



Club Zap Guide (Parents)

ClubZap provides an online platform for Club and team communications, payments, event scheduling and monitoring attendance supporting contact tracing if required.

This guide is intended for use by parents of children in the Club who will be receiving information and scheduling information from the team coaches.

[Setting Up ClubZap \(Once off\)](#)

[RSVP to events and COVID health forms \(per event\)](#)

[Detailed \(Step by Step\) Instructions](#)

Setting Up ClubZap (Once off)

1. Download and Install ClubZap application from your devices App Store/Playstore. (if not already installed - detailed step by step instructions below)
2. Subscribe to Maree Oranmore FC Club with **your name**, phone and email details **as parent/guardian**. (if not already subscribed)
3. Request to join the chat group for your child's team (eg "u13 Premier Boys") by selecting club then group under the chat menu.
4. On joining chat, indicate your role as "parent/guardian" or "coach" as appropriate and enter your **child/children's** name and click "Create". It is important that you use full names and click create. The "add" button can be used to add multiple children.
5. Confirm that you are an adult by entering your date of birth in the "ClubZap Bot" chat.

RSVP to events and COVID health forms (per event)

Coaches will add events in the chat. For each training/match/event:

6. Indicate whether your child plans to attend or not and if attending by selecting Yes/No and complete the “COVID-19 FAI Return to Play” form for that event. It is important to use full names for ease of checking lists.
7. If your plans change, the existing response for an event can be editing up until the time of the event.

Detailed (Step by Step) Instructions

[How do I download & install the ClubZap app?](#)

[How to join or leave a chat group?](#)

[How do i manage chat notifications and configure auto reply?](#)