

Guide on registration process for SCEP

Have you registered for OSCAR before for your club/organisation?

Yes

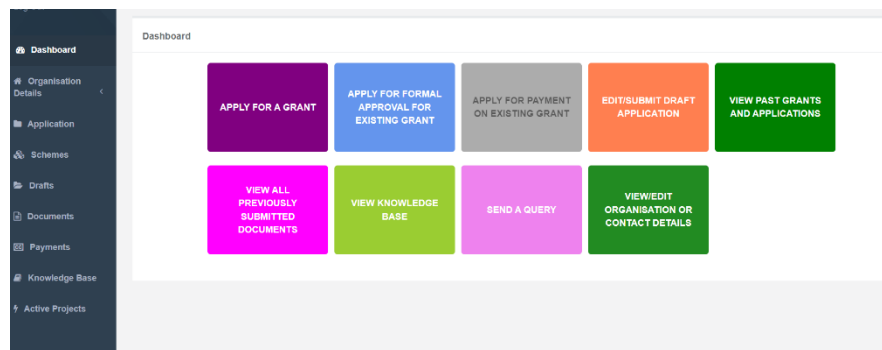


Visit <https://www.sportscapitalprogramme.ie/>

Enter your username – Your username is your Tax Registration number. This is a unique ID for all organisations and you should use this as your username

If you do not have one, please visit <https://www.revenue.ie/en/starting-a-business/documents/reg-form-voluntary-non-profit-org.pdf>

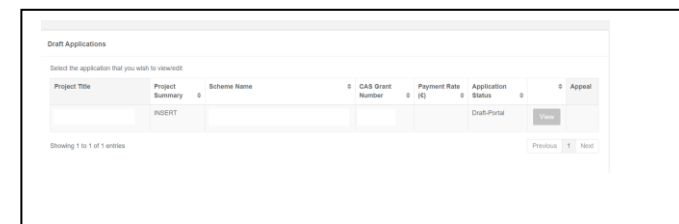
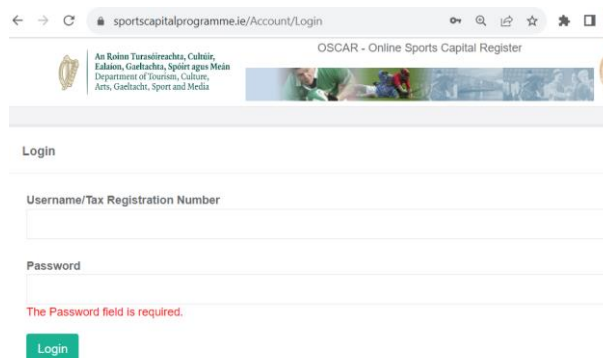
This allows you set setup a TRN for your organisation (it takes around 10 days for approval)



Upon log in you should be able to see the OSCAR dashboard, which allows you to look at past applications, update organizational details and start to make a new application.



Use your TRN and enter your saved password. There is a forgotten password option, this will be sent to the email address associated with the account (treasurer/secretary etc..)



You should be able to save your application and return to it via the 'draft application' function and this allows you to come back and edit the application as and when you want before the deadline on 8th September.



Guide on registration process for SCEP



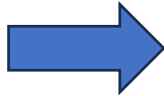
Have you registered for OSCAR before for your club/organisation?

NB

[CLICK](#)

A list of organisations registered to OSCAR is in this PDF

NO



There are 13 initial fields to complete and each of these need populated to register an account.

Organisation

Organisation Type	<input type="text"/>
Organisation Name	<input type="text"/>
Enter the Eircode or Address to auto populate	<input type="text"/> <input type="button" value="Search"/>
Address	<input type="text"/>
County	<input type="text"/>
Eircode	<input type="text"/>
Main Sporting Activity	<input type="text"/>
National Governing Body (or none if not affiliated to any)	<input type="text"/>
Correspondence Language	<input type="text" value="English"/>
Tax Registration Number / Username	<input type="text"/>
Confirm Tax Registration Number	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>

This drop down enables you to select your organisation type (ie... sports clubs)

Enter your Eircode and this should auto-populate.

Select the most prevalent sport at your club (ie...Gaelic Games)

Insert your Tax Registration Number – this will act as your log in name

Create a password that is secure and make a note of it in a secure location. Note it must be more than 8 characters in length



Proceed to second field area to complete further information

Guide on registration process for SCEP

Primary Contact

First Name

Last Name

Role

Email Address

Confirm Email Address

Enter the Eircode or Address to auto populate

Address

County

Eircode

Mobile

This is important as it is the email address that will receive all correspondence relating to the SCEP programme

This should auto-populate when the Eircode is submitted.

A six digit pin will be sent to the mobile number related to the account and this will be used for verification purposes

IMPORTANT

- Registrations can take 5 days to be approved, so make sure you leave enough time to do this and not run the risk of missing out on applying for funding.
- The 2023 round of the Programme will be open for applications from 9am on Monday 17th July 2023 until 5pm on Friday 8th September 2023. The deadline for registration is 5pm on Friday 25th August 2023.
- 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@dtas.ie or call the number of the official that deals with your county (see section above on Getting Help Using OSCAR).