Clubs Portal

- Step by Step – Student perspective
  - Join
  - Sign Up Events
  - Record Attendance

UCC SPORT
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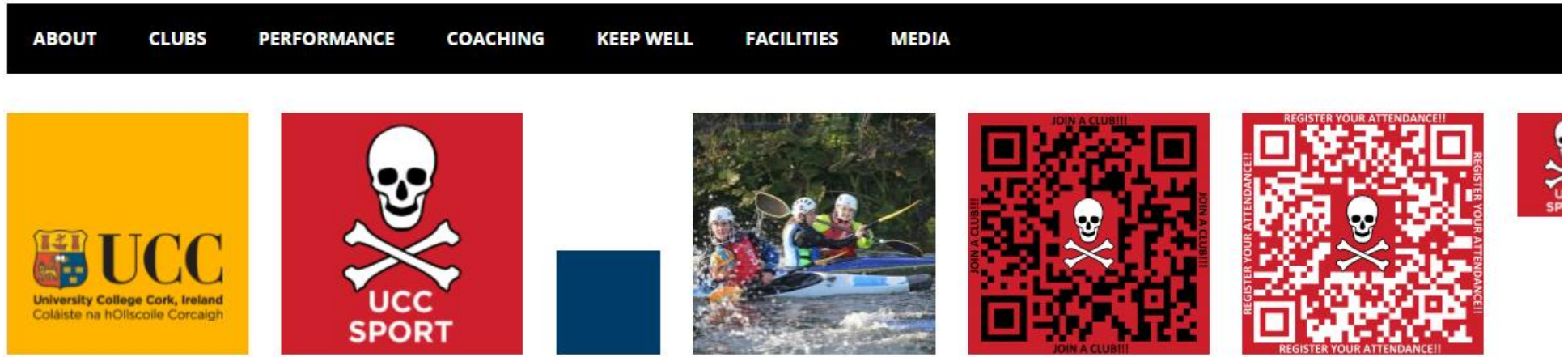
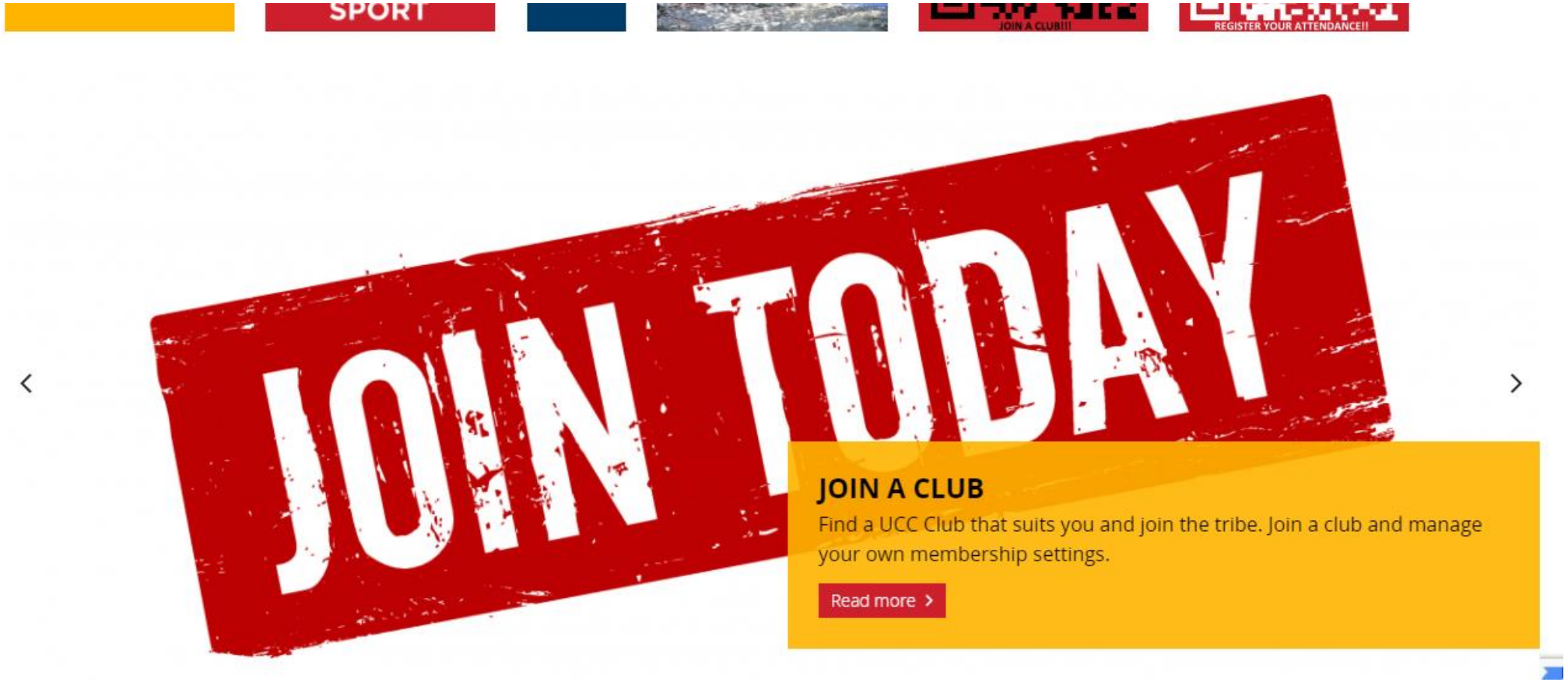
PRIDE
BELIEF
PASSION

New student joining a club

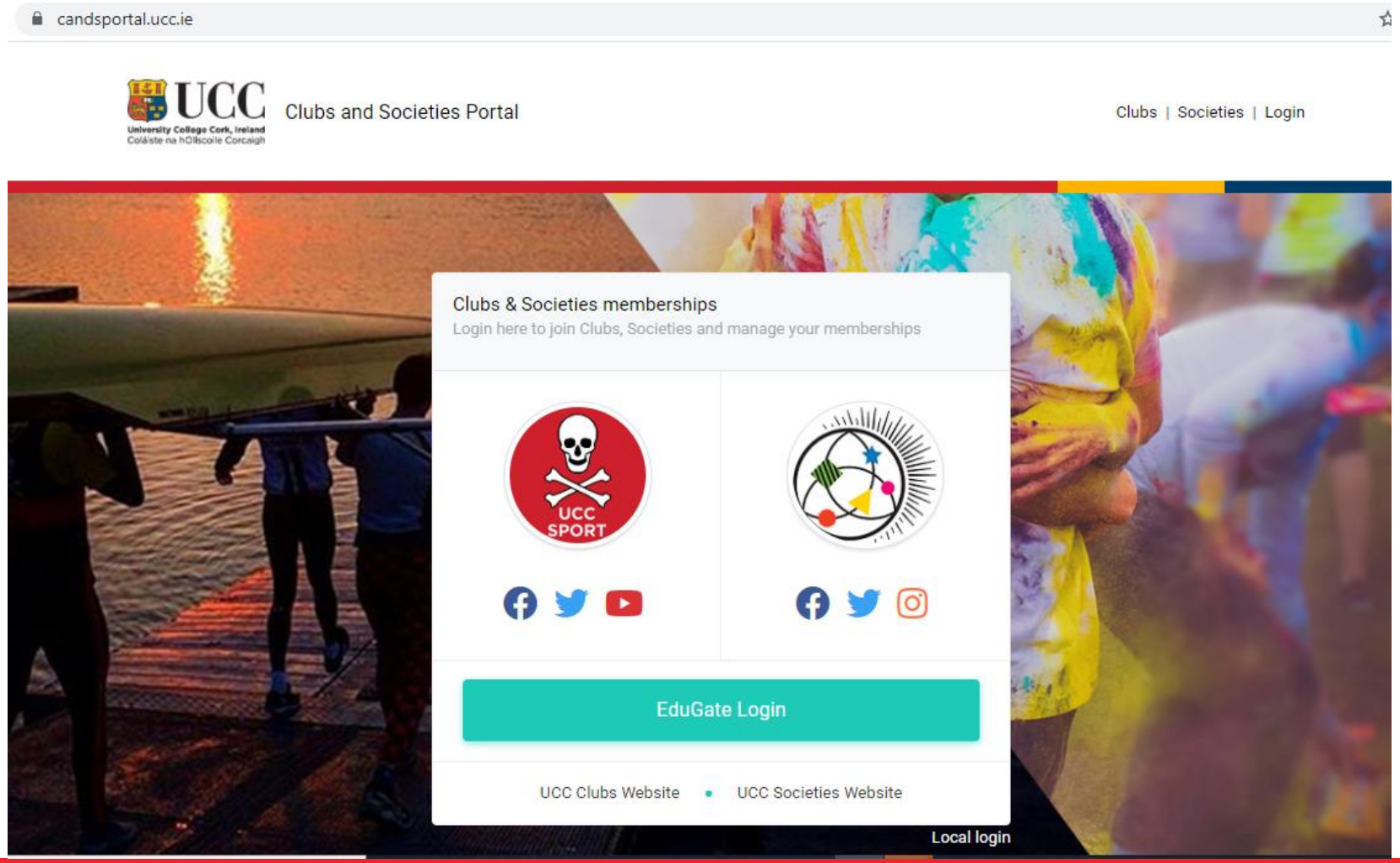


Visit either of the following website
www.sport.ucc.ie or direct to https://candsportal.ucc.ie/

New student joining a club

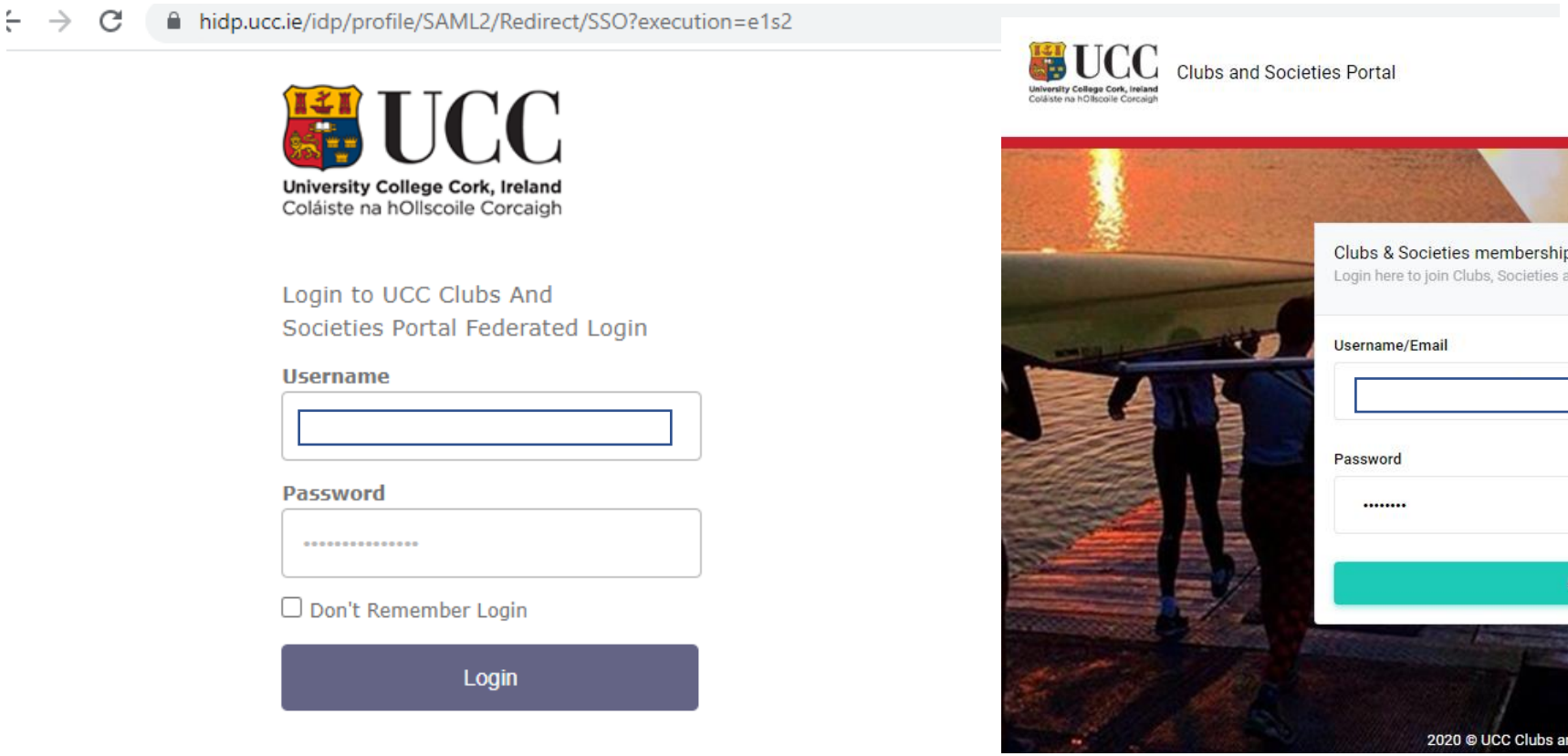


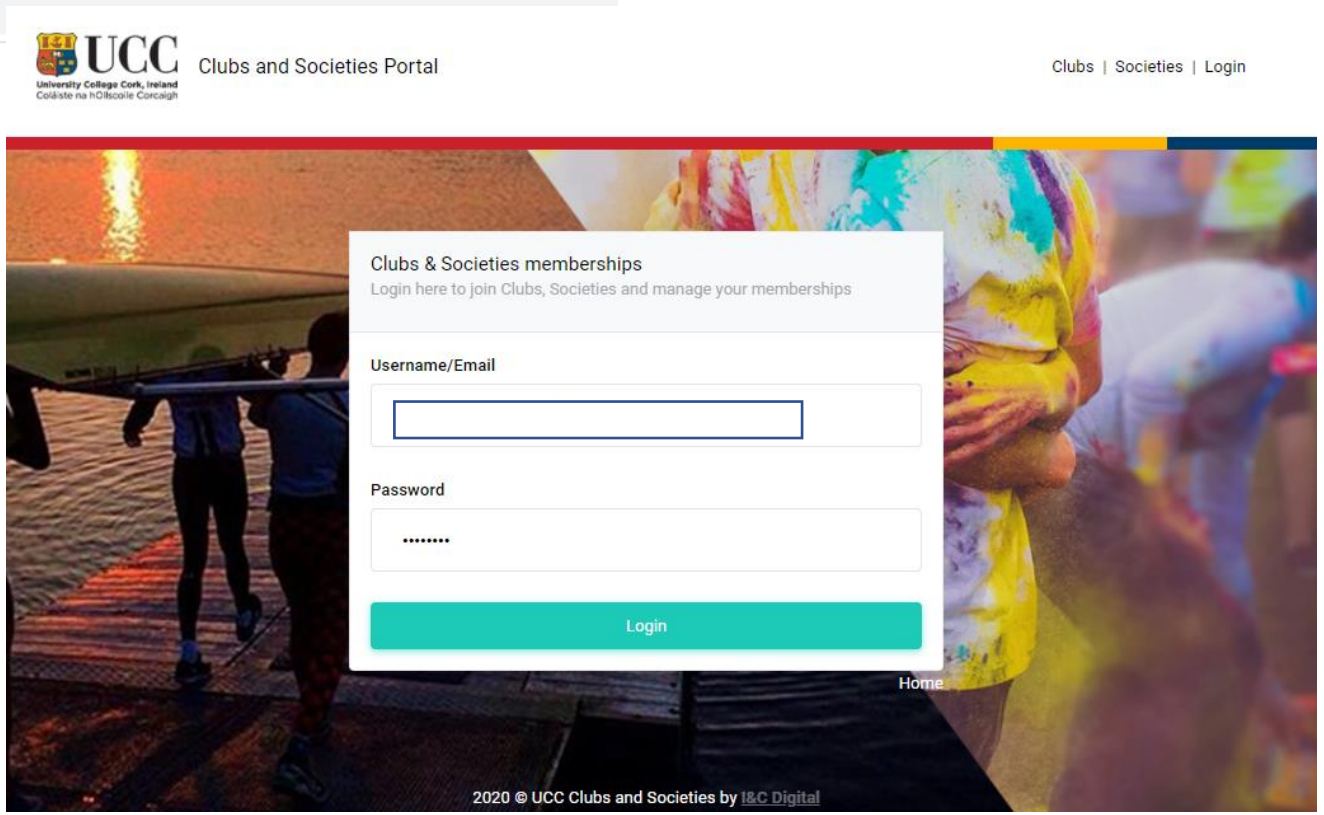
New student joining a club



Sign in using your edugate login details

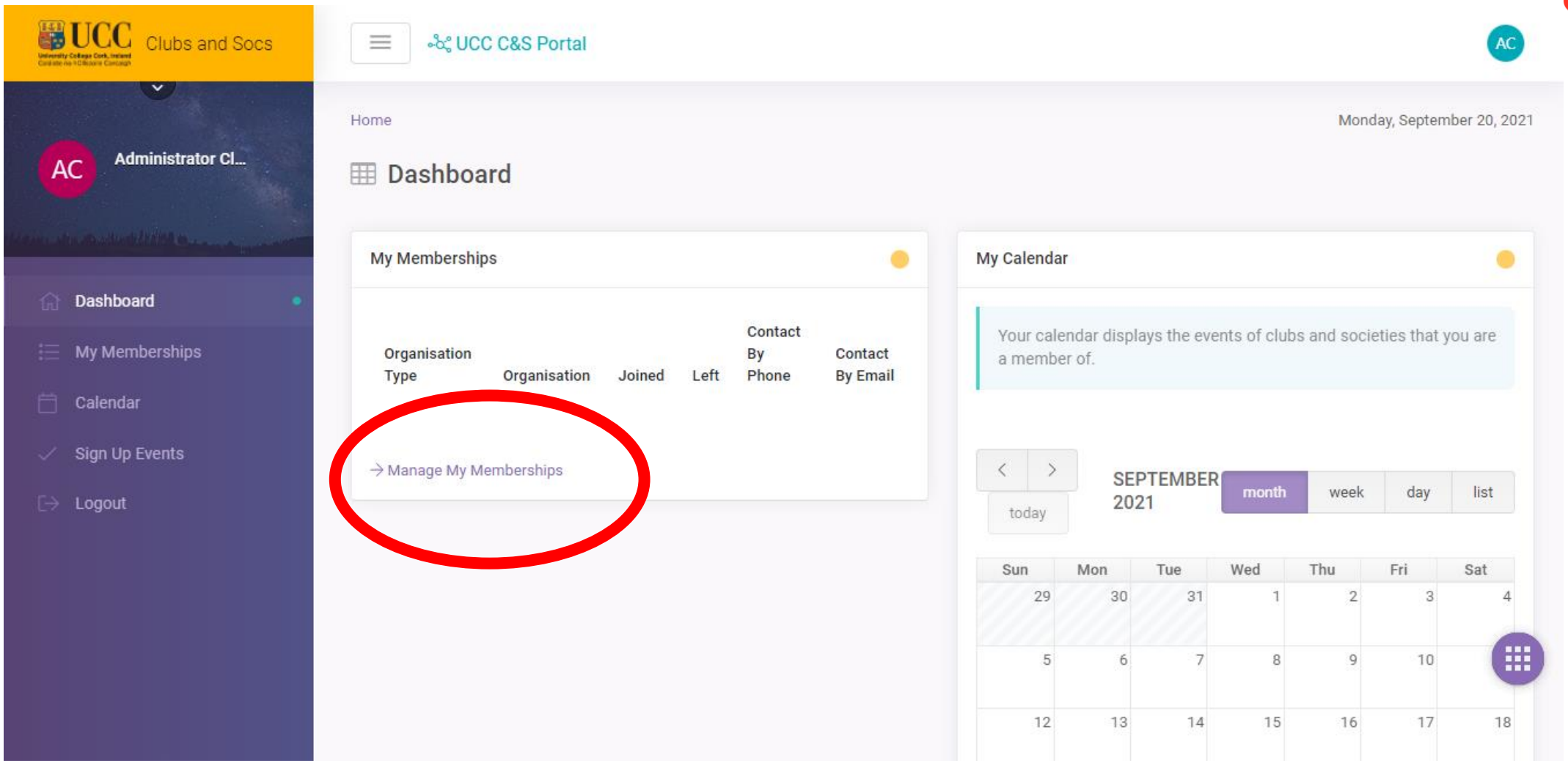
New student joining a club





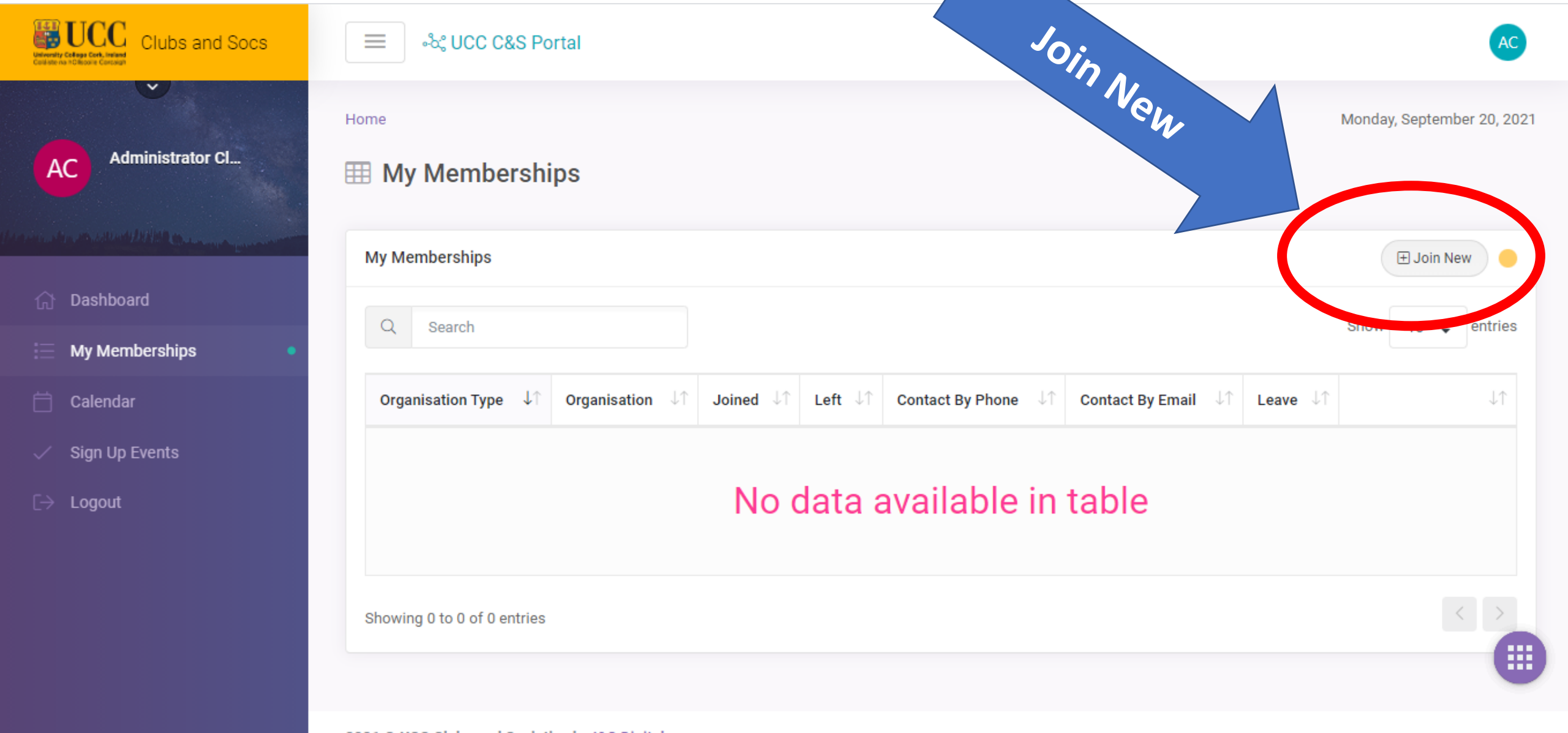
Allow students of UCC to login and manage memberships of clubs and societies

New student joining a club

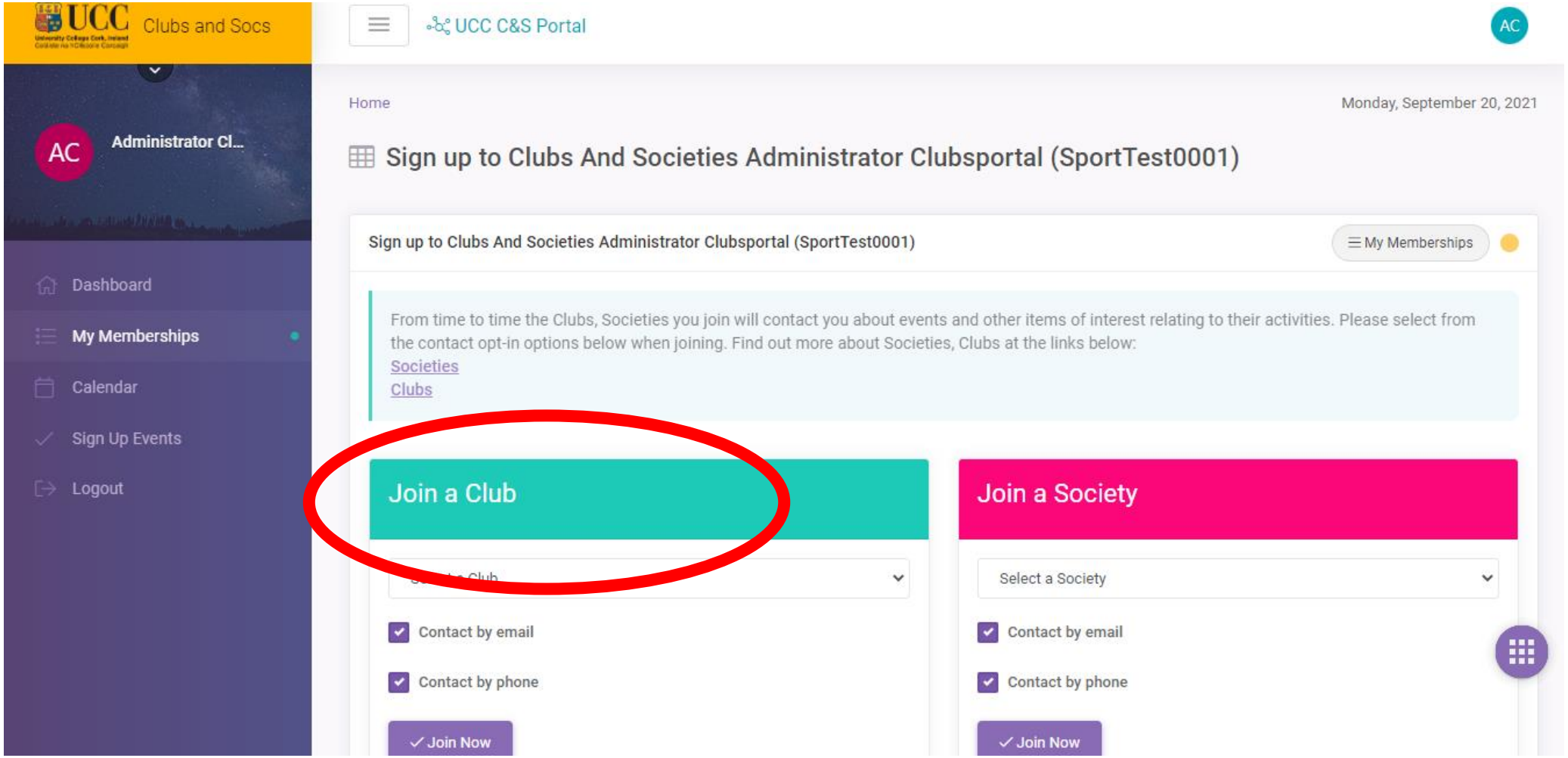


To manage your club memberships – select Manage My Membership

New student joining a club

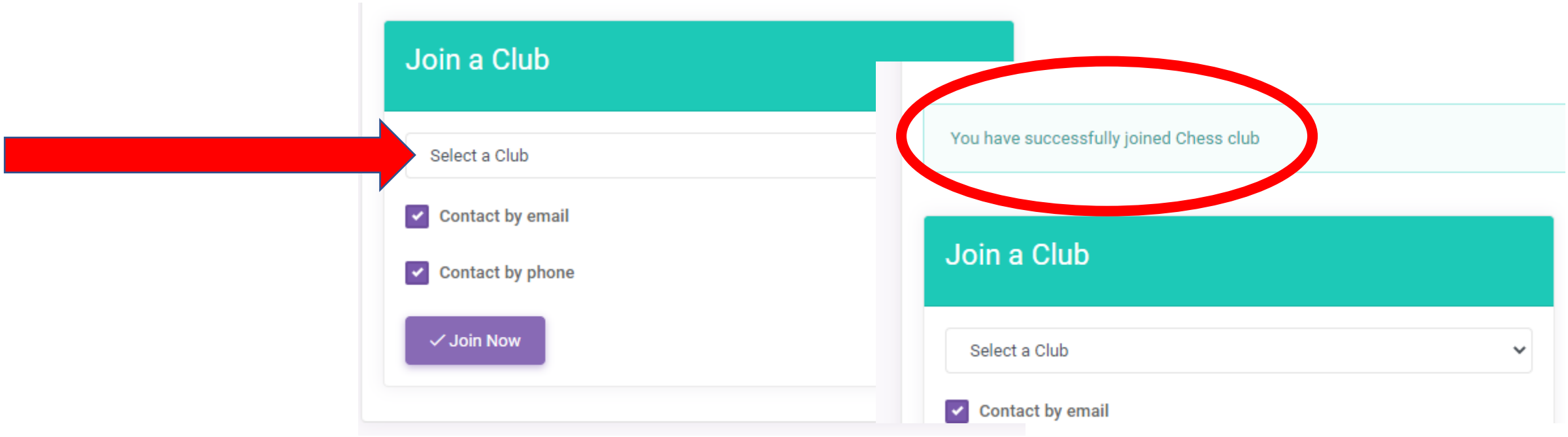


New student joining a club

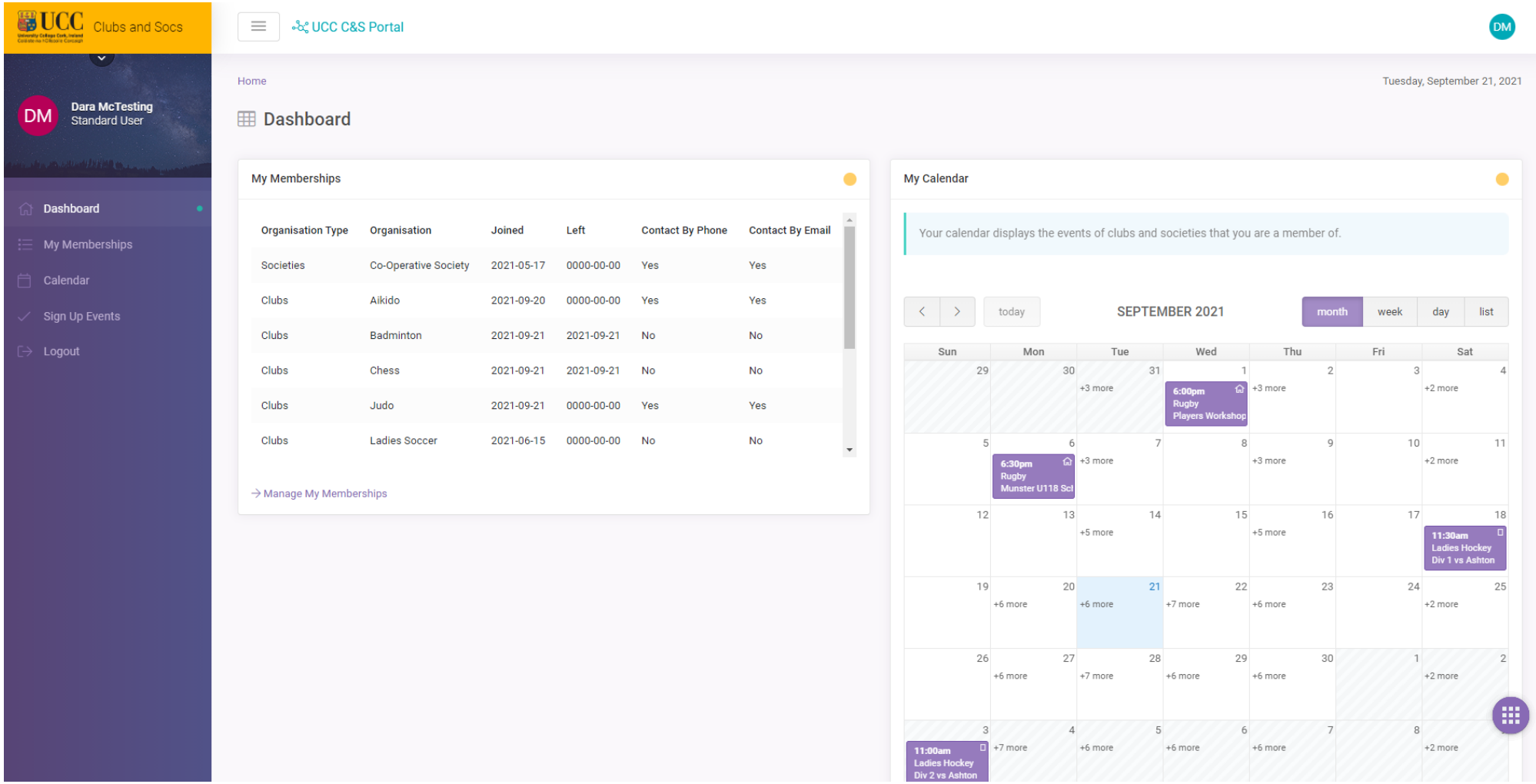


New student joining a club

- Select Club(s) from drop down menu
- Option to edit contact by email/phone

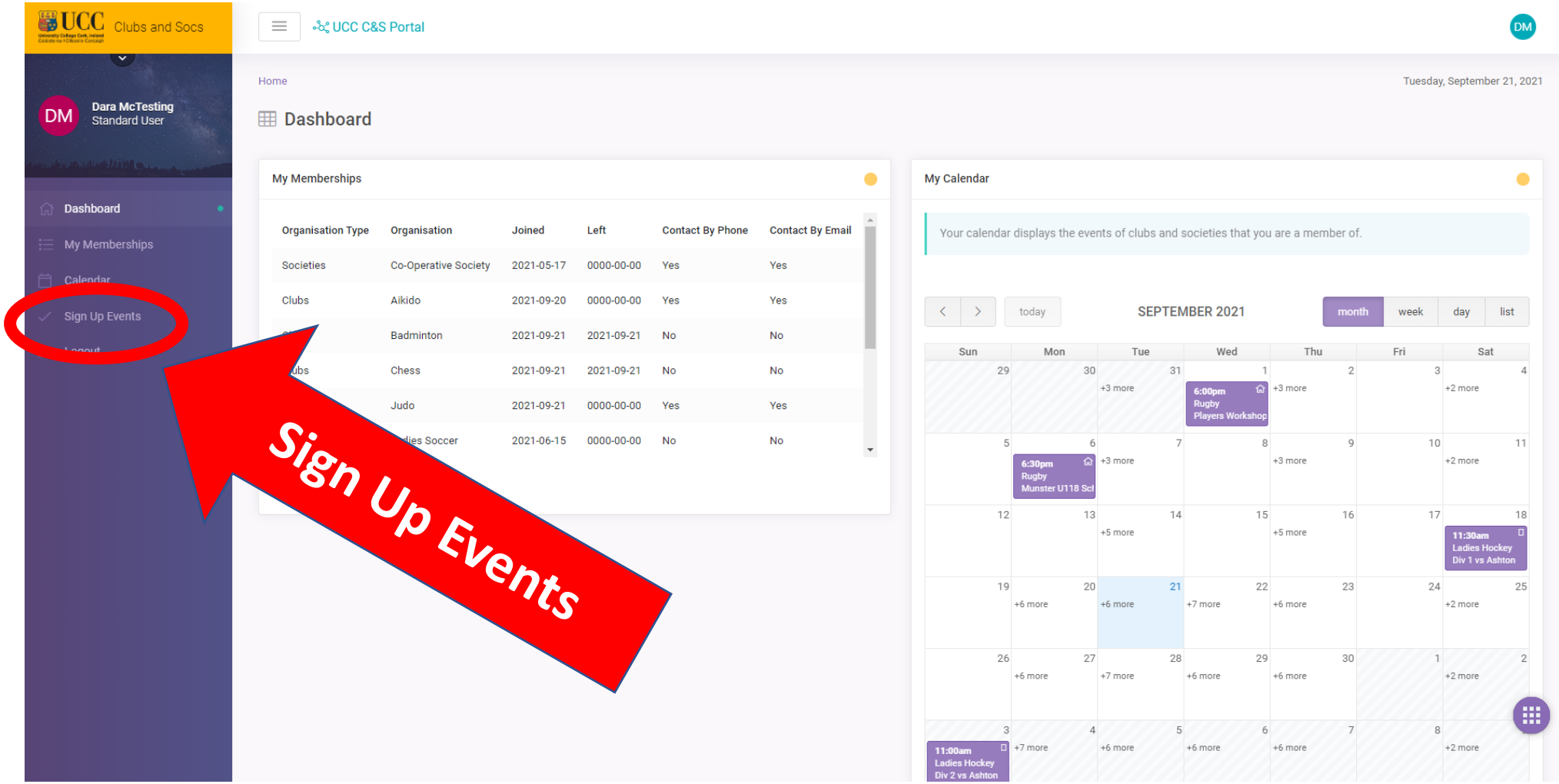


New student – Dashboard



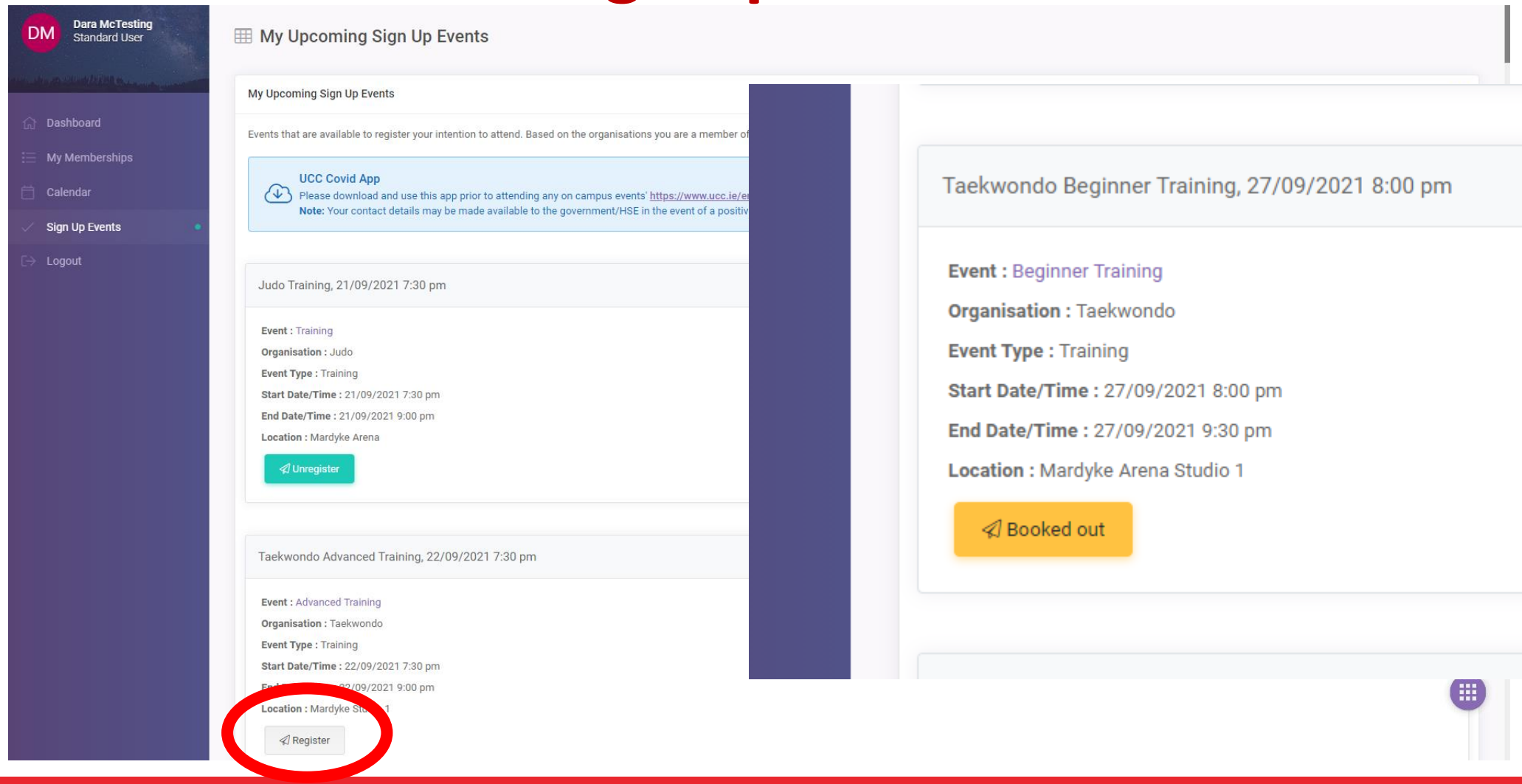
Once you've signed up to clubs and societies your memberships and calendar will become more populated on your dashboard

New student – Sign up to attend an event



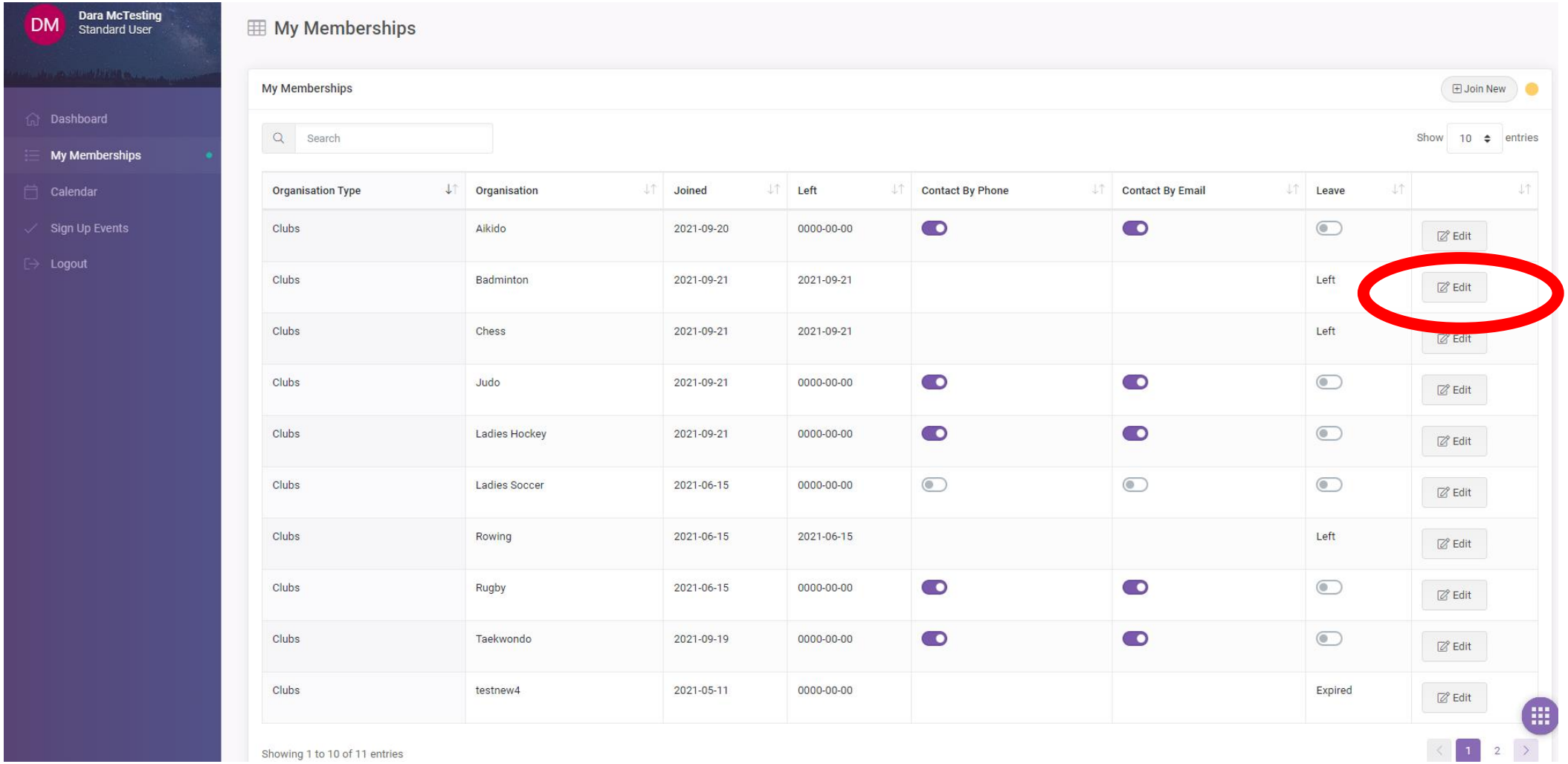
If your clubs event requires a pre-book / sign up, then go to sign-up events; the purpose of this is to inform your club you are booking your place to attend

New student – Sign up to attend an event



Scroll to see all the events from all your clubs or select an event direct from your calendar;
Select register, or join waiting list

New student – Manage their club memberships



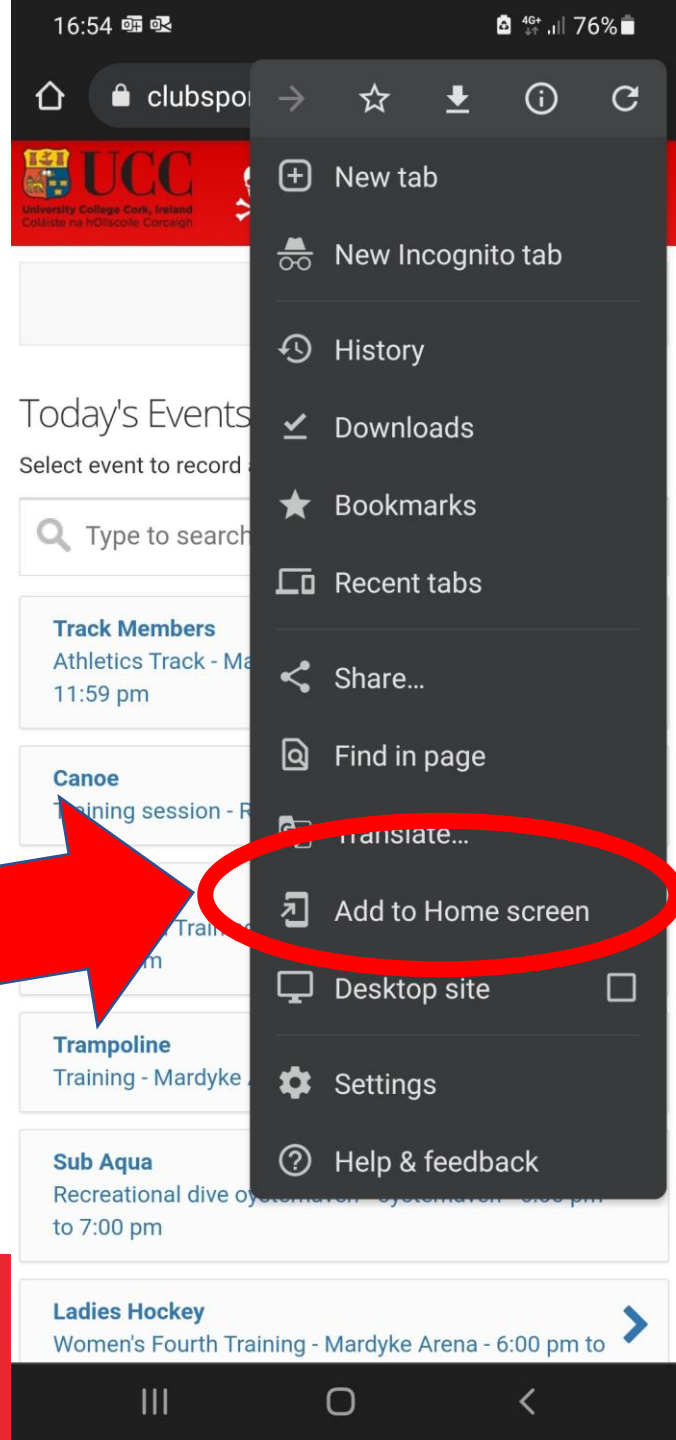
Members can manage their memberships directly; leave a club or to re-join a club again at a later stage

Recording Attendance

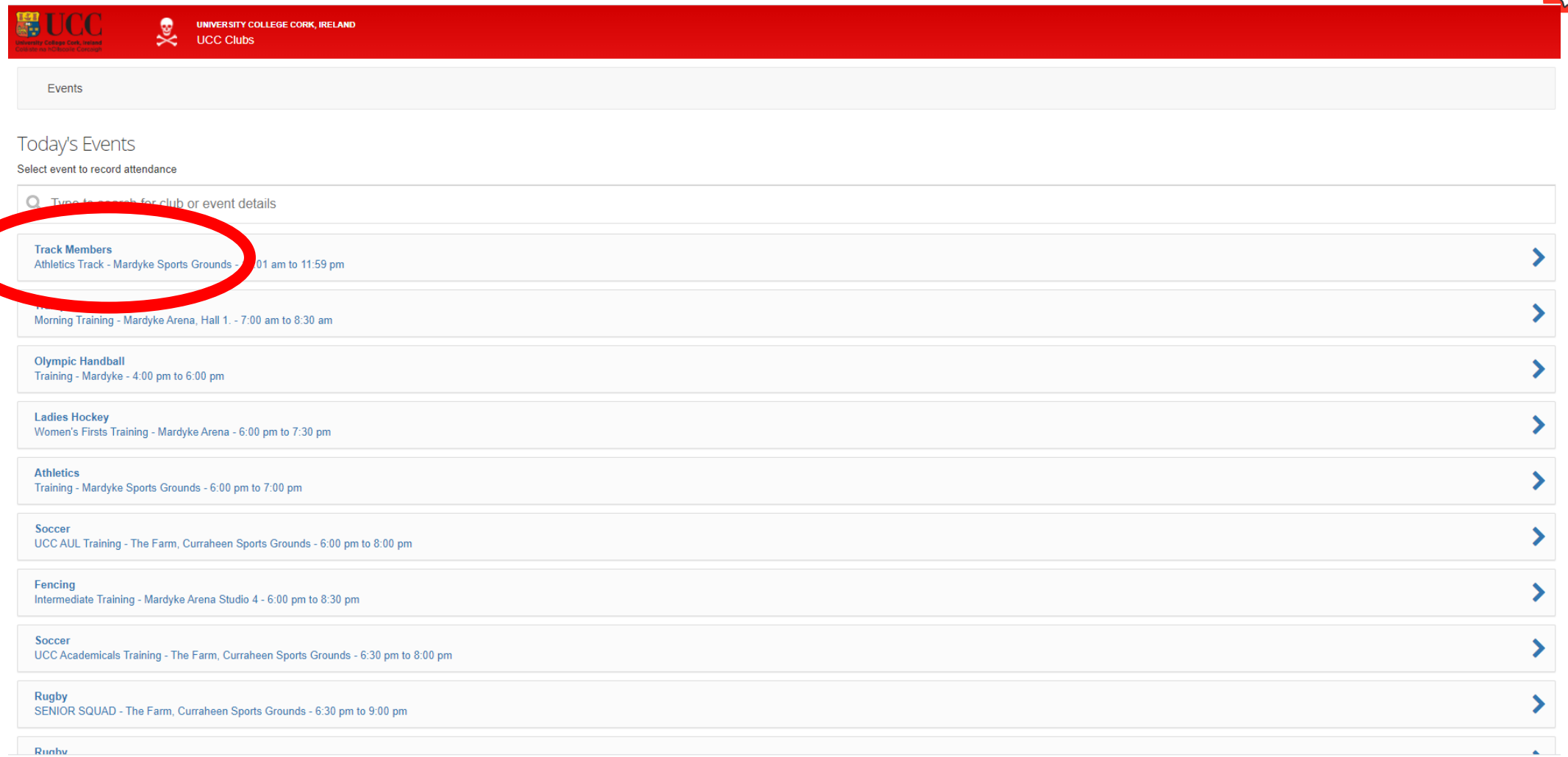
On the day of an event, a member attending a club event must log their attendance

- **Only record attendance via**
  - **QR Code at the sports venue**
  - **Direct to https://clubsportal.ucc.ie/attendance/**
  - **Kiosks at the Arena or Pavilion**

Why not add the URL above to your phone's home screen



https://clubsportal.ucc.ie/attendance/



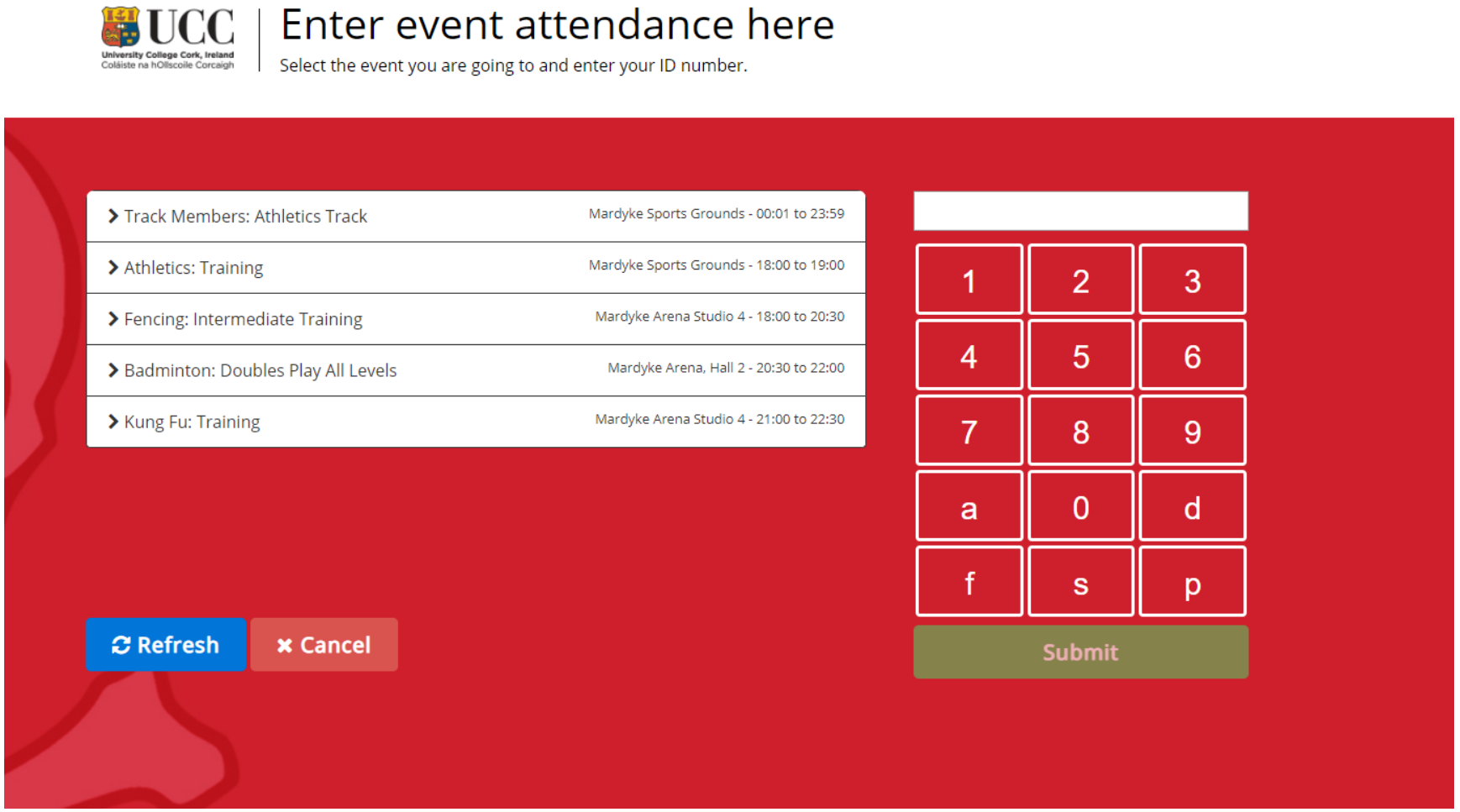
Open the URL https://clubsportal.ucc.ie/attendance/ and select the event you're attending

https://clubsportal.ucc.ie/attendance/

Enter student ID number

Hit save

Kiosk at the Arena / Pavilion



Select event
Enter ID
Select Submit

Want more info…

sport@ucc.ie

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