



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Introduction

Thank you – to all our members – for choosing to renew or begin your membership with Castleknock Hurling and Football Club. The new process, through Clubforce, isn't as daunting as it looks, but there are a couple of things that you need to know.

First of all, payment. There are **ONLY** two payment methods available in the Clubforce system “**Credit/Debit Card**” or “**Cash/Cheque/EFT/DD**”. Payment by Credit/Debit card (online payment, dealt with by Clubforce) will take your payment and categorise your membership as “Complete”. However, choosing Cash/Cheque/EFT/DD (offline payment, dealt with by the Club, not Clubforce) will **NOT** take a payment and will categorise your membership as “Incomplete”. See Stage 5 for specific instructions for existing DD payers, for those who wish to set up a new DD, those who wish to make EFT payments, and for those who wish to pay by cash or cheque.

Secondly, we would encourage all members (18 or over) to install the Clubforce app. We will be using the app for many purposes including to communicate from mentors to parents at all juvenile age groups. You can even re-register your membership through the app, although the feedback from users is that using the app on a small screen (e.g. a phone) to re-register is a little clunky.

Thirdly, most of the memberships entitle you to two lines in our club lotto. For each line you need to choose four different numbers, each number must be in the range 1-30. Please separate the numbers with a comma or space.

During the registration process, you may receive emails from email addresses @clubforce.com. Please check your spam and make sure that emails from clubforce and emails from the club are not classified as spam.

Finally, if you have any queries, you can always email **registrar@castleknock.net**.



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Stage 1/8. On our website www.castleknock.net click on “Club Membership” and on the page that opens, under the heading “Registration” you will find a link to this document (the “detailed guide to registration”) and a link to the Clubforce Registration page. You will need to scroll down below the club logo and click on “Pay Membership”. You can also get this done through the Clubforce mobile App which you can download from your app store, although the feedback from users is that using the app on a small screen (e.g. a phone) to re-register is a little clunky. Here’s a [short video guide](#) to using the app. Select the quantity (the drop down on the left) and then click “add to basket” at the foot of the screen. We have three “Family Membership” options and three “Family Style – Individual Membership” options and three “Individual Membership” options.

Registration Plan

Please choose your Registration Plan and quantity below. Then click the Add to Cart underneath.

Quantity	Registration Plan	Cost
0	Family Membership <small>Mouse over i for additional information.--</small>	€384.00
0	Family Membership (Non-Players) <small>Mouse over i for additional information.--</small>	€288.00
0	Family Membership (1 mentor, 1 juvenile player) <small>Mouse over i for additional information.--</small>	€288.00
0	Individual Adult/Juvenile Membership – Family style – Born 2016 or earlier <small>Mouse over i for additional information.--</small>	€192.00
0	Individual Nursery Membership – Family style – Born 2017 or later <small>Mouse over i for additional information.--</small>	€96.00
0	Individual Student Membership – Family style – Born 2007 or earlier <small>Mouse over i for additional information.--</small>	€100.00
0	Adult Membership <small>Mouse over i for additional information.--</small>	€192.00
0	Individual Adult Student Membership – Born 2005 or earlier <small>Mouse over i for additional information.--</small>	€100.00
0	Adult Associate Membership <small>Mouse over i for additional information.--</small>	€96.00

Add to cart

Back

You can hover your mouse over the “i” for each membership package and you will see a brief description of the package (also see the same on the next page). Further details are given below. The overwhelming majority of people in the club will be one of these:

- #1 **Family membership** (32%), or
- #4 **Individual Adult/Juvenile membership – family style – born 2016 or earlier** (32%), or
- #5 **Individual Nursery membership – family style – born 2017 or later** (21%), or
- #7 **Individual Adult Membership** (6%)



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



#1. Family Membership – 1 or 2 parents and up to 6 children **living with the parents**. All can be players and/or mentors. The cost is €384 including two lines in the club lotto and voting rights for all those 18 or over. See Note 1.

#2. Family Membership (non-players) – 1 or 2 parents and up to 6 children **living with the parents**. All must be non-players, but any can be mentors. The cost is €288 including two lines in the club lotto and voting rights for all those 18 or over.

#3. Family Membership (1 mentor, 1 juvenile player) – 1 or 2 parents and up to 6 children **living with the parents**. The **first parent must be a mentor**, and the **first child listed must be a juvenile player** (U8-U18). The rest of the family (the second parent and any other children) must be non-players, non-mentors. The cost is €288 including two lines in the club lotto, and voting rights for the mentor.

#4. Individual Adult/Juvenile membership – family style – born 2016 or earlier – 1 or 2 parents and 1 adult/juvenile child living with the parents. The cost is €192 including two lines in the club lotto. The adult child, if 18 or over, has voting rights. **This membership is for all children (including adult “children” over 18) and children attending national or secondary school**. See Note 2 (very young children). See Note 3 (if your child is over 18). See also Notes 1 & 5 if you have two or more juvenile children.

#5. Individual Nursery membership – family style – born 2017 or later – 1 or 2 parents and 1-3 nursery age children living with the parents. The cost is €96 each (no lotto, no voting rights). See Note 2.

#6. Individual Student membership – family style – born 2007 or earlier – 1 or 2 parents and 1-3 adult/juvenile children (16 or over) **attending a third level institution full time**. The cost is €100 each including voting rights for the child/ren if 18 or over but no lines in the club lotto. **This membership is NOT for children attending secondary school**. See Note 4 and Stage 9.

#7. Individual Adult Membership (must be 18 or over). This membership includes players or non-players, mentors or non-mentors. The cost is €192 including two lines in the club lotto and voting rights.

#8. Individual Student Membership – Born 2005 or earlier (must be 18 or over). This membership covers those **attending a third level institution full time**. The cost is €100 including voting rights but no lines in the club lotto. See Note 4 and Stage 9.

#9. Individual Associate Membership (must be 18 or over). This cost is €96 including one line in the club lotto but no voting rights. See Note 6.



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Note 1: If, in addition to the parents, you have two (or more) adult or juvenile players, then #1 (Family Membership) is the correct option for you.

Note 2: In some cases, where you have very young children, you may need to choose 1x #4 (born 2016 or earlier) plus up to 3x #5 (born 2017 or later). Select the quantities for both items, before you click on “add to basket”.

Note 3: Once your child reaches their 18th birthday, there are three options. You can carry on with a #4 (parents+adult/juvenile) or you can buy a #7 (Individual Adult) membership for the 18 year old using your Clubforce account. Or, the 18 year old can set up their own Clubforce account and organise their own membership as #7 (Individual Adult).

Note 4: Students attending third level institutions or equivalent can be covered in one of two packages. Those over 18 can be covered by a #8 (Individual Student) or by a #6 (Parent/s+Student). Those students attending college before their 18th birthday **MUST** be registered with the club through a #6 (Parent/s+Student) package as under 18s cannot sign up to Clubforce’s Ts & Cs. See also Stage 9 below.

Note 5: In situations where the combination of memberships bought equals or exceeds the cost of family membership, then the club will consolidate the memberships bought into a single family membership.

Note 6: If you would like to buy extra lines in the club lotto, simply buy additional “Individual Associate Memberships” - which are equivalent to extra lines.



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Stage 2/8. Once you are happy with your basket contents, click on “Next” which will take you to the following screen:

If you already have a Clubforce account you can log in. If not, you must choose the option to “Create account”. Although not compulsory, we advise you to record your home address with your Clubforce account.

Stage 3/8. After logging in you will be taken to your shopping cart, to complete the registration. Check your shopping cart has the correct items in it. If there are any added in error, you can click on the dustbin beside the item to get rid of it. If you need to add other items, for example adding a nursery age child to a basket already including a juvenile child, then click on “back” from the basket, select the quantity on the nursery child and click on “add to basket” again. You should end up with a shopping cart looking like this. When you are happy to proceed, click on “Next”.

Your shopping cart

Remove	Registration Plan	Unit Cost	Unit Levy
	1 X Individual Adult/Juvenile Membership – Family style – Born 2016 or earlier	€192.00	€0.00
	1 X Individual Nursery Membership – Family style – Born 2017 or later	€60.00	€0.00
Total	2	€252.00	€0.00
Grand Total		€252.00	

Back

Next



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Stage 4/8. Complete the details on all the forms. The packages are all structured in the same way. The first set of information to be provided is for adult/parent/guardian 1. The screen will look something like this:

Plan Details

Parent/Guardian 1

This membership includes a minimum of 2 members: 1 adult/parent/partner and 1 child, the player (U8-Adult). Optional 2nd adult/parent/partner.

First Name	Deehan
Somerton	somerton Road

Note that if you did record your home address with your Clubforce account, it will be defaulted into this screen and the screen for the additional adult/parent/guardian. If you didn't record your home address with your Clubforce account, please enter it here.

Below Name and Address, you will see Gender and (if applicable) Player radio buttons:

Gender * Male Female Player * Yes No

The Gender will drive the "playing codes" dropdown below. The Player radio button does not drive that dropdown, so non players must be recorded three times on the form. (Sorry!)

Note the following three dropdowns, which are on the majority of the memberships...

First, mentoring:

CHFC Mentor? *

Please let us know if you are a Mentor in the Club

Please Select

with the following choices:

Please Select

Yes, I am U16/Minor/Adult and a mentor/referee

No

I am U16/Minor/Adult and thinking about it (contact me)

If you are a mentor or referee, or involved in the admin of the club, please select "yes" – the first choice – and please provide your date of birth. If you are NOT a mentor, referee or involved in the admin of the club, please select "No". If you or your child at age U16 or older are/is thinking about training as a referee, or considering getting involved in coaching or club admin, please select the third choice and provide your date of birth.



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Secondly, the “playing age grade”:

CHFC Adult/Youth Age Grade? *

Please choose your Grade from the list below.

Please Select

Please Select

Non Player

U4 (2020)

U5 (2019)

U6 (2018)

U7 (2017)

U8 (2016)

U9 (2015)

U10 (2014)

U11 (2013)

U12 (2012)

U13 (2011)

U14 (2010)

U15 (2009)

U16 (2008)

U17 (2007)

U18 (2006)

Adult Player

For a non-player, then obviously, you would select “Non Player”.

For a nursery player, only the first four choices U4 (i.e. Under 4), U5, U6, U7 are available.

For a juvenile player, the choices U8 to U18 are available.

For an adult player, only the last choice “Adult” is available.

Please note that this should be the age group that you or your child **actually plays with**. We have children “playing up” with an older group, and the choice you make here is the group they play with. The exception is if you are buying an “individual nursery” membership for your child and your child is U7 but “playing up” with the U8s, select U7 but let the Registrar know by email that the child is “playing up” with the U8s.



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Thirdly. The playing codes

CHFC Playing Code(s)? *
 Please choose your code from the list below

Please Select

with the following choices, based on the Gender chosen previously.

Female (Adult and Juvenile Ladies)	Male (Men and Juvenile Boys)
<p>Please Select</p> <p>Non Player</p> <p>Non Player, but thinking about it</p> <p>Camogie</p> <p>Camogie and Ladies Football</p> <p>Ladies Football</p>	<p>Please Select</p> <p>Non Player</p> <p>Non Player, but thinking about it</p> <p>Hurling</p> <p>Mens Football</p> <p>Mens Football & Hurling</p>

If your membership entitles you to lotto lines, they must be entered against adult/parent/guardian 1

Please enter your 4 Lotto numbers below e.g. 1,2,3,4 *

Line 1 – included with your membership – Please enter your 4 numbers below e.g. 1,2,3,4

Please enter your 4 Lotto numbers below e.g. 5,6,7,8 *

Line 2 – included with your membership – Please enter your 4 numbers below e.g. 5,6,7,8

Please make sure you choose FOUR numbers for each line, separate the numbers by a comma or a space and **make sure that all of your numbers are in the range 1 – 30**. For those who have been paying for, or would like to pay for, additional lotto lines, please contact the Registrar.

The second adult/parent/guardian is optional – but we encourage you to add the second parent. If you choose NOT to include a second parent then the club will not be able to communicate to that second parent via email or via the Clubforce app because the club will not have any contact details for that parent. You must tick the box on the left to open up the second adult/parent/guardian:

[Click here to add **Additional Parent/Partner/Guardian** details.](#)

Parent/Guardian 2

First Name Surname

Note that if you did record your home address with your Clubforce account, it will be defaulted into this screen and the screen for the additional adult/parent/guardian. If you didn't record your home address with your Clubforce account, please enter it here. Note that parent1 and parent2 can reside at different addresses. Note also that the second parent's details (email and mobile) will default to the account holder's details. If the second parent is in any way involved with the club, as a mentor, or FLO, please provide their details, not yours.



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



The parents will be followed by the child/ren. Again, you must (in most cases) tick the box on the left to open up each child. For family memberships, you can add up to six children, which may be adult, juvenile or nursery, players or non-players. For adult children (those over 18) their contact details not yours should be provided. For juvenile children, the club will ignore the contact details, and only contact the child through the parents contact details. Any child expecting to be able to vote (by virtue of being over 18) should have the date of birth recorded.

[Click here to add **Adult/Juvenile/Nursery Child** details.](#)

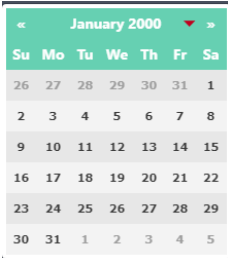
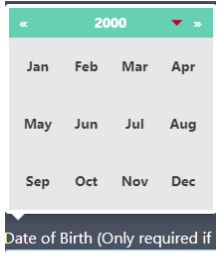

Additional Family Member 1

If your additional family member is 18 or over, please add their mobile and/or email address where applicable. To be eligible to vote in club matters as an adult (even if a non-player, non-mentor) a date of birth must be given.

First Name Surname

Note that it is a requirement for family memberships that all children **live with the parents**. Third level students – temporarily living away from home – can be counted as “living with parents”.

All of the data on the forms is self-explanatory. There are no “defaults” – you must give an answer to every question. The **date of birth** is entered via a widget – you cannot just type 02/02/2002.

1. The widget first appears like this:	2. Clicking on the red drop down arrow changes it to this:	3. Clicking on the red drop down arrow again changes it to this:	
			<p>4. You can now use the double arrows left/right to move back/forward to previous/future years.</p> <p>5. Once you select the year, it will automatically allow you to select the month (i.e return you to the second picture).</p> <p>6. Once you select the month, it will automatically allow you to select the day (i.e. return you to the first picture.)</p>

After all the data there is a “Next” button, click on this to save the data. If any data is missing, you will get a message asking you to complete that data. Once all the data is completed, clicking “Next” will take you to the payment screen.



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



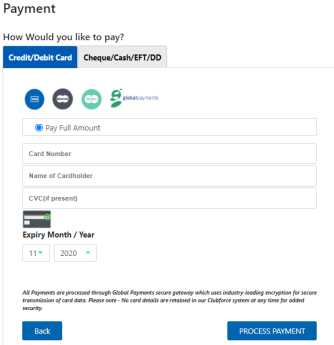
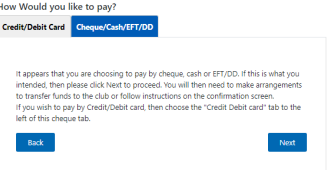
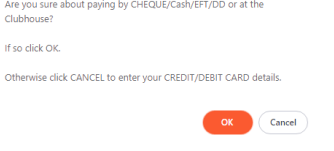
Stage 5/8. Once you have completed the form details and clicked “Next” you will be taken to the payment screen. There are two payment options “**Credit/Debit Card**” and “**Cheque/Cash/EFT/DD**” where EFT is Electronic Funds Transfer and DD is **Direct Debit**.

If you wish to pay by Credit/Debit Card, choose that option (the default) and click “Process Payment”, complete the payment and continue at Stage 6.

If you wish to pay by Cash/Cheque/EFT/DD:

- If you wish to pay by **cash or cheque** then please contact the club Registrar who will provide you with the club bank account details and an appropriate payment reference to uniquely identify your payment. You will have to make arrangements yourself to lodge the cash or cheque in the club’s bank account, quoting the appropriate payment reference.
- If you wish to pay by **EFT**, please contact the club Registrar who will provide you with the club bank account details and an appropriate payment reference number to quote on your transfer.
- If you have an **existing direct debit**, the club Registrar will adjust the amount (as necessary) to reflect the subscription.
- If you wish to set up a **new direct debit**, you can download the form from our website (same location as you found this guide). You must complete the form and deliver the original signed form to the club Registrar (the address is on the form).

Within Clubforce, when you select “Cash/Cheque/EFT/DD” please note the following:

	<p>Clubforce’s default payment method is Credit/Debit/Card (as highlighted in the screenshot to the left). If you are paying by Cash/Cheque/EFT/DD, you need to click on that, which...</p>
	<p>...shows this message:</p> <p>Note: This is a standard Clubforce message and cannot be changed to a Castleknock specific message.</p> <p>Clicking “Next” ...</p>
	<p>...will show this message:</p> <p>Note: This is a standard Clubforce message and cannot be changed to a Castleknock specific message.</p> <p>and you must click on “OK”</p>



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Stage 6/8. After the payment process is complete you will see this pop up message:

Hi, _____, Thank you for registering with "Castleknock Hurling and Football Club".
Save "Castleknock Hurling and Football Club" money by downloading Clubforce app, no more SMS costs.
Send yourself a text message for the free download link.

353

Send link to my phone

Close

The club will be using the Clubforce app for communicating to parents of juvenile players and to other club members, so we strongly urge you to download and install the app. You can also download the app through your usual app store for Apple or Android devices. If you click on "send link", you will see this message:

Text message sent. When you download the app, sign in with the same username and password as you just used here and both systems "Web and App" will sync. Then get notifications from your chosen club or clubs. [Link to video](#)

Obviously, you can click on the video if you want.

Stage 7/8. Below the message about the app, you will see a summary of your membership and you will also receive an email with those details.

Castleknock GAA Memberships 2021

Registration ID: 1456543

Individual Adult/Juvenile Membership – Family style – Born 2013 or earlier €192.00

Step 6 of 6

Awaiting payment.

Your Registration is Incomplete

Full details on [Completing your Registration](#) have been emailed to you and are also [listed below](#).

If you paid by **Credit/Debit Card**, your membership will show as **"Complete"** but if you paid by **Cash/Cheque/EFT/DD** your membership will show as **"Incomplete"**. However, the Registrar will change those marked as Incomplete by marking it as paid/complete once your cash/cheque/EFT/DD payment has been reconciled to the membership (this might take a few days).



Cumann Báire agus Peile Chaisleán Cnucha CLG
Castleknock Hurling and Football Club
CHFC Guide to Registration through Clubforce



Stage 8/8. At the top of the screen is a menu. If you hover the mouse over “My Account” and then select “My Registrations” you will be able to see your membership details.

Your **Registrations** are listed below. Click on any **Registration ID** for further details.

Clicking on the **Club/Society Name** will bring you to its' homepage.

Sort by: Registrations ID Club/Society Name

Registrations	Summary Details
<p>ID: 1456543-7939</p>  <p>Castleknock Hurling and Football Club 1 Somerton Rd Diswellstown Castleknock, Dublin</p>	<p>Castleknock GAA Memberships 2021 Individual Adult Associate Membership</p> <p>Your Registration is Incomplete</p> <p>Awaiting Cheque payment or payment at the clubhouse.</p> <p>Click here for full details on Completing your Registration»</p> <p>Print a Copy Do not share</p>

You can click on the membership number (ID: ...) to see the relevant data.



Cumann Báire agus Peile Chaisleán Cnucha CLG

Castleknock Hurling and Football Club

CHFC Guide to Registration through Clubforce



Stage 9. For those attending a third level institution full time and availing of the discounted membership package (#6 or #8) the club has a requirement that you verify your entitlement to this discount by uploading a copy of your student union card or equivalent. To do this, select “My Registrations” from the “My Account” menu and you will see this menu, from which you should select “Document Wallet”.



That will take you to this screen:

Select Member

Select Club

Select Form

Select Plan

Select Memberships

Select Member

Add Documents - PNG, JPG, PDF, DOC, DOCX

Upload Your Photograph <input type="button" value="Choose File"/> No file chosen	Vetting Form(Garda/Access NI) <input type="button" value="Choose File"/> No file chosen
A copy of your Birth Certificate <input type="button" value="Choose File"/> No file chosen	Safeguarding <input type="button" value="Choose File"/> No file chosen
A copy of Your Passport <input type="button" value="Choose File"/> No file chosen	First Aid Cert <input type="button" value="Choose File"/> No file chosen
Any Other Document <input type="button" value="Choose File"/> No file chosen	Highest Level Coaching Badge <input type="button" value="Choose File"/> No file chosen

You will need to select the appropriate items from the drop down lists on the left, and then select “Any other Document” by clicking “Choose File” just below the heading. After selecting the file, you will confirm the upload, and the screen will show the uploaded document as follows:

ID	Membership Detail	Photo ID	Birth Certificate	Passport	Other document	Vetting Form(Garda/Access NI)	Safeguarding	First Aid Cert	Highest Level Coaching Badge
1430994	Castleknock Hurling and Football Club Castleknock GAA Memberships 2021				 				

Select Member

Select Club

Select Form

Select Plan

Select Memberships

Select Member

Add Documents - PNG, JPG, PDF, DOC, DOCX

Upload Your Photograph <input type="button" value="Choose File"/> No file chosen	Vetting Form(Garda/Access NI) <input type="button" value="Choose File"/> No file chosen
A copy of your Birth Certificate <input type="button" value="Choose File"/> No file chosen	Safeguarding <input type="button" value="Choose File"/> No file chosen
A copy of Your Passport <input type="button" value="Choose File"/> No file chosen	First Aid Cert <input type="button" value="Choose File"/> No file chosen
Any Other Document <input type="button" value="Choose File"/> No file chosen	Highest Level Coaching Badge <input type="button" value="Choose File"/> No file chosen

The club Registrar will get in touch if there is a problem with the quality of the uploaded image or the image is insufficient to confirm your entitlement to the discount.