FAQ | Membership Administration
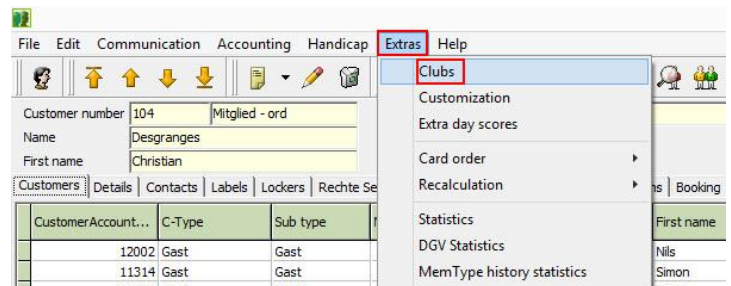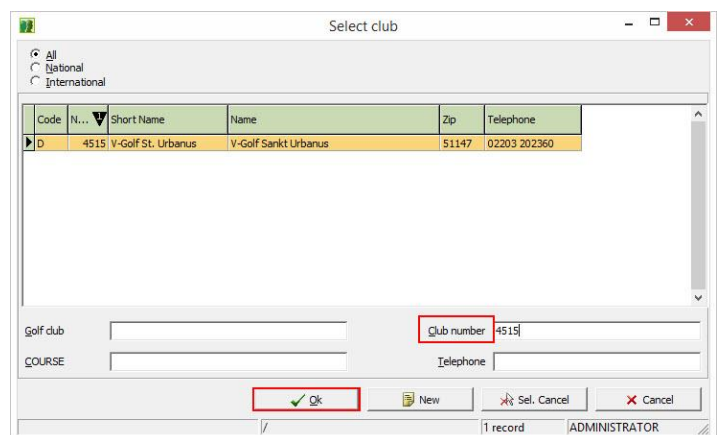
Import Data from the DGV IIS

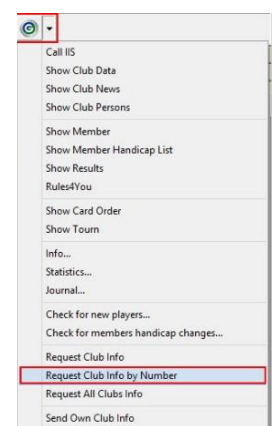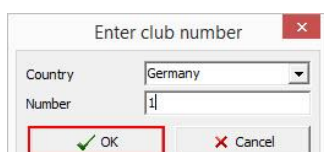1. In the menu bar, click "Extras" and choose "Clubs" from the list.

2. A new window will appear. Press "F3" and in the field "Club number", enter the number of the club you want to update. In this example, the number is: 4515. Confirm with "Ok".

3. Click on the small arrow near the DGV-intranet button and choose "Request Club Info by Number" from the list.
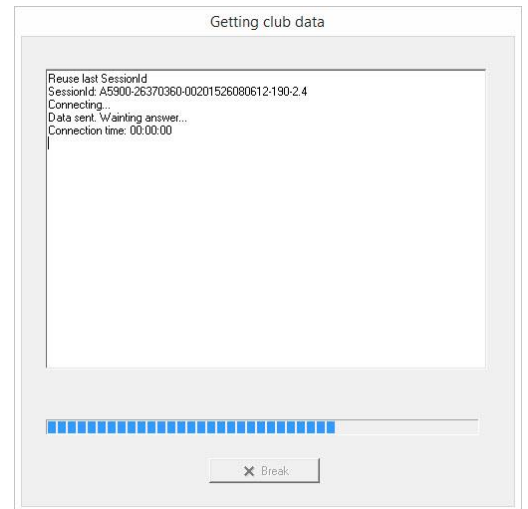
   (Alternatively, you can choose "Request info for selected club" in case that the club has previously been selected. Enter the club number and confirm with "Ok".)
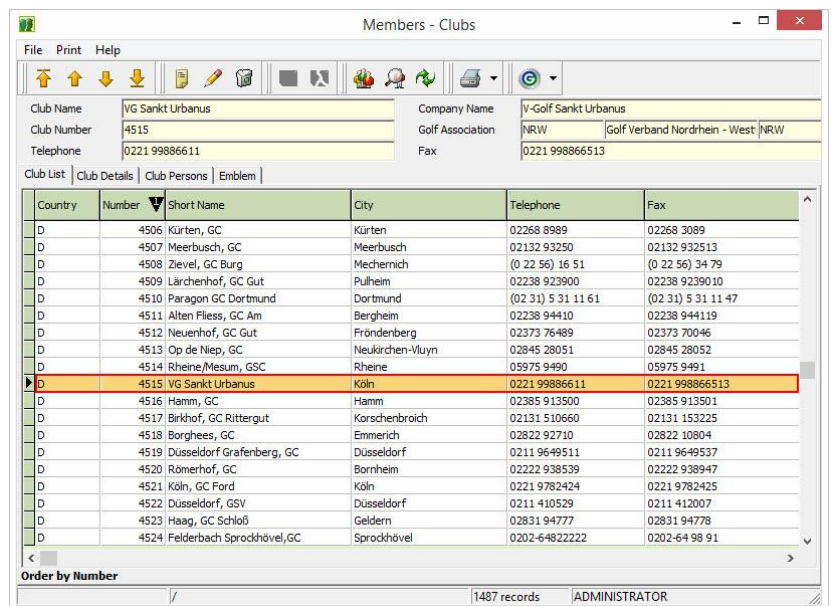
FAQ | Membership Administration

Import Data from the DGV IIS

4. Wait until the required data is retrieved from the IIS of the DGV intranet!

5. Afterwards, the club's data is updated.

NOTE:
Updates will only be displayed if the respective club has updated its data via its CVS-Software and provided access to it in the IIS.