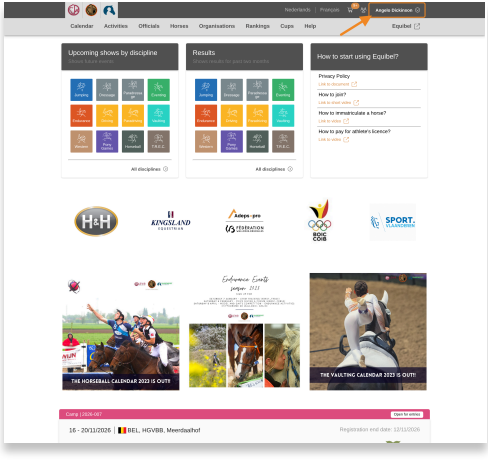
How to Resend the Licence Email with the Health Insurance Certificate

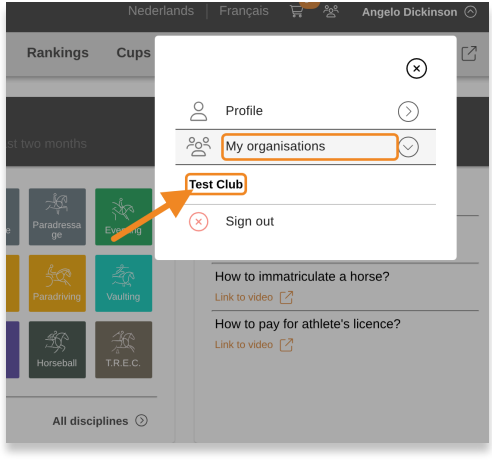
Step 1

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



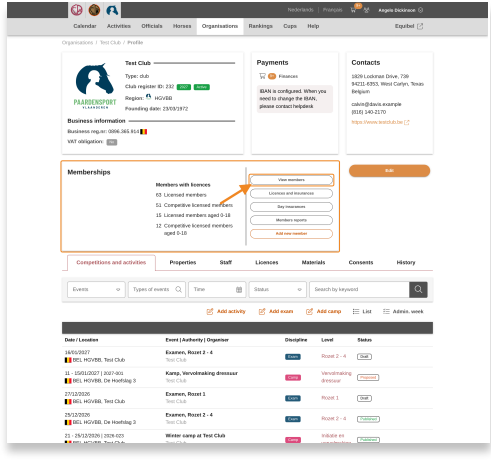
Step 2

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



Step 3

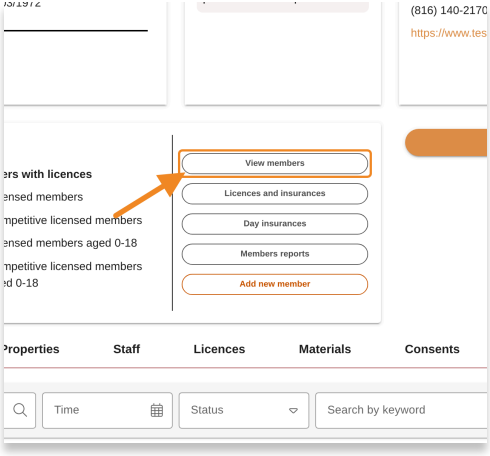
On your club page, find **“View members”** in the **“Memberships”** section.



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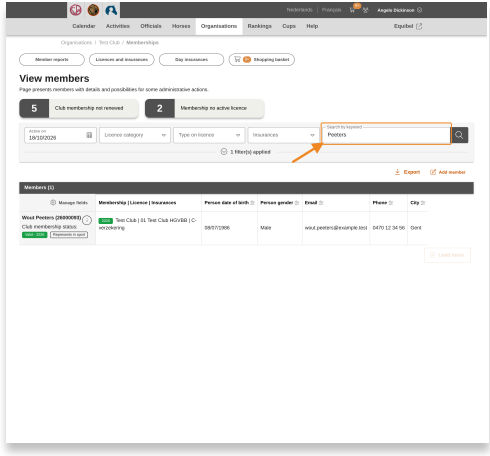
Step 4

Click **“View members”**. The list of your club’s members opens.



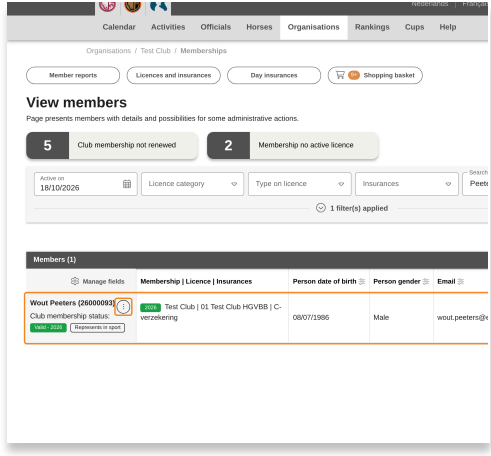
Step 5

Type the member’s name in **“Search by keyword”** and press Enter. The list shows that member.



Step 6

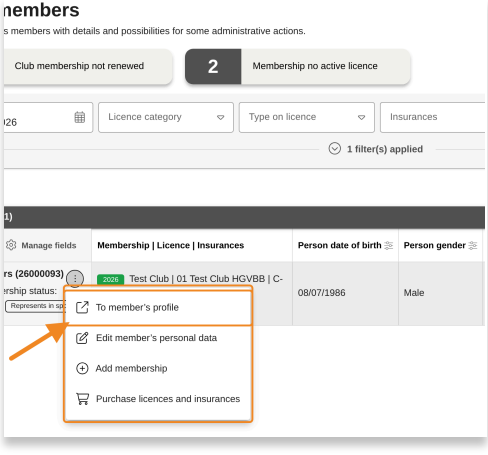
Click the three dots next to the member’s name.



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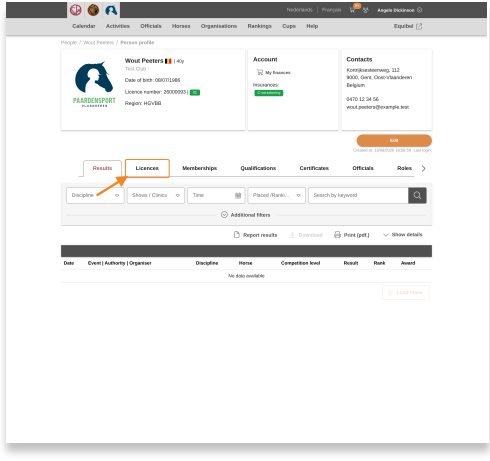
Step 7

Click **“To member’s profile”**. The member’s profile opens in a new tab.



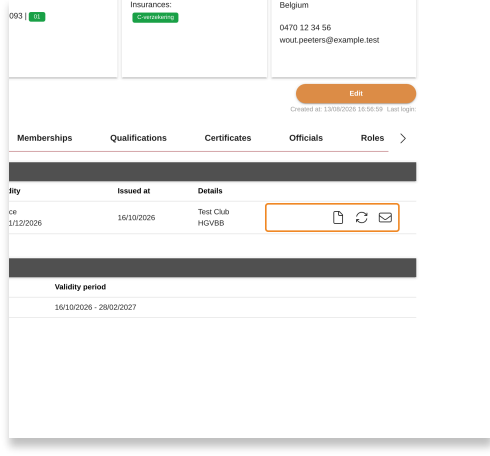
Step 8

On the member’s profile, open the **“Licences”** tab.



Step 9

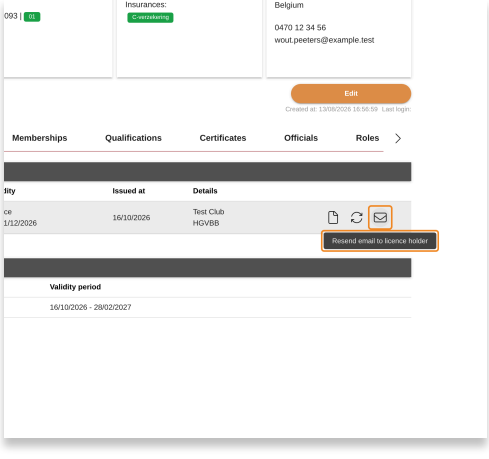
Find the licence. At the end of its row are small icons. Point at one to see what it does.



How to Resend the Licence Email with the Health Insurance Certificate

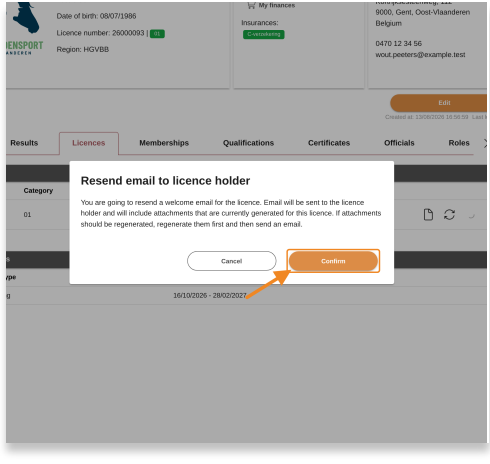
Step 10

Click the envelope, **“Resend email to licence holder”**.



Step 11

A window asks you to confirm. Click **“Confirm”**.



Step 12

The message **“Done!”** confirms it. The email goes out at once, with the health insurance certificate attached.

