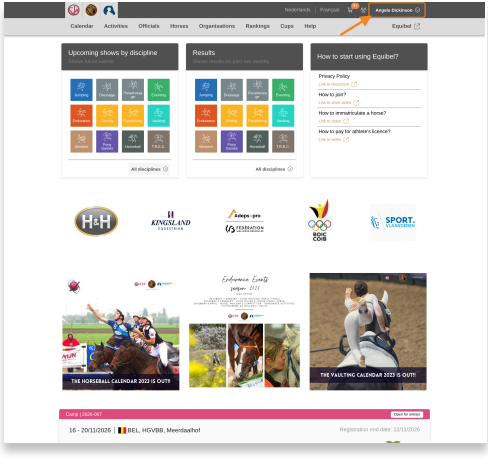
How to Order Day Insurance for a Group (CSV Import)

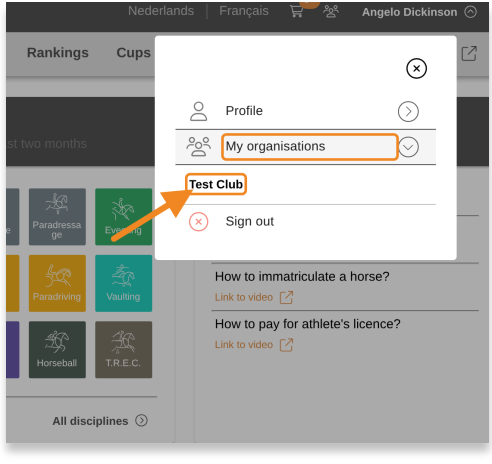
Step 1

Click your profile button in the upper-right corner of any page.



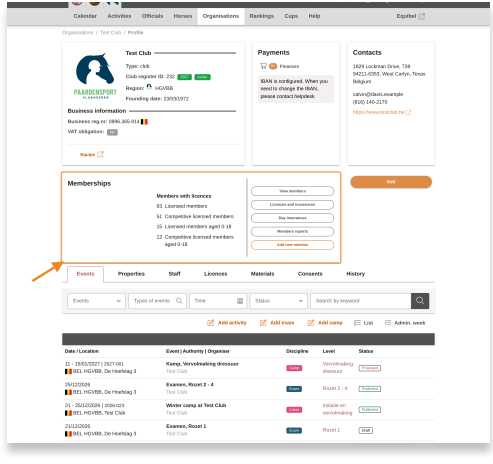
Step 2

Open **“My organisations”** and select your club.



Step 3

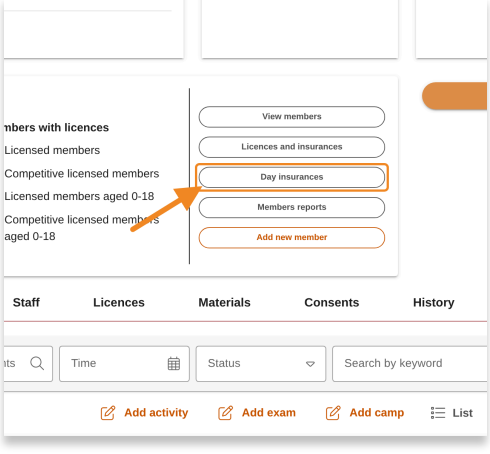
On your club page, find the **“Memberships”** section.



How to Order Day Insurance for a Group (CSV Import)

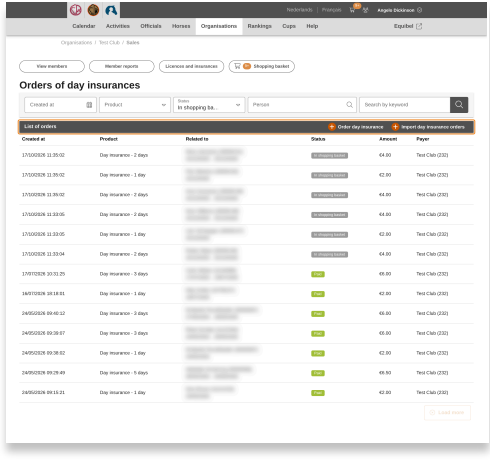
Step 4

Click **“Day insurances”**. The **“Orders of day insurances”** page opens.



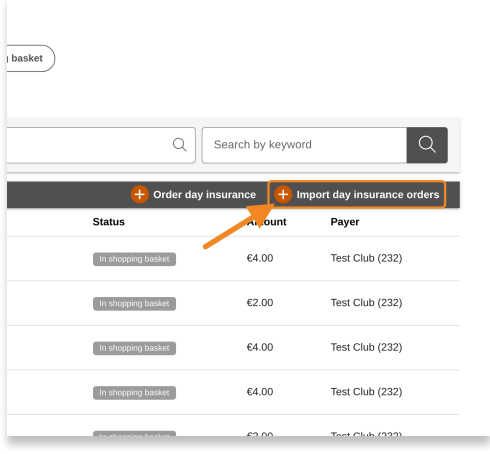
Step 5

This page lists your club’s day insurance orders. Find the **“List of orders”** bar.



Step 6

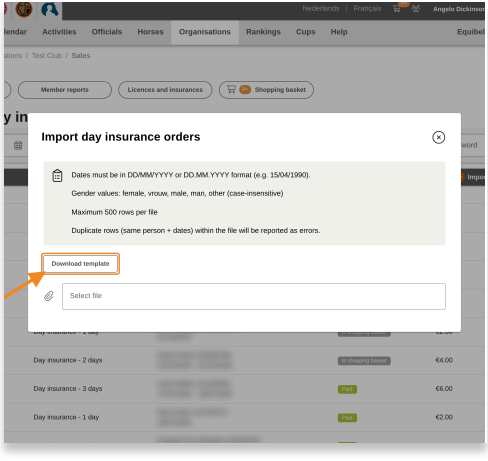
Click **“Import day insurance orders”**, on the right of that bar. The import window opens.



How to Order Day Insurance for a Group (CSV Import)

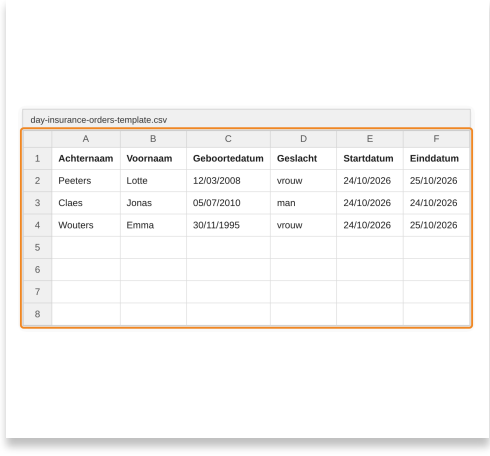
Step 7

Click **“Download template”**. You get a CSV file with the six columns to fill in.



Step 8

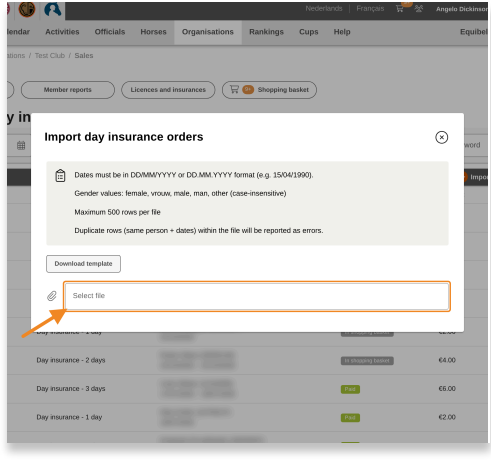
Fill in one row per person. Dates as 24/10/2026; gender male, female or other. At most 5 days in a row, from today.


day-insurance-orders-template.csv

	A	B	C	D	E	F
1	**Achternaam**	**Voornaam**	**Geboortedatum**	**Geslacht**	**Startdatum**	**Einddatum**
2	Peeters	Lotte	12/03/2008	vrouw	24/10/2026	25/10/2026
3	Claes	Jonas	05/07/2010	man	24/10/2026	24/10/2026
4	Wouters	Emma	30/11/1995	vrouw	24/10/2026	25/10/2026
5						
6						
7						
8						

Step 9

Save the file as **CSV UTF-8**. Then click **“Select file”** and choose it.

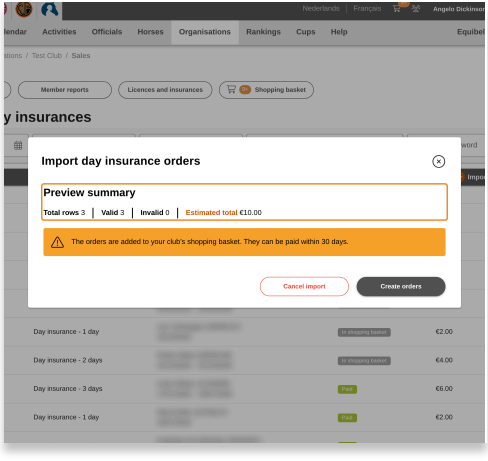


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How to Order Day Insurance for a Group (CSV Import)

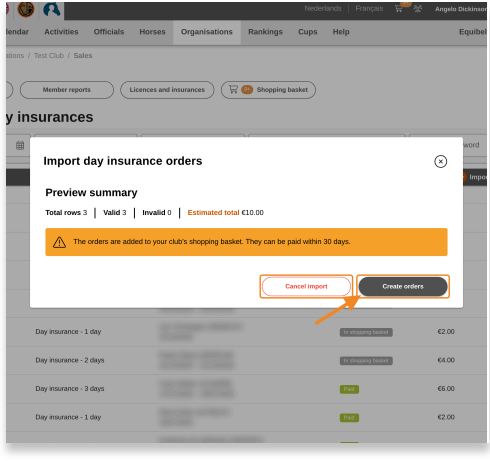
Step 10

Check the summary. Only **“Valid”** rows are ordered; rows with a problem are listed below it and skipped.



Step 11

Click **“Create orders”**. To upload a corrected file instead, click **“Cancel import”**.



Step 12

When the orders are created, click **“Go to basket”**. No need to pay in advance: like licences, the orders can be paid within 30 days.

