How to Report a Sports Promotional Activity

Step 1

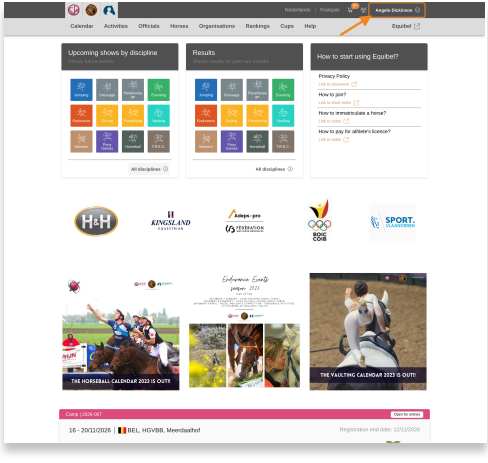
Click your profile button in the upper-right corner of any page.

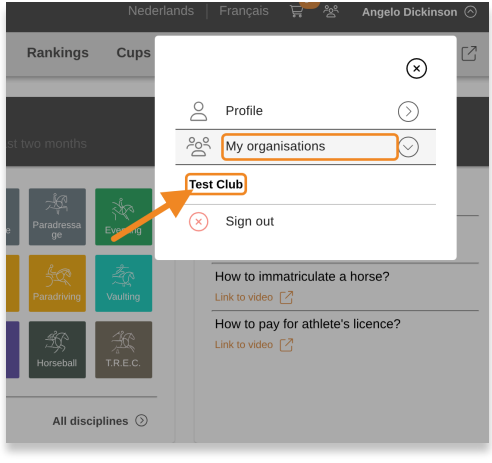
Step 2

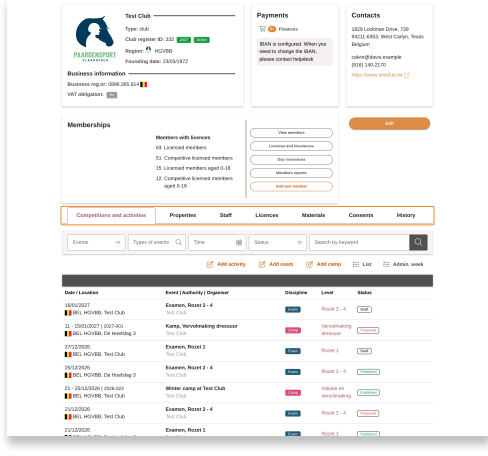
Open **“My organisations”** and select your club.

Step 3

On your club page, find the tabs below the club’s details.



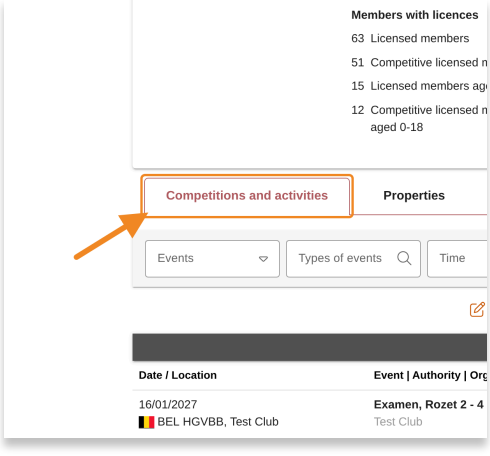




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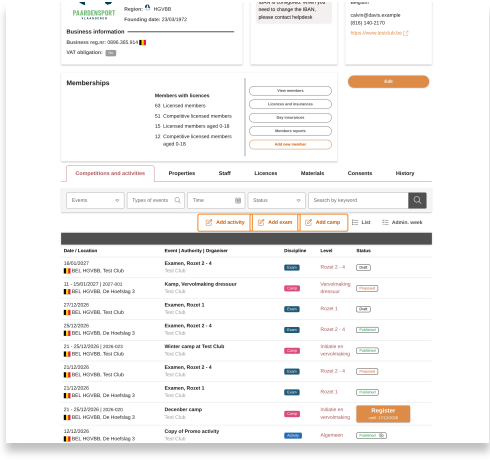
Step 4

Click the **“Competitions and activities”** tab. It lists your club’s events and activities.



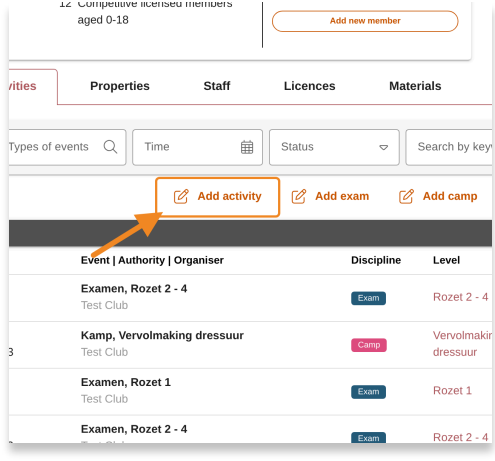
Step 5

At the top of the tab you find the buttons to add an activity, a camp or an exam.



Step 6

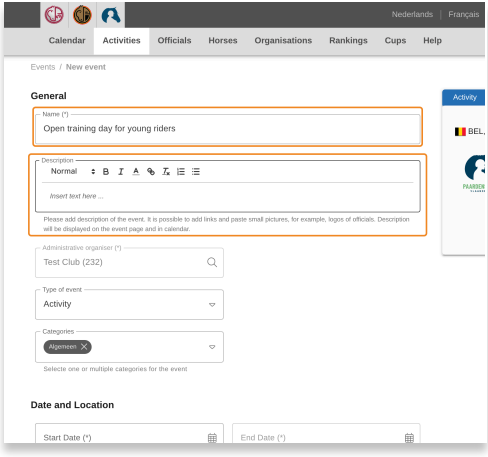
Click **“Add activity”**. A sports promotional activity is an activity in the system. The form opens.



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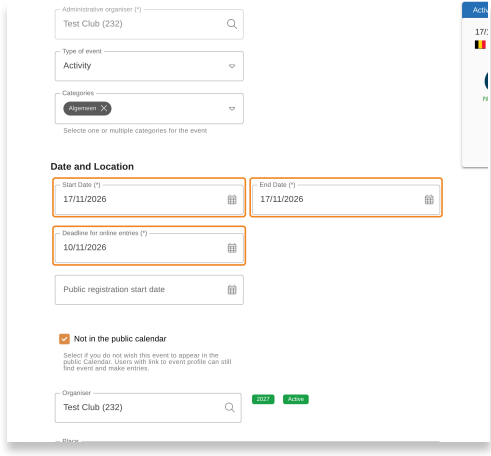
Step 7

Type a **“Name (*)”**. Under **“Description”**, say what the activity offers and who it is for. Both appear on its page.



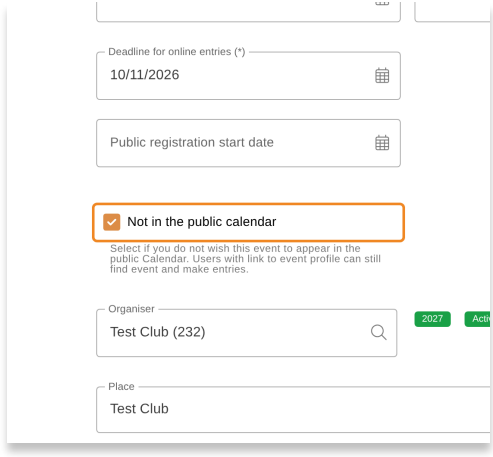
Step 8

Set the **“Start Date (*)”** and **“End Date (*)”** in good time: Paardensport Vlaanderen checks the dates before publishing.



Step 9

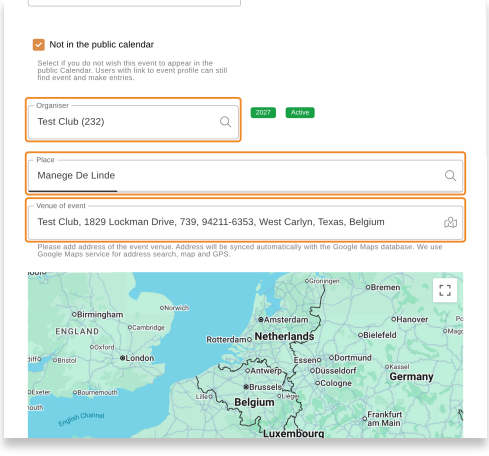
“Not in the public calendar” is ticked: the activity stays out of the public calendar. Untick it if everyone should find it there.



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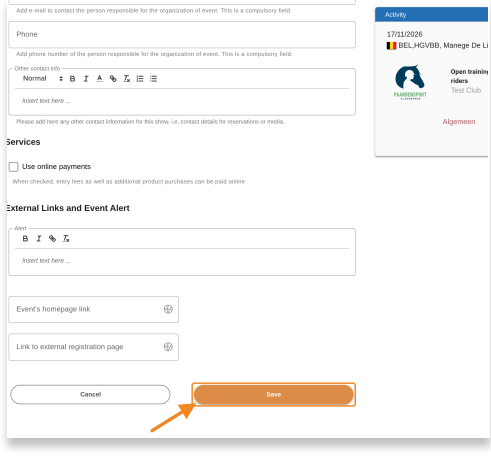
Step 10

Check the **“Organiser”**. Fill in the **“Place / venue (*)”** and the **“Venue of event”**. The map shows where it is.



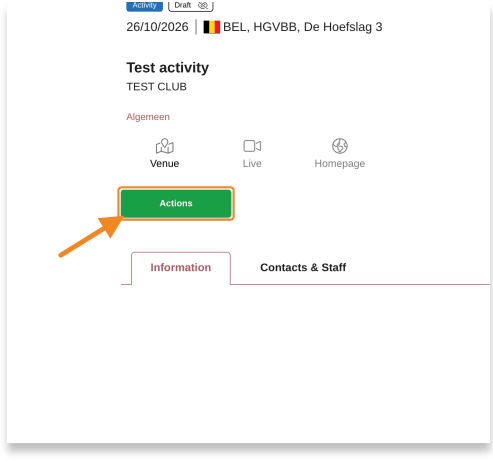
Step 11

Add contacts and links if you wish, then click **“Save”**. Your activity is saved with the status **“Draft”**.



Step 12

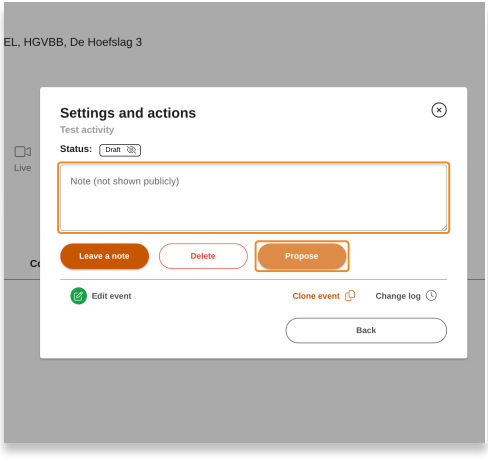
The activity’s page opens. Click **“Actions”**.



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Step 13

Add a note for Paardensport Vlaanderen if you wish, then click **“Propose”**.



Step 14

The status is now **“Proposed”**. Paardensport Vlaanderen publishes your activity in the calendar, or declines it with a note.

