



FKA Suomisport How-To Guide

Introduction

This how-to guide is for club members belonging to the Finnish Kendo Association (FKA). It describes how to create a Suomisport account, how to obtain an FKA sports license, optionally group insurance, and how to register to events managed via Suomisport. It does not cover paying membership dues to your club.

So what is Suomisport? Provided by the Finnish Olympic Committee, Suomisport is a modern and easy-to-use digital service for the entire sports community. Suomisport offers ways to find interesting sports events and register for them easily. You can use the service to purchase and pay for sports licences, insurance policies, club membership fees and other products.

A valid sports license is a prerequisite for practicing one or more of the arts of laido, Jodo, Kendo, Naginata, or Sports Chanbara in any club belonging to the FKA. A license is also required for being able to register to FKA events, such as gradings. Only a single license is required to practice any of the arts represented by the FKA.

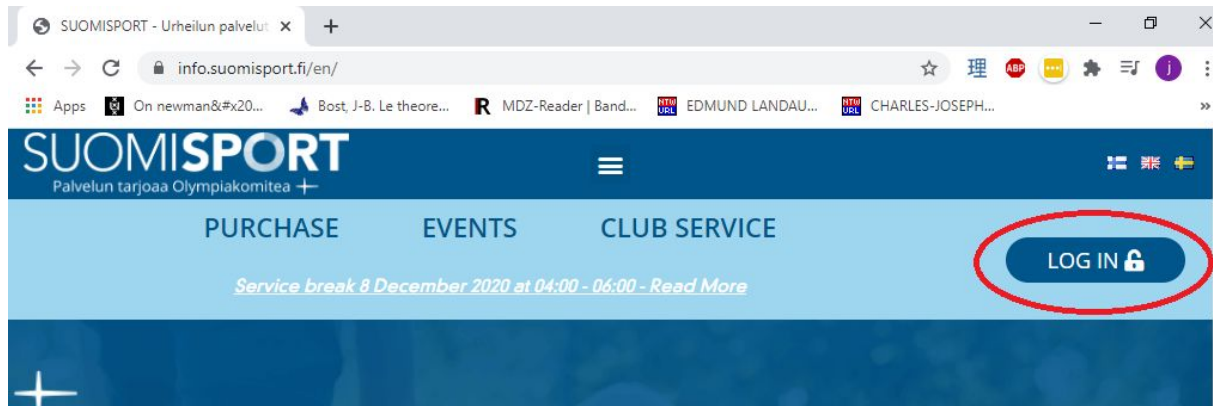
Along with the FKA license you may also obtain, for a nominal fee, FKA mediated group insurance covering accidental sports-related injuries in the events organized by the FKA or by a club belonging to the FKA. Please send queries concerning the exact terms and conditions of the group insurance to jasenvastaava@fka.fi. If you do not wish to purchase group insurance you must have an alternate insurance with a “sports extension” that covers budo related injuries of your art.

In addition to the FKA license and some form of insurance, you will need to join a club belonging to the FKA and pay membership dues to the club. Each club has their own membership fees and structures, so no generic instructions are given here. Please consult your club’s treasurer.

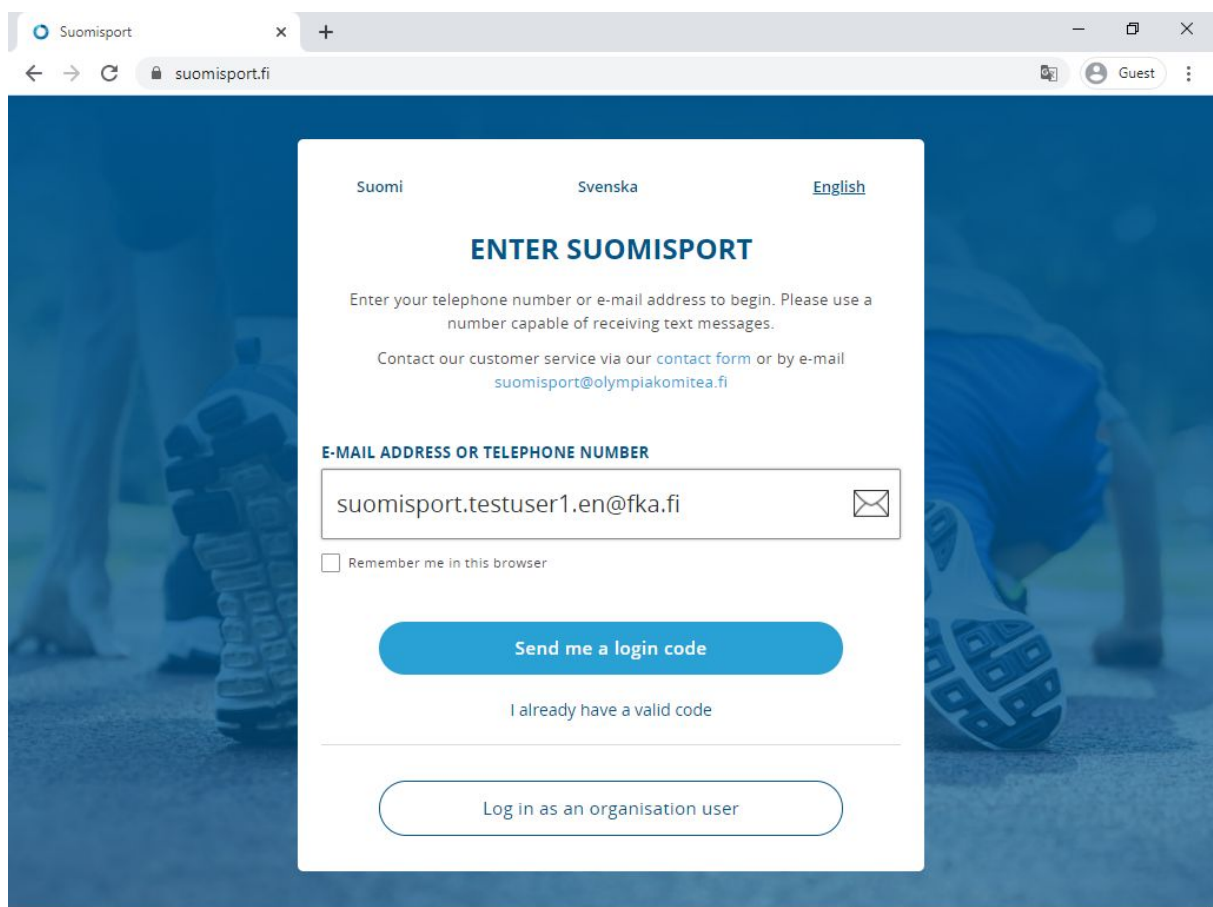
Registering as a Suomisport user

First you must create an account for yourself in Suomisport. You must create an account for yourself even if you are a parent or a guardian of an underaged dependent: in this case you will create a linked account for your dependent in a separate step.

To create an account, browse to <https://suomisport.fi>. This will redirect you to “<https://info.suomisport.fi>”. Click on the UK flag to switch language to English. Account creation begins by attempting to log in, even if you don’t have an account. Click “LOG IN” on the front page.

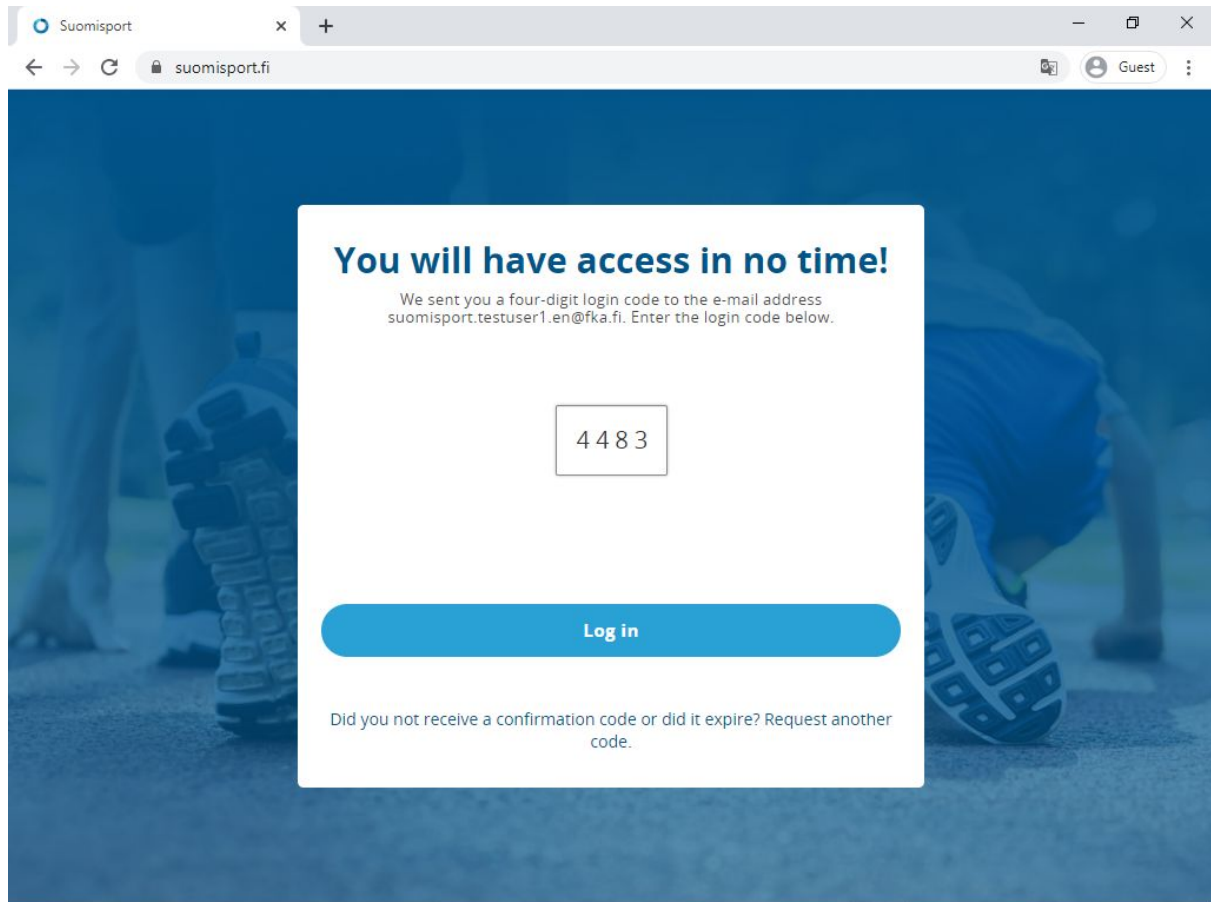


You will land on the following screen, prompting you to enter your phone number or email address. As you don't have a Suomisport account yet, you should add your email address and click "Send me a login code."

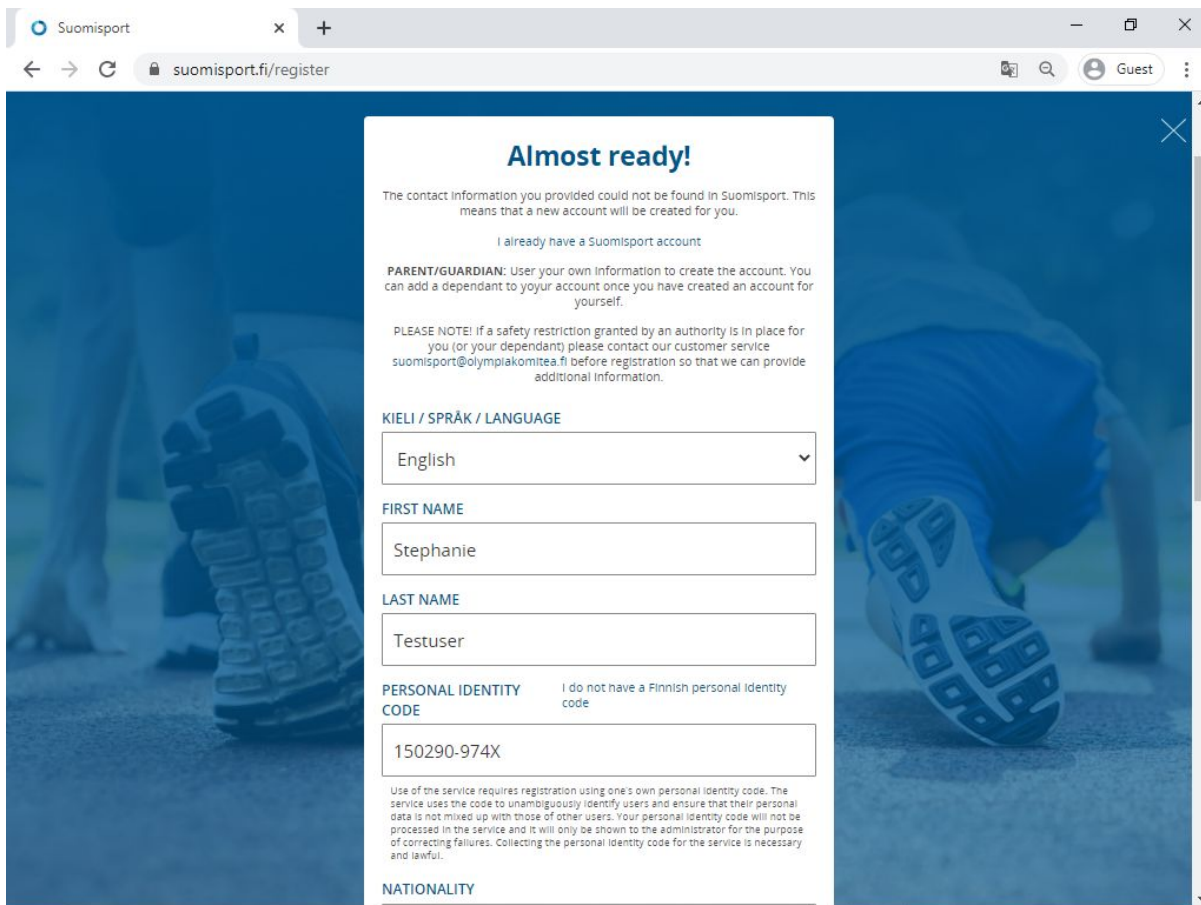


A test email address "suomisport.testuser1.en@fka.fi" is being used as an example here.

Suomisport will now send you an email with a four digit code and send you to this page to confirm your email address. In this example the code is 4483.



The following page will collect some personal information. Please fill in the fields conscientiously, as the contact information is necessary for your club. Especially, under the current pandemic conditions, your club may use Suomisport contact information to pass on to the contact tracing authorities if the club is contacted by them. Please check with your club's representative for details about this.

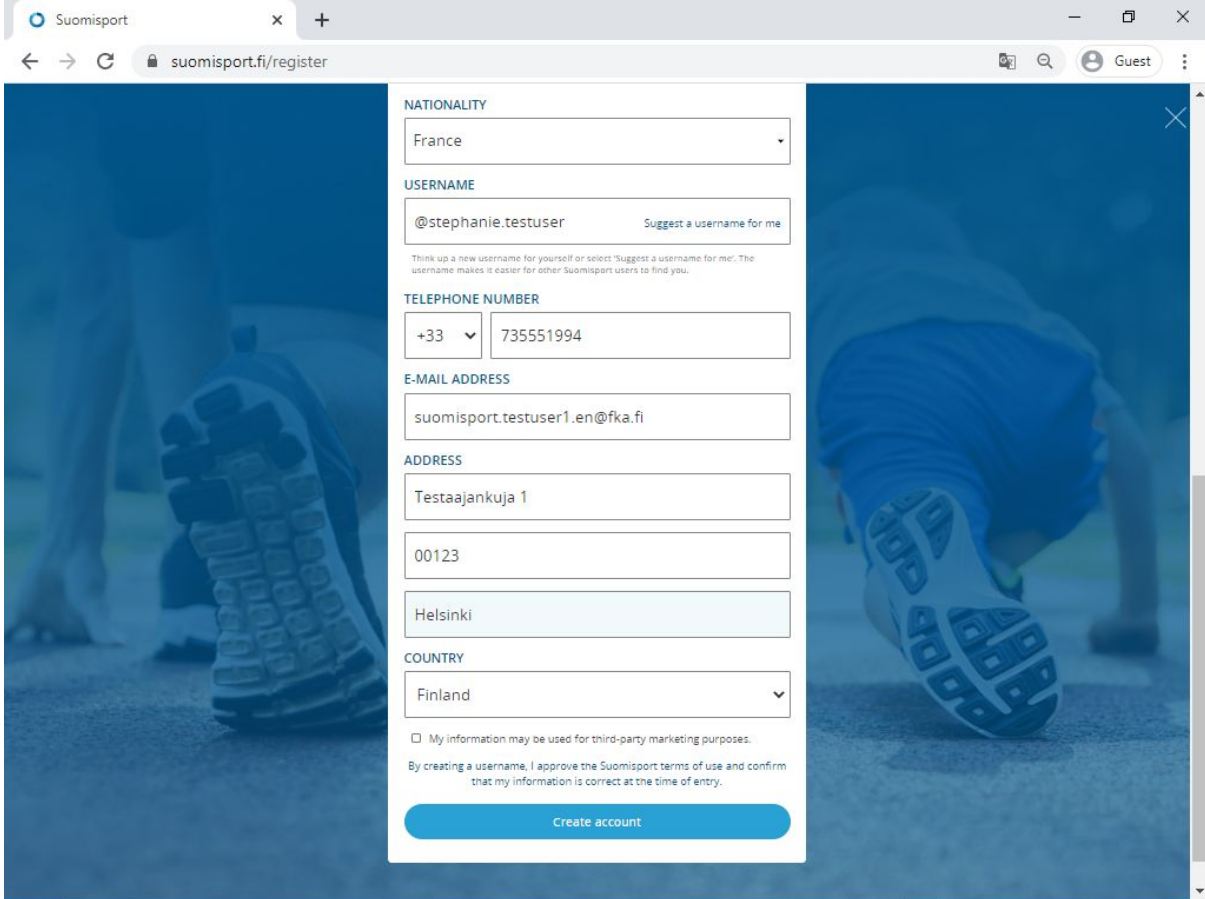


The screenshot shows a web browser window with the URL suomisport.fi/register. The page has a blue background with a kendo player in the background. A white registration form is centered on the page. The form has the following sections:

- Almost ready!**
The contact information you provided could not be found in Suomisport. This means that a new account will be created for you.
I already have a Suomisport account
- PARENT/GUARDIAN:** User your own information to create the account. You can add a dependant to your account once you have created an account for yourself.
- PLEASE NOTE!** If a safety restriction granted by an authority is in place for you (or your dependant) please contact our customer service suomisport@olympiakomitea.fi before registration so that we can provide additional information.
- KIELI / SPRÅK / LANGUAGE**
English
- FIRST NAME**
Stephanie
- LAST NAME**
Testuser
- PERSONAL IDENTITY CODE** I do not have a Finnish personal identity code
150290-974X
- NATIONALITY**

Use of the service requires registration using one's own personal identity code. The service uses the code to unambiguously identify users and ensure that their personal data is not mixed up with those of other users. Your personal identity code will not be processed in the service and it will only be shown to the administrator for the purpose of correcting failures. Collecting the personal identity code for the service is necessary and lawful.

Concerning the “Personal Identity Code” field, this is your Finnish social security number, if you have one. If you are not a Finnish citizen, please select your nationality correctly, and then the field becomes optional. (In our example case we are using a temporary social security number only available for testing.)

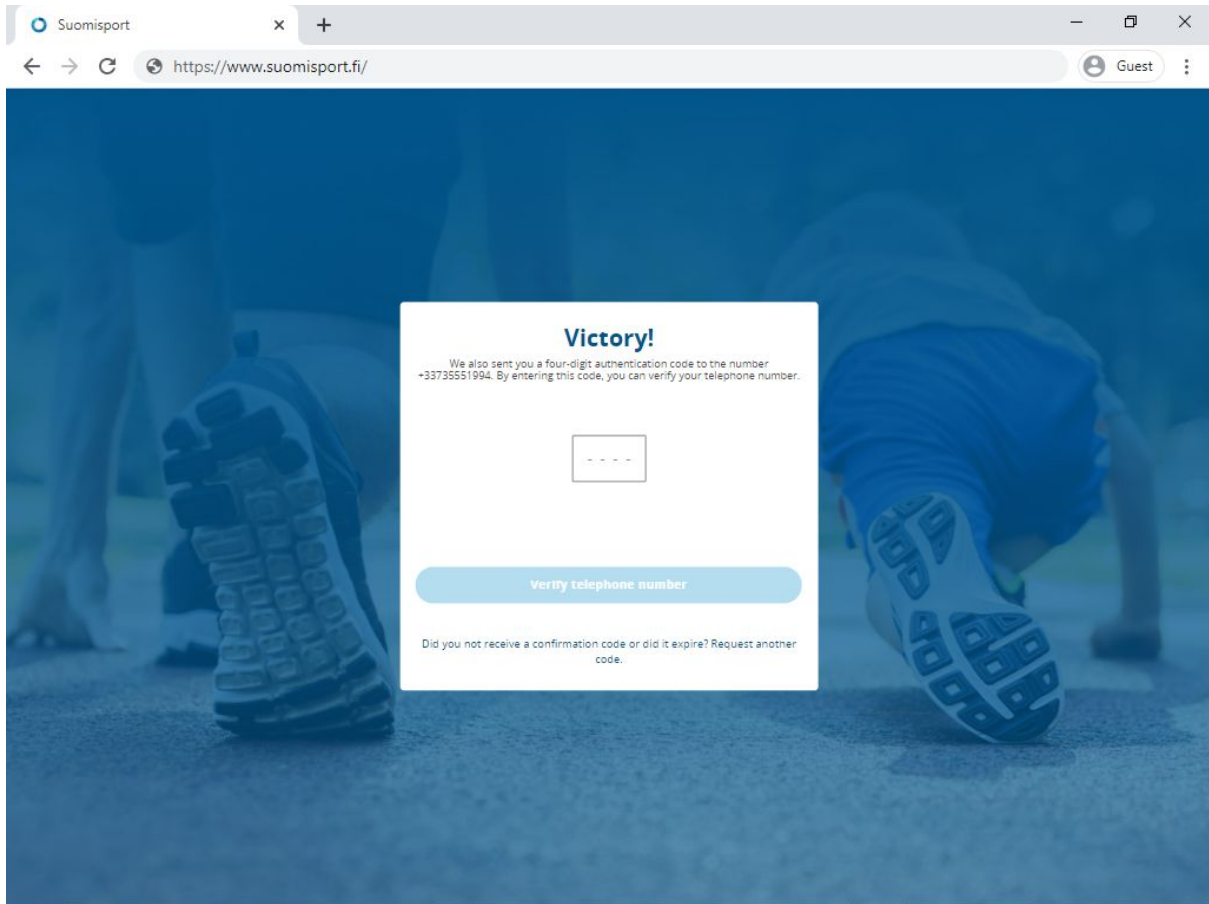


The image shows a web browser window displaying the registration page for Suomisport. The browser's address bar shows the URL "suomisport.fi/register". The page features a registration form with the following fields and options:

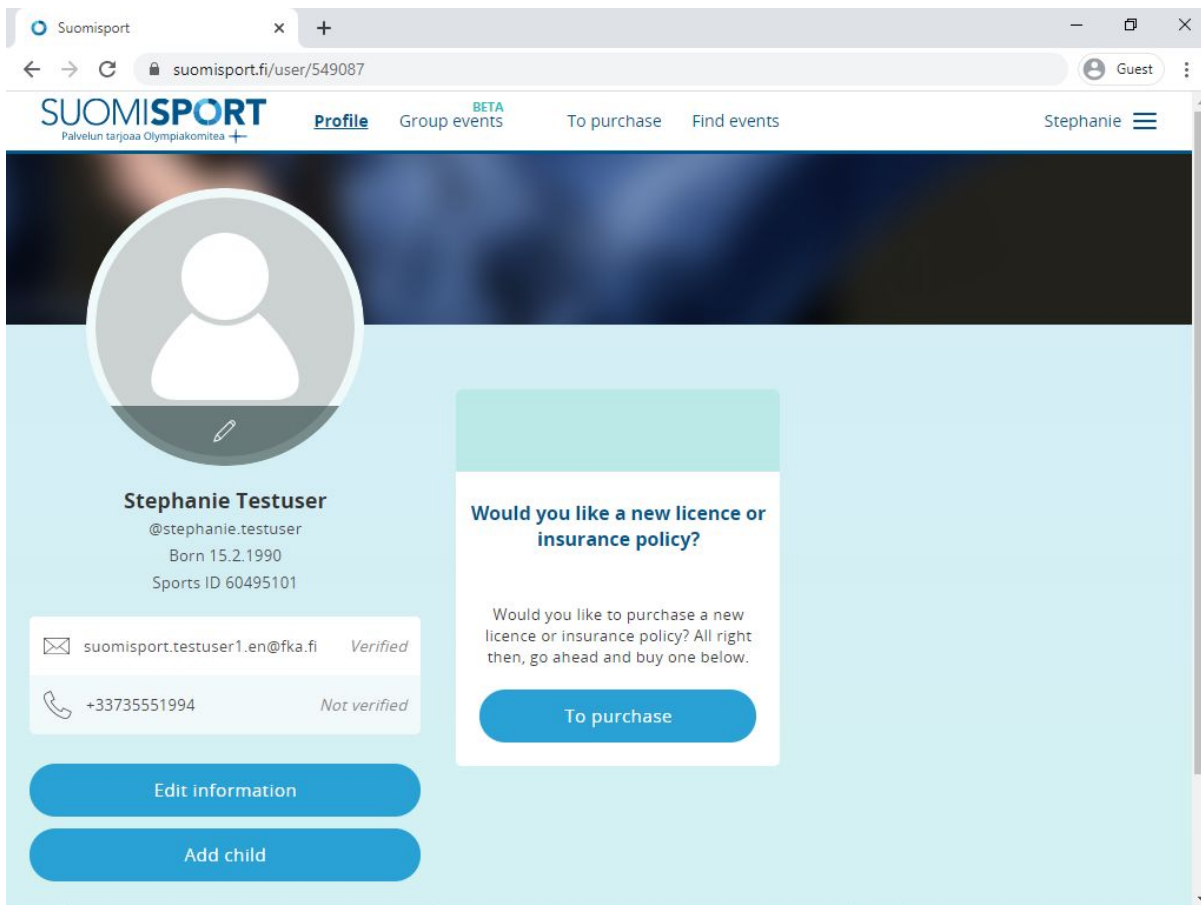
- NATIONALITY:** A dropdown menu with "France" selected.
- USERNAME:** A text input field containing "@stephanie.testuser" and a "Suggest a username for me" button. Below it, a note reads: "Think up a new username for yourself or select 'Suggest a username for me'. The username makes it easier for other Suomisport users to find you."
- TELEPHONE NUMBER:** A dropdown menu with "+33" selected and a text input field containing "735551994".
- E-MAIL ADDRESS:** A text input field containing "suomisport.testuser1.en@fka.fi".
- ADDRESS:** Three stacked text input fields containing "Testaajankuja 1", "00123", and "Helsinki".
- COUNTRY:** A dropdown menu with "Finland" selected.

Below the form, there is a checkbox labeled "My information may be used for third-party marketing purposes." and a line of text: "By creating a username, I approve the Suomisport terms of use and confirm that my information is correct at the time of entry." At the bottom of the form is a blue button labeled "Create account".

Once completed, the following “Victory!” screen is shown. Please verify your phone number by entering the four digit code sent to your phone.

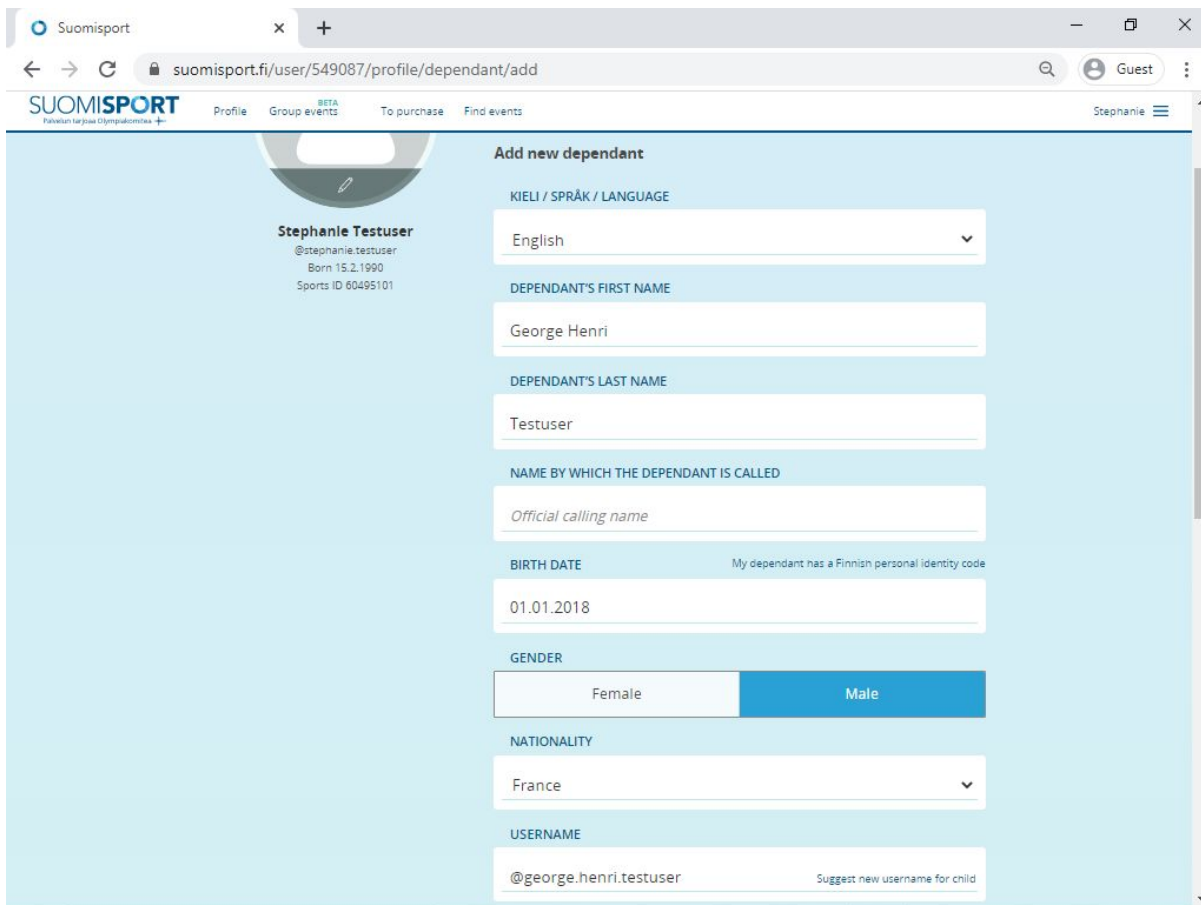


You have now successfully created an account for yourself, and you will then be taken to your basic profile screen.



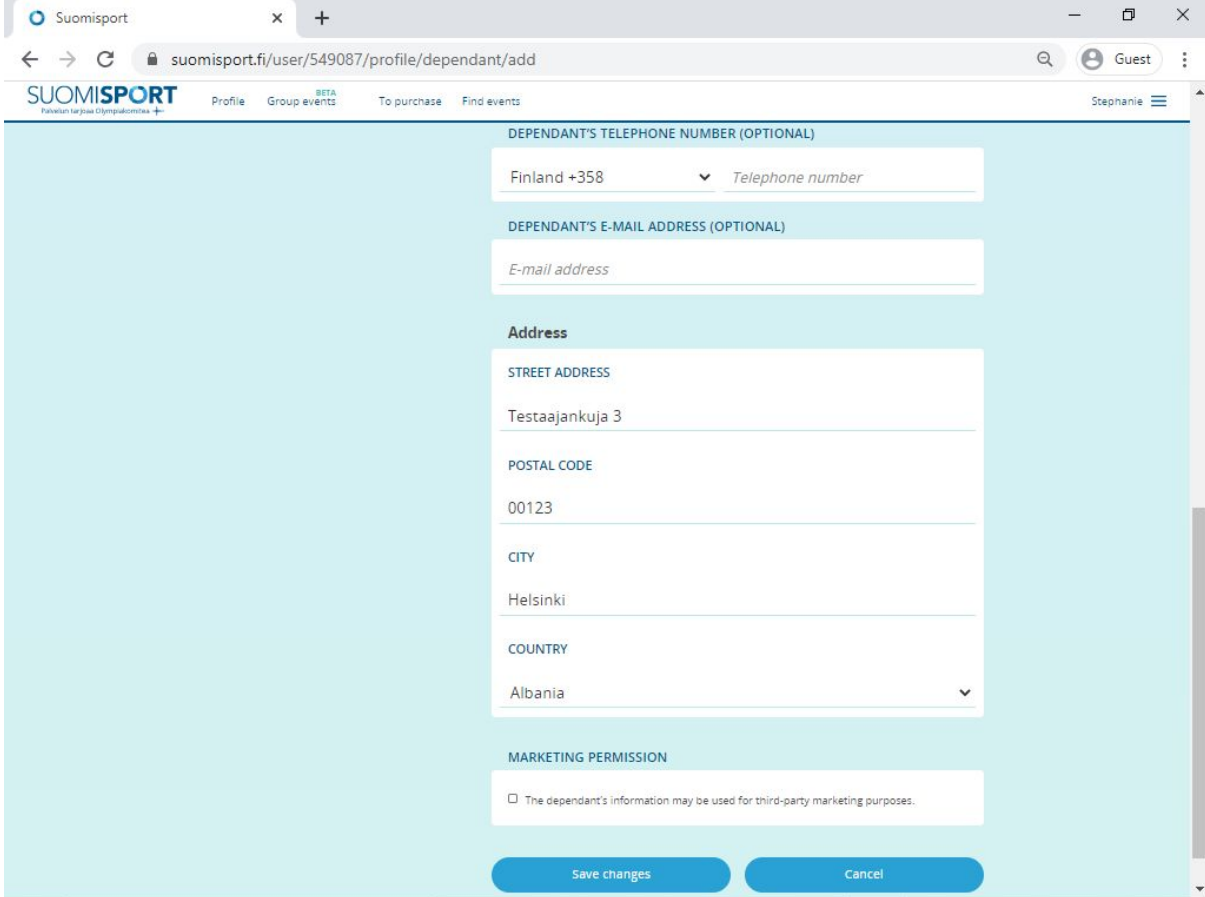
The screenshot shows a web browser window with the URL `suomisport.fi/user/549087`. The page header includes the Suomisport logo, navigation links for Profile, Group events (marked BETA), To purchase, and Find events, and the user name Stephanie. The main content area features a profile card for Stephanie Testuser with a placeholder profile picture, her name, handle @stephanie.testuser, birth date 15.2.1990, and Sports ID 60495101. Below the name are two contact entries: a verified email `suomisport.testuser1.en@fka.fi` and a not-verified phone number `+33735551994`. Two blue buttons, 'Edit information' and 'Add child', are positioned below the contact info. To the right of the profile card is a white box with a teal header asking 'Would you like a new licence or insurance policy?'. The text inside the box asks if the user wants to purchase a new licence or insurance policy and provides a 'To purchase' button.

If you need to create an account for your dependent, do so by clicking on “Add child,” and fill in the required information.



The screenshot shows a web browser window with the URL `suomisport.fi/user/549087/profile/dependant/add`. The page title is "Add new dependant". On the left, there is a profile card for "Stephanie Testuser" with details: "@stephanie.testuser", "Born 15.2.1990", and "Sports ID 60495101". The main form contains the following fields:

- KIELI / SPRÅK / LANGUAGE:** A dropdown menu with "English" selected.
- DEPENDANT'S FIRST NAME:** A text input field containing "George Henri".
- DEPENDANT'S LAST NAME:** A text input field containing "Testuser".
- NAME BY WHICH THE DEPENDANT IS CALLED:** A text input field with the placeholder "Official calling name".
- BIRTH DATE:** A text input field containing "01.01.2018". A note next to it says "My dependant has a Finnish personal identity code".
- GENDER:** Two radio buttons, "Female" and "Male". The "Male" button is selected.
- NATIONALITY:** A dropdown menu with "France" selected.
- USERNAME:** A text input field containing "@george.henri.testuser". A note next to it says "Suggest new username for child".



Suomisport

suomisport.fi/user/549087/profile/dependant/add

Profile Group events ^{BETA} To purchase Find events Stephanie

DEPENDANT'S TELEPHONE NUMBER (OPTIONAL)

Finland +358 Telephone number

DEPENDANT'S E-MAIL ADDRESS (OPTIONAL)

E-mail address

Address

STREET ADDRESS

Testaaajankuja 3

POSTAL CODE

00123

CITY

Helsinki

COUNTRY

Albania

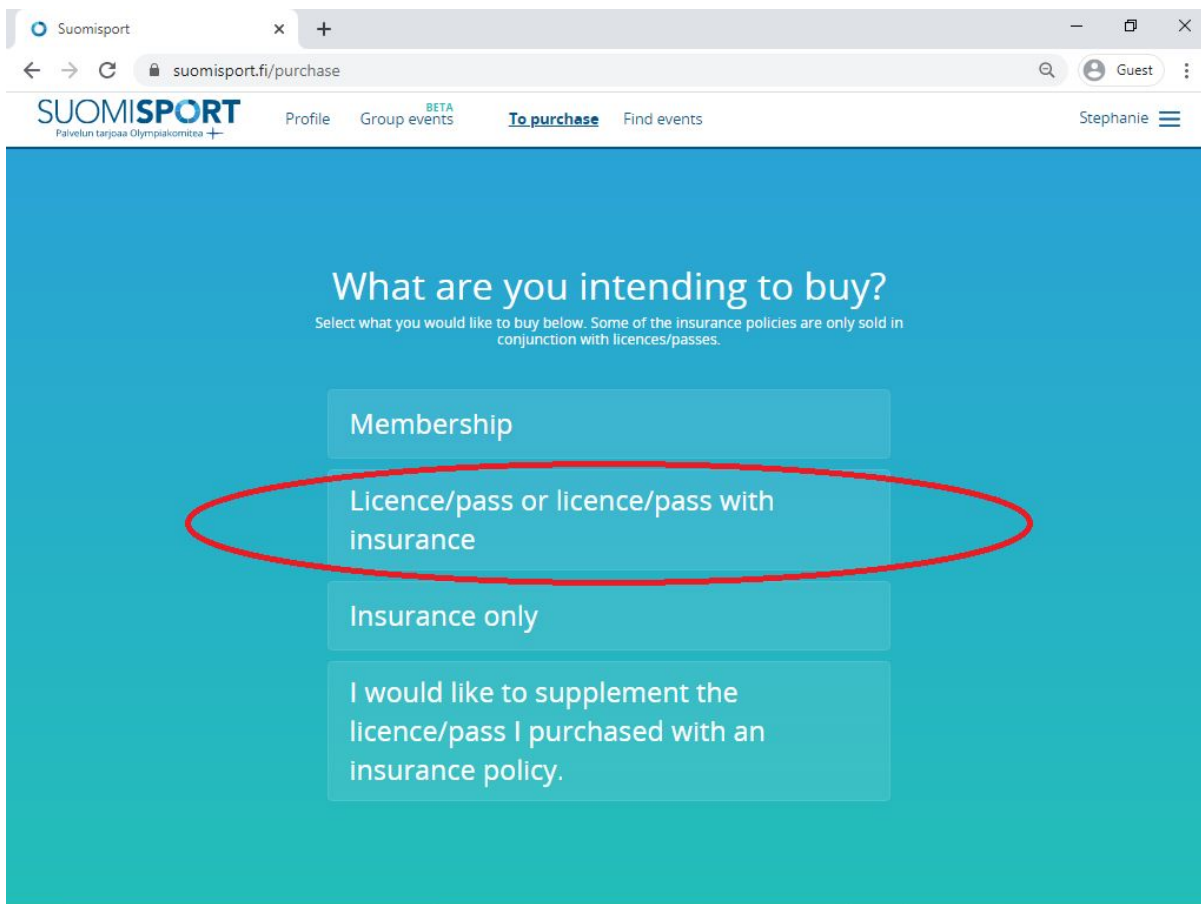
MARKETING PERMISSION

The dependant's information may be used for third-party marketing purposes.

Save changes Cancel

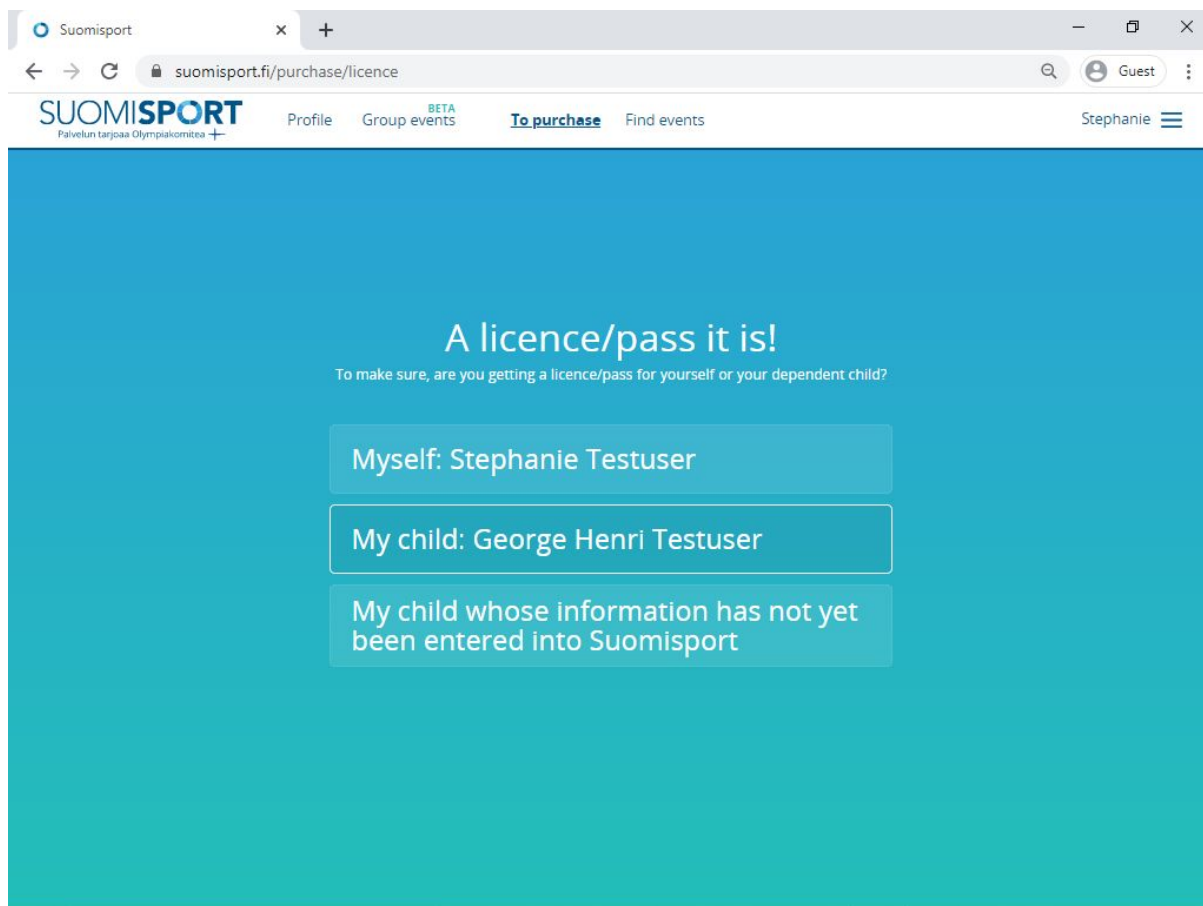
Acquiring an FKA sports license and/or insurance

From your profile page, click on “To purchase.” This will take you to the following screen, where the only correct answer is “License/pass or licence/pass with insurance.” The FKA does not use Suomisport’s insurance providers, so having group insurance is rolled into the license. There are different license types which may be selected depending whether you’d like to purchase FKA mediated group insurance or not.



The screenshot shows a web browser window with the URL suomisport.fi/purchase. The page title is "What are you intending to buy?". Below the title, there is a sub-header: "Select what you would like to buy below. Some of the insurance policies are only sold in conjunction with licences/passes." There are four buttons for selection: "Membership", "Licence/pass or licence/pass with insurance" (circled in red), "Insurance only", and "I would like to supplement the licence/pass I purchased with an insurance policy." The Suomisport logo and navigation menu are visible at the top of the page.

On the next screen choose either “Myself: <your name>” or “My child: <their name>.” We will choose our child in our example, but the process flow is identical when purchasing for yourself.



Suomisport x +

suomisport.fi/purchase/licence Guest

SUOMISPORT Palvelun tarjoaa Olympiakomitea + Profile BETA Group events **To purchase** Find events Stephanie

A licence/pass it is!

To make sure, are you getting a licence/pass for yourself or your dependent child?

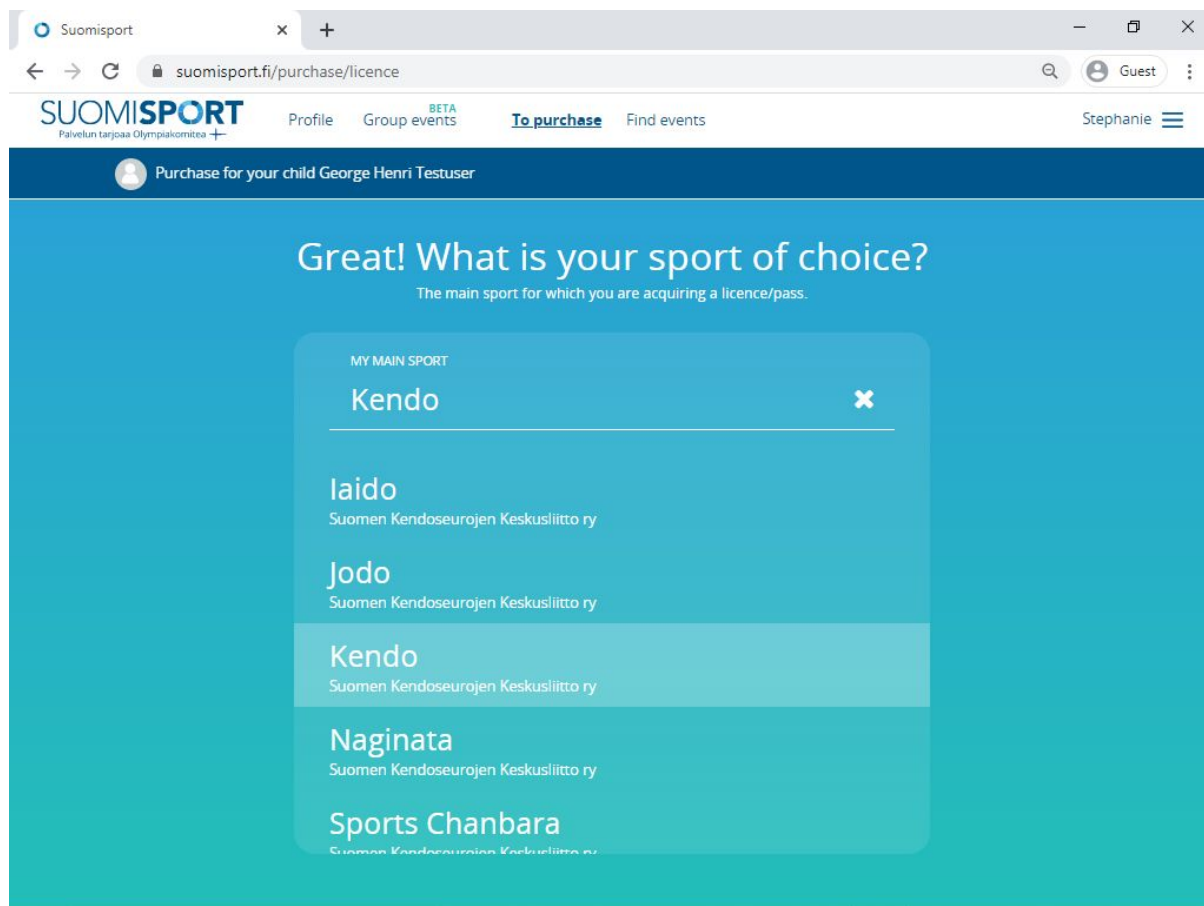
Myself: Stephanie Testuser

My child: George Henri Testuser

My child whose information has not yet been entered into Suomisport

On the next screen you will be asked the main art you wish to practice. This is purely informational for the FKA. The possible choices for the FKA are “Iaido,” “Jodo,” “Kendo,” “Naginata,” or “Sports Chanbara.”

If you type in “Kendo” these choices will be shown to you:

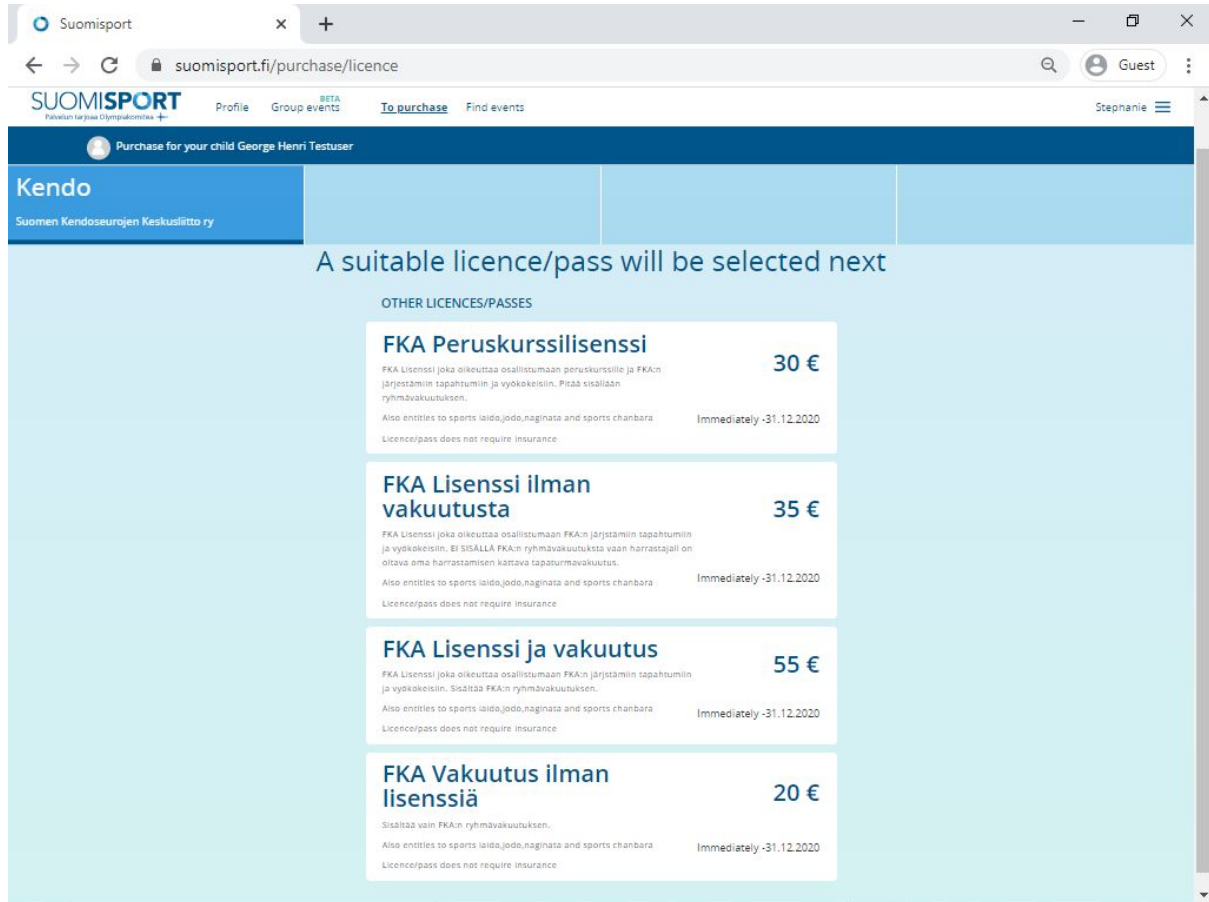


Please check that the federation listed under your chosen art is “Suomen Kendoseurojen Keskusliitto ry.”

On the following screen you will see four choices. Note: the text “License/pass does not require insurance” should be ignored, as it is an artefact of Suomisport’s system, due to the fact that the FKA does not participate in Suomisport’s group insurance policies, but provides one from a third party (currently Turva).

- FKA Peruskurssilisenssi: This is the beginner’s course license. If you are a new member and are attending a beginner’s course, you should choose this option. It includes group insurance mediated by the FKA.
- FKA Lisenssi ilman vakuutusta: This is just the sports license without group insurance.
- FKA Lisenssi ja vakuutus: This is the license including group insurance.

- FKA Vakuutus ilman lisenssiä: Just the group insurance. This option is intended for those who wish to switch from their privately acquired sports insurance to the FKA group insurance policy.



suomispport.fi/purchase/licence

SUOMISPORT Profile Group events **BETA** To purchase Find events Stephanie

Purchase for your child George Henri Testuser

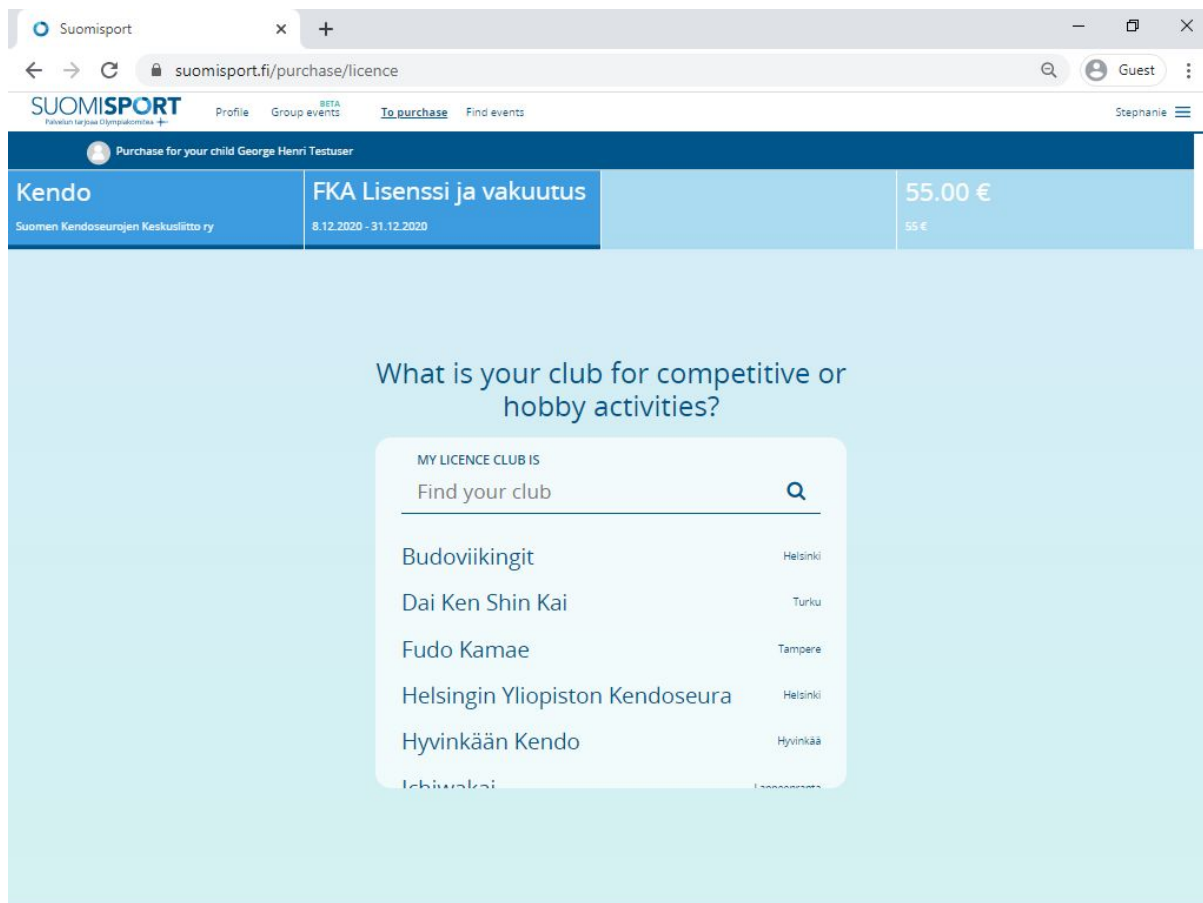
Kendo
Suomen Kendoseurojen Keskusliitto ry

A suitable licence/pass will be selected next

OTHER LICENCES/PASSES

License Name	Price
FKA Peruskurssilisenssi FKA Lisenssi joka oikeuttaa osallistumaan peruskurssille ja FKA:n järjestämiin tapahtumiin ja vyökekeisiin. Pitää sisällään ryhmävakuutuksen. Also entitles to sports laido,jodo,naginata and sports chanbara. Licence/pass does not require insurance.	30 € Immediately -31.12.2020
FKA Lisenssi ilman vakuutusta FKA Lisenssi joka oikeuttaa osallistumaan FKA:n järjestämiin tapahtumiin ja vyökekeisiin. EI SISÄLLÄ FKA:n ryhmävakuutusta vaan harrastajalla on oltava oma harrastamisen kattava tapaturmavakuutus. Also entitles to sports laido,jodo,naginata and sports chanbara. Licence/pass does not require insurance.	35 € Immediately -31.12.2020
FKA Lisenssi ja vakuutus FKA Lisenssi joka oikeuttaa osallistumaan FKA:n järjestämiin tapahtumiin ja vyökekeisiin. Sisältää FKA:n ryhmävakuutuksen. Also entitles to sports laido,jodo,naginata and sports chanbara. Licence/pass does not require insurance.	55 € Immediately -31.12.2020
FKA Vakuutus ilman lisenssiä Sisältää vain FKA:n ryhmävakuutuksen. Also entitles to sports laido,jodo,naginata and sports chanbara. Licence/pass does not require insurance.	20 € Immediately -31.12.2020

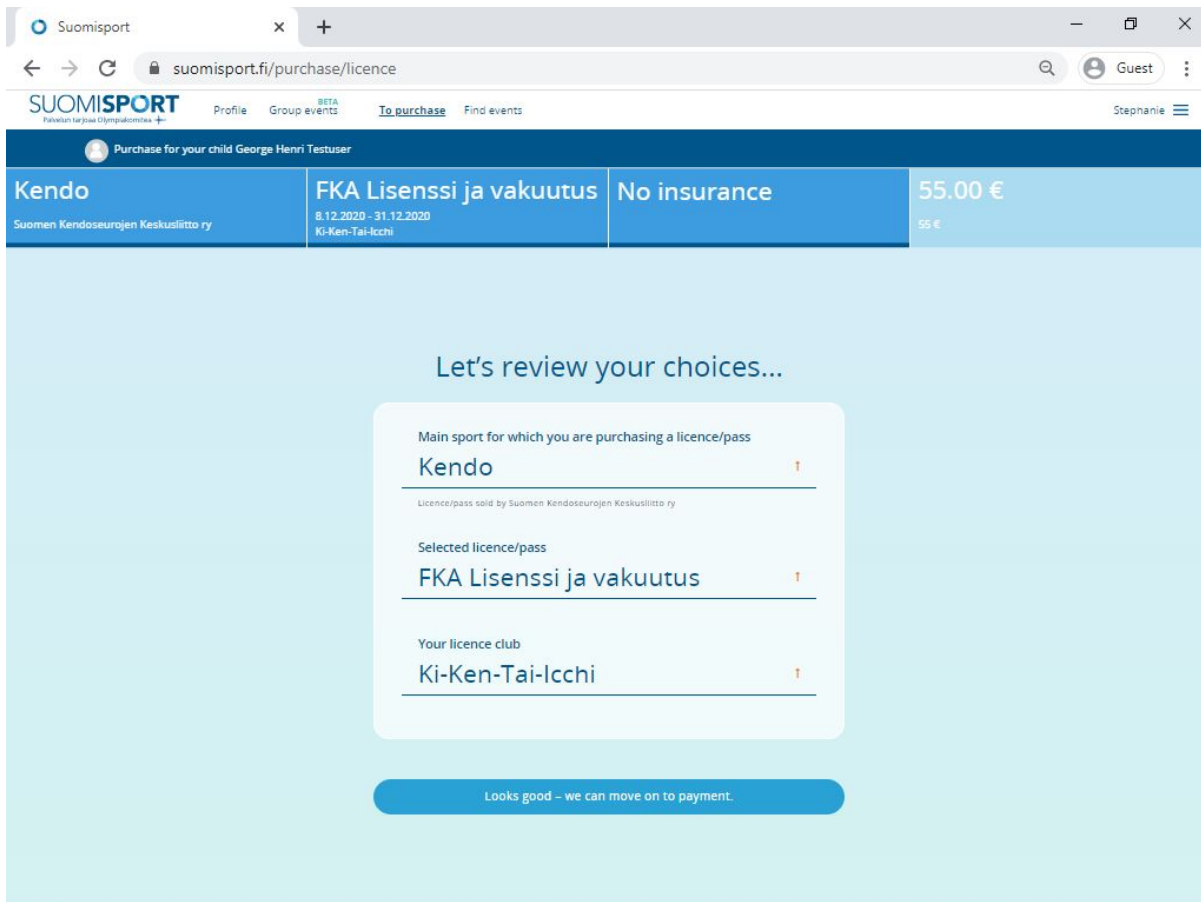
The next screen will ask you to identify your club. Note that selecting a club here does not mean that you are paying the club's membership fees -- the payment being made is only for the FKA license and/or group insurance. Please consult your club's treasurer on how to pay your club's membership dues.



The screenshot shows a web browser window with the URL suomisport.fi/purchase/licence. The page title is 'Purchase for your child George Henri Testuser'. The main content area is titled 'Kendo' and shows a license purchase for 'FKA Lisenssi ja vakuutus' for the period 8.12.2020 - 31.12.2020, priced at 55.00 €. Below this, a question asks 'What is your club for competitive or hobby activities?'. A search box labeled 'MY LICENCE CLUB IS' and 'Find your club' is shown with a magnifying glass icon. Below the search box, a list of clubs is displayed with their locations:

Club Name	Location
Budoviikingit	Helsinki
Dai Ken Shin Kai	Turku
Fudo Kamae	Tampere
Helsingin Yliopiston Kendoseura	Helsinki
Hyvinkään Kendo	Hyvinkää
Lehivälki	Lappeenranta

Selecting a club will bring you to the following screen for a final confirmation before payment.



The screenshot shows a web browser window with the URL `suomisport.fi/purchase/licence`. The page header includes the Suomisport logo and navigation links: Profile, Group events, **To purchase**, and Find events. A user profile for 'Stephanie' is visible in the top right.

The main content area displays a summary of the purchase:

Kendo Suomen Kendoseurojen Keskusliitto ry	FKA Lisenssi ja vakuutus 8.12.2020 - 31.12.2020 Ki-Ken-Tai-Icchi	No insurance	55.00 € 55 €
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Below the summary, a confirmation box titled "Let's review your choices..." contains the following details:

- Main sport for which you are purchasing a licence/pass: **Kendo**
- Licence/pass sold by Suomen Kendoseurojen Keskusliitto ry
- Selected licence/pass: **FKA Lisenssi ja vakuutus**
- Your licence club: **Ki-Ken-Tai-Icchi**

A blue button at the bottom of the confirmation box reads: "Looks good – we can move on to payment."

