Gaisce's Online System – Participants

Participants will mainly use the system to register as a participant, log activities and pay registration fees. They can also choose to fill in an online diary.

Registration & logging activities

- Go to www.gaisce.ie
- Click ''Get Involved/StartYourGaisceJourney', choose either the Bronze, Silver or Gold Award page and then 'How To Register'
- Create your own username and password (and keep a record of them☺).
- Enter your personal details - name, date of birth, address etc…
- You will then be asked about your Gaisce history and to identify your school/club/group and your PAL.
- List your activites for each challenge area and a starting date for your activities. Only activities completed after your registration date will be counted; for example, if you register on 1st September 2017, the earliest 'start date' for any activity will be the 1st September 2017.
- You will see a list of your details which you can save or edit
- You will then be asked to pay the registration fees.

Paying Registration Fees

- You have an option to pay using a credit/debit card or pay through your PAL.
- If you are paying the fees yourself, choosing to pay with a credit/debit card will bring you to a screen where you will be asked for your card details.
- After registering, you have 30 days to pay fees. After 30 days, if the fees are not paid, you will not be able to access your details until fees are paid.

Please note:

- To log in after you've registered, go to www.gaisce.ie/login. The Log In button is at the top right of the homepage. Type in your username and password.
- If participants need to change activities online, your PAL will have to change them.

Online Diary Entries (Optional)

Participants can choose to create an online diary to record activities. This can be a useful way of keeping track of progress and it's a good way to keep your PAL up-to-date. To create an online diary entry:

- Log into your account and you will see the following page

- Click on 'New Diary Entry under the 'Action' options on right', choose an activity and add in details.

Gaisce's Online System – PALs

PALs will mainly use the online system to activate, pay and approve participants for awards.

Accessing the online system
- Go to www.gaisce.ie/login.
- Enter the username and password that Gaisce emailed you (check your Spam account if you can't find details, call 01 6171999 if you need new details).
- After logging in, you will then see your 'PAL dashboard' where your participants are listed and the main menu is displayed on a blue bar towards the top of the page.

Activating Participants
When participants choose you as their PAL, they will appear on your dashboard as a new application and PALs need to be activate them. Participants are not covered by Gaisce's insurance until they are activated and have paid their fees.
- Participants waiting to be activated are displayed in the middle panel.
- To activate, click the 'Activate' button to the right hand side of their information. A pop up window will appear, asking you to confirm activation. Click OK.
- Once activated, participants will no longer appear on your dashboard. To view active participants, choose 'Manage Applications from the main menu and click 'Active Applications' options in the Actions menu on the right hand side.

Approving Participants
When a participant has paid their registration fee, completed all activities and provided their PAL with a completed Record Sheet, the participant can be approved for an award.

- Click 'Active Applications' in the Actions menu.
- Hover over a participant's name and click 'Standard Achieved – Approve'.
- The completion process screen will appear.
- To submit the date of a certification, click the grey box and a calendar will appear – select the date. PALs can choose a specific future date if the participant is attending a ceremony, or they can just choose the date they are approving them.
- Click 'Send to Gaisce'. Gaisce will then process participants.

Paying for Participants
PALs can choose to pay for a group or participants can pay individually. PALs can request an invoice for all participants from the online system - payment can be made by credit/debit card, cheque or money order.

To create a group invoice:
- In 'Application Summary' on right hand side, click 'Unpaid applications'.
- Select the participants to be paid by using the boxes to the left of their names.
- To select all participants in a list, click the box in the top header row. Hover over 'Menu' in the header row, and click either 'Invoice Selected Unpaid Apps' or 'Invoice All Unpaid Apps'. If a group invoice is being created, participants for whom parental consent has not been ticked will not appear on the invoice.
- The next screen asks for a Purchase Order number. If not applicable, click 'Continue to Create Invoice'.
- This will then create an invoice which will allow the option to pay by cheque or money order, or to pay directly by credit or debit card online. To pay by card this will direct to the Gaisce online payment system, to input credit or debit card details.

To create an individual invoice:
- Click into the application itself from the 'Manage Applications' page. From the application details, an option on the right to create invoice/pay now is available.