

## **COUNTY**

### **National 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](http://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](http://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](http://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.**

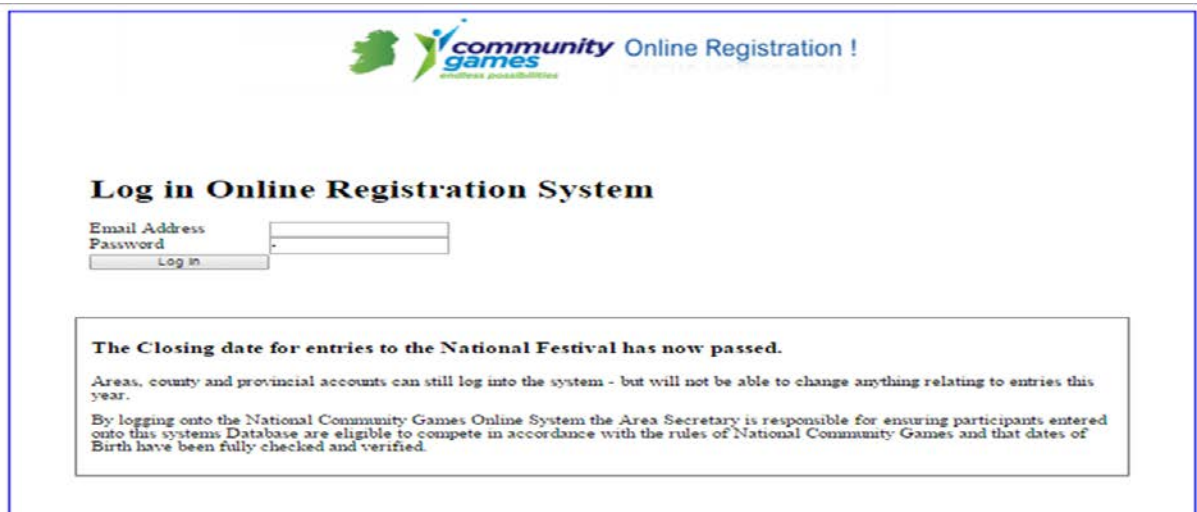
**Please note that the County affiliation must be approved by National Community Games first before Counties can commence approval of their Areas.**

## County Registration.

### Step 1.

Proceed online to [www.communitygames.info](http://www.communitygames.info)

The following screen will appear.




The screenshot shows the 'community games Online Registration!' page. At the top left is the logo featuring a green map of Ireland and a stylized figure. The text 'community games' is in blue and green, with 'Online Registration!' in blue. Below the logo is the heading 'Log in Online Registration System'. There are two input fields: 'Email Address' and 'Password', each with a small icon to its right. Below these fields is a 'Log in' button. A message box with a black border contains the following text: '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](mailto: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** 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 3. Once you have successfully logged on to the Online Registration System the following Screen will appear,**

Logged in as  
 County : Down ▼


**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

Manager

Appeals Chairperson

Appeals Committee

Development RTD Officer

PRO

Games Director

Youth Officer

Complaints and Disciplinary  
 Chairperson

Committee Members

#### Recycling Bin

Drag volunteers here to remove them.



#### Save / Submit Committee

#### County Info

Date of AGM	<input type="text" value="10 Dec 2015"/>
Total Population	<input type="text" value="0"/>
Number of: Participants	<input type="text" value="0"/>
Volunteers	<input type="text" value="0"/>

- Having being nominated by County, the person named for the position of NEAC Member has consented to become a member of the Community Games Company in accordance with the Articles and Memorandum of Association of Community Games 2014 - the NEAC Member form must be downloaded and completed in full and retained by the County Secretary. ([Company Member \(NEAC\) Form](#))
- The County Executive agree to affiliate to the appropriate Provincial Committee.
- 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

Step 4. As Areas register their Volunteers and Committees online, the Available Volunteer Section will populate with names.

The County Committee is formed from Area Committees. There is no function to add a Volunteer at County – this MUST be completed at Area Level.

As Areas form their Committees, The available names shall appear as highlighted below.

Logged in as  
Area : Killeen



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 your 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

Save Committee

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 5. Simply Drag and Drop names to the relevant positions on the County Affiliation form.

Step 6. Note for the Appeals Committee role – Multiple Names can be dragged and dropped onto that role.

The image shows a vertical list of roles on a form, each with a corresponding name in a blue box below it. The roles and names are: NEAC Delegate (Sean Hoysted), Appeals Chairperson (Sean Hoysted), Appeals Committee (David Hoysted, Sean Hoysted, Lucia Hoysted, Peter Hoysted), and Development RTD Officer (empty blue box).

NEAC Delegate	Sean Hoysted
Appeals Chairperson	Sean Hoysted
Appeals Committee	David Hoysted Sean Hoysted Lucia Hoysted Peter Hoysted
Development RTD Officer	

Step 7. Please acknowledge and check the 3 check boxes as follows and complete the County Info Boxes –

**County Info**

Date of AGM

Total Population

Number of:  
Participants


Volunteers

- Having being nominated by County, the person named for the position of NEAC Member has consented to become a member of the Community Games Company in accordance with the Articles and Memorandum of Association of Community Games 2014 - the NEAC Member form must be downloaded and completed in full and retained by the County Secretary. ([Company Member \(NEAC\) Form](#))
- The County Executive agree to affiliate to the appropriate Provincial Committee.
- 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.

Step 8. Once all conditions have been met, the form will highlight no errors and the County Form may be submitted to National Community Games for approval.

Once approved, the County may then view the Affiliation forms submitted by Areas and click to approve them to National.

Logged in as  
 County: Longford ▼



**community Online Registration !**  
endless possibilities

Change Password	Home	View Relays-squads	View Teams
View Individual	Mark Team Winners	Pick Team	Edit Event
View Participants	Approve Changes Team	Approve Changes Individual	Mark Individual Winners
Approve Affiliation	Create County Team	Log Out	

Affiliation Ref.	Area	County	Submitted	Approved By County	Approved By National	View
1	Granard	Longford		Not submitted		<a href="#">View Affiliation</a>
2		Down		Not submitted		<a href="#">View Affiliation</a>
3	AMG	Longford		Not submitted		<a href="#">View Affiliation</a>
4	Killeen	Longford	Submitted	<a href="#">Click to Approve</a>		<a href="#">View Affiliation</a>
6		Dublin		Not submitted		<a href="#">View Affiliation</a>

Step 9. National Community Games will only approve Area Affiliations and issue Insurance Certificates for 2016 once payment has being received.

For any assistance on Affiliations Online – Please contact [helpdesk@communitygames.info](mailto:helpdesk@communitygames.info)

