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Step by Step Actions for Clubs/Leagues

Step 1	Click the link sent supplied by the FAI (sent through email)
Step 2	Click “create an account/login” and enter an email address and password for your club
Step 3	Before beginning the questionnaire you will be asked to enter some information relating to your club
Step 4	Once you have submitted this initial information you will be able to begin the self-assessment
Step 5	To complete the questionnaire, you will be asked to indicate if you have “fully met; partially met or not met” each stated requirement. Once you tick the relevant box you are then required to provide supporting evidence / further detail relevant to your response.
Step 6	After completing the questions in each section, there is a space to take note of relevant actions – this is optional.
Step 7	You will be able to save your progress as you move through the questionnaire and return to it later if you wish. To access your form again click the link sent to you by the FAI, click “create an account/login” and enter your email address and password.
Step 8	Once you have completed all fields press “submit” to submit your self-assessment.
Step 9	You can make changes to your submission at any time by logging in to your account, and saving any changes made.