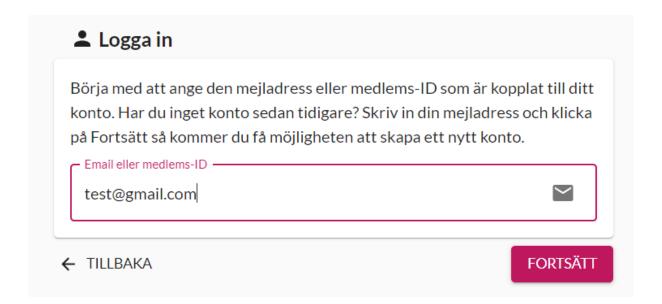


Keep your chess club and order free gifts!

• Log on to the club page, <u>Klubbsidan</u>. Whether you remember your login details or not, enter the email address you want to use to either log in or change password.



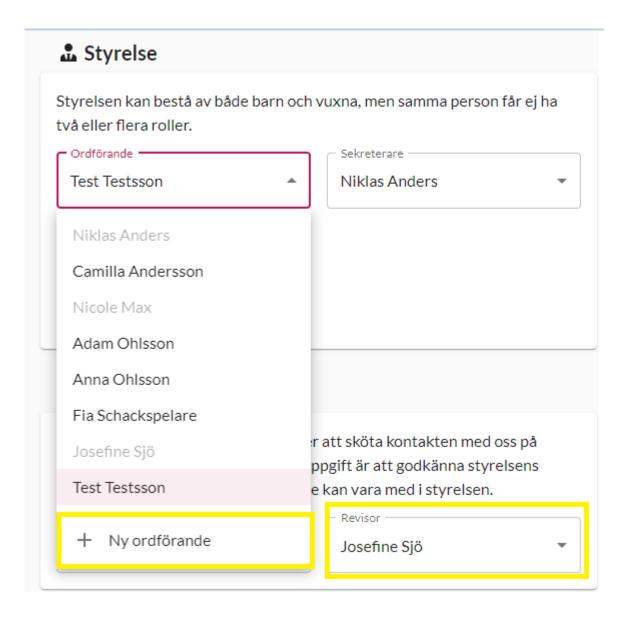


• Enter password (lösenord) or click "GLÖMT LÖSENORD" (forgot password) to receive a link via email.

Logga in		
Fortsätt med att fylla i lösenord.		
test@gmail.com		\succeq
Lösenord		Ø
← TILLBAKA	GLÖMT LÖSENORD	LOGGA IN
	1	



• Use the drop down menu if you want to change any board member role or auditor (revisor) by choosing a person in the list or click "ny ordförande" (new chairperson).



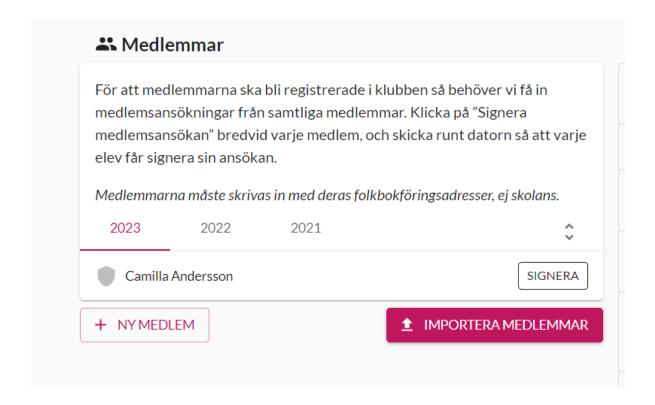


 Move existing members to the present year under "HANTERA MEDLEMMAR" (manage members) by clicking the "shield with a plus" next to the person's name.



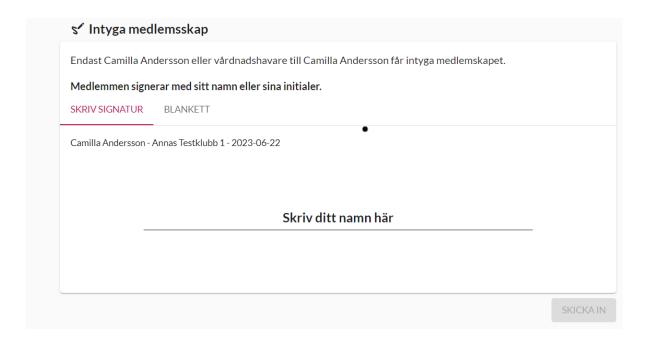


Enter new members' details and let EVERYBODY verify their memberships digitally (signera = sign). Enter every member individually or import a member list. <u>Guide for registration of members</u>





• Have the members verify their memberships with the cursor (writing their name or initials).





• Write a few lines about your activity last year by clicking Ändra och skicka in (Edit and submit. Verksamhetsberättelse = annual report).



Fyll i verksamhetsberättelsen från årsmötet och klicka på skicka in. Ett förslag på verksamhetsberättelse gällande föregående år finns redan inskrivet, men du måste lägga till några rader om hur verksamheten såg ut förra året för att kunna skicka in den.

Verksamhetsberättelse 2022

Annas Testklubb 1

Antal medlemmar: 0, därav 0 i åldrarna 6-25 år.

➢ ÄNDRA OCH SKICKA IN



 Have a democratic annual meeting, sign the annual meeting minutes (årsmötesprotokoll) digitally via email link (Hantera årsmöte = manage annual meeting minutes) and submit!





All documents are reviewed by the Swedish Chess Federation. Once the documents are approved, you will be able to order free gifts on the club page!

For more information, see the instruction film (in Swedish).

Best,
Member service at the Swedish Chess Federation
schackiskolan@schack.se
018-36 46 00
Sveriges Schackförbund, c/o UNT,
Box 36, 751 03 Uppsala

