



GAISCE ONLINE

Have you **activated your GO PAL account?**

If you're already a PAL, you are **not creating a new PAL account with Gaisce, don't worry! You just **need to activate your account with the new platform**, which carries forward your information as well as past participants.**

We are excited to introduce you to GO (Gaisce Online)! Gaisce launched GO (Gaisce Online) in Spring this year, with a brand-new look and new features to assist PALs in registering and managing your participants' Gaisce journeys.

The GO system was designed with PALs in mind and your PAL portal has enhanced features such as:

- Raise invoices and receive receipts by email
- Submit a query to get quick support from the Gaisce team
- Register easily to attend Gaisce events and trainings
- Quickly and simply update contact details

Things will look a little different to what you are used to, so we have **created some helpful video tutorials and user guides** to guide you through the new system and show you how to manage your participants.

Make sure you activate your PAL account(s) on the GO system right away!


If you're already up and live on the GO platform,
then you can skip this section.


Activate your PAL account(s) today

1



On **April 26th, 2022** the email address you have used as a PAL with Gaisce would have received an 'activation email', asking you to activate your accounts with the GO system.

 If you received multiple emails, the correct emails for your GAP account(s) **arrived after 6pm on April 26th.**

 Scroll back in your email inbox or type 'Welcome to Gaisce online' into your email search bar.

2

Now you can activate your account(s)!

If you're a PAL with multiple GAPs (Gaisce Award Partners) you will have **received an email link for each GAP** for separate accounts.

3

Click the link in the email you received and you will be prompted to create your GO platform password

Your password has to be at least 8 characters long including both numbers and letters





GAISCE ONLINE

So you're up and running with a username and password....

Now access your GO Account(s)



Log onto www.gaisce.ie

GO LOGIN FOR PALS



The screenshot shows the GO Gaisce Online login page. At the top is the GO logo. Below it are fields for Username and Password. A hand cursor points to the Password field. Below the fields is a blue 'Log In' button. There is also a 'Remember me' checkbox, a 'Forgot Your Password?' link, and a 'Sign Up' link. At the bottom, there is a link for 'Gaisce The Presidents Award employee? Log In'.

For **each GAP account you have you will have a unique username**, which you'll find in your email from April 26, 2022 after 6pm.

Insert the password you have just created and click **Log in** to proceed!

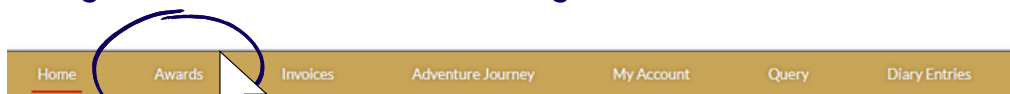
Having any trouble logging in or finding your activation email?

info@gaisce.ie
Or contact your Development Officer

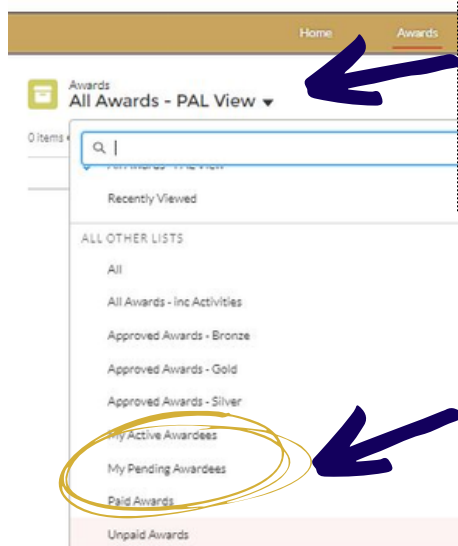
Activate your Gaisce Participants

Your Gaisce Participants will separately sign up to start their Gaisce - The President's Award journey, and once they do, **their names will start to populate on your GO account!**

Once you have checked all the registered participant names and you know you have parental/guardian approval for the participant to continue with their Gaisce Award, **you now activate them.**

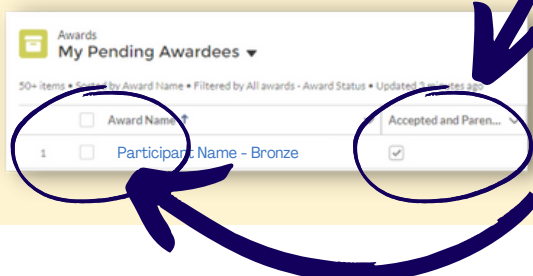


You will find all your participants under the **Awards** tab.



If you click the **All Awards - PAL View** dropdown menu, you will see lots of helpful viewing options that break down where your participants are at.

Click **My Pending Awardees** to bring up the list of the young people who need to be activated by you (acknowledging that they have parental approval to start)



You can individually check off your participants as accepted with parental consent by **double clicking** each check box

Or you can click and indicate acceptance and parental consent for all your pending Awardee names by checking the top box!

Sorting out **Payment and Invoices**

- When your Gaisce participants are signing up, they are given the option to pay for themselves directly.
- **If you as a PAL are managing payments for your group of participants**, then you will need to create an invoice. You have control over who is paid for and when.

PLEASE NOTE

It is only when participant fees have been fully paid that Gaisce's public liability insurance covers participant activities (as a contingency to your GAP insurance)

Home

Awards

Invoices

Adventure Journey

My Account

Query

Diary Entries

Any invoices you have already created will be listed and saved here for your records.

To generate an invoice, **click the Invoices tab** in your Gaisce Online account.

Fill in the details here, and add a Purchase Order number if required by your Accounts / organisation's secretary. They'll issue that to you - it just helps them track the payments.

Generate Invoice

SAMPLE

* FAO

School Secretary

* Invoice Date

11-Aug-2022

Purchase Order Number

123456

Next

Click **Next**, and then you can choose what participants (or all) are to be added/covered by this particular invoice.

Click **Finish**, and your invoice has been created!

Finally, you can sort out payment right away by proceeding to the **Pay Now** option.

Please pay within 30 days



GAISCE
THE PRESIDENT'S
AWARD

Thank you.

You will be redirected to Global Pay to complete your payment.

Pay Now