



Guidelines for County Registrars



Registration Form

Central Council are implementing an optional new Excel Spreadsheet based Registration process for 2008.

Do not assume that your players are Registered and/or Insured simply because you have emailed the Form – payment is still needed before processing commences and the Registration and payment has to be forwarded to Provincial and Central before being complete.

The spreadsheet is designed specifically for Microsoft Excel and is compatible with all Excel versions from 1993 to 2007 running on Microsoft Windows, XP or Vista. It is anticipated that completed forms will be eMailed as attachments to County / Provincial or Central Council as appropriate.

The purpose of this document is to explain how the spreadsheet Registration Form should be completed.

In all cases I recommend creating a Folder on a known location on your computer so that you can easily find the spreadsheets in the future and include them in any backup routine you may have. Perhaps create a Folder on your Desktop called Registrations and always be sure to 'navigate' into that folder when completing the 'Save As' instructions below. Otherwise Excel may just store your Registration Forms in its default location.

Note - a Sample of a completed Registration Form is included as the 2nd worksheet in the Spreadsheet. View the Sample Form by clicking on the tab called 'Sample Form' in the bottom left of the Excel window. Return to the Registration Form by clicking on the 1st worksheet tab called 'Registration Form' in the bottom left of the Excel window.

Preparation For Distribution – County Board Registrar

1. Open the spreadsheet and type in their county name in the County space on the Form in the white space on the top line.
2. Complete County Registrar (name), Address (eMail) and Telephone number in the white spaces on the bottom left of the form.
3. Use the Save As menu option to save the Spreadsheet under a NEW name, such as RegForm2008-LEINSTER-DUBLIN.
4. Advise the Club Registrar of the current County & Provincial Council Registration Fees (Player, Official etc) and the current County & Provincial Team Affiliation Fees that are in effect
5. Provide an eMail address for the Club Registrar to use when forwarding processed Forms from Club to County.

Registering Players, Mentors & Officials – County Registrar

As County Registrar you will be receiving eMails containing the completed spreadsheet Registration Forms from the Club Registrars in your County.

1. Reply to the eMail from Club Registrars stating that you have received their eMail containing x Registration Forms safely and that you will process them when the corresponding payment arrives.
2. It may be helpful to file the eMail in a Pending folder until the correct payment arrives. Once the correct payment has been received you can commence processing the Registration.
3. Save the attached Registration Forms received in the eMail from the Club Registrar onto your computer. It is a good idea to create a Folder on your computer for each Club – perhaps even two folders – one for Received Forms and one for Processed Forms.
4. You will need to open each registration form and check it for completeness and accuracy and note the Grand Total of each Form (representing the payment for this Form you will have received from the Club). The Form also separates out the monetary amounts you will need to forward to Provincial Council and Central Council (the amount to Central Council is the sum of their Registration Fee portion AND the Injury Fund portion).
5. Record the Date you received this Form and Payment in the space provided in the bottom left section of the Form and you will additionally need to complete the 'Date Forwarded To Provincial Registrar' and 'Date Forwarded To National Registrar' in the spaces provided, also in the bottom left section of the Form.
6. Click on the white space in the top right of the Form ('Club Copy') you will notice a small black down-arrow appear on a small gray box to the right of the white space. Click on this down arrow

to pop up a drop down menu allowing you to select the text County Board Copy which will then replace the Club Copy text previously displayed.

7. Print out a hard copy as backup for your files. The Form is pre-formatted to print on an A4 page in landscape mode.
8. Save the Form, or perhaps, use SAVE AS to allow you modify the storage Folder or the file name of the Form to indicate that you have processed it.
9. Create an Email addressed to your respective Provincial Council and separately to the Central Council to include the multi Club batch of Registration Forms you are forwarding for onward processing. You will have separately noted and totalled the amounts payable to each Council and should advise them of how payment has been sent.
10. Including some form of Remittance Advice listing the Forms submitted and the amounts due under each Form and in Total with your payment will greatly facilitate the speedy processing of your registrations by associating payments with Forms.