



AREA

Community Games Online Affiliation System Training.

National Community Games have expanded the Online Registration System to incorporate all Affiliations (Area, County, and Provincial).

No paper Affiliations will be accepted for the year 2016 onwards and all Area, County, Provincial Affiliations must be completed online by visiting www.communitygames.info

To ensure compliance with current Data Protection legislation all Adult Volunteers must have completed the Adult Volunteer Consent form, available at www.communitygames.ie/downloads, also available on the Online Registration System itself.

These must be completed in full by each adult Volunteer and returned to the Area Secretary for retention.

Similarly the Area Nominee to Company, the County NEAC Nominee to Company, Provincial NEAC Nominee to Company must complete and sign the respective forms available on the Registration System, or online at www.communitygames.ie/downloads

The following briefly outlines the Online Affiliation Process.

1. Area Affiliations must be completed online first.
2. County Affiliations are completed online from those Volunteers registered at Area Level.
3. Similarly Provincial Affiliations are completed online from those Volunteers registered at County Level.

Once an Area completes their Affiliation online – they automatically move into a “pending” state awaiting the approval of the County Executive of their Application.

Once approved by County, the application then proceeds on to National Community Games for final Approval.



Area Registration.

Step 1.

Proceed online to www.communitygames.info

The following screen will appear.

 Online Registration !

Log in Online Registration System

Email Address
Password

The Closing date for entries to the National Festival has now passed.

Areas, county and provincial accounts can still log into the system - but will not be able to change anything relating to entries this year.

By logging onto the National Community Games Online System the Area Secretary is responsible for ensuring participants entered onto this systems Database are eligible to compete in accordance with the rules of National Community Games and that dates of Birth have been fully checked and verified.


If you have forgotten your old password – Please email helpdesk@communitygames.info and a new temporary Password will be emailed to you within 48 hours.



Step 2. For Site Security - All returning Users are required to reset their passwords on first Log on.

Wait 3 Seconds for screen to update your credentials. Use a strong Password with a mixture of Uppercase and Lowercase letters, Numbers and Special Characters (\$£^&*# etc.).

Logged in as
Area : Abbeylara - Mull ▼



community games Online Registration !
endless possibilities

[Change Password](#) | [Affiliation](#) | [Log Out](#)

You are required to change your password the first time you log in.

Old Password
You must have at least one uppercase, one lowercase and one special character in the password.

New Password
Confirm New Password

Step 4. Once the System has updated your new Password the following screen will appear – this is the Main Screen to Register Area’s Volunteers, Committee and related details.

If you added Managers to the System previously during 2015, these names will automatically appear as Volunteer’s for the affiliation Process. There is no requirement to re-register a Volunteer online, however **All Volunteers must have completed the Adult Volunteer Consent form.**

Logged in as
 Area : Killeen ▼



community Online Registration !
endless possibilities

Change Password
Affiliation
Log Out

Drag and drop your volunteers onto your committee below.
Please note:

"Save" will save your affiliation form for you to return later to complete it.
"Submit" will submit you affiliation form to be approved - you will not be able to change it once it is submitted.

Available volunteers

Volunteers +

- David Hoysted
- Sean Hoysted
- Peter Hoysted
- Lucia Hoysted
- Alan Hoysted

Committee

- Secretary
-
- Chairperson
-
- Treasurer
-
- Childrens Officer and DLP
-
- Company Member
-
- Area Delegate to Committee
-
- PRO
-
- Games Director
-
- Development Officer
-

Recycling Bin

Drag volunteers here to remove them.



Save / Submit Committee

Area Info

Date of AGM

Total Population

Number of:

Participants

Volunteers

- The Company Member form **MUST** be downloaded and completed in full and retained by the Area Secretary. The person whose name is assigned to the position of Company Member has consented to become a member of the Community Games Company. ([Company Member Form](#))
- We Agree to abide by and adhere to all adopted Community Games Rules and Regulations, and to implement all Policies that National Community Games has in Place.

Errors and Warnings

▲ Error: The position of Secretary is mandatory to have.

▲ Error: The position of Chairperson is mandatory to have.

▲ Error: The position of Treasurer is mandatory to have.

Step 4. To add a Volunteer.

Select the + sign as highlighted below

Logged in as
 Area : Killeen ▼



community Online Registration !
endless possibilities

Change Password
Affiliation
Log Out

Drag and drop your volunteers onto your committee below.
Please note:

"Save" will save your affiliation form for you to return later to complete it.
"Submit" will submit you affiliation form to be approved - you will not be able to change it once it is submitted.

Available volunteers

Volunteers +

- David Hoysted
- Sean Hoysted
- Peter Hoysted
- Lucia Hoysted
- Alan Hoysted

Committee

- Secretary
- Chairperson
- Treasurer
- Childrens Officer and DLP
- Company Member
- Area Delegate to Committee
- PRO
- Games Director
- Development Officer

Recycling Bin

Drag volunteers here to remove them.



Save / Submit Committee

Area Info

Date of AGM:

Total Population:

Number of:

Participants:

Volunteers:

- The Company Member form MUST be downloaded and completed in full and retained by the Area Secretary. The person whose name is assigned to the position of Company Member has consented to become a member of the Community Games Company. [\(Company Member Form\)](#)
- We Agree to abide by and adhere to all adopted Community Games Rules and Regulations, and to implement all Policies that National Community Games has in Place.


Errors and Warnings

Error: The position of Secretary is mandatory to have.

Error: The position of Chairperson is mandatory to have.

Error: The position of Treasurer is mandatory to have.

The following POP UP Box appears.



Add Volunteer

Title

First Name

Surname

Phone

Email

Address

Please tick this box if this Volunteer has completed and returned to the Area Secretary the attached Adult Volunteer Consent form. The Adult Volunteer Consent form must be retained by the Area Secretary. (required)

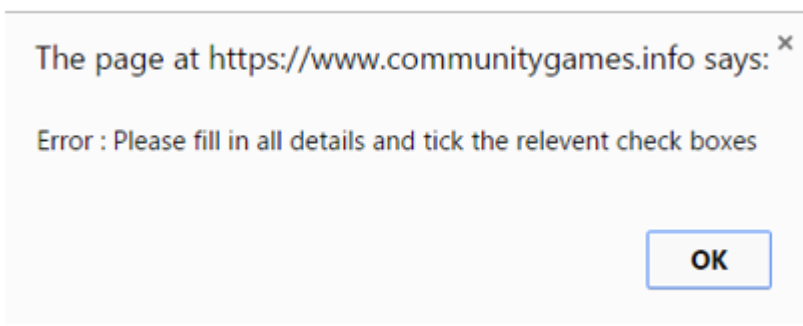
Please tick this box If this Volunteer does wish to receive future Correspondence / Updates, by email or SMS, from National Community Games or their Partners (optional)



Proceed to fill in all the fields for the Volunteer, there are 2 check boxes that need consideration. This information should be noted on the returned Adult Volunteer Consent form. Please check the boxes as indicated on the returned form.


If a Volunteer has no Email address – Please use the default area email address – for example (Testarea@communitygames.info)

Failure to select the Checkbox to acknowledge that the Volunteer has completed and returned to the Area Secretary the Adult Volunteer consent form, will lead to an error box appearing as follows – This specific checkbox is a required field.



Step5. Once all Volunteers have being registered – they shall appear as follows listed under Available Volunteers.

Logged in as
 Area : Killeen ▼


Online Registration !
community games endless possibilities

Change Password
Affiliation
Log Out

Drag and drop your volunteers onto your committee below.
Please note:

"Save" will save your affiliation form for you to return later to complete it.
"Submit" will submit you affiliation form to be approved - you will not be able to change it once it is submitted.

Available volunteers

Volunteers


- David Hoysted
- Sean Hoysted
- Peter Hoysted
- Lucia Hoysted
- Alan Hoysted

Committee

- Secretary
- Chairperson
- Treasurer
- Childrens Officer and DLP
- Company Member
- Area Delegate to Committee
- PRO
- Games Director
- Development Officer

Recycling Bin

Drag volunteers here to remove them.



Save / Submit Committee

Area Info

Date of AGM	10 Dec 2015
Total Population	0
Number of:	
Participants	0
Volunteers	0

- The Company Member form **MUST** be downloaded and completed in full and retained by the Area Secretary. The person whose name is assigned to the position of Company Member has consented to become a member of the Community Games Company. ([Company Member Form](#))
- We Agree to abide by and adhere to all adopted Community Games Rules and Regulations, and to implement all Policies that National Community Games has in Place.

Errors and Warnings

▲ Error: The position of Secretary is mandatory to have.

▲ Error: The position of Chairperson is mandatory to have.

▲ Error: The position of Treasurer is mandatory to have.



Step 6. To add a Volunteer to the Position he/she was elected to at the Area AGM, simply select the name and drag and drop the name onto the relevant Committee Position.

Step 7. The Positions of Chairperson, Secretary, and Treasurer must be separate persons (In other words a minimum of 3 people MUST form an Area Committee)

Step 8. Once all Positions have being filled, Please proceed to fill in the relevant Information concerning Date of AGM, Number Volunteers, participants etc.

Please ensure that the COMPANY member form has been downloaded, signed and completed in full by the person elected to this position at Area Level. This Check box must be ticked to acknowledge this has being completed. The Area Secretary must retain this Document for future reference.

The checkbox to acknowledge that the Committee agrees to abide and adhere to all adopted Community Games rules and Regulations as outlined in our policies is required to be checked.

Area Info	
Date of AGM	<input type="text" value="08 Dec 2015"/>
Total Population	<input type="text" value="0"/>
Number of:	
Participants	<input type="text" value="0"/>
Volunteers	<input type="text" value="0"/>
<input checked="" type="checkbox"/> The Company Member form MUST be downloaded and completed in full and retained by the Area Secretary. The person whose name is assigned to the position of Company Member has consented to become a member of the Community Games Company. (Company Member Form)	
<input checked="" type="checkbox"/> We Agree to abide by and adhere to all adopted Community Games Rules and Regulations, and to implement all Policies that National Community Games has in Place. Policies	

Step 9. Once all fields have being completed in full the following screen will appear.

Area Info	
Date of AGM	08 Dec 2016
Total Population	2000
Number of:	
Participants	331
Volunteers	23
<ul style="list-style-type: none"><input checked="" type="checkbox"/> The Company Member form MUST be downloaded and completed in full and retained by the Area Secretary. The person whose name is assigned to the position of Company Member has consented to become a member of the Community Games Company. (Company Member Form)<input checked="" type="checkbox"/> We Agree to abide by and adhere to all adopted Community Games Rules and Regulations, and to implement all Policies that National Community Games has in Place. Policies	

Errors and Warnings
<ul style="list-style-type: none"><input checked="" type="radio"/> There are no errors or warnings with the current committee.



Step 10 Proceed to submit the form to your County Committee for approval.

Step 11. Once Submit is selected the following screen will appear

Logged in as Area : Killeen ▼	 Online Registration !	
Change Password	Affiliation	Log Out
Your affiliation for the year 2016 is pending approval by your county secretary. View Affiliation Form		



This will allow you to view or print off the relevant Affiliation form as submitted.



National Community Games Affiliation 2016

County - Area: Longford - Killeen

First Name	Last Name	Address	Position	Phone	Email
David	Hoysted	123 The Heights Longford	Secretary	0860201495	dhoysted@communitygames.ie
Sean	Hoysted	123 The Heights Longford	Chairperson	0860201495	dhoysted@communitygames.ie
Lucia	Hoysted	123 The Heights Longford	Treasurer	0860201495	davidhoysted@gmail.com
Peter	Hoysted	123 The Heights Longford	Childrens Officer	0860201495	dhoysted@communitygames.ie
Lucia	Hoysted	123 The Heights Longford	Designated Person	0860201495	davidhoysted@gmail.com
Alan	Hoysted	123 The Heights Longford	Company Member	0860201495	dhoysted@communitygames.ie

We (the committee above) agree to abide by all adopted Community Games Rules and Regulations, and implement all Policies that National Community Games has in place.

Reference: 16

Current Date/Time: 8th Dec 2015 10:19

Submitted: 8th Dec 2015 10:19

Approved by County: Pending

Approved by National: Pending

AGM date: 8th Dec 2015

Population: 2000

Number of participants: 331

Number of volunteers: 23

Once the County Committee receives the Area Affiliation and approves it, the form is automatically submitted to National Community Games for approval.

On approval a notification email is automatically generated to both Area and County Secretaries.

For any issues – please contact helpdesk@communitygames.info