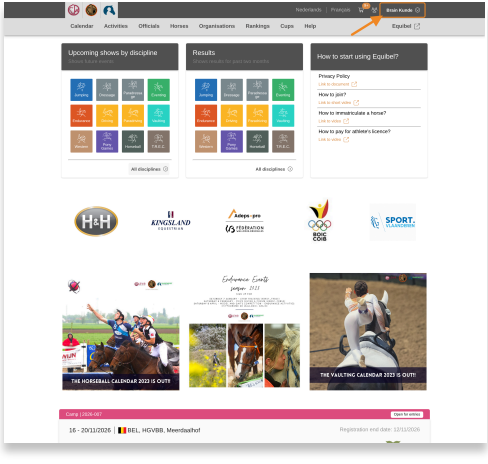
How to Check Your Club's Details

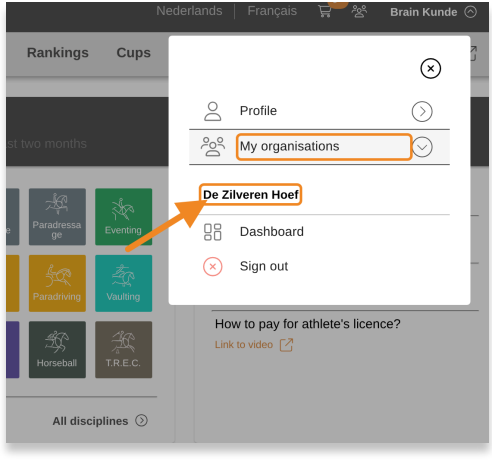
Step 1

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



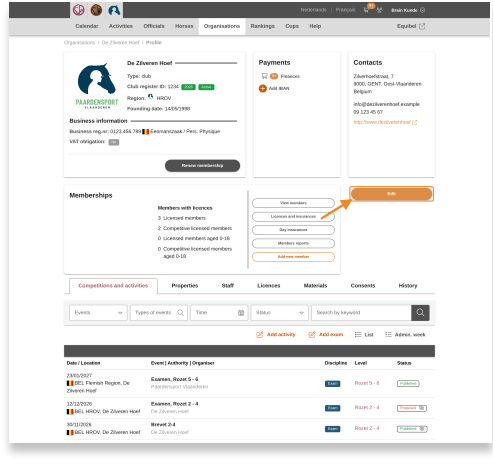
Step 2

Open **"My organisations"** and select your club.



Step 3

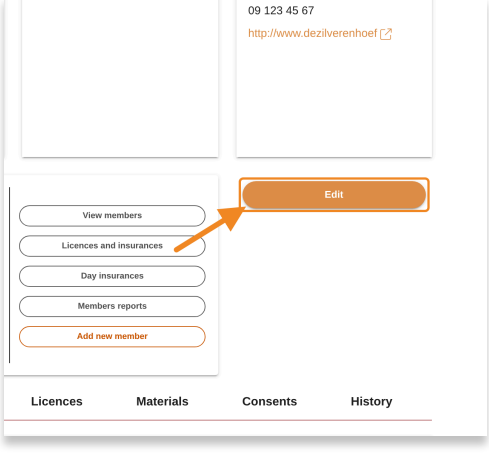
Your club page shows your club's details. To change them, find **"Edit"**.



How to Check Your Club's Details

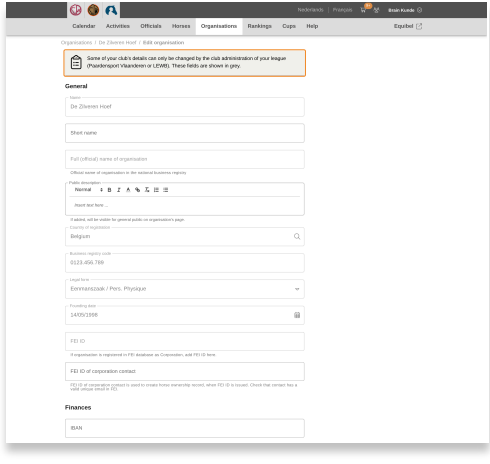
Step 4

Click **"Edit"**. A form with all your club's details opens.



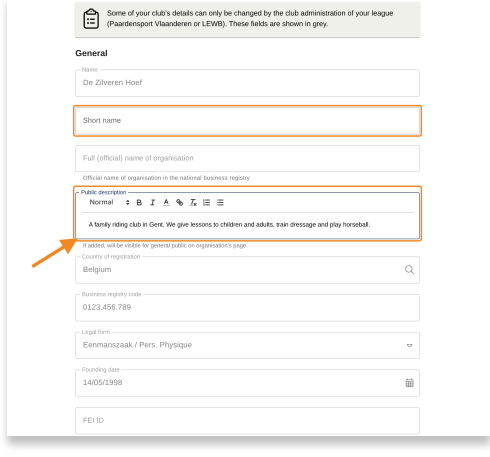
Step 5

Grey fields are frozen. Only the club administration of Paardensport Vlaanderen can change them.



Step 6

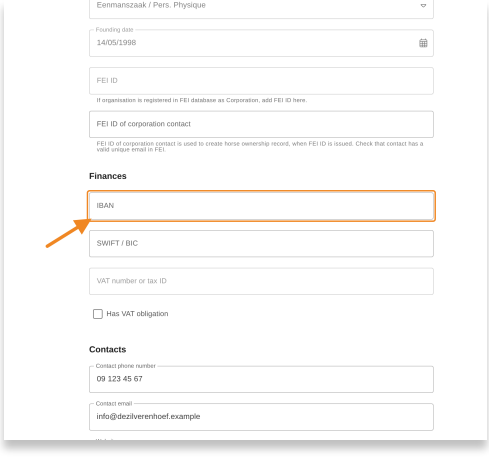
Under **"General"**, fill in a **"Short name"** and a **"Public description"** of your club.



How to Check Your Club's Details

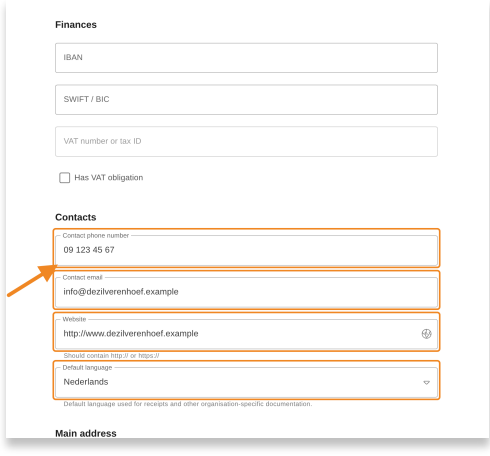
Step 7

Under **"Finances"**, enter your club's **"IBAN"** if it is still empty. Once saved, it is frozen.



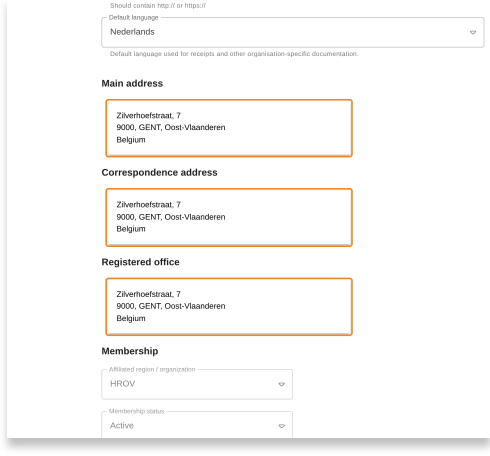
Step 8

Under **"Contacts"**, check the phone number, email address, website and default language.



Step 9

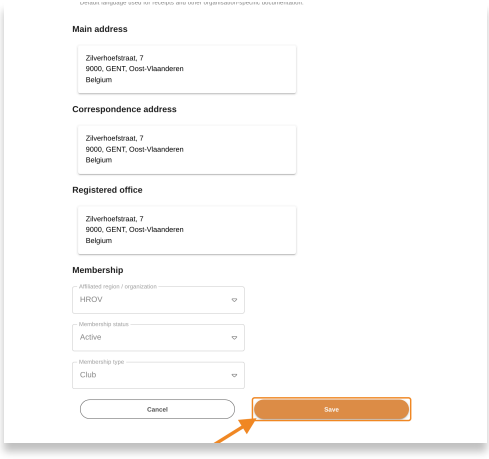
Check the three addresses. Only the club administration of Paardensport Vlaanderen can change them.



How to Check Your Club's Details

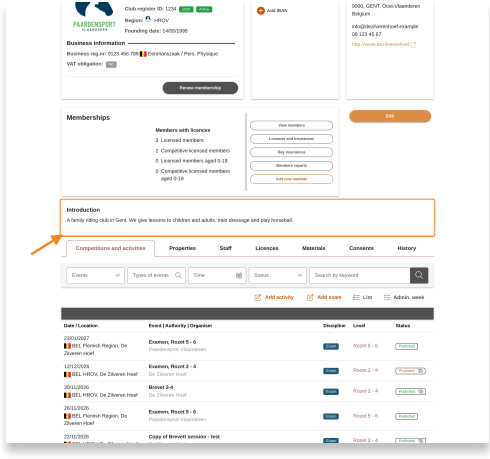
Step 10

Click **"Save"** at the bottom of the form. Your changes are saved and your club page opens.



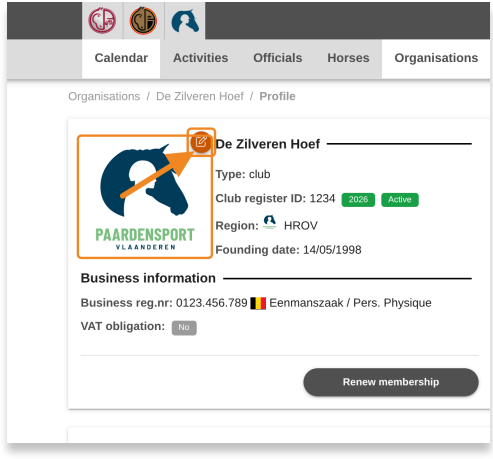
Step 11

Everyone who opens your club page now sees the description, under **"Introduction"**.



Step 12

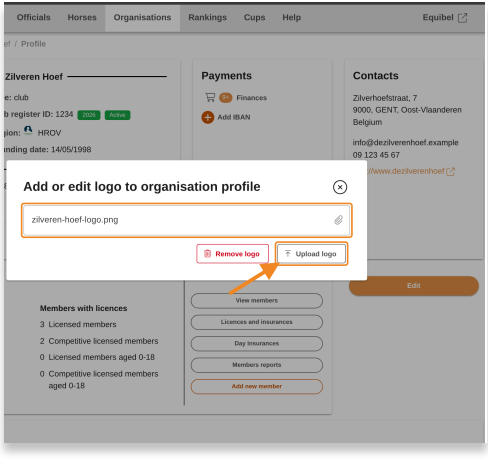
To add your club's logo, point at the logo on your club page and click the pencil icon.



How to Check Your Club's Details

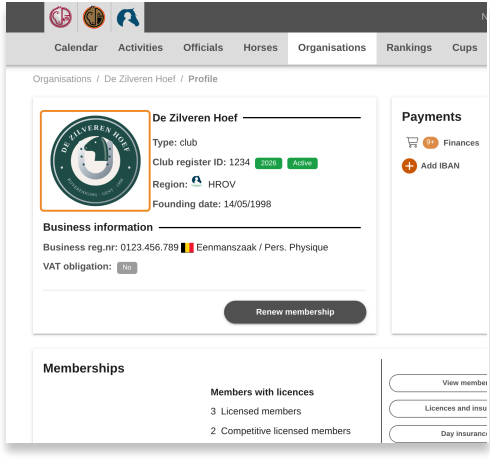
Step 13

Choose the image file of your logo, then click **"Upload logo"**.



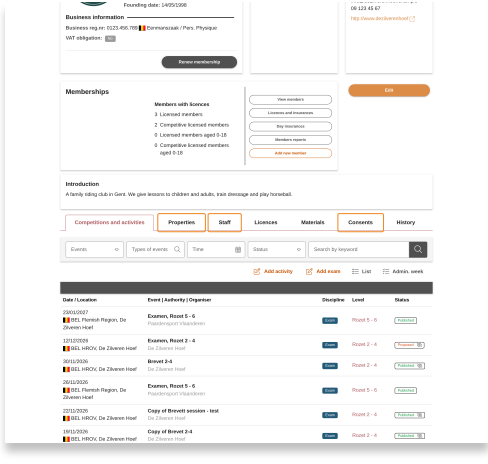
Step 14

Your logo replaces the Paardensport Vlaanderen logo on your club page. It may take a few seconds.



Step 15

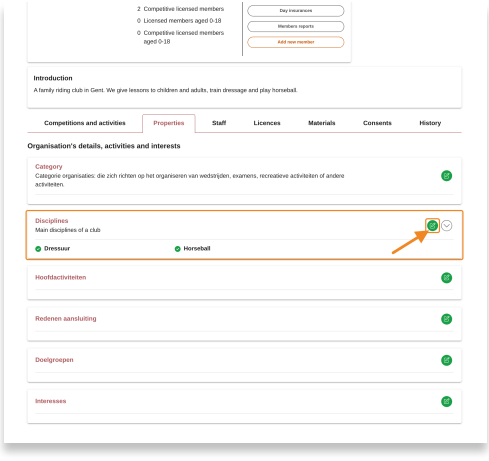
Below, the tabs **"Properties"**, **"Staff"** and **"Consents"** hold more of your club's details.



How to Check Your Club's Details

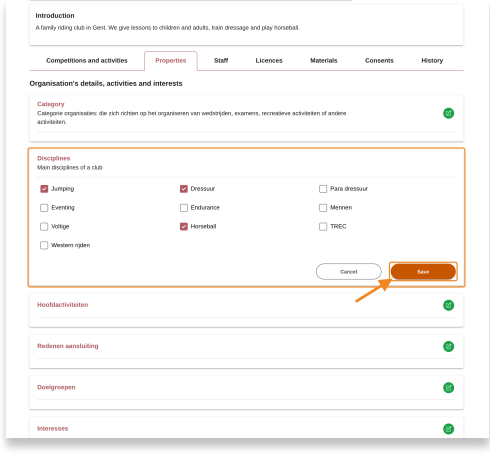
Step 16

"Properties" shows what your club offers. To change a group, click its pencil icon.



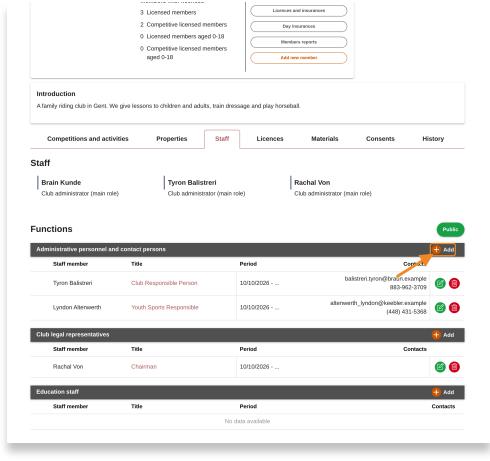
Step 17

Tick or untick what applies to your club, then click **"Save"**.



Step 18

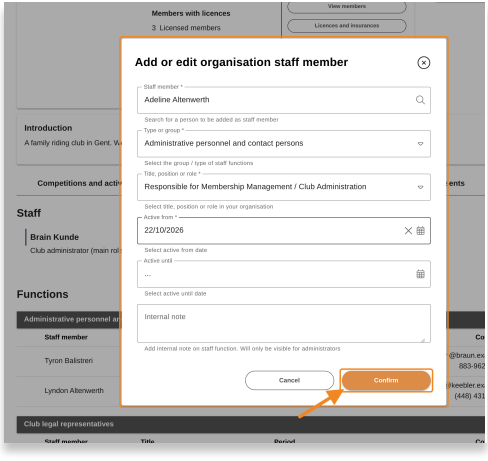
Under **"Staff"**, the functions in your club are listed by group. Click **"Add"** on a group's bar.



How to Check Your Club's Details

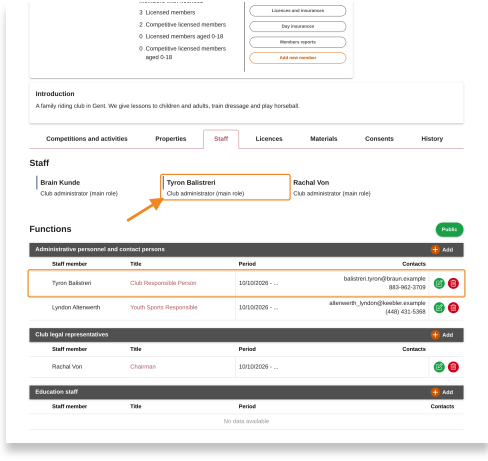
Step 19

Choose the person and their title, check the dates and click **"Confirm"**.



Step 20

Some titles make the person a club administrator. They then act for the club and appear under **"Staff"**.



Step 21

Under **"Consents"**, tick or untick each consent. A change is saved at once.

