

# Uploading Activity Location Data – Guide for NGBs

## 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.

Activity Locations will include:

- Public Places (Parks, beaches, green spaces, playgrounds etc)
- Sports Locations/Facilities (Pitches, swimming pools, leisure centres etc)
- Recreational Facilities (Piers/moorings, outdoor gyms, bike hire etc)
- Any other Relevant Data (Please include or ask if not sure)

## Data Template

- 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 V2.2.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 check it, then upload it to the website.

## Data fields to Enter

It is strongly encouraged to include information for all the fields if possible. This will allow the public to find clubs more easily and will help NGBs with their analysis and development work. However, some fields are considered *required*, other *recommended*, while others are *optional*.

If a field is marked as required and the information is not filled in, the submission will not be accepted for upload.

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

## Activity Location Bulk Upload Data Fields

The following table gives details and instructions for all fields in the Activity Location bulk template.

Field	Include	Info	Example
Name	Required	Name of the activity location	<i>Killorglin Sports Complex</i>
EirCode (or Postcode)	Required	Eircode/Postcode OR lat-long is required	<i>V93 X2F5</i>
Latitude	Required	Eircode/Postcode OR lat-long is required.	<i>52.1011416</i>
Longitude	Required	Eircode/Postcode OR lat-long is required. Also, everywhere in Ireland will be a negative (-) longitude, ensure that's there.	<i>-9.7849829</i>
Sports/Activities	Required	Select all that apply.	<i>Badminton, Basketball, Gym/Workout, Group Fitness, Karate, Raquetball, Soccer, Squash, Table Tennis, Yoga/Pilates</i>
Location Type	Recommended	Type of facility. Choose one from the list most applicable.	<i>Indoor Facility</i>
Description	Recommended	Include info that prospective users might need. Can have up to 8000 characters.	<i>Killorglin Sports Complex is one of Kerry's longest established Sports centres, serving our community for</i>

			<i>almost 40 years. Any groups, individual training or families that want to use the main hall, can ring us to book in.</i>
Link (URL) to Image or Logo	Recommended	This should be a URL (also known as a 'link') to an image online of an Activity Location logo or photo. You can copy the URL of any image online by right-clicking the image and then hitting "Copy image address". Then paste the URL in to the field in the spreadsheet.	<a href="https://killorglinsportscocomplex.com/wp-content/uploads/2017/01/logo.jpg">https://killorglinsportscocomplex.com/wp-content/uploads/2017/01/logo.jpg</a>
Address	Recommended	Try to include as much of the address as possible.	<i>Killorglin Sports Complex, Langford Street, Killorglin, Co. Kerry</i>
County	Recommended	Will be a drop-down menu. Pick which county the club is in.	<i>Kerry</i>
Phone Number	Recommended	Aim to use the number of the location and not a personal phone number	<i>+353 (0) 66 9761755</i>
Email Address	Recommended	Aim to use the email of the location and not a personal email address	<a href="mailto:info@killorglinsportscocomplex.com">info@killorglinsportscocomplex.com</a>
Website	Recommended	Add the full URL of the club's website.	<a href="https://www.killorglinsportscomplex.com">https://www.killorglinsportscomplex.com</a>

Sports Facilities	Recommended	All the facilities that are available at the location. Select all that apply.	<i>Basketball Court, Court (Racket Sports/Handball), Gym/Fitness Studio, Hall (Sports/Multi-Purpose), Leisure Centre/Sports Complex, Table Tennis Facility</i>
Amenities (select all)	Recommended	What things like parking, toilets, showers, etc. are available? Select all that apply.	<i>Baby Changing, Bike Parking, Car Parking, Changing Facilities, Defibrillator, Showers, Toilets</i>
Opening Hours	Recommended	What hours are the location open to people? Remember to include any seasonal changes to opening hours.	<i>Monday to Friday 9am to 10pm; Saturday and Sunday open for booked events or classes.</i>
Open to Public	Recommended	Yes/No	<i>Yes</i>
Accessibility Features	Recommended	Select all that apply from the list	<i>Accessible Changing Facilities, Accessible Parking, Accessible Toilets, Accessible Entry Points</i>
Accessibility Details	Optional	If there's any more info to add on accessibility within the location, include it here.	<i>Our main hall has excellent disability access. We have an active Wheelchair Basketball team – please contact us for details.</i>
Twitter URL	Optional	Social media account. Must be full URL.	<a href="https://www.twitter.com/Killorqlin_SLC">www.twitter.com/Killorqlin_SLC</a>
Facebook URL	Optional	Social media account. Must be full URL.	<a href="https://www.facebook.com/Killorqlin_SLC">www.facebook.com/Killorqlin_SLC</a>
Instagram URL	Optional	Social media account. Must be full URL.	<a href="https://www.instagram.com/Killorqlin_SLC">www.instagram.com/Killorqlin_SLC</a>

Notes	Optional	This can be any other particular details not included in the Description field. For example, if location is currently not open, or if there are other websites with more information	<i>Planned renovation works mean the centre (apart from the gym) will be closed from 10 October to 15 November 2022</i>
Ownership Type	Optional	What type of body owns this activity facility/location?	<i>Local Authority</i>
Owned By	Optional	What organisation owns this facility/location?	<i>Kerry County Council</i>
Management Type	Optional	What type of body manages this activity location?	<i>Private</i>
Managed By	Optional	What organisation manages this facility/location?	<i>Killorglin Sports and Leisure Centre Ltd</i>

## Appendix

### Activity Location field lists

#### Sports / Activities

1. Aero Sports
2. American Football
3. Angling/Fishing
4. Archery
5. Athletics
6. Badminton
7. Basketball
8. Baton Twirling
9. Bocce/Boccia
10. Boxing
11. Camogie

12. Canoeing/Kayaking/Paddling
13. Caving
14. Children's Play
15. Clay Target Shooting
16. Climbing
17. Cricket
18. Croquet
19. Cycling
20. Deaf Sports
21. Diving
22. Fencing
23. Football/Soccer
24. GAA Handball
25. Gaelic Football
26. Golf
27. Group Fitness
28. Gym/Workout
29. Gymnastics
30. Hillwalking/Mountaineering
31. Hockey
32. Horse Sport
33. Horseshoe Pitching
34. Hurling
35. Ice Hockey
36. Ice Skating
37. Jogging/Running
38. Judo
39. Karate
40. Ladies Gaelic Football
41. Lawn Bowls
42. Martial Arts
43. Motorcycling
44. Motorsport
45. Olympic Handball
46. Orienteering
47. Pitch & Putt
48. Power Boating
49. Racquetball
50. Road Bowling
51. Rounders
52. Rowing

53. Rugby League
54. Rugby Union
55. Sailing
56. Scuba Diving
57. Skateboarding/Skating
58. Skiing/Snowboarding
59. Snooker/Billiards
60. Snorkelling
61. Special Olympics
62. Squash
63. Surfing
64. Swimming
65. Table Tennis
66. Taekwondo
67. Tennis
68. Tenpin Bowling
69. Triathlon
70. Tug of War
71. Vision Sports
72. Volleyball
73. Walking
74. Water Polo
75. Waterskiing/Wakeboarding
76. Weightlifting/Powerlifting
77. Wheelchair Sport
78. Windsurfing
79. Wrestling
80. Yoga/Pilates

#### Location Type

1. National Park/Nature Reserve
2. Forest/Woodland
3. Park/Garden
4. Green/Open Space
5. Beach/Seashore
6. Inland Water
7. Indoor Facility
8. Outdoor Facility
9. Indoor & Outdoor Facility

## Sports Facilities

1. Aero Sports Facility
2. Angling/Fishing Site
3. Archery Facility
4. Athletics Track/Arena
5. Basketball Court
6. Bowling Facility
7. Boxing Gym
8. Climbing Facility
9. Court (Racket Sports/Handball)
10. Cycle Lane
11. Cycling Facility
12. Equestrian Facility
13. Golf Course
14. Gym/Fitness Studio
15. Hall (Sports/Multi-Purpose)
16. Handball Alley/Wall
17. Ice Rink
18. Lawn Games Facility
19. Leisure Centre/Sports Complex
20. Martial Arts Centre
21. Motorsports Venue
22. Multi Use Games Area
23. Orienteering Course
24. Outdoor Education & Training Centre
25. Outdoor Gym
26. Pier/Jetty
27. Pitch (Artificial)
28. Pitch (Grass)
29. Pitch & Putt Course
30. Playground/Play Area
31. Ropes Course/Zipline
32. Rowing Venue
33. Sailing Venue
34. Shooting Facility
35. Skating Facility
36. Snooker/Billiards Facility
37. Sports Arena/Stadium
38. Surfing Spot

39. Swimming Pool/Aquatic Centre
40. Swimming Spot (Sea/Lake/River)
41. Table Tennis Facility
42. Tennis Court
43. Walking Track/Path
44. Water Sports Venue
45. Winter Sports Venue

## Amenities

1. Baby Changing
2. Bike Parking
3. Bus Parking
4. Cafe/Restaurant
5. Car Parking
6. Changing Facilities
7. Childcare
8. Defibrillator
9. Dog Friendly
10. EV Charging
11. Internet Access
12. Picnic Area
13. Reception/Visitor Centre
14. Showers
15. Toilets

## Accessibility Features

1. Accessible Changing Facilities
2. Accessible Entry Points
3. Accessible Parking
4. Accessible Seating Points
5. Accessible Toilets

## Owned By

1. Local Authority
2. State Agency
3. Private
4. Club

5. Educational - Primary School
6. Educational - Post Primary School
7. Educational - Higher Education
8. Other

#### Managed By

1. Local Authority
2. State Agency
3. Private
4. Club
5. Educational - Primary School
6. Educational - Post Primary School
7. Educational - Higher Education
8. Other