Schema User and Member registration

1 Check User registration

Use Quick search
Type your name and click on the magnifier icon

Does your name appear?

→ Yes →

3a Check Memberregistration.
Use Quick search
Type your name and Click on the magnifier icon

No

2 New User
Click   + Add new
Enter your data and
Save to record

Does your name appear?

Yes

No

Is your name in the list?

→ Yes →

3b Member registration
Click   + Add new
Enter your data and
Save to record

No

Problem
Send a PM to:
Paul – or Soraya van der Want
Explain the problem.
We are there to help.

No ← Is your name in the list?

Yes

4 LEVEL UPDATE
Use Quick search to find your name and Click on the magnifier icon . Click the pencil icon behind your name.
the edit windows will appear.
Change your TSlevel and Save.