



Nyon, October 13th 2017

Dear Friends,

This is to kindly inform you that the Procedure to enter the events in the LEN Calendar 2018 is now open.

Please click on <http://84.33.2.63/IntranetLEN/IntranetLEN.aspx> and enter your Login and Password when prompted (please contact us in case you need any assistance).

On the following pages you will find the detailed procedure allowing you to register in the **LEN Calendar** all the events of your National Federation for the upcoming year.

Please kindly note that according to **LEN Regulation E.5.2** all events must be entered into the LEN Calendar by **December 1st, 2017**.

Best regards,

LEN OFFICE

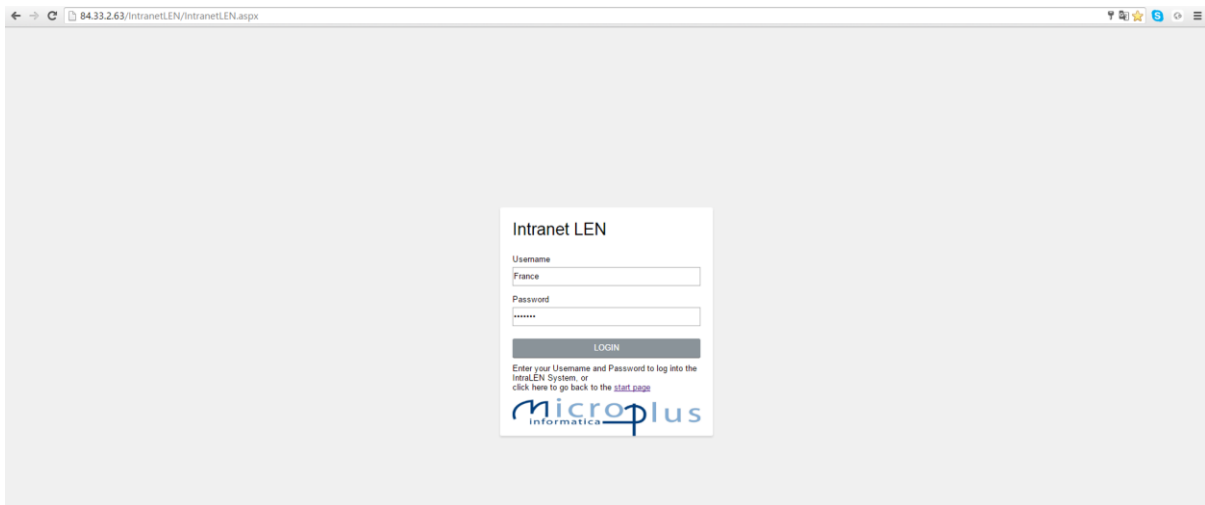


LEN CALENDAR PROCEDURE

1- Connect to your account

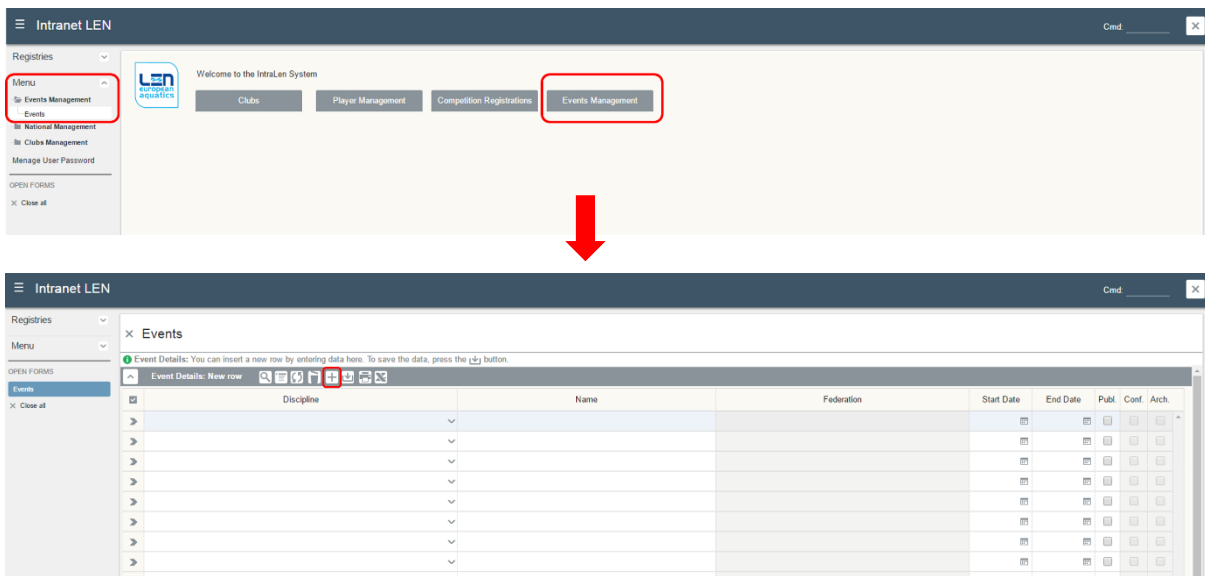
To connect to your LEN Intranet interface please click on

<http://84.33.2.63/IntranetLEN/IntranetLEN.aspx>



2- Add an event


Once connected to your account you will be able to add events, which will then appear on LEN Website. To start, please click on **Events Management**.

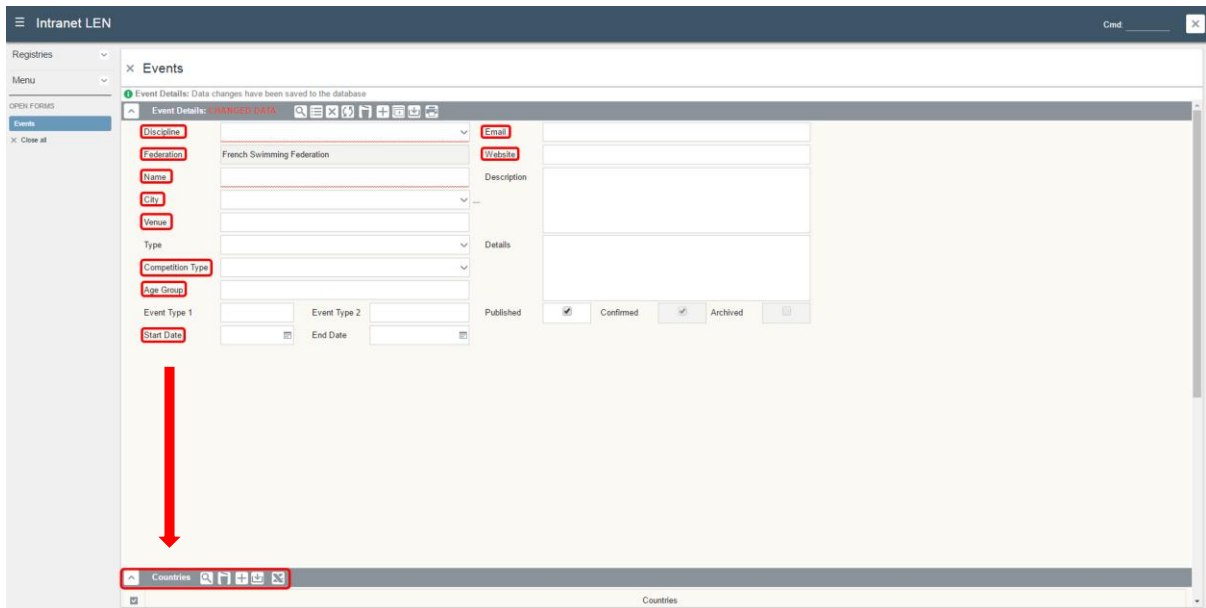


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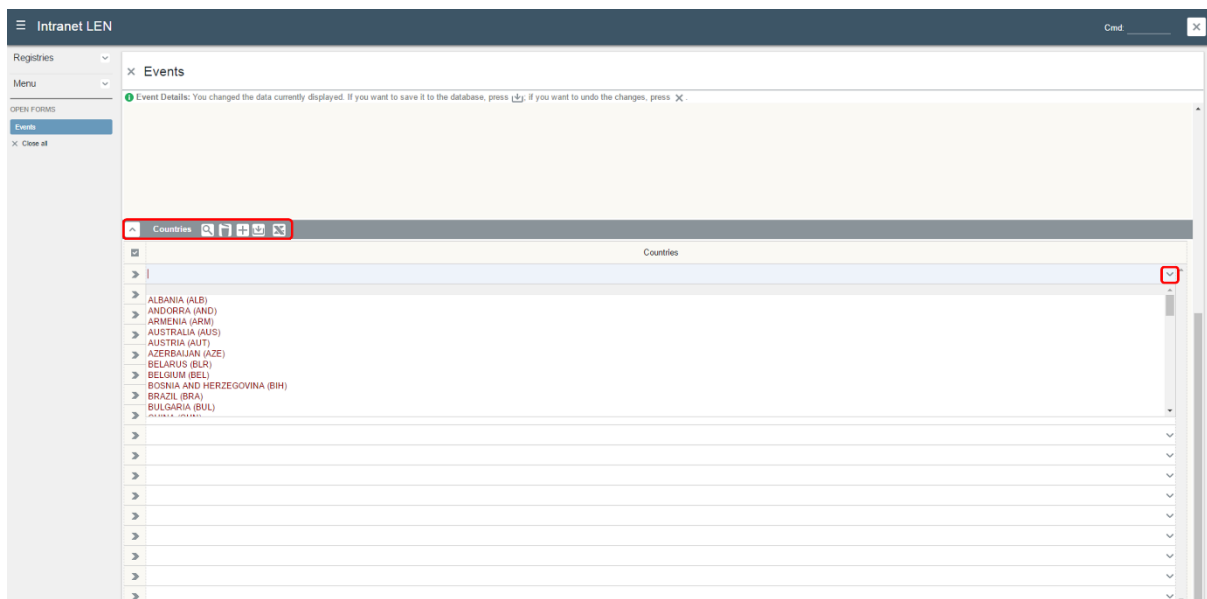
The toolbar will help you to manage all the events which will be registered by your Federation.



To add an event, please click on , then fill all the mandatory fields which are circled in **RED**

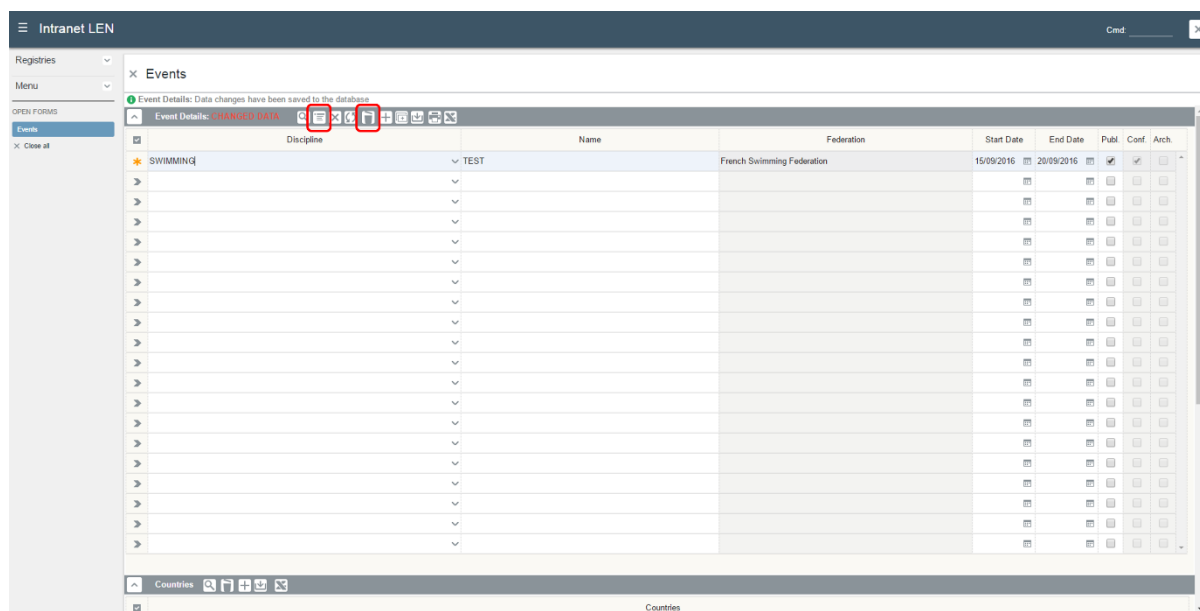




To register the countries participating to the events, please scroll down and indicate which one(s) will take part.



Once done, please click on  to save your event.

Once saved, your event should appear listed on the main page together with all the other ones you have registered.



If you want to modify some details of your event please click on  . If you want to delete it click on  .

In case you wish to print the list of your events, please click on 