How to Run Your Club's Exam Session

Step 1

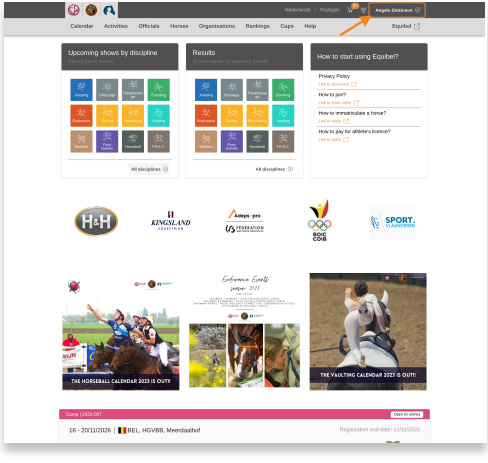
Click your profile button in the upper-right corner of any page.

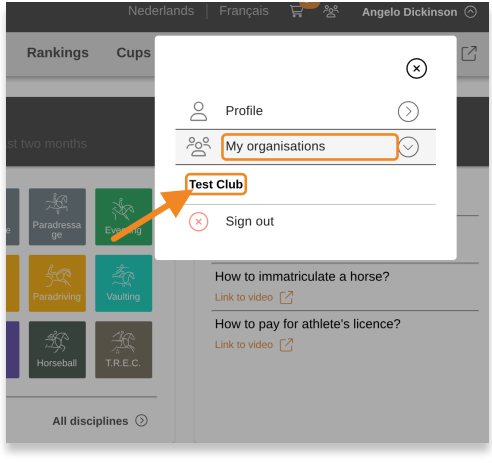
Step 2

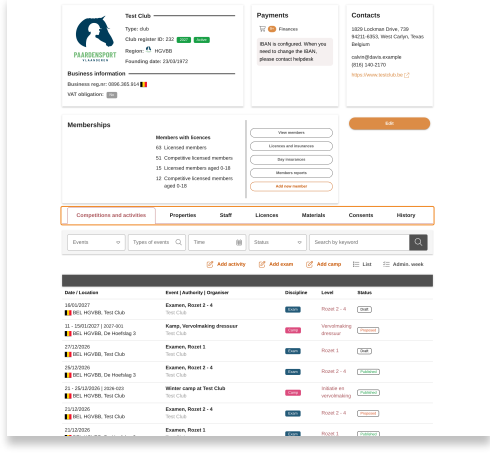
Open **"My organisations"** and select your club.

Step 3

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



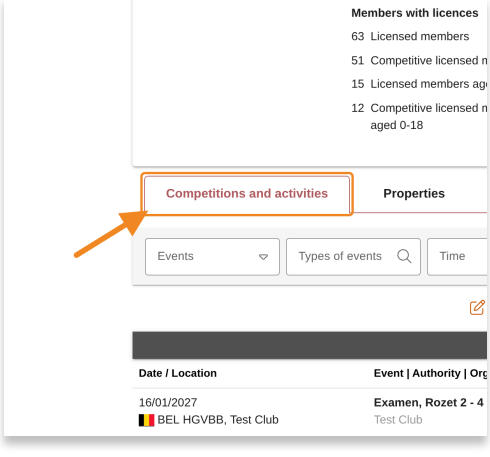




How to Run Your Club's Exam Session

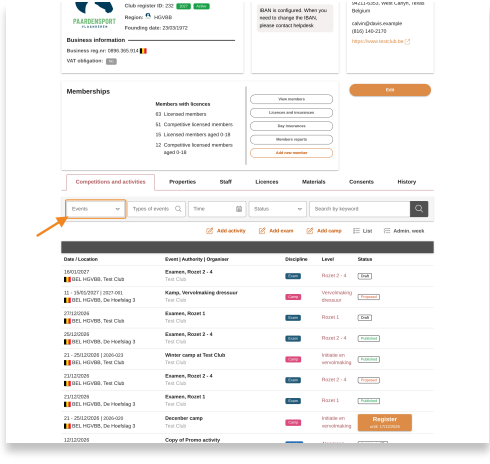
Step 4

Click the **"Competitions and activities"** tab. It lists your club's events, exam sessions included.



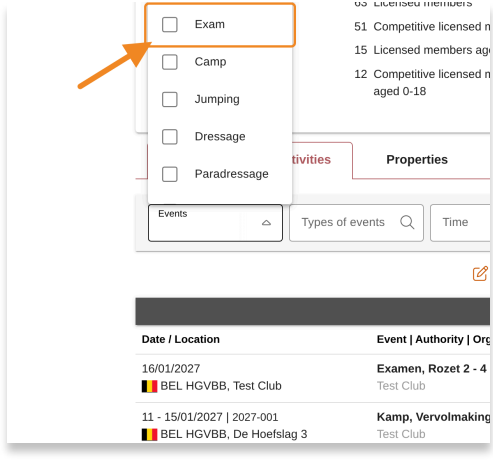
Step 5

To see only your exam sessions, open the **"Events"** filter at the top of the tab.



Step 6

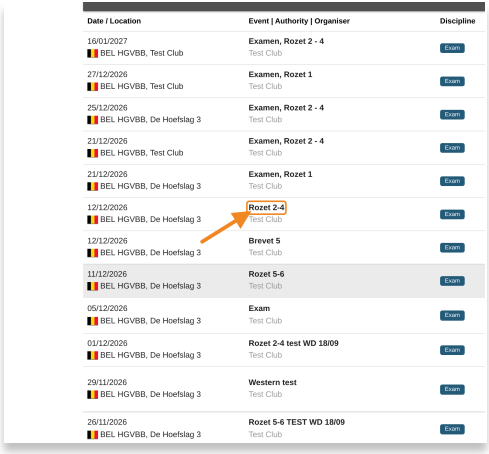
Choose **"Exam"**. The list now shows your club's exam sessions only.



How to Run Your Club's Exam Session

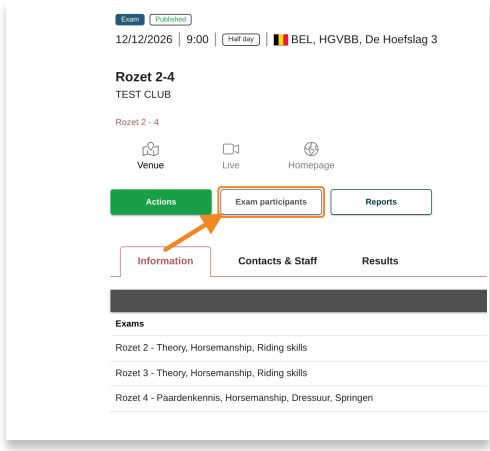
Step 7

Click the name of the exam session. Its date is in the first column.



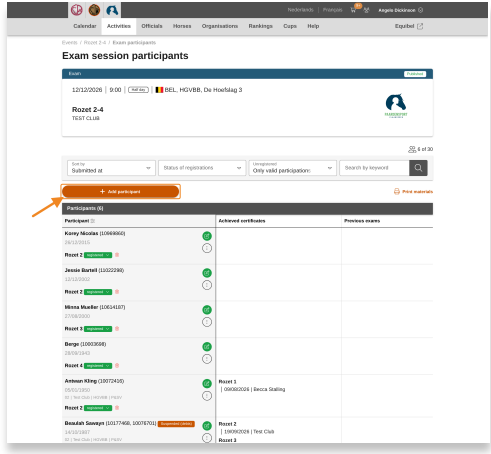
Step 8

The session's page opens. Click **"Exam participants"**.



Step 9

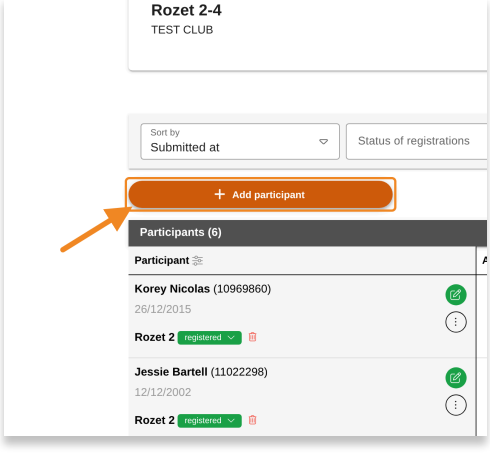
The screen lists the session's participants. The button to add one is above the list.



How to Run Your Club’s Exam Session

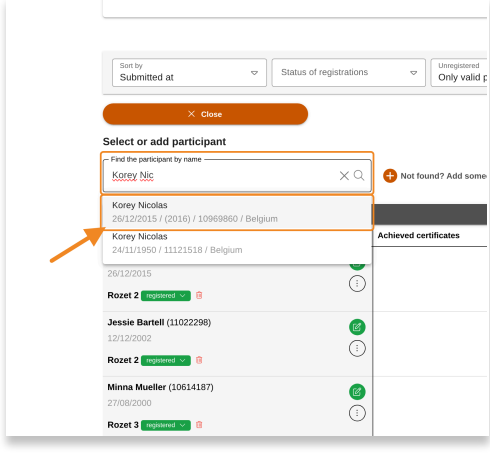
Step 10

Click **“Add participant”**.



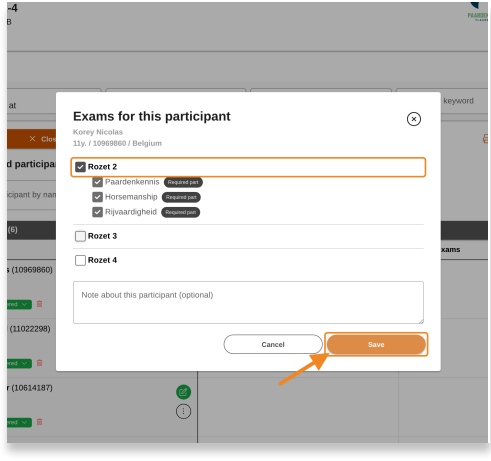
Step 11

Type at least three letters of the participant’s name. Check the date of birth, then click the right person.



Step 12

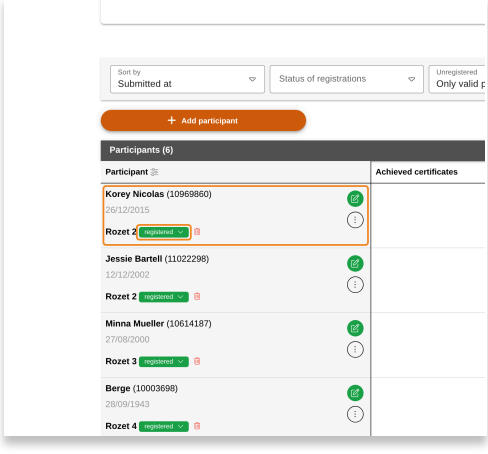
Tick the exam or exams the participant takes, then click **“Save”**.



How to Run Your Club's Exam Session

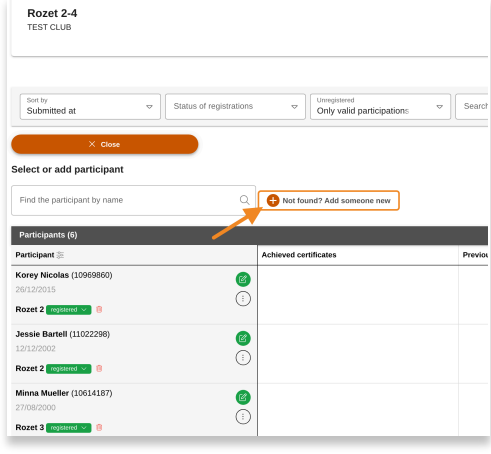
Step 13

The participant is in the list. Each exam shows the status **"registered"**.



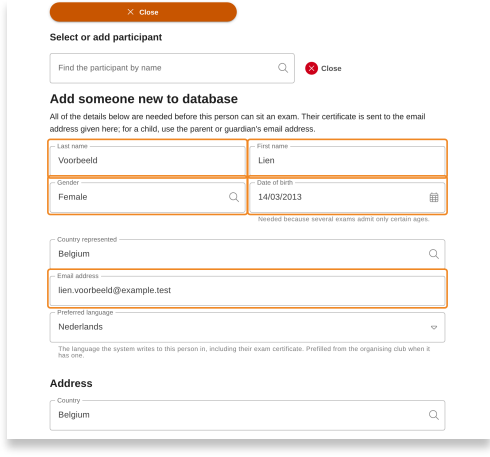
Step 14

Is the person not in the results? Click **"Not found? Add someone new"** beside the search field.



Step 15

Fill in the person's details. For a child, give the parent's email address — the certificate is sent there.

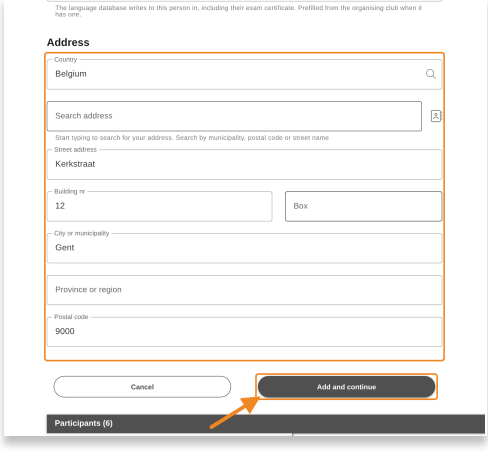


PAARDENSPORT VLAANDEREN

How to Run Your Club’s Exam Session

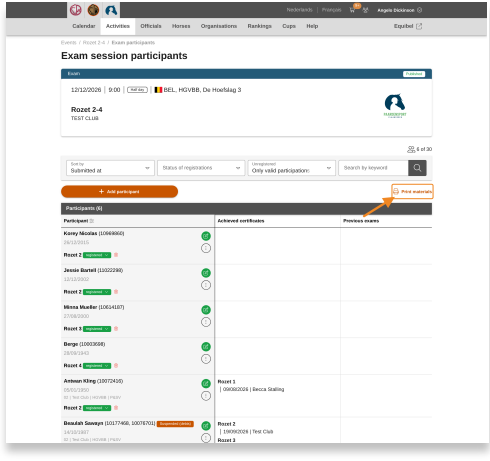
Step 16

Fill in the address and click **“Add and continue”**. Then tick the exams and save, as in step 12.



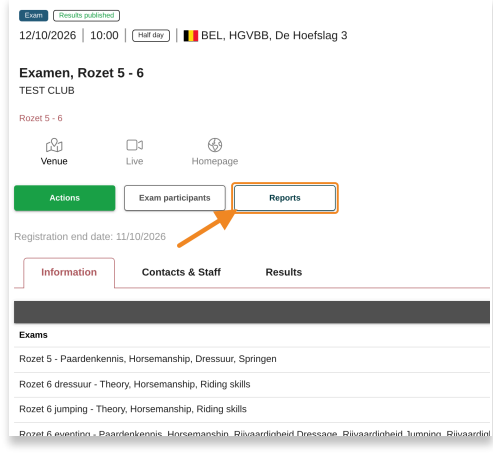
Step 17

Before the exam day, click **“Print materials”** on the participants screen. One PDF opens with every sheet the exam needs.



Step 18

To follow up a session, open its page and click **“Reports”**. It shows the session’s statistics and reports.

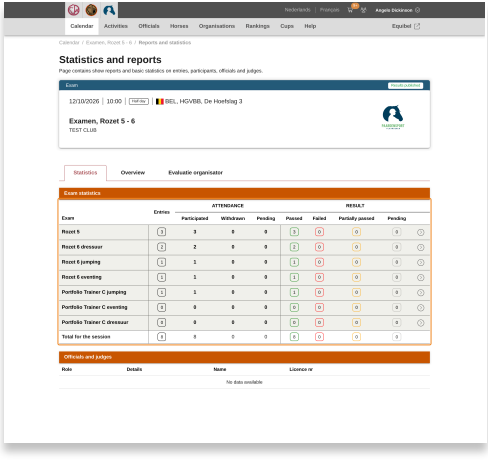


PAARDENSPORT VLAANDEREN

How to Run Your Club’s Exam Session

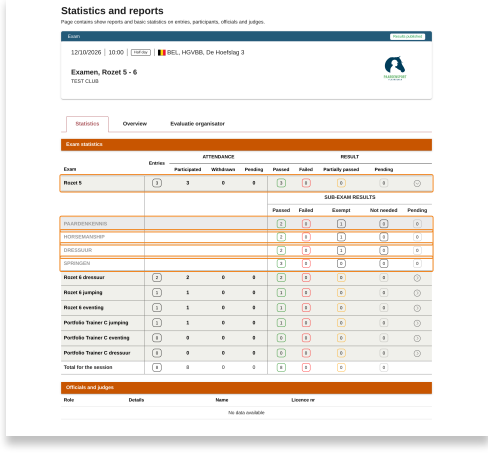
Step 19

“Statistics” counts per exam: the entries, who took part or withdrew, and who passed or failed. The last row is the whole session.



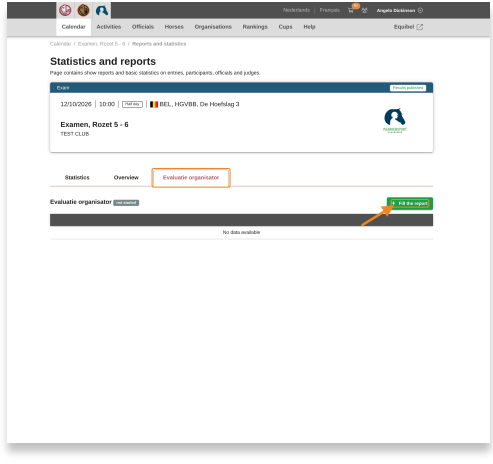
Step 20

Click the arrow at the end of an exam’s row to see the results of each part of that exam.



Step 21

Once the exam has ended, your club must evaluate the examiner. Open the **“Evaluatie organisator”** tab and click **“Fill the report”**.



How to Run Your Club’s Exam Session

Step 22

Score each question from 1 to 5 and add remarks if you wish. Then click **“Submit response”**.

