



# 2021 - Online Registration using [www.Foireann.ie](http://www.Foireann.ie)

## How To Guide

### Main Steps:

1. Log into [www.Foireann.ie](http://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](http://Foireann.ie) and enter the relevant login details into the '**Username**' and '**Password**' fields.

The screenshot shows a login form on a dark blue background. The form is white and contains the following elements:

- A text input field with a person icon and the label "Username".
- A text input field with a lock icon and the label "Password".
- A checkbox labeled "Remember me".
- A blue button labeled "LOG IN".
- A horizontal line separating the login section from the registration section.
- Text: "New user? [Register](#)".
- Text: "[Forgot Username?](#)".
- Text: "[Forgot Password?](#)".

At the bottom of the form, there is a small text block: "This site uses cookies only for functionality that is strictly necessary for services that are explicitly requested by the user, for example registration and log-in."

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



## Online Registration using www.Foireann.ie

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 Medical 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](http://www.Foireann.ie) and click on the **register** link.

A screenshot of the login/register form on the Foireann.ie website. The form is set against a dark blue background. It features two input fields: 'Username' with a person icon and 'Password' with a padlock icon. Below these is a 'Remember me' checkbox and a blue 'LOG IN' button. At the bottom, there are links for 'New user? Register', 'Forgot Username?', and 'Forgot Password?'. A small text block at the very bottom states: 'This site uses cookies only for functionality that is strictly necessary for services that are explicitly requested by the user, for example registration and log-in.'

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.



## Online Registration using www.Foireann.ie

The screenshot shows a registration form with the following fields and options:

- First name/Ainm
- Surname/Sloinne
- Email
- Choose a new username
- Password
- Confirm password
- I am at least 18 years old
- I have read the [Data Protection Notice](#)

Navigation buttons: [← BACK TO LOGIN](#) and [CONTINUE](#)

Footer text: This site uses cookies only for functionality that is strictly necessary for services that are explicitly requested by the user, for example registration and log-in.

### 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.



## Online Registration using [www.Foireann.ie](http://www.Foireann.ie)

### **Complete your profile**

4. Enter the additional information into the mandatory fields.

- **Medical Information**

- Consent to the processing of personal medical information
- Consent for Medical 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.

Home

Profile

**Family**

Events

Teams

Contact

Logout

### 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.

2. Click the '**Add New Family**' button.

### Family

[ADD NEW FAMILY](#)

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## Online Registration using www.Foireann.ie

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

with the functionality to manage your own, and your dependent s, interactions

# Add New Family

Enter the name and description of this family

Name

Description

CANCEL CONFIRM

a family have the ability to manage the profiles of children within the group. They receiv

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.

The screenshot shows a user profile for 'Joe Bloggs' with an 'EDIT' link. The sidebar on the left has the 'Family' option highlighted with a red box. Below the profile name is a blue button labeled 'INVITE PARENT / GUARDIAN'. The 'Children' section has a heading, a descriptive paragraph, and a grey box stating 'No children to display', with a blue 'ADD CHILD' button below it. The 'Additional People' section also has a heading, a descriptive paragraph, and a grey box stating 'No additional people to display', with a blue 'INVITE ADDITIONAL PERSON' button below it.

2. Click the '**Add Child**' button.

This is a close-up of the 'Children' section. It shows the heading 'Children', a descriptive paragraph, and a grey box with the text 'No children to display'. Below this, the blue 'ADD CHILD' button is highlighted with a red box.

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



## Online Registration using www.Foireann.ie

**Add Child**

Enter the child's name

First Name                      Surname

First Name                      Surname

[CANCEL](#)                      [CONFIRM](#)

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

### Children

The people listed below are children or dependents of the family and all of their interactions with their club / teams (i.e. membership / communications etc) can be managed by the Parents / Guardians. The list below has been pre-populated and children can be added, removed, or updated as needed.

▲ Peter Bloggs                      [EDIT](#)   [MOVE TO ADDITIONAL PEOPLE](#)   [REMOVE](#)

[+ ADD CHILD](#)

**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.



## 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.

Home

Profile

**Family**

Events

Teams

Contact

Logout

### 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.

#### BLOGGS

Bloggs	<a href="#">EDIT</a>	<a href="#">DELETE</a>
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#### Parents / Guardians

Parents / Guardians within a family have the ability to manage the profiles of children within the group. They receive communications on behalf of those dependents and can respond on their behalf. Additional parents / guardians can be added by using the 'Invite Parent / Guardian' button.

✓ Joe Bloggs	<a href="#">EDIT</a>
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[+ INVITE PARENT / GUARDIAN](#)

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

### Parents / Guardians

Parents / Guardians within a family have the ability to manage the profiles of children within the group. They receive communications on behalf of those dependents and can respond on their behalf. Additional parents / guardians can be added by using the 'Invite Parent / Guardian' button.

✓ Joe Bloggs	<a href="#">EDIT</a>
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[+ INVITE PARENT / GUARDIAN](#)

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



## Online Registration using www.Foireann.ie

### Invite a Parent or Guardian

Enter the name and email address of another Parent or Guardian

First Name  Surname

Email

If there is already an account for the email address then the account holder will be sent a link to sign in and accept their role in this family. If no account exists for the email address, an account will be created and a link will be sent to the email address to complete account setup and link to the family.

[CANCEL](#) [CONFIRM](#)

#### 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 been 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.

The screenshot shows the Foireann website interface. On the left is a dark blue sidebar with the 'Foireann' logo and navigation links: Home, Profile, Family, Events, Teams, Membership (highlighted with a red box), Contact, and Logout. The main content area is titled 'Club Information' and shows 'Nurney Camogie Club' with its logo and address: 'Camogie, Kildoon, Nurney, KILDARE,'. Below this is a 'MEMBERSHIP OPTIONS' section. Three membership options are listed:

Membership Option	Price
07/12 - Adult Camogie Player (2021 season) Testing package 1 x Adult 0 x Youth Card	EUR 75.00
08/12 10 Adult & 10 Youth Members (2021 season) Max combos 10 x Adult 10 x Youth Card, In Club	GBP 500.00
09/12 Adult Player / Non Player (2021 season) Test 1 x Adult 0 x Youth Contact the club	EUR 55.00

Each option includes a 'REGISTER' button. The user's name 'Sian Murphy' and profile picture are visible in the top right corner.



## Online Registration using www.Foireann.ie

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.

The screenshot shows the '07/12 - Adult Camogie Player' membership option for the 2021 Season, priced at EUR 75.00. The user is logged in as Sian Murphy (SM). The registration process is divided into three steps: 1. Add Members, 2. Confirm Details, and 3. Payment. A tip indicates that family members will appear in dropdown menus. The 'Add Adult Members to this Membership Option' section shows a dropdown menu for 'Adult 1' with 'Sian Murphy (Me)' selected. A 'CONTINUE' button is visible at the bottom.

- 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.



## 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.

The screenshot shows the '07/12 - Adult Camogie Player' registration page for the 2021 season, with a fee of EUR 75.00. The user is Sian Murphy (SM). The progress bar indicates that 'Add Members' is complete, 'Confirm Details' is the current step, and 'Payment' is pending. The 'Confirm Details' section includes:

- Adult 1 - Confirm Details for Sian Murphy** (with a red box around the 'EDIT PROFILE' link)
- Name:** Sian Murphy
- Address:** 76 Blue Avenue Eircode
- Medical Details:** Medical Information: None
- Consent Details:** Photo Consent: None, Club Communications: Yes, Additional Club Communications: Yes
- Code of Conduct:**  I have read and agree to the code of Conduct on behalf of Sian Murphy (with a red box around the checkbox and a link to 'View Code of Conduct')

At the bottom, there are 'BACK' and 'CONTINUE' buttons, with 'CONTINUE' highlighted with a red box.

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**'.

The screenshot shows the 'Payment Options' step of the registration process. The progress bar indicates that 'Add Members' and 'Confirm Details' are complete, and 'Payment' is the current step. The 'Payment Options' section features a card icon and the text 'Pay With Card' and 'Complete your payment via Stripe'. A 'PAY NOW' button is highlighted with a red box. A 'BACK' link is visible at the bottom left.

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





## Online Registration using www.Foireann.ie

### Pay membership online

Members Included in this registration:

Lucy Baxter

You are choosing to pay for this membership option online. You will be redirected to Stripe when you click confirm.

[CANCEL](#) [CONFIRM](#)

[PAY LATER](#)


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.

← Nurney Camogie Club **TEST MODE**

07/12 - Adult Camogie Player

**€75.00**

Package covers: Sian Murphy







Powered by [stripe](#) | [Terms](#) | [Privacy](#)

### Pay with card

Email

Card information

1234 1234 1234 1234   

MM / YY  CVC  

Name on card

Country or region

United Kingdom

Postal code

[Pay €75.00](#)

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.



# Online Registration using www.Foireann.ie

**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.**