



ICT in the GAA Club

CLUB MAITH TOOLKIT



INTRODUCTION

IT (Information Technology) / ICT (Information Communications Technology) impacts on almost all aspects of everyday life and it can also deliver help and support for GAA clubs, helping them to do their business much more efficiently while also easing the burden on GAA volunteers.

MICROSOFT OFFICE 365

The GAA's strategic agreement with Microsoft for use of the Microsoft Office 365 suite has enabled the Association to meet its growing technology and communication needs now and into the future. GAA Clubs are able to utilise this suite to administer their affairs, with licences available for key club officers including Chairperson, Secretary, Treasurer, PRO, Injury Fund Administrator and Children's Officer.

The package includes an official GAA e-mail account and access to a full range of services, including:

- Email - Microsoft Outlook
- Calendar - Microsoft Outlook
- Meetings and collaboration - Microsoft Teams
- Spreadsheets - Microsoft Excel
- Documents - Microsoft Word
- Presentations - Microsoft PowerPoint
- Notes - Microsoft OneNote
- Storage - Microsoft OneDrive

It is essential that at least all Club Secretaries and PRO's use their official club email addresses as this will be the official communication channel for all correspondence from National, Provincial and County levels. It is recommended that Club Secretary's and PRO's generate their own club circulation lists in order to quickly and effectively communicate with their club members.

Some of the features of the Microsoft Office365 email system include:

- Considerable (50GB) storage capacity per email account.
- Comprehensive directory of all official GAA email addresses.
- Online shared calendars.
- Online document sharing.

Each Club Secretary should contact his/her County IT Officer to access official GAA e-mail accounts on behalf of his/her Club. He/she will verify that you are entitled to one and contact the Microsoft Support Desk (mail.support@gaa.ie) to arrange the set-up on your behalf. Once set-up, you will receive an e-mail from Microsoft which will contain step-by-step information on getting started.

Ergo (www.ergogroup.ie) is a Microsoft Gold Certified Partner headquartered in Dublin and they provide IT solutions and services for the GAA. They have a dedicated support desk which is open Monday to Friday from 9 a.m. until 5.30 p.m. Contact mail.support@gaa.ie

MICROSOFT TEAMS

A key service within the Office 365 suite that increased in popularity during 2020 is Microsoft Teams. It is an effective tool to communicate with colleagues through chats, audio/video call conferencing and sharing of files.

MS Teams:

- provides the ability to have conference calls / video calls in a simple manner
- can include people with email addresses that are not @gaa.ie ones (i.e Hotmail etc)
- has excellent functionality that is integrated with all of the other main Microsoft Products

A Microsoft Teams User Guide for GAA Units can be found at: <https://ulster.gaa.ie/wp-content/uploads/2020/04/Teams-User-Guide-for-Clubs.pdf>

ONLINE REGISTRATION SYSTEM

As per Rule 2 of the Official Guide, all clubs are now obliged to submit a list of all their members and players via the electronic registration system by 31st March each year, along with the player's injury scheme registration for all club teams. Only full members registered on system before April 1st will be eligible to vote at the club AGM later that year, and any players who are not registered on the system would not be legal to play in games.

Online registrations are managed by Clubs on the GAA Management System (www.foireann.ie) and each Club can have one or more officers who can access the system.

The GAA Management System consists of several sections such as Members Management (adding and registering members), Competition Management, Competition Creation, Fixture Generation, Match Official Management, Match Official SMS, Venue Management, Competition Calendar, Communications, Fees Management, Player Injury Scheme and Club Administration.

If you are a new Registrar who will be completing registrations for your Club, your Club Secretary, through their official GAA e-mail account, must contact gmssupport@gaa.ie to update the Registrar details on the GAA Management System. This will ensure that you can access the system.

If you are a new Secretary and would like access to the system, you should obtain the password for your Club Secretary's official GAA e-mail account (e.g. secretary.ClubName.County@gaa.ie) from your predecessor. At that stage, contact gmssupport@gaa.ie and request administrator access for your Club.

For all queries on access to the system, or on the system functionality, please e-mail or call the GAA Games Management System Helpdesk via gmssupport@gaa.ie or (00353) 01 865 8632