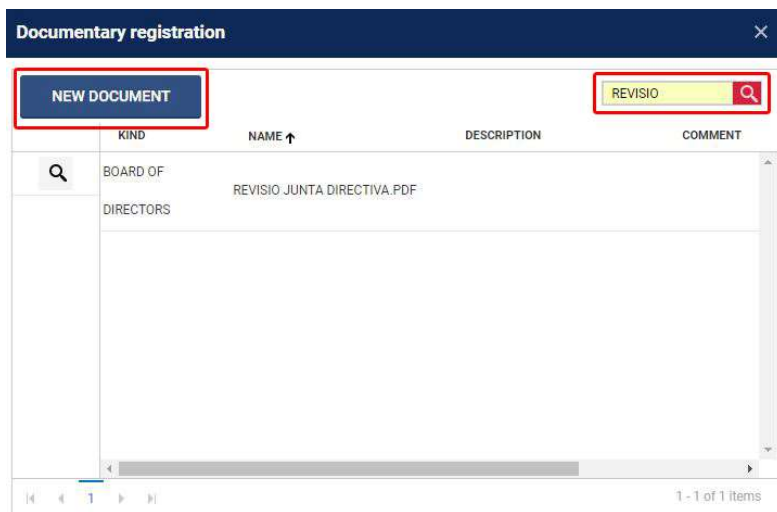




FC BARCELONA
Confederació Mundial
de Penyes

INSTRUCTIONS FOR THE RATIFICATION CAMPAIGN OF THE BOARD OF DIRECTORS OF THE PENYA

STEP 1 ► REVIEW OF THE CURRENT BOARD

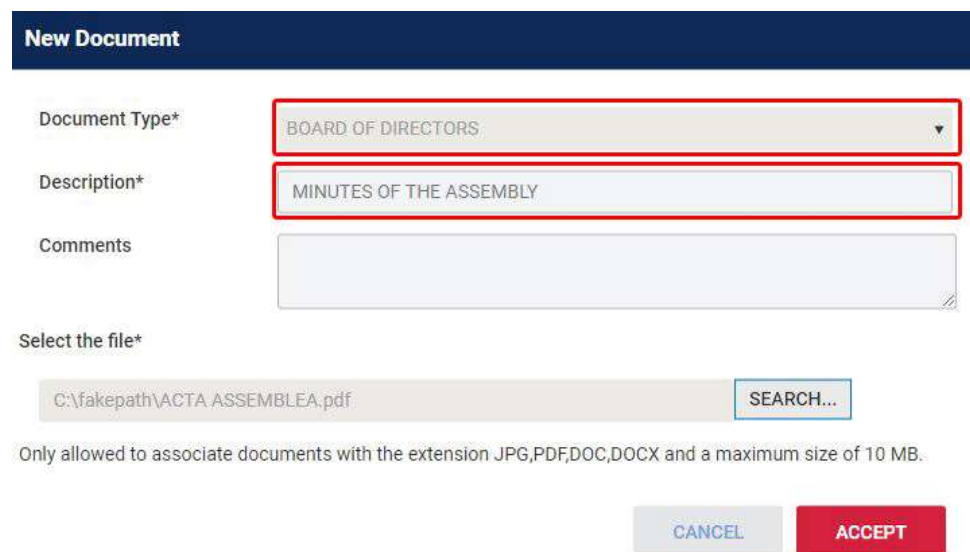


KIND	NAME ↑	DESCRIPTION	COMMENT
BOARD OF DIRECTORS	REVISIO JUNTA DIRECTIVA.PDF		

The club has posted a list of the three minimum positions required on the documentary register of each penya; the president, the secretary and the treasurer. This document is available in the category BOARD OF DIRECTORS and is called **REVISIÓ JUNTA DIRECTIVA**. It must be downloaded and opened.

If these three positions coincide with the current ones for the penya, there is no need to upload any additional documentation.

Otherwise (if any of the occupants named is not the current one), this means that there has been a change to the Board of Directors that was not reported to the club in the past. To complete this step, you will need to upload to the documentary register the minutes of the Assembly that approved the said change. We recommend that you use the BOARD OF DIRECTORS category of the documentary register to file it.



New Document

Document Type*: BOARD OF DIRECTORS

Description*: MINUTES OF THE ASSEMBLY

Comments:

Select the file*: C:\fakepath\ACTA ASSEMBLEA.pdf

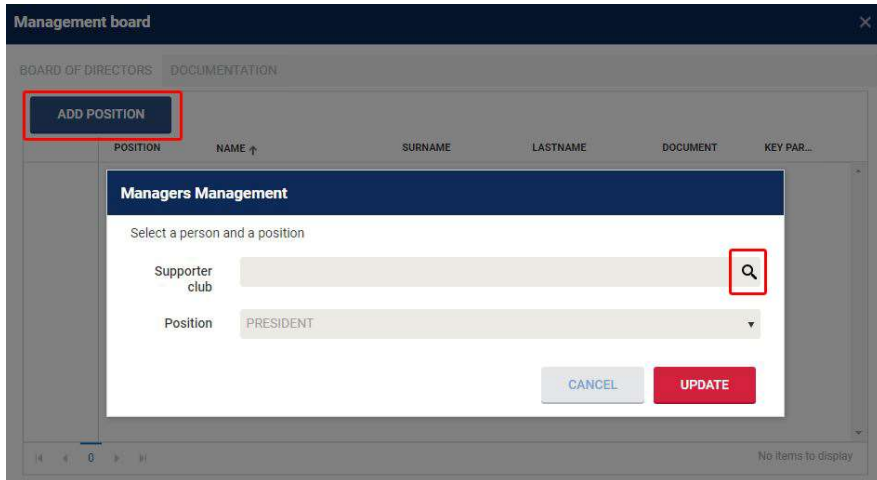
SEARCH...

Only allowed to associate documents with the extension JPG,PDF,DOC,DOCX and a maximum size of 10 MB.

CANCEL ACCEPT

STEP 2 ► FILL IN THE LIST

WARNING: Due to the importance of the membership of the penya president, before taking further steps you must ensure the president's membership or commitment card CLAU has been submitted correctly in the Penyista Census. Otherwise, you are required to edit this register to provide these details.

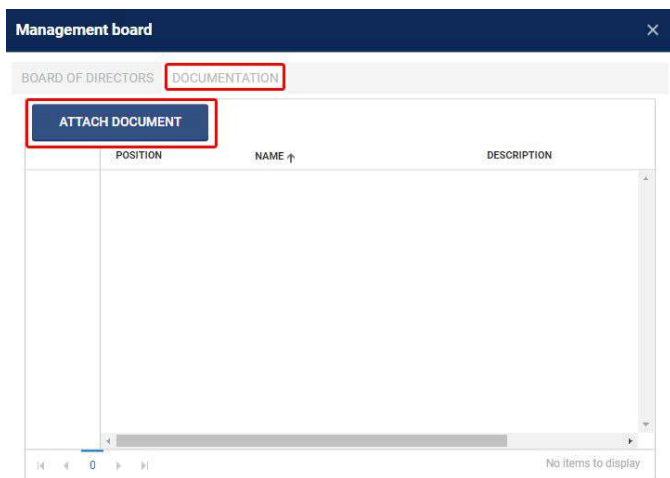


The screenshot shows a web application interface for managing the board of directors. At the top, there are two tabs: 'BOARD OF DIRECTORS' and 'DOCUMENTATION'. Below the tabs, there is a table with columns: 'POSITION', 'NAME', 'SURNAME', 'LASTNAME', 'DOCUMENT', and 'KEY PAR...'. A red box highlights the 'ADD POSITION' button in the top left corner. A modal dialog box titled 'Managers Management' is open, containing the text 'Select a person and a position'. It has two input fields: 'Supporter club' with a search icon (magnifying glass) to its right, and 'Position' with a dropdown menu showing 'PRESIDENT'. At the bottom of the dialog are 'CANCEL' and 'UPDATE' buttons. The bottom of the main interface shows a pagination bar with '0' and 'No items to display'.

The next step requires you to enter the transaction titled **MANAGEMENT OF THE BOARD OF DIRECTORS**. Once inside, you must add each of the positions on the current Board (all of them, including the ones described in the previous step).

For each of them, you must press the button **ADD POSITION**. This opens a window where you must select the specific club member from the census and determine their position on the Board.

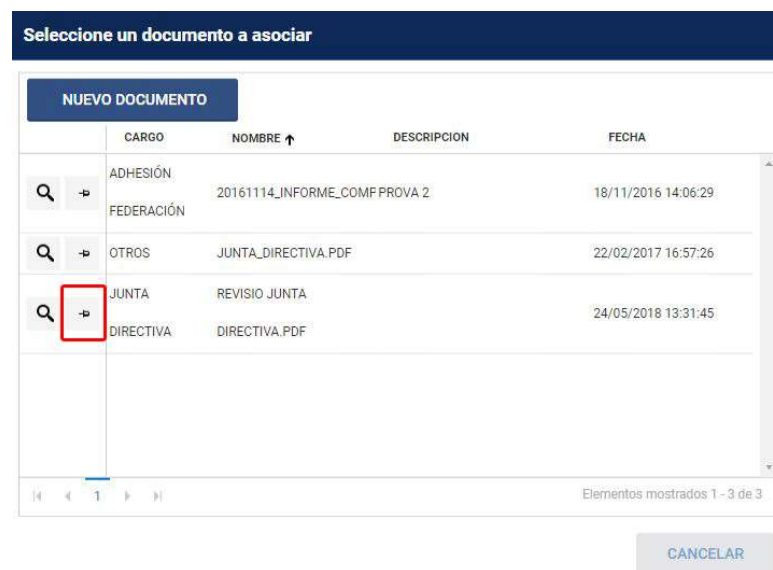
STEP 3 ► ATTACH DOCUMENTATION



Once all of the required members have been added, within the same transaction you must go to the tab called DOCUMENTATION and press the button ATTACH DOCUMENT. This will open a window with access to the documentary register of the penya, to indicate which document supports this communication of the composition of the Board of Directors.

If in STEP 1 we saw that the 3 minimum legal members known to the club DO COINCIDE with the current ones (as is the usual case), you need do no more than mark the document REVIEW OF THE BOARD OF DIRECTORS using the drawing pin icon on the left.

If in STEP 1 we saw that the 3 minimum legal members known to the club DO NOT COINCIDE with the current ones, you must mark the minutes of the assembly where this change was made and that should have been attached previously by following step 1 of these instructions.



STEP 4 ► SEND BOARD FOR VALIDATION

Finally, you simply have to click on the button called SEND REQUEST.

The club will receive the request, will review the documentation and will approve or deny the request depending on the data and documents provided. If not approved, the penya will be contacted to explain why it has been refused and assist with the proper resolution of the incident.