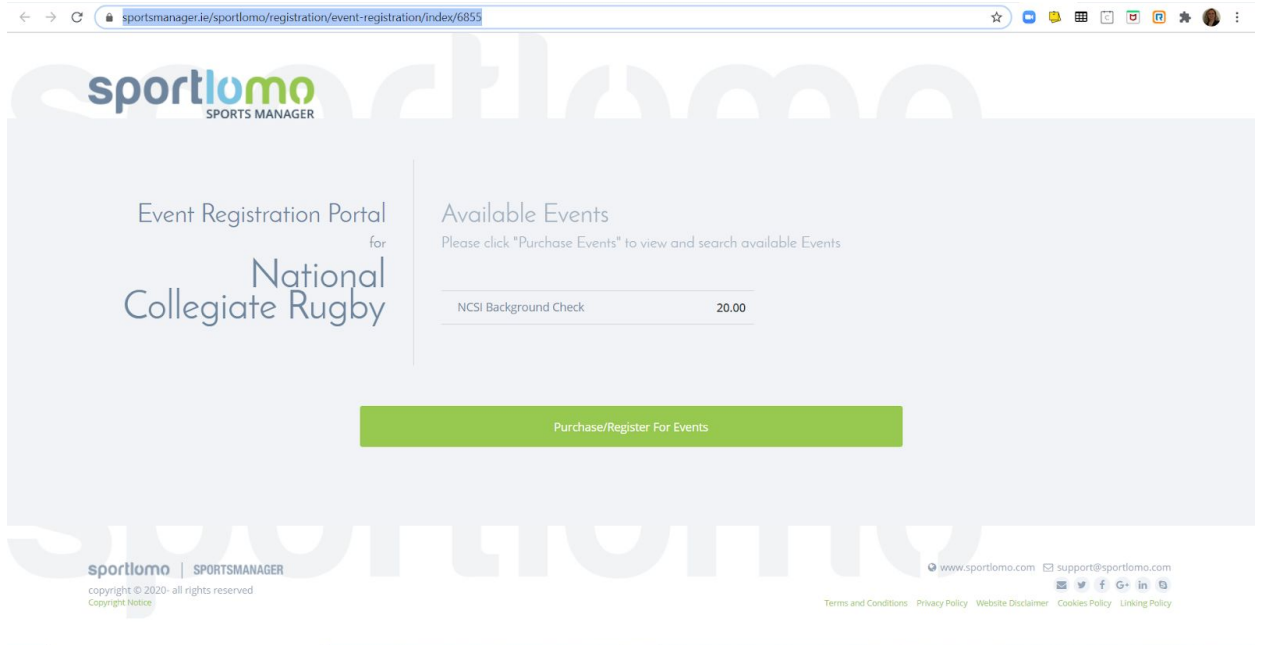


How to submit your information for a background screening

1. After your registration is complete go to the [Event Registration Portal](#) and click

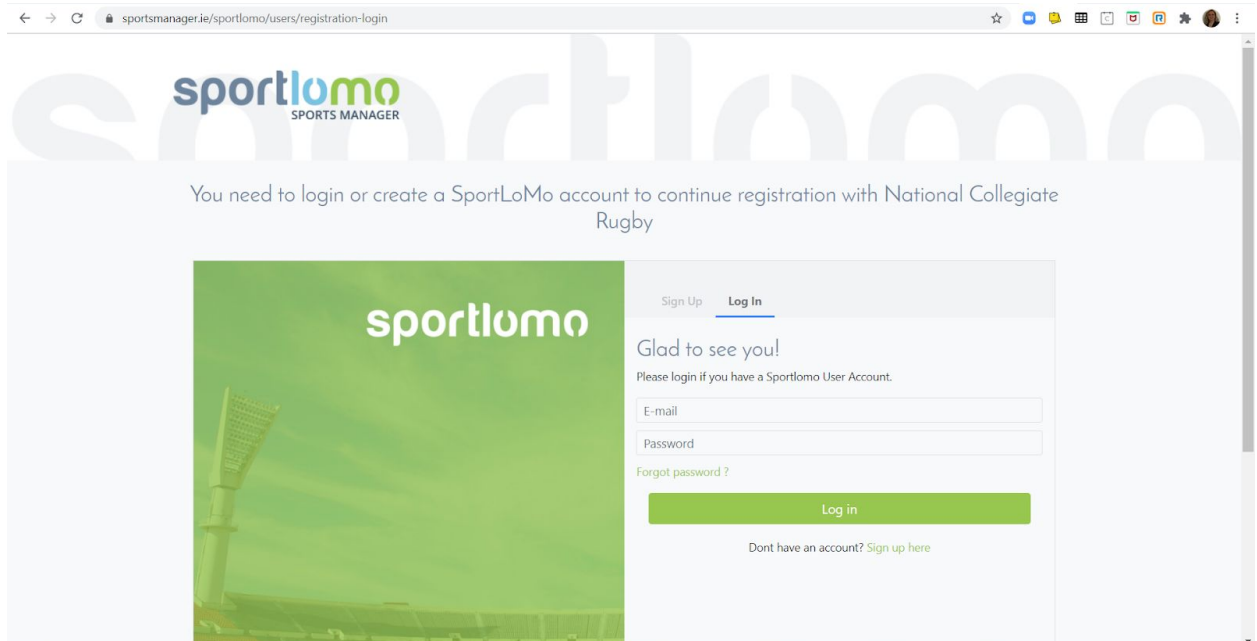
Purchase/Register for Events



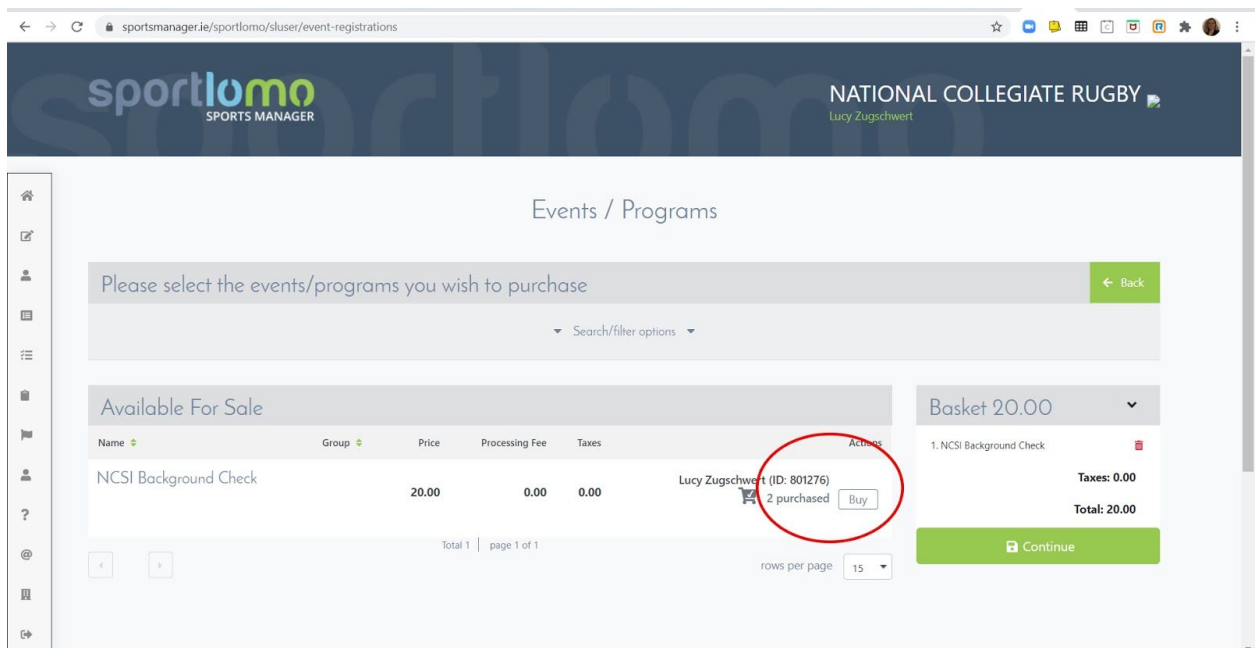
The screenshot shows a web browser window with the URL sportsmanager.ie/sportlomo/registration/event-registration/index/6855. The page features the Sportlomo logo and the text "Event Registration Portal for National Collegiate Rugby". Under the heading "Available Events", there is a table with one entry: "NCSI Background Check" with a price of "20.00". A large green button labeled "Purchase/Register For Events" is centered on the page. The footer contains the Sportlomo logo, copyright information for 2020, and various policy links.

Event Name	Price
NCSI Background Check	20.00

2. On the next page login with the username and password you created during your registration.



3. Click the **Buy** button on the next page to process the payment for the background screening.



- Then process through the required forms and payment processing.
- When everything is complete you will receive this page, click on **Continue to**

Certification

The screenshot shows a web browser window with the URL `sportsmanager.ie/sportlomo/sluser/event-registrations/payment-complete/43909`. The page header includes the **sportlomo** logo and the text **NATIONAL COLLEGIATE RUGBY** with the user name *Lucy Zugschwert*.

The main content area is titled **Payment Complete** and contains three tables:

ID	Email Address	Name	Last Updated	Order Status
43909	lucy+292929@ncr.rugby	Lucy Zugschwert	03/11/2020	Payment Complete

Events/Products					
ID	Event Name	Price	Qty	Processing Fee	Line Value
36951	NCSI Background Check	20.00	1	0.00	20.00

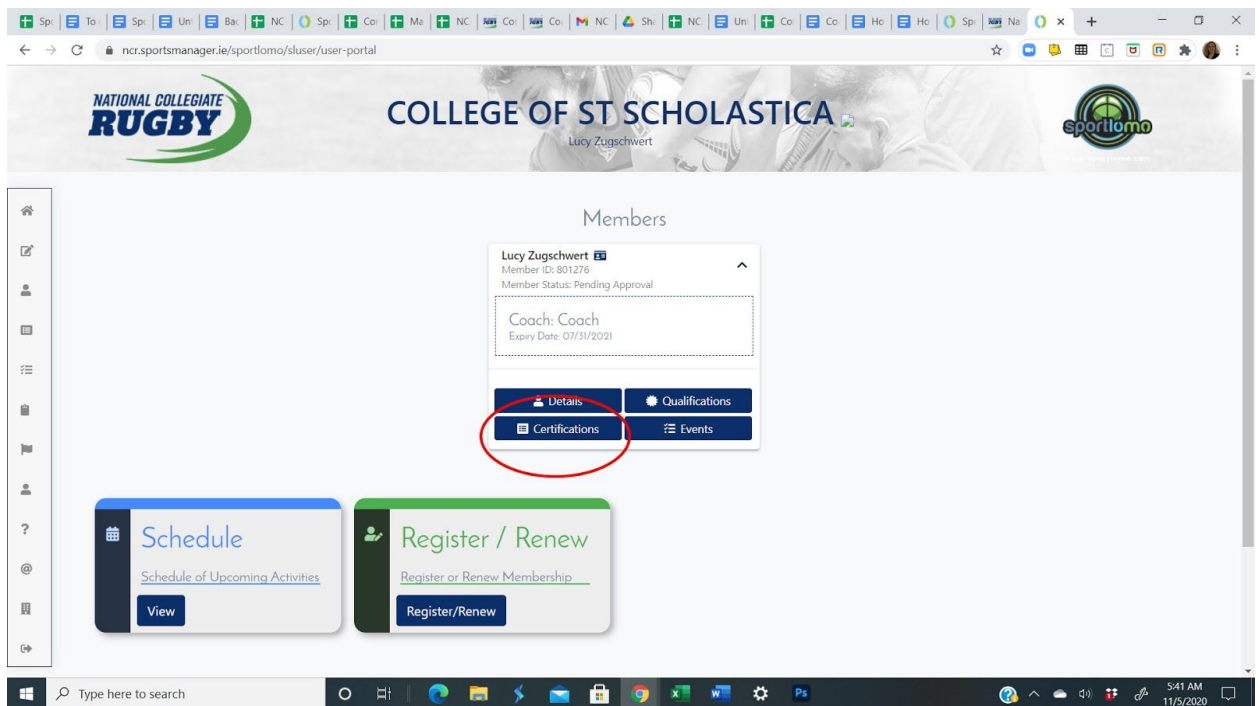
Payments							
Date	Type	Status	Transaction Code	Payment Amount	Service Fees	Payment Amount Total	
03/11/2020	Full	Payment Received	ac978394-5ade-4b84-9914-03f926454710	20.00	0.95	20.95	

A green button labeled **Continue to Certification** is located to the right of the 'NCSI Background Check' event row.

- Process through the prompts to complete the background screening. You should receive a message once the screening submission is complete.
- If you have any questions about this process or need help, please email info@ncr.rugby.

If you don't complete the screening form, you can complete it later.

1. Go to ncr.rugby and click on **Login**
2. Enter your login details
3. On the "Member" page with your personal details click on **Certifications**



4. Click on **Purchased Credentials**
5. Click on **Complete Certification**
6. Process through the form completing the requirements. You will receive an email notify you when the certification is complete.