



To process applications for the 2019 St. Patrick's Day Parade in Waterford City, Waterford City & County Council are using the **Licences.ie** system, which is provided by An Post.

**Organisations/Groups/companies wishing to participate in the Parade must use this system to register**

### Creating an Account and Logging On

1. To create an account, go to [www.licences.ie](http://www.licences.ie), and in the top right hand corner, click "Register".
2. Fill in your information and click "Register".
3. You will receive an email with a link to activate your Licences.ie account.
4. Click on the green 'Activate' button in the email to activate your account.
5. This should log you in automatically.
6. Once you are logged in, your name should appear in the top right-hand corner and you will arrive at the "Home" page.

### Bringing up the St. Patrick's Day Parade application form

1. Scroll down until you find the "Waterford City & County Council" logo block, and click it.
2. This brings up all of Waterford City & County Council's online forms.
3. Choose the appropriate form – Community entry or Commercial entry and click "Apply Now".
4. This brings up the correct form and starts the process.
5. Please note there is a fee for Commercial entries.

### A Letter of Insurance Indemnification is required.

#### To upload/attach a document to the online form

1. This process varies depending on the device you are using.
2. Using a Smart Phone or tablet:
  - a. Take a scan or a clear picture of the document and attach it to Step 5 by tapping the "Select Files" button.
  - b. Complete the form by tapping "Submit".
3. Using a PC:
  - a. Using a scanner or the scanning function on a multi-function printer, scan a copy of the document to be uploaded.
  - b. Save the photo or scan somewhere you will remember.
  - c. Complete the form as outlined above and in Step 5, click the "Select Files" button.

- d. Browse to the saved image or document and click “Open.”
- e. Complete the form by clicking “Submit”.

**NB:** If you use a Smart Phone to take a picture or scan of a document, but are using a PC to fill out the form, you will have to email the image to yourself (i.e. from your phone to your PC), save the image from your email onto your PC and proceed as outlined from part 3c. above.

If you have any issues with the Licences.ie system or filling out the form, please contact Dara Jane on 083 – 8144680 or [parade@waterfordcouncil.ie](mailto:parade@waterfordcouncil.ie)