

Data Upload Overview for NGBs

Introduction

Thank you for providing data to the National Database of Sport & Recreation Amenities (NDD). We believe the data, and the services built on it, will be of great benefit to your organisation, the clubs you manage, and their members. We have provided folders with project overviews and presentation materials and are happy to answer any questions you may have.

You will mainly have data on **Clubs** and hope you can provide these to the database. You can do this by populating a spreadsheet with all the Club information in a standardised bulk template and sending it to us. You may also circulate an online form to your affiliated clubs.

If you also have information on Activity Locations (places where sports/activities are carried out), that would also be welcome, but not as high a priority. You can also submit this data to us using an Activity Location bulk template spreadsheet.

We hope you can have the completed templates back to us by **April 30th**.

Data Types to Supply

Clubs

A Club is a group of people who take part in a sport or activity. Examples include a soccer team, a hillwalking club or an active retirement group.

There are two methods to provide Club data:

- **Bulk Upload:** an Excel template to enter the details. A row in the Excel file should hold the details of one Club. This method is easier and is best if you already have details of your affiliated clubs.
 - You can [download the Club bulk template spreadsheet on this webpage](#).
 - Click the “Download” button in the top right of the page.
 - It will download a Zip file. A Zip file is a compressed version of a file – in this case the Excel template. [More info on how to open Zip files](#).
 - Open the Zip file and it will contain an Excel file named ‘*Club bulk upload form v2.2.xlsm*’
 - When you open the Excel file make sure you click the “Enable macros” option. Macros are little rules inside the Excel file we use to ensure data quality.

- Email the completed Excel spreadsheet back to us, and we will upload it to the website.
- **Single Upload:** a web form to enter the details of one Club. This method allows you to send the form to clubs to complete themselves. This may allow them to provide more detail, but you will need to consider the likely response rate.
 - [You can find the form online here](#)

Please see [Uploading Club Data – Guide for NGBs](#) for more details.

Activity Locations

An Activity Location is any place where physical activity is carried out. Examples include a GAA ground, a town park, a beach or a leisure centre.

For NGBs, there is one method to upload Activity Location data:

- **Bulk upload:** an Excel template to enter the details. A row in the Excel file should hold the details of one Activity Location.
 - You can [download the Activity Location bulk template on this webpage](#).
 - Click the “Download” button in the top right of the page.
 - It will download a Zip file. A Zip file is a compressed version of a file – in this case the Excel template. [More info on how to open Zip files](#).
 - Open the Zip file and it will contain an Excel file named ‘ActivityLocation Bulk Upload V2.1.xlsm’
 - When you open the Excel file make sure you click the “Enable macros” option. Macros are little rules inside the Excel file we use to ensure data quality.
 - Email the completed Excel spreadsheet back to us, and we will upload it to the website.

Please see [Uploading Activity Location Data – Guide for NGBs](#) for more details.

GDPR and Data Protection

We have given careful consideration to GDPR for this project. We cannot accept any potentially personal contact details (non-generic email addresses or phone numbers) without clear consent as per the requirements under the **Data Protection Act 2018**.

Potentially personal data may include contact details for clubs / facilities:

- Phone numbers:
 - It can be hard to know if numbers are personal or belong to a club or facility.
- Non-generic email addresses:

- *info@club.ie* or *club@gmail.com* are ok (they are generic)
- *johnsmith@gmail.com* or *krfc@yahoo.ie* are not ok (may be a personal contact)

Your Options:

1. If providing bulk details, please send us your agreements/registrations with clubs that allows the onward sharing/publication of contact details for purposes such as the National Database. If the data sharing agreement is not deemed robust enough, we will delete any potentially personal details before publishing. You will be able to add contact details at a later date, with consent. We also recommend explicitly including an agreement on the sharing of contact details with the National Database in future annual registrations.
2. Circulate the online form to clubs to complete themselves, as this takes care of consent at source.

Contact Details

For questions about the project and data, or to send completed Data Templates, please email our project lead, Darragh O'Sullivan at:

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