



Cheer Sport Ireland Membership & Insurance Register Guide to Completing the Membership Spreadsheet

Before You Start

Please use Microsoft Excel to complete this document.

For best results, we strongly recommend completing the spreadsheet on a laptop or desktop computer rather than a mobile phone or tablet.

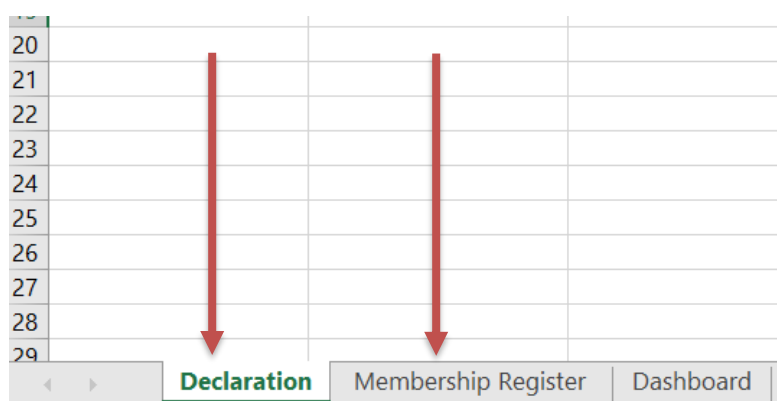
The workbook contains three worksheets (tabs) located at the bottom of the screen:

1. Declaration
2. Members List
3. Dashboard

You only need to complete:

- Declaration
- Members List

The Dashboard is completed automatically and does not require any input.



Step 1 – Complete the Declaration Tab

Open the Declaration worksheet. Please complete all required club information and declarations. Once completed, save the document before moving to the next step.

1	Membership & Insurance Declaration							
2								
3								
4	The Club and Named Contact Person confirm that the information contained within this membership register is accurate and up to date at the time of submission. The Club is responsible for							
5	maintaining accurate membership records and must notify Cheer Sport Ireland of any additions, removals or amendments as soon as possible. Cheer Sport Ireland and its insurers rely on the							
6	accuracy of this information for membership and insurance administration. Failure to maintain accurate records or submit changes in a timely manner may impact insurance administration and may							
7	affect the availability of insurance cover in the event of a claim.							
8								
9								
10								
11								
12								
13	Club Representative Name:							
14								
15	Signature:							
16								
17	Date:							
18								
19								

Step 2 – Complete the Members List Tab

Open the Members List worksheet.



CHEERSPORT

IRELAND

Cheer Sport Ireland Membership & Insurance Register

1									
2	Club Name		Team Ireland						
3	Contact Person Name		Gerry from Warm Up						
4	Club Postal Address		Galway						
5	Email Address		gerry@warmup.ie						
6									
7	No	Member Surname	Member Name	Date Of Birth	Age	Status	Role	Gender	
8	1	Smith	Suzie	01/10/2010	15	Active	Athlete	Female	
9	2	Cullen	Eoin	01/01/2008	18	Active	Athlete	Male	
10	3								
11	4								
12	5								
13	6								
14	7								
15	8								
16	9								
17	10								
18	11								
19	12								

Each row should contain information for one individual member.

Complete the following fields:

Surname – Enter the member's surname (family name).

First Name – Enter the member's first name.

Date of Birth – Enter the member's date of birth.

The spreadsheet will automatically calculate the member's age based on the date entered. Do not type anything into the Age column.

Gender – Select the appropriate gender from the drop-down menu.

Role Within Club – Select the member's role from the drop-down menu.

Only one role can be selected per person.

Members Under 18 Years of Age:

If a member is both an athlete and a coach, please select Athlete.

Members Aged 18 Years and Over:

Please select their primary or dominant role within the club.

Status – Select either Active or Inactive.

Active: Member is currently participating in your club.

Inactive: Member has left your club during the season.

Important: Do Not Delete Members

If a member leaves your club during the season:

- Do NOT remove them from the spreadsheet.
- Change their status to Inactive.

This is important for insurance records, membership records, club auditing and historical record keeping.

Adding New Members During the Season

If new members join after your original submission:

1. Open your latest version of the spreadsheet.
2. Add the new members to the bottom of the existing list.
3. Leave all existing members on the spreadsheet.
4. Mark any former members as Inactive if they have left.
5. Submit the updated spreadsheet to Cheer Sport Ireland.

Example:

Original submission: 50 members

Five new members join during the season:

- Add the 5 new members to the list.

Two members leave:

- Keep them on the list.
- Change their status to Inactive.

Do not delete any names.

Dashboard Tab

The Dashboard is completed automatically.

It will calculate:

- Total members
- Total athletes
- Total coaches
- Total volunteers
- Active members
- Inactive members
- Gender breakdown
- Age group breakdown for athletes
- Other membership statistics

No information should be entered into the Dashboard.

Before Submitting

Please check that:

- ☐ Declaration tab is completed
- ☐ All members are listed
- ☐ Dates of birth are entered correctly
- ☐ Roles have been selected
- ☐ Status has been selected for every member
- ☐ No members have been deleted from previous submissions
- ☐ The Dashboard totals appear correct

Once complete, save the spreadsheet and submit it to Cheer Sport Ireland as instructed.