



MyClub User's manual

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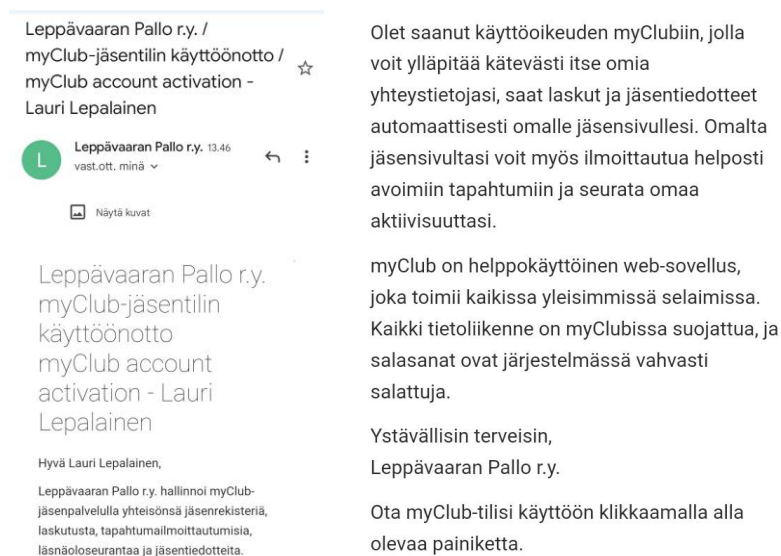
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1. MyClub

MyClub is a membership service used by the club, where registration, invoicing and information are provided for team events. Each member of the club has their own member account. The same member account can be used by several users (e.g. player and guardian(s)) with their own ID. On the other hand, one ID can also be used for several member accounts, for example, a guardian's ID can be linked to the accounts of all their children.

2. Introduction

When the player has completed the 2-week trial period and is added to the team, the player's guardian will receive an activation link for the MyClub service in their e-mail. If you can't find the link in your mailbox, you should check your spam. If you can't find the link there either, contact the team leader and ask him to send a new link. The activation link is only valid for 2-3 days, after which a new activation link is required if the account has not been activated yet. The activation link email looks like this:



The image shows a screenshot of an email from Leppävaaran Pallo r.y. The email subject is "myClub-jäsentilin käyttöönotto / myClub account activation - Lauri Lepalainen". The email content is in Finnish and explains that the recipient has received access to MyClub, which allows them to manage their own contact information, receive invoices, and receive automatic membership notices. It also mentions that the recipient can use their membership to easily report events and follow their own activity. The email concludes with a friendly greeting and a signature from Lauri Lepalainen. At the bottom, there is a small note stating that Leppävaaran Pallo r.y. manages the MyClub membership service, including member registration, invoicing, event reporting, and membership monitoring.

Leppävaaran Pallo r.y. /
myClub-jäsentilin käyttöönotto /
myClub account activation -
Lauri Lepalainen

Leppävaaran Pallo r.y. 13.46
vastott. minä

Näytä kuvat

Olet saanut käyttöoikeuden myClubiin, jolla voit ylläpitää kätevästi itse omia yhteystietojasi, saat laskut ja jäsentiedotteet automaattisesti omalle jäsensivullesi. Omalta jäsensivultasi voit myös ilmoittautua helposti avoimiin tapahtumiin ja seurata omaa aktiivisuuttasi.

myClub on helppokäyttöinen web-sovellus, joka toimii kaikissa yleisimmissä selaimissa. Kaikki tietoliikenne on myClubissa suojattua, ja salasanat ovat järjestelmässä vahvasti salattuja.

Ystävällisin terveisin,
Leppävaaran Pallo r.y.

Ota myClub-tilisi käyttöön klikkaamalla alla olevaa painiketta.

Leppävaaran Pallo r.y. hallinnoi myClub-jäsenpalvelulla yhteisönsä jäsenrekisteriä, laskutusta, tapahtumailmoittautumisia, läsnäoloseurantaa ja jäsentiedotteita.

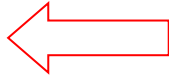
You have received a license to myClub, which allows you to conveniently maintain your own contact information, receive bills and a news releases automatically to your member's page. From your member page you can also easily sign in to open events and monitor your own activity.

myClub is an easy-to-use web application and it works with all popular browsers. All communication with myClub is protected, and passwords of the system are strongly encrypted.

Regards,
Leppävaaran Pallo r.y.

Activate myClub account by clicking the button below.

Aktivoi tilini



Leppävaaran Pallo r.y. - Palvelun tuottaa myClub

Jäsentilin käyttöönotto



Jos sinulla ei ole myClub-tunnusta, voit luoda sellaisen alla. Jos sinulla on jo myClub-tunnus, kirjautu sisään yhdistääksesi jäsentilin siihen.

Luo myClub-tunnus

Luomalla myClub-tunnuksen voit jatkossa kirjautua sisään myClubiin, päivittää jäsentietosi ja seurata seurasi tapahtuksia.

Luo myClub-tunnus

Onko sinulla jo myClub-tunnus?

Liitä seuraasi jäsentiedot myClub-tunnukseesi, ilmoittautumaan seurasi tapahtumiin ja päivittämään.

Salasana unohtunut?

If the family does not yet have a MyClub ID, it can be done by pressing the "Create MyClub ID" button.

If you already have a password, log in if necessary and connect the member account to the password.

Rekisteröi myClub-tunnus

Rekisteröi myClub-tunnus

Oman myClub-tunnuksen avulla voit hallinnoida omia ja perheenjäsenesi jäsentietoja ja ilmoittautua tapahtumiin kaikissa urheiluseuroissa, jotka käyttävät myClubia. myClub-tunnus on oma, henkilökohtainen käyttäjätunnukseksi, jolla kirjautut sisään myClubiin.

Olen 13-vuotias täylli Olen alle 13-vuotias

Etunimi *

Sukunimi *

Sähköposti *

Salasana *

Vähintään 12 merkkiä pitkä

Hyväksyn myClubin käyttöehdot ja olen tutustunut myClub-palvelun tietosuojaselosteeseen *

Seuraava

If you created an ID, enter the requested information in the form that opens, and then you can connect the member account to the new ID.

Jäsentilin käyttöönotto



Seuran jäsentili liitetään myClub-tunnukseesi



Käyttöönotto valmis



Seuran jäsentili on nyt liitetty myClub-tunnukseesi

Seuran jäsentili on nyt liitetty sinun myClub-tunnukseesi ja voit käyttää sitä sekä myClubin verkkopalvelussa että myClubin mobiilisovelluksessa. Mobiilisovellus on saatavilla sekä Android- että iPhone-puhelimille.

Valmis

After activation, if necessary, you can connect other existing MyClub IDs to the new member account. It is described on page 17.

2.1. Members contact information

When the deployment is complete, fill in the missing information. Mandatory information is marked with *. The player gets his player number from the team, usually the team leader has a list of free game numbers. The team leader usually also updates the player number in MyClub when the player has made a choice. Another guardian can be added by pressing the "Lisää huoltaja" button.

Yhteystiedot

Sähköposti *
liisa.lepalainen@lepa.fi

Matkapuhelin *
+358501234567

Postiosoite *
Veräjänpieli 1

Postinumero *
02600

Postitoimipaikka *
Espoo

Jäsenen tiedot

Etunimi *
Lauri

Sukunimi *
Lepalainen

Syntymäaika *
1.1.2014

Sukupuoli *
Ei määritetty

Laskutusosoite

Käytä erillistä laskutusosoitetta

Lauri Lepalainen, Veräjänpieli 1, 02600 Espoo

Huoltajat

Huoltajan etunimi
Liisa

Huoltajan sukunimi
Lepalainen

Huoltajan puhelin
0501234567

Huoltajan sähköposti
liisa.lepalainen@lepa.fi

Poista

Lisää huoltaja

Lisenssi-ID

#No.
1

Pituus
cm

Etunimi = First Name

Sukunimi = Last Name

Syntymäaika = Date of Birth

Sukupuoli = Sex

Yhteystiedot = Contact information

Sähköposti = email address

Matkapuhelin = phone number

Postiosoite = Address

Postinumero = Postal Code

Postitoimipaikka = City

Laskutusosoite = Invoicing address

Käytä erillistä laskutusosoitetta = Use a separate billing address

Huoltajat = Guardians

Huoltajan etunimi = Guardians First name

Huoltajan sukunimi =

The license ID is the same as the PalloID associated with the license of the Finnish Football Association. The club official adds the PalloID to the player's profile when it is registered in

Player number, which is provided by the team leader to the player.

Aloittanut seurassa

07.06.2022

Lopettanut seurassa

Henkilötunnus

Henkilötunnusta tarvitaan pelaajan vakuutuksen ja lisenssin hankintaa ostoa varten. Needed for player's insurance and license.

Sisaralennus

Kirjoita kenttään vanhemman sisaruksen nimi saadaksesi jäsenmaksusta sisaralennuksen. Täytetään vain nuoremman sisaruksen osalta! Write name of older sibling in LePa to get discount from membership fee. Fill only for the younger sibling!

Leevi Lepalainen

Vakuutus

Lisenssivakuutus

Oma vakuutus

Vakuutus

Lisenssivakuutus

Oma vakuutus

Vakuutusnumero

Peliryhmä

Kuvauskielto

En halua itseäni kuvattavan seuran tilaisuuksista. I don't want to be photographed in club's events.

Kyllä

Ei

Allergiat ja erityisruokavalio

Päivitä

Peruuta

Sisaralennus = sibling discount

Vakuutus = Insurance

Kuvauskielto = Photo ban

The sibling discount is available for the youngest sibling in the family. Fill in the section "Sibling flight" for him and write the name of the older sibling in the box.

If the family has accident insurance that covers football accidents, they can select My insurance and add the insurance number. Those who have their own insurance must submit a completed insurance certificate form to the team leader of their team. If the family wants license-related insurance, license insurance is selected.

If you do not want your child to be photographed at club events, answer "Yes". In this case, the photography ban is valid. For the club's and team's social media channels, permission to shoot will be asked separately as decided by the

If the child has a serious allergy (e.g. may cause anaphylactic shock), which the team's staff should be aware of, put the information here. Then the information is available to the team manager and the responsible coach.

When all the basic information is filled in, press Päivitä.

2.2. Message delivery methods

Next, the delivery methods of invoices, weekly reports and messages are selected. Basically, it is not necessary to change the settings.

Leppävaaran Pallo r.y. 12

Muokkaa toimitusosoitteita

Peruuta

Jäsentiedot päivitetty. Kiltos Lauri Lepalainen! Muista tarkistaa toimitusosoitteesi.

Laskut

Toimitustapa

Sähköposti

E-lasku

MobilePay

Valitse sähköpostiosoitteet, joihin laskut lähetetään. Vähintään yksi osoite on valittava. Jos toimitustapa on jokin muu kuin sähköposti, häiriötilanteissa toimitetaan lasku sähköpostilla.

liisa.lepalainen@lepa.fi

Yhteisön viestit

Valitse miten haluat saada yhteisöllesi kuuluvat viestit.

liisa.lepalainen@lepa.fi

Laskut

Toimitustapa

Sähköposti

E-lasku

MobilePay

Valitse sähköpostiosoitteet, joihin laskut lähetetään. Vähintään yksi osoite on valittava. Jos toimitustapa on jokin muu kuin sähköposti, häiriötilanteissa toimitetaan lasku sähköpostilla.

liisa.lepalainen@lepa.fi

Yhteisön viestit

Valitse miten haluat saada yhteisöllesi kuuluvat viestit.

liisa.lepalainen@lepa.fi

+358501234567

0501234567

Kommentit

Valitse minne haluat saada ilmoituksen seuraamistasi keskusteluista tiedotteissa ja tapahtumissa.

liisa.lepalainen@lepa.fi

Invoices can be delivered by e-mail or as an e-invoice. You can order an e-invoice from your online bank. Instructions can be found here:

<https://docs.myclub.fi/v/member/invoicing/e-invoice>

Valitse sähköpostiosoitteet, joihin laskut lähetetään. Vähintään yksi osoite on valittava. Jos toimitustapa on jokin muu kuin sähköposti, häiriötilanteissa toimitetaan lasku sähköpostilla = Select the email addresses to which invoices will be sent. At least one address must be selected. If the delivery method is something other than e-mail, in the event of a malfunction, the invoice will be sent by e-mail.

Yhteisön viestit = Community messages

Laskut = Invoices

liisa.lepalainen@lepa.fi

+358501234567

0501234567

Tapahtumamuutokset

Valitse mihin sähköpostiosoitteisiin haluat ilmoituksen muutoksista ryhmäsi tapahtumiin.

liisa.lepalainen@lepa.fi

Ilmoittautumisvarmistus

Valitse mihin sähköpostiosoitteisiin haluat varmistuksen ilmoittautuessasi tapahtumiin.

liisa.lepalainen@lepa.fi

Viikkokatsaus

Valitse milloin ja mihin sähköpostiosoitteisiin haluat tuoreimmat tiedot ryhmäsi tapahtumista, tiedotteista ja avoimista laskuista.

liisa.lepalainen@lepa.fi

Toimituspäivä

maanantai

Päivitä Peruuta

Community messages should always be selected so that a team or club can message a member via MyClub. If the tick is removed, these messages cannot be sent to the member.

Again, when all fields are filled, press Päivitä.

2.3. Privacy settings

Next, the privacy settings are defined. We recommend that you use the club's recommendation settings (see below). In any case, the player's name and Membership level must be visible to the club, because otherwise it will be more difficult for coaching and other officials to see who has registered for the events.



Select the data protection settings "Esitäytä seuran suositusten mukaisesti" (= Pre-fill according to club's recommendations). Data protection settings can be changed afterwards in the member account settings, see page 18.

1. Huoltajan etunimi
Liisa

Ei sallittu
 Seuralle
 Julkisesti

1. Huoltajan sukunimi
Lepalainen

Ei sallittu
 Seuralle
 Julkisesti

1. Huoltajan sähköposti
liisa.lepalainen@lepa.fi

Ei sallittu
 Seuralle
 Julkisesti

1. Huoltajan puhelin
0501234567

Ei sallittu
 Seuralle
 Julkisesti

Muut tiedot ▾

It is good to have the phone number of at least one guardian listed in MyClub so that the family can be contacted if something happens during practices/matches.

Ei sallittu = not allowed

Seuralle = to the club

Julkisesti = publicly (visible in public internet)

Muut tiedot ▾

#No.

Ei sallittu
 Seuralle
 Julkisesti

Lisenssi-ID

Ei sallittu
 Seuralle
 Julkisesti

When all privacy settings have been changed, press the Hyväksy button.

Hyväksy Peruuta

Ohjeet

In English
På svenska

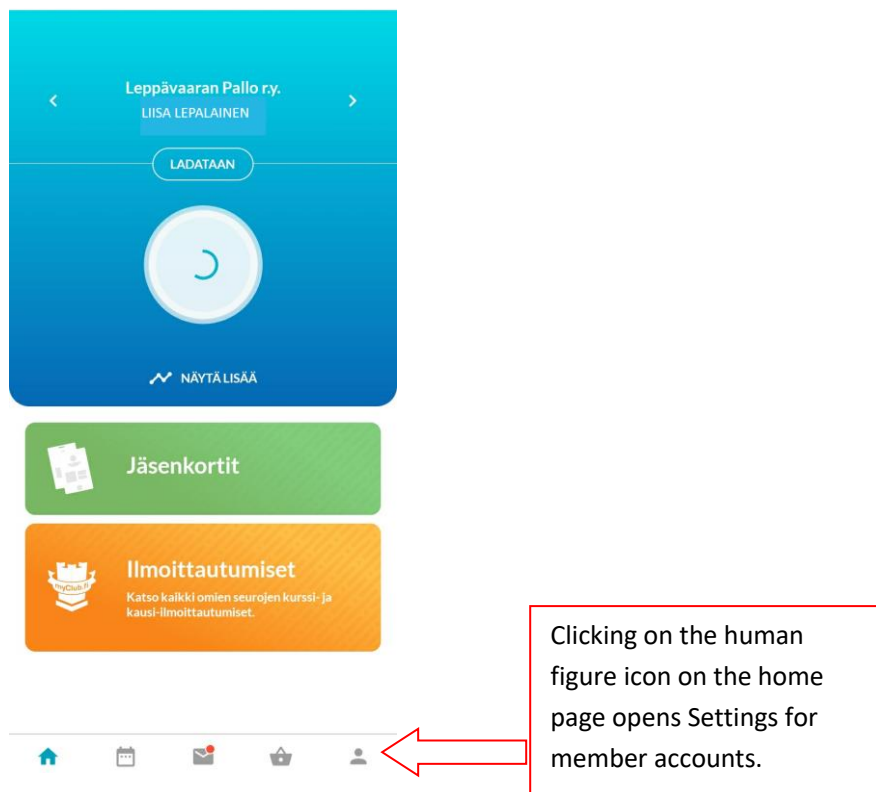
myClubin käyttöehdot
Tietosuojaseloste - myClub-palvelu

3. Use of the MyClub application

MyClub can be used either with a phone application or a browser. You can find the application in the application store on your phone, and you can access MyClub with a browser at <https://lepa.myclub.fi>.

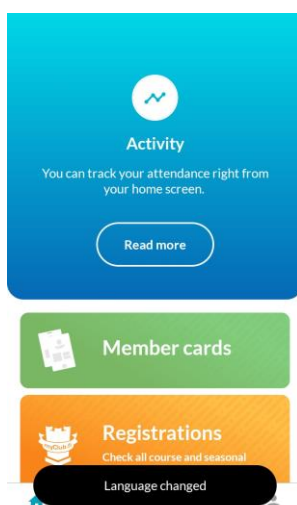
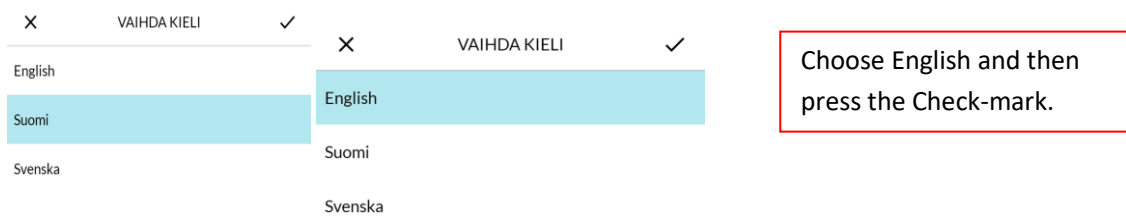
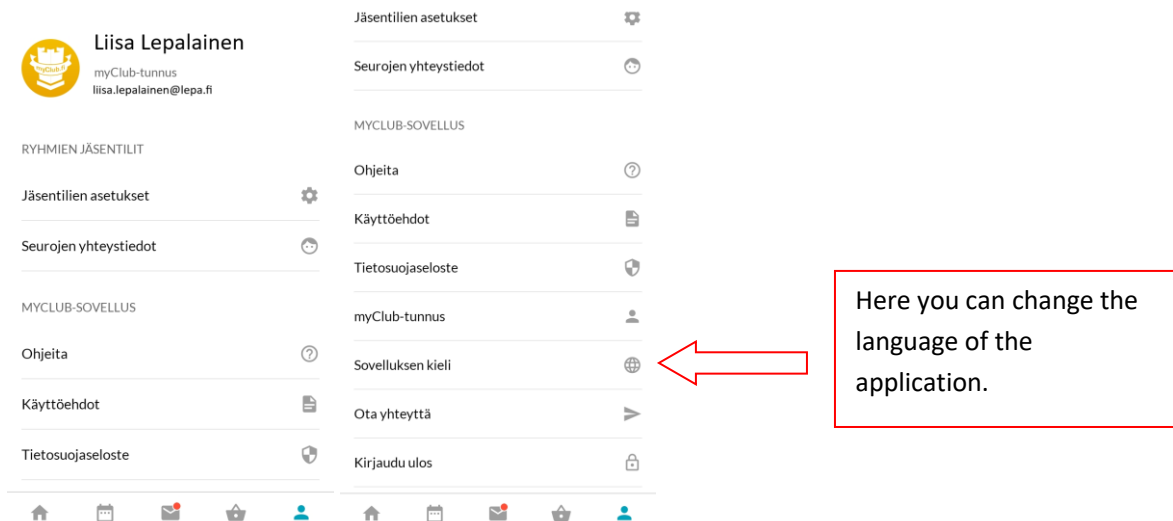
This guide describes how to use the application. The home page of the application has a summary of membership cards and general registrations. In the application, you can see all the members connected to the same MyClub ID. That is, if there are several players in the family in LePa or in another team/sport, the MyClub profiles of all players can be seen in the membership card view (mentioned separately at the end of the guide).

3.1 Settings



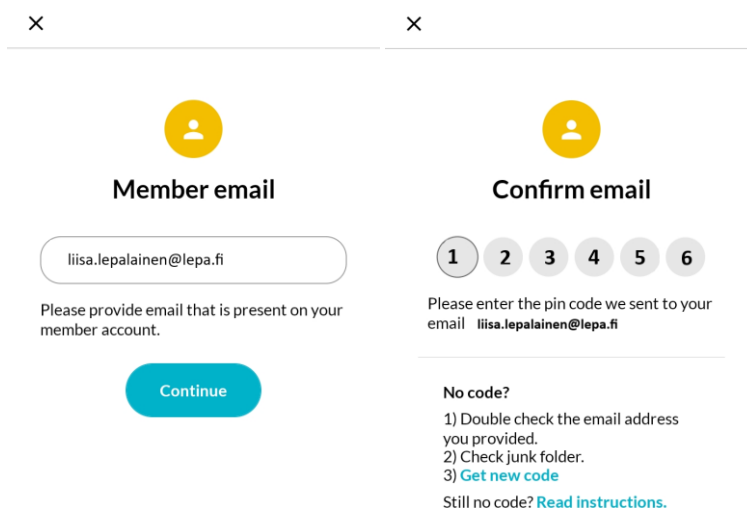
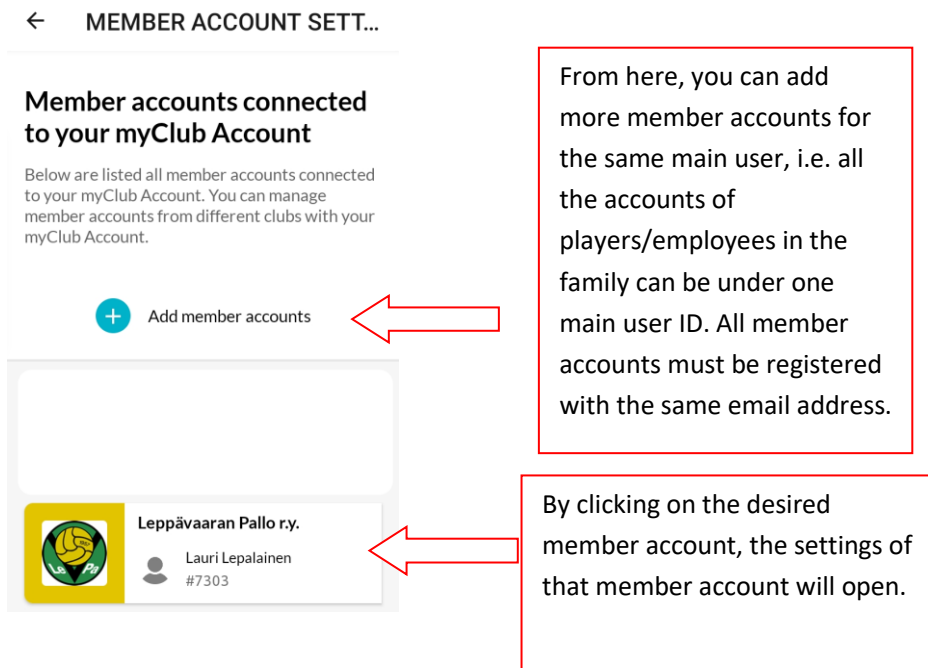
3.1.1 General settings

The home page has the main user's name and MyClub ID. This page also contains the application's settings, e.g. language settings. MyClub is currently available in Finnish, Swedish and English.



3.2 Adding a new member to an existing MyClub account

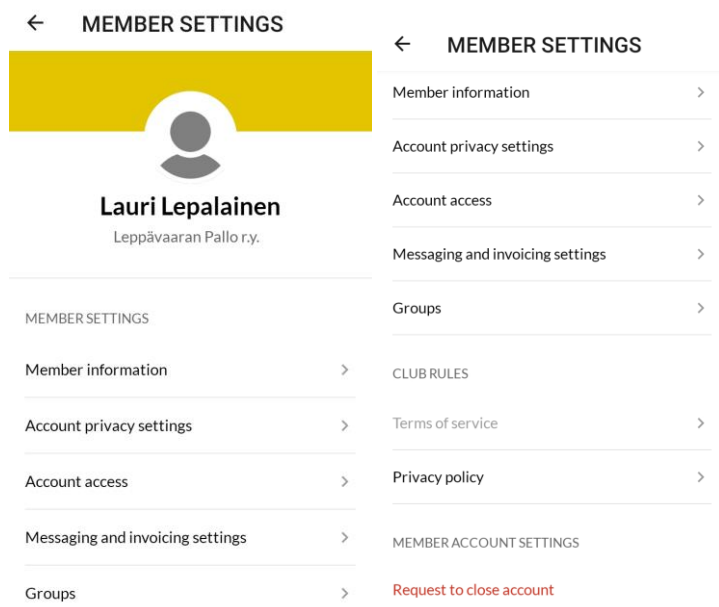
First press the "Add member accounts" heading (see below), then a page will open where you can add the e-mail address used in the MyClub ID. Then press the "Continue" button.



After entering the code opens all the LePa teams and possible other Sports Clubs your children belong to, and which use also MyClub. You can choose all the needed member accounts to your user account.

3.3 Member account settings

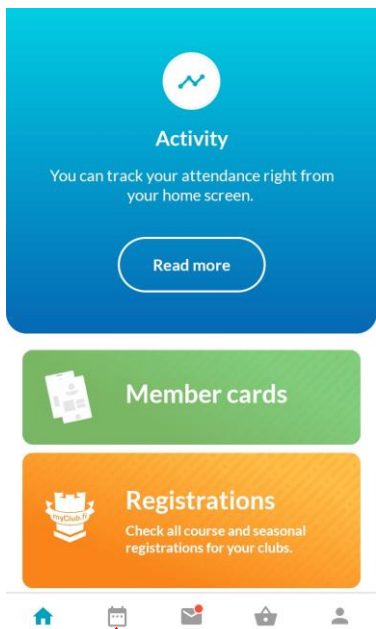
From the member account settings, you can change information added during account activation, update data protection settings, and see who has access rights to the account or which groups (teams) the account in question is associated with.



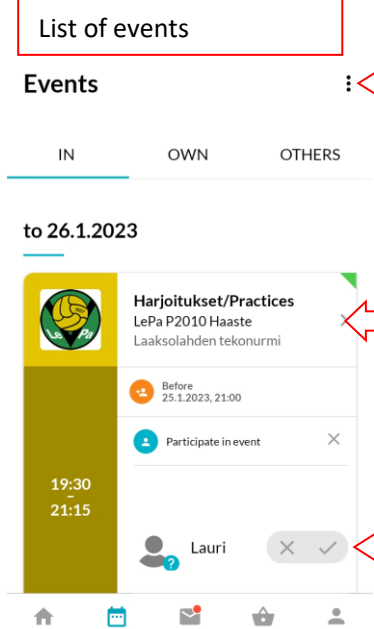
In the application, it is possible to request the deletion of the member account. However, a request to delete a member's account is not meant to inform you of termination, but you must always inform the team leader first (even if you have been on a break and do not intend to return). The team manager checks that all the payments are in order and removes the member from the team. The account is automatically deleted from the MyClub archive after a few months, but if you want the information to be deleted immediately, use the function to request the deletion of the member account. The club's MyClub administrator never deletes a player marked as active, so the account cannot be closed by accident.

3.4 Events

Player/Team-specific events are opened from the Calendar icon in the MyClub application. Events can be selected from the three points below either as a list or as a calendar view. The events for which the player has already been registered are shown under the IN header. Those events that have not yet been announced can be found under the OWN header.



The calendar icon, which can be pressed to find the events.



List of events

Events

IN OWN OTHERS

to 26.1.2023

Harjoitukset/Practices
LePa P2010 Haaste
Laaksolahden tekonorumi

Before
25.1.2023, 21:00

Participate in event

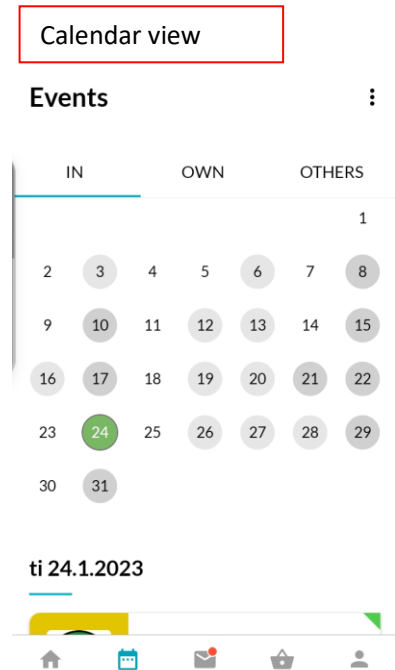
19:30 - 21:15

Lauri

By pressing here, you can choose a list or calendar view for events.

The event page opens when you press the event name.

The default setting for events is usually "No registration", in which case the view is like this.



Calendar view

Events

IN OWN OTHERS

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

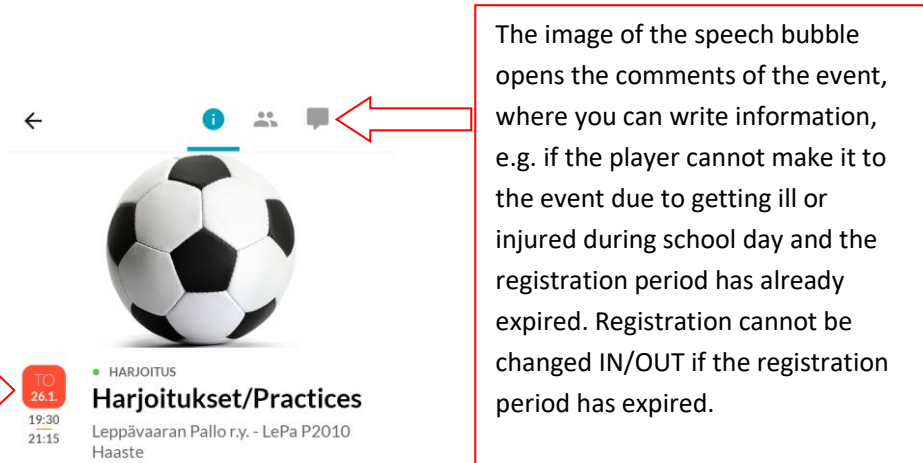
16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

ti 24.1.2023

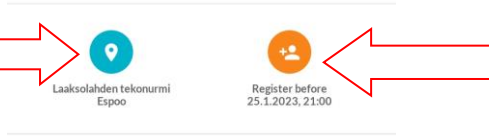
In the calendar view, you have to separately select a specific day when the event takes place. The days when there is an event for the player's team are marked with a gray circle.



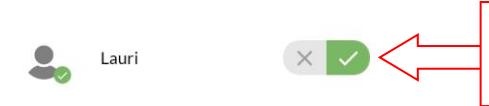
Date and time of the event

The image of the speech bubble opens the comments of the event, where you can write information, e.g. if the player cannot make it to the event due to getting ill or injured during school day and the registration period has already expired. Registration cannot be changed IN/OUT if the registration period has expired.

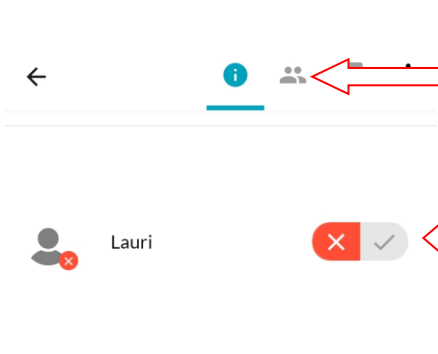
When you press the Location symbol on the event page, Google Maps opens with the event location on the map and driving directions to get there.



This symbol tells you when the registration period for the event ends.



Participating/IN is a green check mark.



The human figure icon opens a view where you can see who all the players and coaches are participating in the event.

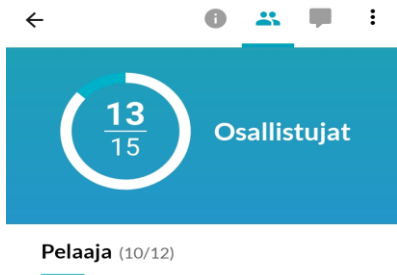
Not participating/OUT is a red X.

Registration can be changed IN/OUT as long as the registration period remains.

Treenit alkavat alkulämmöllä LAAKSOLAHDEN ULKOTEKONURMELLA sopivassa paikassa klo: 19.30, jolloin pelaajan tulee olla valmis aloittamaan treenit eli treeniasu nappikset mukaan lukien päällä. Koska treenataan koko talvi torstaisin ULKONA, pukekaa tarpeeksi

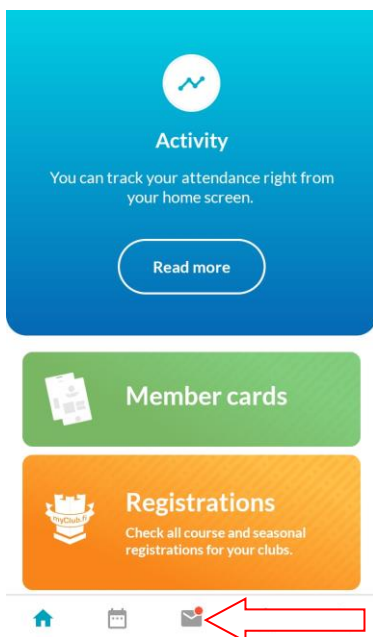
Below the registration, there is additional information about the event, for example a description of the event or in matches, the warm up and match schedules.

Training starts with wadm ups at LAAKSOLAHTI'S OUTDOOR TURF at a suitable place at: 7:30 p.m., when the player must be ready to start training, i.e. wearing training clothes including football shoes. Since we train all winter on Thursdays OUTSIDE, wear warm enough!



In the participant list, those registered IN are shown in green, OUT in red, and those who have not yet registered are shown in blue with a question mark.


3.5 Messages and discussions




Pressing the envelope icon opens a view where you can find the team's MyClub bulletins, comments on events and invoices received by the player.

Messages and invoices

NOTIFICATIONS DISCUSSIONS INVOICES 1

 Leppävaaran Pallo r.y. 6.1.2023



Usein kysyttyä laskutuksesta / FAQ about invoicing

Tähän oppaaseen on kerättyä ohjeita jäsenille erilaisiin laskutuksen tilanteisiin. This guide cont...







 LePa P2010 Haaste 24.12.2022



To the Notifications information is added, e.g. the materials of the team's parents' evenings, in some teams monthly bulletins and, for example, game group divisions for winter/summer series. In addition, announcements related to the club's activities are added here.

Messages and invoices

NOTIFICATIONS DISCUSSIONS INVOICES 2

-  Harjoitukset/Practices Ryhmä... 07:41
Lauri on kipeä
-  Harjoitukset/Practices Ryh... 22.1.2023
Hei · Lauri is little late due to that his school day ends 15.00
-  Harjoitukset/Practices Ryh... 22.1.2023
Out. On flunssa
-  Harjoitukset/Practices 22.1.2023
out tänään; lihakset jumissa
-  Harjoitukset/Practices Ryh... 22.1.2023
Out flu.
-  Omatoimitreenit/ Volunte... 21.1.2023
Leg pain for Darren he is out.



The comments related to the events can be found under the DISCUSSIONS heading. The unread comments related to a certain event are marked with a red ball and a number. With a blue background, the "Mark all as read" button acknowledges all unread comments as read.





3.6 Invoices

Messages and invoices

NOTIFICATIONS DISCUSSIONS 1 INVOICES 3

All open invoices and already paid invoices are under the INVOICES heading.

Open invoices

-  **Leppävaaran Pallo r.y.**
Invoice #63375
Seuran jäsenmaksu 2023, o... **Due date**
23.2.2023
-  **Leppävaaran Pallo r.y.**
Invoice #63373
Seuran jäsenmaksu 2023, o... **Due date**
23.2.2023
-  **Leppävaaran Pallo r.y.**
Invoice #63575
Tammikuun toimintamaksu **Due date**
7.2.2023
-  **Leppävaaran Pallo r.y.**
Invoice #63197
Toimintamaksu tammikuu 2... **Due date**
1.2.2023



An open invoice looks like this in its entirety:

← INVOICE #63575



Leppävaaran Pallo r.y.

DUE DATE	INVOICE #	STATUS
7.2.2023	63575	OPEN

Invoice lines

1 × Tammikuun toimintamaksu 75,00 €

TO BE PAID
75,00 €

Invoice information

Member Lauri Lepalainen

← INVOICE #63575

Invoice information

Member Lauri Lepalainen

Invoice 7303

Due date 7.2.2023

IBAN FI23 5716 9020 0529 29

Receiver Leppävaaran Pallo r.y.

Reference 7550 36810 00003

Invoice (PDF) [Download pdf](#)

Mark invoice processed

Mark invoice as paid, so that you do not accidentally pay it again.

← INVOICE #63575

Invoice (PDF) [Download pdf](#)

Mark invoice processed

Mark invoice as paid, so that you do not accidentally pay it again.

Invoice payment

 **Copy virtual barcode**
Use virtual barcode in net bank


 **Order e-invoice**
You can order invoices as e-invoice

Questions about the invoice?
[Contact issuer](#)

Each invoice comes with a separate barcode, so you can't pay the monthly fees with the same information every month. Account numbers may also change from time to time. That's why the surest way to ensure that every invoice goes completely correctly is to copy the virtual barcode of the invoice to your online bank. Or you can order e-invoice for the invoices.

A paid invoice is automatically marked as paid when the information about the payment returns to the system, but you can also mark the payment as paid with the "Mark invoice as paid" switch if you wish. The payment made looks like this:

← INVOICE #62588



Leppävaaran Pallo r.y.

DUE DATE	INVOICE #	STATUS
21.1.2023	62588	PAID

Invoice lines

1 x	Tammikuun 2023 toimintamaksu	75,00 €
-----	------------------------------	---------

INVOICE TOTAL
75,00 €

Invoice information

Member: Lauri Lepalainen

← INVOICE #62588

Invoice information

Member: Lauri Lepalainen

Invoice: 5553

Due date: 21.1.2023

IBAN: FI23 5716 9020 0529 29

Receiver: Leppävaaran Pallo r.y.

Reference: 742107510 00007

Invoice (PDF) [Download pdf](#)

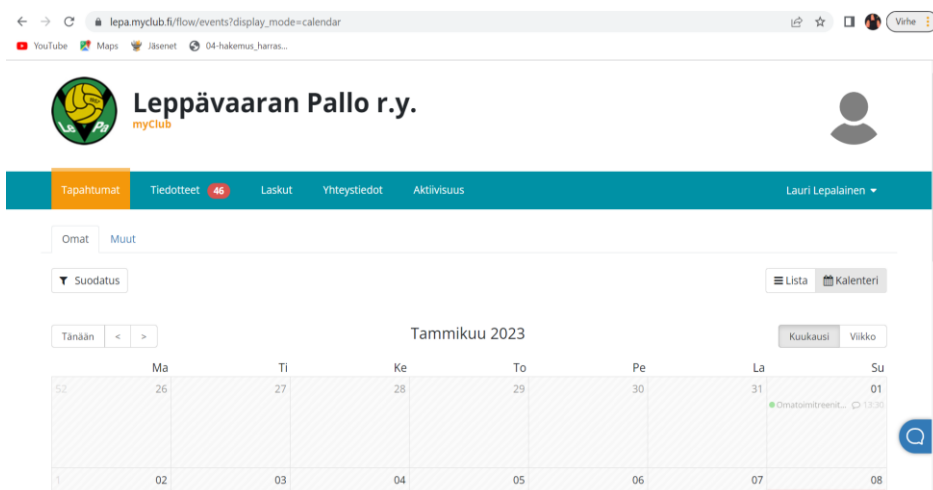
Questions about the invoice?
[Contact issuer](#)

4. Using MyClub with an internet browser

MyClub can also be used with an internet browser, in which case the views differ from those of the MyClub application.

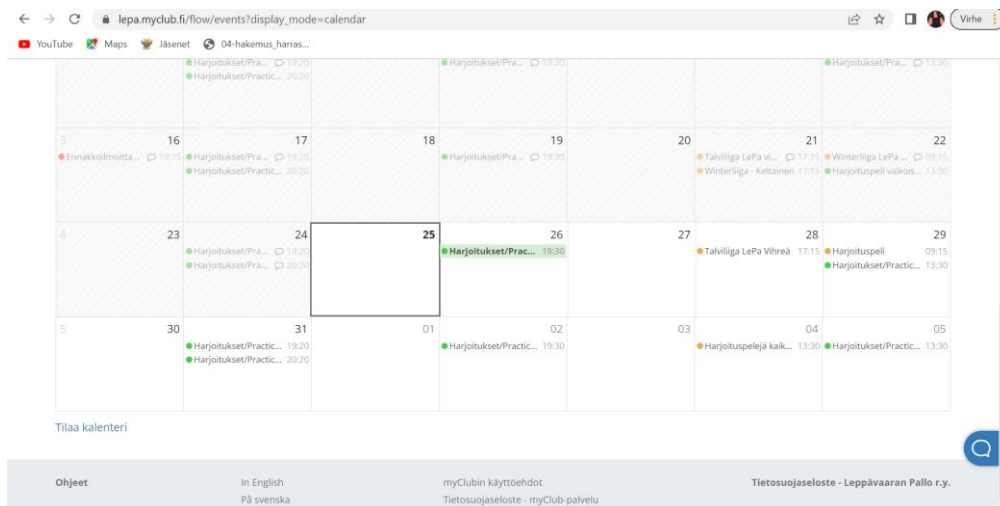
4.1. Events

In the browser version, events are always displayed first. The home page looks like this:

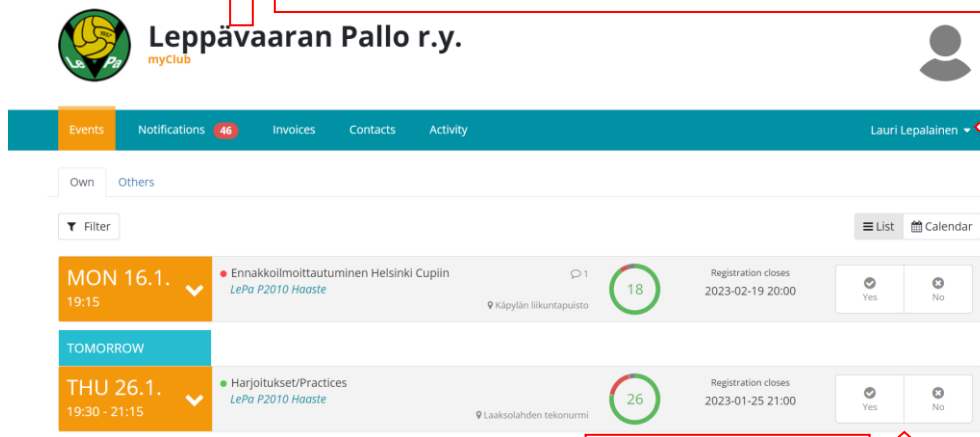


The screenshot shows the MyClub web interface for Leppävaaran Pallo r.y. The browser address bar shows the URL: lepa.myclub.fi/flow/events?display_mode=calendar. The page features a navigation menu with options like 'Tapahtumat', 'Tiedotteet', 'Laskut', 'Yhteystiedot', and 'Aktivisuus'. The main content area displays a calendar for January 2023, with a filter for 'Omat' (My) and 'Muut' (Others) events. A specific event is visible on January 31st: 'Omat toimint...' at 13:30. The user's name, Lauri Lepalainen, is shown in the top right corner.

You can change the language of MyClub from the bottom of the web page.

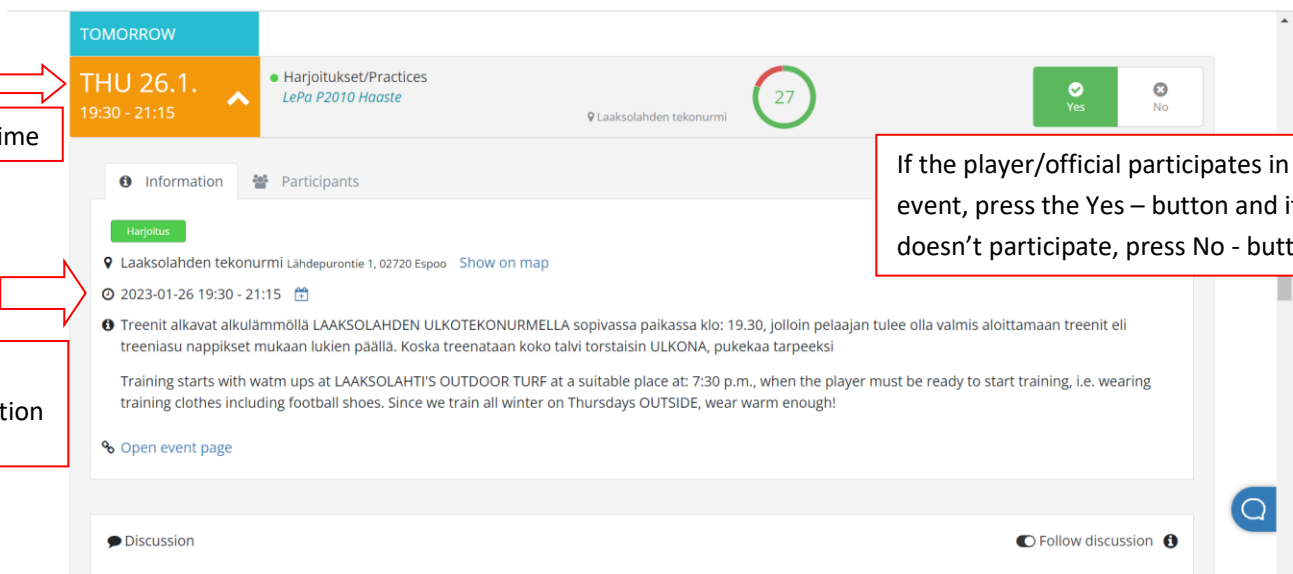


Press here the suitable language selection (English or Swedish)



The member whose events/information is viewed is shown on the right side in the turquoise bar. When you press the arrow on the picture, you can open a list that shows all member accounts connected to the same user's account

The default setting for registrations is "no registration"



Date and time

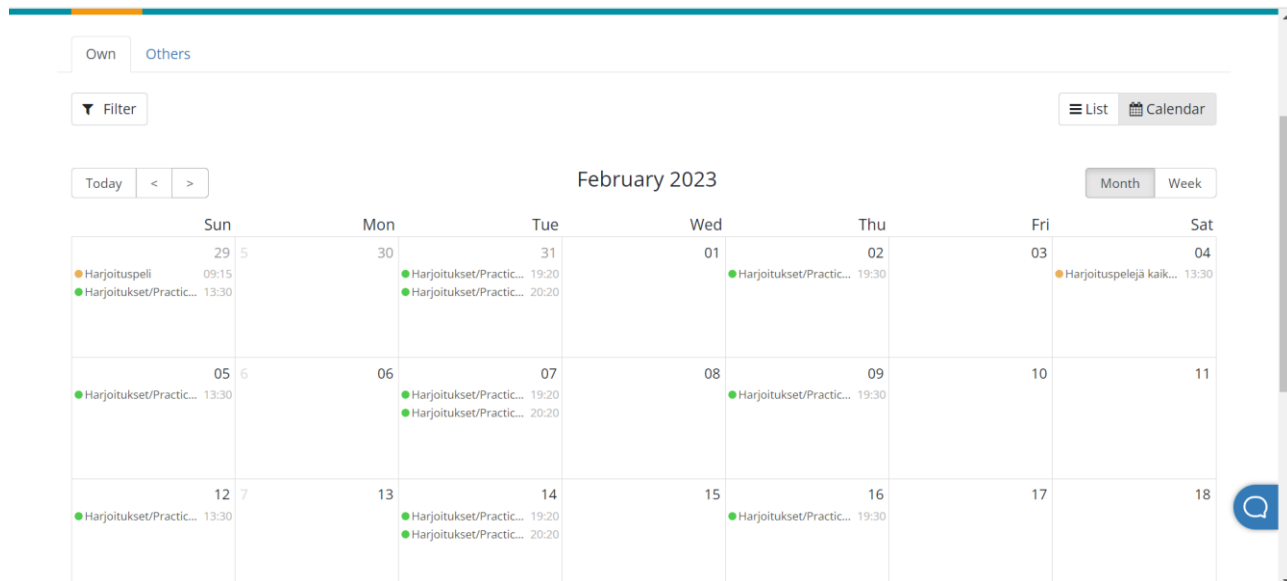
Event information

If the player/official participates in the event, press the Yes – button and if he/she doesn't participate, press No - button.

You can see who is participating in the event on the Participants tab.

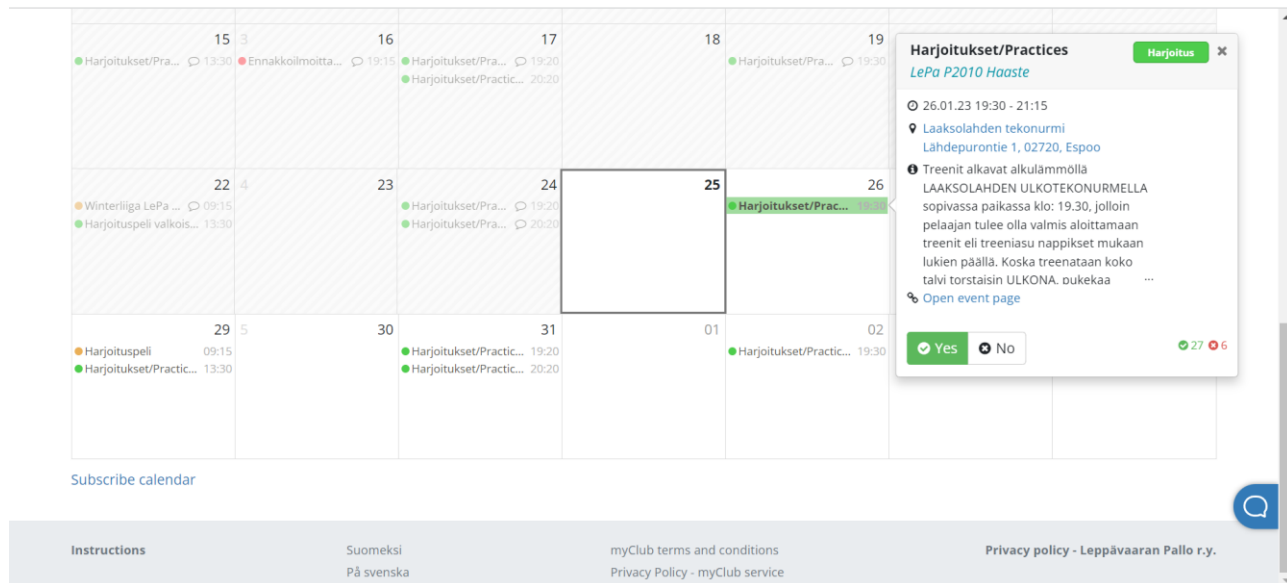
In the browser version of MyClub, discussion is immediately below the event description. You can put information about participation in the comments if registration for the event has closed or if the player is out for a longer period of time due to a minor injury.

The calendar view, for the entire month, looks like this:



The events are displayed on the days when they occur. If the person does not participate in the event, it is marked in red. If the person participates in the event, it is shown in green.

By clicking on the event, a window opens and you can choose whether or not to participate in the event. The information of the event as well as the time and place are also displayed.



4.2 Invoices

The player's open and paid invoices can be found under the Invoices

Events Notifications 46 Invoices 1 Contacts Activity Lauri Lepalainen

Open Paid

Change invoice delivery address

Invoice #63373	Open
Due date 2023-02-23	To be paid 80.00 €
Title Seuran jäsenmaksu 2023, osa 2	
IBAN FI23 5716 9020 0529 29	
Receiver	

The open invoice looks like this in its entirety.

Change invoice delivery address

Invoice #63373	Open
Due date 2023-02-23	To be paid 80.00 €
Title Seuran jäsenmaksu 2023, osa 2	
IBAN FI23 5716 9020 0529 29	
Receiver Visma Financial Solutions / Leppävaaran Pallo r.y.	
Reference number 7547 96210 00003	
Virtual Barcode 423571690200529290000800000000000075479621000003230223	


Show Invoice Mark paid

Currently, each invoice has a different reference number, so if you want to make sure that the invoice is paid with the correct information, you should copy the virtual barcode to your online bank.

The Show invoice link opens a pdf file of the invoice, which you can print, if you wish.

When the invoice has been placed for payment in the online bank, you should press the "Mark as paid" button, and the invoice will be transferred to the Paid - folder.

The pdf-file of an open invoice looks like this:



Leppävaaran Palo ry.
Veräjänpieli 1
02650 ESPOO

INVOICE Page 1/1

Member **Lauri Lepäläinen**
Member number 5553
Invoice No 63 373
Issued on 24 Jan 2023
Due date 23 Feb 2023
Payment term (days) 30
Penal Interest (%) 0.0
Reference number 7547 96210 00003
Printed on 2023-01-25 14:57


Liisa Lepäläinen
Veräjänpieli 1
02650 Espoo

Title	Quantity	Unit Price	VAT-%	Net Total	Gross Total
Seuran jäsenmaksu 2023, osa 2	1	80.00	0.0	80.00	80.00
		Tax base		Net Total	Vat total
		0.0 %		80.00	0.00
				80.00	80.00

Leppävaaran Pallon jäsenmaksu toimintakaudelle 1.11.2022-31.10.2023, osa 2/2:
LäP:n jäsenmaksu / fee for current season 1.11.2022-31.10.2023, part 2/2.
Lisätietoja jäsenyydestä / More info about membership:
<https://www.leppaavaaranpalo.com/lepa/jaseneksi/>

Leppävaaran Palo r.y., Veräjänpieli 1, 02650 ESPOO, toimisto@leppaavaaranpalo.com, 1704323-4

Account number	ISAN FI23 5716 9020 0529 29	BIC	OKDYFIHH
Receiver	Visma Financial Solutions / Leppävaaran Palo r.y.		
Bank transfer	We have transferred follow-up of our claims after the due date and measures related thereto to the invoicing service of Visma Financial Solutions Oy. Regarding matters concerning the service or an order, please contact invoice sender. Regarding matters concerning invoicing, please contact the invoicing service at tel. 02 4808 8020 or e-mail lasku@vismafi.fi. In that case we request you to state the name of our client and the invoice number. Virtual Barcode 4235718902052929000080000000000075479621000003230223		
Sender's name and address	Liisa Lepäläinen Veräjänpieli 1 02650 Espoo		
Signature	Reference	7547 96210 00003	
From account no.	Due date	23 Feb 2023	EUR 80.00



The payment will be cleared for the recipient in accordance with the General terms for payment transmission and only on the basis of the account number given by the payer. BANK


Paid invoices are listed under the "Paid" tab. The invoices show the invoice number, due date and amount paid.

Open

Paid

Invoice #	Due date	Due amount
#62588	2023-01-21	75.00
#61407	2023-01-03	80.00
#60287	2022-12-31	82.00
#60243	2022-12-20	75.00
#59097	2022-11-20	75.00
#58708	2022-10-25	31.99
#58531	2022-10-20	70.00
#57265	2022-09-20	70.00
#56381	2022-08-22	70.00
#55564	2022-07-20	70.00

The pdf-file of a paid invoice look like this:



Leppävaaran Pallo r.y.
Veräjänpieli 1
02650 ESPOO

Liisa Lepalainen
Veräjänpieli 1
02650 Espoo

INVOICE Page 1/2

Member **Lauri Lepalainen**
Member number 5553
Invoice No 61407
Issued on 18 Dec 2022
Due date 03 Jan 2023
Payment term (days) 16
Penal Interest (%) 0.0
Reference number 7300 22010 00009
Printed on 2023-01-25 15:06

Title	Quantity	Unit Price	VAT-%	Net Total	Gross Total
Seuran jäsenmaksu 2023, osa 1	1	80.00	0.0	80.00	80.00
		Tax base		Net Total	Vat total
		0.0 %		80.00	0.00
				80.00	80.00

Leppävaaran Pallon jäsenmaksu toimintakaudella 1.11.2022-31.10.2023, osa 1/2. Jos lasku on aiheuton (esim. olet lopettanut), ole heti yhteydessä seuran rahastonhoitajan laskun erittämiseksi.
LePä'n jäsenmaksu laskuun kuuluu osittain 1.11.2022-31.10.2023, part 1/2. If the invoice is not valid (e.g. quitting before end of this year), please contact club's treasurer.
Lisätietoja jäsenyydestä / More info about membership: <https://www.leppavaaranpallo.com/lepa/jaseneksi/>

Leppävaaran Pallo r.y., Veräjänpieli 1, 02650 ESPOO, toimisto@leppavaaranpallo.com, 1704323-4

Account number	BANK FI23 5716 9020 0529 29	BIC OKOYF33H	
Receiver	Visma Financial Solutions / Leppävaaran Pallo r.y.		
Payer's name and address	Liisa Lepalainen Veräjänpieli 1 02650 Espoo		
Signature	Reference	7300 22010 00009	
From account no	Due date	03 Jan 2023	EUR *****

The payment will be charged for the recipient in accordance with the General terms for payment transactions and only on the basis of the account number given by the payer.

BANK

For questions related to the use of MyClub, you can ask for help from your team's team manager or club employee Kaija Lehtimäki, kaija.lehtimaki@leppavaaranpallo.com or 0503788570.