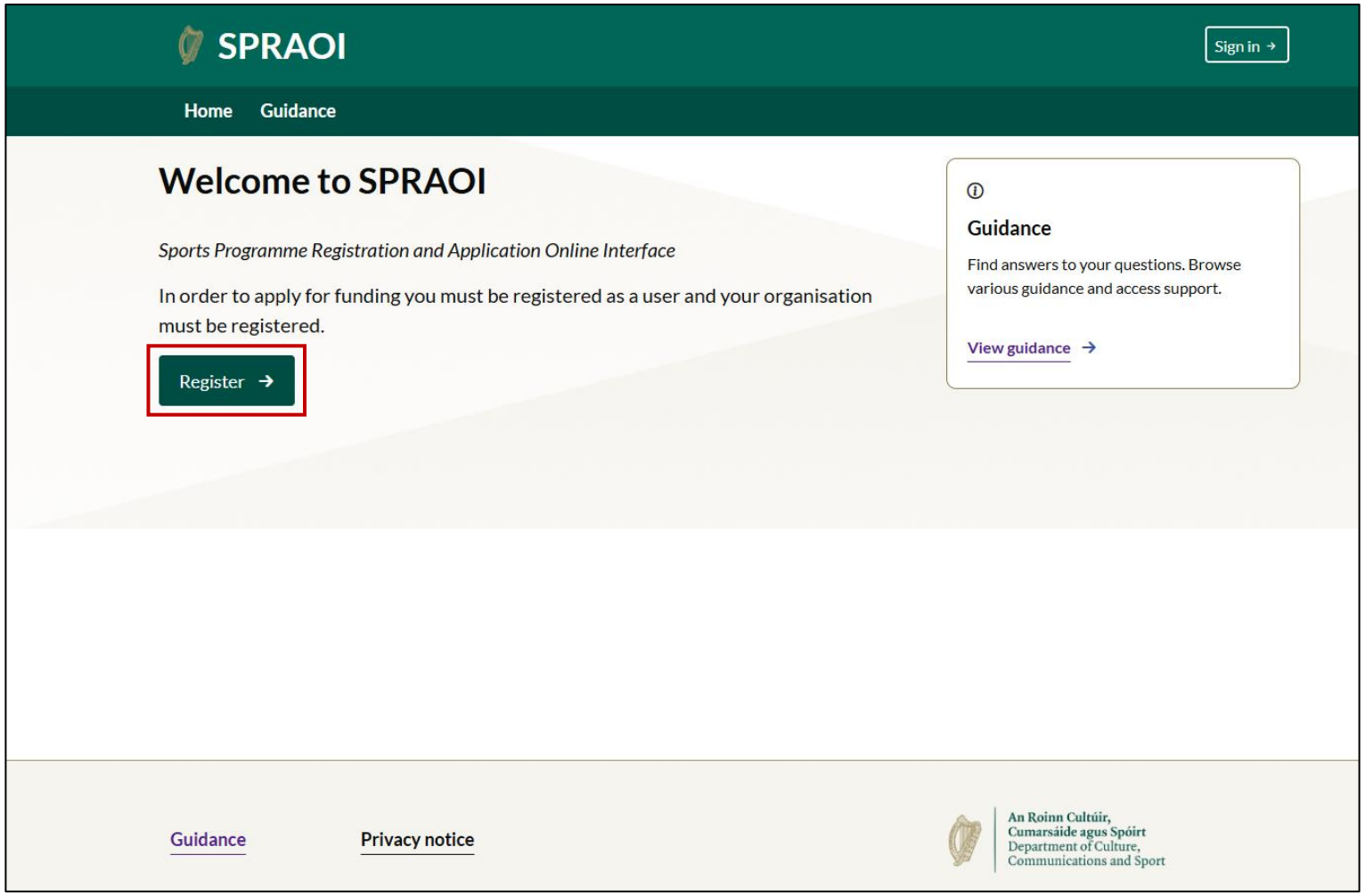
SPRAOI

Register a User

An Roinn Cultúir, Cumarsáide agus Spóirt
Department of Culture, Communications and Sport

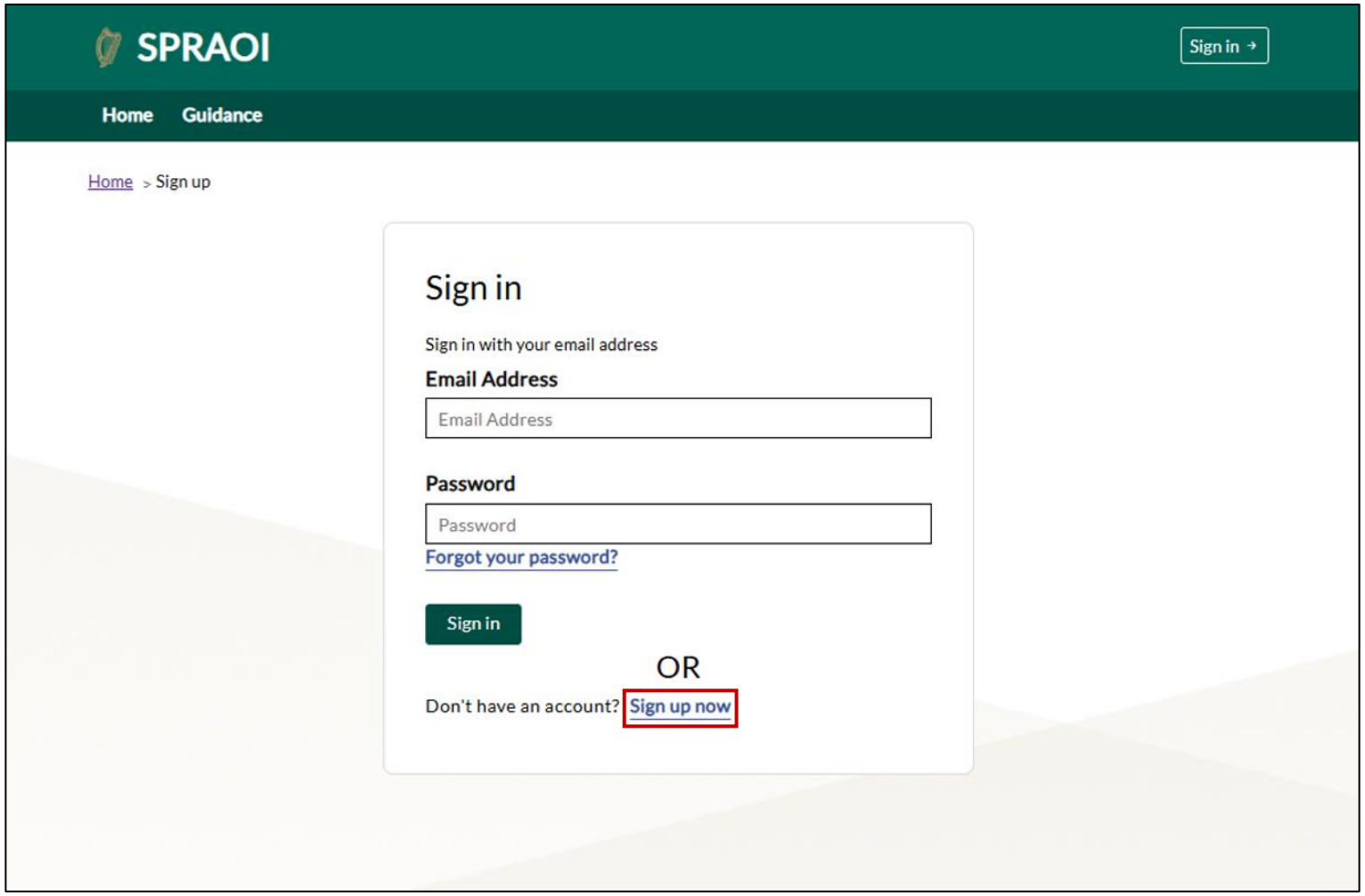
Access the SPRAOI Portal

Click ‘Register’.



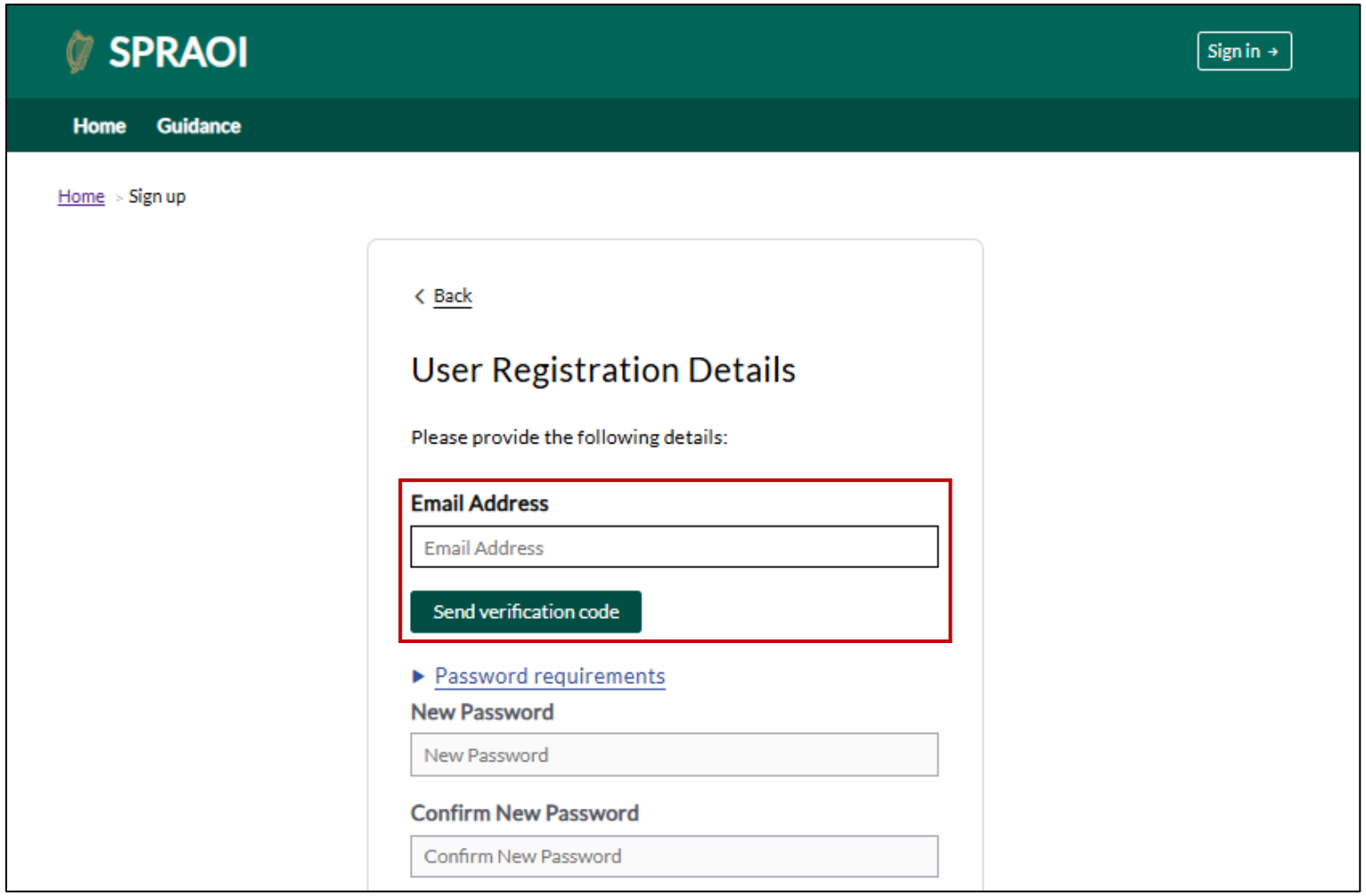
Re-directed to the Sign in page

Click on the ‘Sign up now’ link.



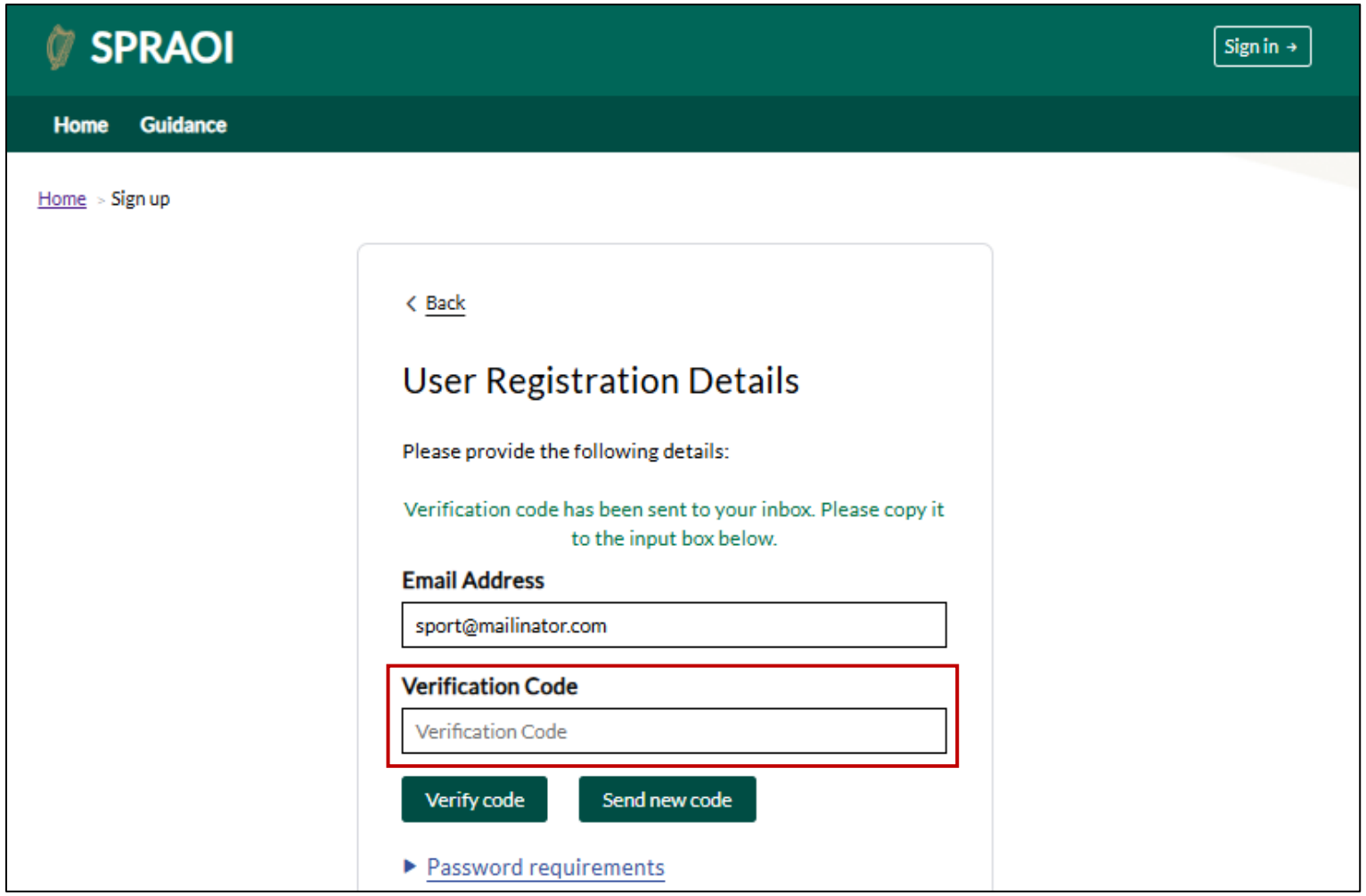
Re-directed to the User Registration Details page

Enter an email address and click ‘Send verification code’.



Verification code field appears

Enter the verification code received via email into the text box highlighted and click ‘Verify code’.



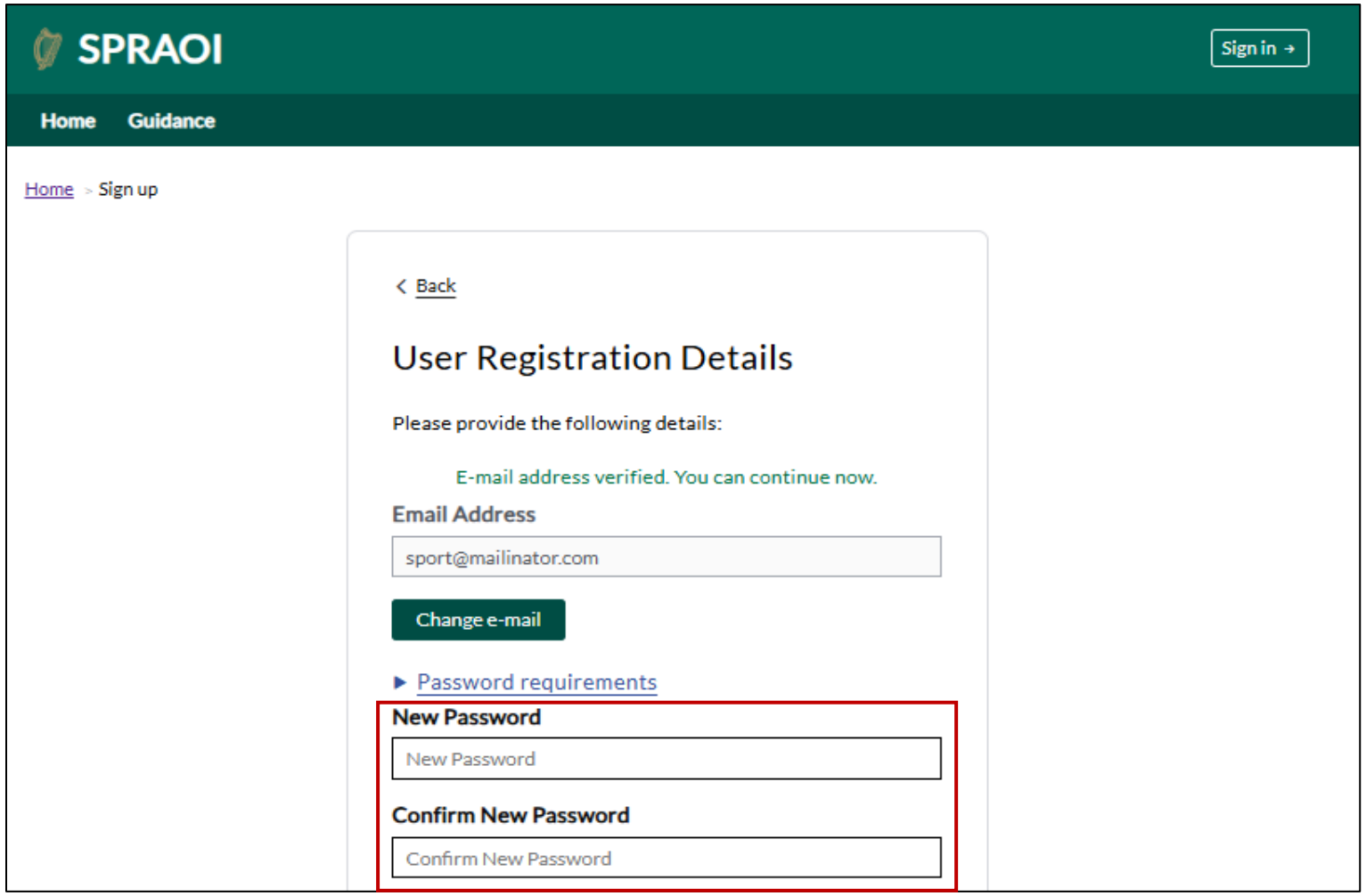
Email address verified

Enter and confirm a password.

The password must be between 12 and 64 characters.

Your password must have at least 3 of the following:

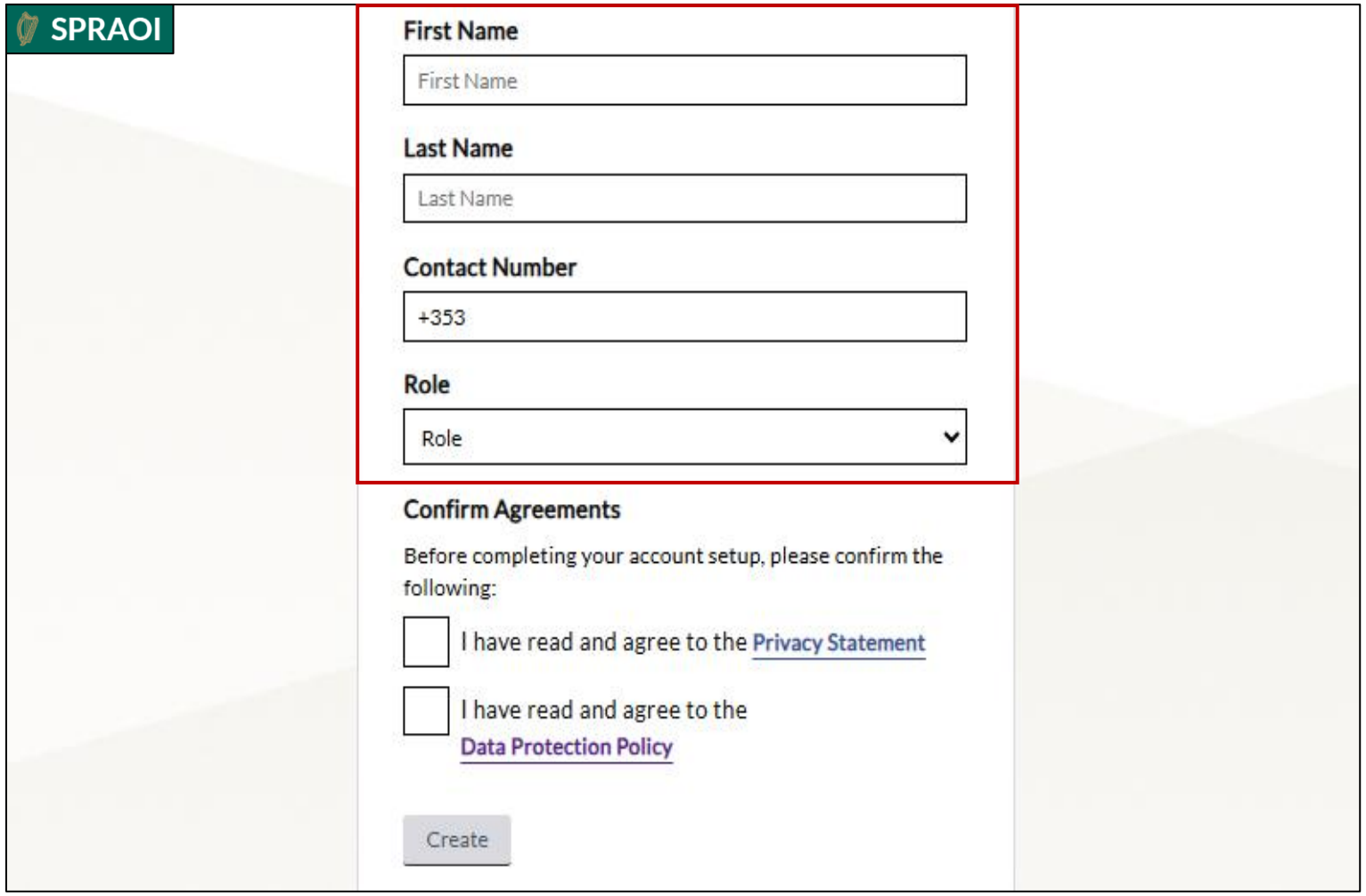
- a lowercase letter
- an uppercase letter
- a number
- a symbol



Populate your details

Complete the following fields:

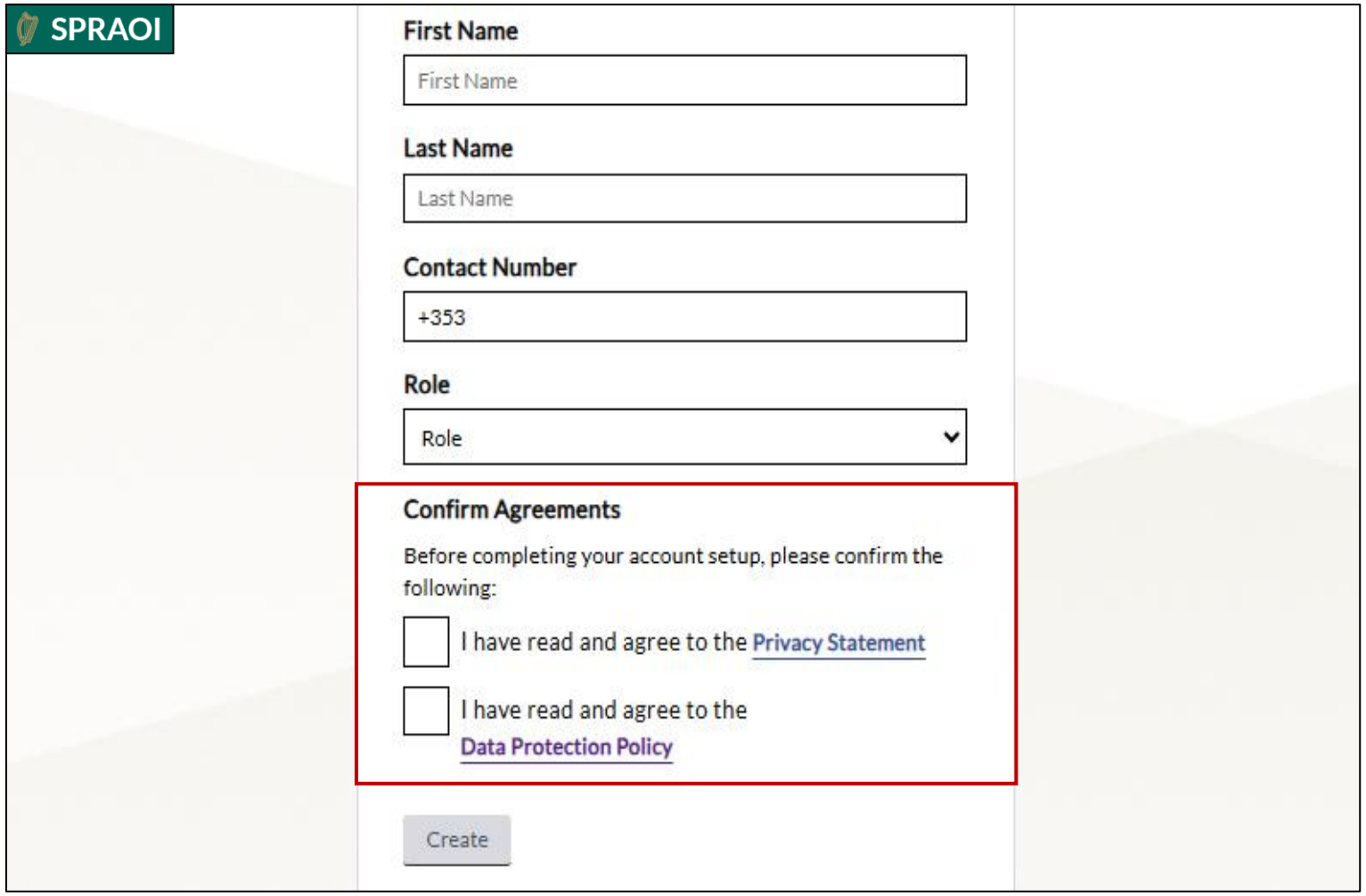
- First Name
- Last Name
- Contact Number
- Role



Confirm agreements

Read and accept the agreements outlined:

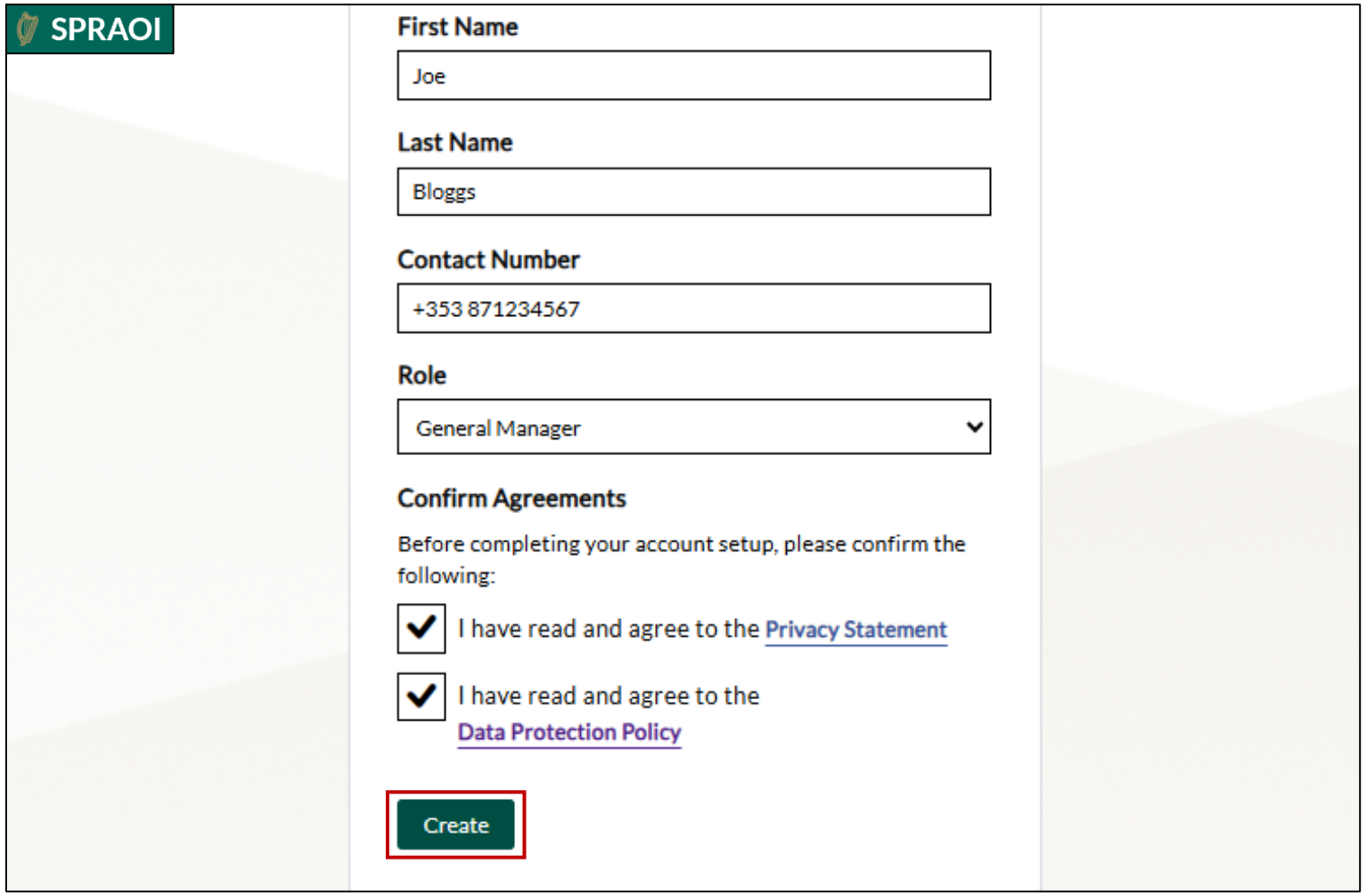
- Privacy Statement
- Data Protection Policy



Create button becomes accessible

You have now entered all details required for User Registration.

Click on the ‘Create’ button.

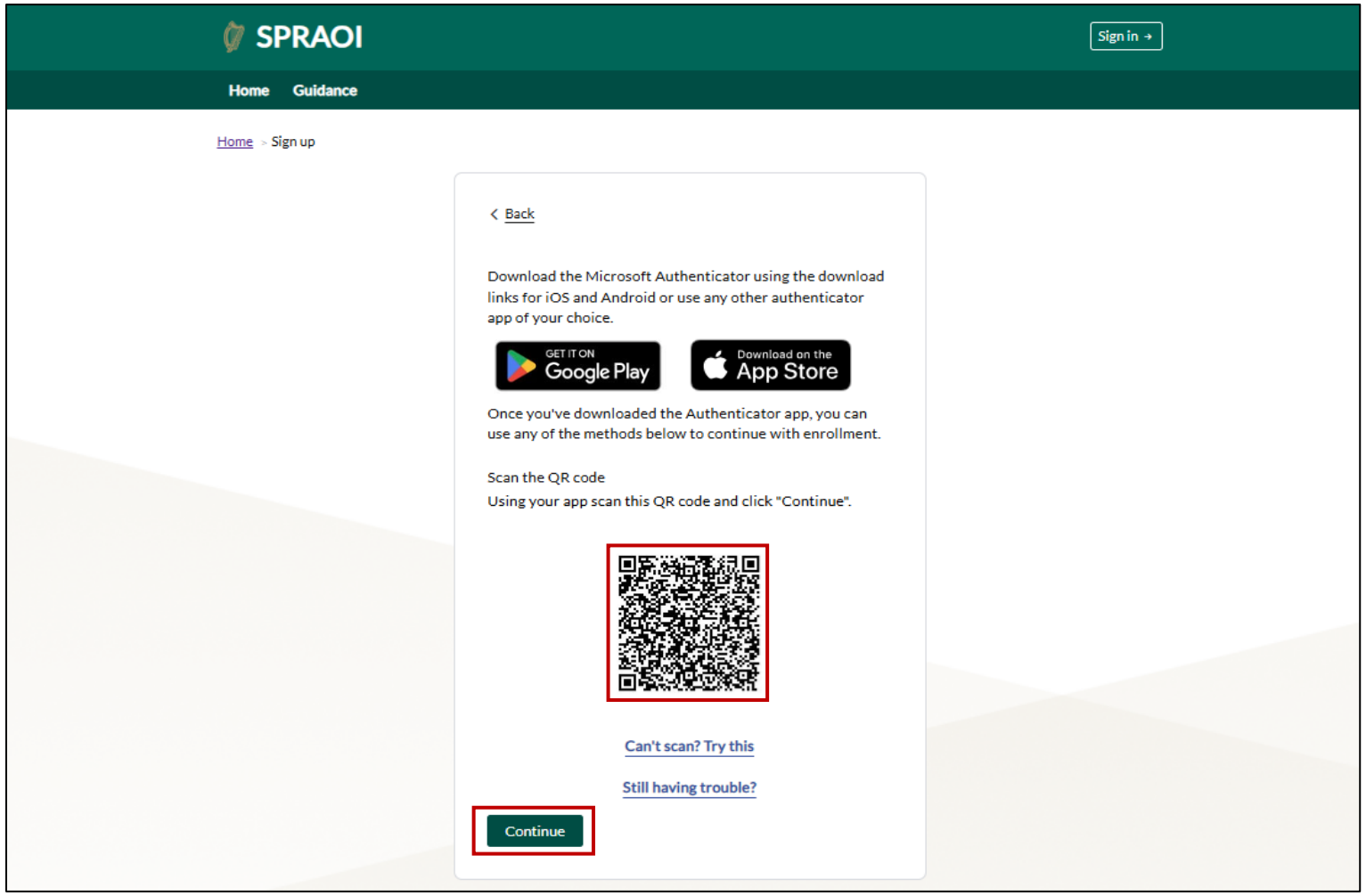


Re-directed to download the Microsoft Authenticator app

Download the app on Google Play or the App Store.

Once you have downloaded the app, scan the QR code provided on your screen using the QR scanner within the Microsoft Authenticator app.

Click ‘Continue’.

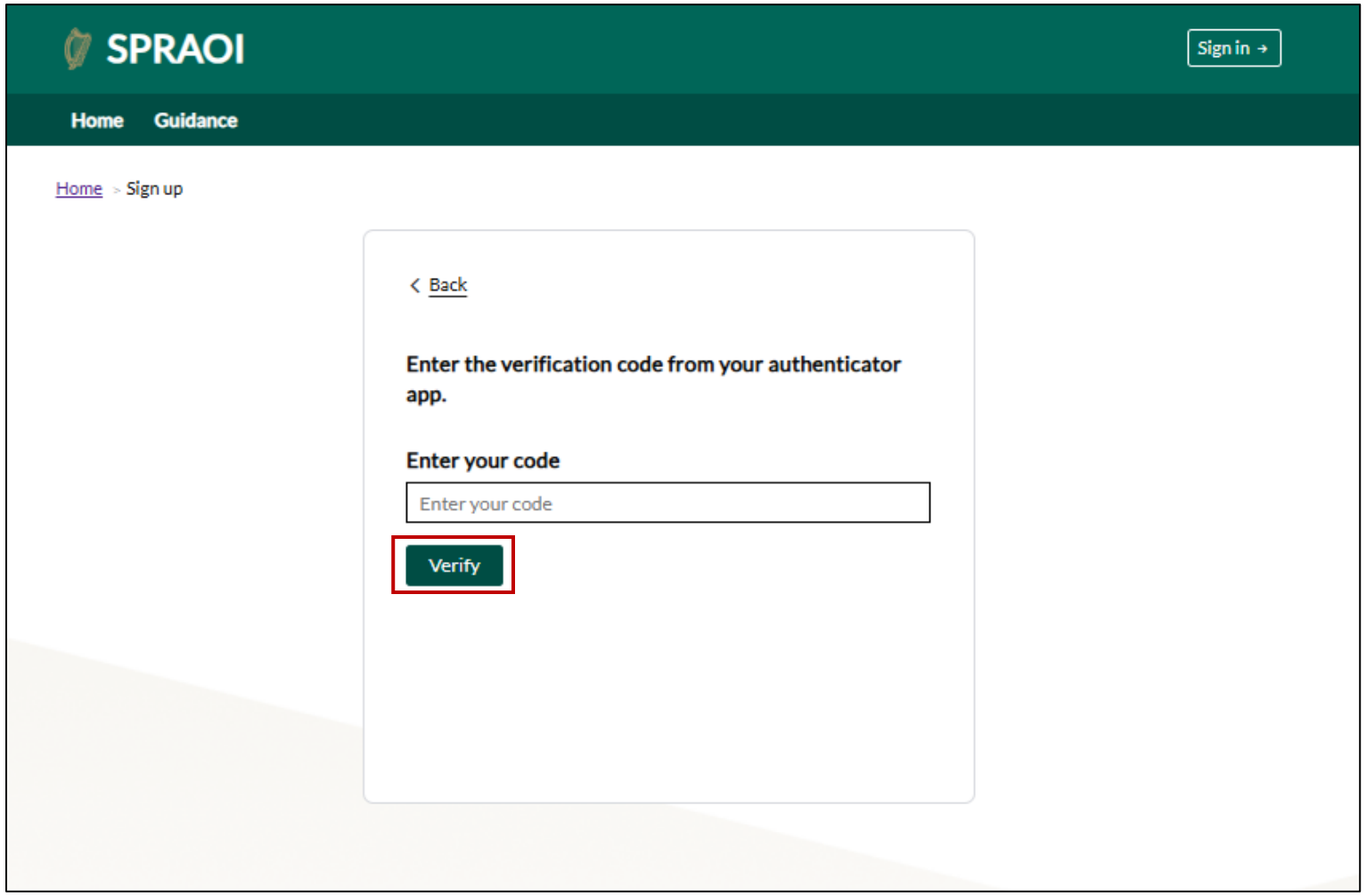


Re-directed to the verification code authenticator page

Enter the multifactor authentication code received within the app into the text box provided on the portal.

Click ‘Verify’.

Please note: Your authenticator app will be required for all subsequent logins. It must remain installed and accessible on your device.



SPRAOI

Register an Organisation

An Roinn Cultúir, Cumarsáide agus Spóirt
Department of Culture, Communications and Sport

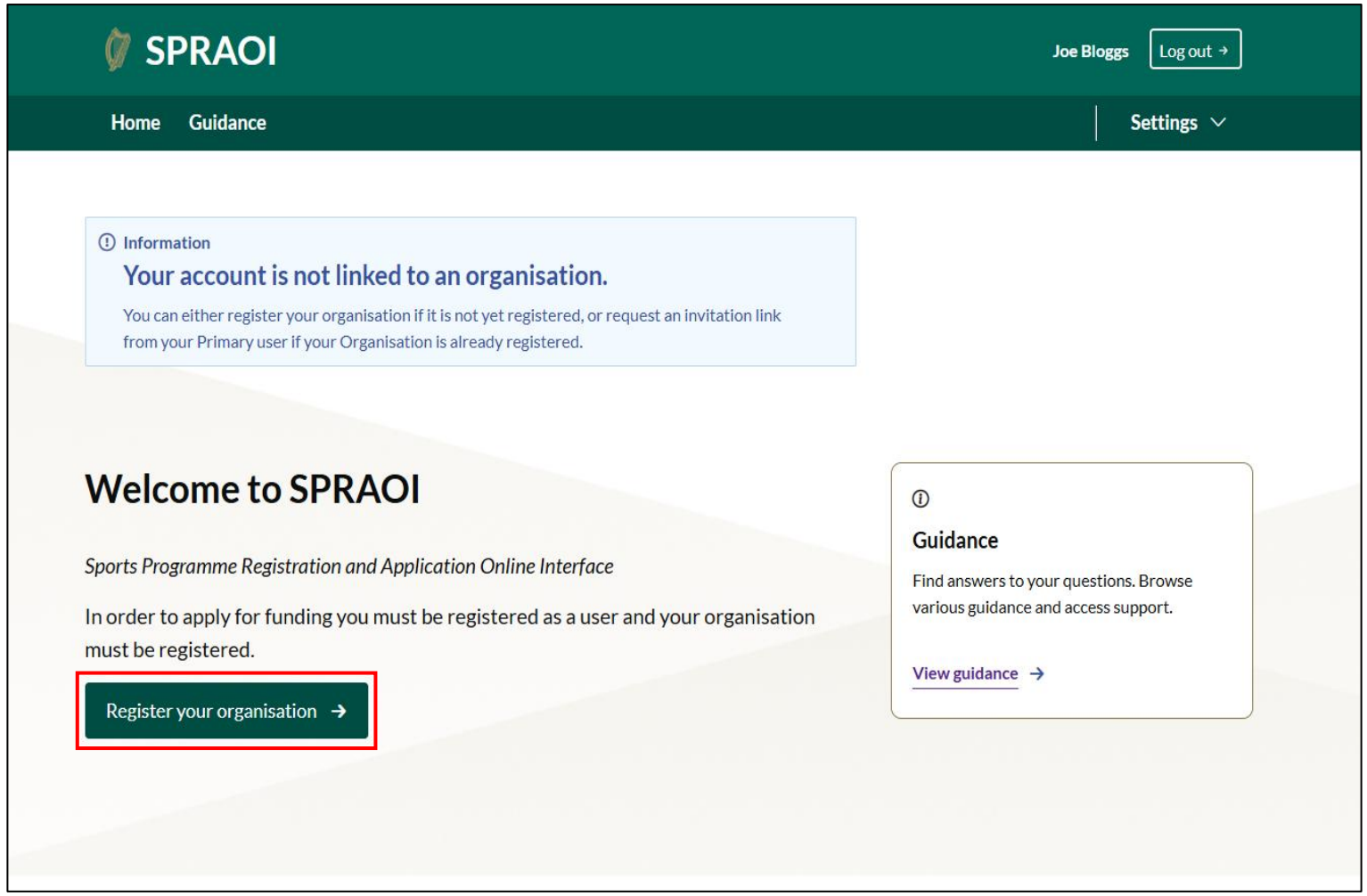
SPRAOI

Log in to your User account

If you are not already linked with an organisation, you will be re-directed to the welcome landing page which states:

‘Your account is not linked to an organisation’.

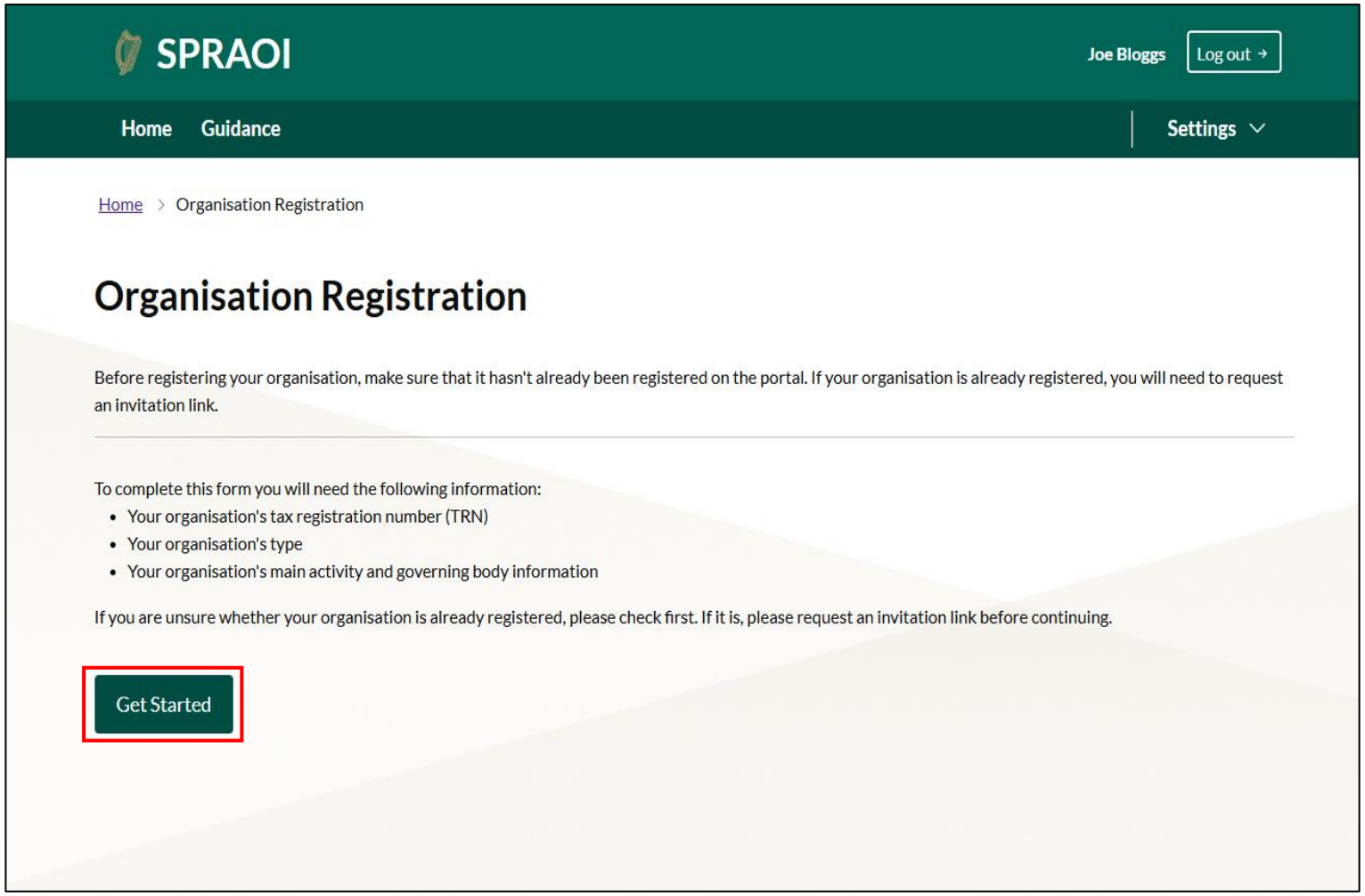
Click ‘Register your organisation’.



Re-directed to the information page

Please read the information provided.

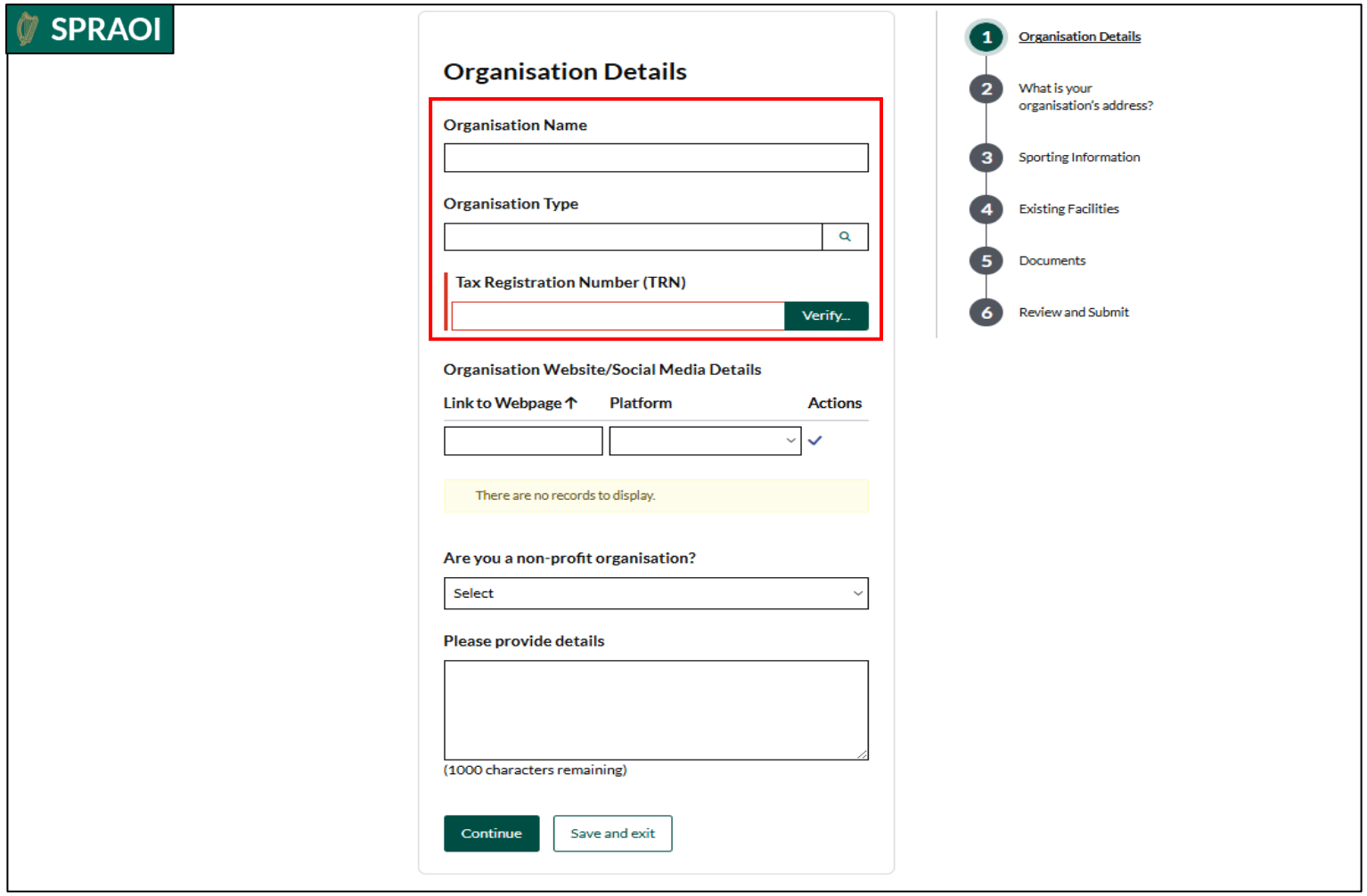
Click ‘Get Started’.



Re-directed to the Organisation Details page

Populate the following fields:

- Organisation Name
- Organisation Type
  - Use the search icon ( ) for lookup options.
- Tax Registration Number (TRN)
  - TRN of the organisation must be entered.
  - TRN must contain 7 digits and 1 or 2 letters.
  - Click ‘Verify’ once a TRN has been entered.



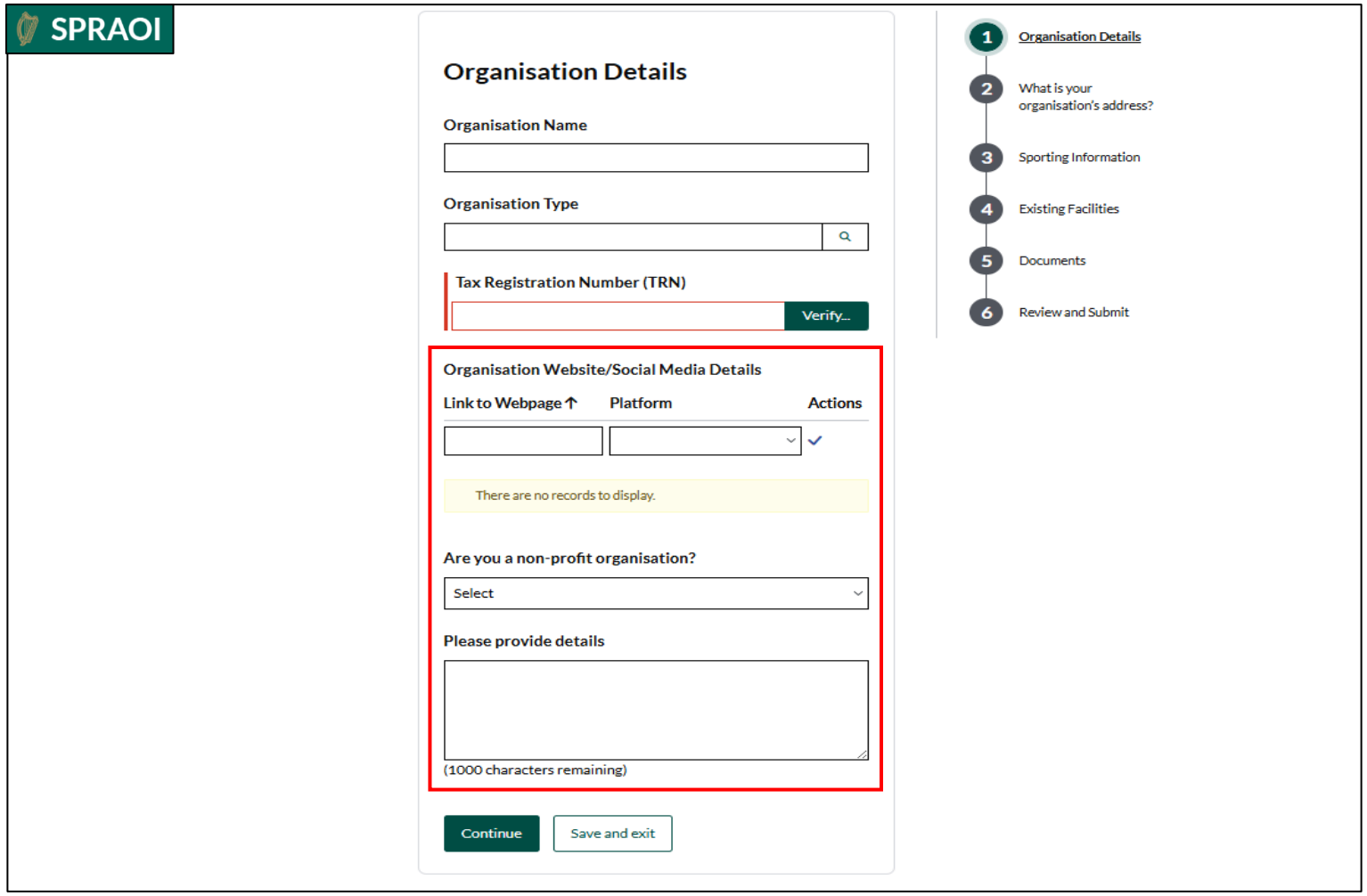
Continued…

Populate the following fields:

- Organisation Website / Social Media Details
  - Provide a link to the webpage.
  - Use the dropdown to select a platform to which the webpage is linked to.

- Are you a non-profit organisation?
  - If ‘No’, please provide details.

Click ‘Continue’.



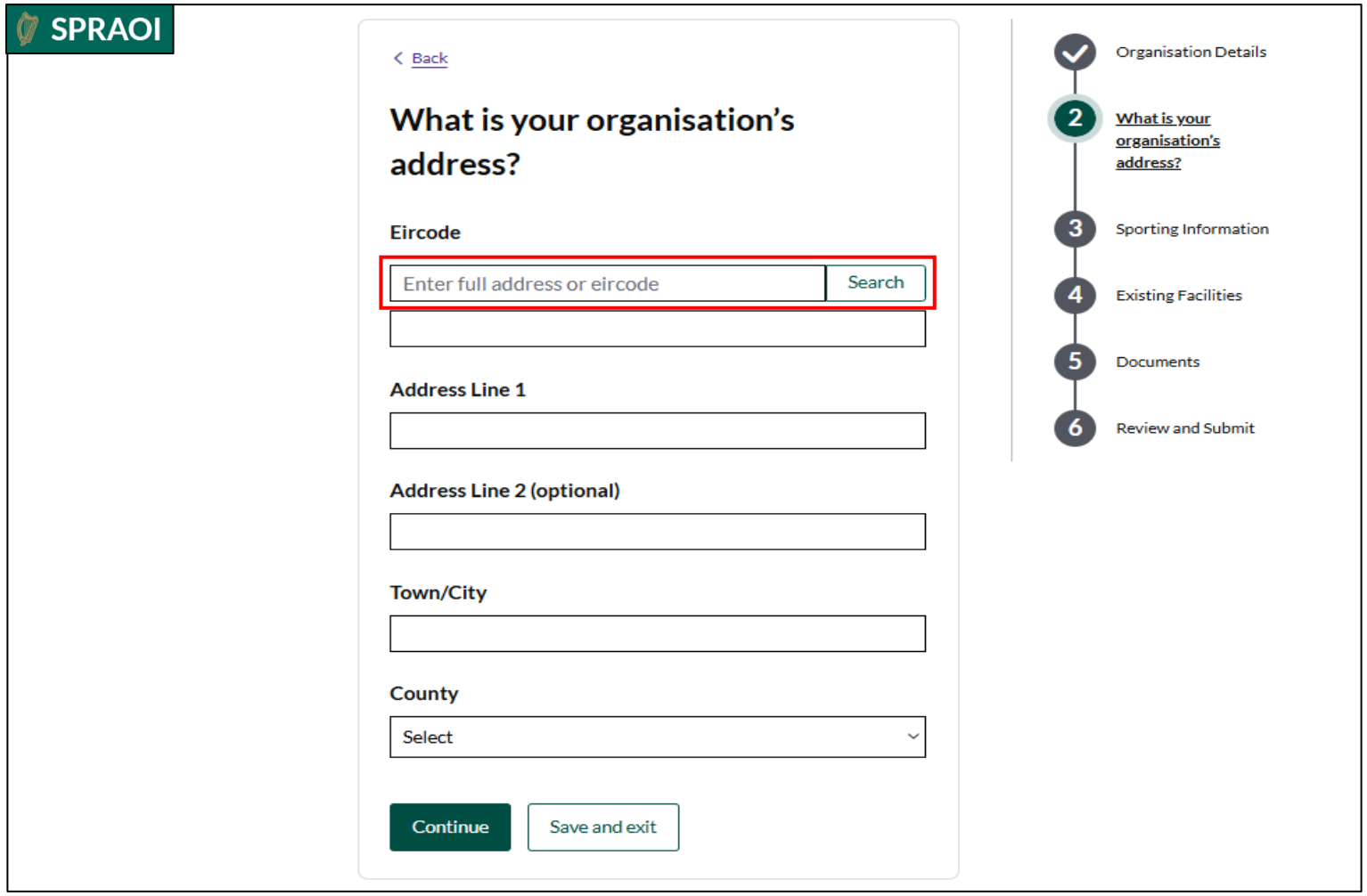
Re-directed to the Organisation Address page

Enter the organisation's eircode within the text box provided and click 'Search'.

Ensure that the address is populated correctly.

Click 'Continue'.

Please note: Address Line 2 is not mandatory.

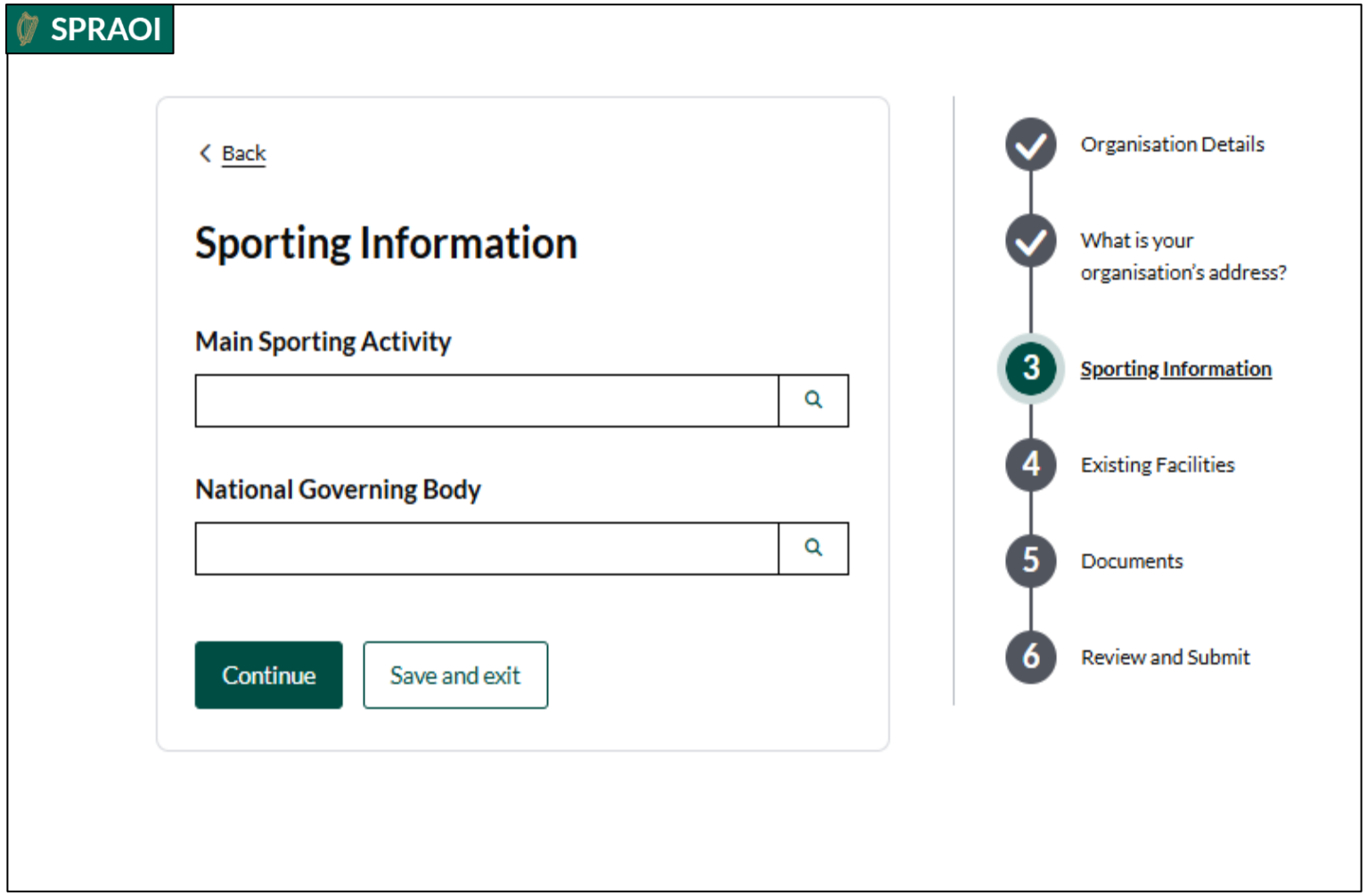


Re-directed to the Sporting Information page

Populate the following fields:

- Main Sporting Activity
  - Use the search icon ( ) for lookup options.
- National Governing Body
  - Use the search icon ( ) for lookup options.
  - If you are not affiliated with a National Governing Body of Sport, please select 'None'.

Click ‘Continue’.

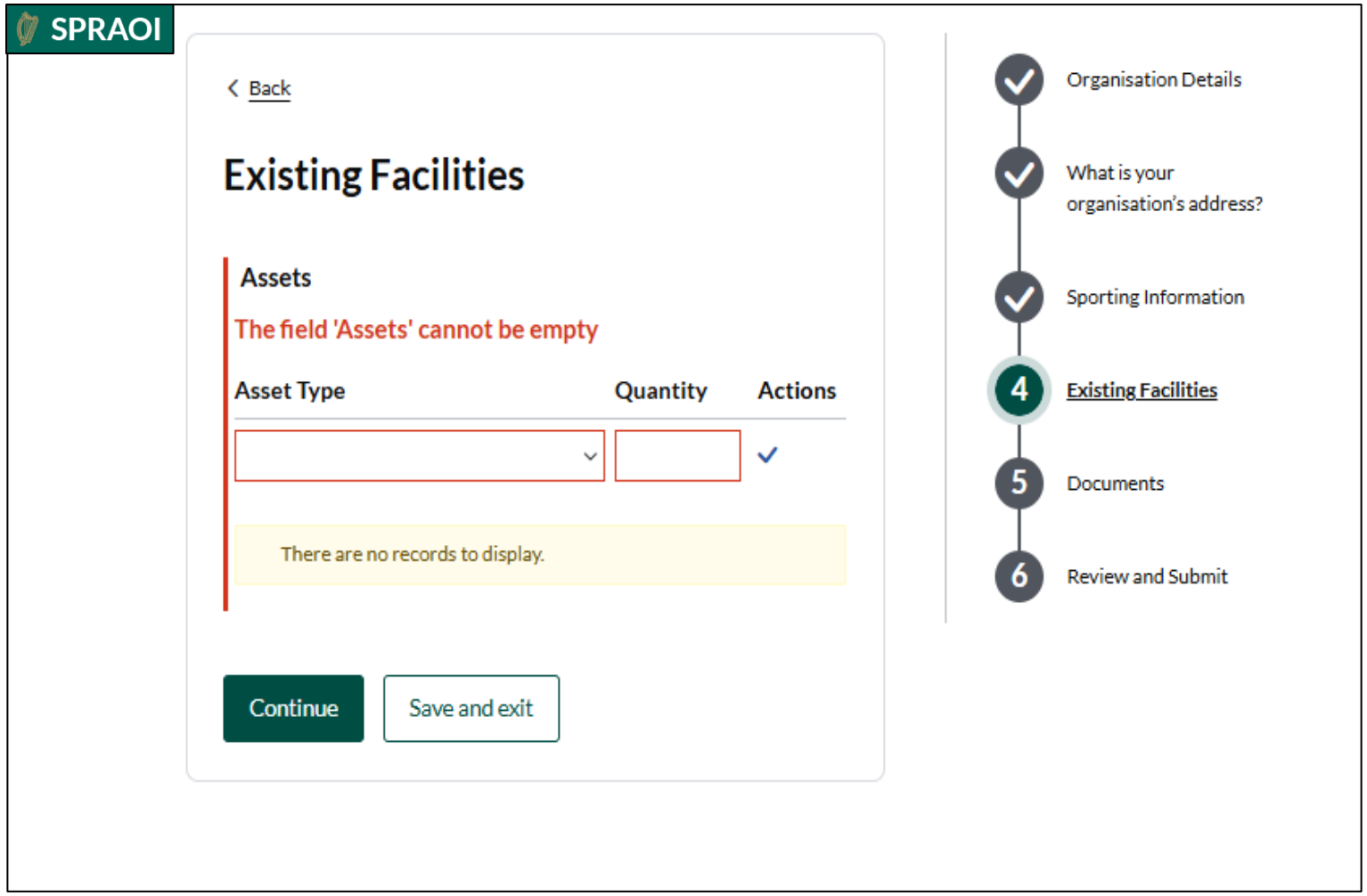


Re-directed to the Existing Facilities page

Populate the following fields:

- Asset Type
  - Use the dropdown to select an Asset Type.
  - If your organisation does not have any existing facilities, please select ‘None’.
- Quantity
  - Enter a figure that represents the amount of the Asset Type.

Click ‘Continue’.

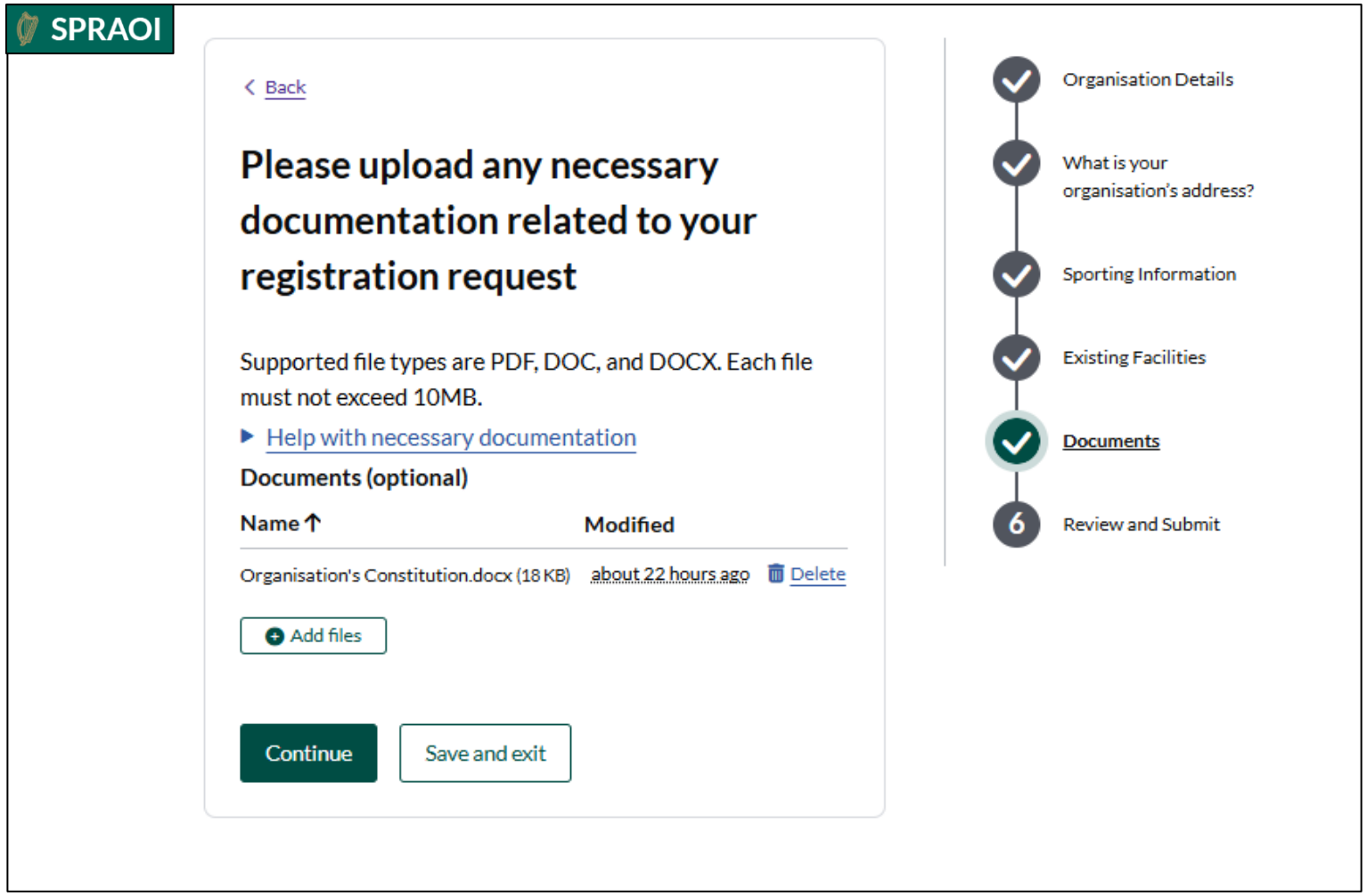


Re-directed to the Documents page

If you would like to upload documentation related to your registration request, please do the following:

- Click ‘Add files’.
- Click ‘Choose files’.
- Select a document from your device.
- Click ‘Add files’.

Once you are happy with the documents uploaded, click ‘Continue’.

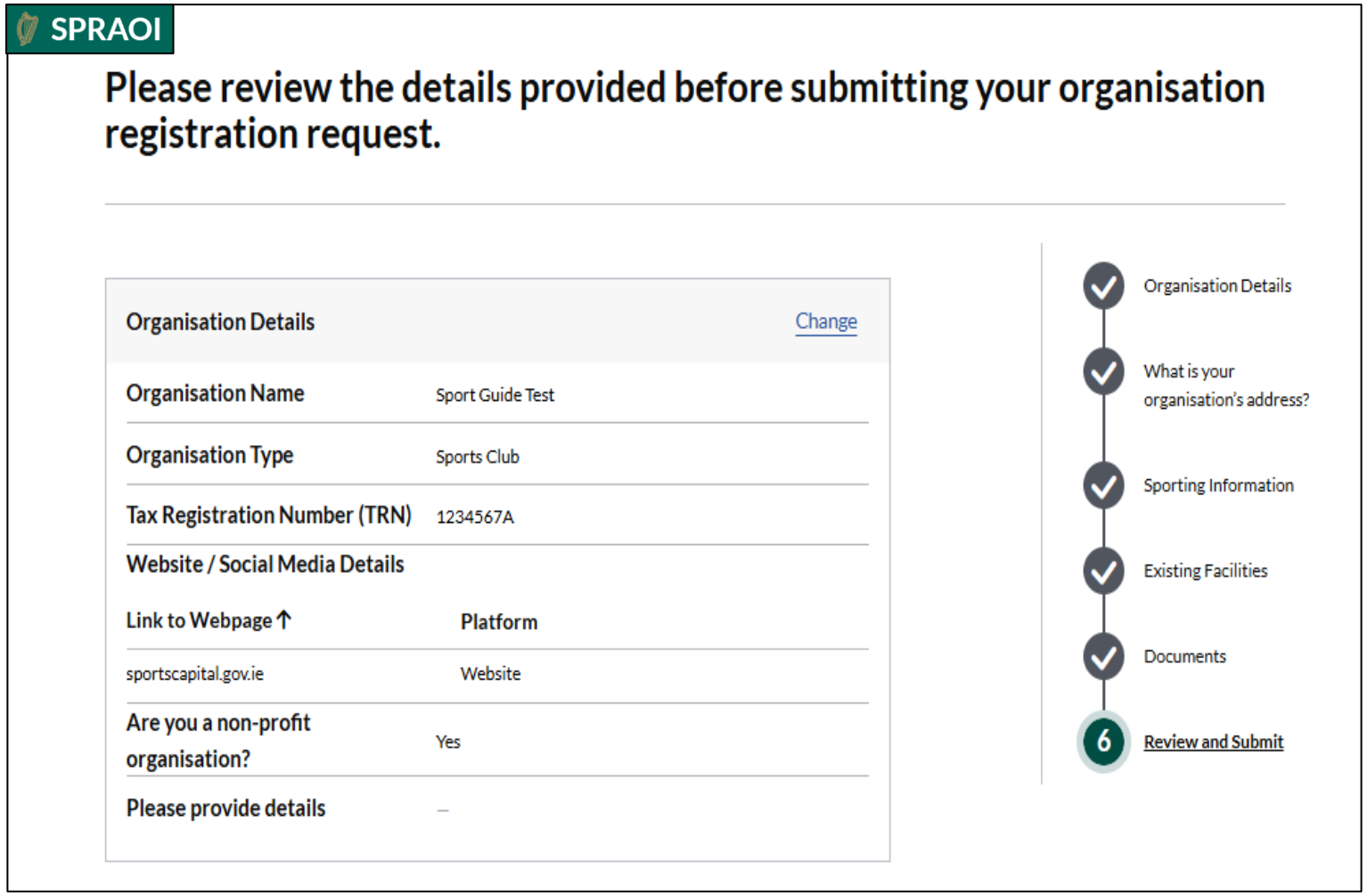


Re-directed to the Review and Submit page

Double check the information that you have populated.

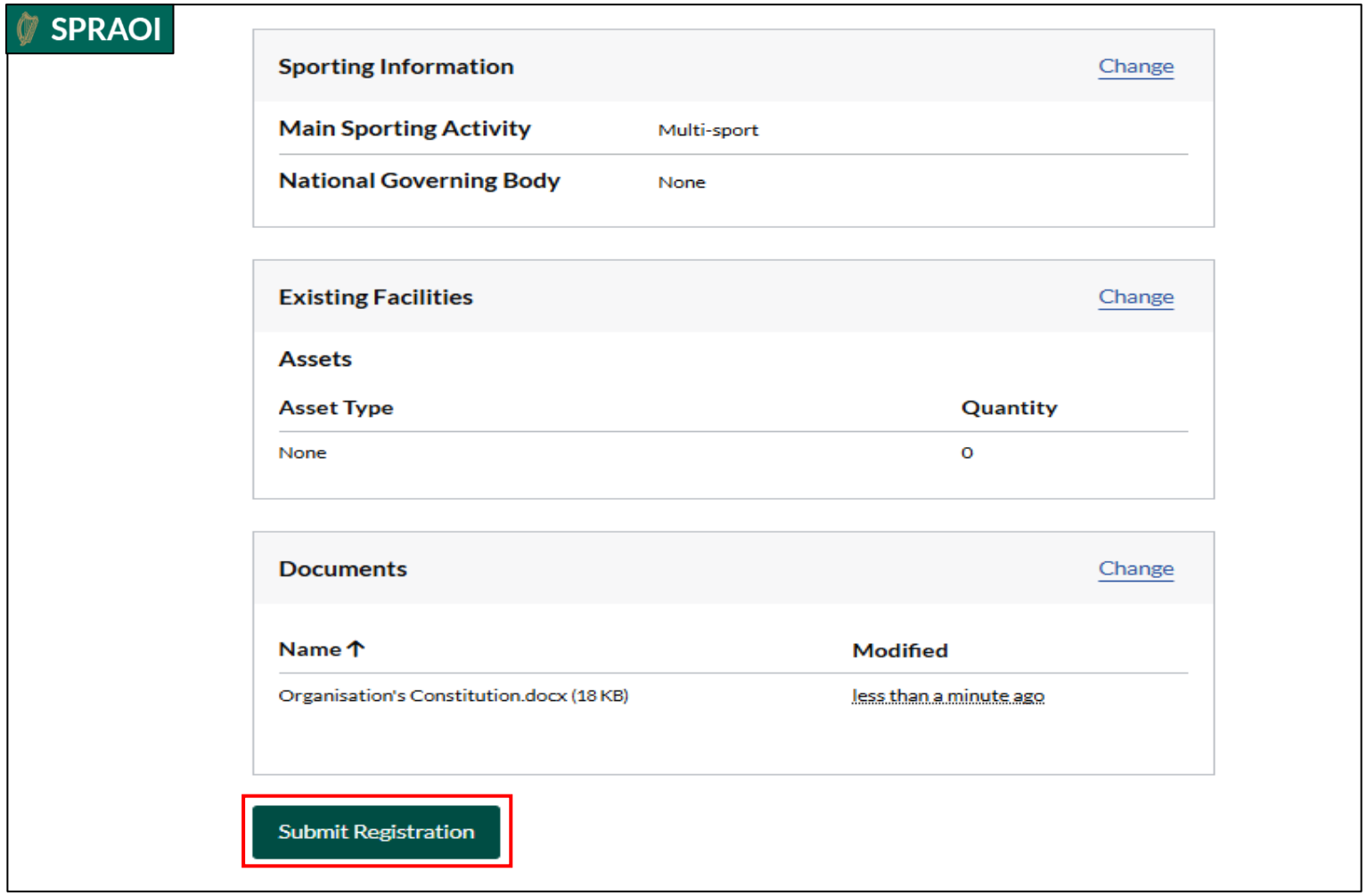
If you would like to amend any section, click ‘Change’ and you will be re-directed to that page for amendment.

You should then return to the ‘Review and Submit’ section for final review once again.



Continued…

Click ‘Submit Registration’ at the bottom of the ‘Review and Submit’ page.

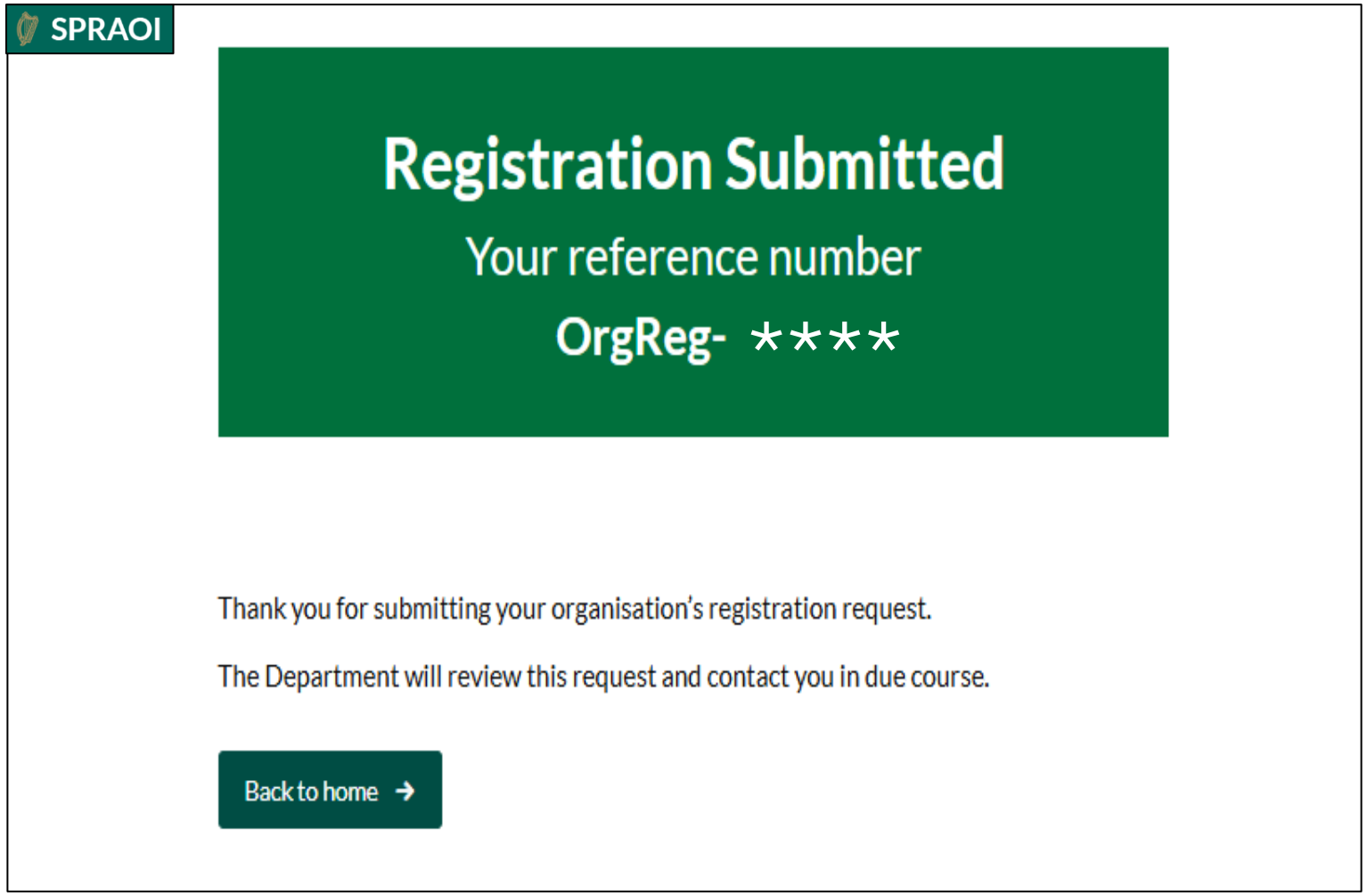


Re-directed to the Confirmation message

Confirmation message of organisation registration request will be received.

You will be provided with a registration reference number.

The Department will review this request and contact you in due course.



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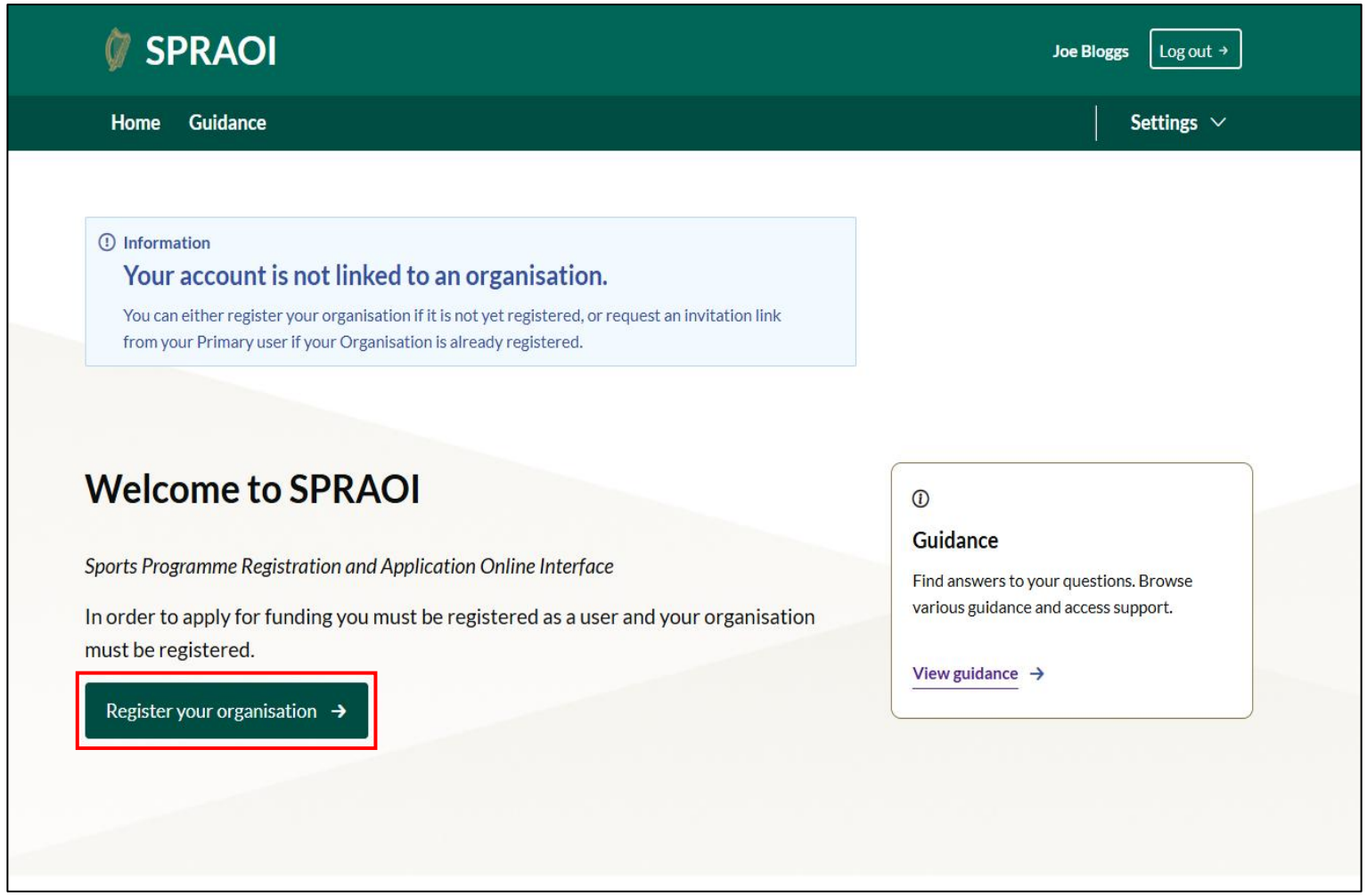
Click ‘Register your organisation’.