Foundation

Accreditation Portal

Club User Guide

Klubfunder

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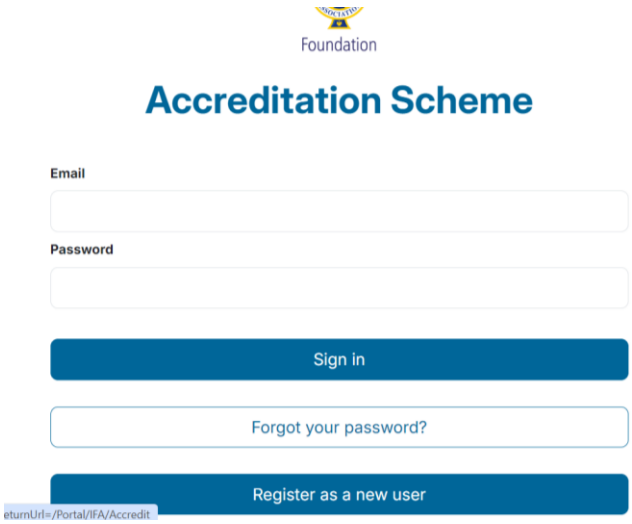
1. Logging In To The Portal

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

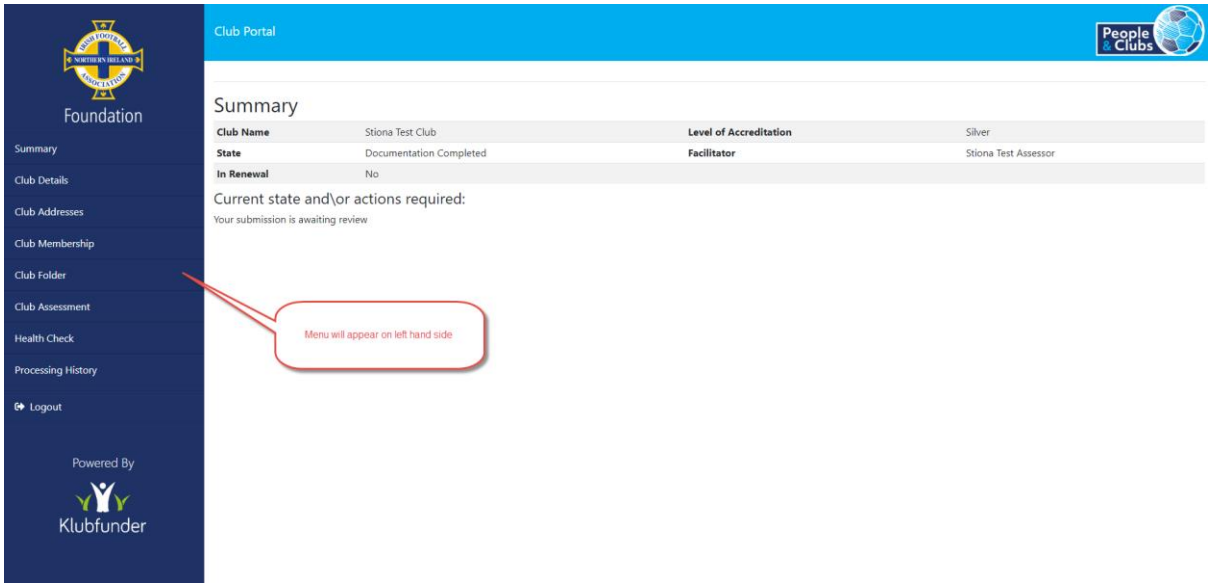
Enter your email address and password and click the “Sign in” button. If you have not yet signed your club up, select the “Register as a new user” button. You will then be required to fill in some details to get your club signed up to the portal.



2. Menu Options

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

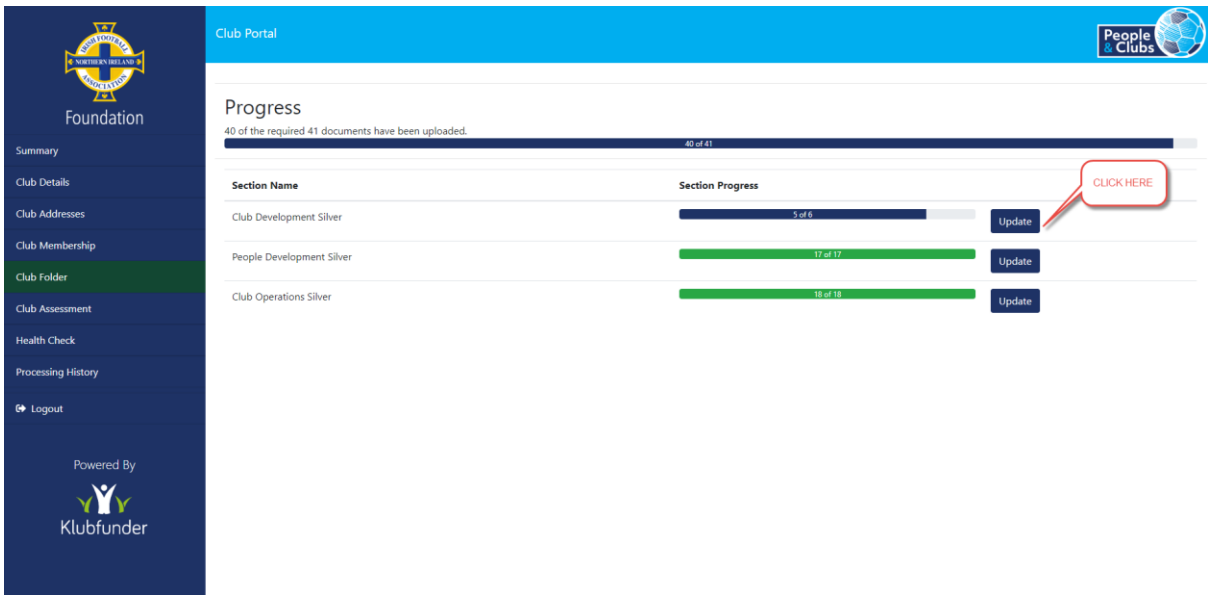
- Club Details
- Club Addresses
- Club Membership
- Club Folder
- Club Assessment



3. Your Club Folder

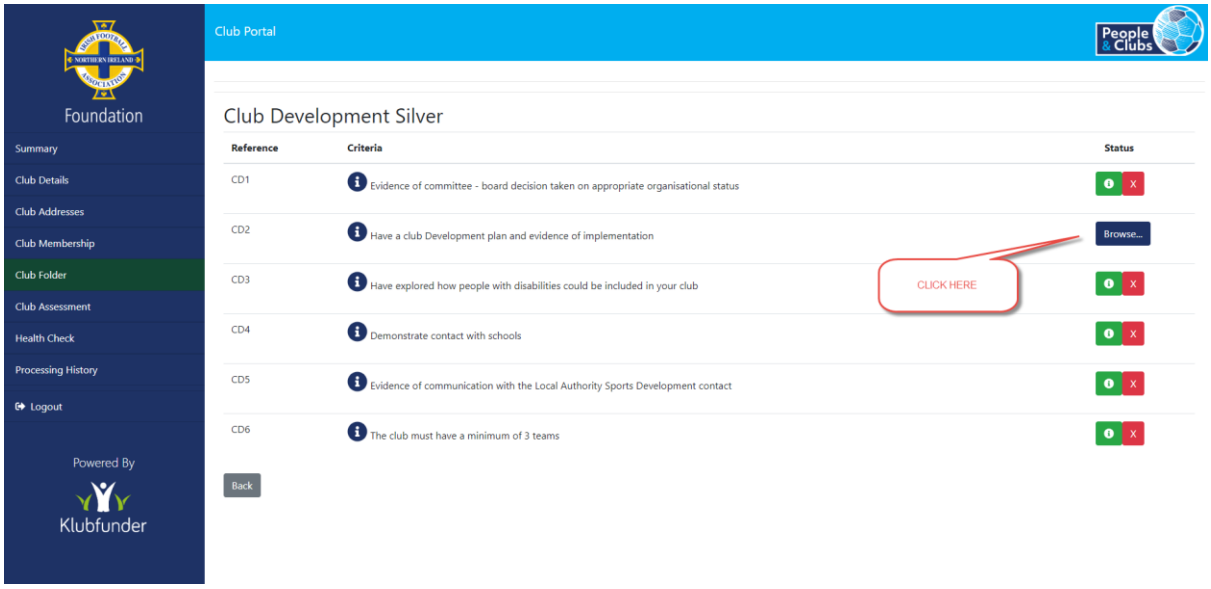
Click on the “Club Folder” link to view and upload evidence against each of the accreditation assessment criteria.

Click on the “Update” button against each section to view the criteria list for that section



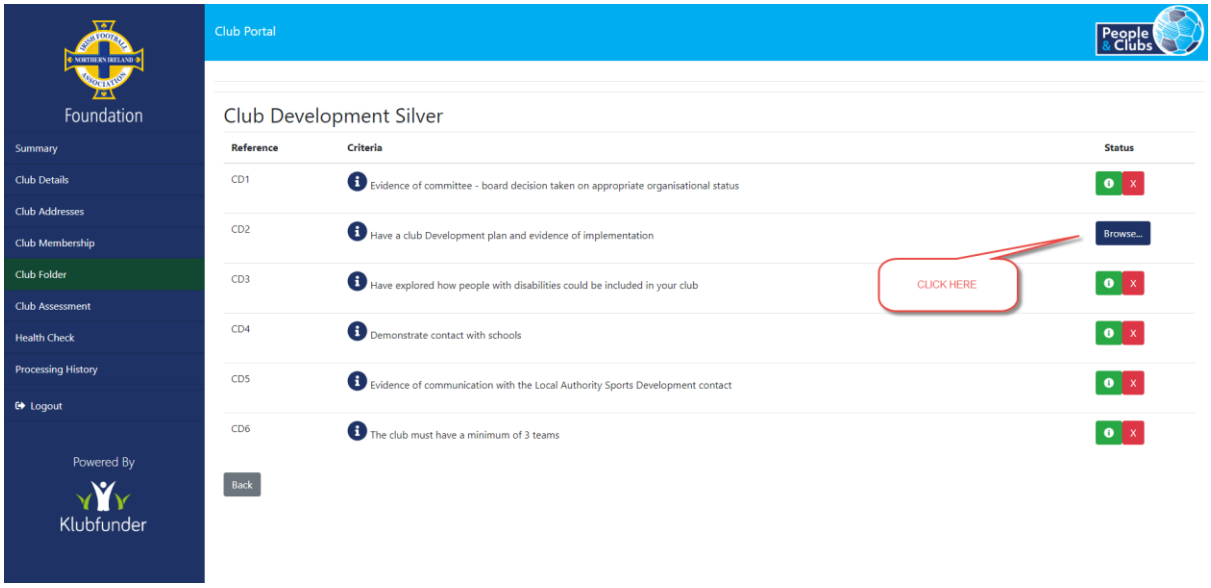
4. Viewing The Criteria and Help Templates

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



5. Uploading Evidence

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

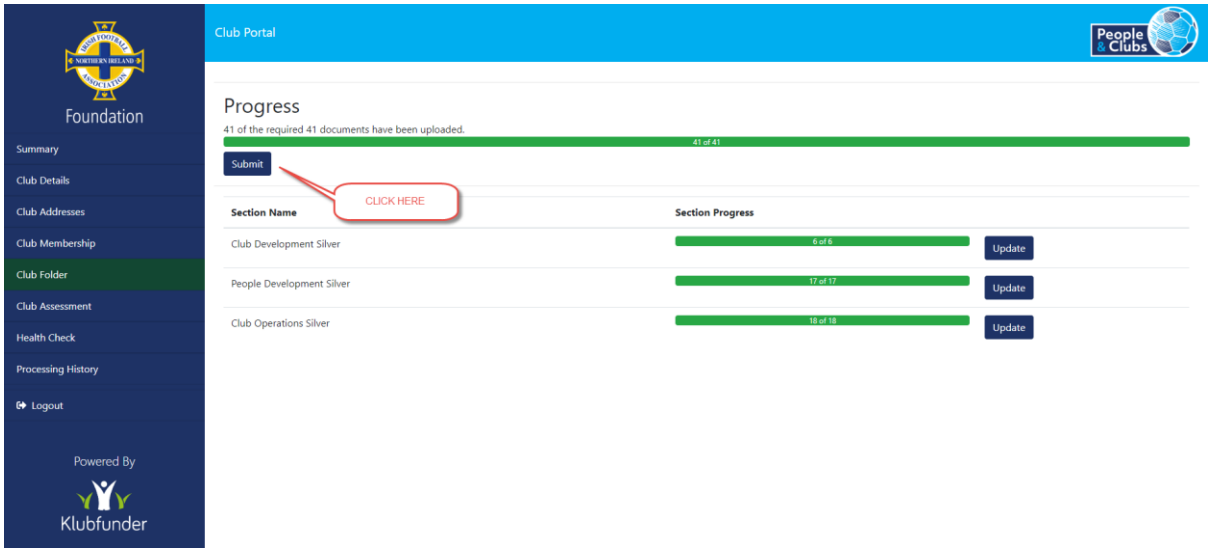


6. Submitting the application for assessment

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.

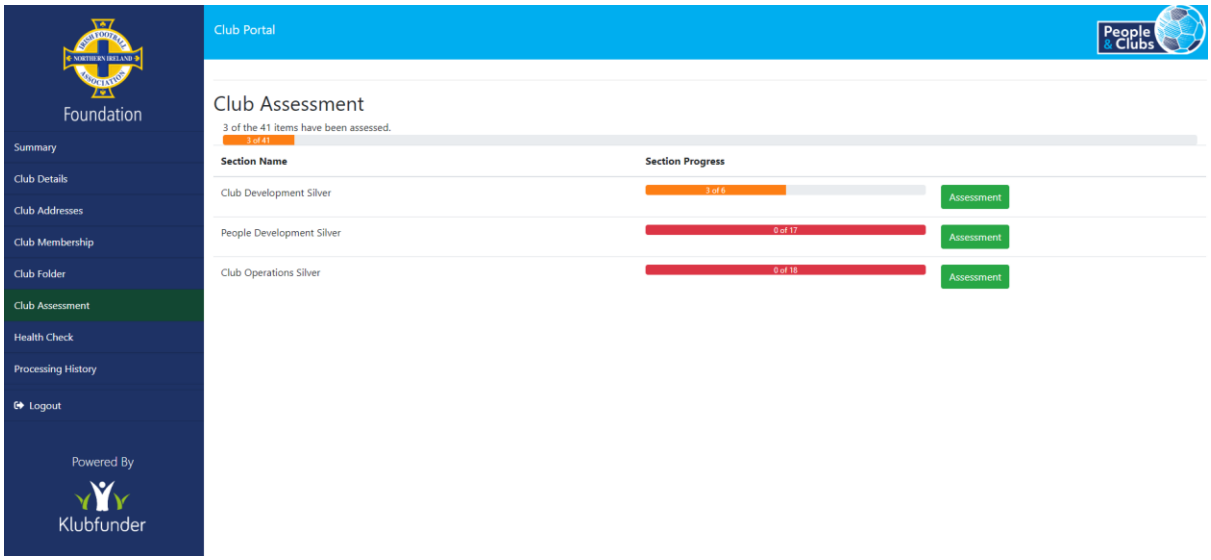
Click the “Submit” button to submit your application to your IFA Assessor



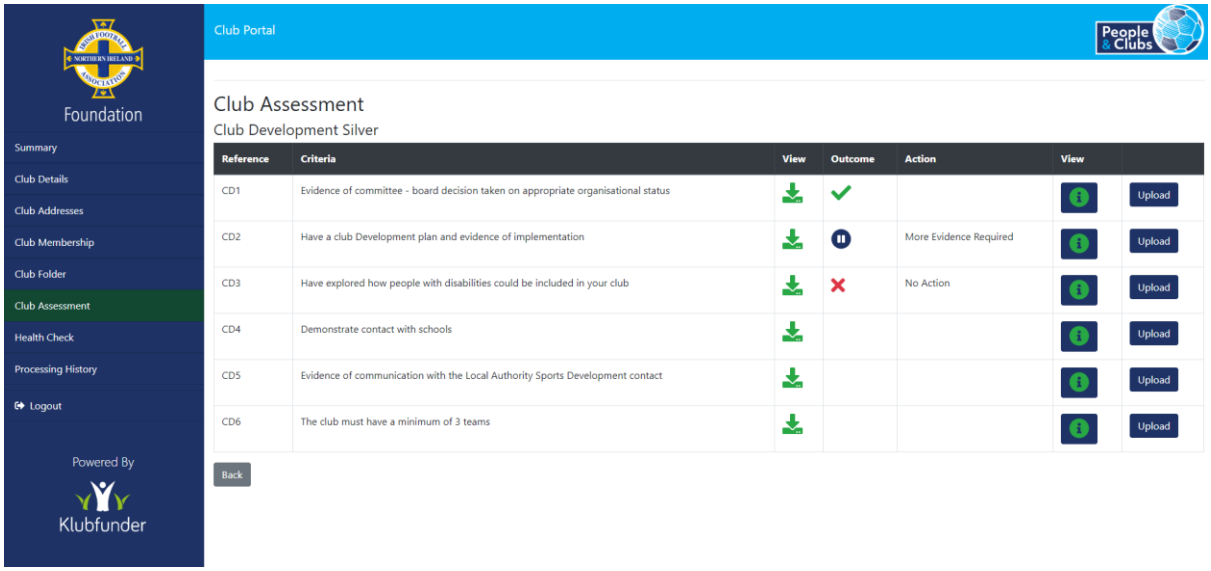
7. Reviewing the Assessment Feedback

Click the “Club Assessment” menu option to view the assessment feedback.

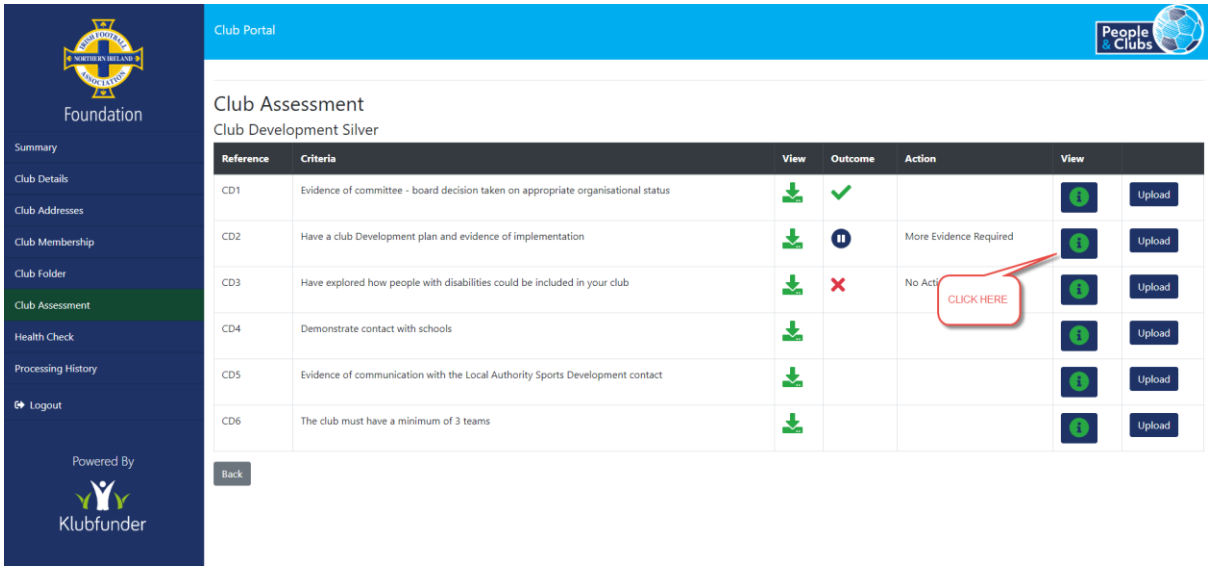
You will see a summary view of what criteria have been assessed to date.



Click the “Assessment” button to drill in for more detail.



Click the “I” icon to view comments from the assessor



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.