

**People
& Clubs**



People and Clubs Accreditation Portal Club User Guide



Foundation



Contents

1. Logging in to the portal	3
2. Menu options	4
3. Your club folder	5
4. Viewing the criteria and help templates	6
5. Uploading evidence	7
6. Submitting the application for assessment	8
7. Reviewing the assessment feedback	9/10
8. Resubmit for assessment	11
9. Support	11






1: Logging in to the portal

Go to the club portal website at the link below.

<https://www.irishfa.com/irish-fa-foundation/community-volunteering/club-portal>

Click on the 'Access the People and Clubs accreditation portal' link.

Enter your email address and password and click the 'log in' button.



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UserName / Email

Password

☐ Remember me?

Log in




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2: Menu options

The options menu will appear on the left-hand side. You can browse the various sections including:


- Club details
- Club addresses
- Club membership
- Club accreditation folders
- Club assessment



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- Summary
- Club Details
- Club Addresses
- Club Membership
- Club Folder
- Club Assessment
- Health Check
- Processing History
- Logout

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Club Portal

People & Clubs

Summary

Club Name	Stiona Test Club	Level of Accreditation	Silver
State	Documentation Completed	Facilitator	Stiona Test Assessor
In Renewal	No		

Current state and/or actions required:

Your submission is awaiting review

Menu will appear on left hand side





3: Your club folder

Click on the 'club folder' link to view and upload evidence against each of the accreditation assessment criteria.

Click on the 'update' button against each section to view the criteria list for that section.

Club Portal

Progress

40 of the required 41 documents have been uploaded. 40 of 41

Section Name	Section Progress	Update
Club Development Silver	5 of 6	Update
People Development Silver	17 of 17	Update
Club Operations Silver	18 of 18	Update

CLICK HERE

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4: Viewing the criteria and help templates


Click on the 'browse' button to upload the evidence file against the criteria.



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- Summary
- Club Details
- Club Addresses
- Club Membership
- Club Folder**
- Club Assessment
- Health Check
- Processing History
- Logout

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Club Portal

People & Clubs

Club Development Silver

Reference	Criteria	Status
CD1	Evidence of committee - board decision taken on appropriate organisational status	
CD2	Have a club Development plan and evidence of implementation	Browse...
CD3	Have explored how people with disabilities could be included in your club	CLICK HERE
CD4	Demonstrate contact with schools	
CD5	Evidence of communication with the Local Authority Sports Development contact	
CD6	The club must have a minimum of 3 teams	

[Back](#)



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5: Uploading evidence

Select the file from your PC to upload.

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- Summary
- Club Details
- Club Addresses
- Club Membership
- Club Folder**
- Club Assessment
- Health Check
- Processing History
- Logout

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Club Portal

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Club Development Silver

Reference	Criteria	Status
CD1	Evidence of committee - board decision taken on appropriate organisational status	
CD2	Have a club Development plan and evidence of implementation	
CD3	Have explored how people with disabilities could be included in your club	
CD4	Demonstrate contact with schools	
CD5	Evidence of communication with the Local Authority Sports Development contact	
CD6	The club must have a minimum of 3 teams	



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6: Submitting the application for assessment

Once all the evidence has been uploaded for each criteria you will then be able to submit the application for assessment.

When you click the 'club folder' menu option from the left-hand menu you will now see a 'submit' button on the main screen.

Click the 'submit' button to submit your application to your Irish FA assessor.

Club Portal

Progress

41 of the required 41 documents have been uploaded. 41 of 41

[Submit](#) CLICK HERE

Section Name	Section Progress	
Club Development Silver	6 of 6	Update
People Development Silver	17 of 17	Update
Club Operations Silver	18 of 18	Update

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7: Reviewing the assessment feedback

Click the 'club assessment' menu option to view the assessment feedback.
You will see a summary view of what criteria have been assessed to date.

The screenshot shows the 'Club Assessment' summary view. On the left is a sidebar with navigation options: Summary, Club Details, Club Addresses, Club Membership, Club Folder, Club Assessment (highlighted), Health Check, Processing History, and Logout. The main content area is titled 'Club Assessment' and shows '3 of the 41 items have been assessed.' Below this is a table with three rows, each representing a different assessment section. Each row includes a progress bar and an 'Assessment' button.

Section Name	Section Progress	Action
Club Development Silver	3 of 6	Assessment
People Development Silver	0 of 17	Assessment
Club Operations Silver	0 of 18	Assessment

Click the 'assessment' button to drill in for more detail.

The screenshot shows the 'Club Assessment' detail view for 'Club Development Silver'. The sidebar is the same as in the previous screenshot. The main content area is titled 'Club Assessment' and 'Club Development Silver'. Below this is a table with six rows, each representing a different assessment criterion. Each row includes a 'Reference' column, a 'Criteria' column, a 'View' column with a download icon, an 'Outcome' column with a status icon, an 'Action' column with a description, and a 'View' column with an information icon and an 'Upload' button.

Reference	Criteria	View	Outcome	Action	View
CD1	Evidence of committee - board decision taken on appropriate organisational status	Download	✓		Info Upload
CD2	Have a club Development plan and evidence of implementation	Download	⏸	More Evidence Required	Info Upload
CD3	Have explored how people with disabilities could be included in your club	Download	✗	No Action	Info Upload
CD4	Demonstrate contact with schools	Download			Info Upload
CD5	Evidence of communication with the Local Authority Sports Development contact	Download			Info Upload
CD6	The club must have a minimum of 3 teams	Download			Info Upload





7: Reviewing the assessment feedback (continued)

Click the 'i' icon to view comments from the assessor.

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- Summary
- Club Details
- Club Addresses
- Club Membership
- Club Folder
- Club Assessment**
- Health Check
- Processing History
- Logout

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Club Portal

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Club Assessment

Club Development Silver

Reference	Criteria	View	Outcome	Action	View	
CD1	Evidence of committee - board decision taken on appropriate organisational status		✓			Upload
CD2	Have a club Development plan and evidence of implementation		⏸	More Evidence Required		Upload
CD3	Have explored how people with disabilities could be included in your club		✗	No Action		Upload
CD4	Demonstrate contact with schools					Upload
CD5	Evidence of communication with the Local Authority Sports Development contact					Upload
CD6	The club must have a minimum of 3 teams					Upload

Back

Assess Item

Outcome

Defer

Action

More Evidence Required

Comments

more evidence required

Close





8: Resubmit for assessment

Further evidence can be uploaded if required. Then repeat the process in step 6 to resubmit the application for assessment.

9: Support

If you need any help with the portal you can contact our Club and Community Development Officer at Gavin.Nelson@IrishFA.com

