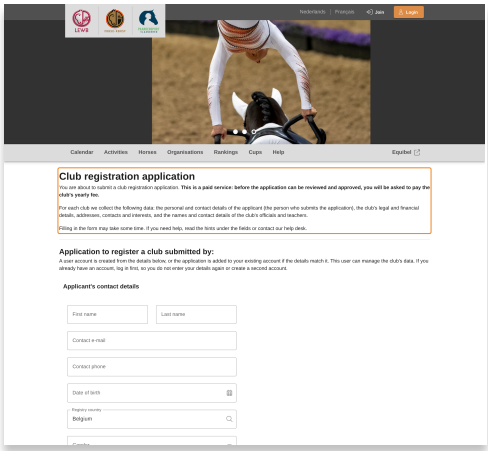
How to Register a New Club

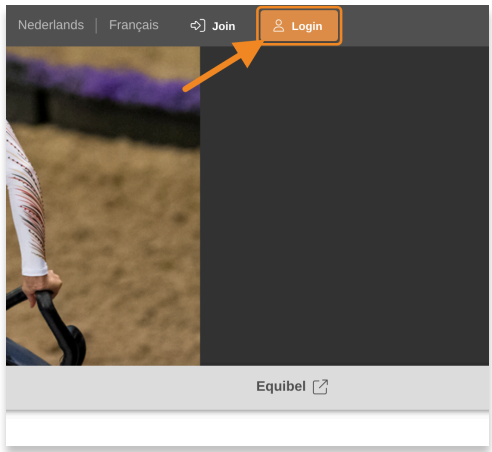
Step 1

On the Paardensport Vlaanderen website, open “Aanvraag clublidmaatschap” and click “Aanvraagformulier”. **“Club registration application”** opens. At the end you pay the yearly fee.



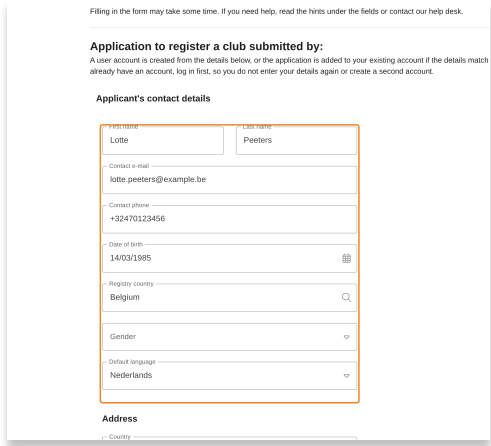
Step 2

Do you already have an account? Click **“Login”** first, then click the link to the form again. This prevents a second account for you.



Step 3

Under **“Application to register a club submitted by:”**, enter your own details. You will manage the club on the platform.

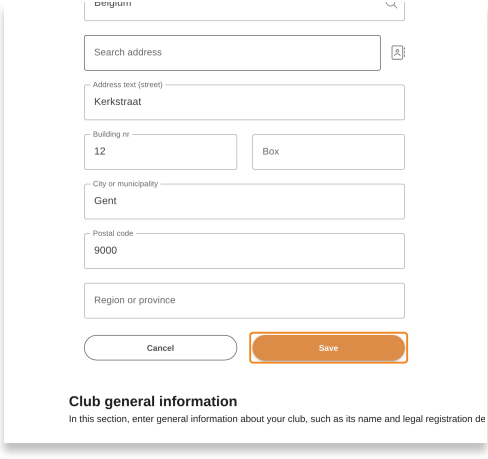


PAARDENSPORT VLAANDEREN

How to Register a New Club

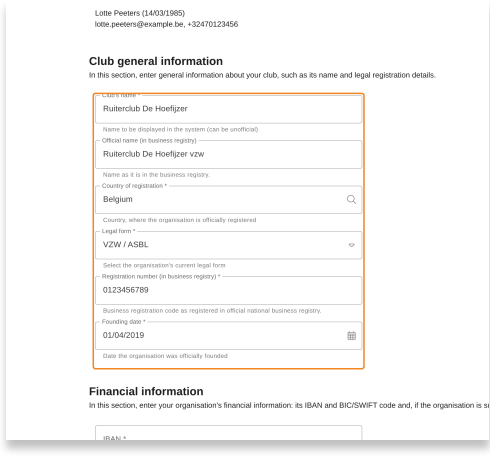
Step 4

Enter your address, then click **“Save”** at the bottom of this section. You cannot continue until you save it.



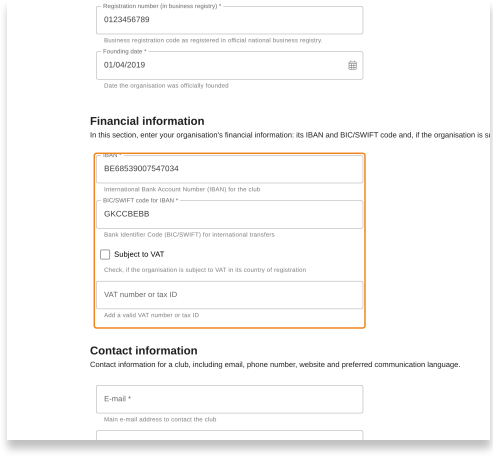
Step 5

Under **“Club general information”**, enter the club’s name, official name, legal form, registration number and founding date.



Step 6

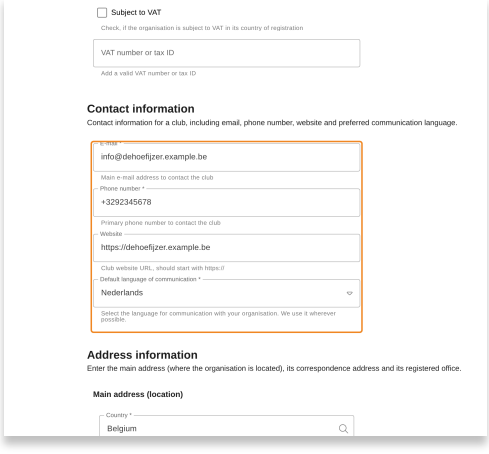
Under **“Financial information”**, enter the club’s IBAN and BIC code. Tick **“Subject to VAT”** only if the club must charge VAT.



How to Register a New Club

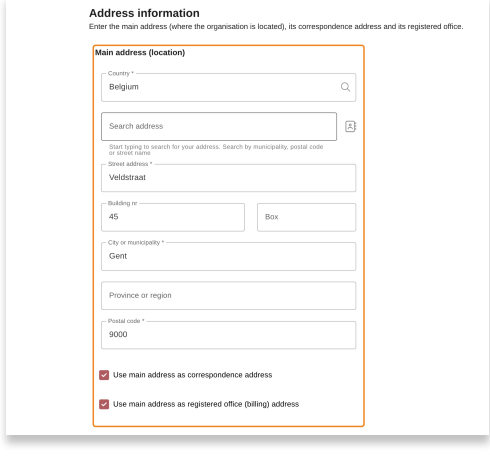
Step 7

Under **“Contact information”**, enter the club’s email address and phone number. Check the **“Default language of communication”**.



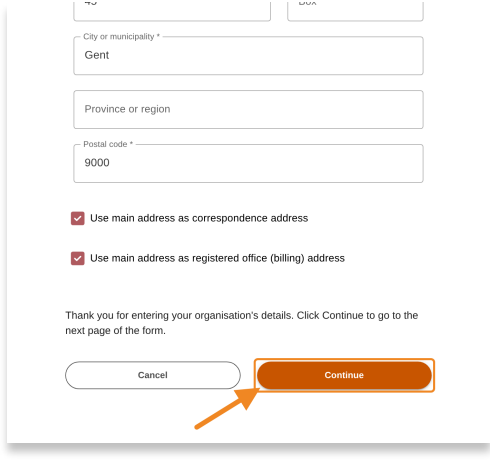
Step 8

Under **“Address information”**, enter the club’s main address. Untick a box below it only if the correspondence address or registered office is different.



Step 9

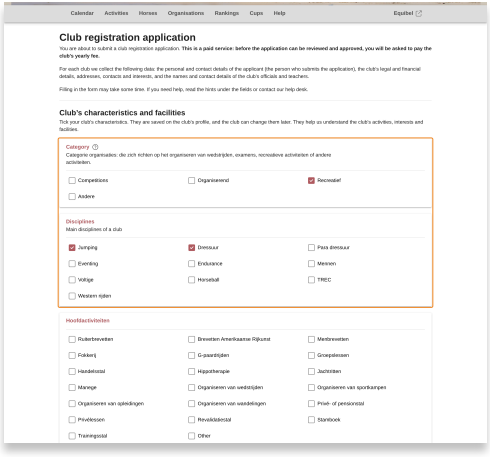
Click **“Continue”**. The second page of the form opens. If a field is missing, it shows in red. Fill it in and click again.



How to Register a New Club

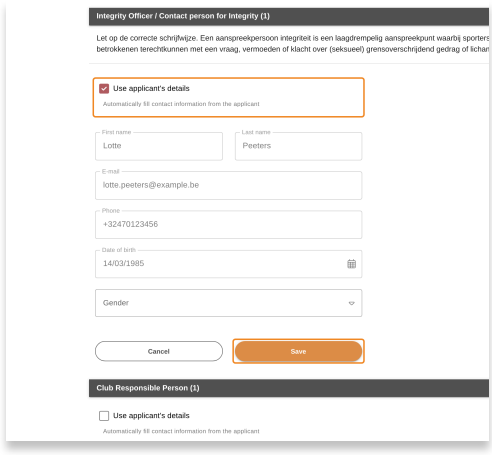
Step 10

Under **“Club’s characteristics and facilities”**, tick everything that describes your club. You can change this later on the club’s profile.



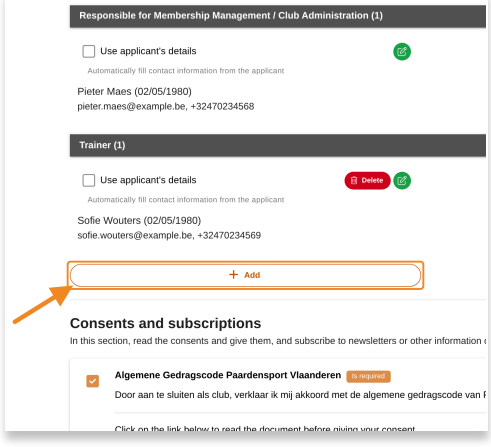
Step 11

Under **“Club’s contact persons, officials and teachers”**, fill in a person for each role and click **“Save”**. Tick **“Use applicant's details”** to use your own details.



Step 12

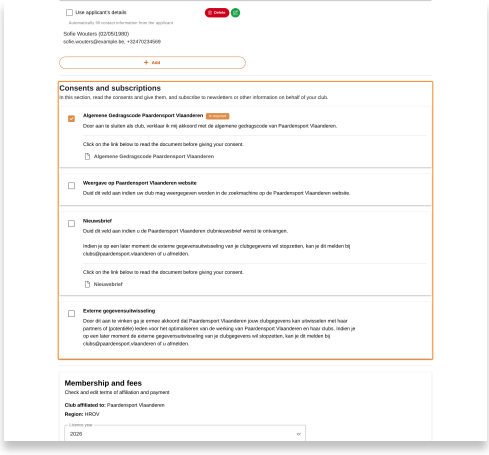
Does a role have more than one person, such as several trainers? Click **“Add”** under that role and fill in the next person.



How to Register a New Club

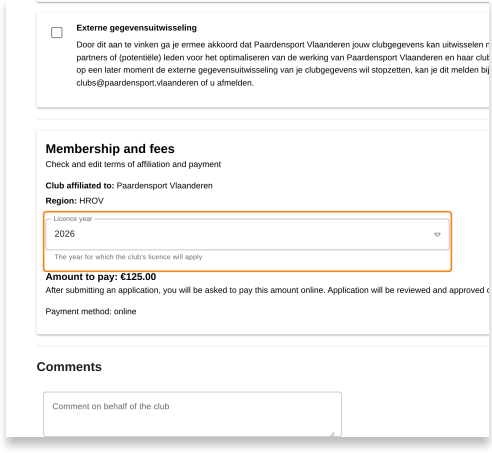
Step 13

Under **“Consents and subscriptions”**, read each statement and tick the ones you agree to. A compulsory consent must be ticked.



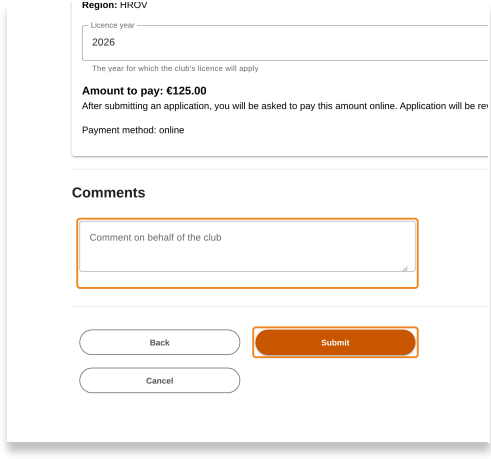
Step 14

Under **“Membership and fees”**, check the **“Licence year”** and the amount to pay. The region follows from the club’s postal code.



Step 15

If you want, add a comment for the federation under **“Comments”**. Then click **“Submit”**.



How to Register a New Club

Step 16

Your application is sent. Click **“Check out”** and pay the amount online. The federation reviews the application after payment.

