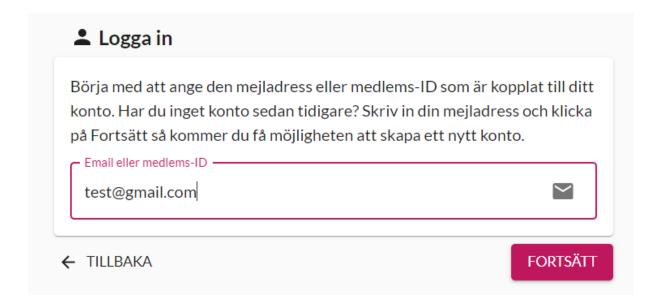


Participate in Yes2Chess again and order new free gifts!

 Go to <u>Yes2Chess</u>, click the tab "ANMÄLAN" (register for the tournament) and read the <u>text!</u> Enter your email address and click "FORTSÄTT" (continue) to log in or to create an account in the next step.

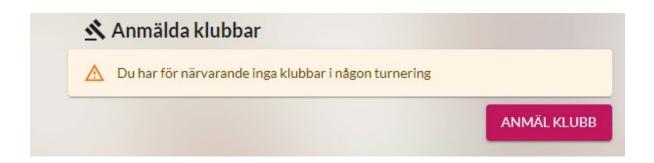




• Enter password or click "GLÖMT LÖSENORD" (forgot password) to create an account.



• Click "ANMÄL KLUBB" (register club for tournament).

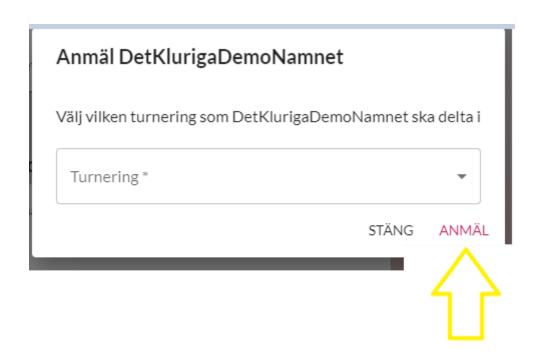




• Click your existing club's name.



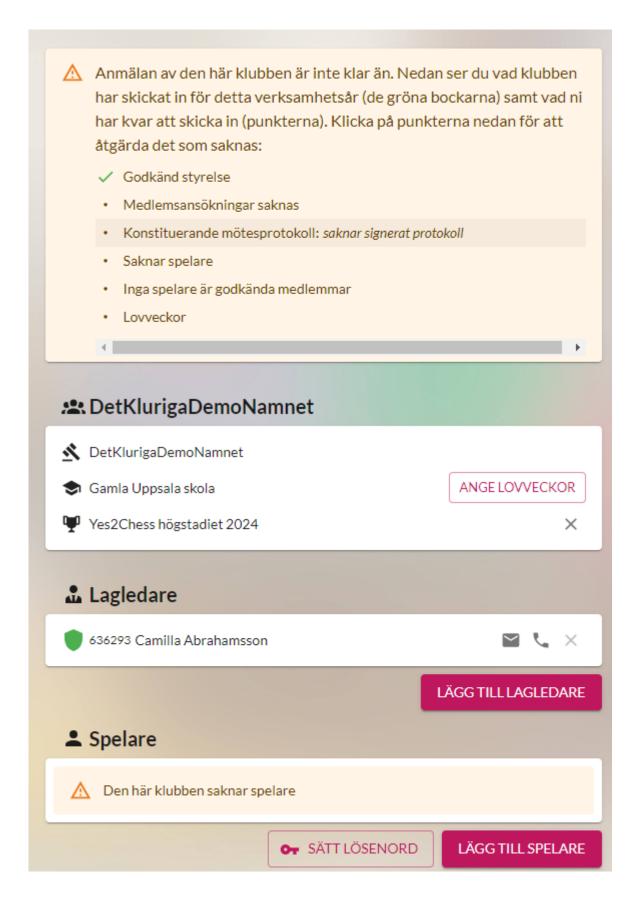
• Choose tournament and click "ANMÄL" (register).





- Now you are registered for the tournament and need to send in new documents for the year. You will arrive at your overview page, where you can manage team related tasks.
- To be able to participate in the tournament, all the club documents need to be submitted to the Swedish Chess Federation by 15 of November, 2024 at the latest.





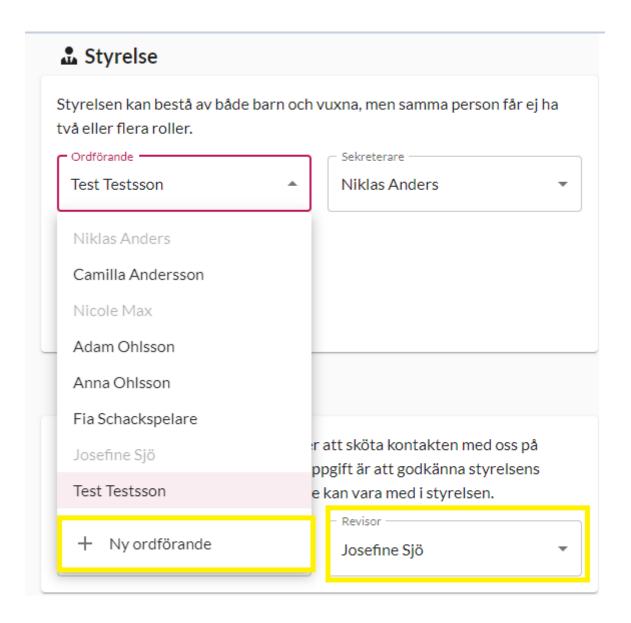


• Click your chosen clubname with the "club" to enter your club page.





• 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 for example "ny ordförande" (new chairperson).





 Move existing members to the present year under "MEDLEMMAR" (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. Here is a more detailed guide for registration of members



 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).

■ Verksamhetsberättelse

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.





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



• If the students do not have email addresses, you can print your meeting minutes by clicking the arrow next to "SIGNERA" (sign) and then "skriv ut" (print).





• Then, sign by hand, take a picture/scan the meeting minutes and choose "ladda upp" (upload).



Click back to the Yes2Chess page

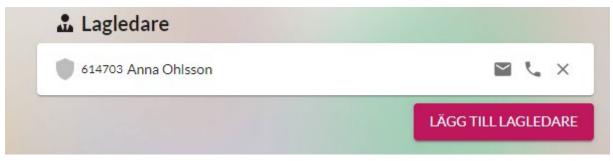


• Enter your sportlov and påsklov weeks (Ange lovveckor - Winter holiday and Easter holiday).

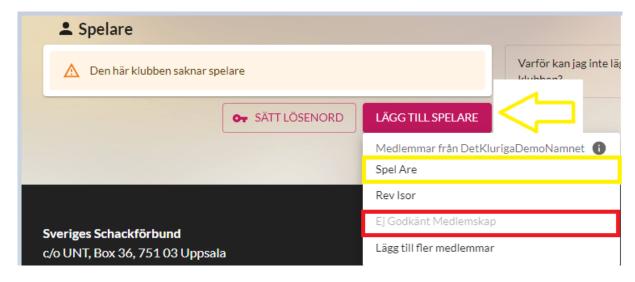


• Check the team leader's (lagledare) phone number





 On your overview page, before playing starts, you need to add players with the pink button "LÄGG TILL SPELARE" (add players) and the drop down list. The players need to have approved memberships (name in bold, yellow square) to be able to play (gray name in red square means no approved membership).

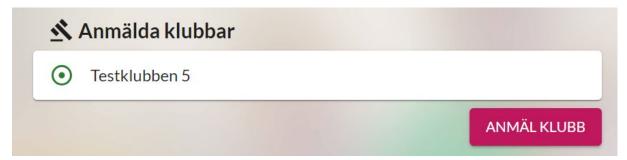


 When you have added holiday weeks, team leader and added at least 5 players to the team, you can click Min Sida (my page) to verify that your registration is complete.

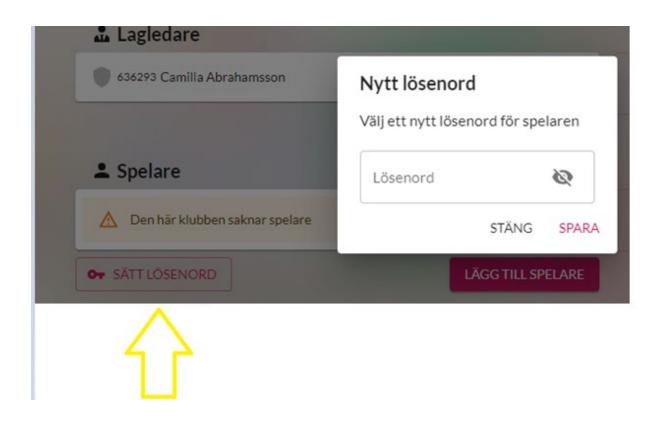




• Green circle = Congratulations, your registration is complete!



• The team leader chooses the password that all the players will use for login at <u>Yes2Chess</u> by clicking the button with a key and "SÄTT LÖSENORD" (choose password). We recommend the same password for all players. Then click Spara (Save).





• If you need to set an individual password for a player, you can do that by clicking the "key" by the person's name. See below.



• At the tournament every player will log in with their 6-digit ID number (see above) and password.

Good luck with the tournament!



All documents are reviewed by the Swedish Chess Federation. Once the documents are approved, you will be able to order free gift and pins 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 Kungsgatan 23 753 32 UPPSALA

