

Registering for OSCAR – A step-by-step guide

All applications have to be made online using the OSCAR system.

Each club must register by no later than **5pm on 5th October 2018**.

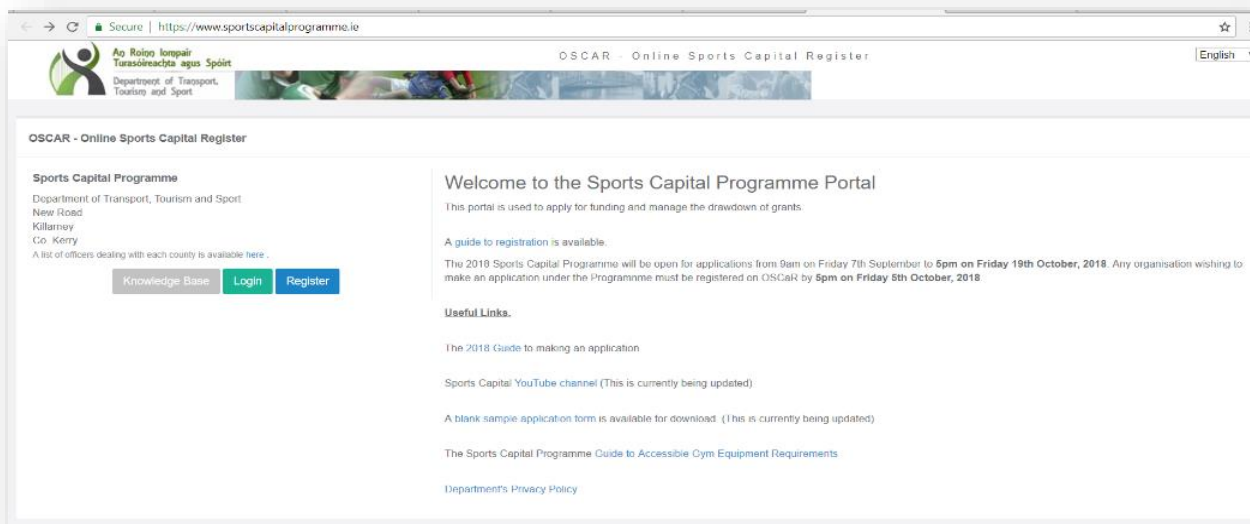
A Tax Registration Number (TRN) is required for all organisations wishing to register on OSCAR. The TRN is the unique identifier for each organisation and will be your user name for logging into the system. It is not permitted to use the TRN of a national governing body, regional grouping or of a different organisation. *If the organisation already has a tax clearance certificate, the TRN is in the top left hand corner of the certificate.*

If your organisation needs to apply for a tax registration number, you should complete the TR1 form for non-profit making organisations and return to the appropriate Revenue office. The TR1 form can be accessed by clicking on the following link: <https://www.revenue.ie/en/starting-a-business/documents/reg-form-voluntary-non-profit-org.pdf> . It should take around 10 working days to get confirmation of the TRN.

Once you have your TRN you can register for OSCAR.

To register for OSCAR, please go to: www.sportscapitalprogramme.ie

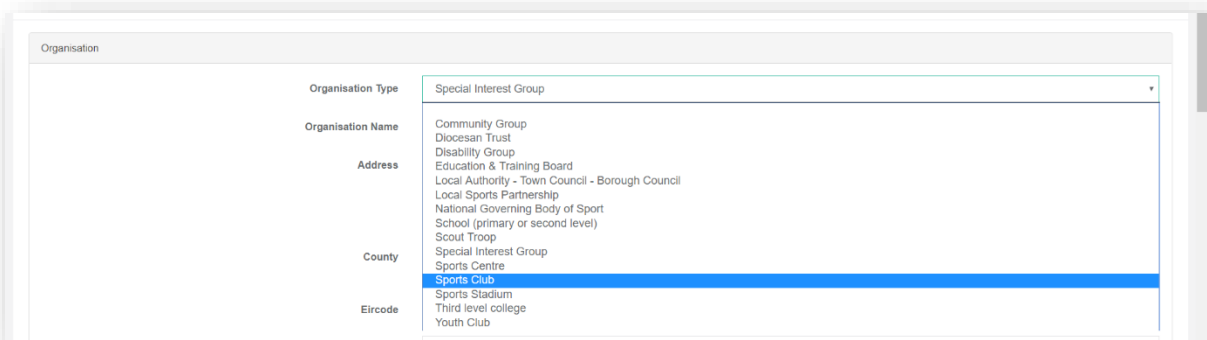
Click on the blue icon 'REGISTER' as shown in the image below.



The application form is a single page that captures basic information about the organisation, login information and details of the primary contact for the organisation.

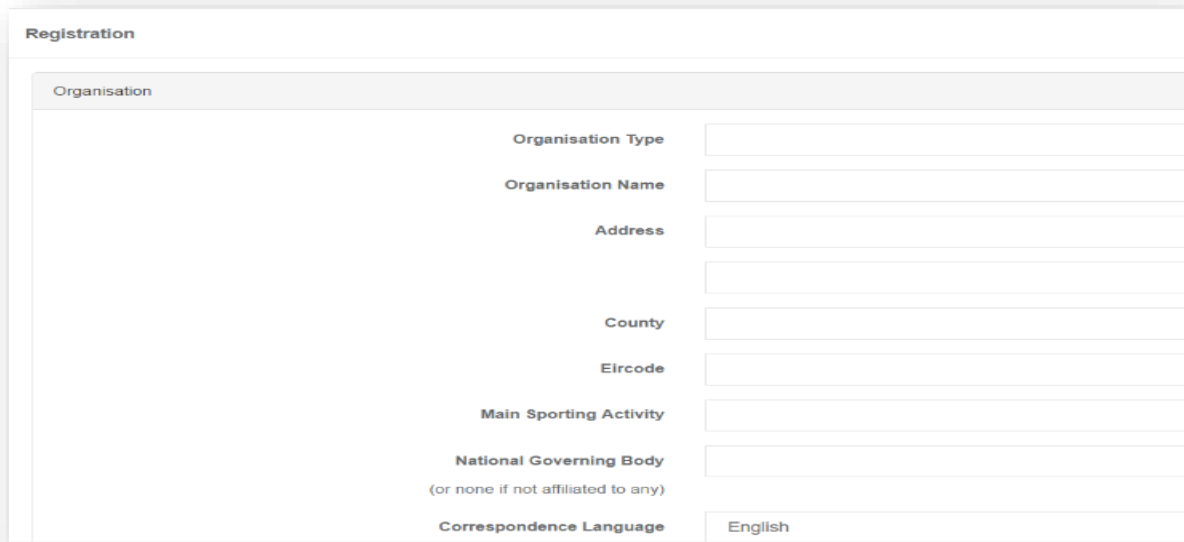
You will then be taken to the registration form. A step by step guide to complete the registration form is set out below.

1. **Organisation type:** please select your organisation type from the drop down box. The organisation type represents the main purpose of your organisation. Please select 'sports club' as your organisation type.



The screenshot shows a form titled 'Organisation' with a dropdown menu open. The dropdown menu lists various organisation types, with 'Sports Club' highlighted in blue. The list includes: Community Group, Diocesan Trust, Disability Group, Education & Training Board, Local Authority - Town Council - Borough Council, Local Sports Partnership, National Governing Body of Sport, School (primary or second level), Scout Troop, Special Interest Group, Sports Centre, Sports Club, Sports Stadium, Third level college, and Youth Club.

2. **Organisation name:** please insert your organisation name. The organisation name must be the same as the name that appears on your Tax Clearance Certificate or letter from Revenue.

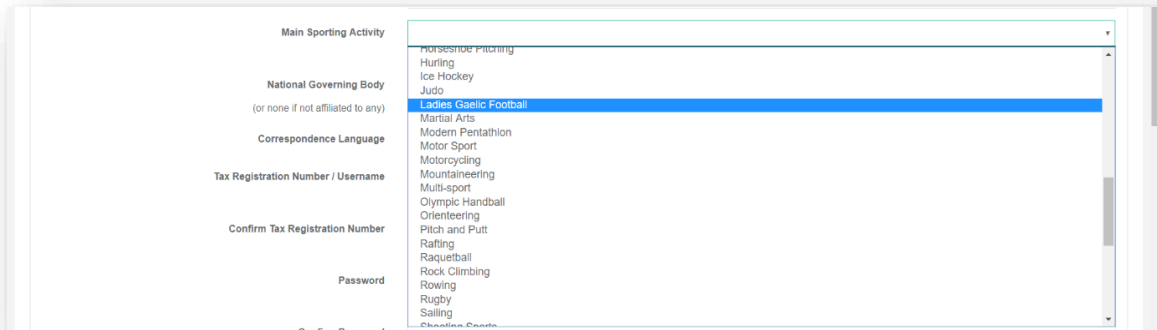


The screenshot shows a form titled 'Registration' with a section for 'Organisation'. The form contains the following fields:

- Organisation Type
- Organisation Name
- Address
- County
- Eircode
- Main Sporting Activity
- National Governing Body (or none if not affiliated to any)
- Correspondence Language (set to English)

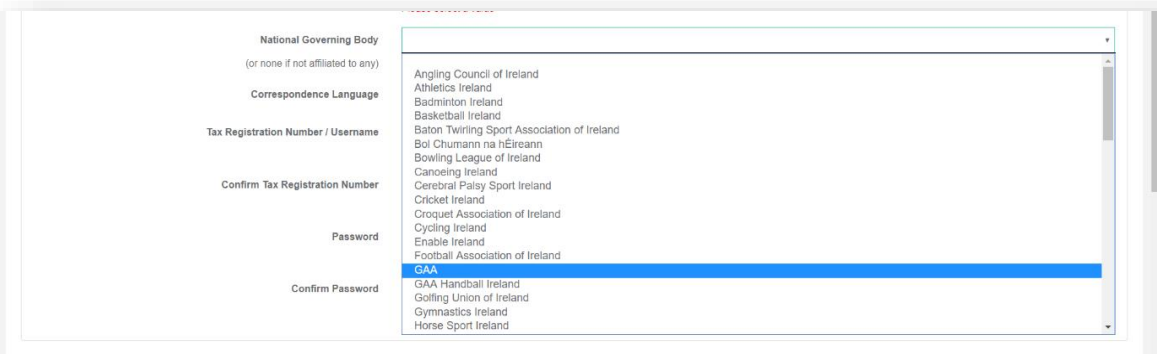
3. **Address:** The address should be the primary address of the organisation. At least one line of an address and a county are mandatory. The Eircode is not mandatory

4. **Main sporting activity:** Please select the main sporting activity of your organisation. You should scroll down the drop down box and select 'Ladies Gaelic Football' as shown below.



The screenshot shows a registration form with a dropdown menu for 'Main Sporting Activity'. The dropdown is open, displaying a list of sports. 'Ladies Gaelic Football' is highlighted in blue. Other visible options include Hurling, Ice Hockey, Judo, Martial Arts, Modern Pentathlon, Motor Sport, Motorcycling, Mountaineering, Multi-sport, Olympic Handball, Orienteering, Pitch and Putt, Rafting, Raquetball, Rock Climbing, Rowing, Rugby, Sailing, and Snooker.

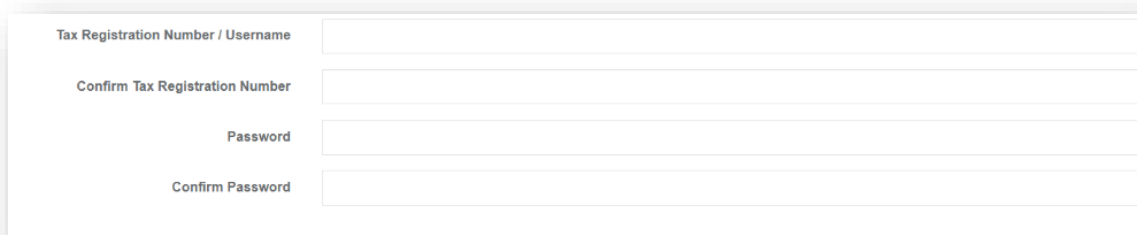
5. **National Governing body:** From the drop down box select 'GAA' as the national governing body as shown below.



The screenshot shows a registration form with a dropdown menu for 'National Governing Body'. The dropdown is open, displaying a list of governing bodies. 'GAA' is highlighted in blue. Other visible options include Angling Council of Ireland, Athletics Ireland, Badminton Ireland, Basketball Ireland, Baton Twirling Sport Association of Ireland, Bol Chumann na hEireann, Bowling League of Ireland, Canoeing Ireland, Cerebral Palsy Sport Ireland, Cricket Ireland, Croquet Association of Ireland, Cycling Ireland, Enable Ireland, Football Association of Ireland, GAA, GAA Handball Ireland, Golfing Union of Ireland, Gymnastics Ireland, and Horse Sport Ireland.

6. **Correspondence language:** You may choose to deal with the Department through the Irish or English language. All subsequent correspondence will be in your chosen language.

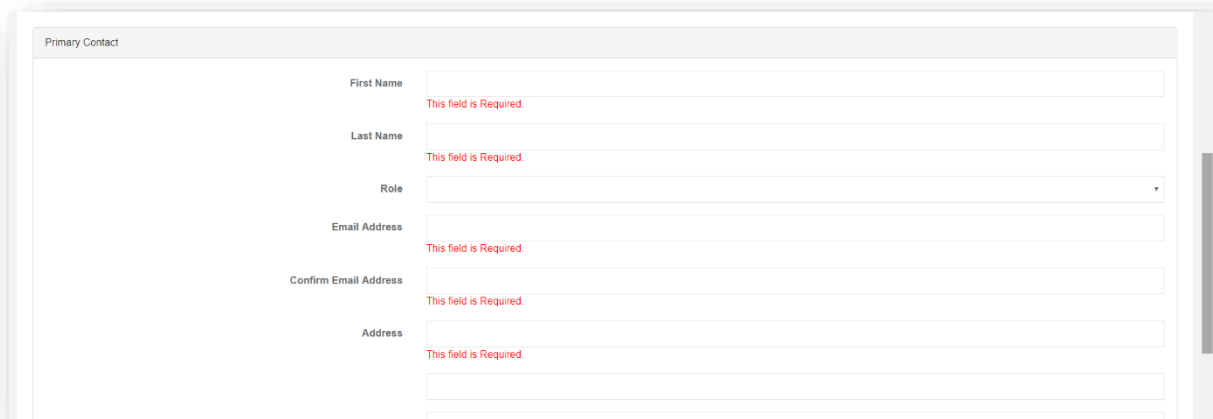
7. **Tax registration number:** please insert your organisation's Tax Registration Number (TRN). This will be the login name to this site once the registration is approved.



The screenshot shows four input fields for registration information:

- Tax Registration Number / Username
- Confirm Tax Registration Number
- Password
- Confirm Password

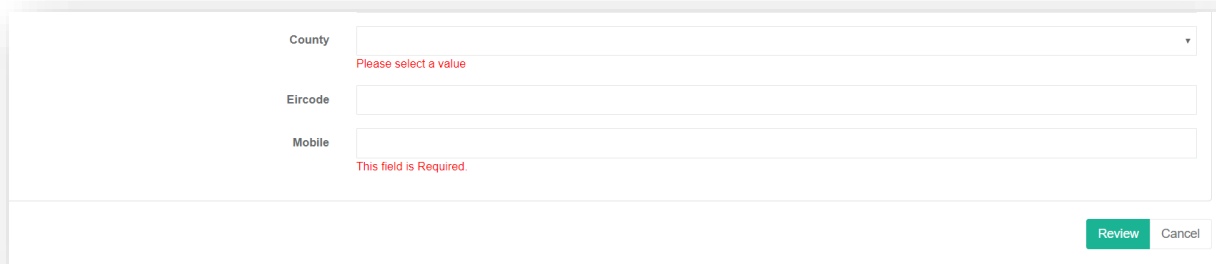
8. **Password:** The password must be at least 8 characters long. Please keep your password somewhere safe.
9. **Primary contact details:** Enter the details of the person who will be the primary contact for the organisation including their name, role within the organisation, email address and correspondence address.



The screenshot shows a form titled "Primary Contact" with the following fields and error messages:

- First Name:** This field is Required.
- Last Name:** This field is Required.
- Role:** A dropdown menu.
- Email Address:** This field is Required.
- Confirm Email Address:** This field is Required.
- Address:** This field is Required.

10. **Role:** Please select the most appropriate role from the drop down box that best fits your position within your organisation.
11. **Mobile number:** A mobile number is also required and will be used to verify the application for registration and any changes to the contact or organisation details. You cannot register using a landline as these numbers cannot receive the verification number by text. The Department will only deal with the primary contact and all correspondence from the Department will be by email.



The screenshot shows the bottom part of the registration form with the following fields and error messages:

- County:** Please select a value.
- Eircode:**
- Mobile:** This field is Required.

At the bottom right, there are two buttons: "Review" (in a green box) and "Cancel".

Once you have checked the information is accurate you should click '**Review**' (bottom right hand corner of the registration page as shown above). If you have not provided all of the required information and you click the Review button you will get a reminder that certain fields must be filled out. You cannot proceed with your registration until the required fields have been completed.

Once all the information has been reviewed and corrected click '**Submit**'.

Confirmation PIN

A 6 digit PIN number will be sent to the mobile phone number you entered on the registration form. You will be asked to enter this Pin to complete the application for registration.

Confirmation of registration

The Department will check your registration and either confirm the registration by email or will email you if anything else is needed. The Department would hope to complete this process within 5 working days. **You cannot login to the system until registration is confirmed.**

If you do not hear from the Department after 5 working days or if you do not receive an email confirming the application for registration please contact the Department by email: SportsCapitalProgrammes@dttas.ie.

If you forget your password you can click the forgotten password button (available after you have clicked Login). You must have the registered mobile to hand in order to confirm your new password.

Once your organisation's registration is confirmed you can log in and start your sports Capital Programme applications.

If you require any further information on registering, there is additional information available, as listed below:

- YouTube channel video: <https://www.youtube.com/watch?v=LDL-L2I5JXQ&t=8s>
- frequently asked questions on all aspects of the programme www.sportscapitalprogramme.ie
- Email: SportsCapitalProgrammes@dttas.ie