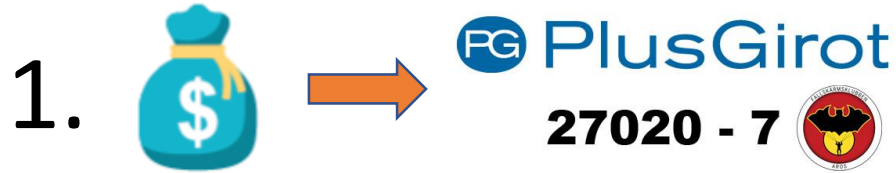


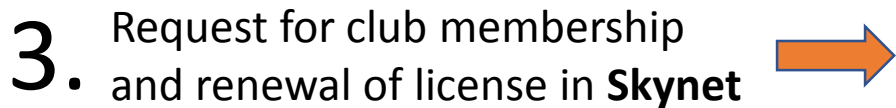
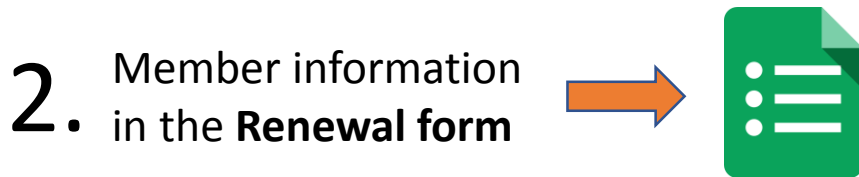
# Renewal process - FKA



Distinct comment such as:

**License no. + Name + Reason for transfer**

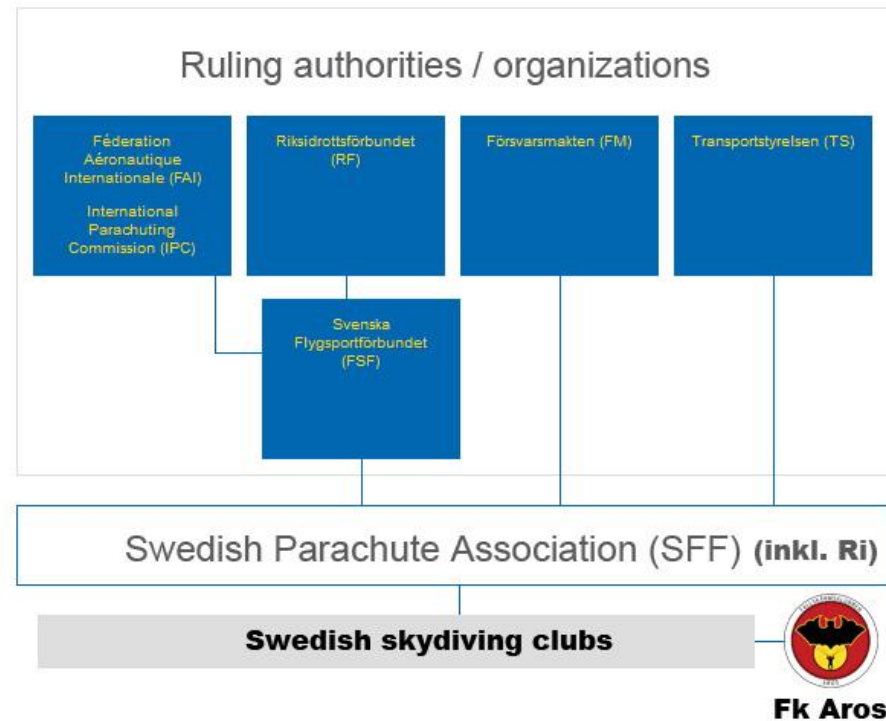
Contact the *Manifestansvarig* if payment to be done in any other way than to PG.



## What happens next?

4. *Payment* is reviewed.  
Whatever your bank says it'll take up to 3-4 bankdays from performed transfer until it's able to be seen on the PG account.
5. Having fulfilled the *Renewal form*.  
The form is the most reliable list of club members so as making it easier for different roles in the club to get in contact with you and update various systems.

6. *Manifestansvarig* clicks OK on your request in *Skynet* when **4 and 5** is fulfilled.
7. *Chief instructor (Ci)* review your request that correct qualifications and license grade is chosen.
8. *Riksinstruktör (Ri : regional instructor)* review *your request* and register you for current year in SFF.
9. The license is done when there is a date beneath the column *Utskriven* in *Skynet* for the current year.  
See [Mina licenser](#), the card comes later with the post.



Please note that renewal process may take 1-2 weeks. So be patient and make it in time, then you're set.

In need of additional information, look at (1) club website (2) if not found info, contact *Manifestansvarig*.