

#### **DIPLOMA CENTRE**

# MASSIVE OPEN ONLINE COURSE 'Sports Law – the challenges on and off the field of play'

Please note the digital certificate of completion is available in **downloadable format only** and will <u>not</u> be issued as a printed certificate.

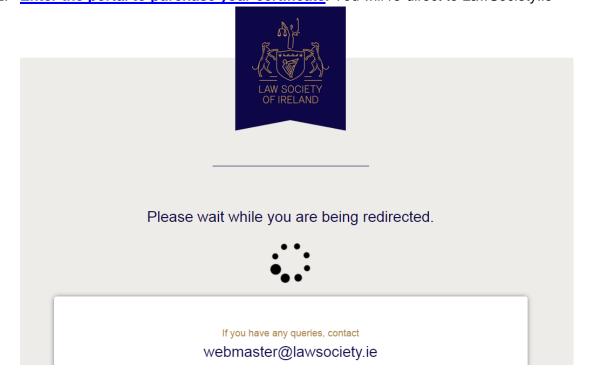
#### How to order your digital Certificate of Completion

1. First ensure you have met the course completion criteria as outlined below:

To apply you must have completed the following:

- 1. Watched all of the course content.
- 2. Successfully completed all multiple choice quizzes with a mark of 80% on each or higher and **received your 5 badges** as a result. Don't worry if you aren't initially successful, as multiple attempts on each quiz are permitted.
- 3. Actively **engaged on the Discussion Forum by posting at least 3 times** to any of the forums over the duration of the course. The posts need to be meaningful, more than one-sentence contributions and at least 50 words each. The posts may be made on any forum, i.e. there is no obligation to post on multiple forums, provided you have made three posts in total.

2. Enter the portal to purchase your certificate. You will re-direct to LawSociety.ie

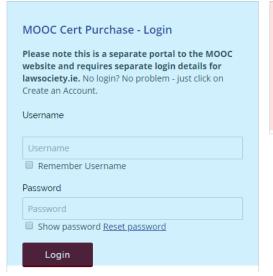


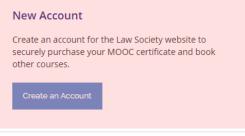
3. You will need to log in to lawsociety.ie. Please note this is a separate website to the MOOC and requires separate login details.

#### Order your MOOC Certificate-Login

Congratulations on finishing the MOOC in Sports Law. Order your digital certificate of completion below.

You need to login with a lawsociety.ie username and password to purchase the MOOC cert. If you don't have a lawsociety.ie account, simply click on Create an Account below.





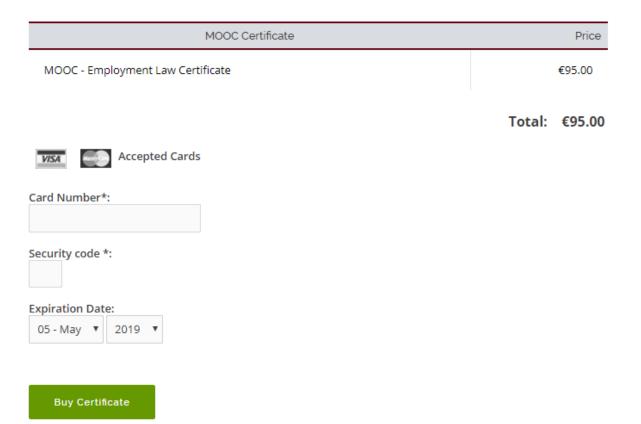
- a. If you already have a lawsociety.ie account, log in with your username and password.
- b. If you do not have a lawsociety.ie account, click 'Create an Account' and fill in the required info.
  - i. Please do NOT complete this form if you are a Solicitor or Law School Trainee as all solicitors and trainees are allocated a website login account. See <a href="http://www.lawsociety.ie/help">http://www.lawsociety.ie/help</a> for assistance. If you are an FE1 student who has been assigned an FE1 number, please use this number as your username and do not set up a new account. The form is for the public only, who have not already got a login account.

4. Enter your credit or debit card details and click 'Buy Certificate'.

## Order your MOOC Certificate

Congratulations on finishing the MOOC in Sports Law. Order your digital certificate of completion below.

Simply enter your credit or debit card details below and click 'Buy Certificate' to pay for your digital certificate. We will email you when it is ready to download from the MOOC website. If you have any queries about your cert, contact <a href="mailto:mooc@lawsociety.ie">mooc@lawsociety.ie</a>.



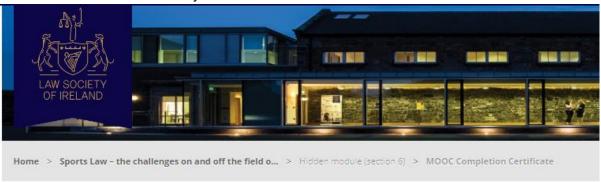
- 5. You will receive an order confirmation email once your purchase is processed.
- 6. The MOOC team will manually verify your course participation. We will endeavour to to revert as soon as possible, though please allow up to 1 business day to receive the follow-up email with instructions on how to download your certificate.

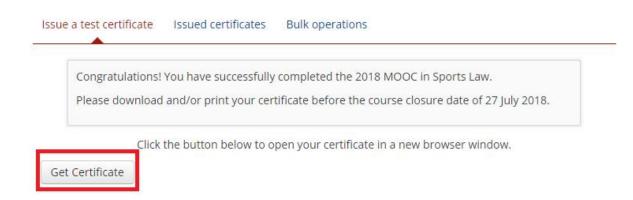
### Downloading your certificate

7. After you have been emailed by the MOOC team, log in to the MOOC and Click on the red Certificate of Completion tab. You will see an option to 'Download your certificate of completion here' at the bottom of the page. Please note this will only be available to students who have (a) purchased the certificate and (b) met the completion criteria.

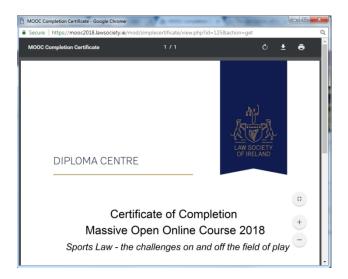


8. Click 'Get Certificate' to issue your cert.





9. Your certificate opens in a new window, with digital signatures provided by the Director of Education and Chairperson of the Education Committee. You may now download your cert and print the document at home if you wish, as it will only be available for the duration of the course.



#### **Support**

For any technical issues please don't hesitate to contact us at <a href="mooc@lawsociety.ie">mooc@lawsociety.ie</a>.