

Dunshaughlin & Royal Gaels Club Registration Guide

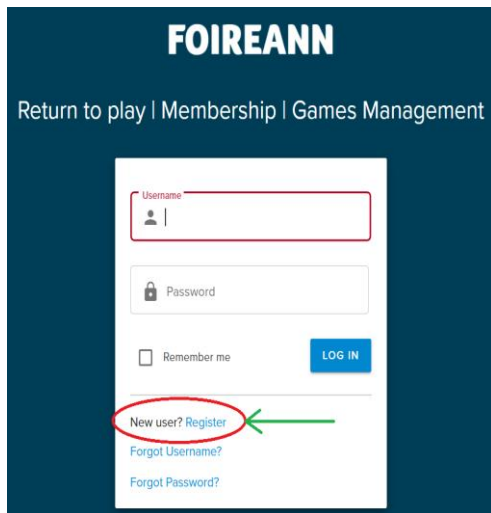


Go to www.foireann.ie. Use this guide to help create your account, add a family and complete registration.

Create a Foireann Account

Please complete the following steps to create a FOIREANN account for YOURSELF.

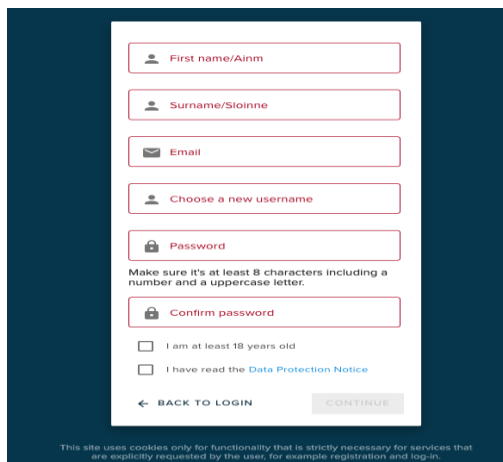
Navigate to the system - Foireann.ie and click on the register link.



Enter the relevant information into the required fields.

Usernames must be unique, therefore please choose another username to create your account if you receive an 'Invalid Username' error message.

This will bring you to the following screen



Enter the following

- First Name
- Surname
- Email
- Choose a username
- Password
- Confirm that you are over 18
- Confirm that you have read the Data Protection Notice (*see below*)

Click 'CONTINUE'

- I am at least 18 years old
- I have read the [Data Protection Notice](#)

← BACK TO LOGIN

CONTINUE

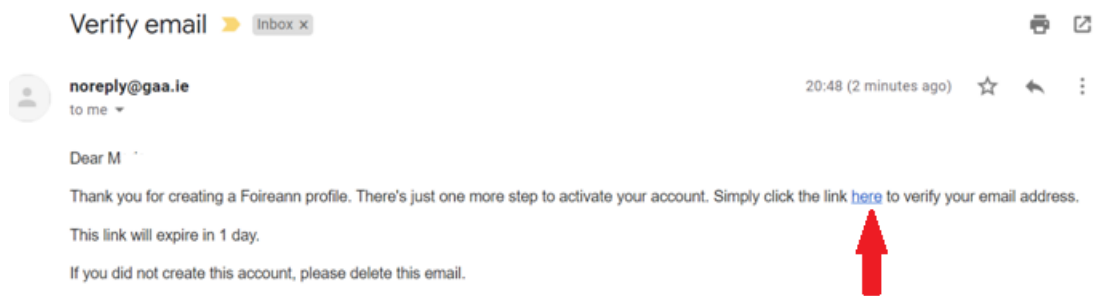
Verify your Email Address

Check your inbox and click on the link within the email.

Please check spam or junk mail folders if the email does not appear within your inbox.

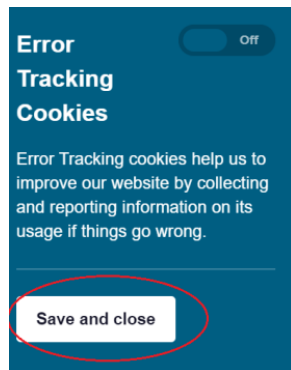
We would recommend that you use an email address that is personal to you and not one associated with, for example, a job, a voluntary role or a school or college position.

Sample of received email shown below. Click on the highlighted word as shown below by the arrow



Once you click on this link it will log you in and bring you to the Profile page of your FOIREANN account.

When you first login, there may be a message about 'Cookies'. Scroll to the bottom and click 'Save and Close'. If this does not appear, then you needn't worry about it

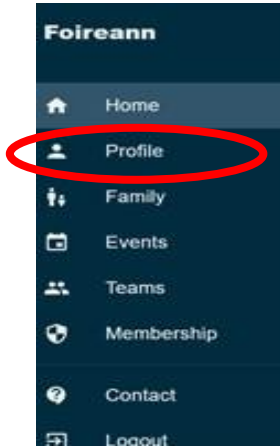


Complete your Profile

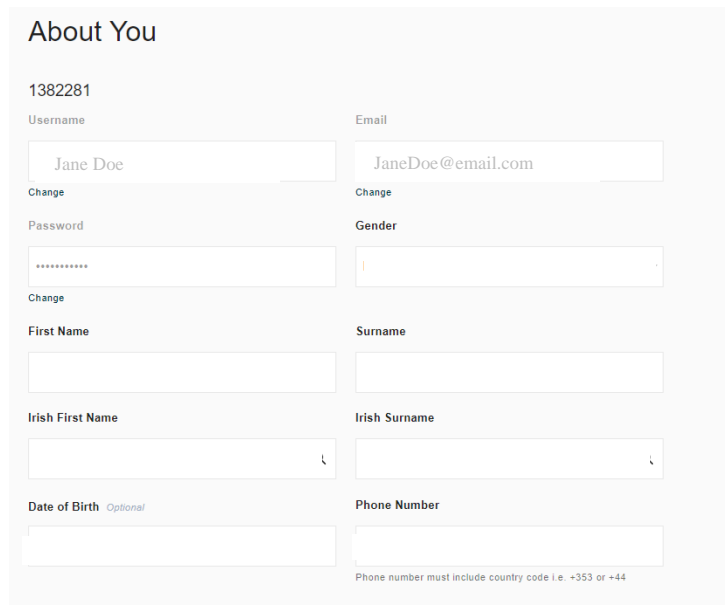
Enter the additional information into the mandatory fields.

To add your unit, i.e. your Club, School or College, you will need to select your Association (which is where you would select school or college etc. if required), County and Club from the dropdown options.

You can have multiple units listed in your profile (GAA, LGFA or Camogie; Home Club and School / College Club; Parent Club or Independent Team)



Select Profile and the following screen will appear

A screenshot of the 'About You' profile form. The form is light gray and contains the following fields:

- Username: 1382281
- Email: JaneDoe@email.com
- Password: [Redacted]
- Gender: [Dropdown menu]
- First Name: [Text input]
- Surname: [Text input]
- Irish First Name: [Text input]
- Irish Surname: [Text input]
- Date of Birth: [Text input, marked as Optional]
- Phone Number: [Text input]

Below the Phone Number field, there is a small note: "Phone number must include country code i.e. +353 or +44".

Your username, email and password should already be displayed.

Please fill in your First Name, Surname, DOB (This is especially important when filling in the profile of players as the system uses this to allocate you to a Team), Gender & Phone Number in the format +353812345678.

For Irish Name please click on the search icon once your first name / surname is filled in and it should give you a suggested name.

Address Line 1	Address Line 2 <i>Optional</i>
<input type="text"/>	<input type="text"/>
Town	Country
<input type="text" value="Drumree"/>	<input type="text"/>
County	Postcode/Eircode
<input type="text"/>	<input type="text"/>

Medical Information
Allergies, conditions, medication etc. which may impact on your health, welfare or behaviour while participating in our activities.

NONE YES

Fill in Address Line 1 , Line2 (Optional), Town, County, Country, Eircode

In the 'town' section in the address, put DUNSHAUGHLIN in capital letters - This will allow the club registrar to distinguish the account you have set up from the duplicate accounts. Registrar can then delete the duplicate accounts

Fill in Medical Information

Allergies, conditions, medication etc. which may impact on your health, welfare or behavior while participating in our activities. Select NONE/YES as appropriate. All medical information supplied will remain confidential and strictly only be used when required. This information is important for coaches to know so that they can look out for your child.

Photo & Communication Consent

Photo Consent
I am aware that my photograph or video image may be taken whilst attending or participating in games or activities connected with the Club and I consent to it being used by the Club for items like match programmes, year books, match reports, event reports or on the Club website or social media channels.
****Not applicable for LGFA Adult Players. For LGFA Adult Players, please see LGFA Membership Form by clicking [HERE](#) for further information****

No Yes

Club Communications
Please select this option to receive communications regarding Club activities including matches, training, notifications of meetings and / or the AGM, membership renewals, community announcements etc.

No Yes

Additional Club Communications
Please select this option to receive communications regarding Club Fundraising Activities including the club lotto, fundraising draws, social events, the club dinner dance, tickets and club merchandise.

No Yes

Tick Yes for allowing Photo / Club communication / Additional Club communication. This step is really important to ensure you are set up correctly & eliminate any duplications.

Your Club(s)

Please add the club(s) that you are associated with.

ADD CLUB

Association

GAA

County Board

Meath

Club search

Dunshaughlin & Royal Gaels


 Club Added 


Once you click save, you will be re-directed to the Foireann Home Page (See next page for further details).


Registering a Family


On the Home page – Click on ‘Family’ on the menu. Once on the Family page, Click on ‘**Add New Family**’.

Foireann

 Home

 Profile

 **Family**

 Events

 Teams

Family

 **ADD NEW FAMILY**

This section provides you with the functionality to manage your own, and your dependent's, interactions with your club(s). This includes receiving notifications from your club about training and matches, submitting health questionnaires, managing communication preferences and other membership related activities. You can add, remove, and edit family members below.

Enter a Name and Description for the Family. For our example we put the Surname in the Name and then use that name plus Family in the Description

Add New Family

Enter the name and description of this family

Name

Doe

Description

Doe Family

[CANCEL](#)

CONFIRM

Click Confirm when done.

You will then automatically be assigned as a Parent/Guardian of this new family.

Adding a Child to Family

To add your children to your profile, click on 'Add Child'

Doe [EDIT](#) [DELETE](#)

Doe Family

Parents / Guardians

Parents / Guardians within a family have the ability to manage the profiles of children within the group. They receive communications on behalf of those dependents and can respond on their behalf. Additional parents / guardians can be added by using the 'Invite Parent / Guardian' button.


👤 Jane Doe [EDIT](#)

[+ INVITE PARENT / GUARDIAN](#)

Children

This section is for children or dependents of the family. All of their interactions with their club / teams (i.e. membership / communications etc) can be managed by the Parents / Guardians.

No children to display

[+ ADD CHILD](#) 

Add your child's details (First Name and Surname) and click on Confirm.

Add Child

Enter the child's name

First Name

Surname

[CANCEL](#)

[CONFIRM](#)

Continue this process until all children have been added.

THE NEXT STEP IS VERY IMPORTANT!!!!

All children added will appear in your family profile. You now need to go in and Edit their details to add such things as Date of Birth, etc. This is very important as this will be used when assigning a team to them.

Parents / Guardians

Parents / Guardians within a family have the ability to manage the profiles of children within the group. They receive communications on behalf of those dependents and can respond on their behalf. Additional parents / guardians can be added by using the 'Invite Parent / Guardian' button.

Jane Doe

[EDIT](#)

[INVITE PARENT / GUARDIAN](#)

Children

This section is for children or dependents of the family. All of their interactions with their club / teams (i.e. membership / communications etc) can be managed by the Parents / Guardians.

John Doe

[EDIT](#)

[MOVE TO ADDITIONAL PEOPLE](#)

[REMOVE](#)

[ADD CHILD](#)



Profile

Gender

Please Select

First Name

John

Surname

Doe

Irish First Name

Eoin



Irish Surname

Irish Surname



Date of Birth

DD/MM/YYYY

Please fill in your First Name, Surname, DOB (This is especially important when filling in the profile of players as the system uses this to allocate you to a Team), Gender & Phone Number in the format +353812345678.

For Irish Name please click on the search icon once your first name / surname is filled in and it should give you a suggested name.

Address Line 1

Address Line 2 *Optional*

Town

Country

County

Postcode/Eircode

Medical Information

Allergies, conditions, medication etc. which may impact on your health, welfare or behaviour while participating in our activities.

[NONE](#) [YES](#)

Fill in Address Line 1, Line2 (Optional), Town, County, Country, Eircode

In the 'town' section in the address, put DUNSHAUGHLIN in capital letters - This will allow the club registrar to distinguish the account you have set up from the duplicate accounts. Registrar can then delete the duplicate accounts

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No Yes

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No Yes

Tick Yes for allowing Photo / Club communication / Additional Club communication. This step is really important to ensure you are set up correctly & eliminate any duplications.

Make sure that the club is correct.

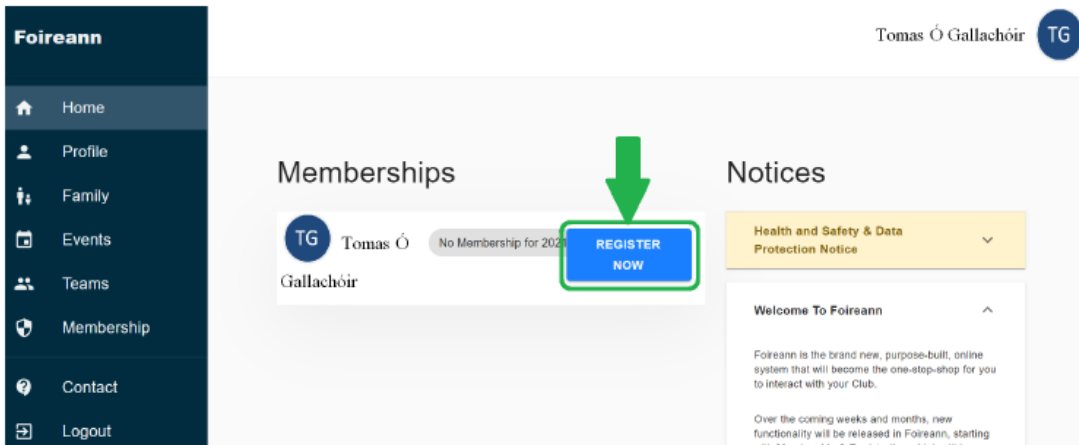
Click on SAVE.

You will get a message 'user Profile Successfully updated'.

Repeat Add Child for any additional children

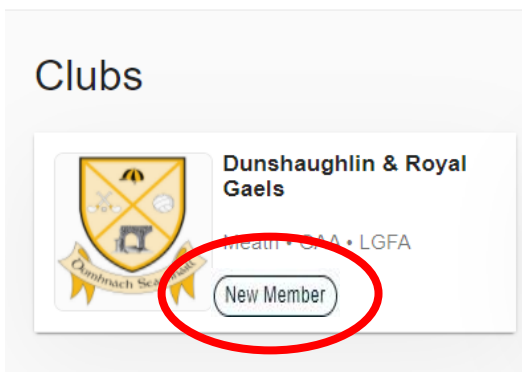
Registering Membership

Your Home Page will look like this (Sample Membership profile for Tomas Ó Gallachóir):



To register as a member of the club, simply click on 'REGISTER NOW' as shown above. This will bring you to the following page (shown below):

Membership



Select "New Member" under Dunshaughlin & Royal Gaels, as shown above.

A list of all available memberships within the Club will now be shown. For this example we are showing you how to register a membership for the Nursery Group only.

Please select the correct membership that suits your needs at this point.

MEMBERSHIP OPTIONS

Type

Adult, Youth, Family

Adult Player 2022 season Full Adult Playing Membership 1 x Adult 0 x Youth Card, Instalments REGISTER EUR 175.00	Adult player LGFA 2022 season Full Adult Playing Membership LGFA 1 x Adult 0 x Youth Card, Instalments REGISTER EUR 175.00	Adult Player (Non 1st/2nd team) 2022 season Adult Playing Member - non 1st/2nd team 1 x Adult 0 x Youth Card, Instalments REGISTER EUR 130.00
Adult Student Player 2022 season Adult Student/Apprentice Membership 1 x Adult 0 x Youth Card, Instalments REGISTER EUR 130.00	Adult Student Player LGFA 2022 season Adult Student/Apprentice Player LGFA 1 x Adult 0 x Youth Card, Instalments REGISTER EUR 130.00	Family 1 Adult + 1 Child 2022 season Family 1 (Non Playing) Adult + 1 Child 1 x Adult 1 x Youth Card, Instalments REGISTER EUR 170.00
Family 1 Adult + 2 Children 2022 season Family 1 (Non Playing) Adult + 2 Children	Family 1 Adult + more than 2 children 2022 season Family 1 (Non Playing) Adult + more than 2 children	Family 2 Adults + 1 Child 2022 season 2 (Non-Playing) Adults and 1 Child (Under 18)

Scroll down to Juvenile Player / Nursery Group and select "REGISTER"

Juvenile Player
2022 season
Nursery Group
0 x Adult
1 x Youth
Card
REGISTER
EUR 50.00

The following screen should appear

Juvenile Player

2022 Season

€50.00

1 Add Members

2 Confirm Details

3 Payment

Tip: If you can register more than one person in this membership option, the members of your family will appear in the dropdown menus below
If the person you wish to register does not appear you can add them in **YOUR FAMILY**

Add Youth Members to this Membership Option

A Youth membership option is required for any person who is 17 years of age or younger on the 1st of January of the season you are purchasing for

Youth 1

Please Select

 GAA

Youth

PLAYER

Under "Youth 1" select the person within "Your Family" that you want to register for this membership.

Add Youth Members to this Membership Option

A Youth membership option is required for any person who is 17 years of age or younger on the 1st of January of the season you are purchasing for

Youth 1

John Doe

 GAA

Youth

PLAYER

CONTINUE

Select continue

The next screen will ask you to confirm details for the selected person – ensure you select the tick mark for agreement to the Code of Conduct for the club – the continue button will not become active until this is done!!

Membership

✓ Add Members

✓ Confirm Details

Youth 1 - Confirm Details for **John Doe**

[EDIT PROFILE](#)

Name

Date of Birth

Gender

Address

Medical Details

Consent Details

Code of Conduct

I have read and agree to the code of Conduct on behalf of **John Doe**

[View Code of Conduct](#)

[BACK](#)

CONTINUE


Select continue

Membership

Juvenile Player
2022 Season

✓ Add Members

Payment Options



Pay With Card
Complete your payment via Stripe

PAY NOW

BACK

Select "Pay Now" and "Confirm" on the next pop up screen

Pay membership online

Members Included in this registration:

John Doe


You are choosing to pay for this membership option online. You will be redirected to Stripe when you click confirm

CANCEL **CONFIRM**

Enter your email & card details. Press "Pay" to complete payment.

← Dunshaughlin & Royal Gaels

Juvenile Player
€50.00
Dunshaughlin & Royal Gaels Membership for John Doe







Powered by **stripe** | [Terms](#) | [Privacy](#)


Google Pay

Or pay with card

Email

Card information

1234 1234 1234 1234    

MM / YY CVC 

Name on card

Country or region

Ireland

Save my info for secure 1-click checkout
Pay faster on Dunshaughlin & Royal Gaels and thousands of sites.

Pay