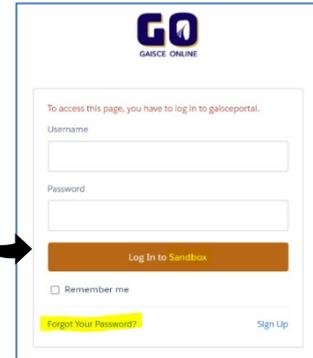


## Accessing the GO system

- Visit Gaisce.ie and click GO LOGIN FOR PALS: 
- Enter your username and password.
- Your username is the email address you used during PAL registration.
- If you cannot recall your password, use the *Forgot Your Password* button on the login page to reset your password.



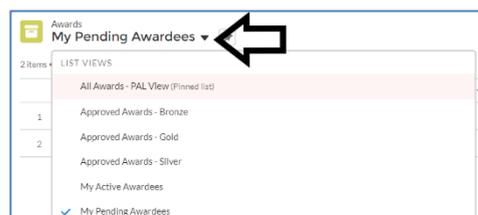
- On the new PAL Portal, you will be presented with a navigation menu bar for you to manage your participants.



- From here the PAL can move awards from Pending to Active and mark that parental consent has been achieved for the award.

## Activating Participants

- Participants and their Awards can be viewed by selecting the "Awards" Tab in the navigation menu bar of the portal.
- When participants select you as their PAL, they will appear as "Pending" and you need to activate them by selecting 'My Pending Awardees' from the drop down list.



- PALs can activate an individual or multiple participants at once.
- When activating a participant, the PAL is also confirming that parental consent has been given for the participant to take part in the Gaisce programme if they are **17 or under**.

- Tick the box 'Accepted and Parental Approved' by double clicking on it.



<input type="checkbox"/>	Award Name ↑	Accepted and Parental Approved	Unique ID	Award Status
1	<input type="checkbox"/> Little Niall - Bronze	<input type="checkbox"/>	100022	Pending
2	<input type="checkbox"/> Maureen O'Hara - Silver	<input type="checkbox"/>	100152	Pending

- Scroll down to the end of the page and click **Save!**

- PALs can choose to pay on behalf of their participants or instruct their participants to pay directly when registering online for their award.
- Improved feature - PALs now have access to the participants Unique ID - this ID is included in the confirmation email participants receive on award registration. This Unique ID (and participant email address) is required when participants are prompted to add or update their diary entries

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### *Paying for Participants- Notes*

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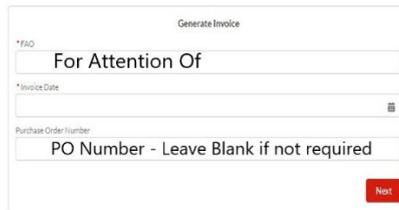
- PALs/GAPs can choose to pay on behalf of their participants or instruct their participants to pay directly when registering online for their award.
- If PALs choose to pay for their participants, an invoice must be created when all participants have registered. Payments are required within 30 days of registration. Note, if a payment is not received within 30 days, participant's access to diary entries will be restricted until payment is received. Note, only participants in the paid status are covered under Gaisce's insurance.
- If your Gaisce Award Partner (GAP) wishes to send a cheque or postal order, please make payable to Gaisce - The President's Award and post to Gaisce - The President's Award, Ratra House, North Road, D08 YD62. An invoice number must be presented on all EFT, cheque, and postal order payments.
- Please avoid sending cash in the post.

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### *How to create an Invoice*

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- Select the "Invoices" Tab in the navigation menu bar.
- In this Tab, you will see your previous invoices, or you can create a new invoice.
- To view details of a previous invoice, click on the appropriate invoice number.
- New invoices can be created by using the invoice creation wizard. Purchase Order (PO) Numbers - please note some award partners may be required to request a PO number before an invoice can be created. You have the option to include your own PO number.



Generate Invoice

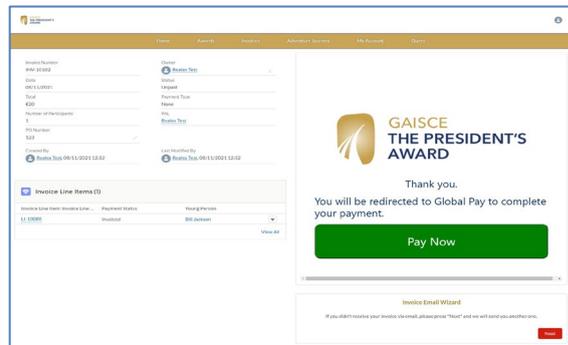
\*FAO: For Attention Of

\*Invoice Date

Purchase Order Number: PO Number - Leave Blank if not required

Next

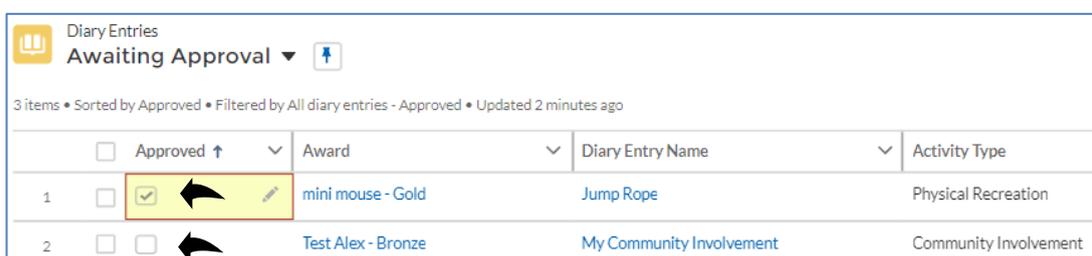
- Once the initial details have been entered, you will be prompted to select the award(s) that you would like to include on the invoice. One or more can be selected.
- Choosing 'next' will create the invoice and display a success message - at this point you will receive a copy of invoice to your email, which you can choose to forward to your finance department for payment.
- To pay online by card first select an invoice. Upon selecting an invoice the payment wizard will be displayed.



- Click 'Pay Now' and enter card details. Please be aware that due to new security regulations (SCA - Secure Card Authentication) the cardholder may need to be present to authorise the card payment. Once payment has been processed the invoice and associated awards will be marked as "Paid".
- The PAL will receive an email receipt for all invoices paid.

## Approving Participants Diary Entries

- The 'Diary Entries' Tab is where you can see your participants entries if they have any.
- Some PALs request that participants use the diary entries function as part of their Gaisce award journey.
- Diary Entries are optional.
- Click on the "Diary Entry Name" to read individual entries.
- PALs can review or approve an individual or bulk entry by choosing the Awaiting Approval list
- Scroll down to the end of the page and click **Save**



Diary Entries

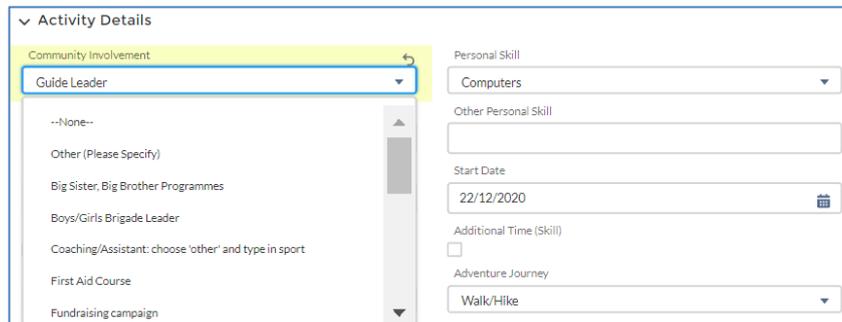
Awaiting Approval

3 items • Sorted by Approved • Filtered by All diary entries - Approved • Updated 2 minutes ago

	Approved ↑	Award	Diary Entry Name	Activity Type
1	<input checked="" type="checkbox"/>	mini mouse - Gold	Jump Rope	Physical Recreation
2	<input type="checkbox"/>	Test Alex - Bronze	My Community Involvement	Community Involvement

## Changing a Participants Activities

- Click the Awards Tab, then choose the 'award name' of the participants whose activities you wish to change.
- Scroll down to the 'activity detail' section and click the pencil icon beside the activity to be changed and choose from the drop-down list and then click **Save**



## Adventure Journey - Notes

- This survey must be filled before you can approve your participants for their award.
- You must complete only 1 survey per Gaisce Award group, not for each individual Gaisce Participant. For example, if you have a Bronze group and a Silver group, you will be required to complete two surveys.
- PALs can create an Adventure Journey and assign participants using the Adventure Journey Tab, on the navigation menu bar.
- To start a new Adventure Journey survey, press the "New" button.
- Give the Adventure Journey a name that is easy to identify e.g. 'GAP, Award Level, YEAR'
- Fill in the remaining survey details and click **Save**.
- To add participants to the Adventure Journey, click on the "Awards" Tab. Check the boxes beside the Award Name of the participants you wish to add. Click on the Adventure Journey column and select the Adventure Journey you wish to add the participants to.
- Check the box 'Update [x] selected items'
- Click **Apply**, then **Save**

10	<input checked="" type="checkbox"/>	Alex Participant - Bronze	Paid	Alex Participant	Active
11	<input checked="" type="checkbox"/>	LPlace Pal - Bronze	Paid	LPlace Pal	Active
12	<input checked="" type="checkbox"/>	Test Alex - Bronze	Paid	Test Alex	Active
13	<input type="checkbox"/>	Little Niall - Bronze		Alex PAL	Pending

Gold Journey January 2022

Update 0 selected items

## Notes on Approving your Participants

In order to approve an award, all participants must be in the paid status, have completed all activities, provided evidence to the PAL that activities have been achieved, i.e. completed record sheets and lastly been added to an Adventure Journey survey.

- Where possible please approve participants in bulk to ensure that awards are distributed at the same time.
- Please allow 10 working days from approving awards to receiving medals, particularly around busy completion periods.
- Our award packages are clearly marked with 'Awards Inside', please ensure they are kept secure on delivery to your Award Partner.

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## How to Approve your Participants

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- Click the 'Awards' Tab.
- Change the participants Award Status from 'Active' to 'Approved'
- To 'bulk' approve participants tick the boxes beside the Award Name, then click the Award Status from Active to Approved and tick 'update [x] selected items' and click **Apply**

10	<input checked="" type="checkbox"/>	Test Alex - Bronze	Paid	Test Alex	Approved <input checked="" type="checkbox"/> Update 3 selected items <input type="button" value="Cancel"/> <input type="button" value="Apply"/>
11	<input checked="" type="checkbox"/>	LPlace Pal - Bronze		LPlace Pal	
12	<input checked="" type="checkbox"/>	Alex Participant - Bronze		Alex Participant	

- Note, If you run into any error messages please check that all of the participants you are attempting to approve are Paid and have been added to an Adventure Journey as the system will not allow you to approve if these conditions are not met.

### 'My Account'

- Here you can change your Marketing/Event/Communication preferences and update your email or telephone number