

## How do I Register my School as a Charity?

This guide is designed to assist you in creating a customer user account, known as 'MyAccount'. It will also help you to log in, complete and submit your application for inclusion on the Charities Register (or 'Register of Charities').

### 1. Create your Customer User account

To submit an application for charitable status, you will need to create a user account.

Click on [Create Account](#) on the MyAccount sign-in page if you do not have a customer account.

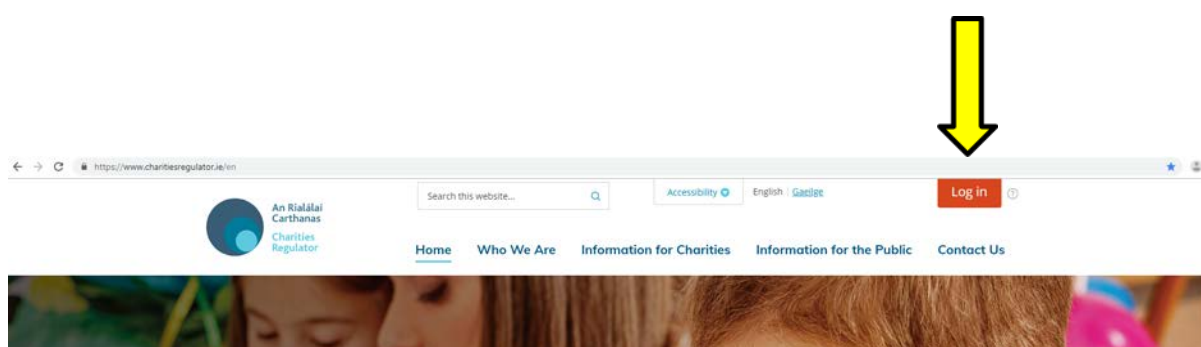
An email will then be sent to the email address you have provided. This email contains a verification link. Once you receive the email, please click on the link and you will receive a popup indicating that your user account has been verified. You will then receive an email to activate your customer account.

Further Guidance is available in our [MyAccount Technical User Guide](#) – see page 3.

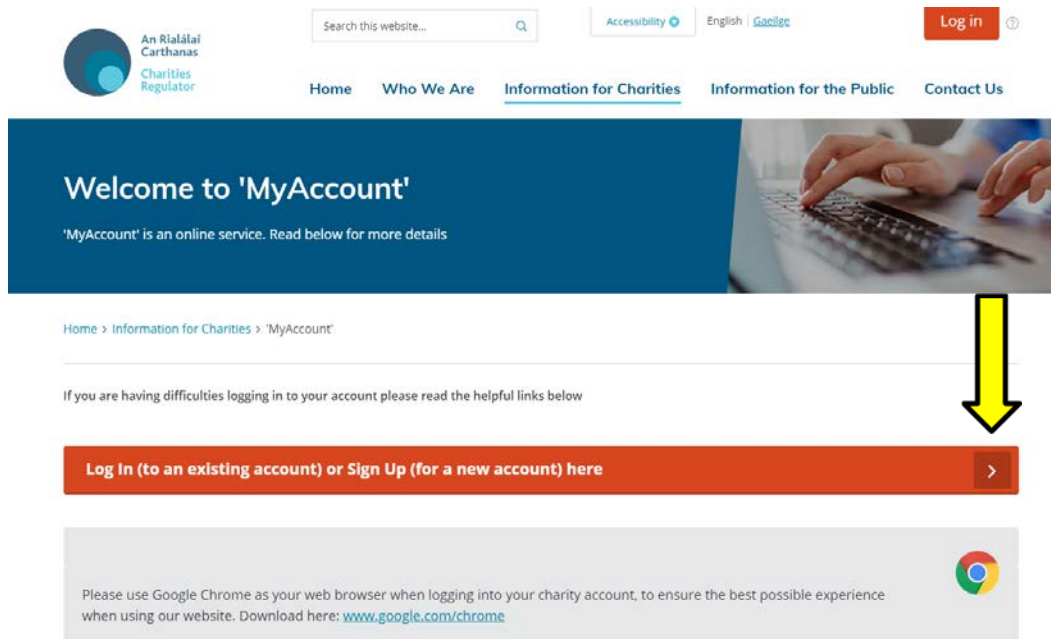
### 2. Submit an application to register your school

You must be logged into MyAccount to submit your school's registration application.

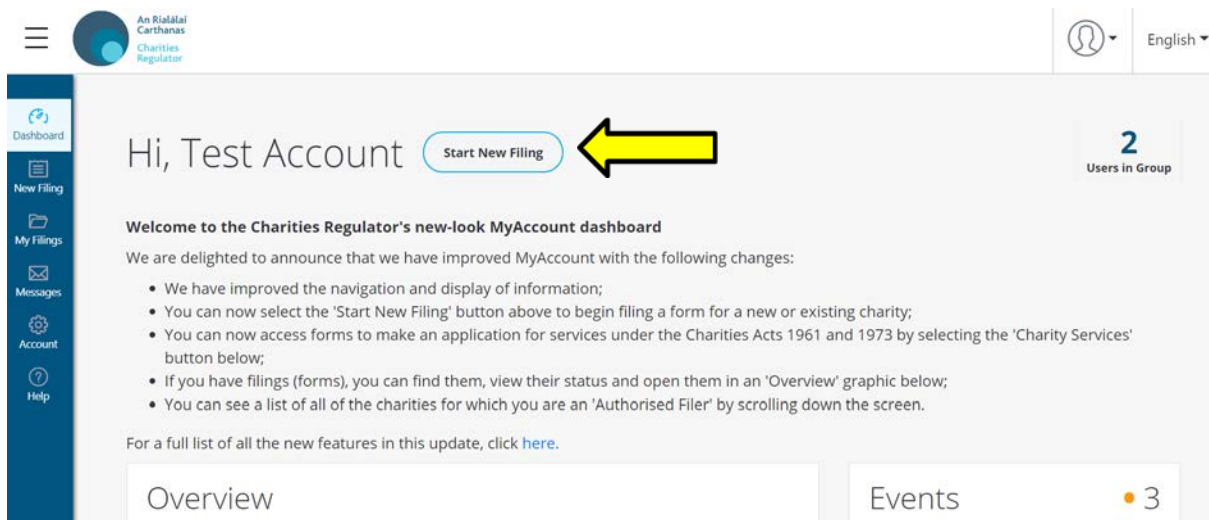
Click on the 'Log in' button at the top right of the home page of our website, [www.charitiesregulator.ie](http://www.charitiesregulator.ie)



Click on the 'Log In (to an existing account) or Sign Up (for a new account) here' button in the middle of the page.



Click 'Start New Filing' at the top of the page.

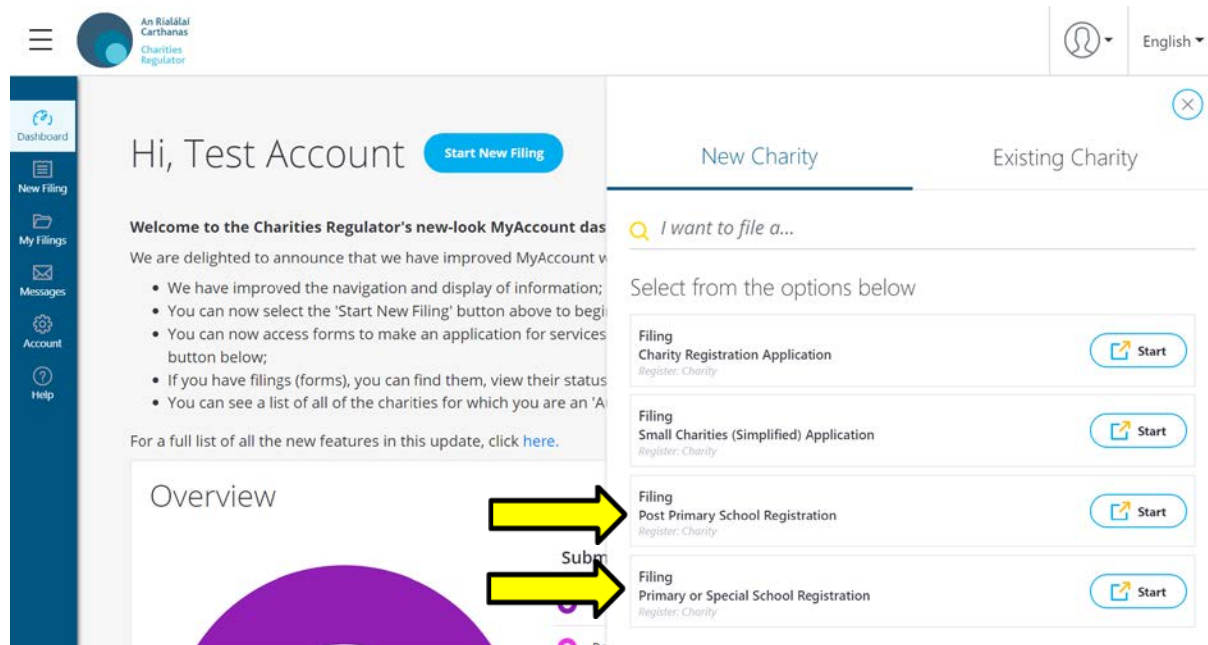


### 3. Which Application should I submit?

The registration application system has been designed to assist the Charities Regulator in making decisions on applications more efficiently and includes specific forms for

Primary/Special schools and Post Primary Schools which hold a valid roll number assigned by the Department of Education and Skills.

Select the appropriate school registration form on the right-hand side and click 'Start' to open the form.



- Primary or Special School Registration – click [here](#) to see the user guide
- Post-Primary School Registration – click [here](#) to see the user guide

#### 4. What information is required?

The **full name** and **home address** for **each member of the Board of Management** must be provided as per Section 39 of the Charities Act 2009. Residential addresses will not be made public on the Register and are strictly for internal use only.

You can enter your Eircode into the 'Search Address' bar, or else enter the address manually, remembering to include the Eircode. Please note, you may need to insert the townland/city manually by typing directly into the 'City' field if you use the Search Address function.

If you do not know your Eircode, please click on Eircode Finder (<https://finder.eircode.ie>) to help you find it.

## **5. I cannot save the details of my Board of Management to the Registration Application, what should I do?**

When you have filled in the required details in the 'Add Board Member' section of the form, press and hold the [Ctrl] and [-] keys on your keyboard until the screen zooms out and you can see the [Save] and [Cancel] buttons to add your Board Member to the application form.

## **6. When will I receive a Registered Charity Number?**

Your application will then be assessed for charitable status and a case officer will be in touch if they require any further information from you.

You will receive an official notification from the Charities Regulator once a decision on your application for charitable status has been made.

Please note that we cannot guarantee a timeframe for processing applications but wait times can be longer or shorter depending on the volume of applications and the responsiveness of the applicant to any queries raised by the case officer.

## **7. User Guides and other helpful links**

- Primary or Special School Registration – click [here](#) to see the user guide
- Post-Primary School Registration – click [here](#) to see the user guide
- To see the full list of User Guides available within *MyAccount* please click [here](#).
- For further guidance, please see our [Frequently Asked Questions for Schools](#) section on our website.