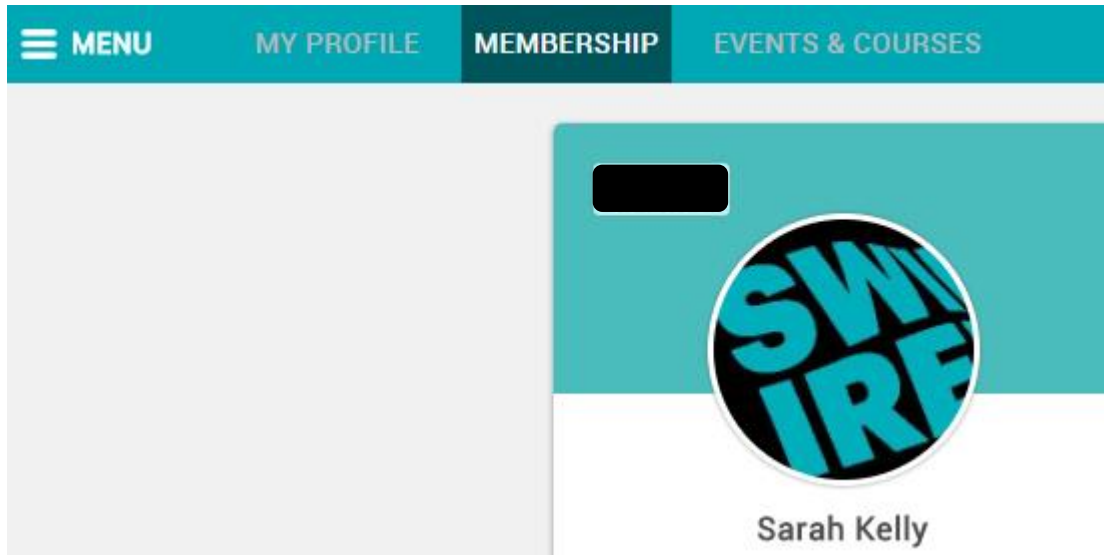
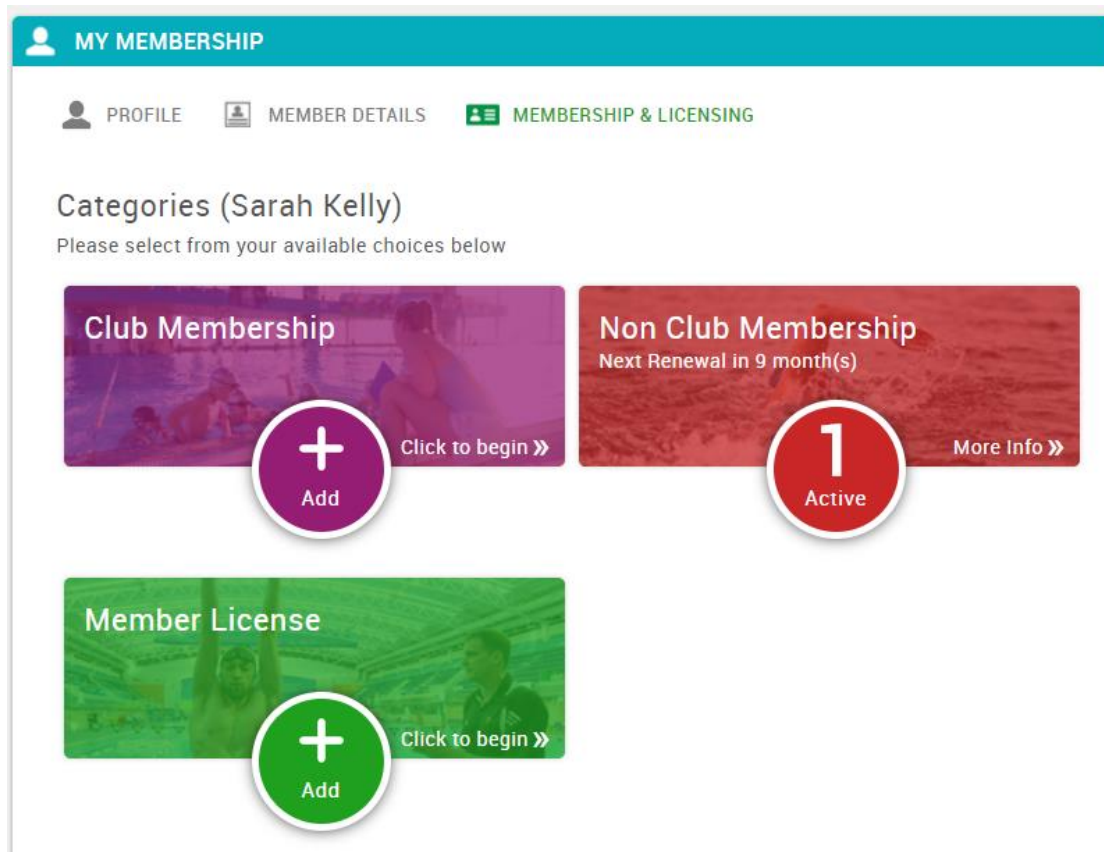


1. Log into your Go Membership profile.
2. Once logged in, select “Membership” in the top left hand corner of the screen.



3. The “Membership & Licensing” option should appear as seen below.
4. Click on the “Member Licence” option (green tab).



5. Select the level of licence that equates to your highest level of qualification.


MY MEMBERSHIP

PROFILE | MEMBER DETAILS | MEMBERSHIP & LICENSING

Back to summary

Member License (Sarah Kelly)


Please select from your available choices below



Benefits

- Mandatory for all SI coaches
- 3-year SI coach license
- Access to SI CPD training
- SI license card
- Swim Ireland monthly E-zine


Level 1 License



Benefits

- Mandatory for all SI teachers
- 3-year SI teacher license
- Access to SI CPD training
- SI license card
- Swim Ireland monthly E-zine

Level 2 License



Benefits

- Mandatory for all SI coaches
- 3-year SI coach license
- Access to SI CPD training
- SI license card
- Swim Ireland monthly E-zine

Level 3 License

6. Once you select the level of licence that you require you will be presented with several drop down menus to select from.

Level 1 License

Benefits

- Mandatory for all SI coaches
- 3-year SI coach license
- Access to SI CPD training
- SI license card
- Swim Ireland monthly E-zine

✓ SELECTED



Benefits

- Mandatory for all SI teachers
- 3-year SI teacher license
- Access to SI CPD training
- SI license card
- Swim Ireland monthly E-zine

Level 2 License



Benefits

- Mandatory for all SI coaches
- 3-year SI coach license
- Access to SI CPD training
- SI license card
- Swim Ireland monthly E-zine

Level 3 License

Jurisdiction
What jurisdiction are you operating in?

Jurisdiction :

Licence
Please select a licence form below according to your discipline

Licence:

Membership
This licence requires that you hold a valid membership. Please select which membership you would also like to purchase.

Type:

7. Firstly you will need to select your jurisdiction.

Jurisdiction

What jurisdiction are you operating in?

Jurisdiction :

Licence
Please select a licence form

- Both
- Northern Ireland
- Ireland

8. You will then need to select your license discipline.

Licence

Please select a licence form below according to your dicipline

Licence:

Membership
This license requires that you hold a valid membership. Please select which membership you would also like to purchase.

Type:

- Assistant Swimming Teacher
- Assistant Swimming Coach
- Assistant Diving Coach
- Assistant Water Polo Coach
- Assistant Synchro Coach

9. Finally you will need to select the type of membership that you currently hold.

Membership

This license requires that you hold a valid membership. Please select which membership you would also like to purchase.

Type:

- Associate
- Club Membership

10. If you select “Club Membership” as your membership type you will then be presented with two further drop down menus to choose from. You will need to select the club that you are an active member of and also select your primary discipline.

Membership

This license requires that you hold a valid membership. Please select which membership you would also like to purchase.

Type:

Select Club:

Select Discipline:

11. Once you complete these steps your active qualifications and credentials will appear. If you are missing qualifications/credentials a blue symbol will appear. You will see from the below picture that I am missing Delivery Evidence, CPD points and the relevant qualification.

Delivery Evidence is a letter from your employer to state that you are currently teaching/coaching. This will need to be uploaded by you using the yellow **Add** button. Once you have uploaded this evidence, it will go to a state of pending approval for Swim Ireland to view and approve.

If you are missing CPD points from your profile you will need to contact the Swim Ireland Education Department on edo@swimireland.ie.

If you are missing a qualification from your profile you will need to contact the Swim Ireland Education Department on edsupport@swimireland.ie.

Vetting NVB	Add
ACTIVE Expires On: 23 FEB 2020	
Safeguarding 1 Workshop (ROI)	Add
ACTIVE Expires On: 05 DEC 2021	
Delivery Evidence	Add
Please ensure you have at least 1 active or pending approval entry	
Completion of CPD (Total Point:0, Required Points:9)	
Please ensure you have at least 1 active or pending approval entry	
Level 1 Assistant Swimming Teacher	

12. Once all of your qualifications and credentials are uploaded and approved your screen should mirror the picture below.

Once you have ticked to accept the Swim Ireland Rules and Teacher/Coach code of conduct you can click the yellow “Finish” button.

The screenshot shows a list of qualifications and credentials. Each item has an 'Add +' button to its right. The items are:

- Vetting NVB (ACTIVE, Expires On: 23 FEB 2020)
- Safeguarding 1 Workshop (ROI) (ACTIVE, Expires On: 05 DEC 2021)
- Delivery Evidence (ACTIVE, Expires On:)
- Completion of CPD (Total Point:15, Required Points:9) (ACTIVE, Expires On: 09 APR 2019, Points: 15)
- Level 1 Assistant Swimming Teacher (LEVEL 1 ASSISTANT SWIMMING TEACHER)

Below the list, there is a checkbox for 'Please tick to confirm that you acknowledge receipt of and agree to abide by the Swim Ireland Rules and Teacher/Coach code of conduct' which is checked. A yellow 'Finish' button is located at the bottom right of the interface.

13. Once you click “Finish” you will be presented with the following options to pay now or to defer payment while you add other items to your cart. If you have nothing else to add then you will need to click on the pay now option.

The screenshot shows a notification dialog box with a purple shopping cart icon. The text reads: 'Cart Updated', 'You have successfully added a membership Level 1 Assistant Swimming Teacher (Sarah Kelly) to your cart.', and 'Do you want to proceed straight to checkout?'. There are two buttons at the bottom: 'No, not yet' (grey) and 'Yes, pay now' (teal). A close button (X) is in the top right corner.

14. You will then be brought to your shopping cart where your items will appear ready for payment.

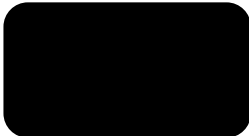
15. You can then select to either “Pay via Bank” which is a bank transfer or “Pay with Card” using a debit/credit card.




Checkout
Review and purchase items

1 Confirm Details 2 **Order Review** 3 Confirm Payment



Below is a summary of your order, please review and then select a payment option.

Contact Details [Pay via Bank](#) [Pay with Card](#)



Item Summary

ITEMS	PRICE	QTY	TOTAL
 <p>Level 1 Assistant Swimming Teacher (Sarah Kelly) Level 1 License In Stock</p>	€20.00	1	€20.00
 <p>Non-Competitive Swimming (Sarah Kelly) Non-Competitive Swimming in Triathlon Ireland - Dual Membership In Stock</p> <p>Remove</p>	€23.50	1	€23.50
			Update
			Sub Total €43.50
			Total €43.50