



An Ríocht Membership registration 2023

As the Club is preparing for the 2023 season, annual registration of all our members must first take place before we can submit teams. This year we continue online membership where you can **complete registration and pay membership online via the Foireann system**. For anyone still wishing to pay in person we will be holding a **registration day in the club as usual on Sat 11th Feb from 10am-1pm**.

The following pages will provide information on how to complete the registration online and pay 2023 annual membership.

Step 1 will show you how to set-up a Foireann account for anyone that has never used it before

Step 2 will show how to set up a family account (only applicable to those interested in Family Membership)

Step 3 will be applicable when you've set up your Foireann account and it will show you how to complete your annual membership

If you have completed membership online last year you will already have a Foireann account and you can skip to Step 3.



Step 1: Setting up a Foireann account

1. Navigate to the system - [Foireann.ie](https://foireann.ie) and click on the **register** link.

A screenshot of the Foireann.ie login/register page. It features a dark blue background with a white form area. The form contains a 'Username' field with a person icon, a 'Password' field with a lock icon, a 'Remember me' checkbox, and a blue 'LOG IN' button. Below the form, there are links for 'New user? Register', 'Forgot Username?', and 'Forgot Password?'. At the bottom, a small disclaimer states: 'This site uses cookies only for functionality that is strictly necessary for services that are explicitly requested by the user, for example registration and log-in.'

2. Enter the relevant information into the required fields. Usernames must be unique, therefore please choose another username to create your account if you receive an '**Invalid Username**' error message.

A screenshot of the registration form on Foireann.ie. It features a dark blue background with a white form area. The form contains several fields: 'First name/Ainm', 'Surname/Síonaine', 'Email', 'Choose a new username', 'Password', and 'Confirm password'. Below the 'Password' field, there is a note: 'Make sure it's at least 8 characters including a number and an uppercase letter.' There are also two checkboxes: 'I am at least 18 years old' and 'I have read the Data Protection Notice'. At the bottom, there are buttons for '← BACK TO LOGIN' and 'CONTINUE'. At the very bottom, a small disclaimer states: 'This site uses cookies only for functionality that is strictly necessary for services that are explicitly requested by the user, for example registration and log-in.'

Verify your email address

3. Check your inbox and click on the link within the email. Please check spam or junk mail folders if the email does not appear within your inbox.

Complete your profile

4. Enter the additional information into the mandatory fields and add your Club, you will need to select your Association (Camogie or GAA), then your County and Club from the dropdown options.

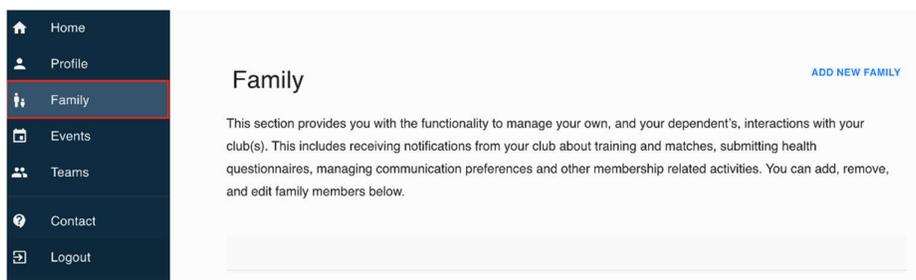


Step 2: Creating a Family on Foireann

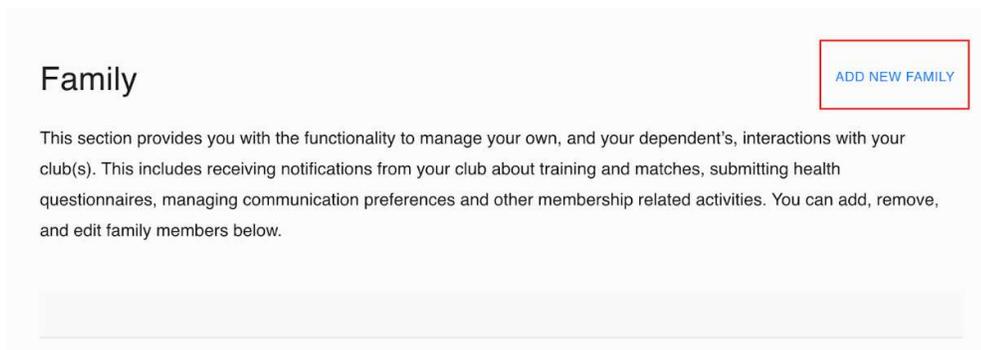
Members can be associated with more than one family.

To create a family, please follow the steps below:

1. Navigate to the '**Family**' section.



2. Click the '**Add New Family**' button.



3. Enter the relevant information into the '**Name**' (Mandatory) and '**Description**' (Optional)

The screenshot shows the 'Add New Family' form. It has a white background with a dark blue header. The form contains two text input fields: 'Name' and 'Description'. Below the fields are two buttons: 'CANCEL' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red rectangular box. The text 'Enter the name and description of this family' is positioned above the input fields.

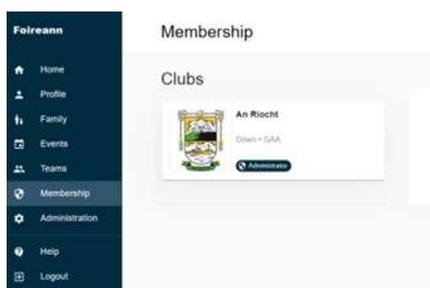
4. Click the '**Confirm**' button.



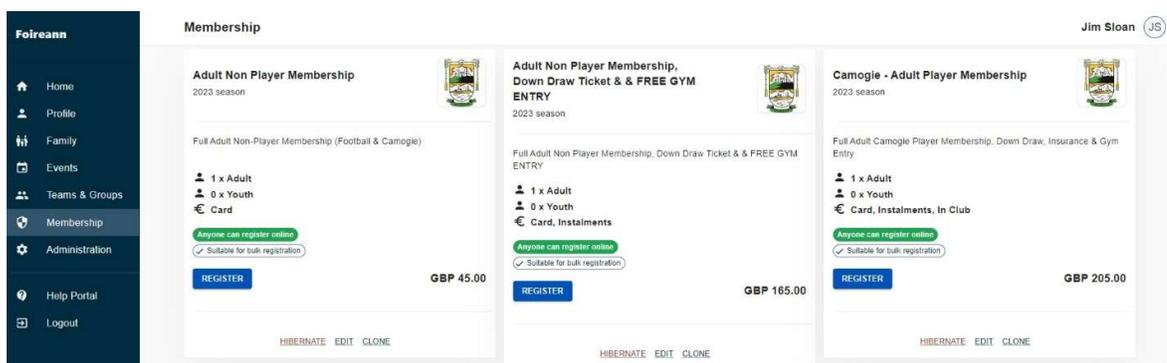
Step 3: Online Membership

The following steps and screenshots outline the process club members will follow to register with your club on Foireann.

1. After logging into Foireann, navigate to the **Membership** section and select either Camogie or Football/general club membership



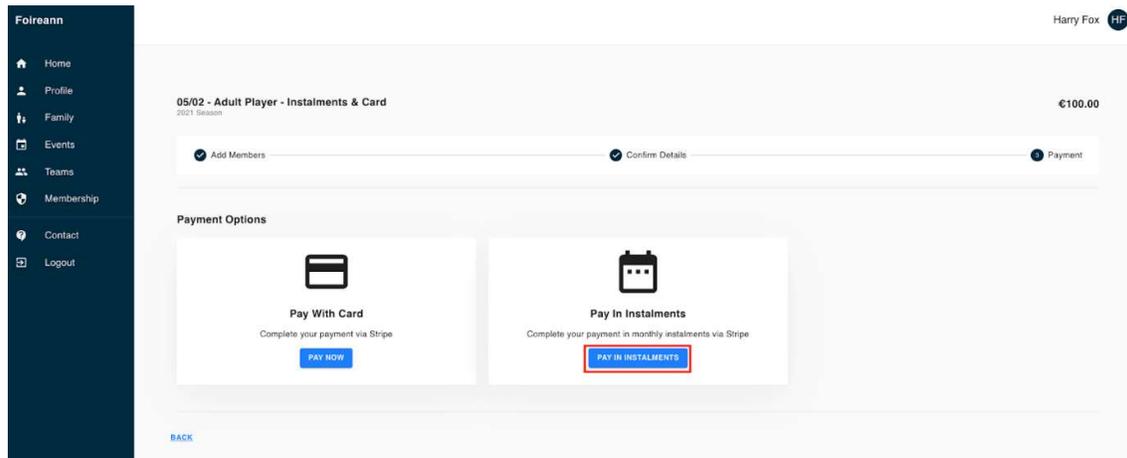
2. Click on the **'Register'** button beside the membership option which applies to you



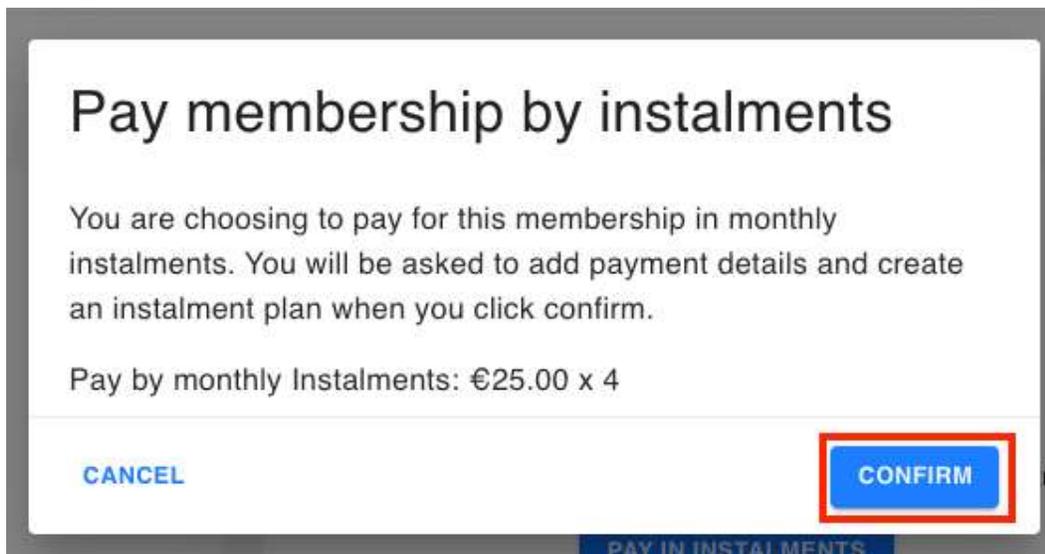
3. There are three steps a member must complete when selecting a membership option:

- Add Members
- Consent Forms & Code of Conduct
- Payment Method

7. Select the members name and click **Continue**
8. Check the information on your profile is correct, if not use the edit feature, then click **Continue**.
9. Then choose your payment method.



10. A confirmation popup will appear informing the user that they are being redirected to Stripe. They will also be informed of the monthly instalments for the membership option which they have selected if they have chosen to pay by installments.



11. Click the '**Confirm**' button.

12. Within the payment page, more information regarding the instalments will be outlined.

NOTE: The first payment will be taken on the day which they create the instalment plan and each recurring payment will be taken on the same date each month for the duration of the instalment plan.

For example, if the instalment plan was created on the 9th of February for 4 months, the payment schedule would be as follows: 9th of February, 9th of March, 9th of April and Final Payment on 9th of May.



13. Click on the **'Add A Payment Method'** to add your card details. Please note that you will be redirected to Stripe to enter the relevant details.

Foireann

Home
Profile
Family
Events
Teams
Membership
Contact
Logout

Harry Fox **HF**

Pay In Instalments

05/02 - Adult Player - Instalments & Card €100.00
2021 Season

Membership Information
You will pay 4 instalments of €25.00 for this membership option.
Choose a payment method below to pay for your membership in instalments. Once you click Create Instalment Plan, the first payment will be taken today and each recurring payment will be taken the same date each month for the duration of the instalment plan.

Members Included
Harry Fox

Payment Methods
You have no saved payment methods. Please add a payment method. You will be redirected to Stripe to complete your card details. These details are stored and held by Stripe

ADD A PAYMENT METHOD
CANCEL

CREATE INSTALMENT PLAN

14. Complete all fields and click the **'Save Card'** button.

Foireann **TEST MODE**

Email
tester@gmail.com

Save card information

Card information
1234 1234 1234 1234

MM / YY CVC

Name on card

Country or region
United Kingdom

Postal code

Save card

By saving your card information, you allow Foireann to charge your card for future payments in accordance with their terms.

Powered by stripe | Terms Privacy

15. The member will be redirected back to Foireann whereby the newly saved card details will be listed for the member to choose. Tick the checkbox beside the Card Details and click **'Create Instalment Plan'**.



16. The member will be redirected back to Foireann whereby their membership record is updated to **'Fully Registered'**.

NOTE: If the membership does not update automatically when directed back to Foireann, please refresh/reload the page.

17. By clicking on the membership record, the member will be able to see more information regarding their membership including the payment status which will state **'Part Paid'** until all instalment payments have been made. They will also be able to see each 'successful' or 'failed' payment within the instalment plan.

Only when the member has been **verified** by an administrator, they will receive a welcome email from the GAA outlining their membership number.

NOTE: If a payment fails i.e there are insufficient funds or the card expires, the system will attempt to take the payment 4 times over the course of 4 weeks. If all 4 attempts fail, it will be up to the club admin and club member to arrange for an alternative method of payment for any outstanding payments.