

# Guide for registration of members

We need this information for our fund agency MUCF, to be able to receive funding. That way we can offer free tournaments, chess material and support. The information we need is:

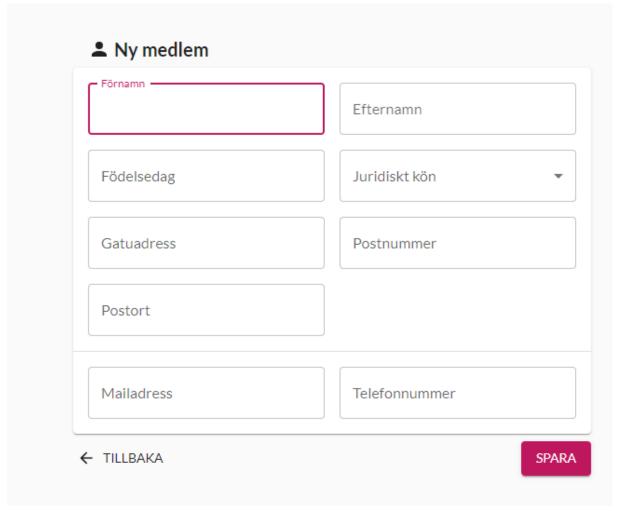
- First name and surname
- Date of birth (födelsedatum, not the last four digits in the social security number)
- Address of residency
- Log on to the club page <u>Klubbsidan</u>. Click the button "NY MEDLEM" (new member) to registrate individual members.
- Read more in our data protection policy <u>here</u> (Swedish)





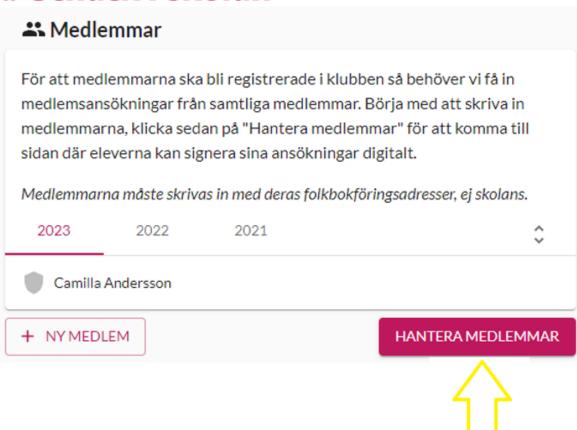
• Email address is only necessary if you want to sign meeting minutes digitally. Phone number needed only for the adult contact person.





• Click "HANTERA MEDLEMMAR" (manage members) to see other options.

# Schack i skolan



 Click "IMPORTERA MEDLEMMAR" (import members) to for example copy and paste information from an Excel list if you have many members.

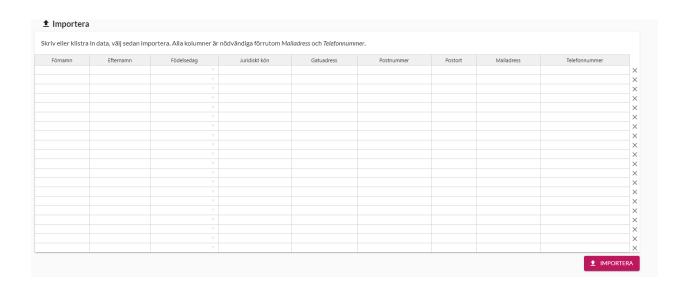




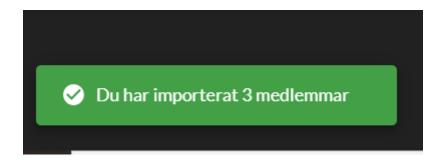


- The birth date needs to be in the format XXXX-XX-XX and you choose gender Kvinna (woman), Man (man) or "vill ej ange" (do not want to disclose) in the drop down menu.
- If the row becomes red the person is already in our system.

  Click the "little man" to the right and make sure the information is correct.



• You will see a confirmation of how many members you have imported.



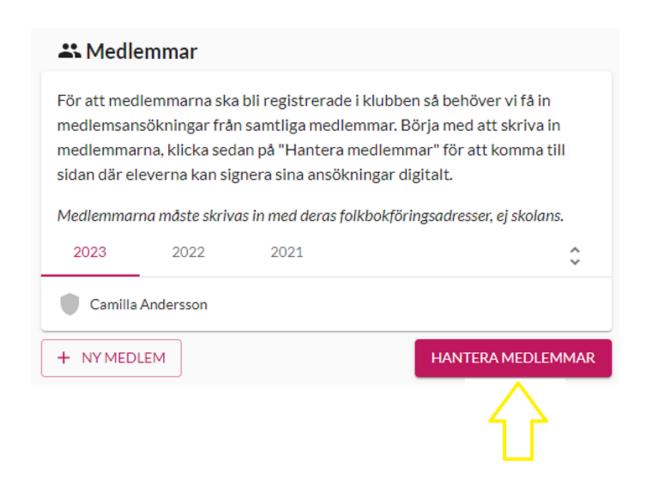


• Under "Medlemmar" (members) you can move members from previous year by clicking the "shield with a plus" next to the person's name.





• To verify membership digitally, click "HANTERA MEDLEMMAR" (manage members).



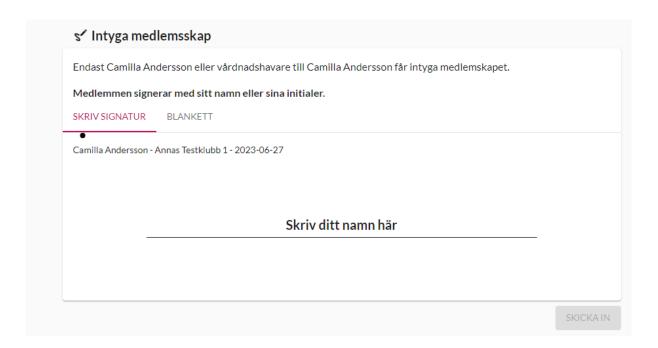


• Then click the button "SIGNERA" (sign) next to the person's name.





• Only let person in question write their name or initials ("skriv ditt namn här") with the cursor to verify their membership.



 If you want to send out mail links for confirming membership for a student or their guardian, click "SIGNERINGSLÄNK" (signing link)

### Andra signeringsalternativ

Vill du hellre skicka ut länkar till eleverna med deras medlemsökningar som de kan signera digitalt? Eller vill du skriva ut en medlemslista som dina elever signerar för hand? Välj alternativ nedan.



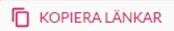




 First click "GENERERA LÄNKAR" (generate links) and then "KOPIERA LÄNKAR" (copy links). The links end up in the clipboard. Then send out emails.

## Signeringslänkar

Som ett alternativ till att skicka runt din dator i klassrummet för att låta eleverna signera, kan du här skicka ut signeringslänkar till eleverna. Du behöver först klicka på "Generera länkar" för att generera signeringslänkar för de medlemmar du lagt till. Klicka på "Kopiera länkar" för att därefter kunna skicka ut dem till eleverna.



G⊋ GENERERA LÄNKAR







• If you want the students to confirm their membership manually, you can under "MEDLEMSLISTA" (member list) click "SKRIV UT" (print).

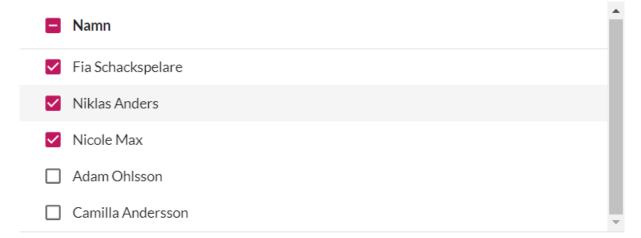




• Tick the box next to the member names of the members that are going to be on the list for membership verification.

#### Markera medlemmar för utskrivning

Markera de medlemmar du vill inkludera på medlemslappen. Saknas någon kan du lägga till den medlemmen genom att stänga den här dialogen och välja "ny medlem". Endast medlemmar som saknar signatur, är gråa, behöver finnas med på medlemslappen och signeras.



STÄNG SKRIV UT

• Print the list and have the members sign with date (datum) and their names (signatur).

#### Ansökan om medlemskap

Härmed ansöker undertecknad om kostnadsfritt medlemskap i Annas Testklubb 1 för verksamhetsåret 2023-01-01 - 2023-12-31.

Namn	Födelsdag	Kön	Adress	Datum	Signatur
Fia Schackspelare	2009-11-08	Kvinna	Glössbo 8670, 82158 Rengsjö		
Niklas Anders	2012-04-13	Man	Valinge 22, 43278 Vara		
Nicole Max	2012-03-16	Kvinna	Blåsut 2, 12177 Johanneshov	4	~



• Then take a picture of, or scan the list, and click "LADDA UPP" (upload).



Welcome!



All documents are reviewed by the Swedish Chess Federation. Once the documents are approved, you will be able to order 10 chess games and pins on your club page!

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

Sveriges Schackförbund Kungsgatan 23 753 32 UPPSALA

