How to create a personal IEF Account
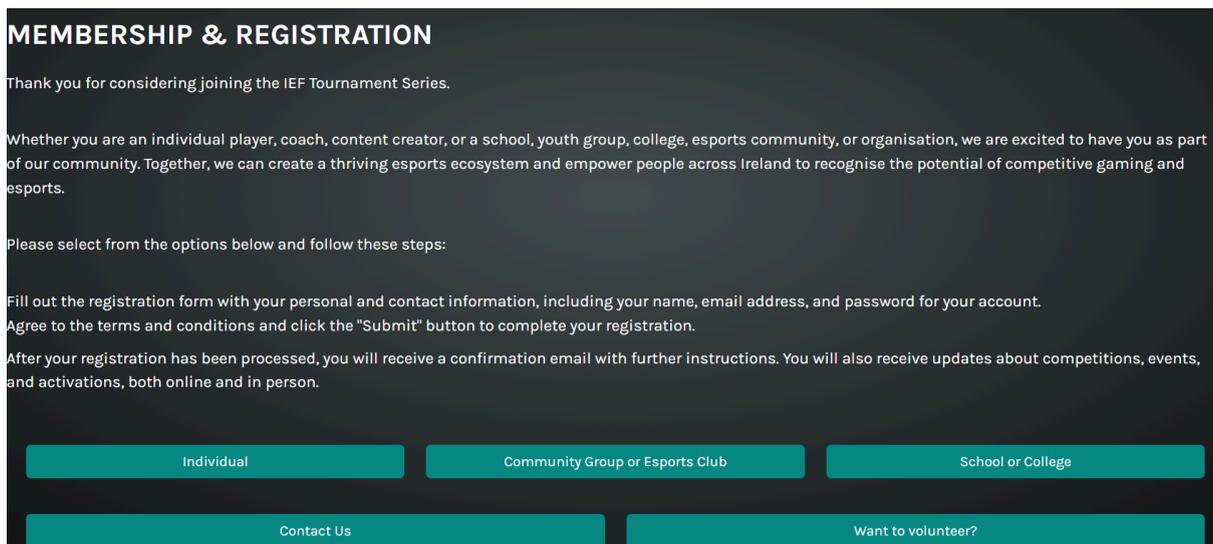
Step 1: go onto [ief.ie](ief.ie)

Ireland Esports Federation - ief.ie

Step 2: when you have entered the website you will be met with a home page, on the home page there is a register button on the left half of the screen. You press on the register button.

Step 3: After you have clicked on the register button you will be sent to a new page

Depending on which category you fall under, click one of the follow 3 buttons
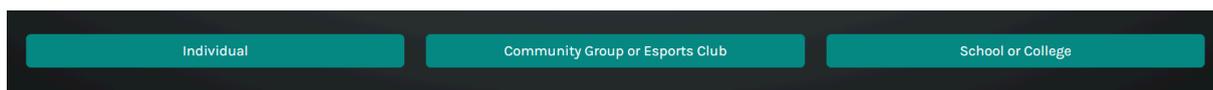
Step 4: After selecting one of the above you will want to fill in the information necessary for that page

Username

Password
PASSWORD RULES:
× At least 12 characters long
× At least 1 number
× At least 1 lowercase letter
× At least 1 uppercase letter
× At least 1 special character

Confirm Password

Full name

Email Address

Confirm Email Address

PERSONAL DETAILS
Date of birth
01   January   1900

Town / City

Province
-- Please select --

How to sign up to a tournament

Step 1: Make sure you are logged in to your account on the ief.ie page.
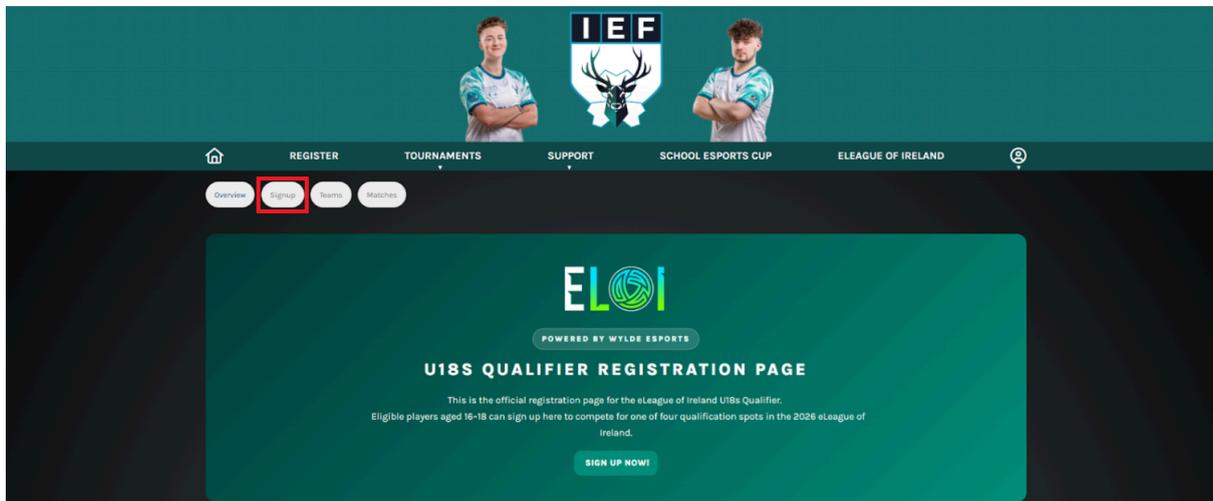Step 2: Click onto the home icon on the top left of your screen-

Step 3: Hover over the 'Tournaments' section near the top middle of your screen
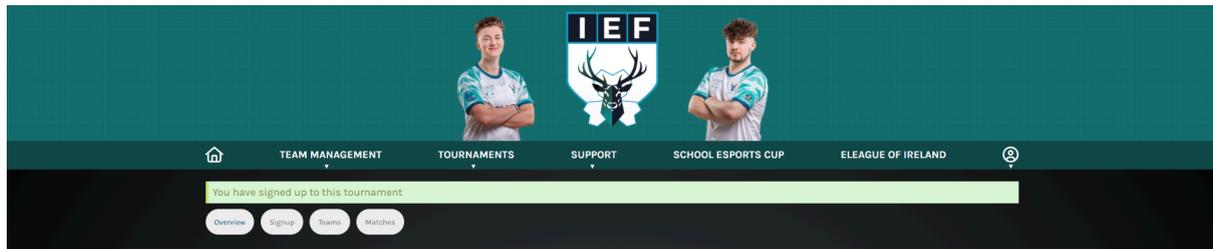
Here you will see all available tournaments
Step 4: Click on your desired tournament eg. 'ELOI - Qualifier U18's'

You will find a screen similar to this above.
Step 5: Finally, click on the 'Sign up now' button near the centre of your screen.

As long as you are logged in you should find a highlighted text stating that 'You have been signed up for this tournament' and you have just successfully entered into a tournament!
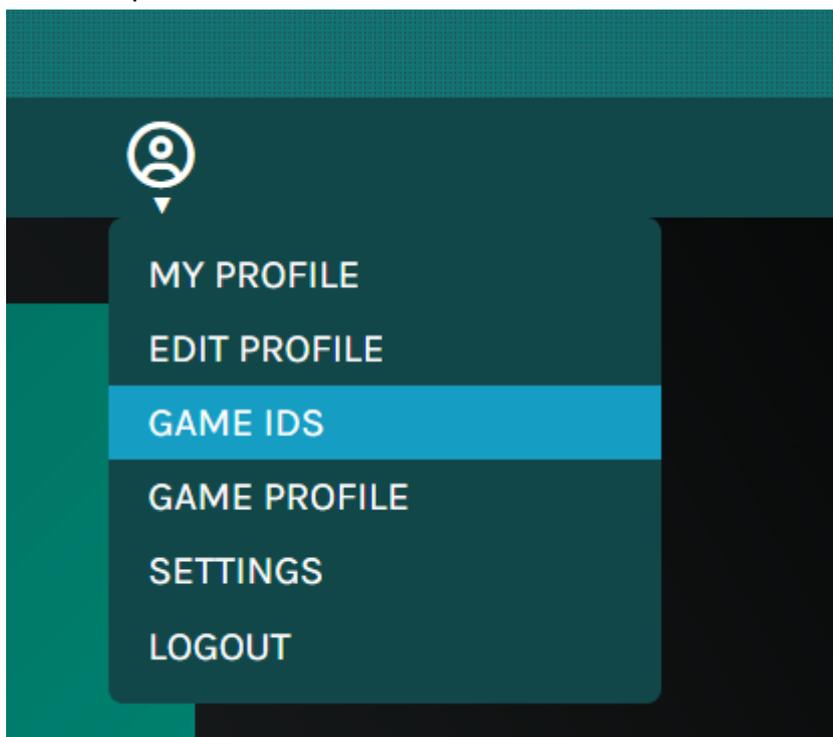

How to add your PSN - EA ID

Step 1: Make sure you are logged in and are at the home page
Step 2: Hover over the profile icon at the top right of your screen

Step 3: In the dropdown select 'GAME IDS'

Step 4:
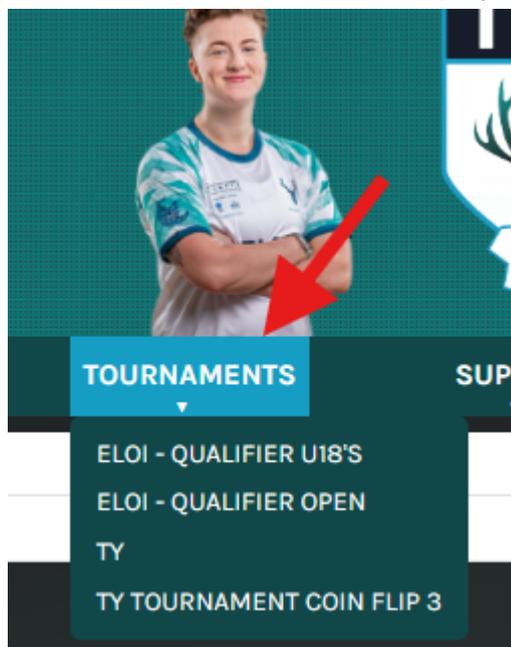You should be entered into this screen below, from here simply enter your EA ID and PSN ID.

 Step 5: After you have done this, click on the submit button and all should be added to your profile.

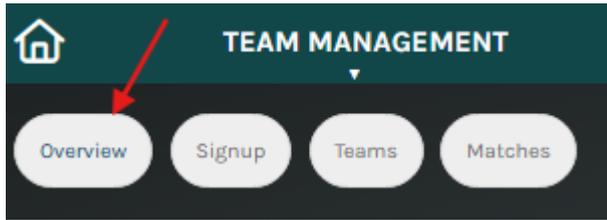--

How to Check in

Step 1: Make sure you are signed into your Account
Step 2: Go to the tournament where you are checking in for

Step 4: You press the Overview button which on your tournament screen

Step 5: You will see on your screen the image below in the Tournament section. On your team's section for the check in you will see the button on the very right part of that bar. This section will only appear during the designated check in time
if done correctly you will see a green bar confirming your check in.
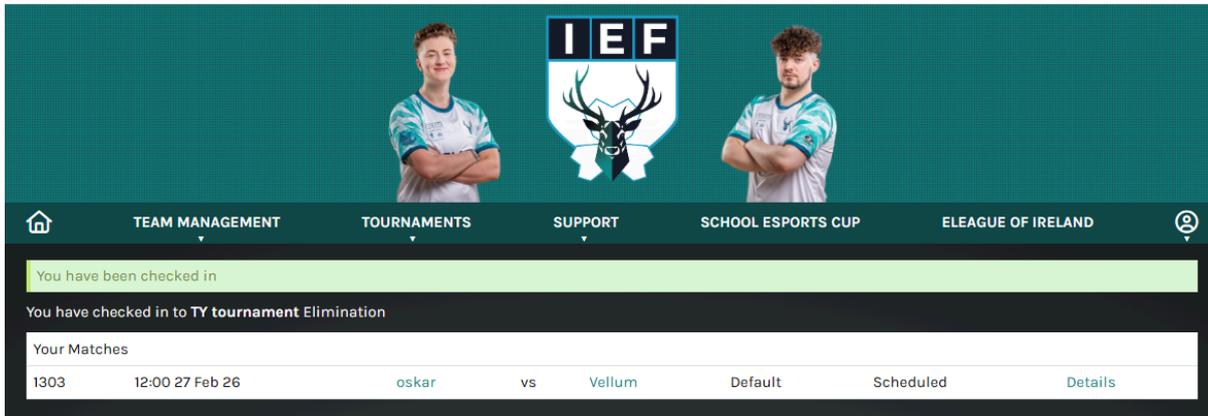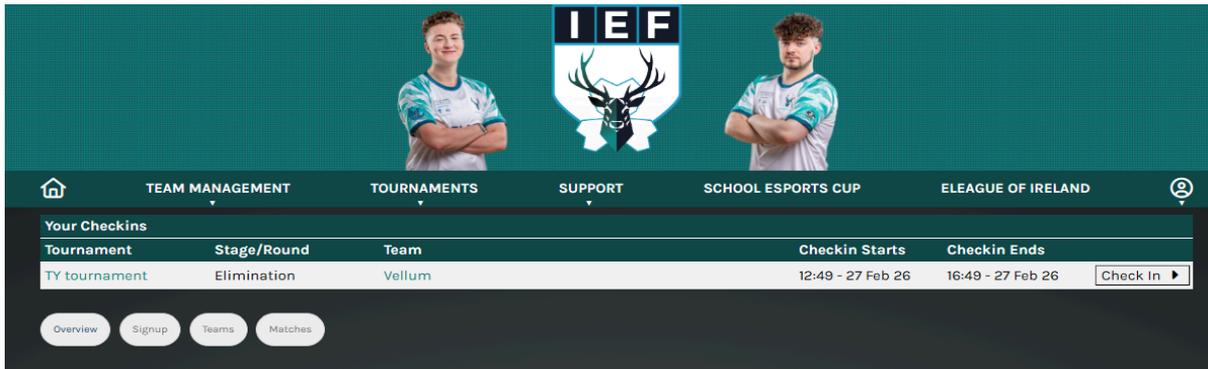
How to Report the score

Hover over the "Team Management" box on the ief.ie website before selecting your tournament. Then click on my Fixtures

Click on Details to go into the match specific page

On the page, there will be a "Submit Scores" box. Here, click "Enter Scores". Then, fill in any necessary information about the match, such as the score, map name, or submit a report to the admins about possible problems.

How to communicate with your opponent

1) **Through PSN ID**
2) **Through Match threads**
3) **Join the discord send through in your email**

Through PSN ID
Step 1: Go to the match page for the match you are currently going to play

Step 2: Click on your opponents name under Nickname

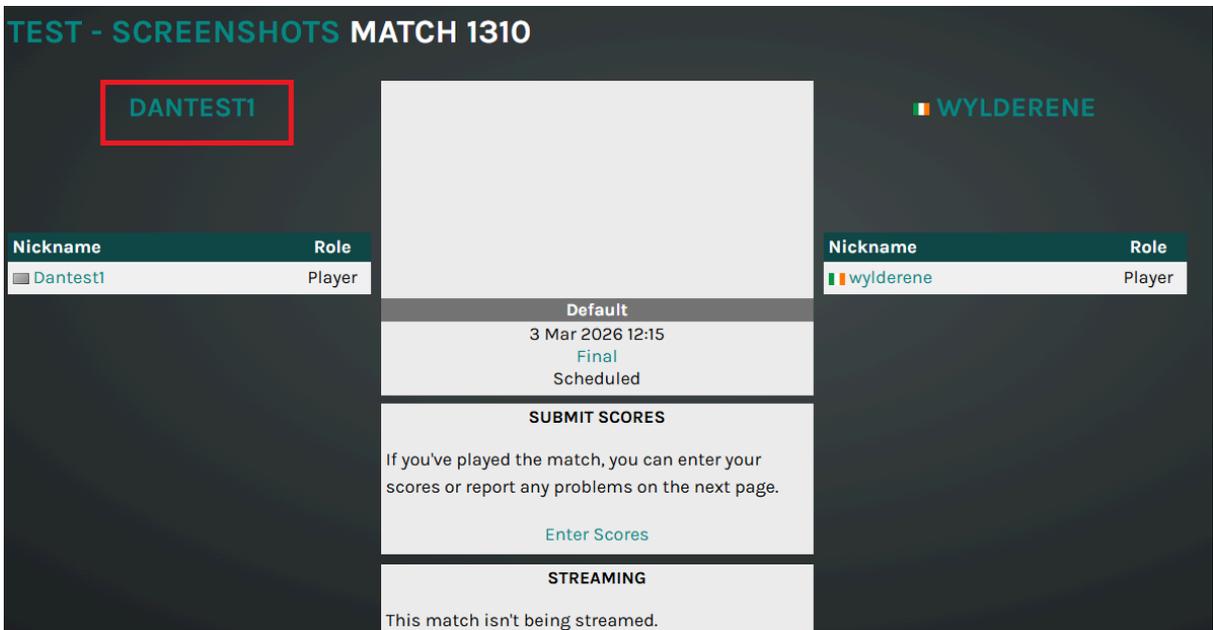Step 3: Add the player through their PSN ID

Step 4: Converse through the Playstation Platform
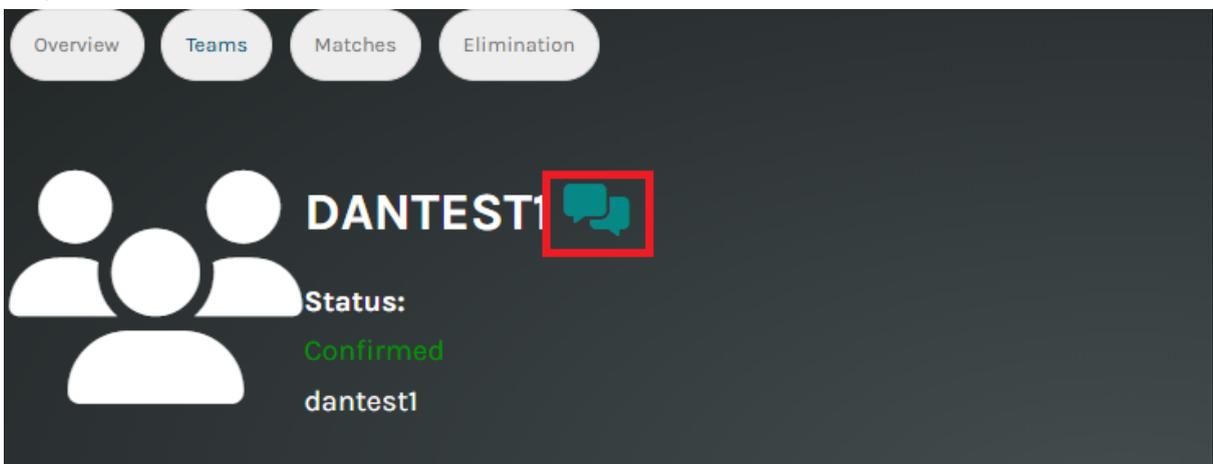
2) Match Threads
Step 1: Go to the match page for the match you are currently going to play

Step 2: Click on the Team name of your opponents

Step 3: Click on the Textbox icon to start a thread

Step 4: Start converting with your opponents

Match Thread will appear under Team Management -> My Messages

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How to contact an Moderator

Step 1: Go to IEF.IE
Step 2: Make sure you are logged in
Step 3: Hover over the support section and click on my support centre

Step 4: Click open ticket

Step 5: Open a Ticket
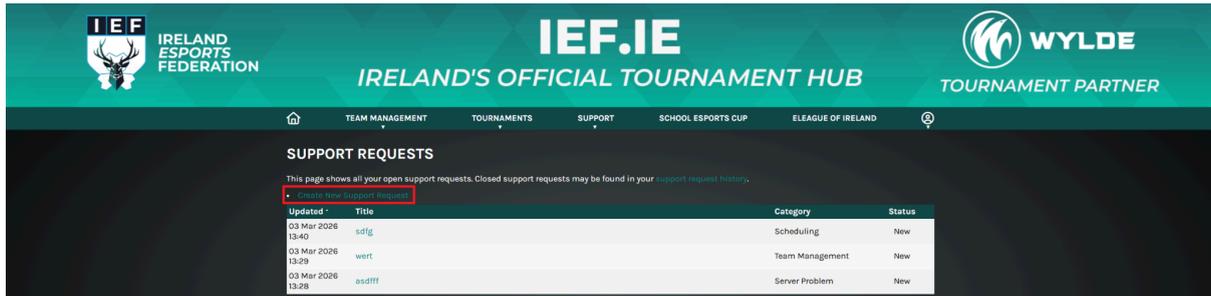
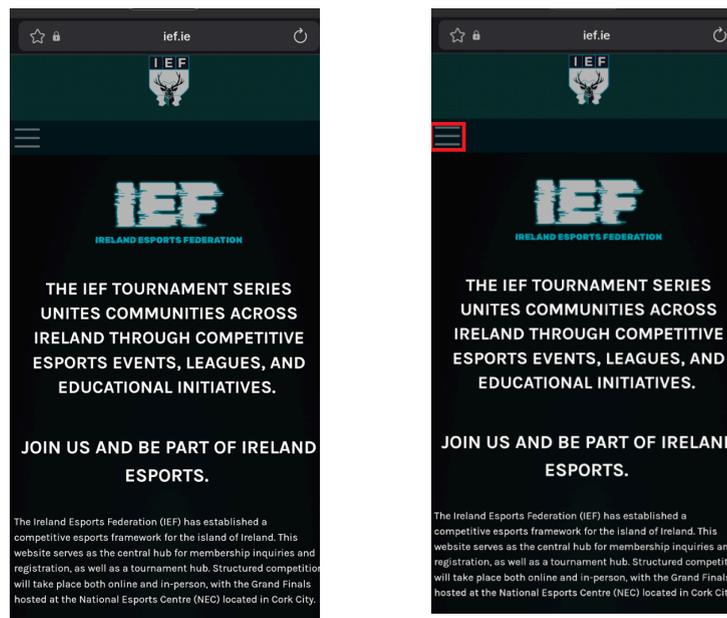Step 6: Fill in the information and an admin will contact you through the ticket made.

Mobile Version

How to create an account

Step 1: Go onto the ief.ie website.
Step 2: After entering the website on your mobile phone will see the home page
Step 3: you will want to press the three lines at the top left of your screen

Step 4: after pressing these three lines you will get new options and you will want to press the registration button
Step 5: After clicking register you will be introduced to a new page and you should see three buttons at the bottom of your page
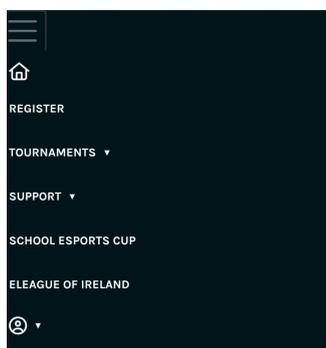
Step 6: For an individual it will be personal information needed that shown on the page after pressing the individual button

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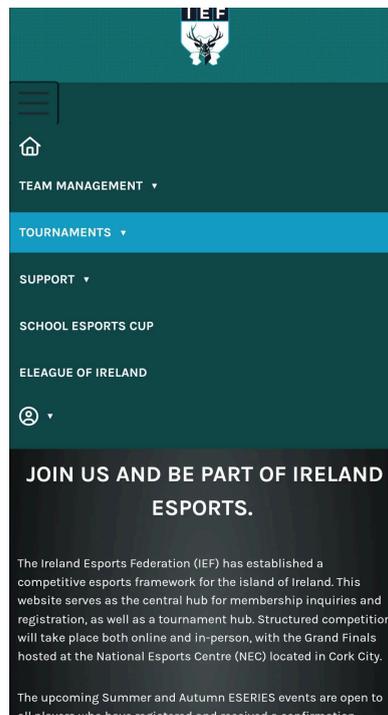
How to sign up for a tournament

Step 1:Make sure you are logged into your respective account, then click on the 3 lines in the top left hand side of your screen
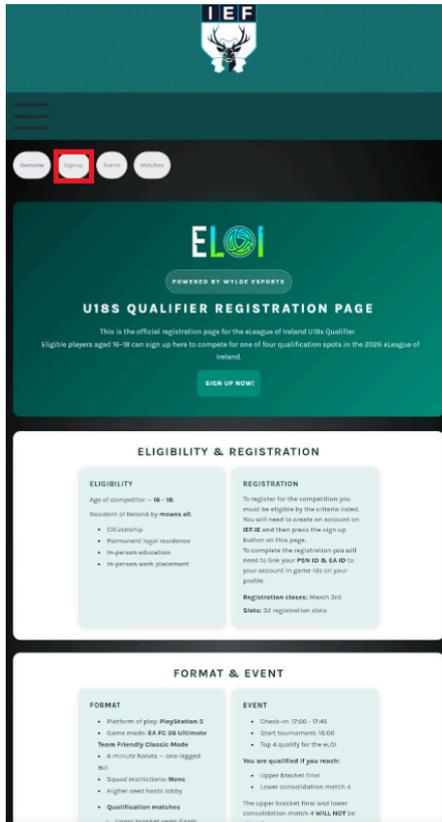
Step 2:
Once you've done that, click the dropdown arrow next to the tournaments tab

Step 3:
Here you will find the list of available tournaments, click of your desired tournament,eg. 'ELOI - Qualifier U18's'.
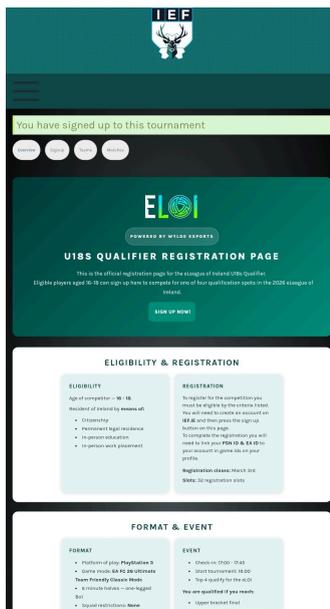
Step 4:
You will find a page similar to this, simply click on the 'Sign up now' button in the middle of your screen.

Step 5: After doing this you should find a highlighted text up the top of your screen stating, 'You have signed up to this tournament'. This confirms your entry into the tournament.

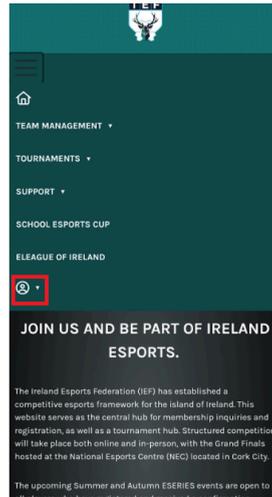---

How to add your PSN - EA ID

Step 1:Click on the 3 lines on the top right hand of your screen

Step 2:
Click on the profile item at the bottom of the drop down menu.

Step 3:
Click the dropdown arrow to the right of the profile icon.

Step 4:
Click on the 'GAME IDS' section under your profile's dropdown

Step 5:
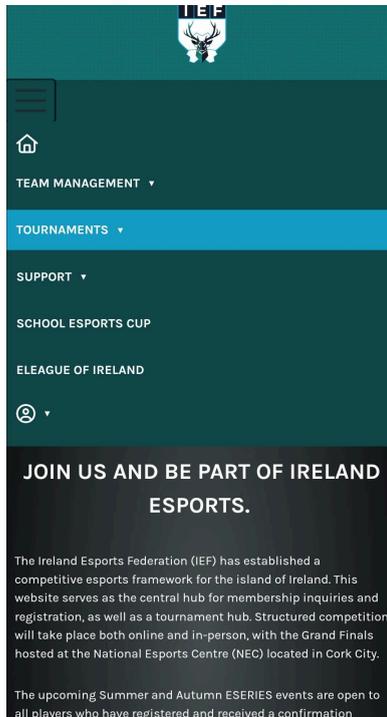Finally, add your wanted ids and click the submit button underneath.
You've successfully added your wanted game id's to your account!
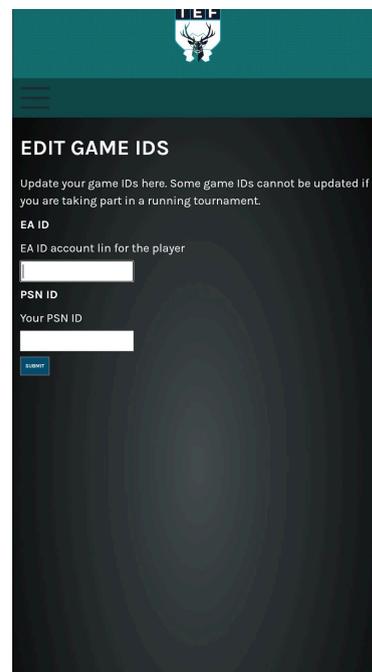
How to Check in on Mobile
Step 1: Make sure you are signed in. Press the three lines on the top left of your screen.
Step 2: Select tournaments and select the tournament you want to check into
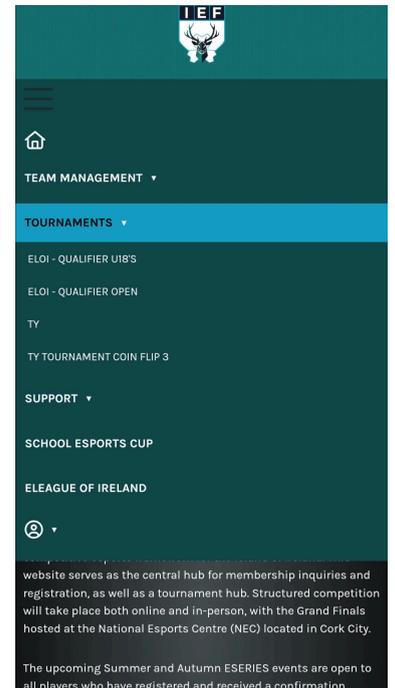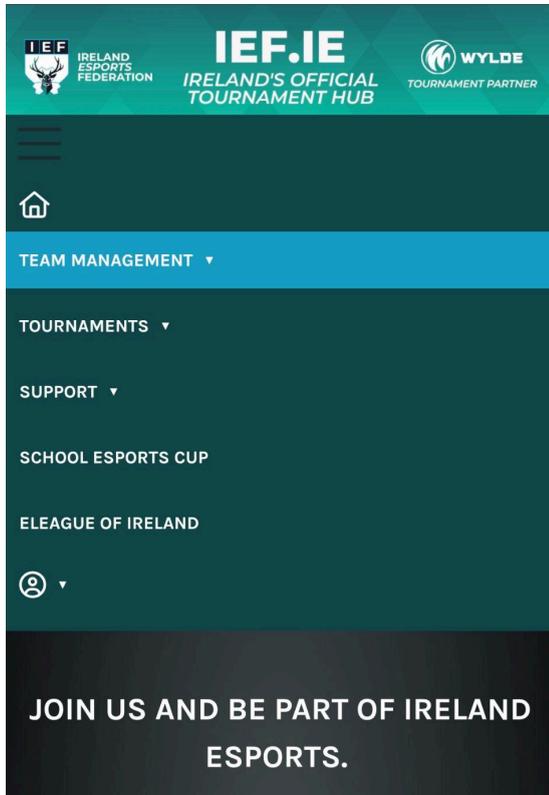

Step 3: Tap the overview button on screen.
Step 4: Click on the check in button that appeared. NOTICE - This check in button only appears during the designated check in time.
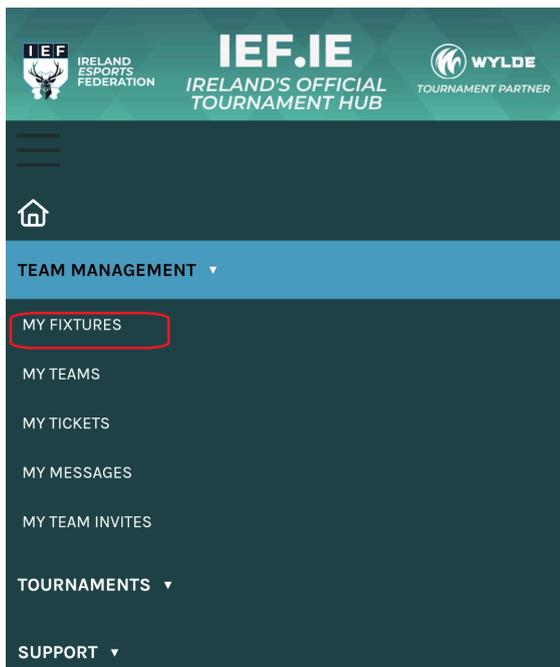Step 5: You will see a green line confirming your checkin.
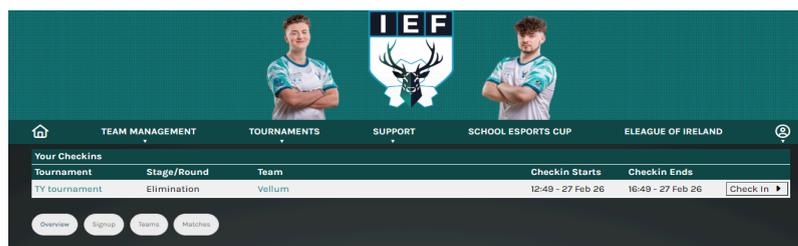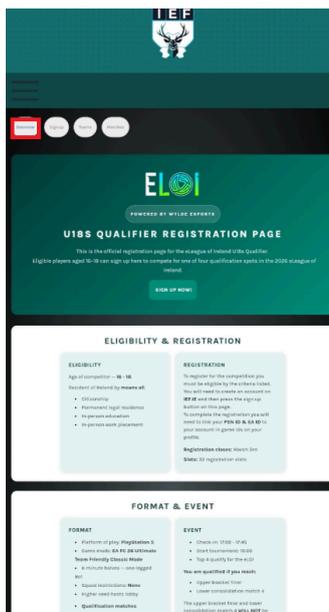
How to Report the score

Select the "Team Managment" dropdown on the [ief.ie](ief.ie) site..

Select "My Fixtures" on the menu.

Find the match that you want to fill in the score for, and select the "Details" hyperlink.

Find the "Submit Scores" box, click "Enter Scores" and fill in the relevant information for the match. You are also able to submit a report to the tournament admins here.

How to communicate with your opponent
1) **Through PSN ID**
2) **Through Match Threads**
3) **Through the discord send through**

Through PSN ID
Step 1: Go to the match page for the match you are currently going to play
Step 2: Click on your opponents name under Nickname

Step 3: Add the player through their PSN ID

Step 4: Converse through the Playstation Platform

2) Match Threads

Step 1: Go to the match page for the match you are currently going to play

Step 2: Click on the Team name of your opponents

Step 3: Click on the Textbox icon to start a thread

Step 4: Start converting with your opponents

Match Thread will appear under Team Managment -> My Messages

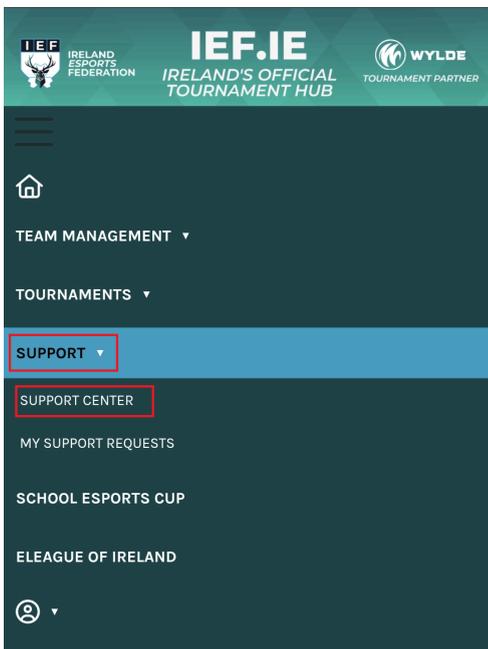**How to contact an Moderator**

Step 1: Go to IEF.IE
Step 2: Make sure you are logged in
Step 3: Click on the 3 stripes on the top left

Step 4: Click on support

Step 5: Click on support center

Step 6: Click on Open a Ticket

Step 6: Create a ticket. An admin will be in contact through the ticket

SUPPORT REQUESTS

This page shows all your open support requests. Closed support requests may be found in your support request history.

- Create New Support Request