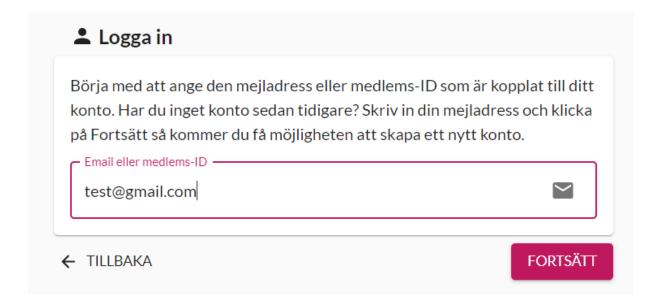


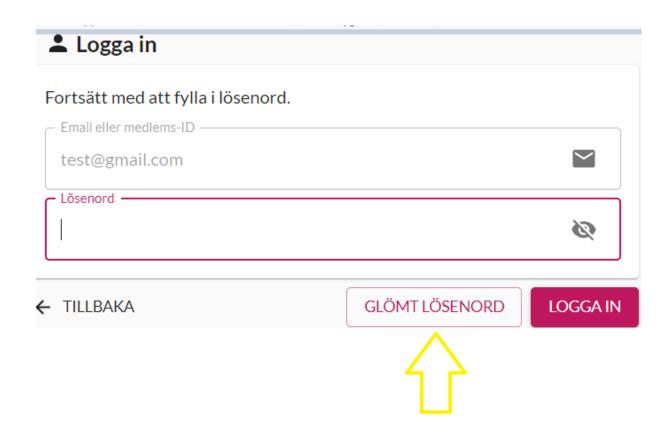
Form a school chess club, order free chess games!

Log on to the club page, <u>Klubbsidan</u>. Whether you already have an account or not, enter the email address you want to use to either log in or to create an account. Click FORTSÄTT (continue).



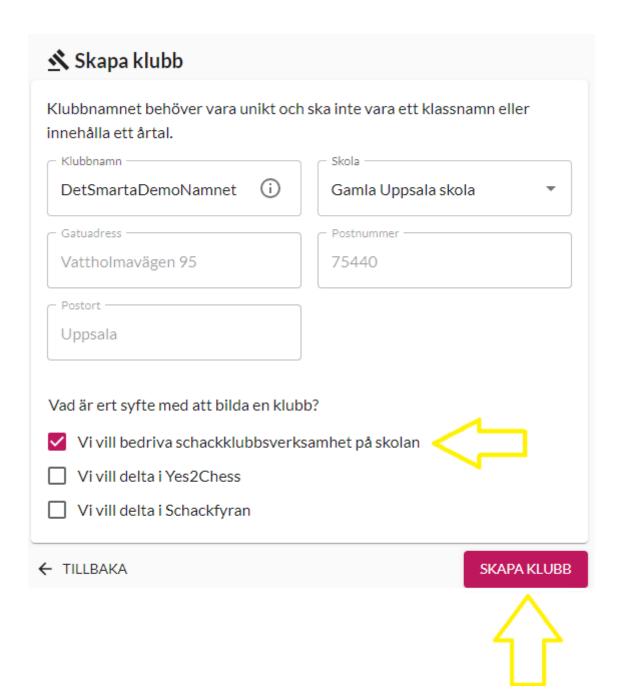


Enter password, or click "GLÖMT LÖSENORD" (forgot password) to create an account. You will receive a link via e-mail.





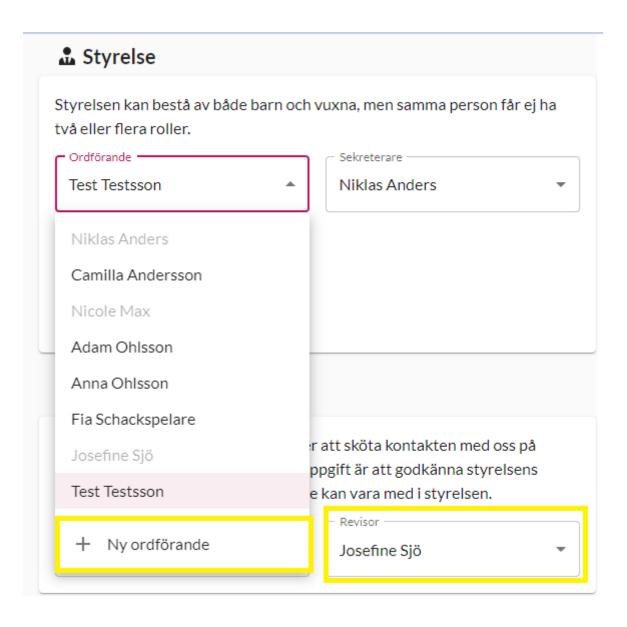
• Choose a club name (klubbnamn), school (skola) and the purpose of the club ("Vad är ert syfte..."). Click "SKAPA KLUBB" (create club).





Fill out who will be on the board (styrelse) + revisor (auditor)!
 (Ordförande = chairperson, Sekreterare = secretary, Ledamot = board member)

Since the auditor is reviewing the board's work, the auditor cannot have a private relationship with anyone on the board.





 Enter the 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</u> members



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



| s' Intyga medlemsskap | |
|---|-------|
| Endast Camilla Andersson eller vårdnadshavare till Camilla Andersson får intyga medlemskapet. | |
| Medlemmen signerar med sitt namn eller sina initialer. | |
| SKRIV SIGNATUR BLANKETT | |
| | |
| | |
| Skriv ditt namn här | |
| Skriv ditt namn här | |
| Skriv ditt namn här | _ |
| Skriv ditt namn här | SKICK |

• Have a democratic constitutive meeting, sign the meeting minutes (konstituerande möte) digitally via email 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).



• Statutes (stadgar) will be automatically uploaded when you upload your meeting minutes.



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

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

Welcome!

Best,
Member service at the Swedish Chess Federation
schackiskolan@schack.se
018-36 46 00

Sveriges Schackförbund Kungsgatan 23 753 32 UPPSALA

