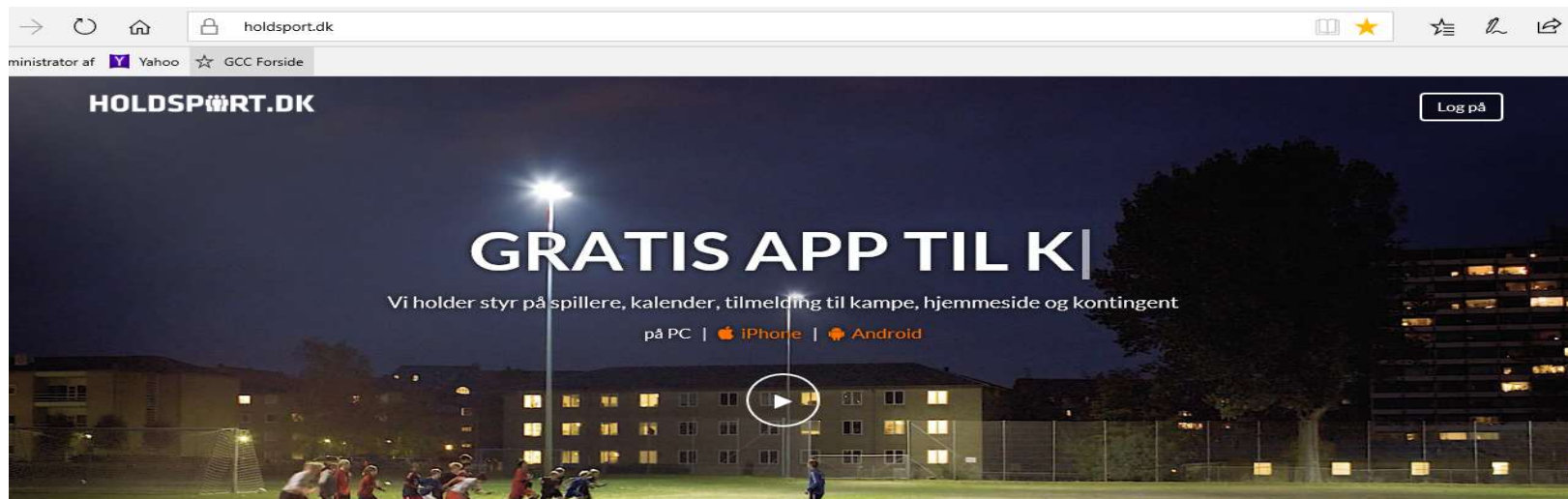


# How to Use Holdsport

- How to log on.....side 1-4
- How to sign-up as a guest instructor.....side 5-7
- How to view all the planned activities.....side 8
- Need help?.....side 9



# How to log-on

1. Type your user name here. If you don't have a user name ask Bent or Anne.

2. If/when you have your user name but don't have/can't remember your password, click here and you will receive an email with a new password.

HOLDSPØRT.DK

Brugernavn

Adgangskode

Husk mig

[Glem adgangskode?](#)

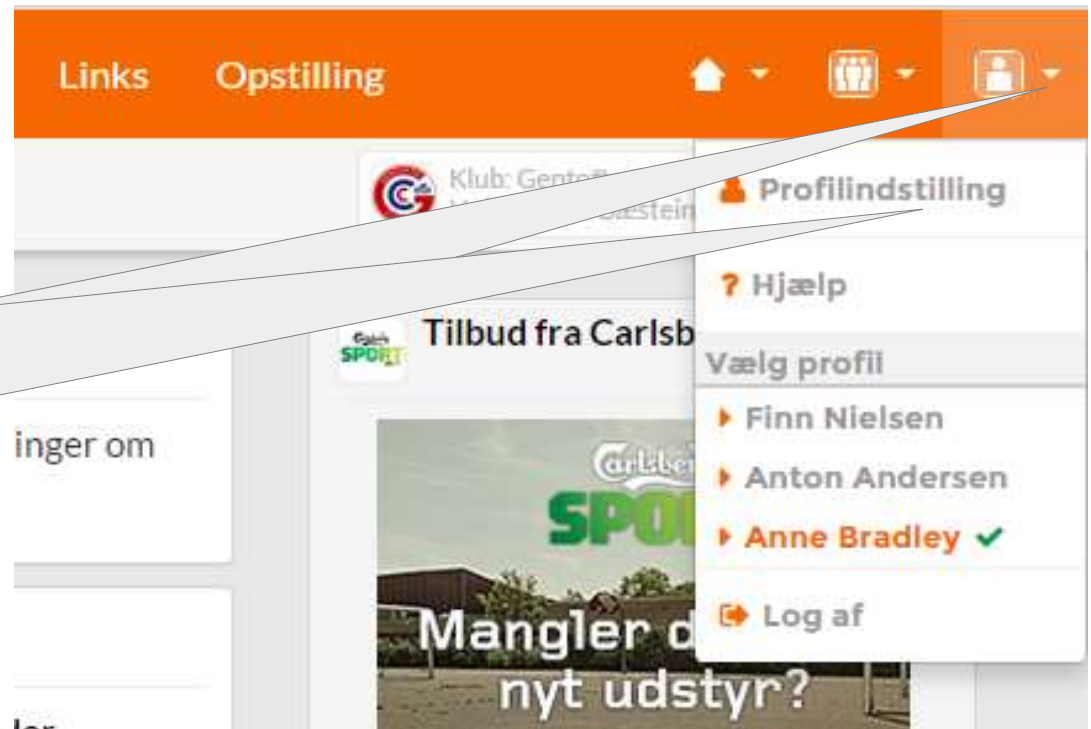
Log på

3. When you have received your type your user name and password and click on "log på".

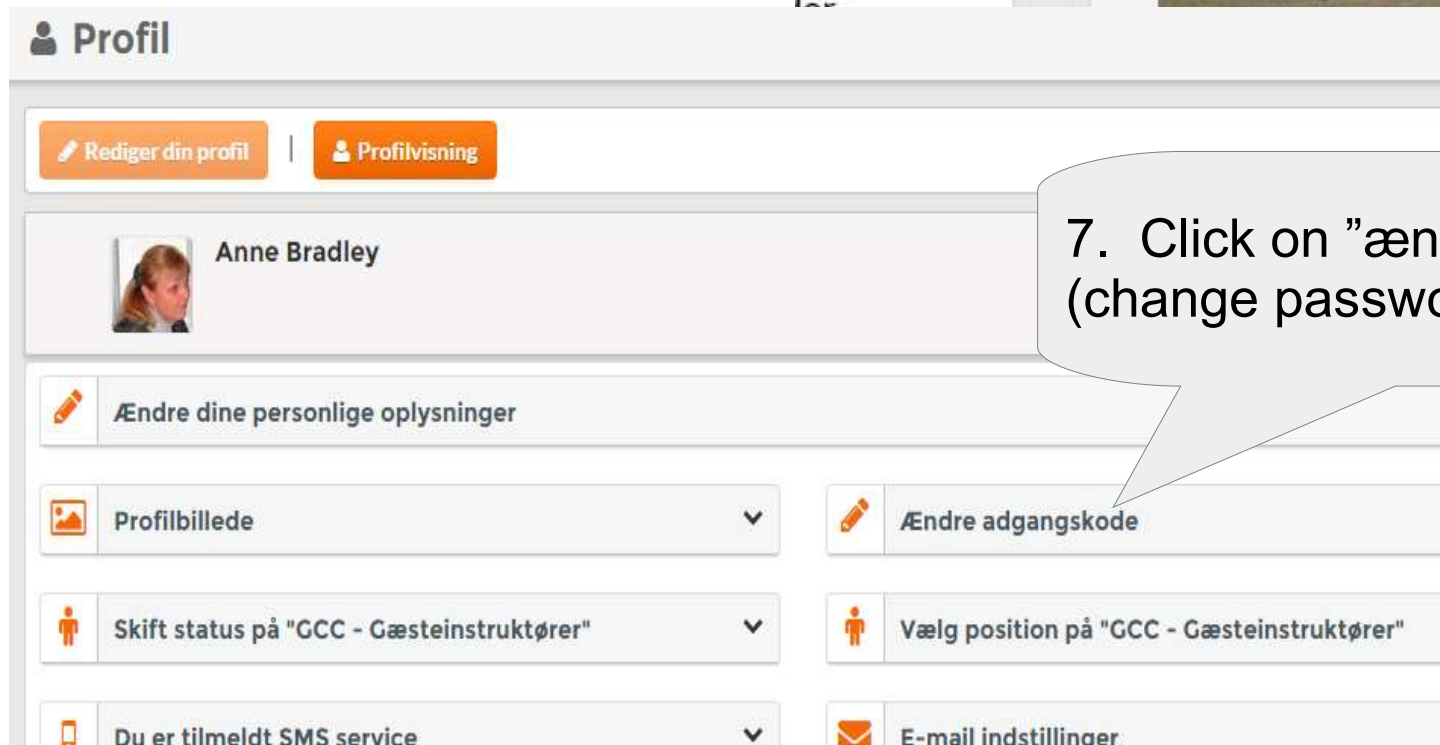
4. If you click here your computer will remember your log-on Information.

5. Now you can change your password to something you can remember.

6. Click on the arrow and Then click on "profilindstilling"



7. Click on "ændre adgangskode" (change password)



8. Type a new password and confirm by retyping it.

Remember to click on "Gem" (save). Next time you log-on you should use the new password you have just created.

9. You can also change your user name if you want to. Do this by clicking on "Ændre dine personlige Oplysninger" (change your personal information).

The screenshot shows a user profile page for 'Anne Bradley'. At the top, there is a navigation bar with a pencil icon and the text 'Ændre adgangskode'. Below this, there are two input fields: 'Adgangskode' and 'Bekræft adgangskode'. A callout bubble points to these fields with the text '8. Type a new password and confirm by retyping it. Remember to click on "Gem" (save). Next time you log-on you should use the new password you have just created.' Below the input fields, there is a profile card for 'Anne Bradley' with a profile picture. Below the profile card, there is a navigation bar with a pencil icon and the text 'Ændre dine personlige oplysninger'. Below this, there are two more navigation items: 'Profilbillede' with a camera icon and a dropdown arrow, and 'Ændre adgangskode' with a pencil icon.



Anne Bradley

 Ændre dine personlige oplysninger

Navn og fødselsdag

\* Brugernavn

abradley48@ymail.com

\* Fornavn

Anne

\* Efternavn

Bradley

Medlemsnummer

033

Fødselsdag

16/02/1948

Kontaktinformationer

Adresse

Stenmarken 57

Postnummer

2860

By

Søborg

Skjul adresse

kun trænere kan se adressen hvis den skjules

\* E-mail

abradley48@ymail.com

Ekstra-e-mail

Ekstra-e-mail

Mobil

26835319

Telefon

Telefon

Kontaktperson

Kontaktperson

 Gem

10. Type your new user name here. You can also change any information that is incorrect.

11. Remember to click on "Gem" (save).

# How to sign-up as a guest instructor

1. Click on the down arrow.
2. Select GCC Gæasteinstruktører.

The screenshot shows the HoldSport.DK website interface. At the top, there is a navigation bar with links for 'Oversigt', 'Kalender', 'Medlemmer', 'Email', 'Opslagstavle', 'Galleri', 'Statistik', 'Afstemninger', and 'Links'. Below this is a search bar and a 'Oversigt' section. The main content area displays several news items, including 'Anne Bradley oprettede 20 aktiviteter' and 'Bent Sørensen sendte en email'. On the right side, a user profile dropdown menu is open, showing options like 'Hold', 'Holdindstillinger', 'Støt dit hold', 'Opret hold', and 'Vælg hold'. The 'Vælg hold' section is expanded, showing a list of teams: 'GCC - Bestyrelse', 'GCC - Gæasteinstruktører' (highlighted with a green checkmark), 'GCC - Medlemmer', 'GCC - Senior +60 - 1 (tirsdag)', and 'Klubstabs'. Below this, there is a section for 'Administrerede hold' with options like 'GCC - Kondihold', 'GCC - Senior +60 - 2', and 'GCC - Team Cowi'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the date '06-10-2017' and time '12:09'.

[Hjem](#)
[Kalender](#)
[Medlemmer](#)
[Email](#)
[Opslagstavle](#)
[Galleri](#)
[Statistik](#)
[Forum](#)
[Afstemninger](#)
[Links](#)

# Kalender

[Feriekalender](#)
[Opret aktivitet](#)

[IingFun](#)
[SkoleCurling](#)
[Isarbejde](#)
[Træning](#)
[Stævne](#)

Vælg kalender ▼ Vælg aktivitetstype ▼ Tilmeld

< **OKTOBER 2017** >
 MÅNED UGE

MAN	TIR	ONS	TOR	FRE	LØR	SØN
25	26	27	28	29	30	1
				<b>Sheer A + B - Gentofte Sportspark</b> (4/4) ☉ 13:45 - 15:30 👍	<b>Oliver Rosenkrands Søe</b>	
2	3	4	5	6	7	8
			<b>Sheeat B - Gentofte Sportsanlæg / Stig Egberg</b>	<b>ÅBENT HUS - Sheet A+B</b> (4/UB) ☉ 16:00 - 18:00 👍🚫	<b>ÅBENT HUS - Sheet A+B</b> (3/UB) ☉ 11:00 - 15:00 👍🚫	

Vælg hold

- ▶ GCC - Bestyrelse
- ▶ **GCC - Gæsteinstruktører** ✓
- ▶ GCC - Medlemmer
- ▶ GCC - Senior +60 - 1 (tirsdag)
- ▶ Klubstab

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Administrerede hold

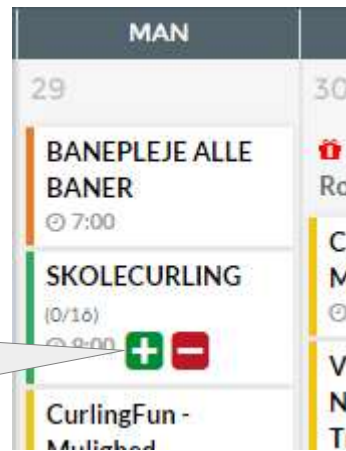
- 👁 GCC - Kondihold
- 👁 GCC - Senior +60 - 2
- 👁 GCC - Team Cowi
- 👁 GCC - Team Thune

2. When this screen appears select "kalender".

<b>19</b> ☉ 13:15 - 17:00 👍 🚫 Bruno Padborg Sheet A: Ulrik 88209280 🚫 Fabian Lehmann Thune Jacobsen <hr/> <b>Sheet A: Kathrine 22 56 13 85</b> (2/2) ☉ 15:15 - 17:00 🚫	<b>20</b> <b>Sheet A: Torben 40539092</b> (2/2) ☉ 16:30 - 18:15 🚫 <hr/> <b>Sheet A+B: Charlotte</b> (4/4) ☉ 18:45 - 20:30 👍🚫	<b>21</b> <b>Sheet A+B: Frederik 61469991</b> (1/4) ☉ 15:30 - 17:15 🟢🚫	<b>22</b> <hr/> <b>Sheet A: Anders</b> ☉ 13:15 - 15:00 👍🚫
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3. Now you can see all the guest arrangements that have been booked.

4. The bookings that need Instructors have a green Square with a "+"



6. Here you can see The number of instructors that have signed-up.



5. Find the booking you want to sign-up for and click on the "+", a "thumb up" will appear.



7. If you want to cancel your participation, click on the "-" and you will get a thumb down.



# See all the upcoming activities

To get an overview of **all the planned activities** in the club, click on the arrow and select the calendar named Gentofte Curling Club. Now you can see training sessions, guest curling sessions, private sessions, i.e. everything that is going on in the club.

The screenshot shows a web interface for a calendar. At the top, there are navigation tabs: 'Oversigt', 'Kalender', 'Gentofte Curling Club', 'Links', and 'Opstilling'. Below the tabs, there is a search bar and a dropdown menu set to 'Gentofte Curling Club'. There are also filters for activity types: 'Træning', 'Social aktivitet', 'Stævne', and 'Øveaften'. The main content is a calendar for 'SEPTEMBER 2014'. The calendar is organized by week (UGE) and day of the week (DAG). The activities listed are:

UGE	MAN	TIR	ONS	TOR	FRE	LØR	SØN
36	1	2	3	4	5	6	7
	BANEPLJEJE ALLE BANER (GCC - Medlemmer) @ 7:00 CurlingFun - Mulighed (GCC - Medlemmer) @ 15:00 Sheet B - Team Halse (GCC - Medlemmer) @ 19:30	Autu Dietrich Mikkel Valsø Johansen BANEPLJEJE ALLE BANER (GCC - Medlemmer) @ 7:00 CurlingFun - Mulighed (GCC - Medlemmer) @ 12:45	Nikolai Qvist BANEPLJEJE ALLE BANER (GCC - Medlemmer) @ 7:00 CurlingFun - Mulighed (GCC - Medlemmer) @ 15:00	BANEPLJEJE ALLE BANER (GCC - Medlemmer) @ 7:00 CurlingFun - Mulighed (GCC - Medlemmer) @ 11:45 CurlingFun - Mulighed (GCC - Medlemmer) @ 14:00	DCuF - Herre & Damer Elitetunering (GCC - Medlemmer) @ 8:00 Gcc - Varmrummet Magnus Popp BANEPLJEJE ALLE BANER (GCC - Medlemmer) @ 7:00 CurlingFun - Mulighed (GCC - Medlemmer)	BANEPLJEJE ALLE BANER (GCC - Medlemmer) @ 8:00 CurlingFun - Mulighed (GCC - Medlemmer) @ 11:00 CurlingFun - Mulighed (GCC - Medlemmer)	CurlingFun - Mulighed (GCC - Medlemmer) @ 10:00 CurlingFun - Mulighed (GCC - Medlemmer) @ 12:15 Sheet B - Team Halse (GCC - Medlemmer)

# And finally . . .

If you want to have a private session booked in the calendar, call or write to:

- Bent (29656607) -bentmosebuen@fasttvnet.dk
- Anne B. (26835319) – abradley48@ymail.com



Good luck with Holdsport and  
If you need help, just ask!