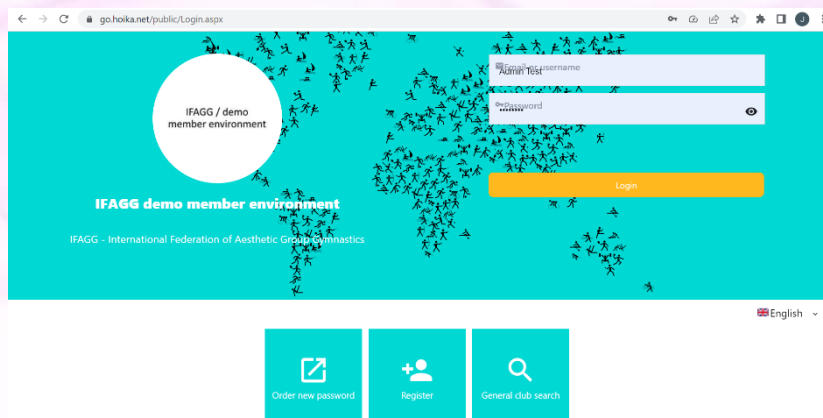
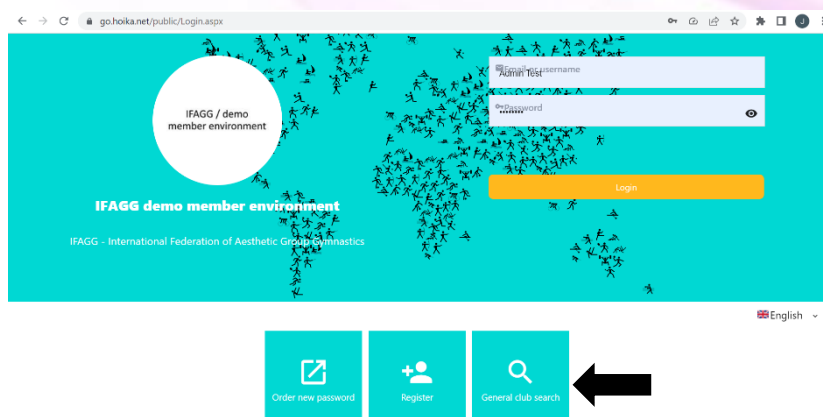


IFAGG license instructions 2024

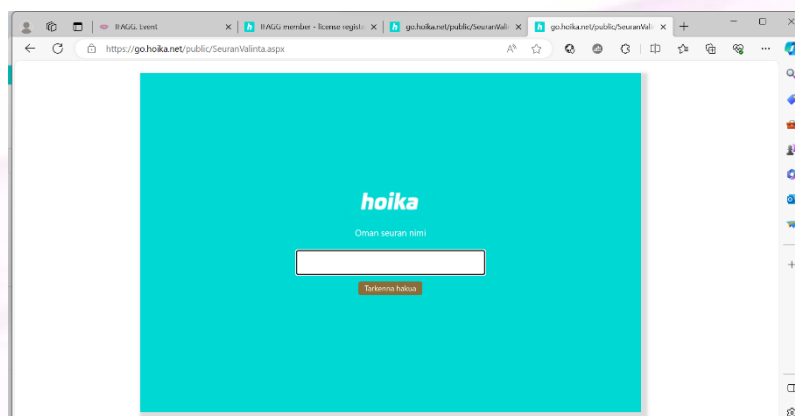
IFAGG has renewed the license system for the year 2024. Follow these instructions in order to purchase the licenses.



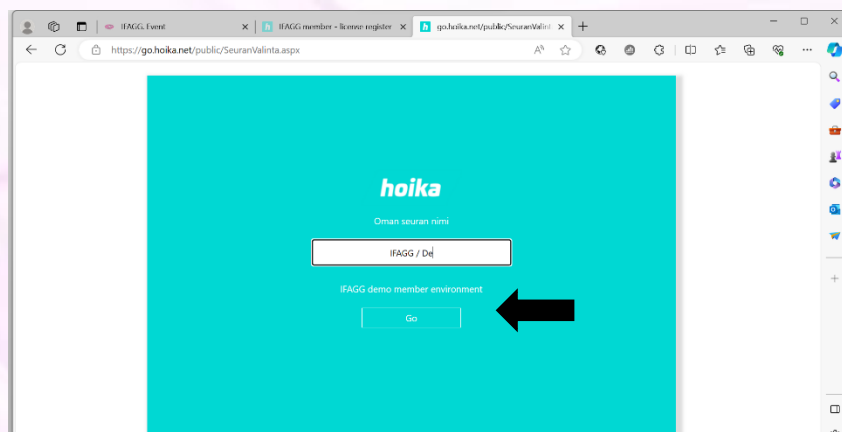
Log in to Hoika <https://go.hoika.net/public/Login.aspx> as the main user of Hoika.



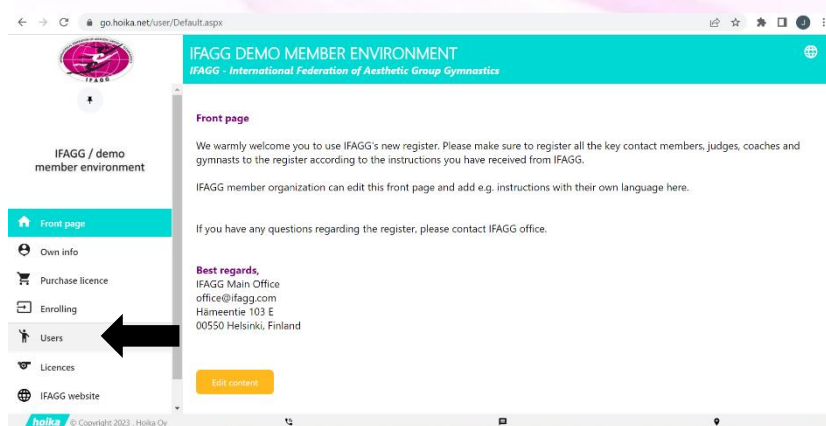
Choose General Club search if you don't see your federation name on the page.



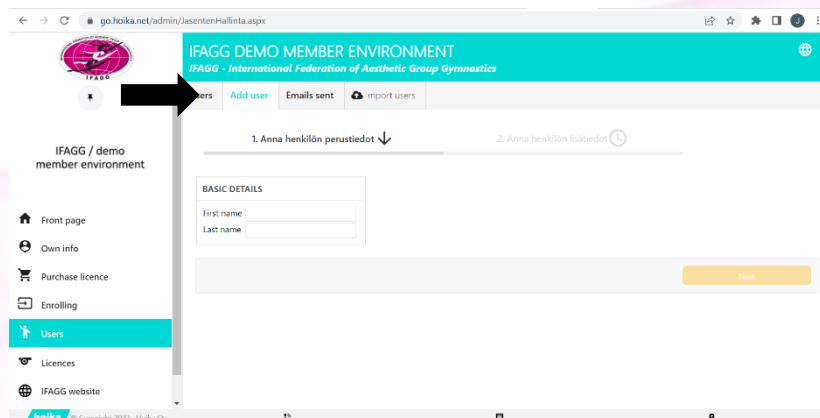
Start writing your country with 3 letter code and / (For example EST /) and then continue with your organization name. Here IFAGG / Demo member environment has been used as an example.



When you see your organization name appear, please choose that by clicking “Go” and log in as the main user of Hoika on your organization.



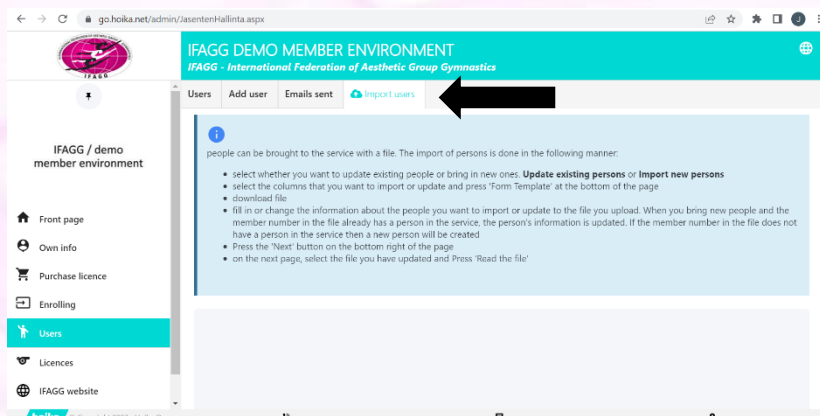
Choose “Users” after logging in. Check that you have all the persons who needs licenses registered in Hoika. If you don’t have them yet, add them.



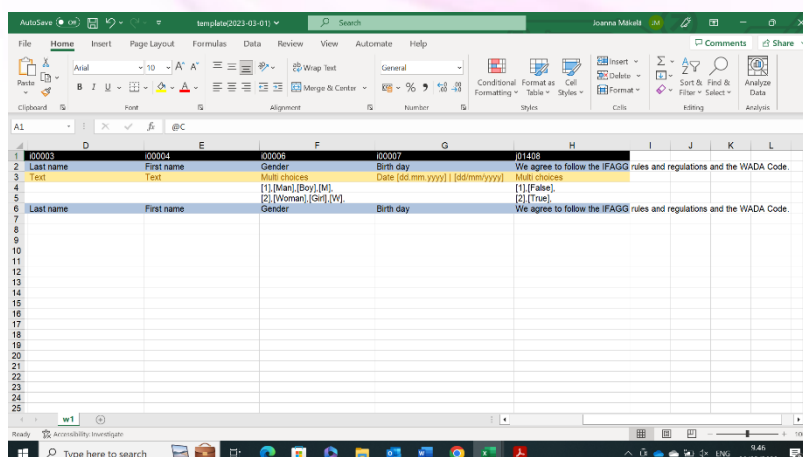
You can add people one by one from “Add user”. Fill in the information asked. Important info for licenses is:

- Name
- Gender

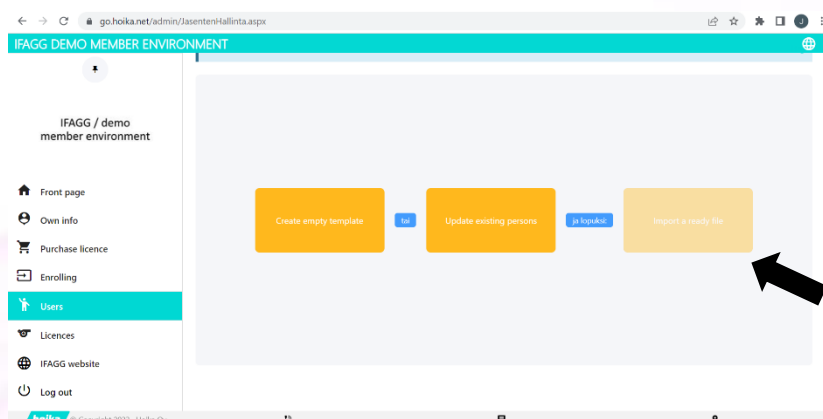
- Birthday



You can also “Import users” with excel sheet provided from the office.

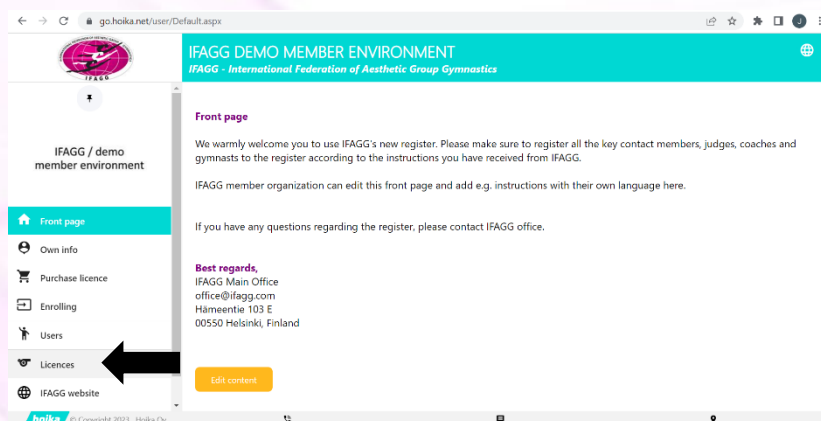


Fill in the excel carefully.

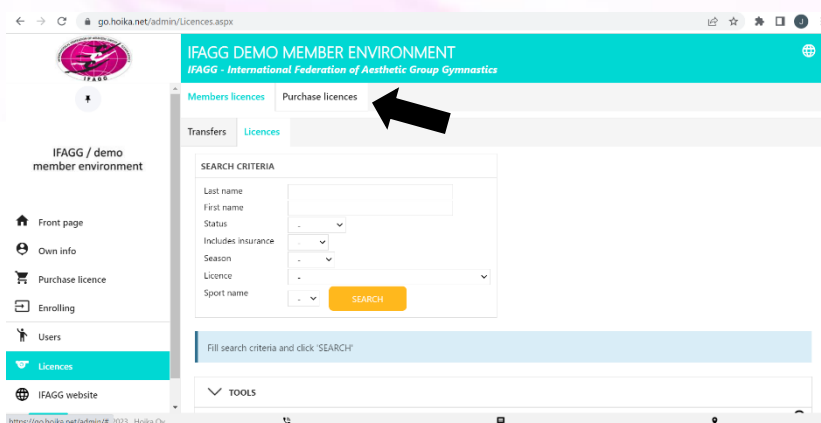


Then “Import a ready file”.

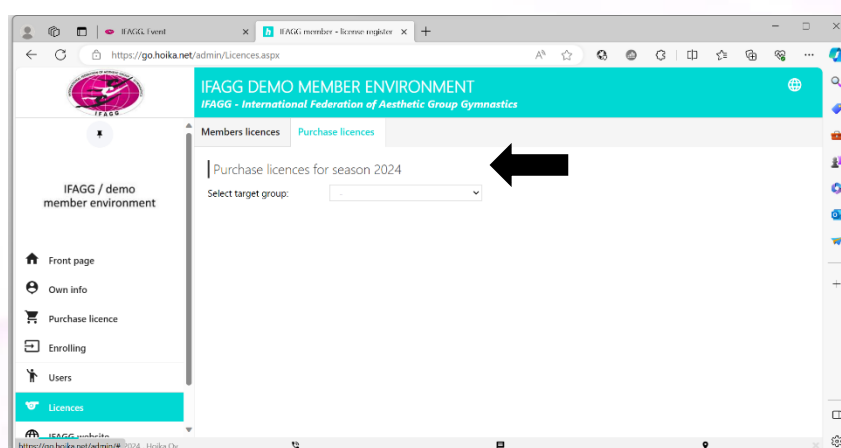
After you have all the people in Hoika you can start purchasing licenses.

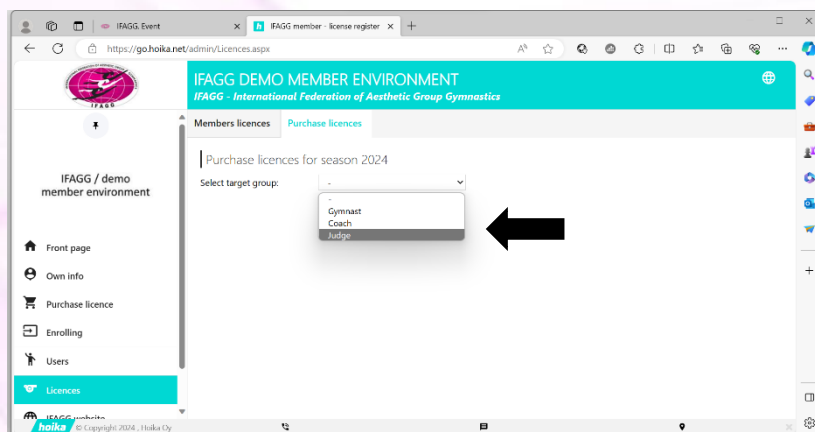


Choose “Licenses” from the left.

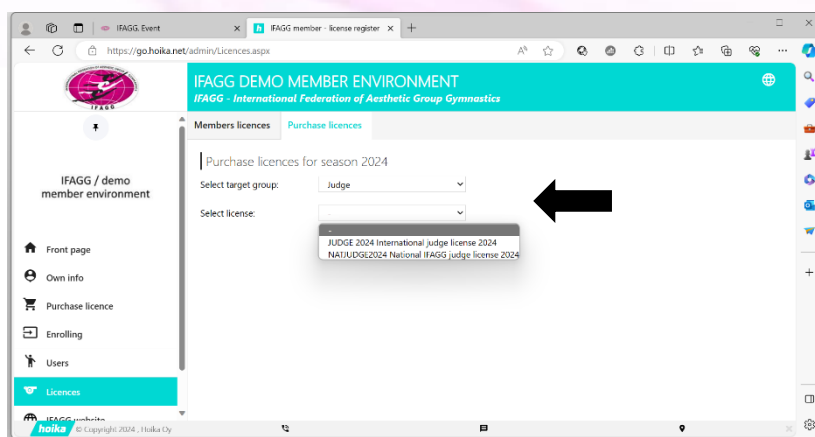


Choose “Purchase licenses”.

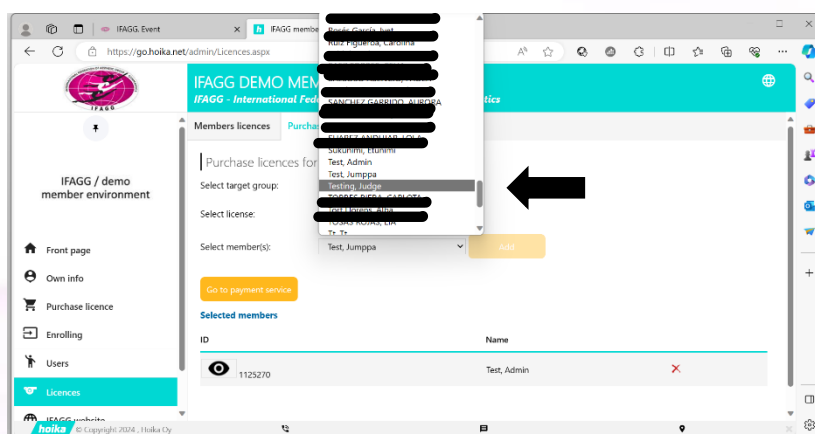




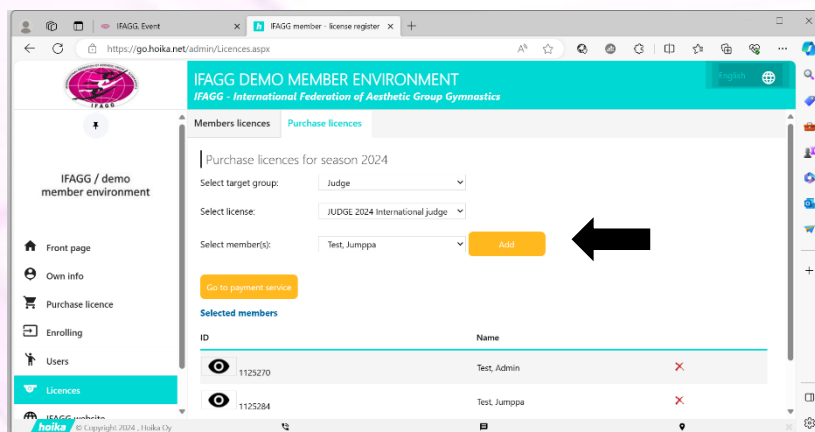
Choose the “target group” you are buying licenses. In these instructions it has been used “Judge” as an example.



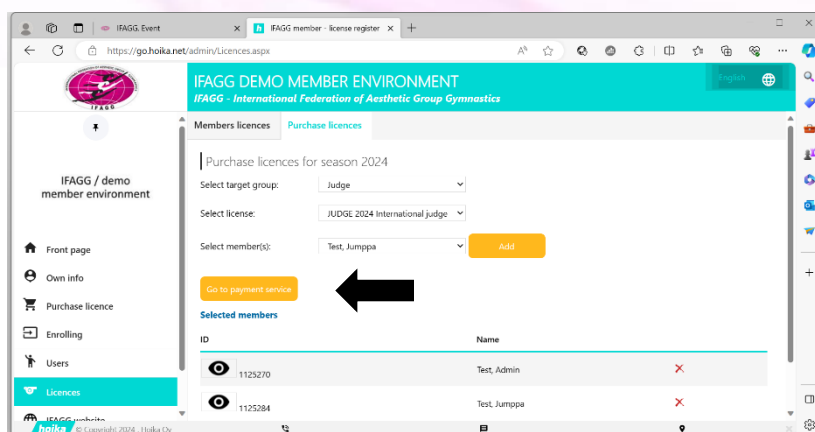
Choose the license type.



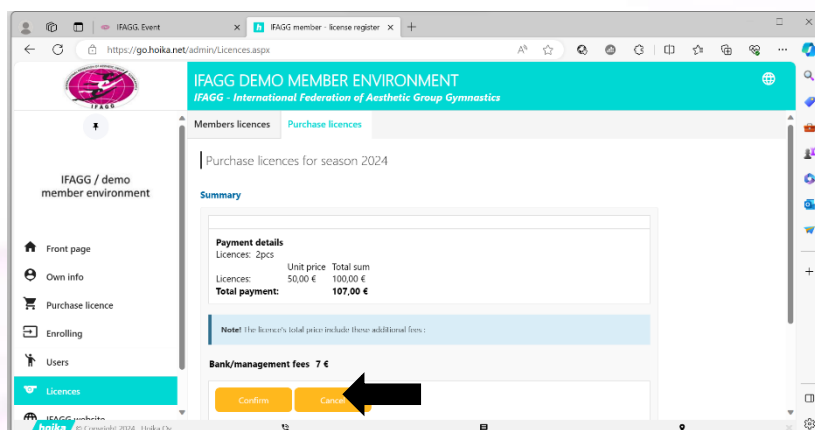
Choose all the persons you want to buy this license type. Select the person and push “Add”.



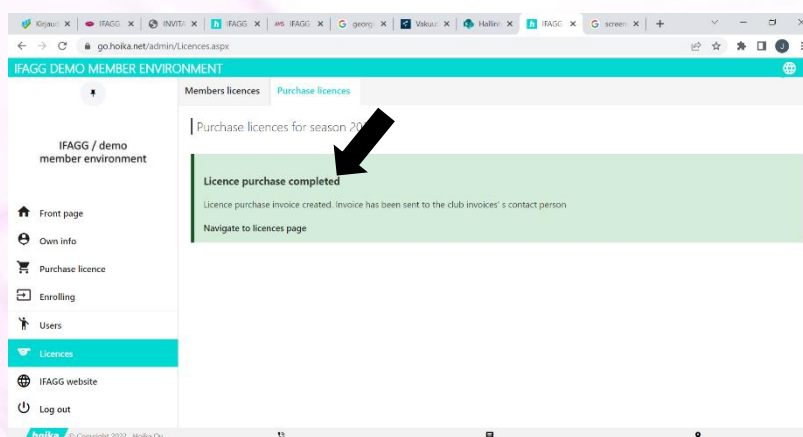
You will see all the persons you have selected in the list.



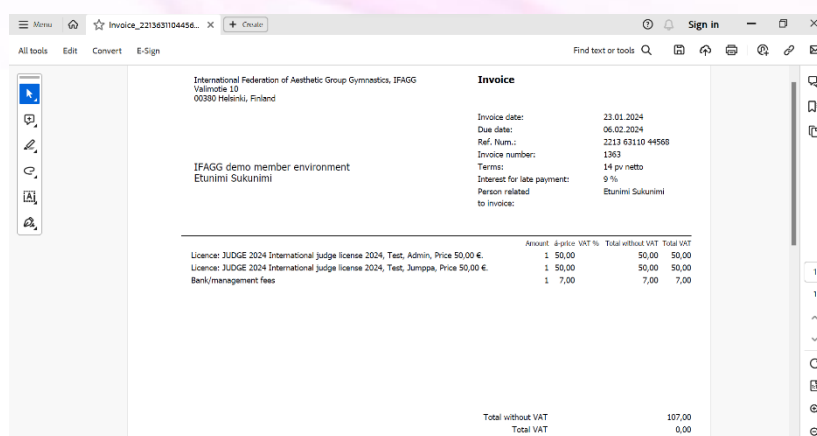
When you have selected all the licenses for this license type, choose “Go to payment service”.



You will see the summary of purchased licenses. Choose “Confirm”.



You will see the confirmation of the license purchase and will receive the invoice to email.



The screenshot shows an invoice from the International Federation of Aesthetic Group Gymnastics (IFAGG). The invoice details are as follows:

Invoice	
Invoice date:	23.01.2024
Due date:	06.02.2024
Ref. Num.:	2213 63110 44568
Invoice number:	1363
Terms:	14 pu netto
Interest for late payment:	9 %
Person related to invoice:	Eturimi Sukunimi

	Amount	Price	VAT %	Total without VAT	Total VAT
Licence: JUDGE 2024 International judge license 2024, Test, Admin, Price 50,00 €.	1	50,00		50,00	50,00
Licence: JUDGE 2024 International judge license 2024, Test, Jumps, Price 50,00 €.	1	50,00		50,00	50,00
Bank/management fees	1	7,00		7,00	7,00
Total without VAT				107,00	
Total VAT				0,00	0,00
Total				107,00	0,00

You will have all the licenses with the same license license type in one invoice. Do this same with all different license types.

With this license function, you can buy licenses any time you need to. You can also make as many purchases/invoices you want to. Remember that with judge licenses we follow [the judge regulations](#). If you buy and pay licenses less that 5 bank days before the competition, be ready to show the receipt of the payment.