ANNEX 2

Step by Step guide to submit a club official (previously Forms C, D, N / BBB)

(President, Vice-President/s, Treasurer, Asst. Treasurer, Secretary, Asst. Secretary, Committee Member/s, Council Member, and Delegate/Substitute Delegate of the parent club)

1. Log in by entering your username and password:

2. On the menu on the left, find the **'Clubs'** section and select **'New Official'**
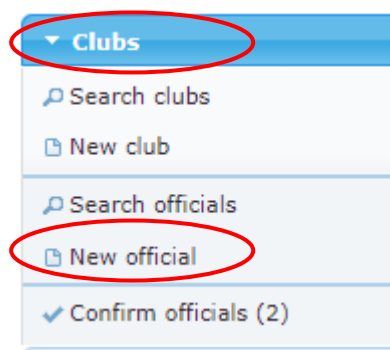
3. After pressing **'New official'** - the following screen will appear:

4. Find the box next to the heading '**Malta ID'** and type in the respective ID card (including the letter at the end – e.g. 12345M) of the specific individual or alternatively, the **'Passport/ foreigner ID'**:

5. After typing in the ID card or foreigner ID, fill in the necessary details of the following boxes. Please note that fields marked in red are <u>mandatory</u>.

6. After filling in this information, click on '**Contacts'**

7. Fill in the required information, as shown below:

Remember: When filling in certain information, one must select the information from the drop-down list –

8. Upon inserting all the information required under 'Contacts', click on **'Active registrations'**

9. Fill in the necessary information as seen below. You will see that you need to indicate the designation of the person within your club, i.e. 'Registration type'.

10. Please ensure that the 'Date to:' is 08.06.2020. After filling in all the information, click on '**Save**'

IMPORTANT:

In the case of **Council Members and Delegates (i.e. Delegate 1, Delegate 2, Delegate 3)**, these are to be registered <u>over and above</u> the registration as 'Committee Member' by clicking on 'New Registration'. Therefore, the individual will have 2 designations: one as committee member and one as Council Member or Delegate.

11. The screen should appear as below:

Click on **'Edit'** and then click on **'Submitted'**

12. The following box should appear:

Click **'Submitted'**

13. When the screen appears as shown below, the process has been completed.
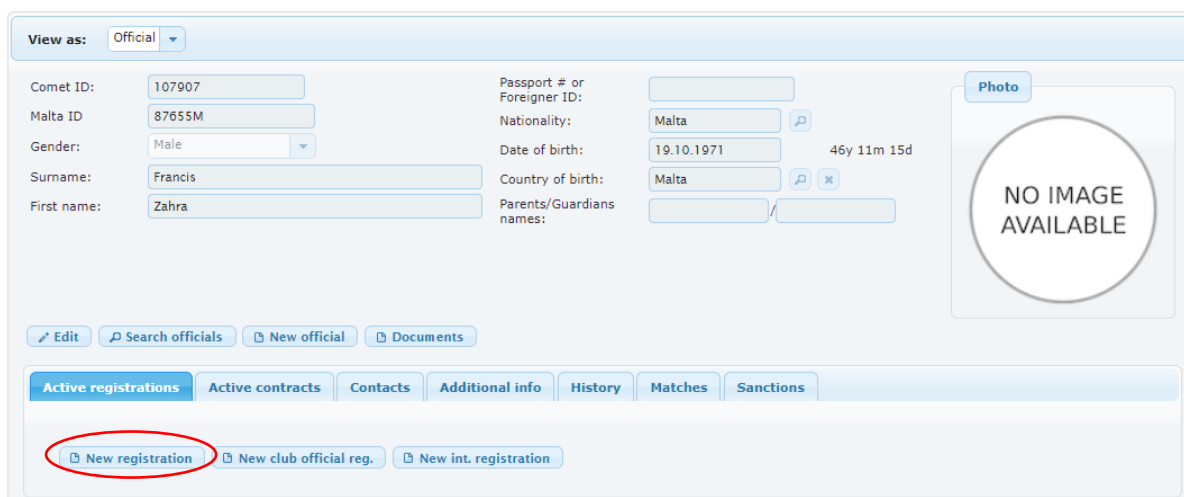
4B. Another scenario could be that the individual may already exist in the system and therefore, after typing the ID card or foreigner ID the following box will appear:
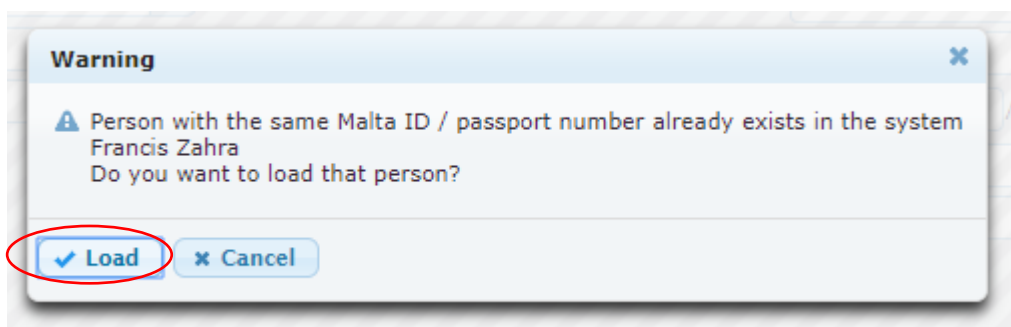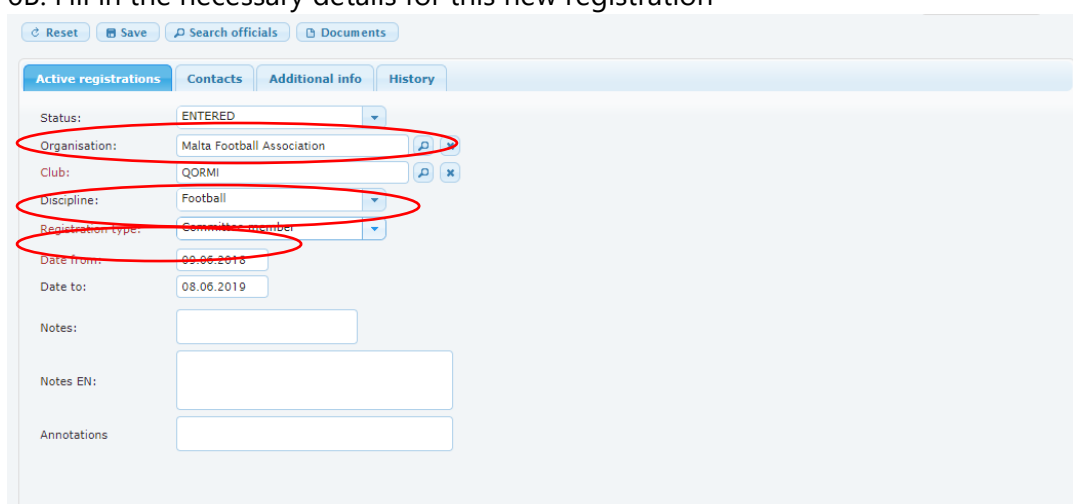
When this box appears click on **'Load'.**

5B. The following screen shall appear:

Click on **'New Registration'**.

6B. Fill in the necessary details for this new registration –

And click on **'Save'.**

7B. Upon clicking **'Save'**, the following screen should appear:

Click on **'Edit'** and after click on **'Submitted'**.

8B. The following box shall appear, click on **'Submitted'** once again:
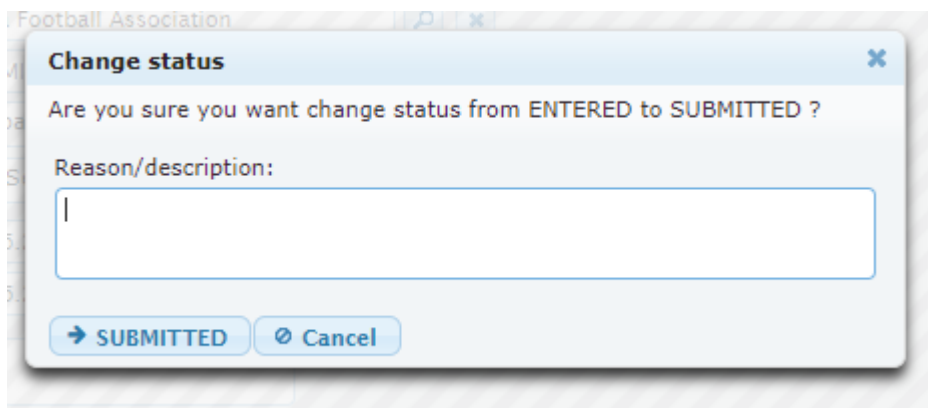
9B. The process is complete when the below screen appears:
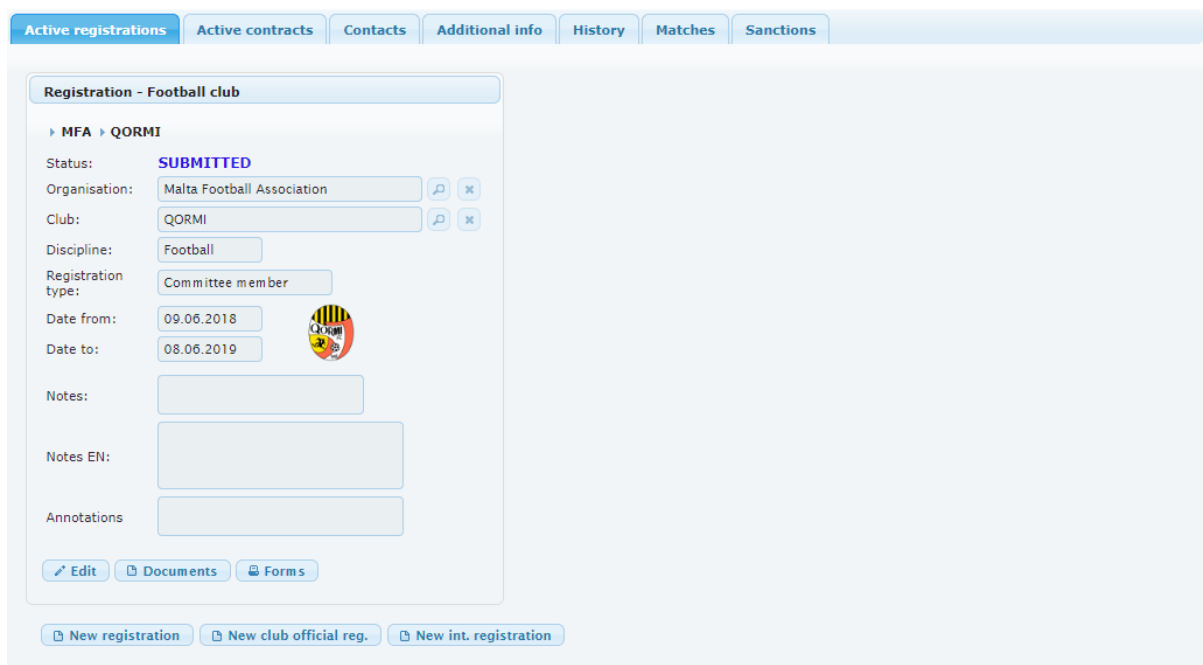
4C. Another scenario would be that the individual may <u>already exist</u> and may also already have an <u>existing registration</u> as a club official.

First one must click on '**Load**':
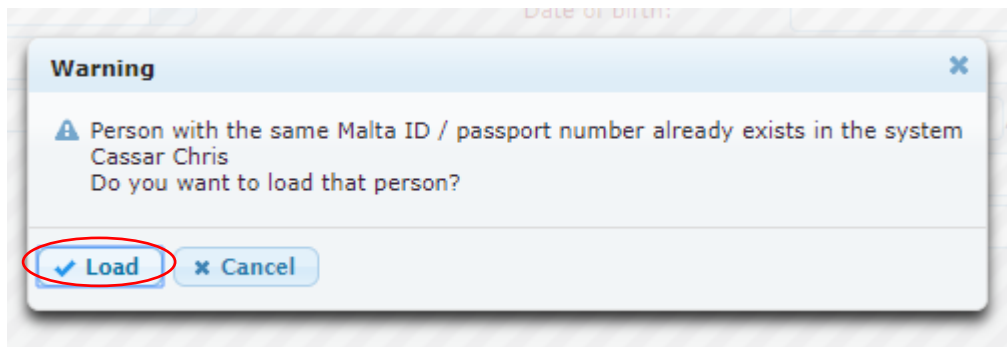
The screen will appear as below –
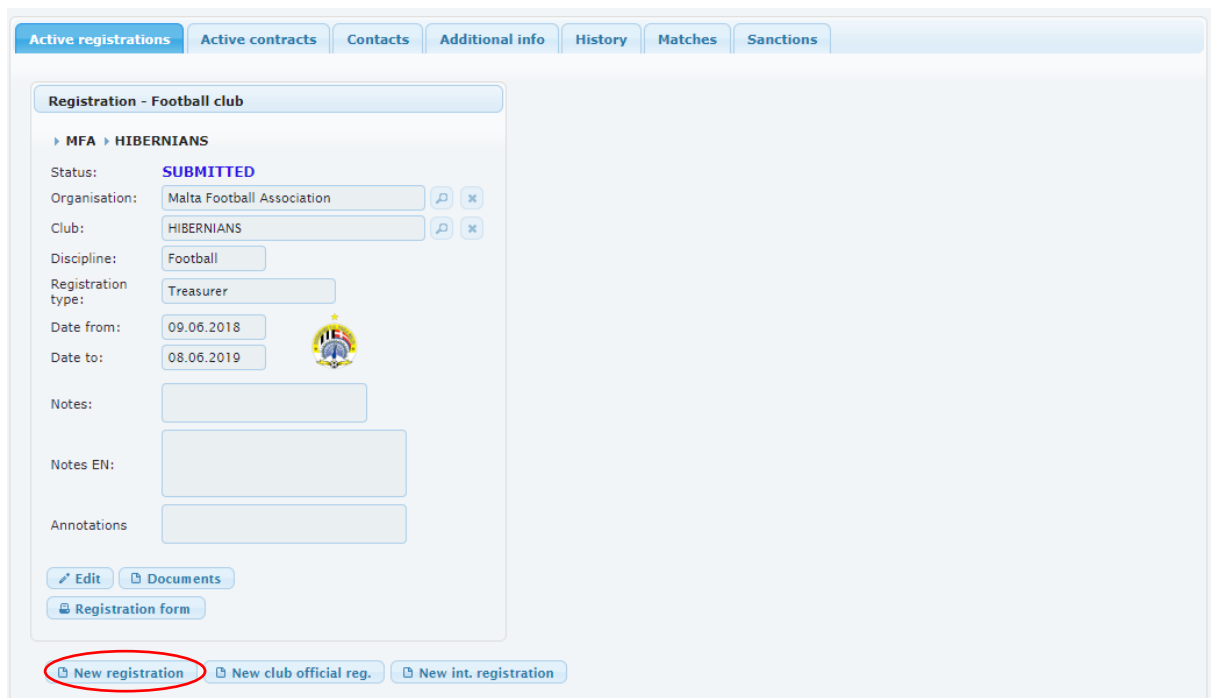
Click on **'New Registration'** .

5C. Fill in the necessary details:

And click on '**Save'.**

6C. The screen should appear as shown below:

Click on **'Edit'** and then click on **'Submitted'**.

7C. Click on **'Submitted'** once again –

8C. The process is complete when the below screen appears: