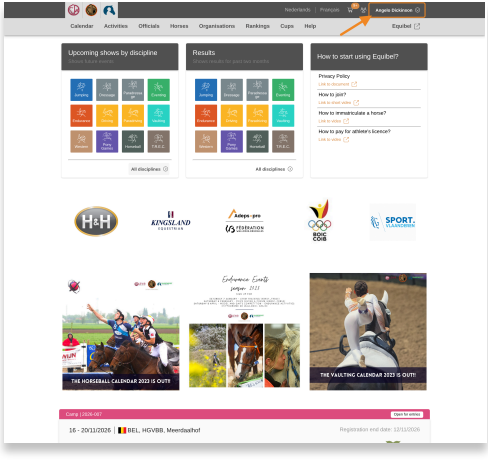
# How to Request a Brevet Exam

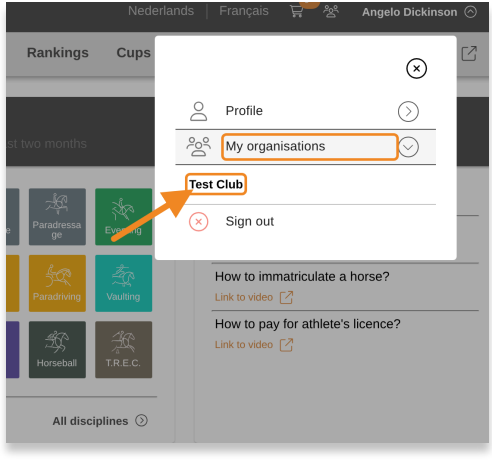
## Step 1

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



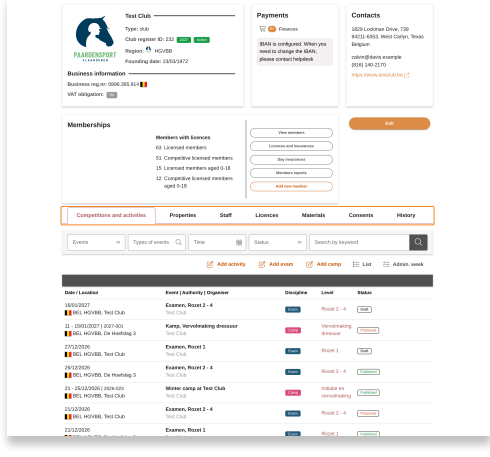

## Step 2

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




## Step 3

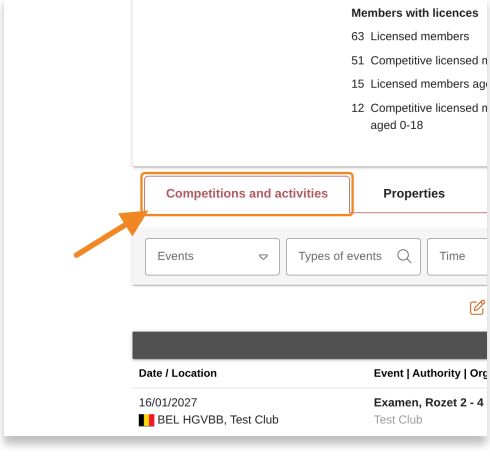
On your club page, find the tabs below the club’s details.



# How to Request a Brevet Exam

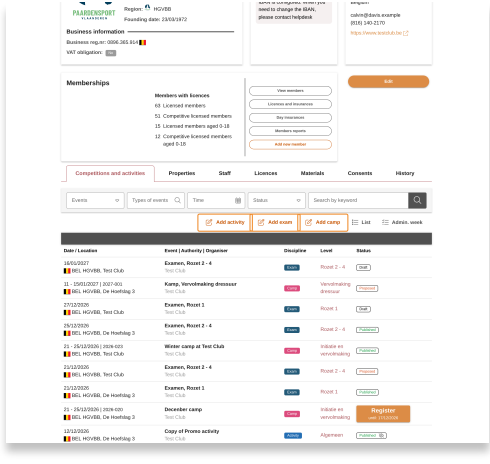
## Step 4

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



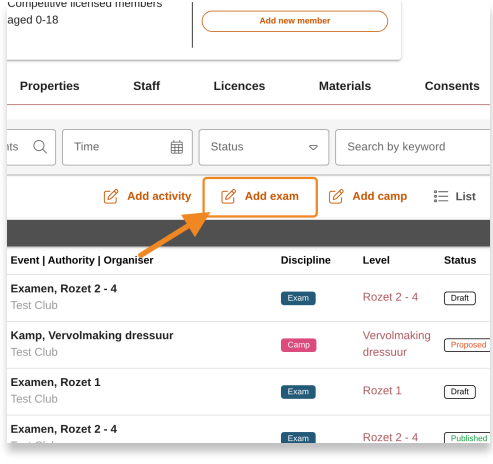

## Step 5

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



## Step 6

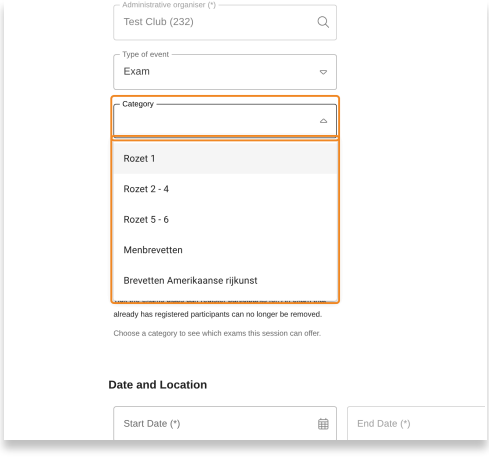
Click **“Add exam”**. The form for a new exam session opens.



# How to Request a Brevet Exam

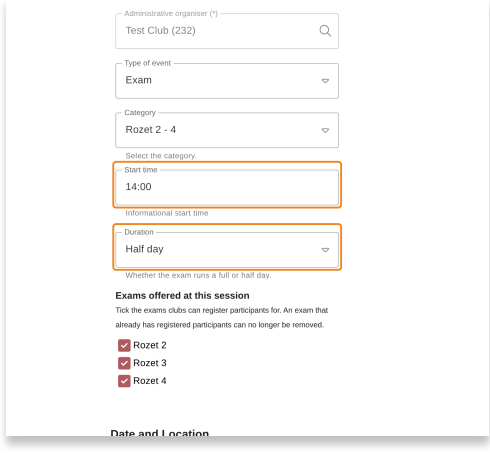
## Step 7

Choose the **“Category”**: the brevets of this exam. Choose carefully: once saved, nobody can change it.



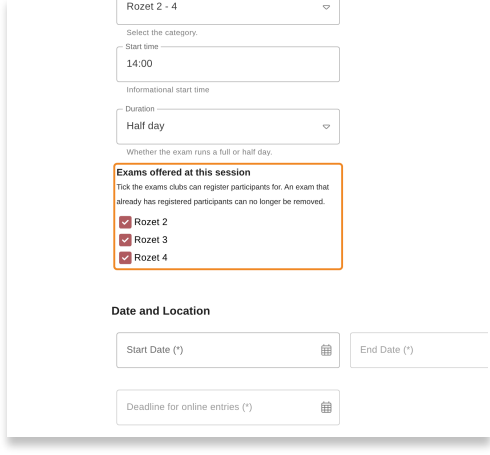

## Step 8

Type the **“Start time”** and choose the **“Duration”**, a full or a half day.




## Step 9

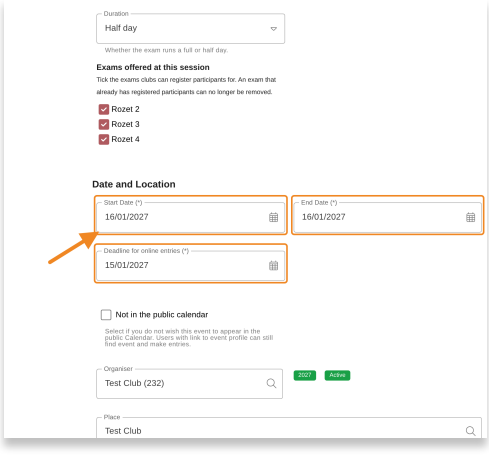
Every exam of the category is ticked. Untick the ones your club does not organise this time.



# How to Request a Brevet Exam

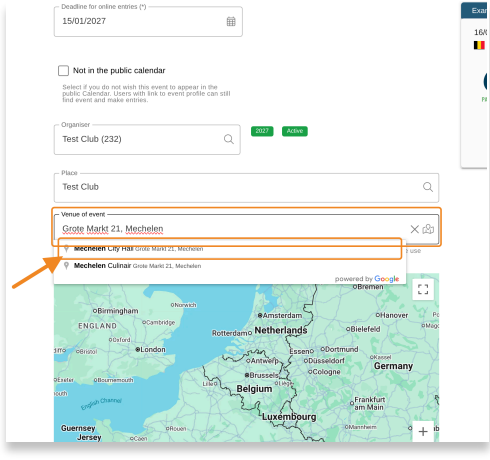
## Step 10

Choose the **“Start Date (*)”**. The other dates fill in themselves. Rozet 2 - 4, driving and western: two months ahead.



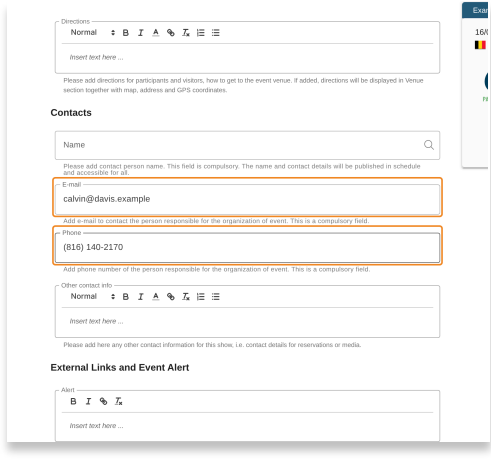

## Step 11

Under **“Venue of event”**, type the address and choose it from the list. The map then shows a pin.




## Step 12

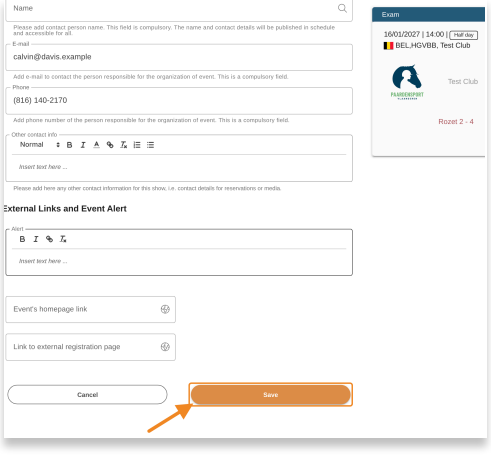
Check the **“E-mail”** and **“Phone”**. They come from your club’s details, and an exam needs both.



# How to Request a Brevet Exam

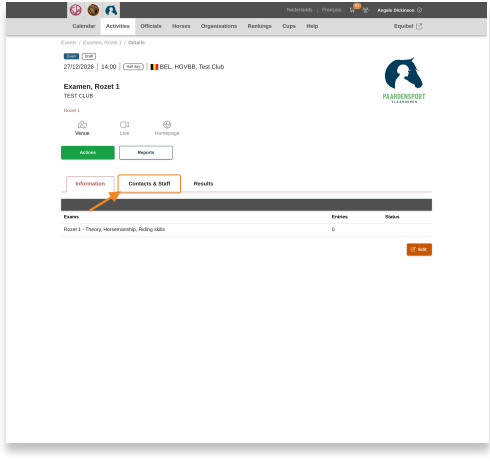
## Step 13

Click **“Save”**. The system names the exam after its category and saves it as **“Draft”**.



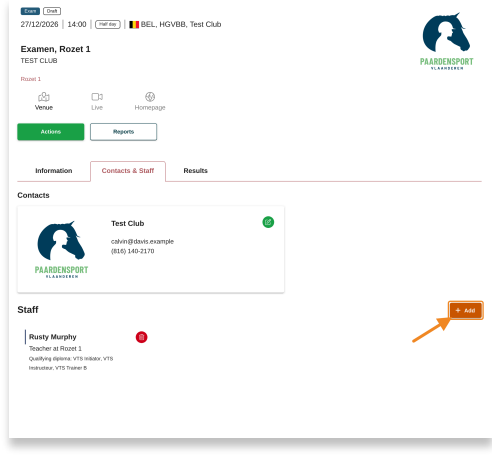

## Step 14

**Rozet 1:** assign a teacher first. On the exam’s page, open the **“Contacts & Staff”** tab.




## Step 15

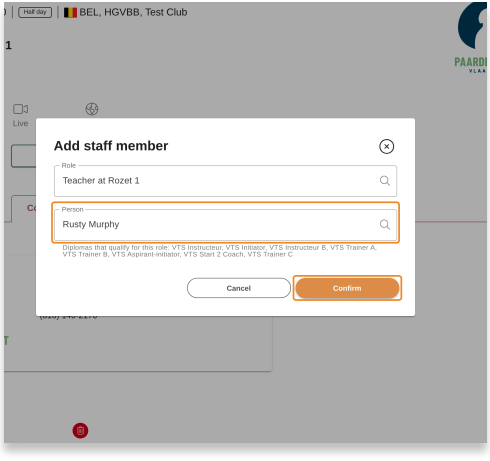
Under **“Staff”**, click **“Add”**.



# How to Request a Brevet Exam

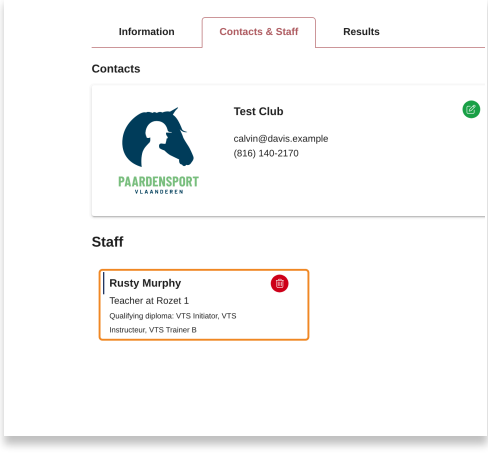
## Step 16

The teacher role is chosen. Type the teacher's name under **"Person"**, choose them, and click **"Confirm"**.



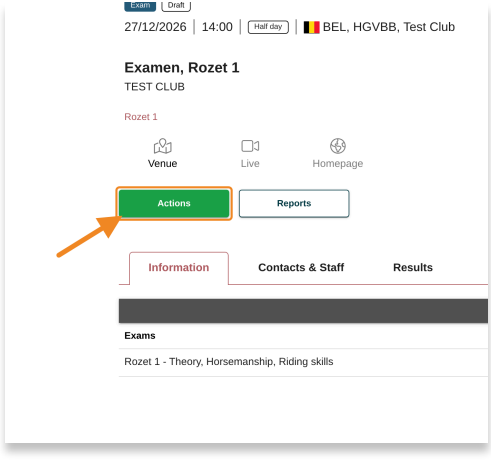

## Step 17

The teacher is listed with the diploma that qualifies them. Only a person with such a diploma can be chosen.




## Step 18

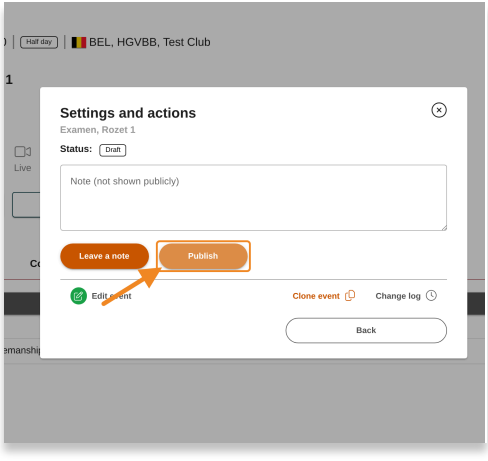
Every exam goes on with **"Actions"**, at the top of the exam's page.



# How to Request a Brevet Exam

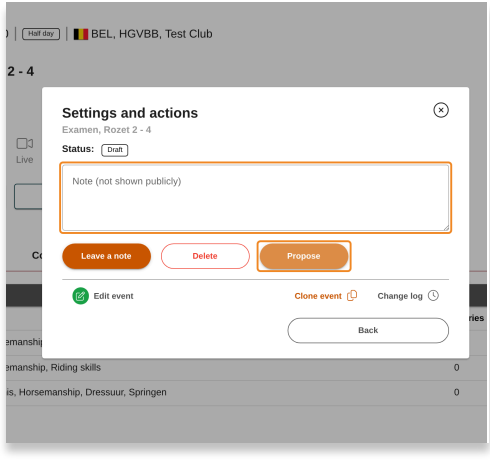
## Step 19

**Rozet 1:** click **“Publish”**. Your exam is in the calendar straight away.




## Step 20

**Other exams:** add a note for Paardensport Vlaanderen if you wish, then click **“Propose”**.




## Step 21

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

