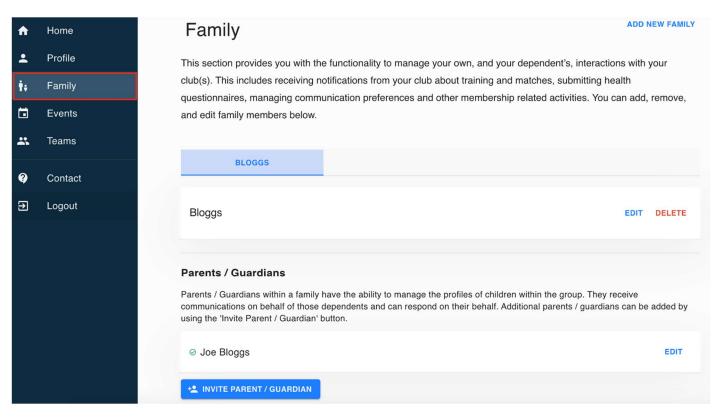
5. Click Continue.



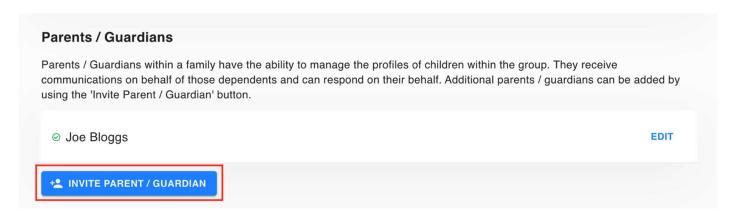
6. Inviting Parents/Guardians

Parents/Guardians will have the ability to manage their own profile as well as the children associated with the family. They will also receive communications and be able to submit health questionnaires on behalf of the children.

1. Navigate to the '*Family*' section.

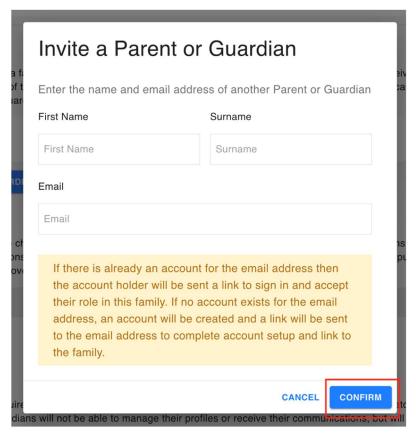


2. Click the 'Invite Parent/Guardian' button.



3. Enter the relevant information into the 'First Name', 'Surname' and 'Email' fields





4. Click Confirm.

- If the parent/guardian already has an account then they will receive an email to sign in and accept or reject the family invitation.
- If the parent/guardian does not have an account then an account will be created on their behalf. An email will be sent outlining their login details.
- After they access the system, they will be prompted to complete their profile where they
 can change their username and password. Once the profile is complete they will be able
 to accept or reject the family invitation.

Once they have accepted the invitation, the parent/guardian will be able to do the following:

- Edit the profiles of the children/dependents
- Complete health questionnaires for the children/dependents
- Receive notifications on behalf of the children/dependents
- Remove the children from the family



7. Online Registration

Once all the children and parents/ guardians are added to your account, you can then process the Online Registration and make payment through the online payment gateway.

Please select the correct registration membership options for your daughter, based on her age.

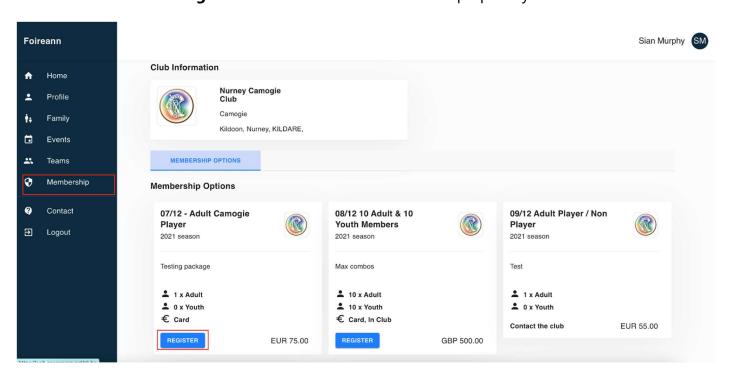
Adult Playing members can pay in 2 instalments, if completed in the month of March.

We would encourage parents not involved in the running of the club or teams, to join as "Social members", to support the club during these exceptional times, where our fundraising efforts have being severely hampered due to COVID-19 and the restrictions.

SINGLE ONLINE PAYMENT

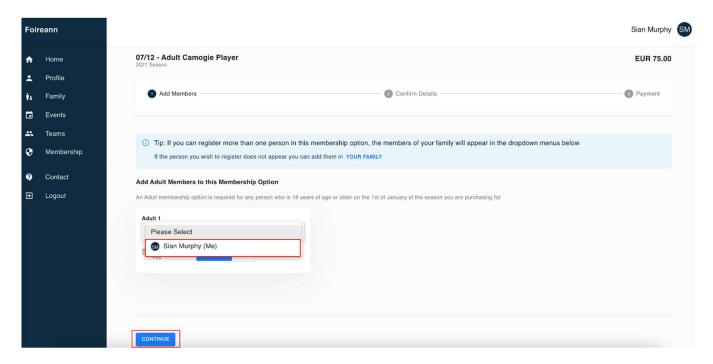
The following steps and screenshots outline the process you as a club member, or parent/guardian of a club member will take to register with your club on Foireann.

- 1. Navigate to the **Membership** section.
- 2. Click on the 'Register' button beside the membership option you wish to select.





- 3. There are three steps you must complete when selecting a membership option:
 - Add Members (which includes you and/or others)
 - Consent Forms & Code of Conduct
 - Payment
- 4. Within Step 1, Adding Members, choose yourself or the family member which this option applies.



- Family members names will appear in the dropdown for selection if a family has been set up.
- The number of slots available will depend on how the membership option has been configured.
- Not all slots have to be filled out.

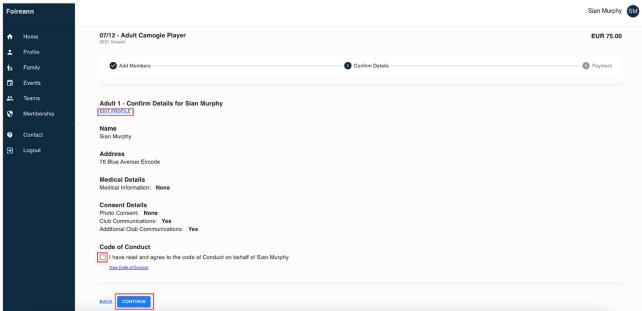
5. Click Continue

- 6. Within Step 2, Consent Forms & Code of Conduct, you are asked to review your information (including medical and consent details) and read/agree to the code of conduct.
 - You will be able to edit the information listed by clicking on the 'Edit Profile' button.

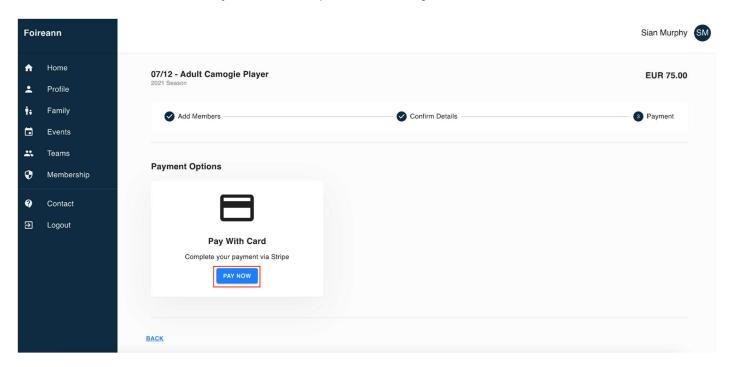
Taomh Éamann

Online Registration using www.Foireann.ie

 If the membership option has more than one member listed, the information and code of conduct will need to be reviewed and confirmed for each individual.

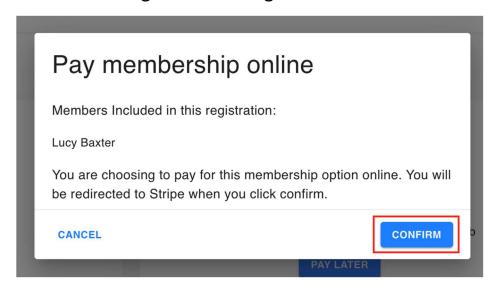


- 7. Click Continue.
- 8. Within Step 3, Payment, the relevant payment options will be displayed. The payment options listed will be determined by how the membership option was configured.
- 9. Underneath the 'Pay with Card' option, click 'Pay Now'.

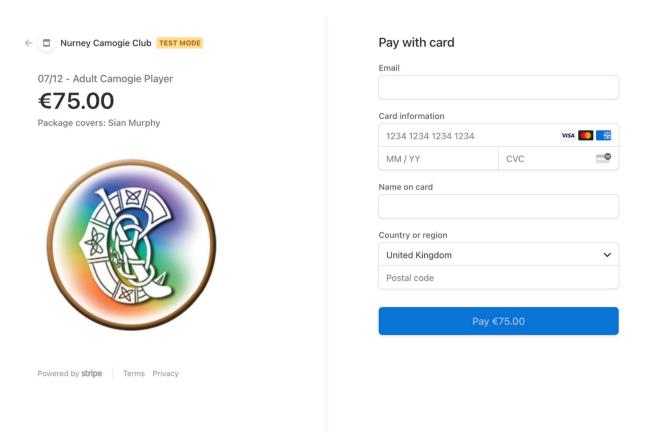


10. A confirmation popup will appear informing you that you are being redirected to Stripe, the official online payment provider for Foireann.



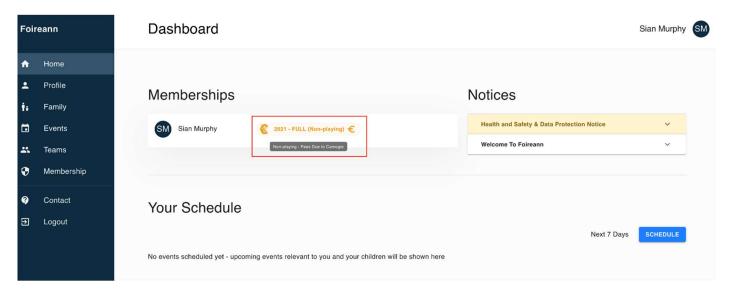


- 11. Click the 'Confirm' button.
- 12. Within the payment page, the amount due will be listed on the left-hand side of the screen alongside the name(s) of the person/people the membership option covers.
- 13. Fill out the relevant information on the right-hand side and click the 'Pay' button.



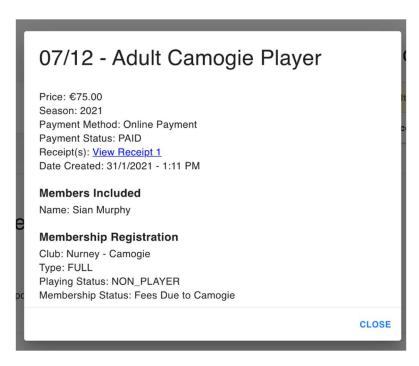
14. You will be redirected back to the homepage within Foireann and your membership will update to a yellow state '**Fees Due**'. In order to be fully registered, your club must pay registration fees to the relevant County, Province and Association.





NOTE: If the membership does not update automatically when directed back to Foireann, please refresh/reload the page.

By clicking on the membership listing, more information will be displayed including your membership status.



As a member, you have completed all the necessary steps to register. It is now up to your club to complete your registration for you by paying the relevant fees to the County, Province and Association.

Once your club has paid the relevant fees, your membership record on Foireann will update to 'Registered'.

NOTE: Members will only receive an email confirmation of their registration once they have been 'verified' by the Club Administrator.