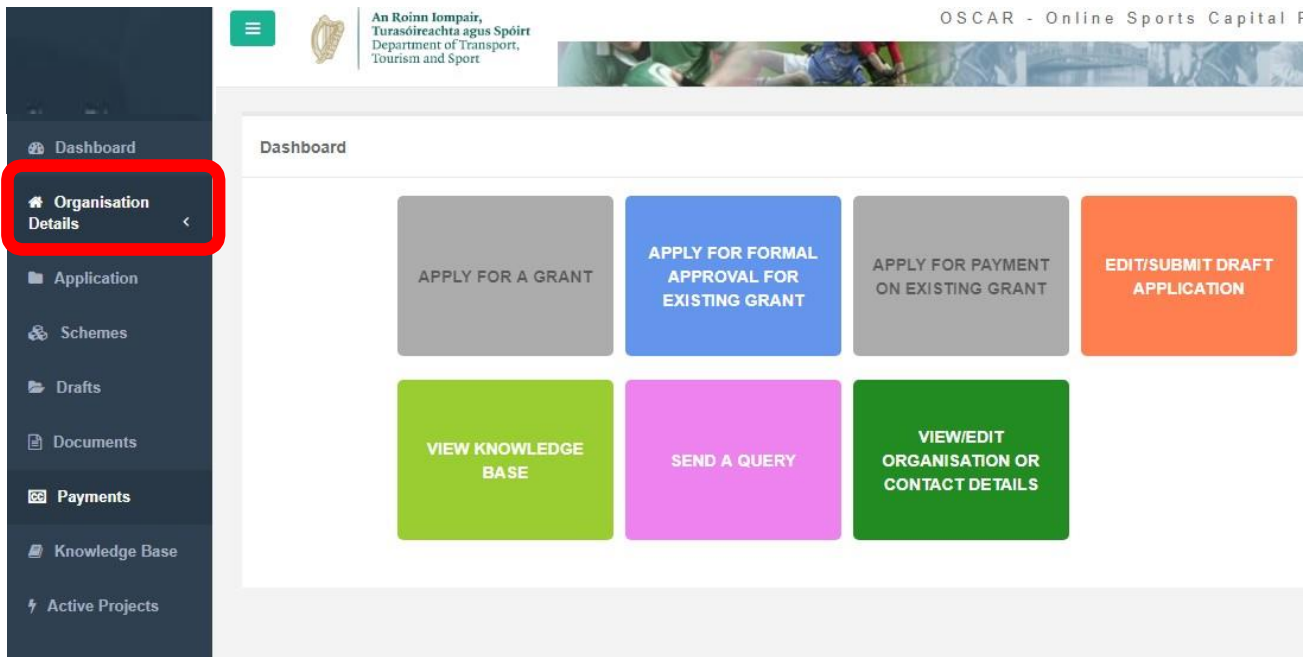




HOW TO CHANGE THE PRIMARY CONTACT ON OSCAR.

In order to apply change the primary contact for a club, you need to log to OSCAR using your organisation's tax registration number and password (www.sportscapitalprogramme.ie).

On the dashboard, click on "ORGANISATION DETAILS" on the menu on the left hand side.



This will open a sub menu under organisation details.

Click on Primary Contact and enter in the details of the new contact. A confirmation pin will be sent to the registered mobile number on the system. This code will need to be entered within 15 minutes in order for the changes to take effect. Please note that the pin code will go to the original contact and not any new number entered.

Please ensure that that the email address and mobile number are correct. The Sports Capital Unit will contact you by email.

If the club no longer has a way of contacting the previous club contact, the club can write a letter on the club's headed paper, stating that they wish to change contact and they no longer have a way of contacting the previous contact. The letter needs to state the name, address, role in the club, email address, and mobile number of the person they wish to nominate as the new club contact.

It is very important that the club contact details are kept up to date. Any important notices are emailed out to club contact from the address we have on OSCAR.

