



**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 “**Cheque/Cash/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 Cheque/Cash/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 (on page 11) 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.

Finally, if you are involved in Gaelic for Ma's and Others (G4MNO) or Rounders - those details are **NOT** captured during the Clubforce registration process - they are dealt with outside Clubforce. Please contact the email address below if you are involved in either of these activities.

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 @castleknock.net are not classified as spam.

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



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**Stage 1/8.** On our website [www.castleknock.net](http://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 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. Note that this screen includes only the membership subscriptions - not the Capital Development Fund.

### Registration Plan

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

Quantity	Registration Plan	Cost
0	Family Membership <i>Mouse over <b>i</b> for additional information.--</i>	€492.00
0	Family Membership (Non-Players) <i>Mouse over <b>i</b> for additional information.--</i>	€288.00
0	Family Membership (1 mentor, 1 juvenile player) <i>Mouse over <b>i</b> for additional information.--</i>	€288.00
0	Individual Adult/Juvenile Membership (Family style – Born 2017 or earlier) <i>Mouse over <b>i</b> for additional information.--</i>	€240.00
0	Individual Nursery Membership (Family style – Born 2018 or later) <i>Mouse over <b>i</b> for additional information.--</i>	€120.00
0	Individual CAO Student/Apprentice Membership (Family style – Born 2008 or earlier) <i>Mouse over <b>i</b> for additional information.--</i>	€120.00
0	Individual Adult Membership <i>Mouse over <b>i</b> for additional information.--</i>	€240.00
0	Individual CAO Student/Apprentice Membership (Born 2006 or earlier) <i>Mouse over <b>i</b> for additional information.--</i>	€120.00
0	Individual Adult Social Membership <i>Mouse over <b>i</b> for additional information.--</i>	€96.00

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** (35%), or
- #4 **Individual Adult/Juvenile membership – family style – born 2017 or earlier** (24%), or
- #5 **Individual Nursery membership – family style – born 2018 or later** (19%), or
- #7 **Individual Adult Membership** (10%)



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**#1. Family Membership** – 1 or 2 parents and up to 6 children **living with the parents**. All can be players and/or mentors. The total cost is €564, comprising subscription €492 plus CDF €72, including voting rights for all those 18 or over. If you have 3 or more adult or juvenile children who are players, then this is the correct option for you. If you have 2 juvenile children who are players plus 1 or more nursery age child/ren, then this is the correct option for you.

**#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 €360, comprising subscription €288 plus CDF €72, including 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 €360, comprising subscription €288 plus CDF €72, including voting rights for the mentor.

**#4. Individual Adult/Juvenile membership – family style – born 2017 or earlier** – 1 or 2 parents and 1 adult/juvenile child living with the parents. The cost is €276, comprising subscription €240 plus CDF €36. The adult child, if 18 or over, has voting rights. **This membership is for a child attending national or secondary school, but may include an older child up to Adult**. If you have 2 adult/juvenile age children, you will need to buy one of these memberships for each child. (If you have more than 2 adult/juvenile children, then “family membership” is better value for you.)

**#5. Individual Nursery membership – family style – born 2018 or later** – 1 or 2 parents and 1 nursery age child living with the parents. The cost is €120, comprising subscription €120 plus CDF €0, i.e. the CDF is not applicable to this membership. If your child is nursery age, but playing up with the U8s, this is the correct membership for you. If you have more than one nursery age child you will need to buy a nursery membership for each child.

**#6. Individual CAO Student/Apprentice membership – family style – born 2008 or earlier** – 1 or 2 parents and 1 adult/juvenile child (16 or over) **attending a CAO third level institution, or equivalent CAO apprenticeship, full time**. The cost is €138, comprising subscription €120 plus CDF €18, including voting rights for the child if 18 or over. **This membership is NOT for children attending secondary school**. If you have more than one child attending a CAO third level institution or equivalent CAO apprenticeship, you will need to buy a membership for each child. See also Stage 9 of this document.



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**#7. Individual Adult Membership** (must be 18 or over). This membership includes players or non-players, mentors or non-mentors. The cost is €276, comprising subscription €240 plus CDF €36, including voting rights for the member only. A second person, perhaps a partner or parent, can be listed in this membership but that person is a social member only WITHOUT voting rights.

**#8. Individual Student Membership – Born 2006 or earlier** (must be 18 or over). This membership covers those **attending a CAO third level institution or equivalent CAO apprenticeship full time**. The cost is €138, comprising subscription €120 plus CDF €18, including voting rights for the student only. A second person, perhaps a partner or parent, can be listed in this membership but that person is a social member only WITHOUT voting rights. See also Stage 9 of this document.

**#9. Individual Associate Membership** (must be 18 or over). This cost is €96, comprising subscription €96 plus CDF €0, i.e. the CDF is not applicable to this membership, but this membership is WITHOUT voting rights. A second person, perhaps a partner or parent, can be listed in this membership but that person is a social member only WITHOUT voting rights.



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

Log in Create account


Email



Password

I'm not a robot  reCAPTCHA  
Privacy Terms

Log in

or

 Log in with SMS Code

 Log in with Facebook  Log in with Google

[Forgot Password? Click Here to Reset.](#)

By Logging in, you are agreeing to these [terms and conditions](#) and [privacy statement](#).

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.



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**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”. Note that this screen includes the membership subscription and the CDF (Capital Development Fund) - which is mandatory.

Your shopping cart

Remove	Registration Plan	Unit Cost	Dev. Fund
	1 X Individual Adult/Juvenile Membership (Family style – Born 2017 or earlier)	€240.00	€36.00 <small>(Dev. Fund Is Mandatory)</small>
	1 X Individual CAO Student/Apprentice Membership (Family style – Born 2008 or earlier)	€120.00	€18.00 <small>(Dev. Fund Is Mandatory)</small>
	1 X Individual Nursery Membership (Family style – Born 2018 or later)	€120.00	€0.00
<b>Total</b>		<b>3</b>	<b>€480.00</b>
<b>Grand Total</b>		<b>€534.00</b>	<b>€54.00</b>

Back

Next



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**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.



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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 (2021)

U5 (2020)

U6 (2019)

U7 (2018)

U8 (2017)

U9 (2016)

U10 (2015)

U11 (2014)

U12 (2013)

U13 (2012)

U14 (2011)

U15 (2010)

U16 (2009)

U17 (2008)

U18 (2007)

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.





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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 &amp; Hurling</p>

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.



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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.](#)

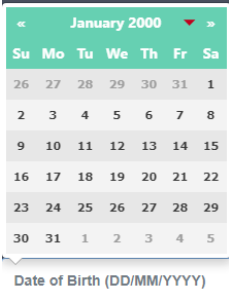
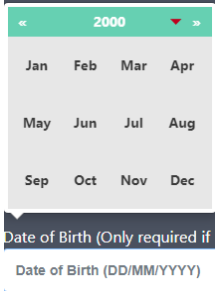

**Additional Family Member 1**

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.



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**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>The screenshot shows a payment screen titled "Payment" with the question "How Would you like to pay?". Two options are visible: "Credit/Debit Card" (selected) and "Cheque/Cash/EFT/DD" (highlighted in grey). Below the options are logos for various payment methods and a form with fields for "Pay Full Amount", "Card Number", "Name of Cardholder", "CVC(if present)", and "Expiry Month / Year" (set to 11/2020). A "Back" button and a "PROCESS PAYMENT" button are at the bottom.</p>	<p>1/3 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>See 2/3 below</p>
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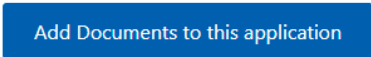
<p>How Would you like to pay?</p> <p><b>Credit/Debit Card</b> <b>Cheque/Cash/EFT/DD</b></p> <p>It appears that you are choosing to pay by cheque, cash or EFT/DD. If this is what you intended, then please click Next to proceed. You will then need to make arrangements to transfer funds to the club or follow instructions on the confirmation screen. If you wish to pay by Credit/Debit card, then choose the "Credit Debit card" tab to the left of this cheque tab.</p> <p><b>Back</b> <b>Next</b></p>	<p>2/3...shows this message:</p> <p><b>Note: This is a standard Clubforce message and cannot be changed to a Castleknock specific message.</b></p> <p>Clicking "Next" ...</p>
<p>Are you sure about paying by CHEQUE/Cash/EFT/DD or at the Clubhouse?</p> <p>If so click OK.</p> <p>Otherwise click CANCEL to enter your CREDIT/DEBIT CARD details.</p> <p><b>OK</b> <b>Cancel</b></p>	<p>3/3 ...will show this message:</p> <p><b>Note: This is a standard Clubforce message and cannot be changed to a Castleknock specific message.</b></p> <p>and you must click on "OK"</p>

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

**Confirmation**

**THANK YOU** for supporting the Castleknock Hurling and Football Club Membership. We've sent you an email with details of your purchase. **BE SURE TO CHECK YOUR SPAM FOLDER IF YOU DO NOT SEE THE EMAIL IN YOUR INBOX.**

To add required documentation to your application please click on the button on the right, or you can log into your Clubforce account at anytime and upload required documents.



Please click the Feedback button below to let us know how you found the process of purchasing online with Clubforce.com. This should take no more than a minute of your time and your response will help us to enhance and improve the system.

Many thanks,

All at Clubforce.com

**Castleknock GAA Memberships 2025**

**Registration ID: 4860838**

Individual CAO Student/Apprentice Membership (Family style –



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

Castleknock GAA Memberships 2025

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**Registration ID: 4860838**

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Individual CAO Student/Apprentice Membership (Family style –  
Born 2008 or earlier) €120.00

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](#).

Thank you **Colm Deehan** for submitting your Castleknock Hurling and Football Club Registration.

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).



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**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.


## My Account

[My Lotto Entries](#) [My Registrations](#) [My Ticket Events](#) [Document Wallet](#)

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

[◀ FIRST](#) [◀ PREVIOUS](#) Page 1 of 7 [NEXT ▶](#) [LAST ▶▶](#)

Registrations	Summary Details
<p><b>ID: 4860838-3678</b></p>  <p><b>Castleknock Hurling and Football Club</b> 1 Somerton Rd Diswellstown Castleknock, Dublin</p>	<p><b>Castleknock GAA Memberships 2025</b> Individual CAO Student/Apprentice Membership (Family style – Born 2008 or earlier)</p> <p><b>Your Registration is Incomplete</b></p> <p>Awaiting <b>Cheque payment or payment at the clubhouse.</b></p> <p>Click here for full details on <a href="#">Completing your Registration»</a></p> <p><a href="#">Print a Copy</a> <a href="#">Do not share</a></p>

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



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**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 (BEFORE you upload a document):

MANAGE YOUR DOCUMENTS | ADD DOCUMENTS

Click to submit directly to League

ID	Membership Detail	Photo ID	Birth Certificate	Passport	Other document (licences, membership cards etc)	Vetting Form (Police/Access No)	Safeguarding	First Aid Cert	Highest Level Coaching Badge
No Records Found.									

Select Member

- Select Club
- Select Form
- Select Plan
- Select Memberships
- Select Member

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

- Upload Your Photograph:  No file chosen
- Vetting Form/Police/Access NI:  No file chosen
- A copy of your Birth Certificate:  No file chosen
- Safeguarding:  No file chosen
- A copy of Your Passport:  No file chosen
- First Aid Cert:  No file chosen
- Any Other Document (licences, membership cards etc):  No file chosen
- Highest Level Coaching Badge:  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:

MANAGE YOUR DOCUMENTS | ADD DOCUMENTS

Click to submit directly to League

ID	Membership Detail	Photo ID	Birth Certificate	Passport	Other document (licences, membership cards etc)	Vetting Form (Police/Access No)	Safeguarding	First Aid Cert	Highest Level Coaching Badge
48b0d7g	Castleknock Hurling and Football Club Castleknock GAA Memberships 2025 Individual CAO Student/Appearance Membership (Family style - Born 2008 or earlier) Student								

Select Member

- Select Club
- Select Form
- Select Plan
- Select Memberships
- Select Member

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

- Upload Your Photograph:  No file chosen
- Vetting Form/Police/Access NI:  No file chosen
- A copy of your Birth Certificate:  No file chosen
- Safeguarding:  No file chosen
- A copy of Your Passport:  No file chosen
- First Aid Cert:  No file chosen
- Any Other Document (licences, membership cards etc):  No file chosen
- Highest Level Coaching Badge:  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.