



Foundation

Accreditation Portal Club User Guide



Contents

1. Logging In To The Portal.....	3
2. Menu Options	3
3. Your Club Folder.....	4
4. Viewing The Criteria and Help Templates.....	5
5. Uploading Evidence.....	5
6. Submitting the application for assessment	6
7. Reviewing the Assessment Feedback	6
8. Resubmit for assessment	8
9. Support.....	8

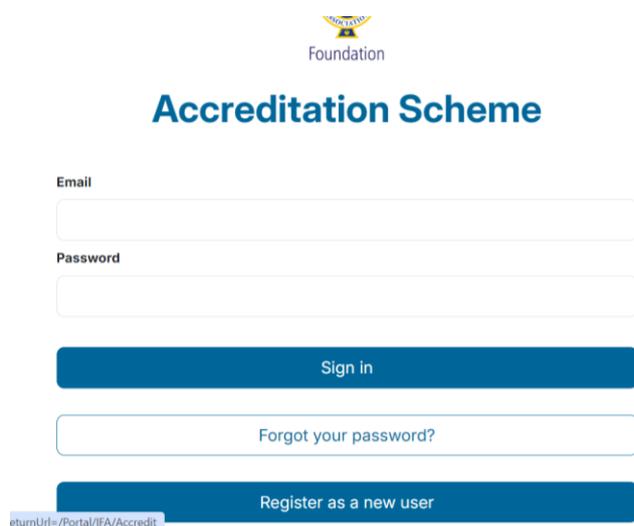
1. Logging In To The Portal

Browse to the club portal website at the link below:

[People and Clubs Online Platform](#)

Click on the “Club Accreditation” tab link to access the portal

Enter your email address and password and click the “Sign in” button. If you have not yet signed your club up, select the “Register as a new user” button. You will then be required to fill in some details to get your club signed up to the portal.



The screenshot shows the 'Accreditation Scheme' login page. At the top center is the logo of the International Football Association (IFA) Foundation, featuring a yellow and blue crest with the word 'Foundation' underneath. Below the logo, the title 'Accreditation Scheme' is displayed in a large, bold, blue font. The page contains two input fields: 'Email' and 'Password', both with white text labels and empty white input boxes. Below the 'Password' field is a blue button with the text 'Sign in' in white. Underneath the 'Sign in' button is a white button with a blue border and the text 'Forgot your password?'. At the bottom is another blue button with the text 'Register as a new user' in white. A small, light blue tooltip is visible at the bottom left of the page, containing the text 'returnUrl=/Portal/IFA/Accredit...'.

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 Folder
- Club Assessment

Club Portal

People & Clubs

Foundation

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

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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

People & Clubs

Foundation

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

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Progress

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

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

CLICK HERE

4. Viewing The Criteria and Help Templates

Click on the “Browse” button to upload the evidence file against the criteria.

The screenshot shows the 'Club Portal' interface. On the left is a dark blue sidebar with the 'Foundation' logo and a menu including 'Summary', 'Club Details', 'Club Addresses', 'Club Membership', 'Club Folder' (highlighted), 'Club Assessment', 'Health Check', 'Processing History', and 'Logout'. Below the menu is the 'Powered By Klubfunder' logo. The main content area has a blue header with 'Club Portal' and the 'People & Clubs' logo. Below the header is the title 'Club Development Silver'. A table lists six criteria (CD1-CD6) with their descriptions and status indicators (green 'i' and red 'x'). A 'Browse...' button is visible next to criterion CD2. A red callout box with the text 'CLICK HERE' points to this button. A 'Back' button is located at the bottom left of the table area.

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

5. Uploading Evidence

Click on the “Browse” button to upload the evidence file against the criteria. Select the file from your PC to upload

This screenshot is identical to the one above, showing the 'Club Portal' interface with the 'Club Development Silver' criteria table. A red callout box with the text 'CLICK HERE' points to the 'Browse...' button for criterion CD2.

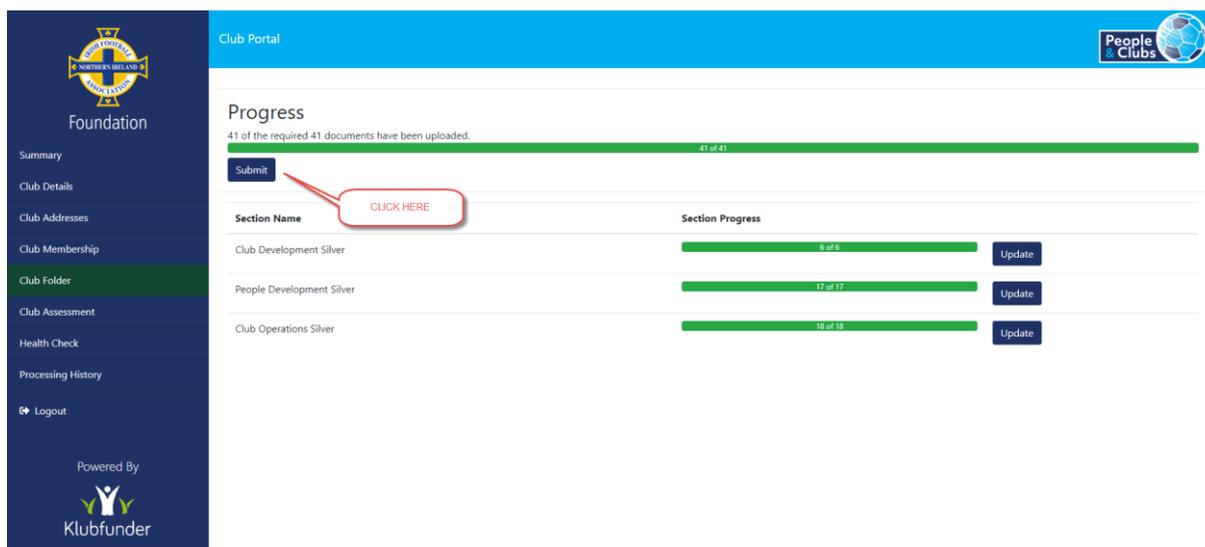
Reference	Criteria	Status
CD1	Evidence of committee - board decision taken on appropriate organisational status	i x
CD2	Have a club Development plan and evidence of implementation	Browse...
CD3	Have explored how people with disabilities could be included in your club	i x
CD4	Demonstrate contact with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

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 IFA Assessor



Club Portal

Progress

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

Submit

CLICK HERE

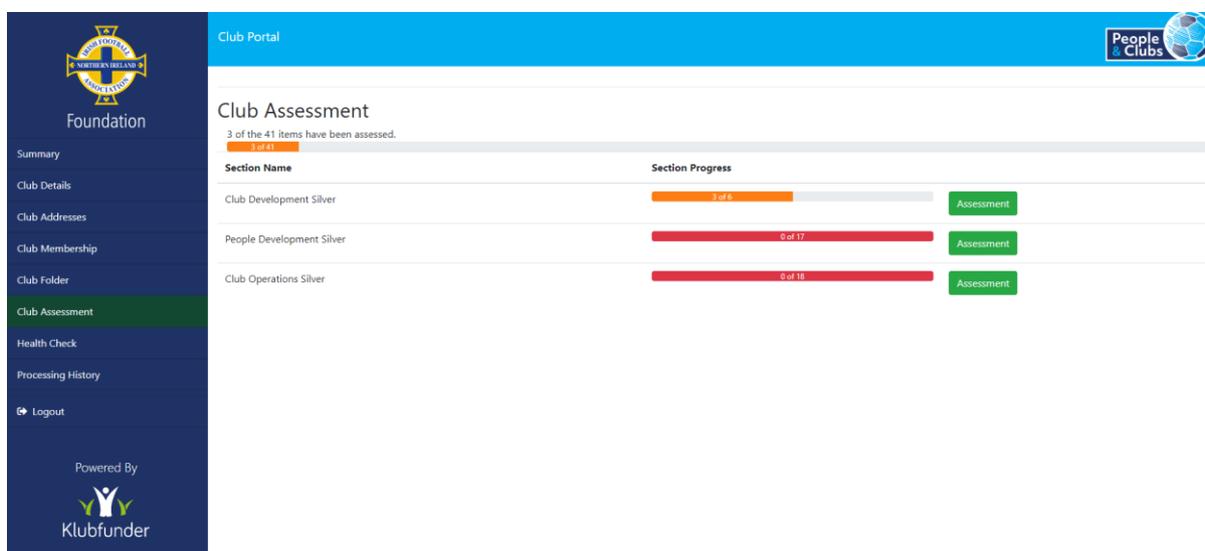
Section Name	Section Progress	
Club Development Silver	6 of 6	Update
People Development Silver	17 of 17	Update
Club Operations Silver	18 of 18	Update

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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.



Club Portal

Club Assessment

3 of the 41 items have been assessed. 3 of 41

Section Name	Section Progress	
Club Development Silver	3 of 6	Assessment
People Development Silver	8 of 17	Assessment
Club Operations Silver	0 of 18	Assessment

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Click the "Assessment" button to drill in for more detail.

The screenshot shows the Club Portal interface. On the left is a dark blue sidebar with the 'Foundation' logo and a navigation menu including 'Summary', 'Club Details', 'Club Addresses', 'Club Membership', 'Club Folder', 'Club Assessment' (highlighted), 'Health Check', 'Processing History', and 'Logout'. The main content area has a blue header with 'Club Portal' and 'People & Clubs' logo. Below the header, the page title is 'Club Assessment Club Development Silver'. A table displays assessment criteria with columns for Reference, Criteria, View, Outcome, Action, and another View column. Each row includes a green download icon, an outcome icon (checkmark, pause, or red X), an action description, and a blue 'i' icon with an 'Upload' button. A 'Back' button is located at the bottom left of the table area.

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

Click the "i" icon to view comments from the assessor

This screenshot is identical to the one above, but includes a red callout box with the text 'CLICK HERE' pointing to the blue 'i' icon in the 'View' column of the row for CD3. The 'i' icon is a small blue circle containing a white lowercase letter 'i'.



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 your local Irish FA Club Development Officer. Contact club.development@irishfa.com for support.