Fédération Luxembourgeoise d'Athlétisme
3, route d'Arlon
L-8009 Strassen
www.fla.lu
fla@fla.lu
+352 48 06 70
Registre du commerce : F8898

Licences in Seltec

Guide for clubs

This guide explains how to manage your club's licences in Seltec, the new licence management software, accessed via the LaNet platform: https://lanet3.lu/.

Contents

1. Create a LaNet / Seltec account
2. Request a club role
3. Manage your club's record
4. Method 1: create a person
5. Method 1: request the licence
6. Method 2: the club's online form
7. End a licence

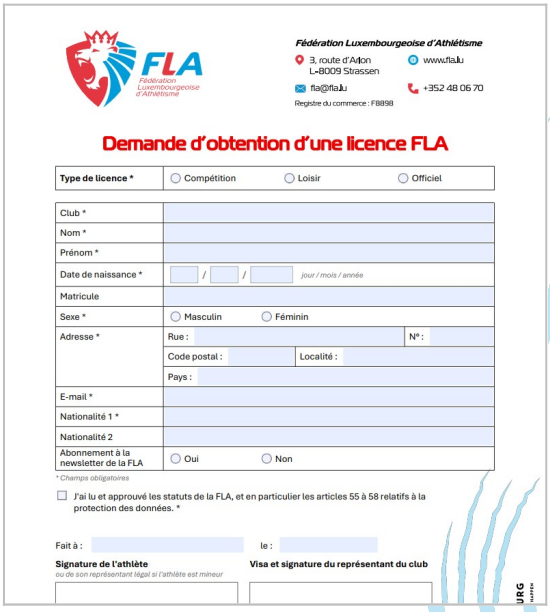
Introduction

Several important changes apply:

Licences no longer have an end date. A licence stays valid until the club ends it by entering an end date in Seltec. Licences therefore no longer need to be renewed every season, which simplifies registration for the first competition of the year in January. The club must, however, request the end of the licences it no longer needs (see chapter 7).

Registration number. To simplify the processing of medical-sports examinations, clubs and members are now asked to enter the registration number (social security number) of each athlete.

Mandatory signature. Each licence now requires a signature, digital or on paper. If the club enters the licences itself, it must upload the updated licence application form, available on the FLA website: www.fla.lu.


Fédération Luxembourgeoise d'Athlétisme
3, route d'Arlon L-8009 Strassen
www.fla.lu
fla@fla.lu
+352 48 06 70
Registre du commerce : F8898

Demande d'obtention d'une licence FLA

Type de licence *	○ Compétition	○ Loisir	○ Officiel
Club *			
Nom *			
Prénom *			
Date de naissance *	/ / jour / mois / année		
Matricule			
Sexe *	○ Masculin	○ Féminin	
Adresse *	Rue :		N° :
	Code postal :	Localité :	
	Pays :		
E-mail *			
Nationalité 1 *			
Nationalité 2			
Abonnement à la newsletter de la FLA	○ Oui	○ Non	

* Champs obligatoires

☐ J'ai lu et approuvé les statuts de la FLA, et en particulier les articles 55 à 58 relatifs à la protection des données. *

Fait à : le :

Signature de l'athlète
ou de son représentant légal si l'athlète est mineur

Visa et signature du représentant du club

Two ways to create a licence. The club can enter the licences itself (method 1). There is also an online form specific to each club, which the club can publish on its website: members register directly and, once validated by the club, are automatically entered into the system (method 2).

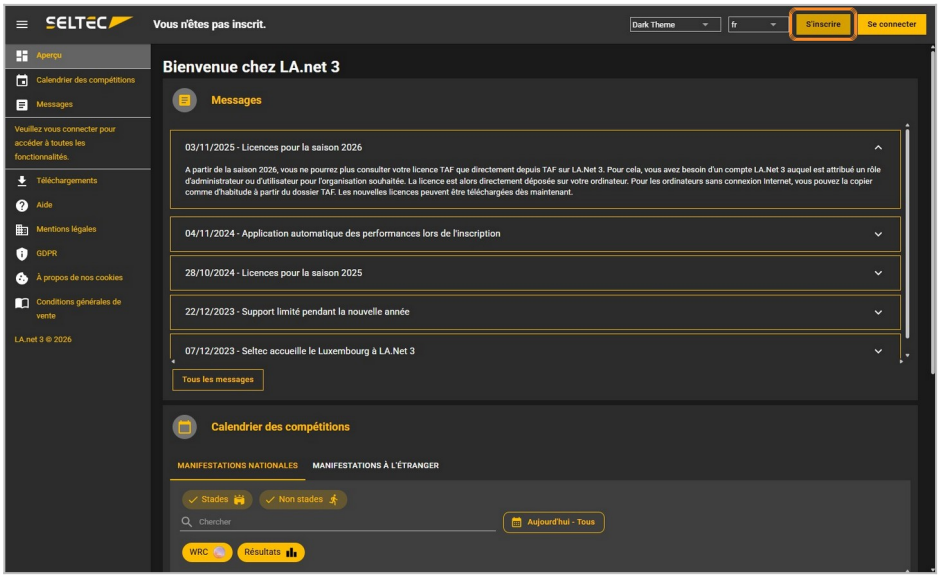
> **Validations by the FLA**
> The FLA intervenes at two points, marked in red in this guide: when requesting a club role and for each licence request.

1. Create a LaNet / Seltec account

1.1 Go to the platform

Go to https://lanet3.lu/. The home page shows the message « Vous n'êtes pas inscrit. » (You are not registered), the platform messages and the competition calendar.

Click **"S'inscrire"** (Sign up) at the top right. Next to it you can choose the display theme (dark or light) and the platform language (fr).

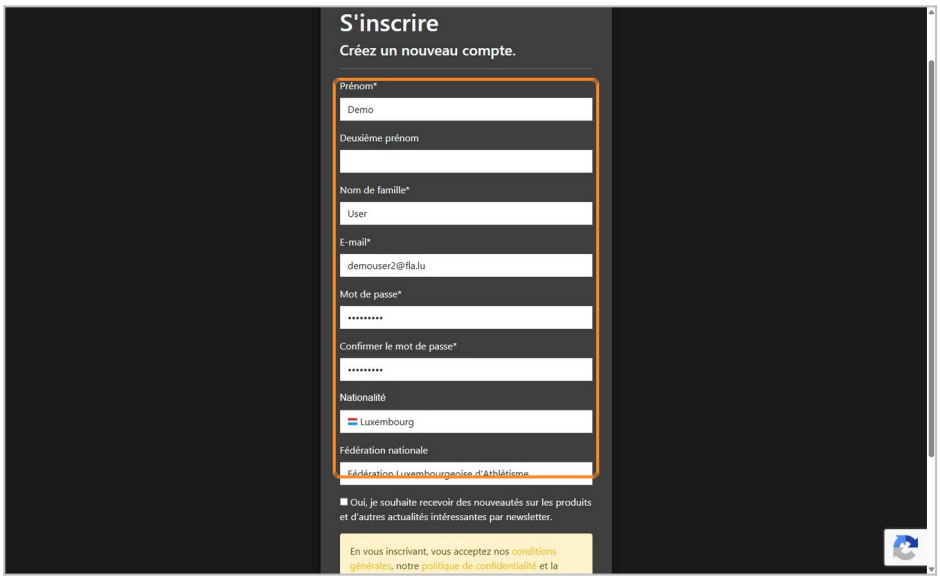


1.2 Fill in the account creation form

Complete the fields of the form « Créez un nouveau compte » (Create a new account):

- **Prénom*** (first name) and, if needed, **Deuxième prénom** (second first name);
- **Nom de famille*** (last name);
- **E-mail***: this is your login;
- **Mot de passe*** (password) and **Confirmer le mot de passe*** (confirm password);
- **Nationalité** (nationality);
- **Fédération nationale** (national federation): choose « Fédération Luxembourgeoise d'Athlétisme ».

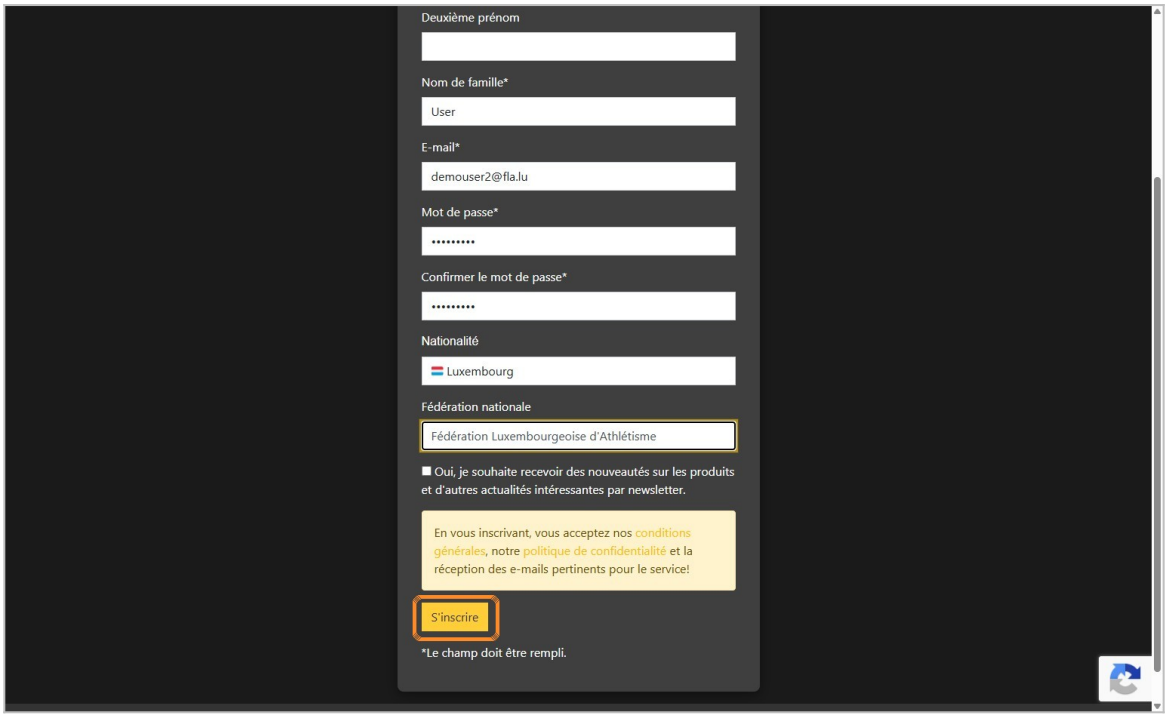
The box « Oui, je souhaite recevoir des nouveautés… par newsletter » (Yes, I would like to receive news by newsletter) is optional. Fields marked with an asterisk (*) are mandatory.



LUXEMBOURG
LET'S MAKE IT HAPPEN

1.3 Complete the sign-up

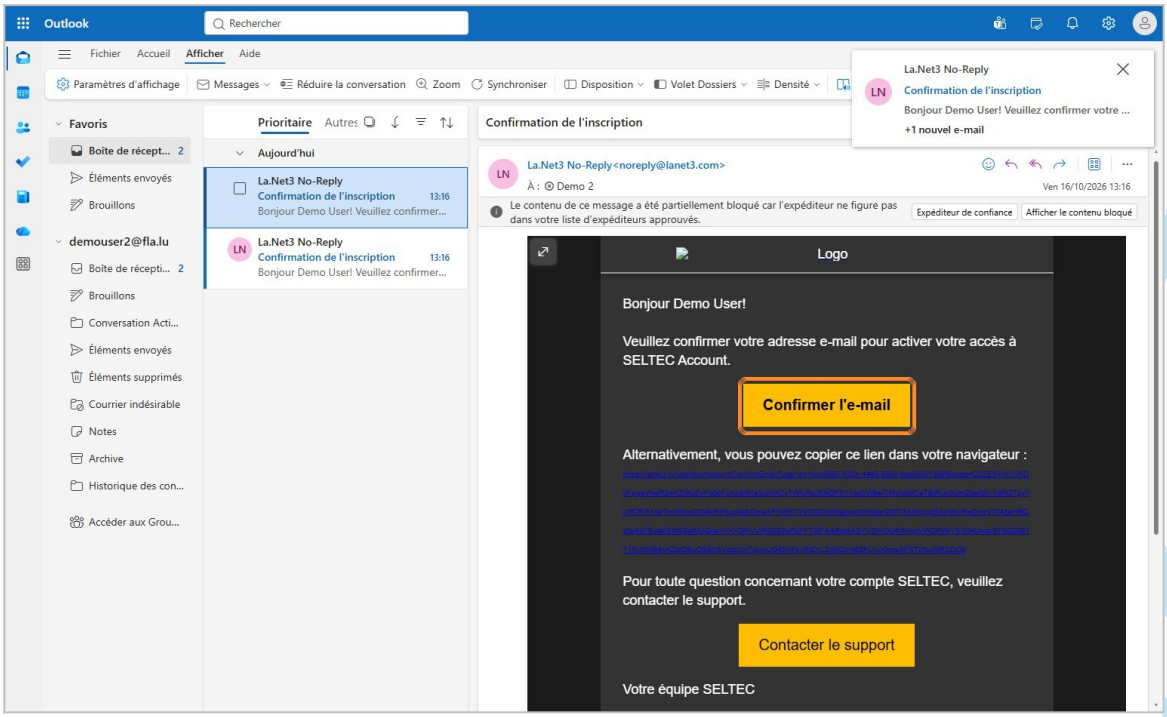
At the bottom of the form, click **“S'inscrire”** (Sign up). By signing up, you accept the platform's general terms and privacy policy. If a mandatory field is empty, the message « Le champ doit être rempli » (The field must be filled in) appears.



1.4 Confirm your e-mail address

You receive an e-mail from **La.Net3 No-Reply** (noreply@lanet3.com) entitled « Confirmation de l'inscription » (Registration confirmation). Open it and click **“Confirmer l'e-mail”** (Confirm e-mail) to activate your account.

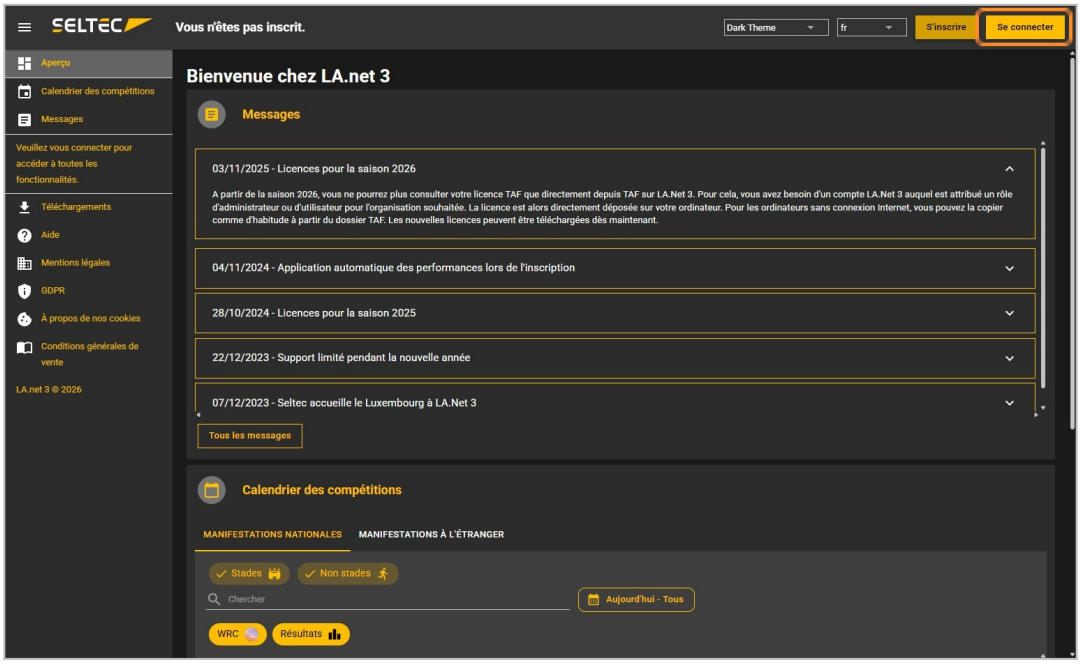
If the button does not work, copy the link shown in the e-mail into your browser. If your mailbox blocks part of the content, click « Afficher le contenu bloqué » (Show blocked content). Also check your spam folder.



1.5 Log in

Go back to https://lanet3.lu/ and click **“Se connecter”** (Log in) at the top right. Enter your e-mail address and password, then click « Se connecter ».

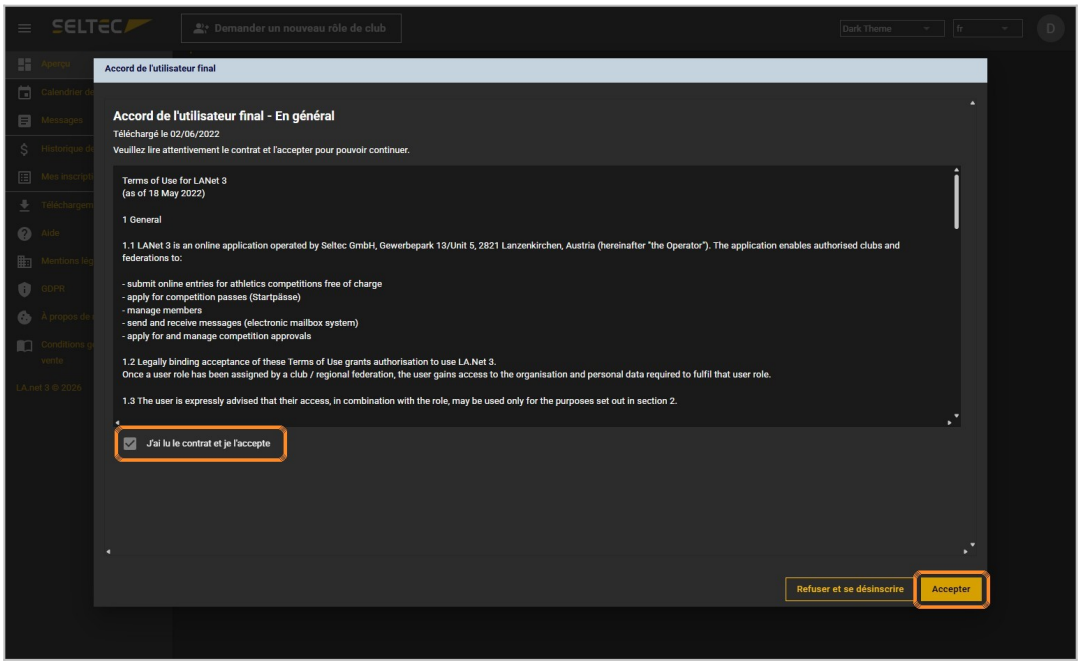
> **Tip**
> On the login page you will also find the links « Mot de passe oublié ? » (Forgotten password?) and « Renvoyer la confirmation par e-mail » (Resend confirmation e-mail) if you did not receive the confirmation e-mail.



1.6 Accept the end-user agreement

At your first login, the window « Accord de l'utilisateur final – En général » (End-user agreement – General) appears (the text of the agreement is in English). Read it, tick **“J'ai lu le contrat et je l'accepte”** (I have read the contract and accept it), then click **“Accepter”** (Accept).

> **Important**
> The button « Refuser et se désinscrire » (Refuse and unsubscribe) deletes your registration.



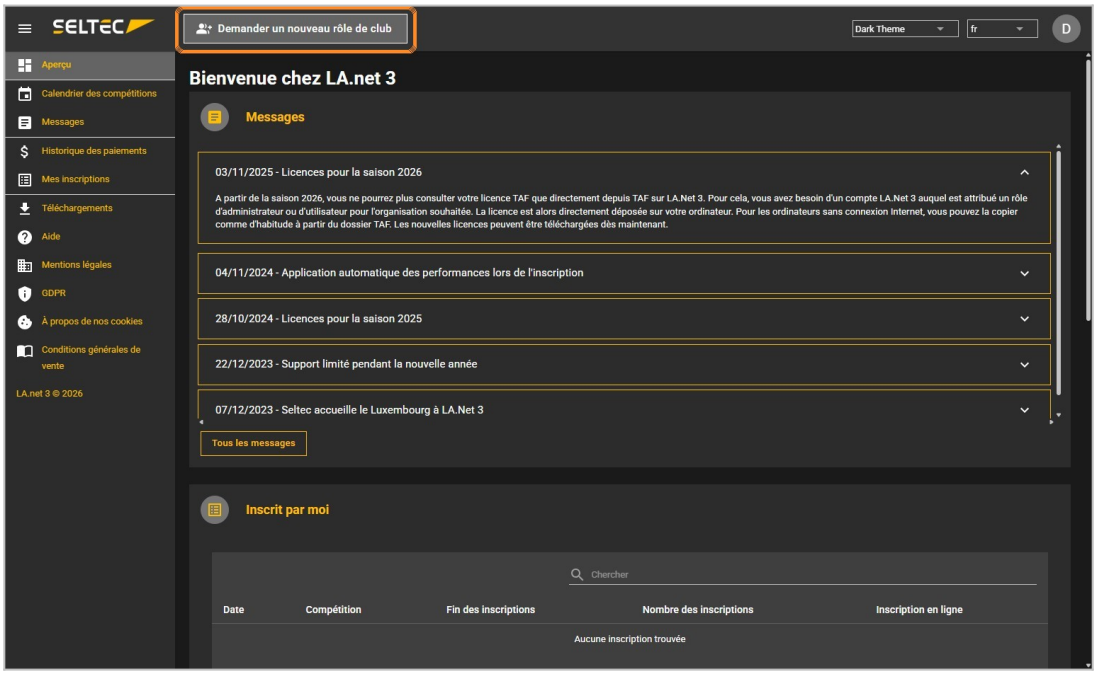
LUXEMBOURG
LET'S MAKE IT HAPPEN

2. Request a club role

2.1 Open the role request

Once logged in, the page « Bienvenue chez LA.net 3 » (Welcome to LA.net 3) appears. Without a club role, the left-hand menu only offers the basic functions (Aperçu – Overview, Calendrier des compétitions – Competition calendar, Messages, Historique des paiements – Payment history, Mes inscriptions – My registrations…).

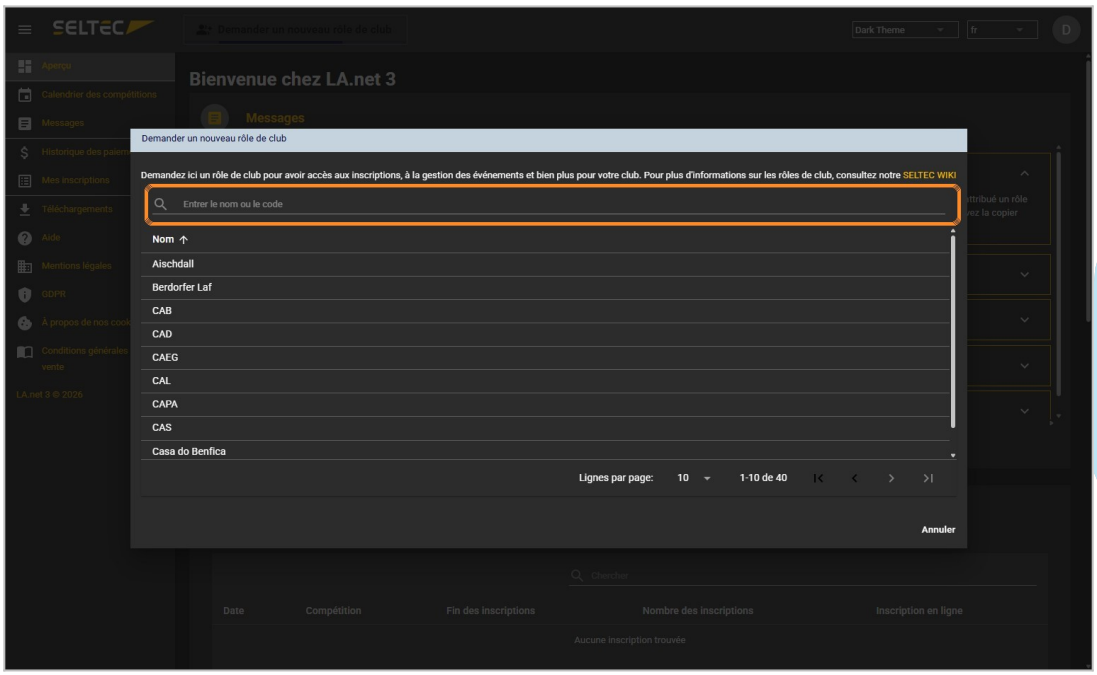
Click **"Demander un nouveau rôle de club"** (Request a new club role) at the top of the page.



2.2 Find your club

The window « Demander un nouveau rôle de club » shows the list of all organisations. Type the name or code of your club in the field **« Entrer le nom ou le code »** (Enter the name or code).

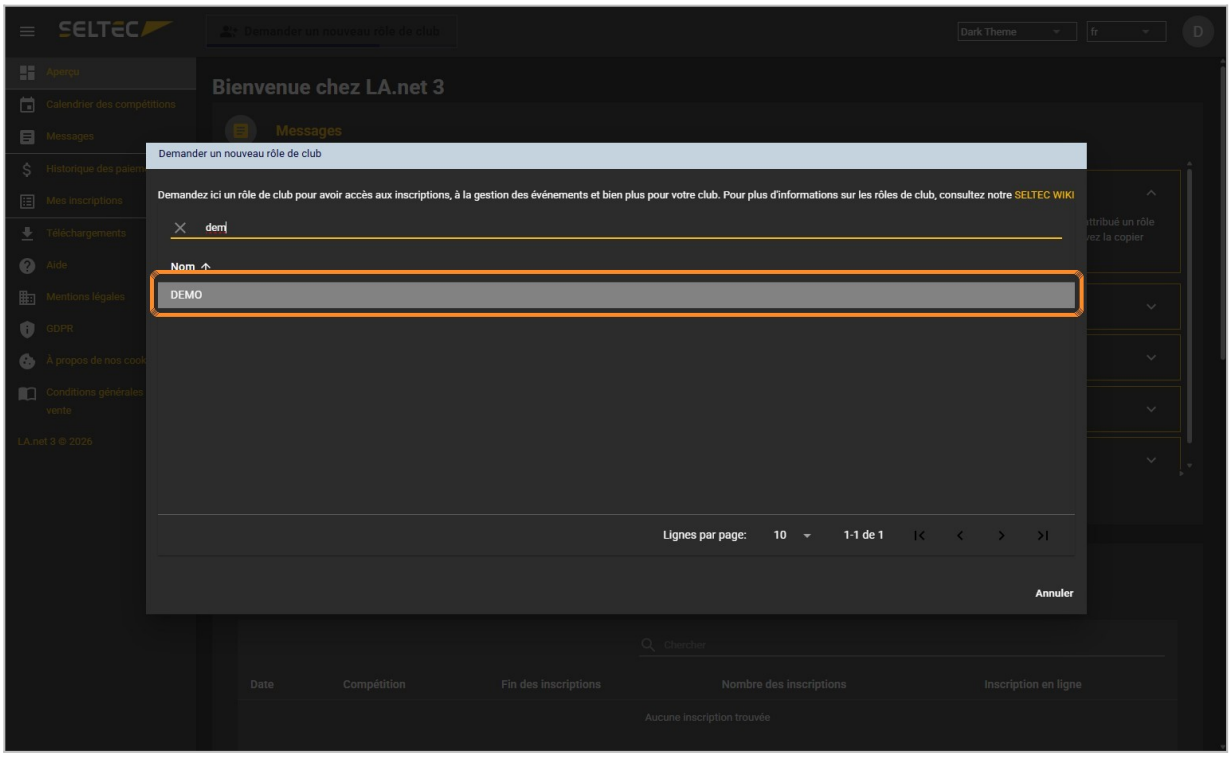
> **Tip**
> The link « SELTEC WIKI » at the top of the window gives more information on club roles.



LUXEMBOURG
LET'S MAKE IT HAPPEN

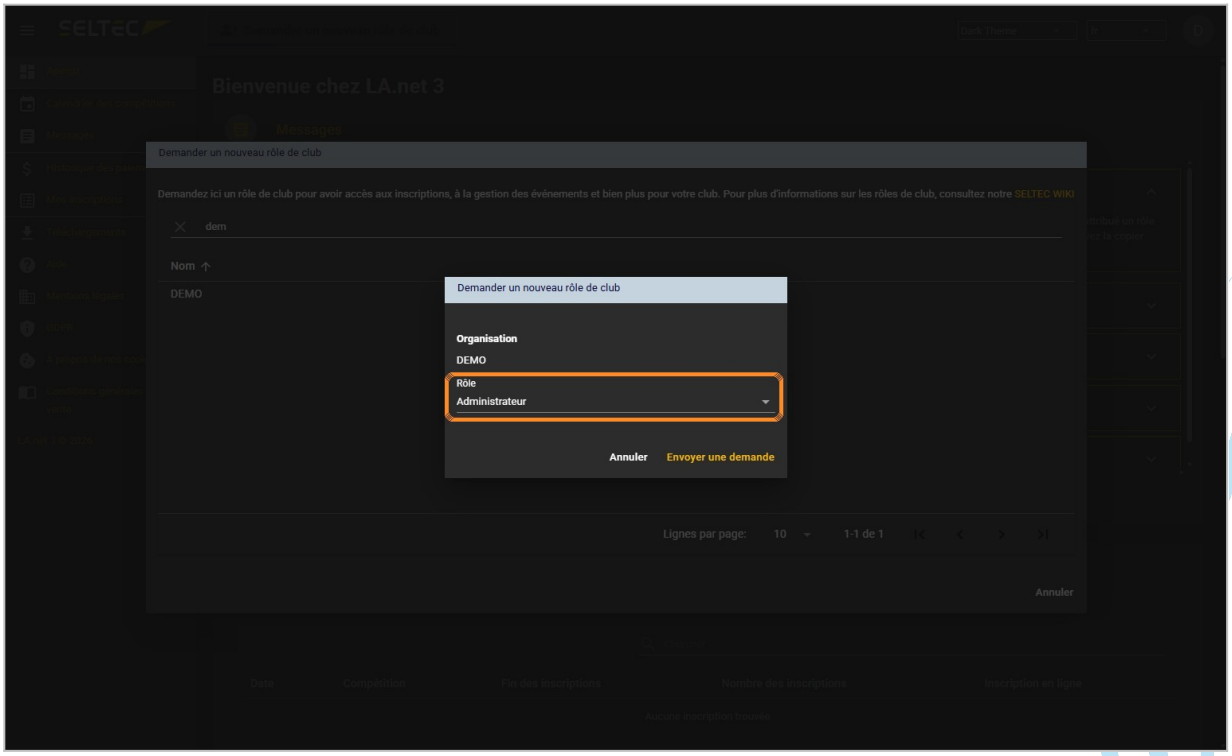
2.3 Select your club

The list is limited to the clubs matching your search. Click the line of your club.



2.4 Open the role list

A small window opens with the name of your **organisation**. The **role** offered by default is « Administrateur » (Administrator). Click the **« Rôle »** (Role) list to open it.

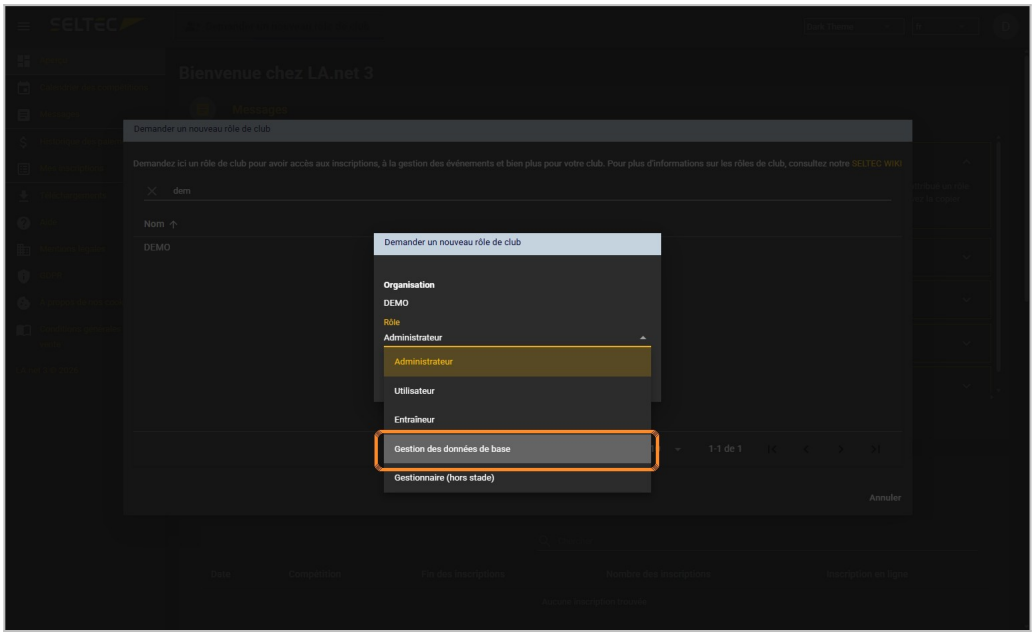


LUXEMBOURG
LET'S MAKE IT HAPPEN

2.5 Choose the role

To manage licences, choose **« Gestion des données de base »** (Basic data management). The available roles are:

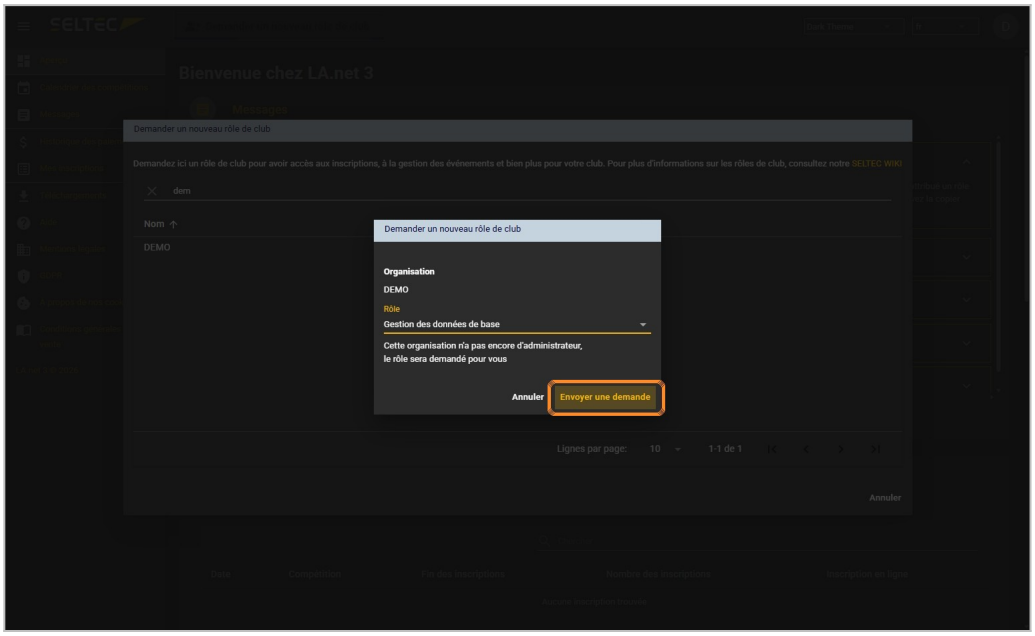
- Administrateur (Administrator);
- Utilisateur (User);
- Entraîneur (Coach);
- Gestion des données de base (Basic data management);
- Gestionnaire (hors stade) (Manager, excluding stadium).



2.6 Send the request

Click **"Envoyer une demande"** (Send request), or « Annuler » (Cancel) to go back.

If your club does not have an administrator yet, the message « Cette organisation n'a pas encore d'administrateur, le rôle sera demandé pour vous » (This organisation does not yet have an administrator; the role will be requested for you) appears. The administrator role is then also requested for you.



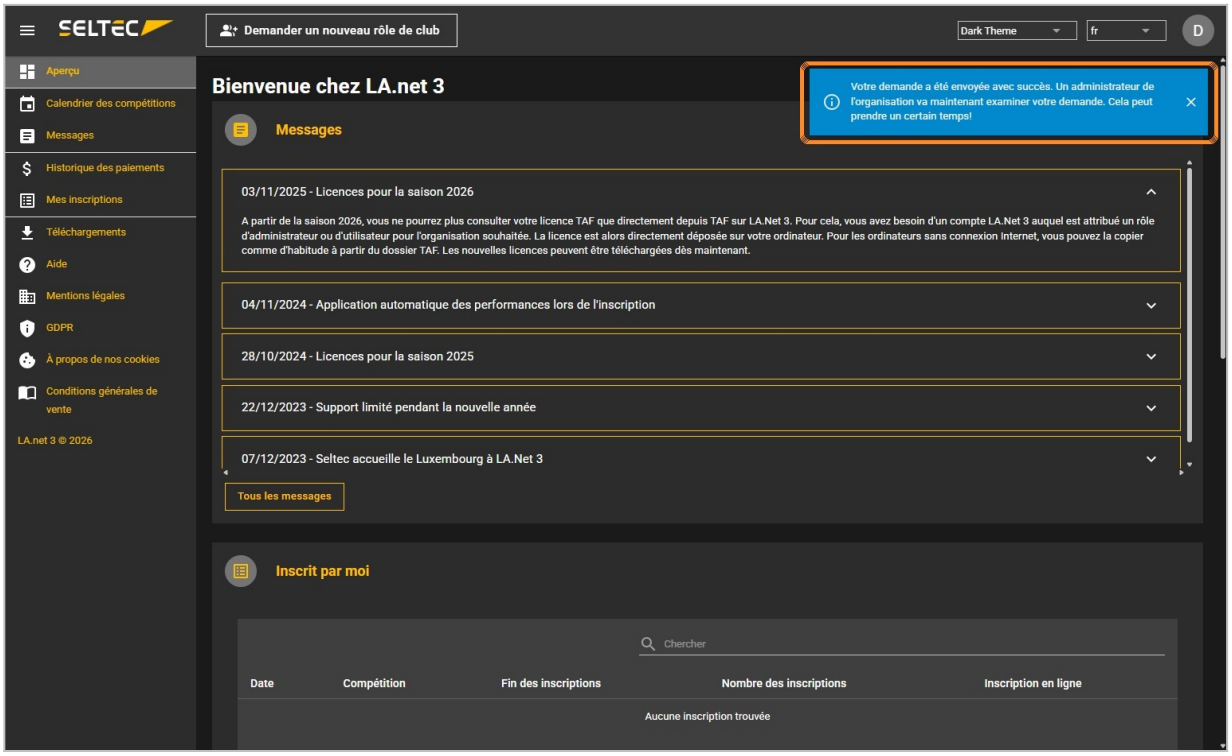
2.7 Request sent

A blue message confirms that the request was sent: « Votre demande a été envoyée avec succès. Un administrateur de l'organisation va maintenant examiner votre demande. Cela peut prendre un certain temps ! » (Your request was sent successfully. An administrator of the organisation will now review it. This may take some time!)

Once your role is active, your role requests also appear in the menu « Demandes et informations » (Requests and information).

Validation by the FLA

The club's administrator validates the role request, or the FLA if the club does not yet have an administrator. Until the role is validated, you cannot manage licences.

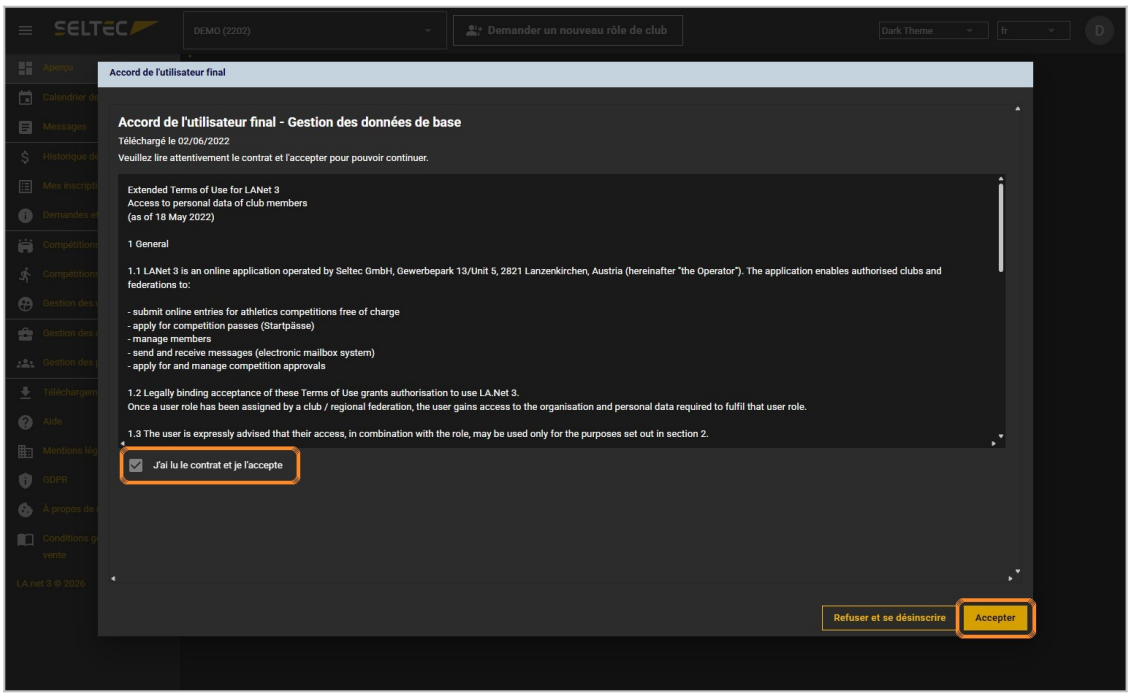


LUXEMBOURG
LET'S MAKE IT HAPPEN

2.8 Accept the « Gestion des données de base » agreement

After the role is validated, the window « Accord de l'utilisateur final – Gestion des données de base » (End-user agreement – Basic data management) appears at login. This additional agreement covers access to the personal data of the club's members.

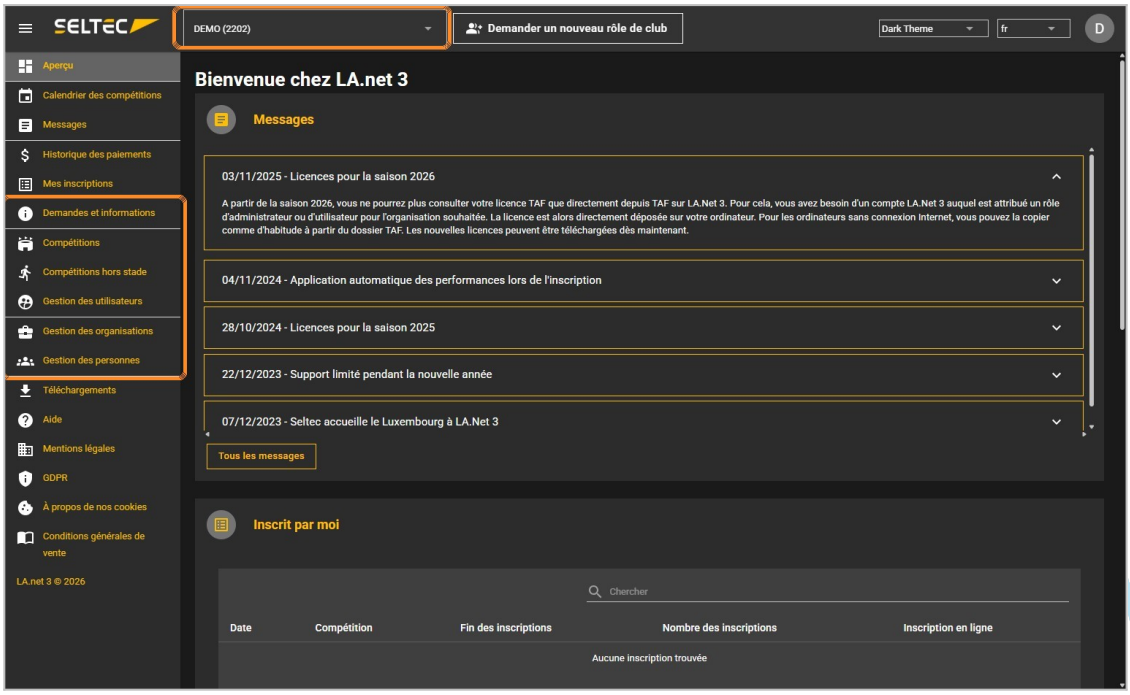
Tick **"J'ai lu le contrat et je l'accepte"**, then click **"Accepter"** (Accept).



2.9 Your role is active

The name and code of your club (for example « DEMO (2202) ») appear at the top left. If you have roles in several clubs, this is where you switch between them.

New menus appear on the left: **« Demandes et informations »** (Requests and information), Compétitions (Competitions), Compétitions hors stade (Non-stadium competitions), Gestion des utilisateurs (User management), **« Gestion des organisations »** (Organisation management) and **« Gestion des personnes »** (Person management).



LUXEMBOURG
LET'S MAKE IT HAPPEN

3. Manage your club's record

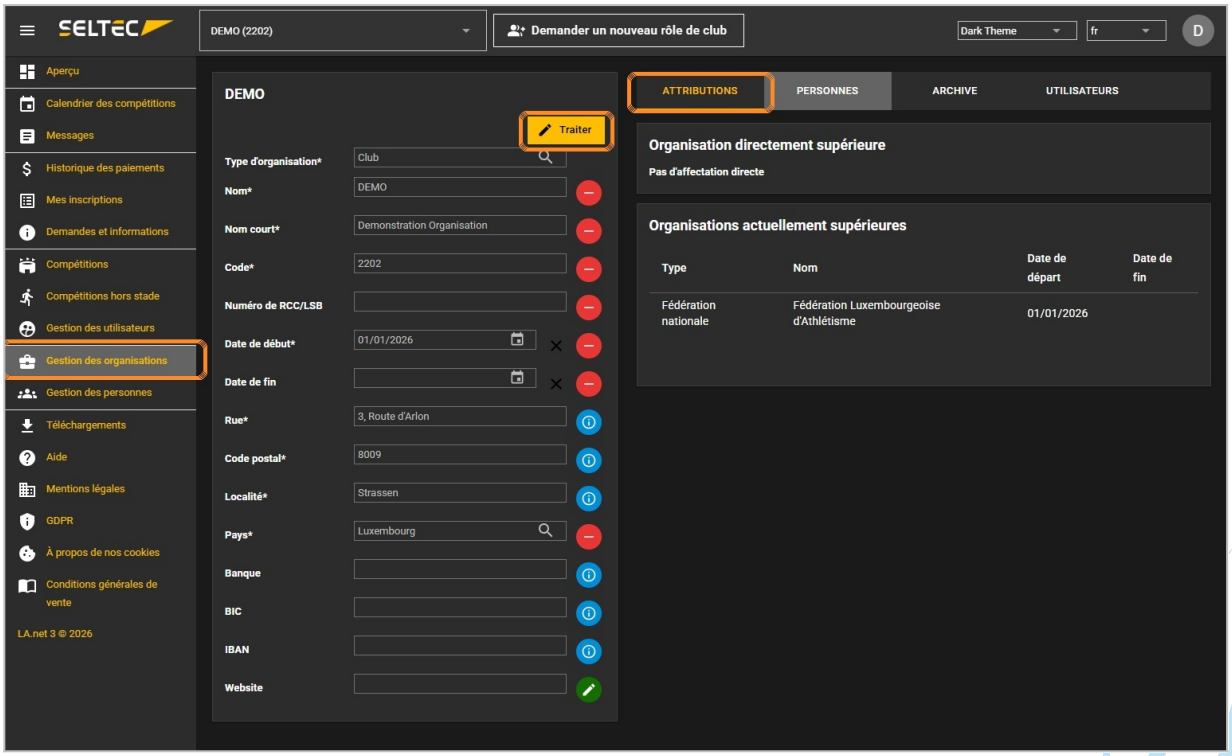
3.1 Open the club record

In the left-hand menu, click **« Gestion des organisations »** (Organisation management). Your club's record appears with its details:

- Type d'organisation (Club) (organisation type), Nom (name), Nom court (short name) and Code (code);
- Numéro de RCS/LSB (commercial register number);
- Date de début (start date) and Date de fin (end date);
- address: Rue (street), Code postal (postcode), Localité (town), Pays (country);
- bank details: Banque (bank), BIC, IBAN;
- Website.

To change these details, click **« Traiter »** (Edit).

The tab **« Attributions »** (Assignments) shows the organisation your club belongs to: under « Organisations actuellement supérieures » (Currently superior organisations), you will find the Fédération Luxembourgeoise d'Athlétisme (type « Fédération nationale » (National federation)) with its start date.

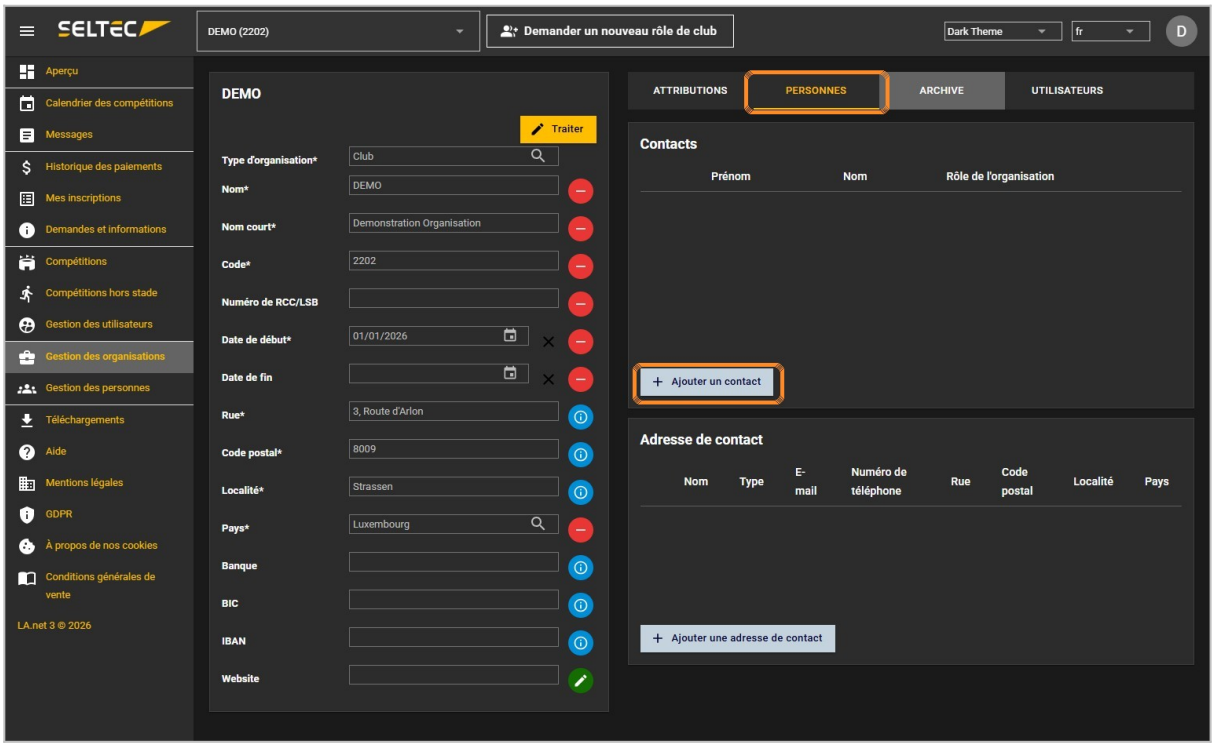


LUXEMBOURG
LET'S MAKE IT HAPPEN

3.2 Club contacts

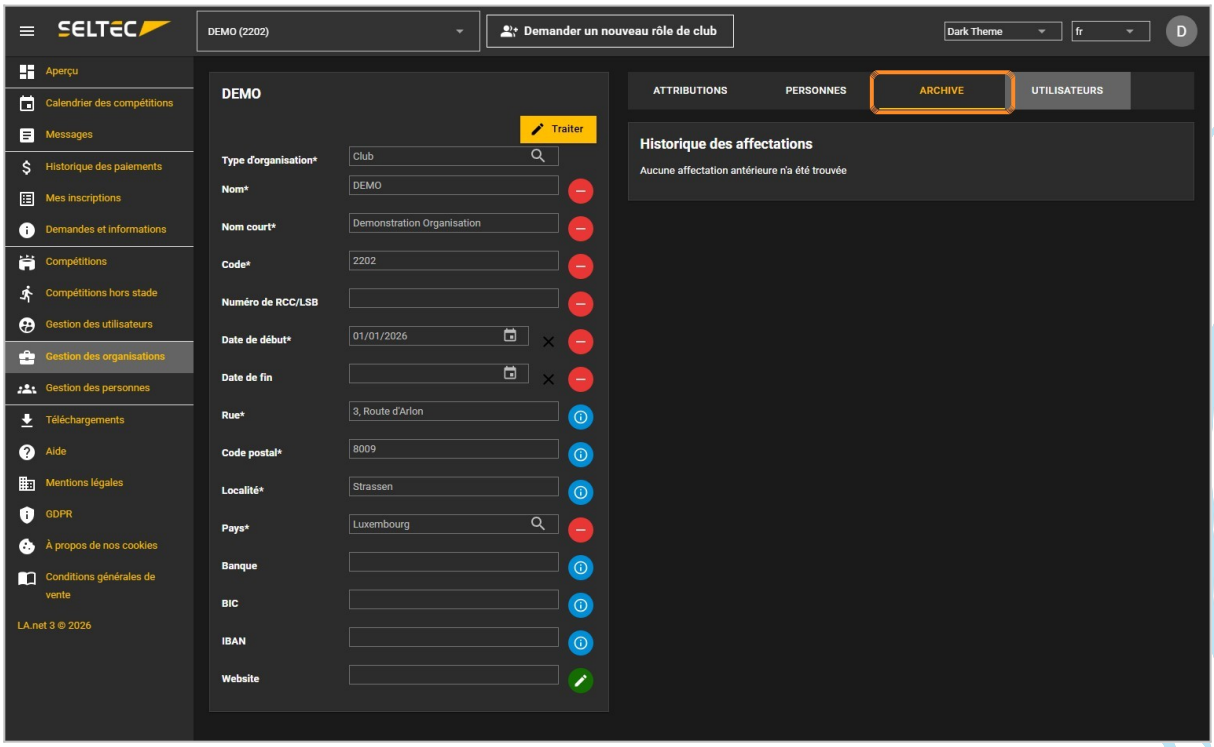
The tab **« Personnes »** (People) contains two tables:

- **Contacts**: first name, last name and role in the organisation. Button **« Ajouter un contact »** (Add a contact);
- **Adresse de contact** (contact address): name, type, e-mail, phone number, street, postcode, town and country. Button **« Ajouter une adresse de contact »** (Add a contact address).



3.3 History

The tab **« Archive »** (Archive) shows the history of the club's assignments. For a recent club, the message « Aucune affectation antérieure n'a été trouvée » (No previous assignment found) appears.

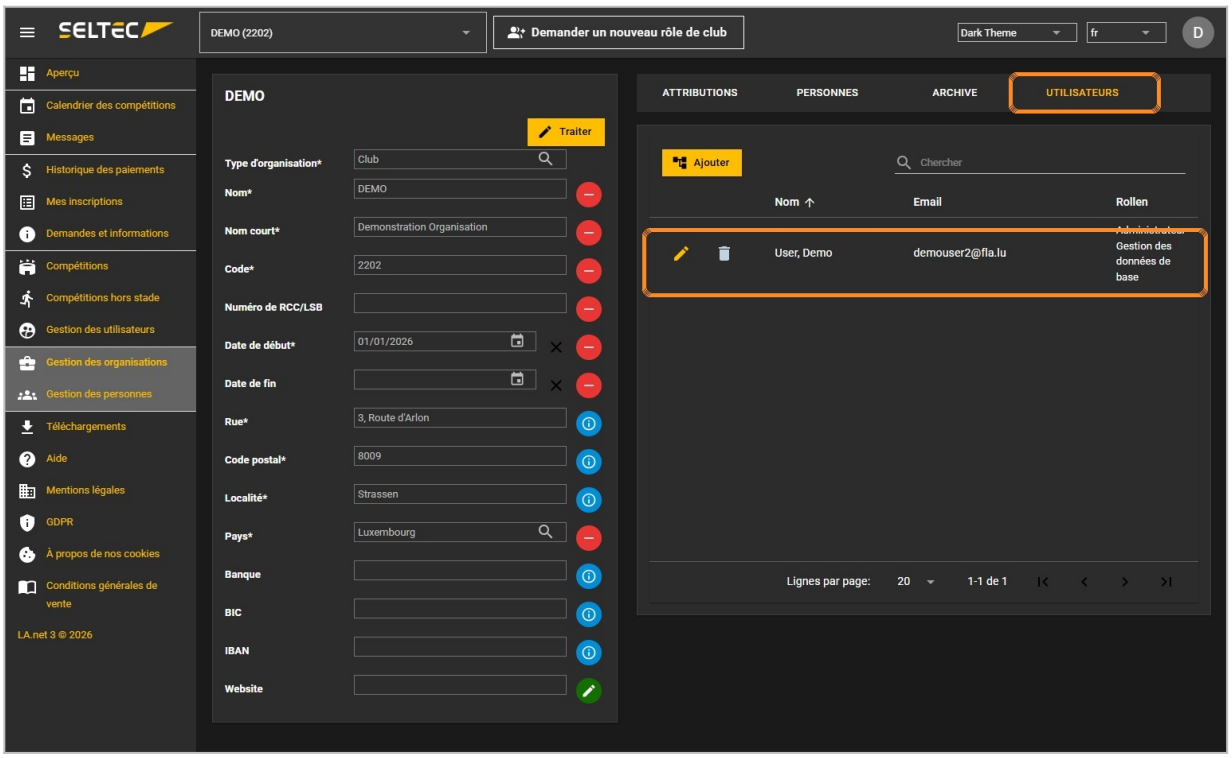


LUXEMBOURG
LET'S MAKE IT HAPPEN

3.4 Club users

The tab **« Utilisateurs »** (Users) lists the people who have access to the club in Seltec, with their name, e-mail and roles (for example Administrateur, Gestion des données de base).

The button **« Ajouter »** (Add) adds a user. On each line, the pencil changes the user's roles and the bin removes them. A search field helps you find a user.



4. Method 1: create a person

In this method, the club enters the person itself and then requests the licence.

4.1 Have the licence application form completed

The club has the PDF form **« Demande d'obtention d'une licence FLA »** (Application for a FLA licence) completed, available at www.fla.lu. The form contains:

- the licence type: Compétition (Competition), Loisir (Leisure) or Officiel (Official);
- the club, last name, first name, date of birth, registration number and sex;
- the address (street, number, postcode, town, country) and e-mail;
- the nationality (and any second nationality);
- the FLA newsletter subscription (yes/no);
- acceptance of the FLA statutes, in particular articles 55 to 58 on data protection.

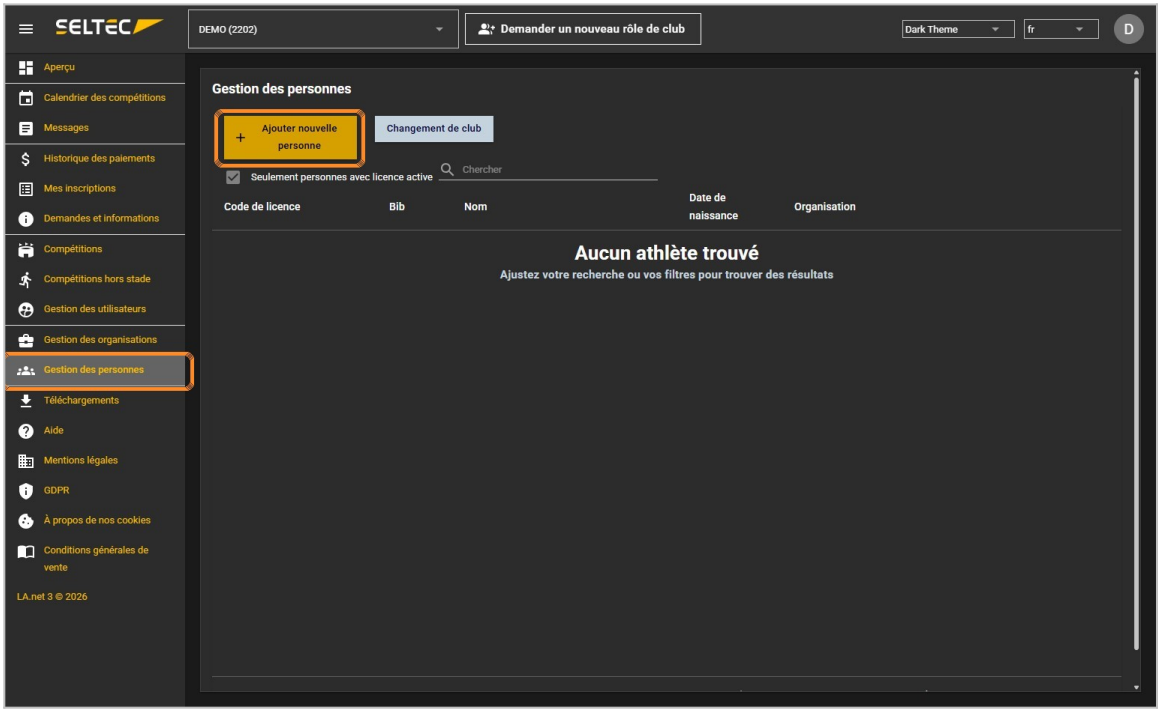
The form is dated and signed by the athlete (or their legal guardian if a minor) and by the club representative (visa and signature).

LUXEMBOURG LET'S MAKE IT HAPPEN

4.2 Open the person management

In the left-hand menu, click **« Gestion des personnes »** (Person management). The page lists the people in your club with their licence code, bib number, last name, date of birth and organisation. By default, the box « Seulement personnes avec licence active » (Only people with an active licence) is ticked.

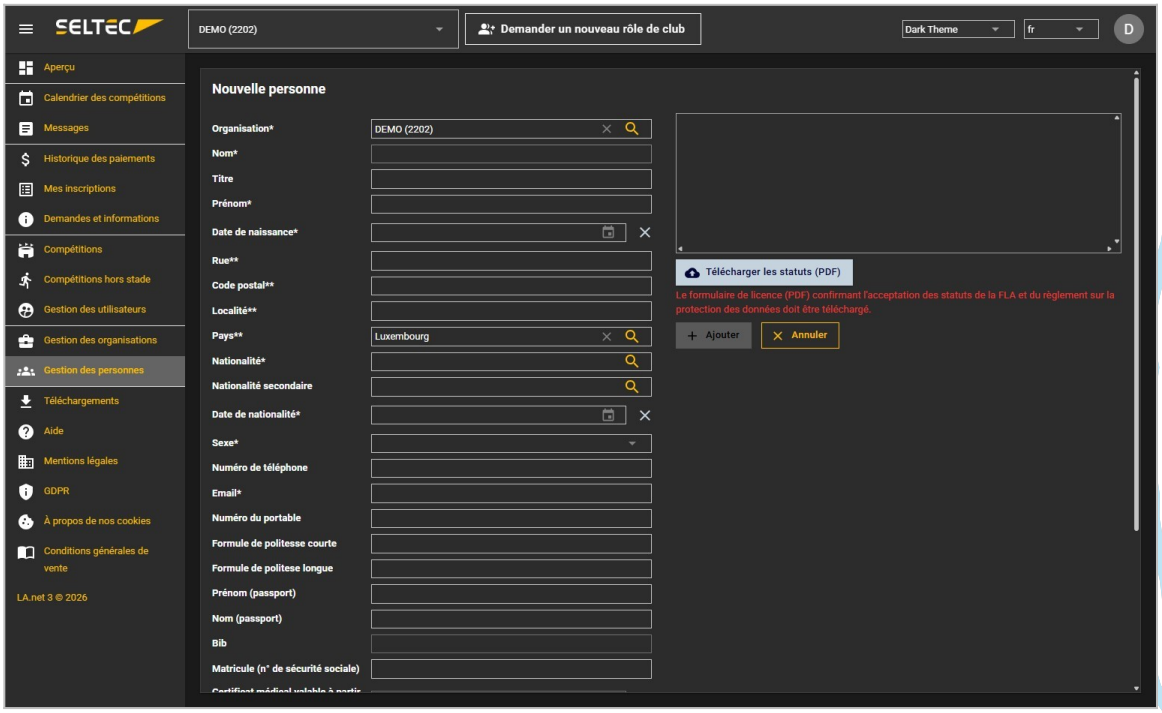
Click **"Ajouter nouvelle personne"** (Add new person). The button « Changement de club » (Change club) is used for transfers between clubs.



4.3 The « Nouvelle personne » form (New person)

The form appears. The **Organisation** field is already filled in with your club.

Fields marked with an asterisk (*) are mandatory. Those marked with two asterisks (**) are mandatory for the licence request. The button « Ajouter » (Add) stays greyed out until the licence form (PDF) is attached.

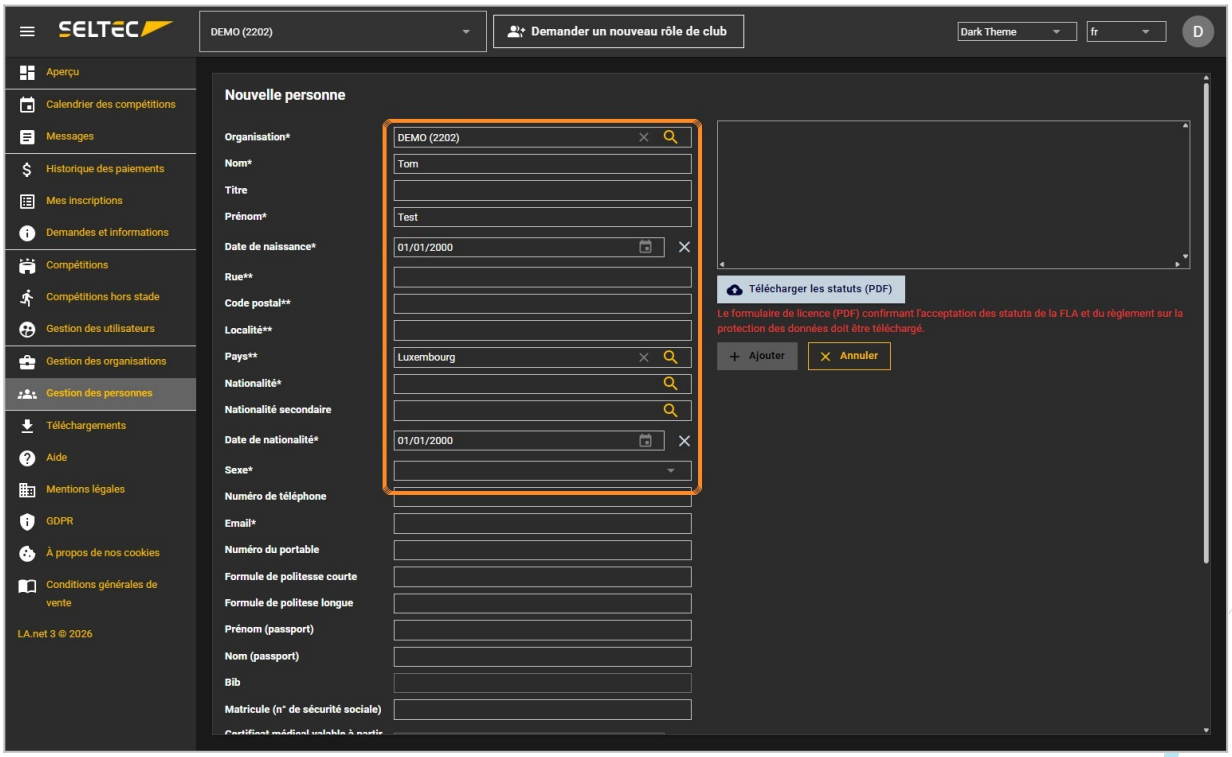


LUXEMBOURG
LET'S MAKE IT HAPPEN

4.4 Enter the person's details

Use the information from the PDF form:

- **Nom*** (last name) and **Prénom*** (first name) (and Titre (title) if needed);
- **Date de naissance*** (date of birth, typed in or chosen from the calendar);
- **Rue**** (street), **Code postal**** (postcode), **Localité**** (town), **Pays**** (country);
- **Nationalité*** (nationality, use the magnifying glass to search), Nationalité secondaire (second nationality) and **Date de nationalité*** (date of nationality);
- **Sexe*** (sex);
- Numéro de téléphone (phone number), **Email***, Numéro du portable (mobile number);
- Formule de politesse courte et longue (short and long form of address, for example « M. » and « Monsieur »);
- Prénom (passeport) and Nom (passeport) (first and last name as on the passport), if different;
- **Matricule (n° de sécurité sociale)** (registration number, social security number): mandatory, to simplify the processing of medical-sports examinations;
- Certificat médical valable à partir du / jusqu'au (medical certificate valid from / until).

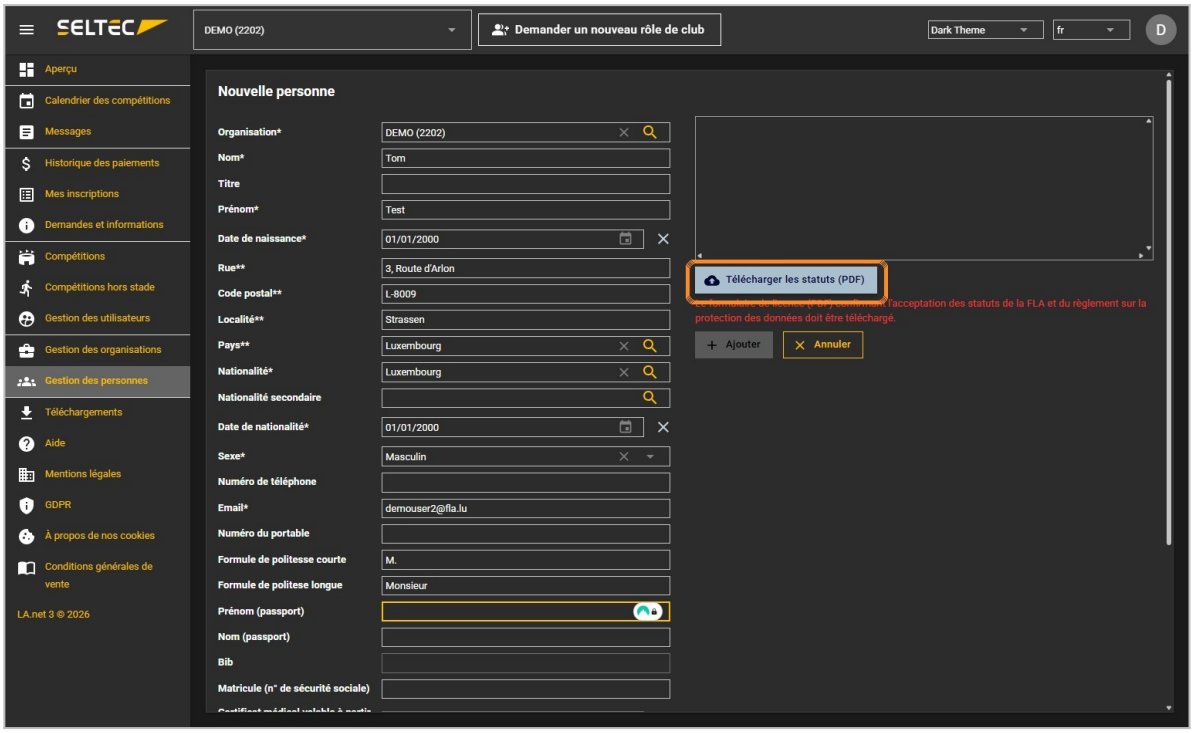


LUXEMBOURG
LET'S MAKE IT HAPPEN

4.5 Attach the signed form

As long as the form is not attached, the red message « Le formulaire de licence (PDF) confirmant l'acceptation des statuts de la FLA et du règlement sur la protection des données doit être téléchargé » (The licence form (PDF) confirming acceptance of the FLA statutes and data protection rules must be uploaded) appears and the « Ajouter » (Add) button stays greyed out.

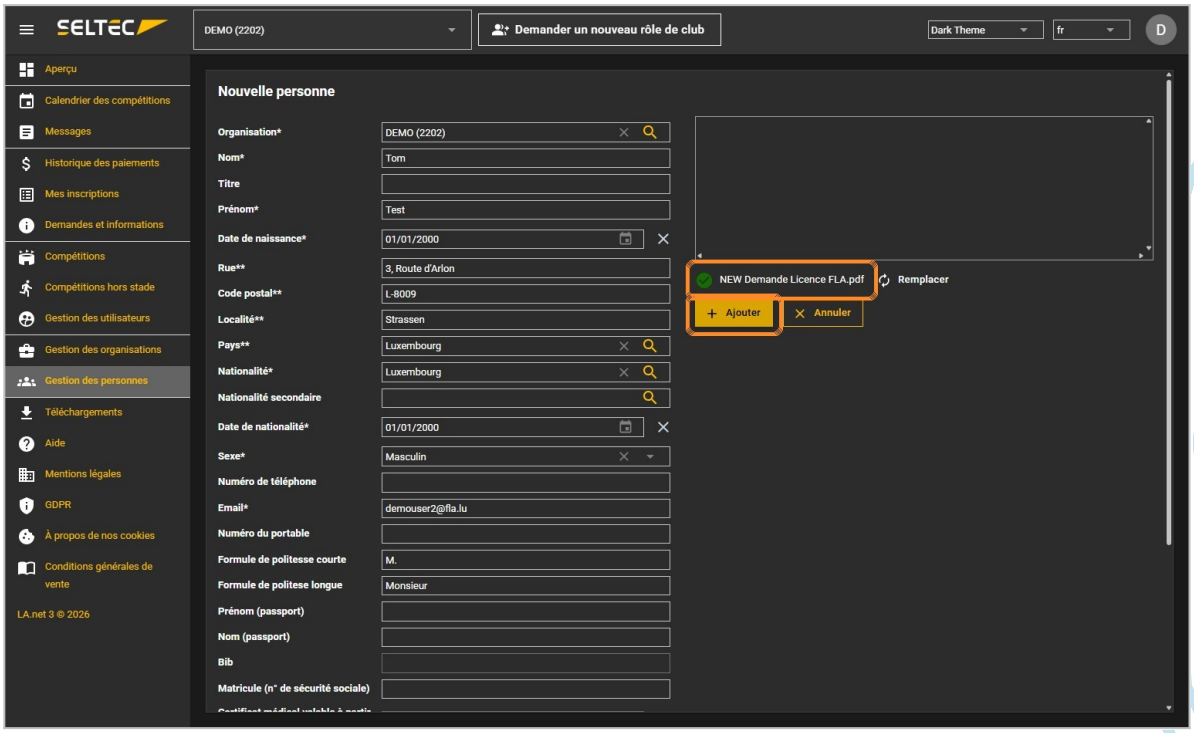
Click **« Télécharger les statuts (PDF) »** (Upload statutes (PDF)) and select the signed form on your computer.



4.6 Save the person

The file name appears with a green tick. If you chose the wrong file, click « Remplacer » (Replace).

Click **"Ajouter"** (Add) to save the person, or « Annuler » (Cancel) to abandon the entry.



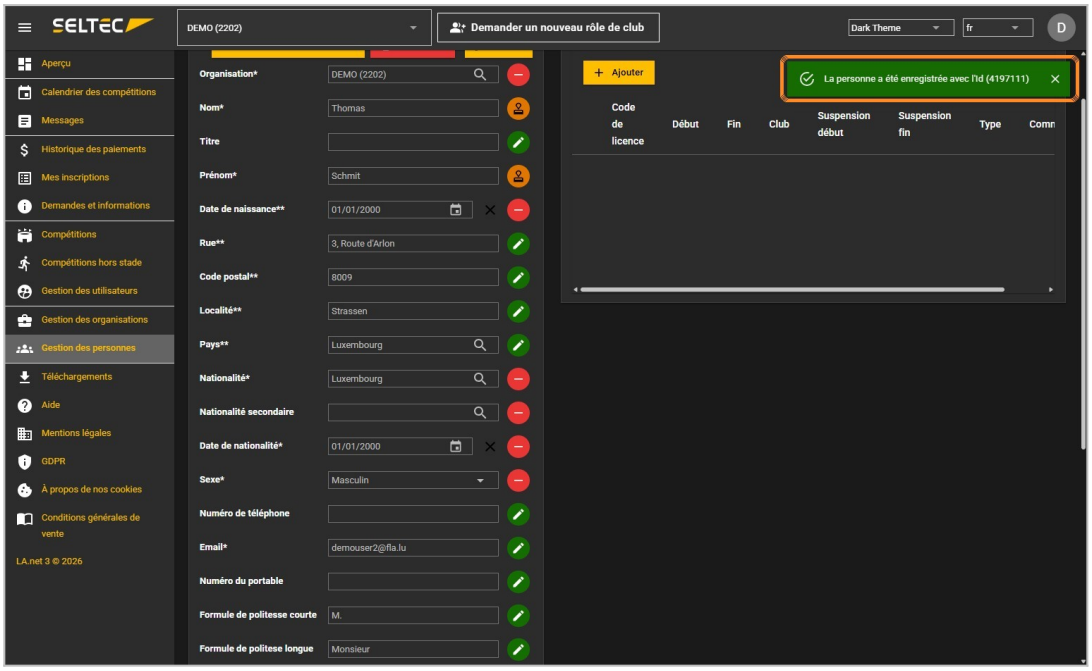
LUXEMBOURG
LET'S MAKE IT HAPPEN

4.7 Person saved

The green message « La personne a été enregistrée avec l'ID … » (The person has been saved with ID …) appears and the person's **« Données de base »** (Basic data) record opens.

At the top of the record, the buttons « Ajouter nouvelle personne » (Add new person), « Supprimer » (Delete) and « Traiter » (Edit) are available. On the right, the tabs « Licences » (Licences) and « Changements de nom/nationalité » (Name/nationality changes).

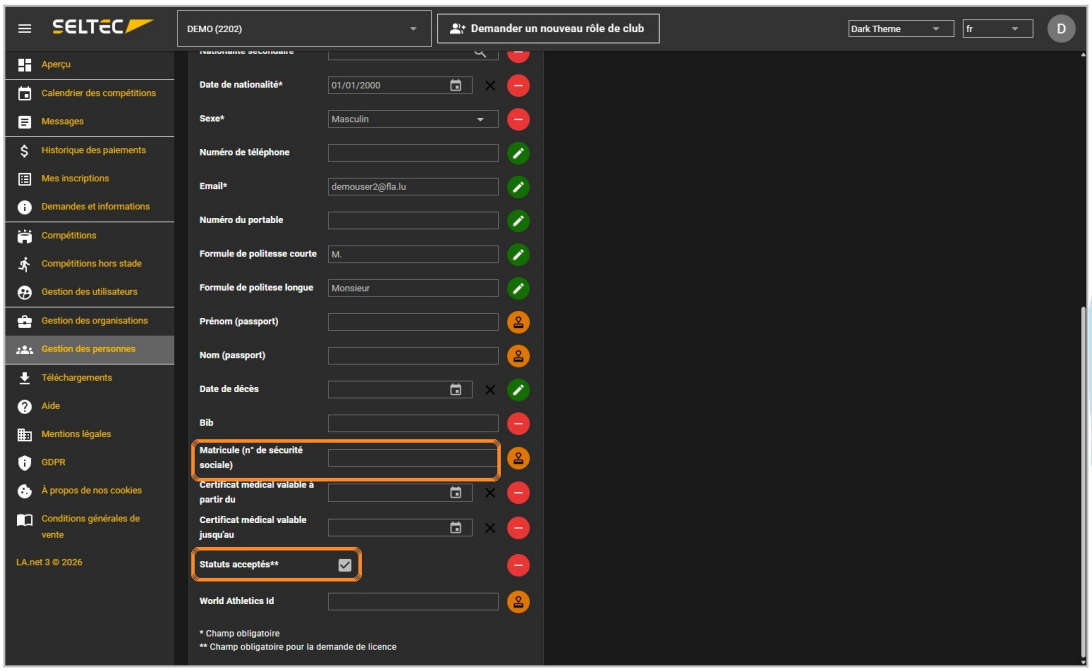
At this stage, the person has been created but does not yet have a licence: the licence table is empty.



4.8 Check the record

Scroll to the bottom of the record. The box **« Statuts acceptés »** (Statutes accepted) is ticked: it is linked to the uploaded licence application form.

Also check that the **matricule (n° de sécurité sociale)** (registration number) is filled in. The other fields at the bottom of the record are the date of death, the Bib, the dates of the medical certificate and the World Athletics Id.

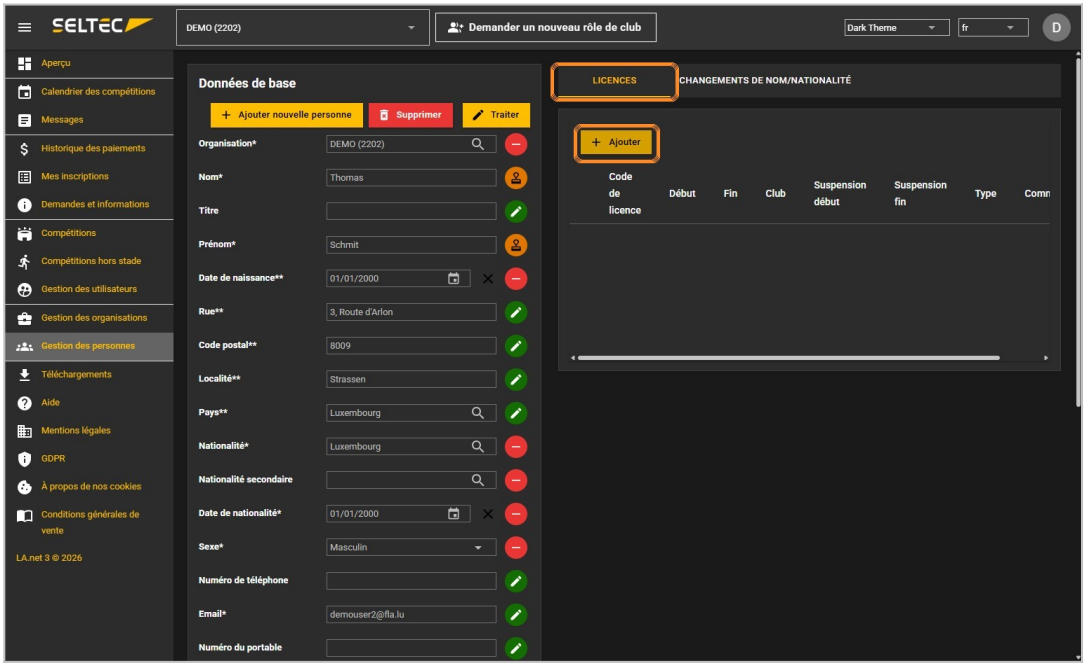


LUXEMBOURG
LET'S MAKE IT HAPPEN

5. Method 1: request the licence

5.1 Add a licence

In the person's record, under the **« Licences »** (Licences) tab, click **"Ajouter"** (Add). The licence table shows the licence code, start date, end date, club, any suspension dates and the licence type.

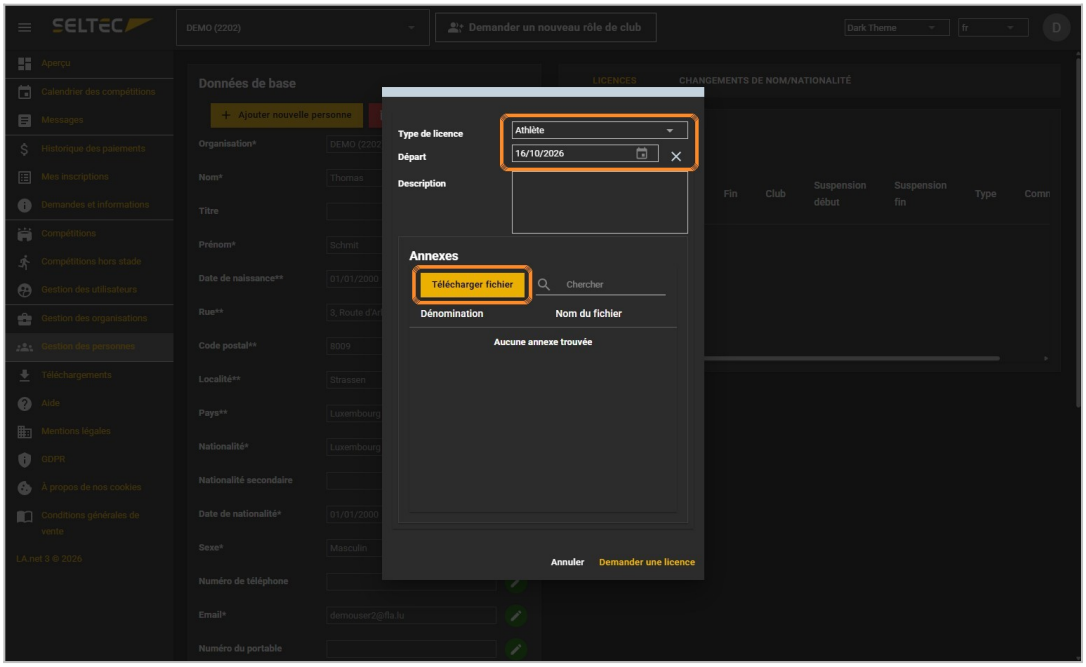


5.2 Fill in the licence request

The licence request window opens:

- **Type de licence** (licence type): for example « Athlète » (Athlete);
- **Départ** (start): the licence start date (today's date by default). There is no end date;
- **Description**: optional.

In the **« Annexes »** (Attachments) section, click **« Télécharger fichier »** (Upload file) to attach the documents. As long as no document is attached, the message « Aucune annexe trouvée » (No attachment found) is shown.

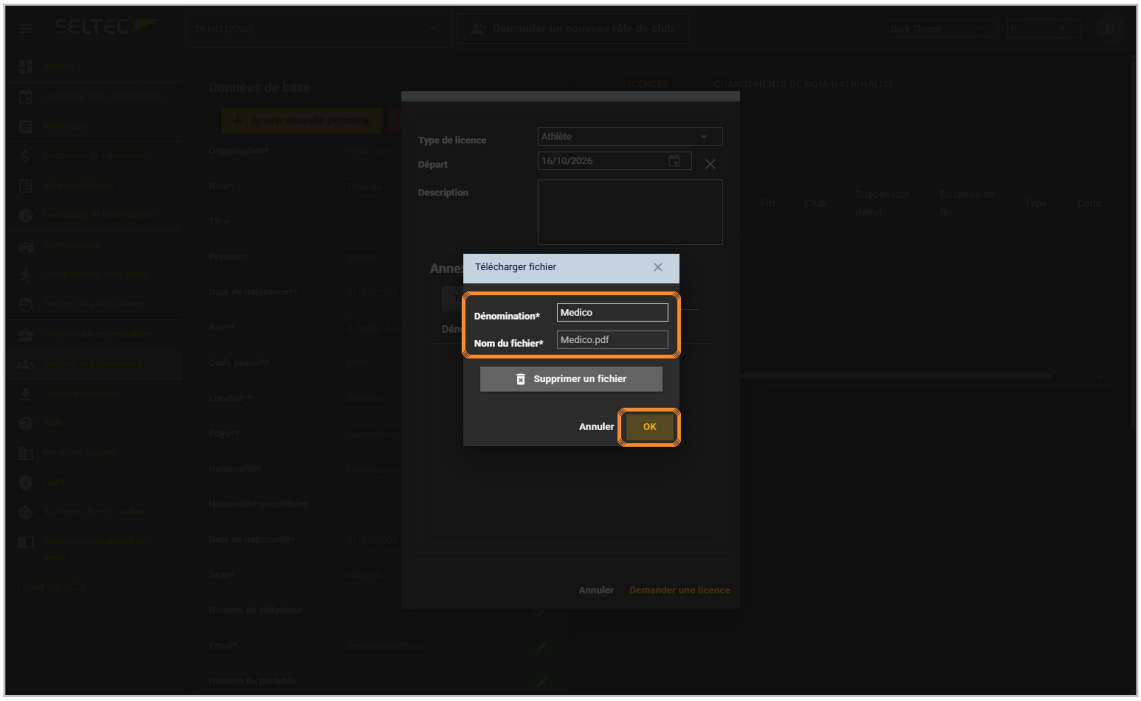


LUXEMBOURG
LET'S MAKE IT HAPPEN

5.3 Add the attachments

In the window « Télécharger fichier » (Upload file), enter the **dénomination** (name) of the document (for example « Medico »), select the **fichier** (file), then click **"OK"**. The button « Supprimer un fichier » (Delete file) lets you change the file. Repeat for each document to attach:

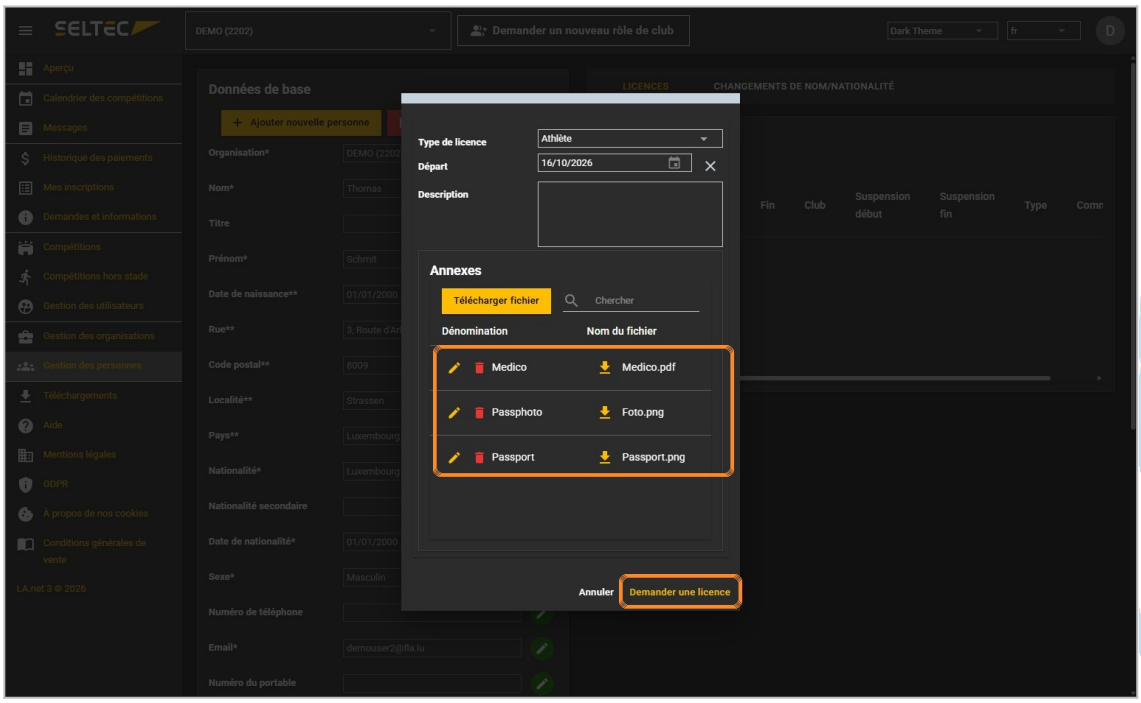
- a passport photo of the athlete (max. width 3 cm, max. height 5 cm);
- a copy of the identity card or passport (for dual nationality: a copy of both);
- a copy of the medical-sports examination form, or a medical certificate for children aged 5 and 6.



5.4 Send the request

The attachments appear in the list with their name and file name (for example Medico, Passphoto, Passport). The pencil edits an attachment, the red bin deletes it.

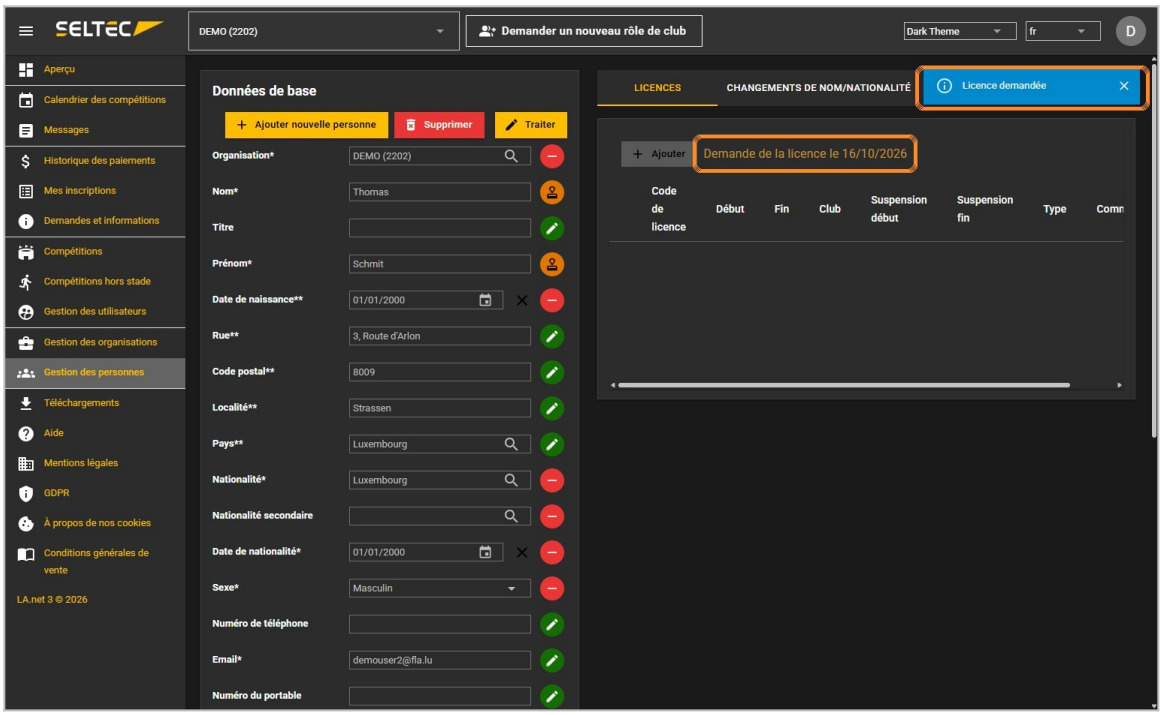
Click **« Demander une licence »** (Request a licence).



LUXEMBOURG
LET'S MAKE IT HAPPEN

5.5 Licence requested

The blue message « Licence demandée » (Licence requested) appears, and the line « Demande de la licence le … » (Licence request of …) appears in orange in the Licences tab. The licence is not active yet.

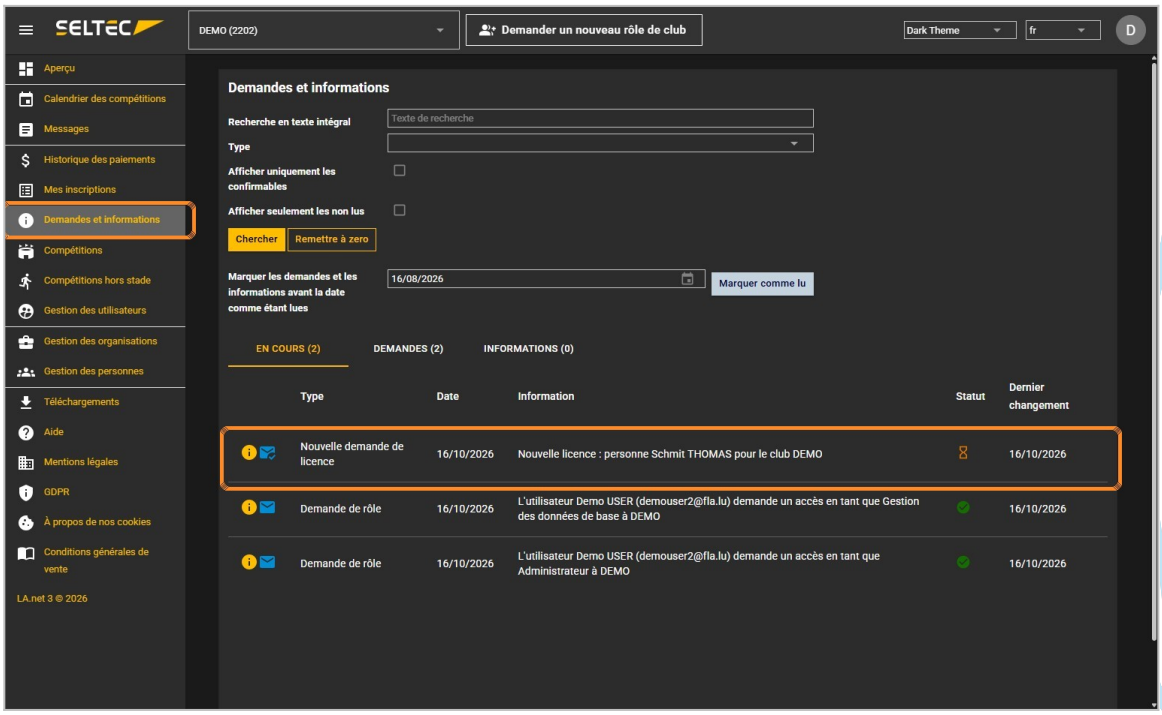


5.6 Follow the request

In the menu **« Demandes et informations »** (Requests and information), the tab « En cours » (In progress) lists your requests with their type, date, information (for example « Nouvelle licence : personne … pour le club … » (New licence: person … for club …)), status and date of the last change.

The licence request shows an **hourglass**: it is pending. A **green tick** means that a request has been validated (for example your role requests).

Filters let you search for a request (full-text search, type, show only confirmable or unread items). The button « Marquer comme lu » (Mark as read) marks requests older than the chosen date as read.



LUXEMBOURG
LET'S MAKE IT HAPPEN

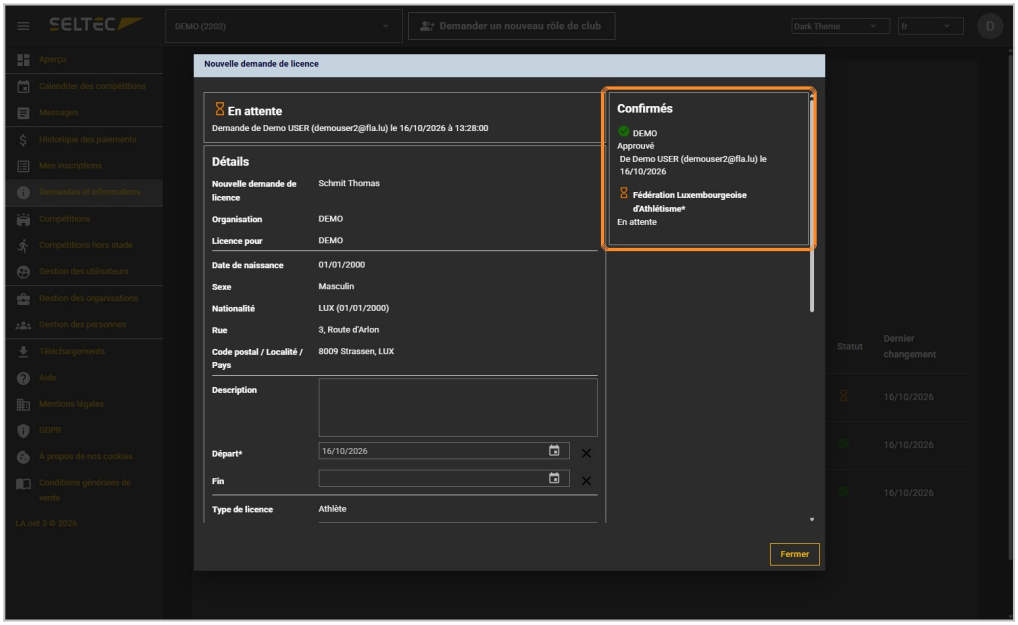
5.7 Request details

Click the request to open the window « Nouvelle demande de licence » (New licence request). At the top, the status **« En attente »** (Pending) with the date and author of the request.

The **« Détails »** (Details) section repeats the person's data: name, organisation, date of birth, sex, nationality, address, start date and licence type.

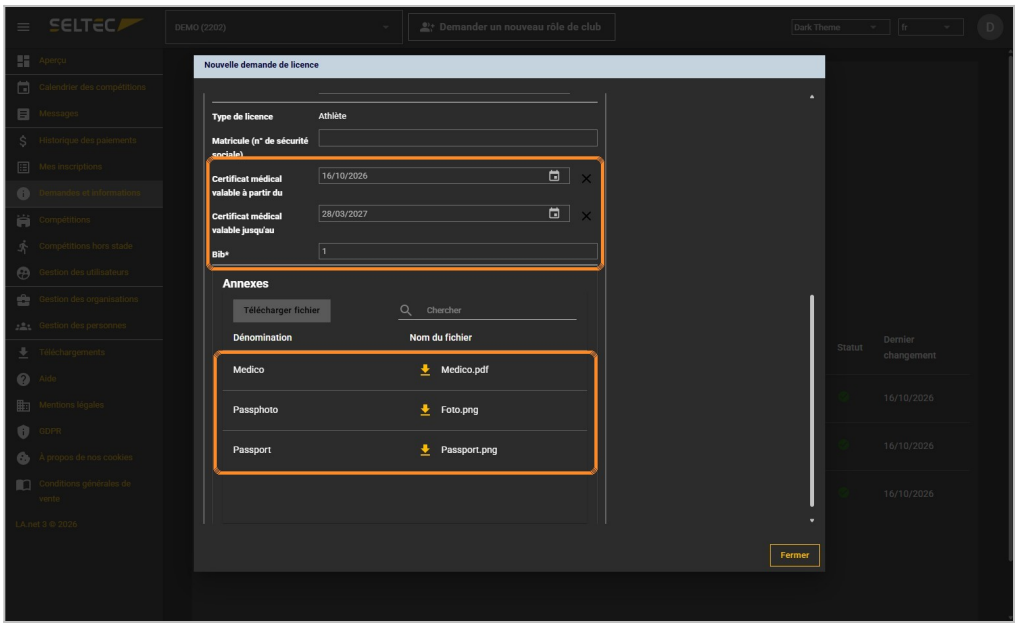
On the right, the **« Confirmés »** (Confirmed) section shows the progress: the club has approved the request (green tick), the Fédération Luxembourgeoise d'Athlétisme is still « En attente » (pending) (hourglass).

> **Validation by the FLA**
> Each licence request must be validated by the FLA. As long as the FLA has not validated it, the licence is not active.



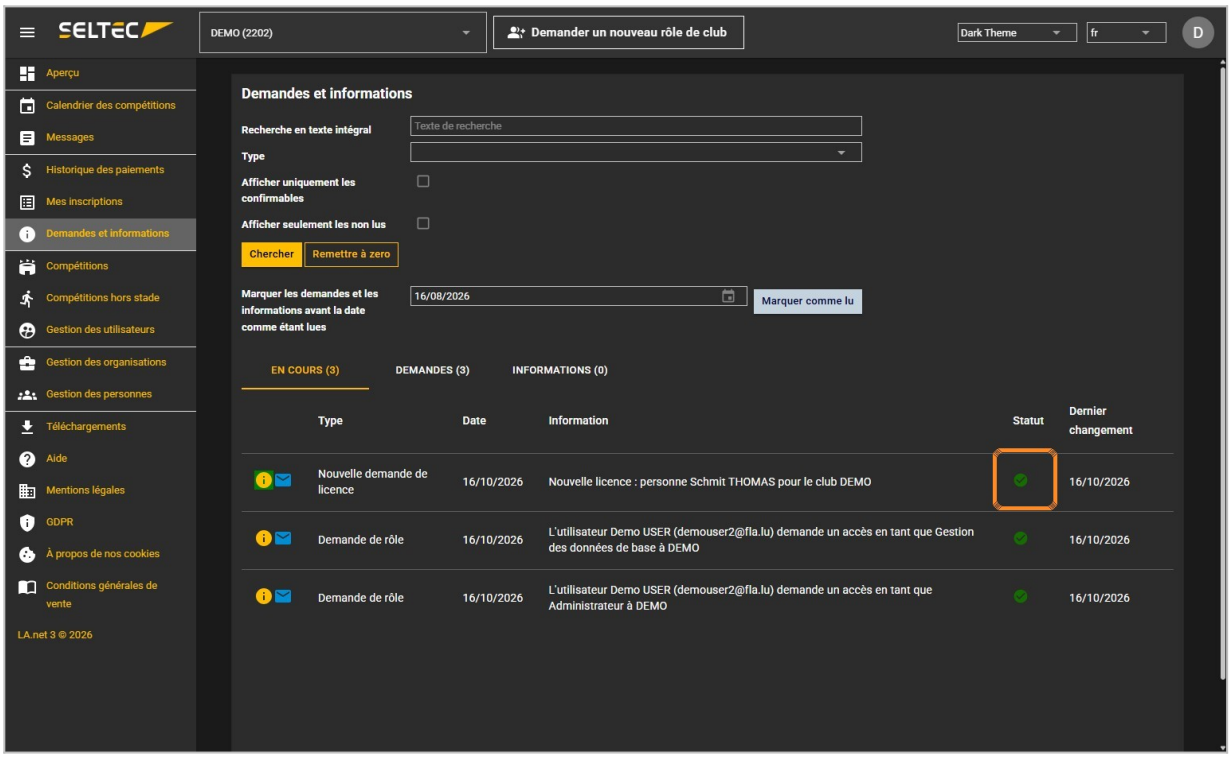
5.8 Request data and attachments

Further down the details you will find the licence type, the registration number, the validity dates of the medical certificate, the bib number and the list of attachments, which you can download by clicking their name. Click « Fermer » (Close) to return to the list.



5.9 Request validated

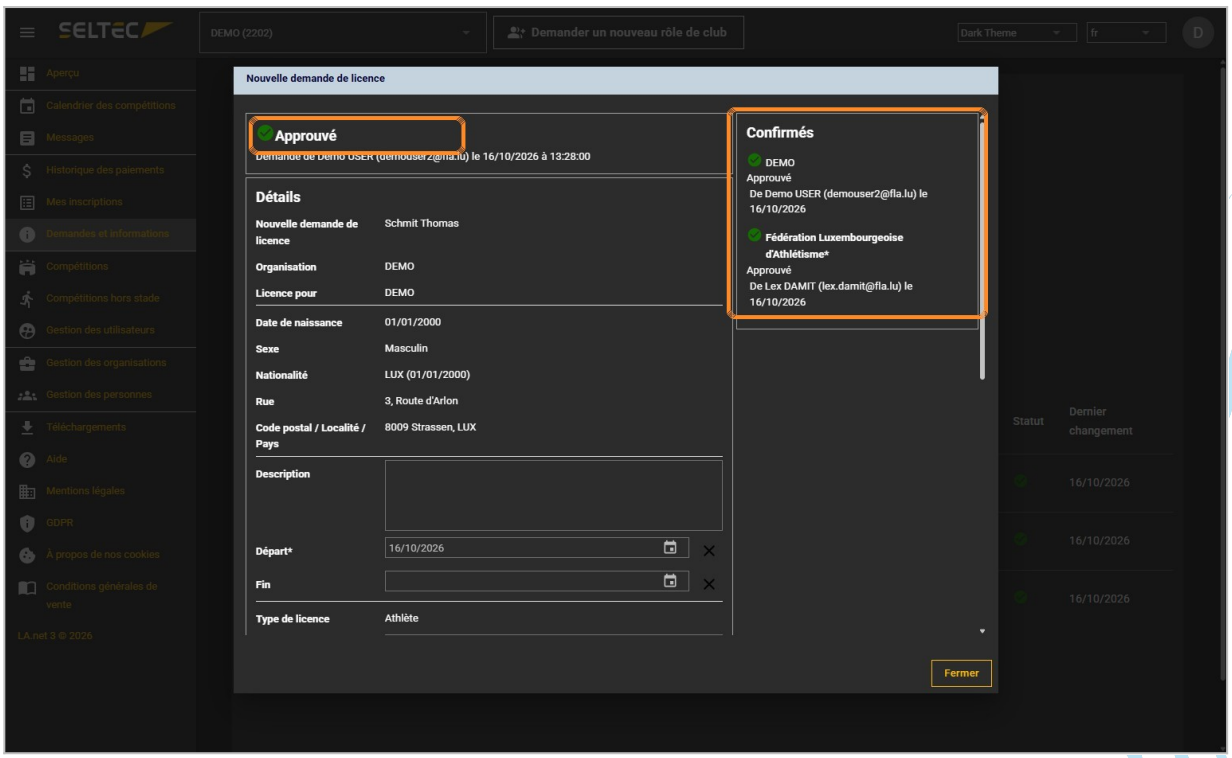
Once the request has been validated by the FLA, the status of the licence request changes to a **green tick** in « Demandes et informations » (Requests and information).



5.10 Licence approved

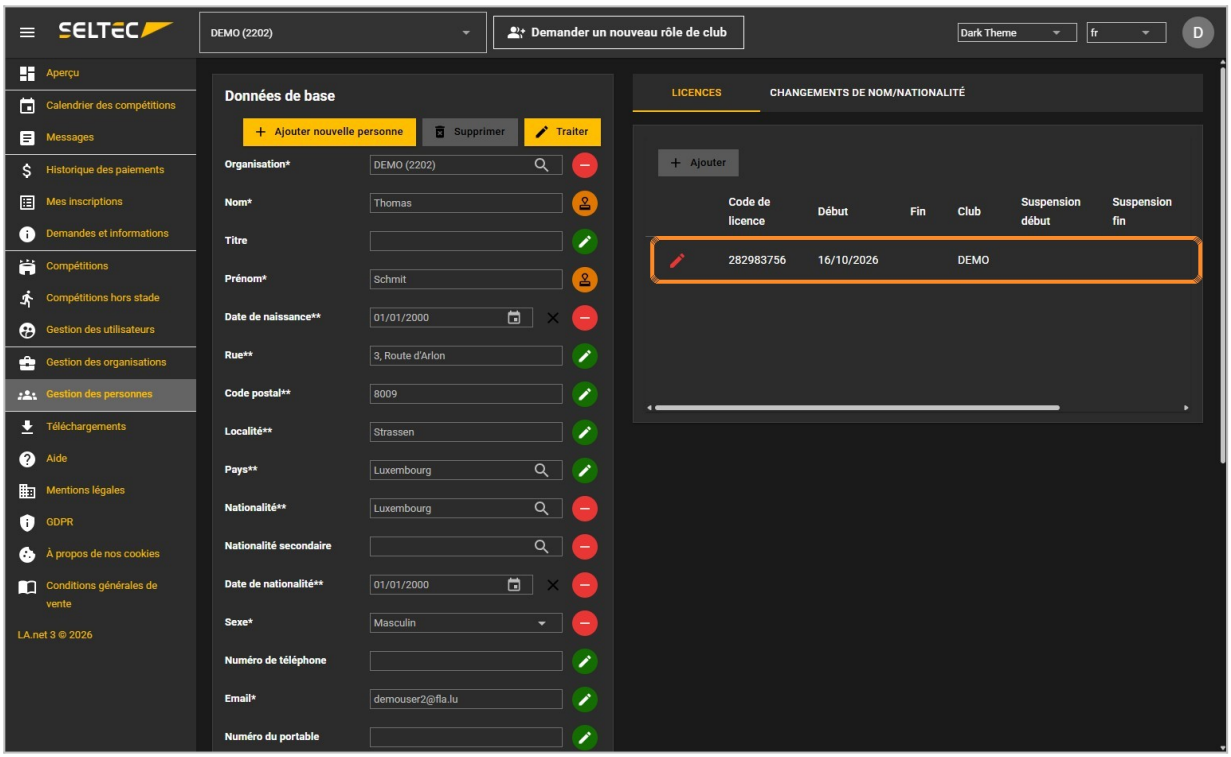
The request details show **« Approuvé »** (Approved). In the « Confirmés » (Confirmed) section, both validations appear with their date: the club's and the Fédération Luxembourgeoise d'Athlétisme's.

The athlete has received their bib number and their medical-sports examination is recorded.



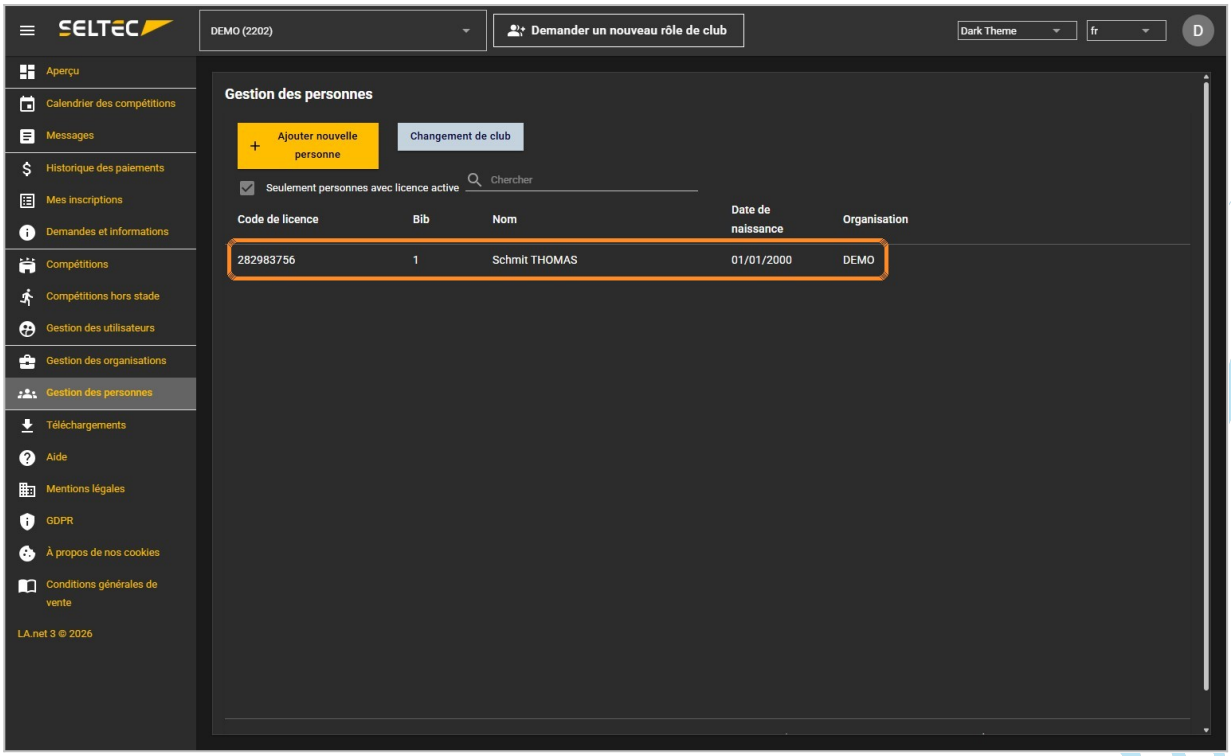
5.11 Licence active

In the person's record, under the « Licences » tab, the licence appears with its **licence code**, its **start date** and the club. The **« Fin »** (End) column stays empty: the licence is valid until the club ends it.



5.12 List of the club's licensees

In **« Gestion des personnes »** (Person management), the person appears with their licence code, bib number, date of birth and club. They remain visible with the filter « Seulement personnes avec licence active ».



LUXEMBOURG
LET'S MAKE IT HAPPEN

6. Method 2: the club's online form

In this method, the member (the athlete or their legal guardian) fills in their licence request online, and the club then confirms it in Seltec. Each club has its own link to the form « Lizenzantrag » (licence request), which it can publish on its website or send to its members. The form itself is in German, so the field names are explained below.

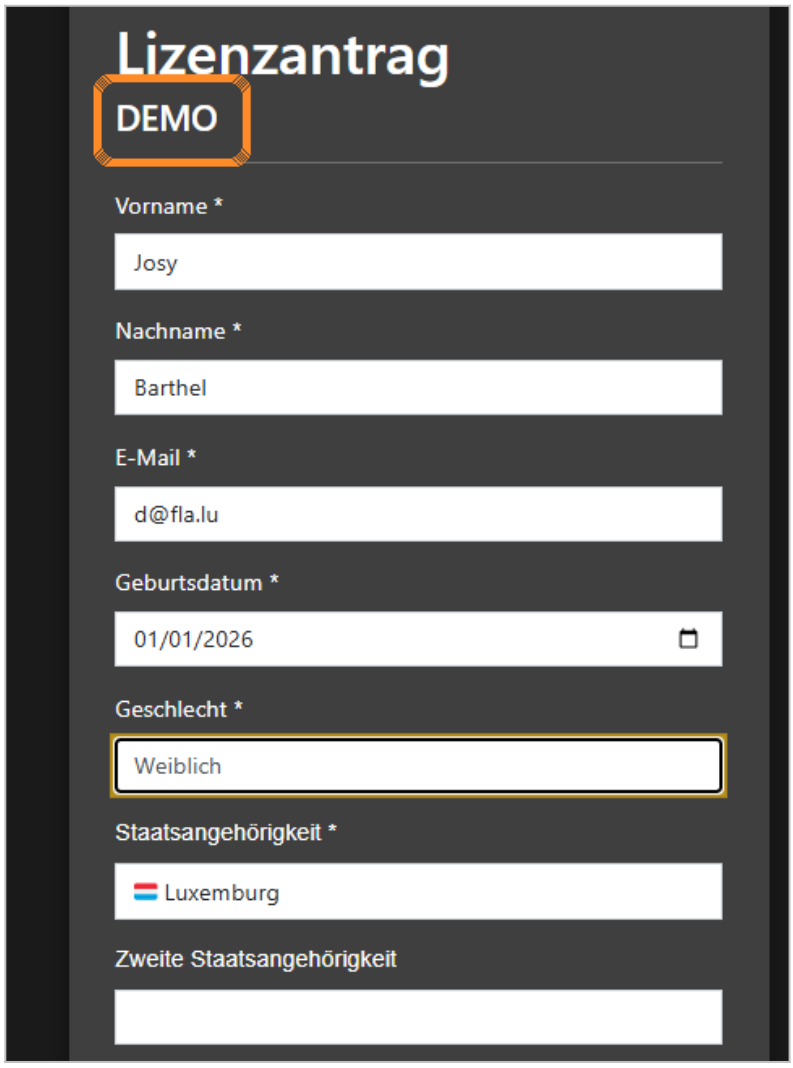
6.1 Open the club's form

By opening their club's link, the member arrives at the form **« Lizenzantrag »** (Licence request). The club's name appears under the title (here « DEMO »), so the request is automatically linked to that club.

They start by filling in their personal details:

- **Vorname*** (first name);
- **Nachname*** (last name);
- **E-Mail*** (e-mail address);
- **Geburtsdatum*** (date of birth, in month/day/year format or via the calendar);
- **Geschlecht*** (sex: Männlich = male, Weiblich = female);
- **Staatsangehörigkeit*** (nationality), and if needed **Zweite Staatsangehörigkeit** (second nationality).

Fields marked with an asterisk (*) are mandatory (« Pflichtfeld » (mandatory field)).



6.2 Address and licence type

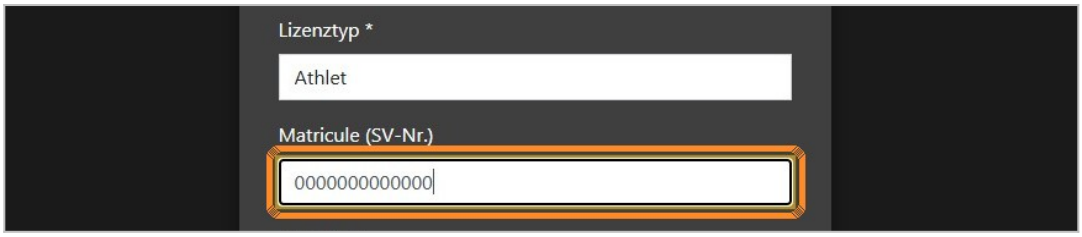
The member then completes their address and chooses the licence type:

- **Straße*** (street and number);
- **PLZ*** (postcode);
- **Ort*** (town);
- **Land*** (country);
- **Lizenztyp*** (licence type), for example « Athlet » (athlete).



6.3 Registration number

In the field **« Matricule (SV-Nr.) »** (registration number, social security number), the member enters their Luxembourg registration number (social security number) of **13 digits**. This number simplifies the processing of medical-sports examinations.

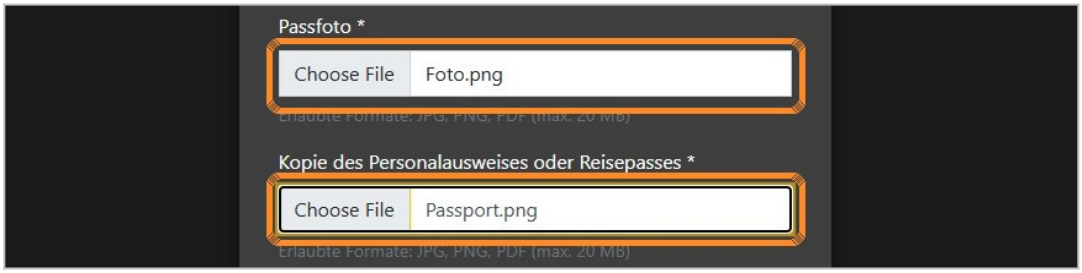


6.4 Attach the documents

The member attaches two documents by clicking **« Choose File »** (choose a file):

- **Passfoto*** (passport photo): a passport-style photo;
- **Kopie des Personalausweises oder Reisepasses*** (copy of identity card or passport): a copy of the identity card or passport.

Accepted formats are JPG, PNG and PDF, with a maximum size of 20 MB per file. The file name is shown once the document is selected.

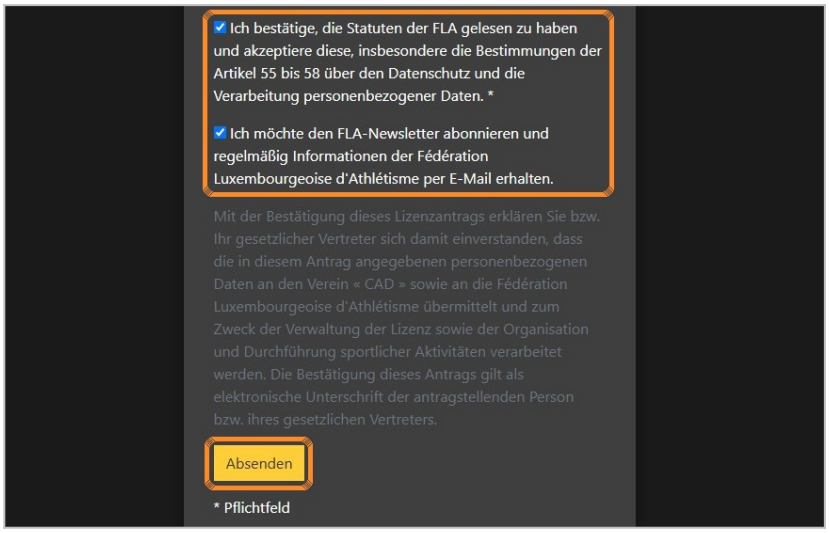


6.5 Accept the statutes and send

The member ticks the mandatory box confirming that they have read and accept **the FLA statutes**, in particular articles 55 to 58 on data protection. The box to subscribe to the **FLA newsletter** is optional.

By confirming the request, the member (or their legal guardian) agrees that their data is passed on to the club and to the FLA to manage their licence. **Confirming the request counts as an electronic signature**: no paper form is needed.

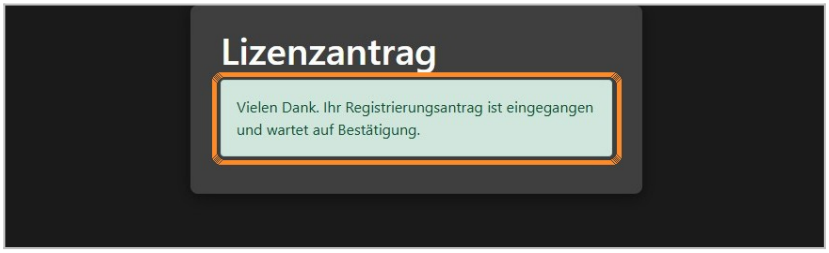
Finally, they click **« Absenden »** (Send).



6.6 Request sent

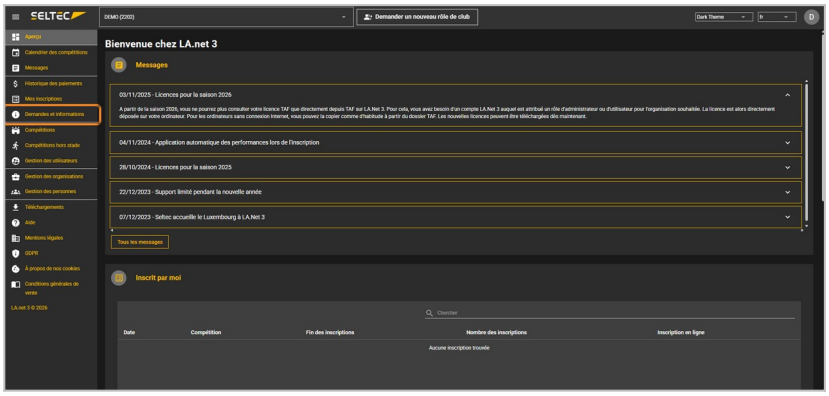
The message « Vielen Dank. Ihr Registrierungsantrag ist eingegangen und wartet auf Bestätigung. » (Thank you. Your registration request has been received and is awaiting confirmation.) appears.

> **Important**
> The request is not a licence yet. **The club must confirm it first** (see the following steps): as long as the club has not done so, the FLA cannot validate it.



6.7 Open the club's requests

The club manager logs in to LaNet with their account and clicks **« Demandes et informations »** (Requests and information) in the left-hand menu.

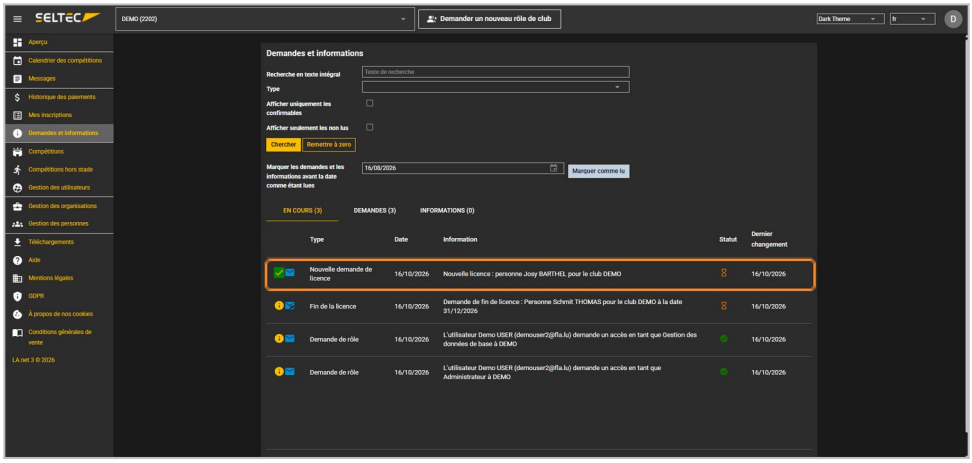


LUXEMBOURG
LET'S MAKE IT HAPPEN

6.8 Find the request

In the « En cours » (In progress) tab, the request appears as **« Nouvelle demande de licence »** (New licence request), with the information « Nouvelle licence : personne … pour le club … » (New licence: person … for club …) and an hourglass (pending). The tick on the left shows that the club can confirm this request.

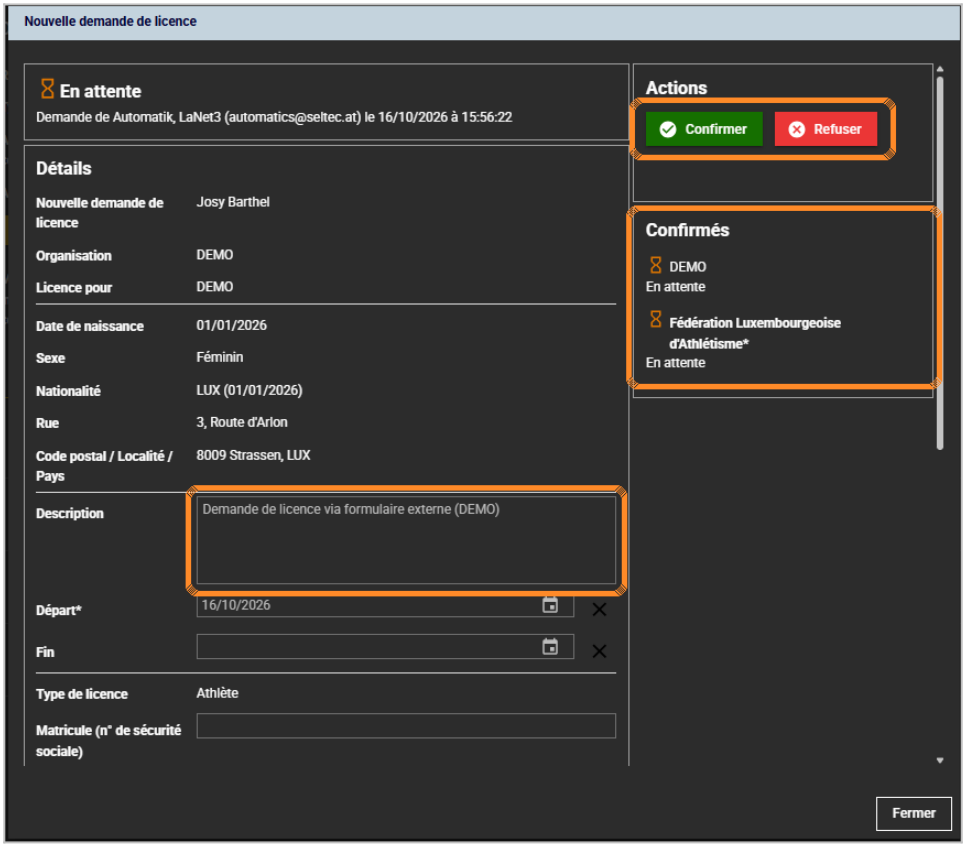
Click the request to open it.



6.9 View the request details

The window « Nouvelle demande de licence » (New licence request) opens. At the top, the status **« En attente »** (Pending) and the origin of the request: « Demande de Automatik, LaNet3 » (Request from Automatik, LaNet3), with the description « Demande de licence via formulaire externe » (Licence request via external form). The « Détails » (Details) section shows the data entered by the member.

On the right, the **« Confirmés »** (Confirmed) section shows that the club's decision and the FLA's decision are both **pending**. The **« Actions »** (Actions) section offers the buttons **« Confirmer »** (Confirm) and **« Refuser »** (Refuse).

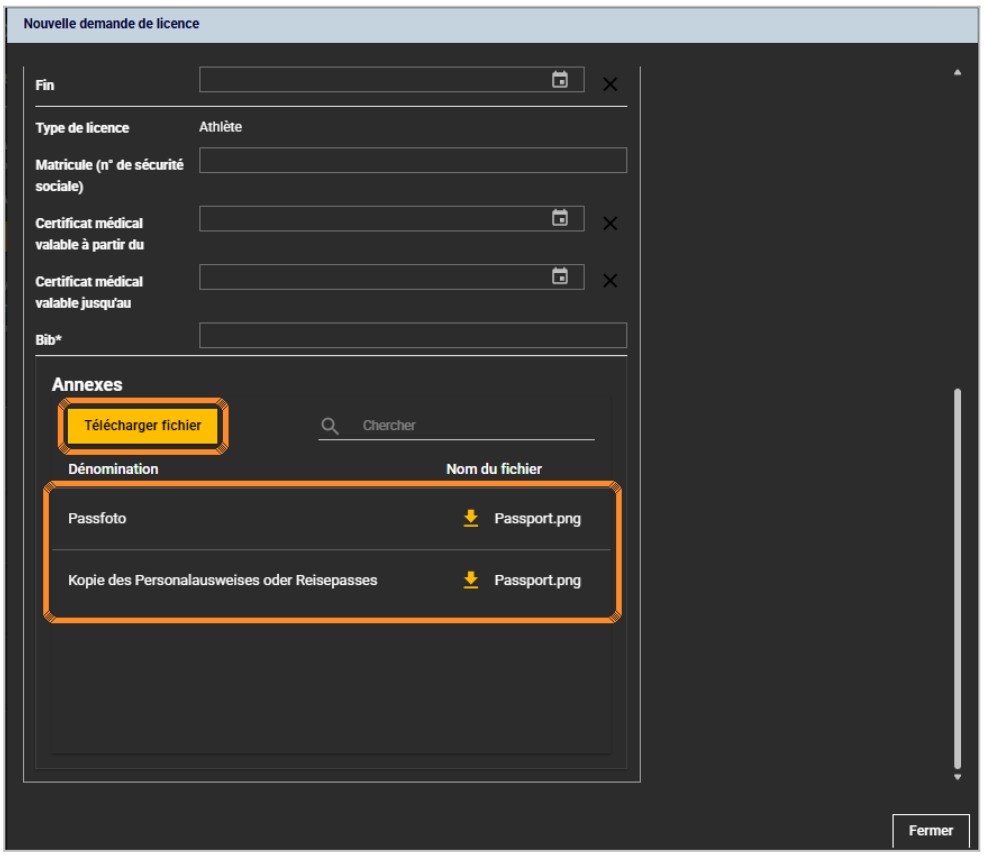


LUXEMBOURG
LET'S MAKE IT HAPPEN

6.10 Check the attachments

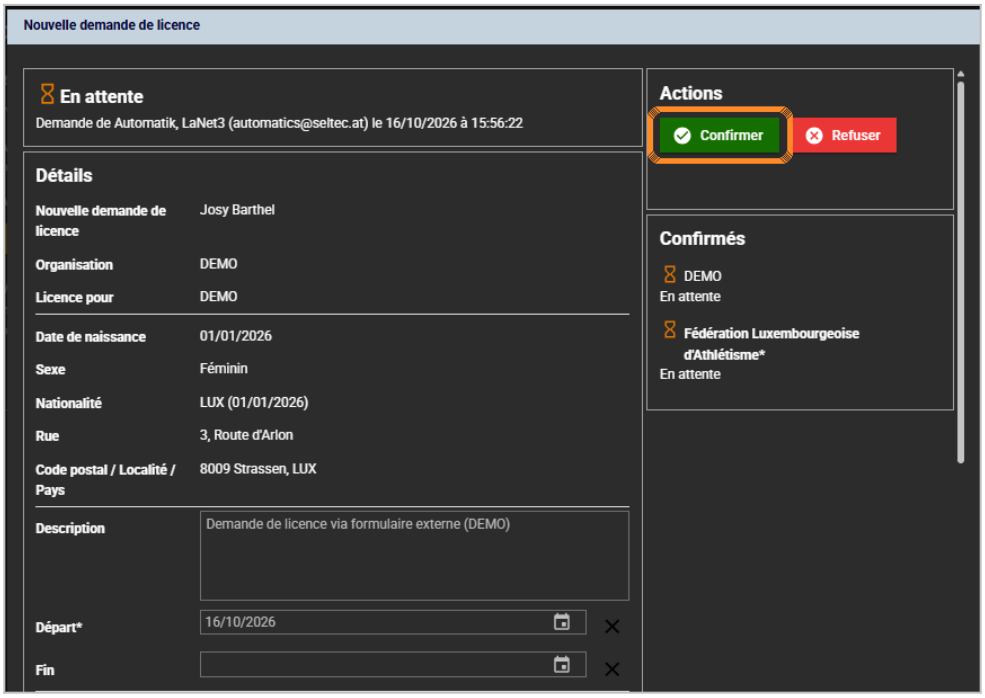
Scroll down the window to the « **Annexes** » (Attachments) section: here you will find the documents sent by the member (passport photo and copy of the identity document). Click a file name to display it.

If a document is missing or incorrect, click « **Télécharger fichier** » (Upload file) to add or replace an attachment. Also check the registration number and the medical certificate dates.



6.11 Confirm the request

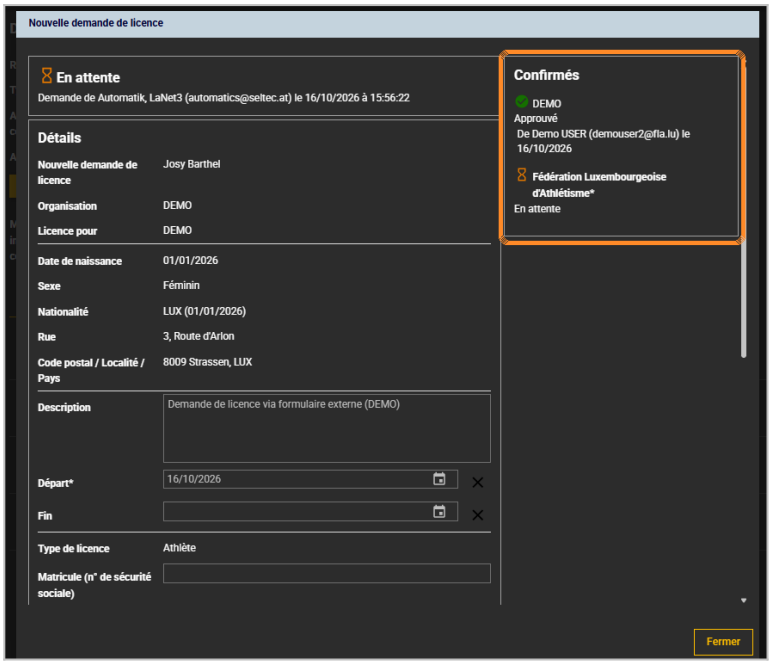
Once the information and documents have been checked, click « **Confirmer** » (Confirm). If the request is not valid, click « **Refuser** » (Refuse).



6.12 Request confirmed by the club

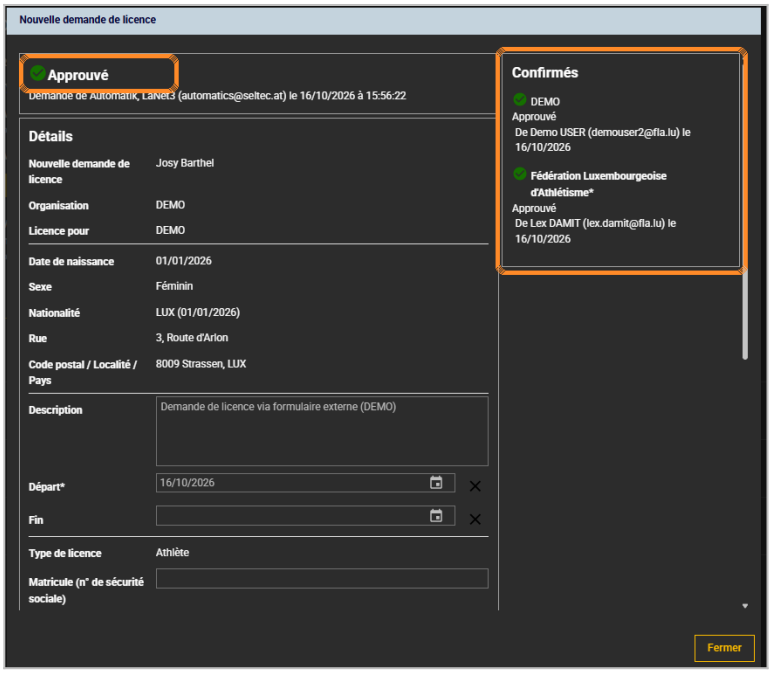
In the « Confirmés » (Confirmed) section, the club now appears as **« Approuvé »** (Approved), with the name of the person who confirmed and the date. The Fédération Luxembourgeoise d'Athlétisme is still « En attente » (pending).

Validation by the FLA
After the club has confirmed, the FLA validates the licence.



6.13 Licence validated

As soon as the FLA has validated the request, the status changes to **« Approuvé »** (Approved), and both validations (club and FLA) appear in the « Confirmés » section. **The athlete now has a licence**: it appears in their record and in « Gestion des personnes » (Person management), as with method 1.



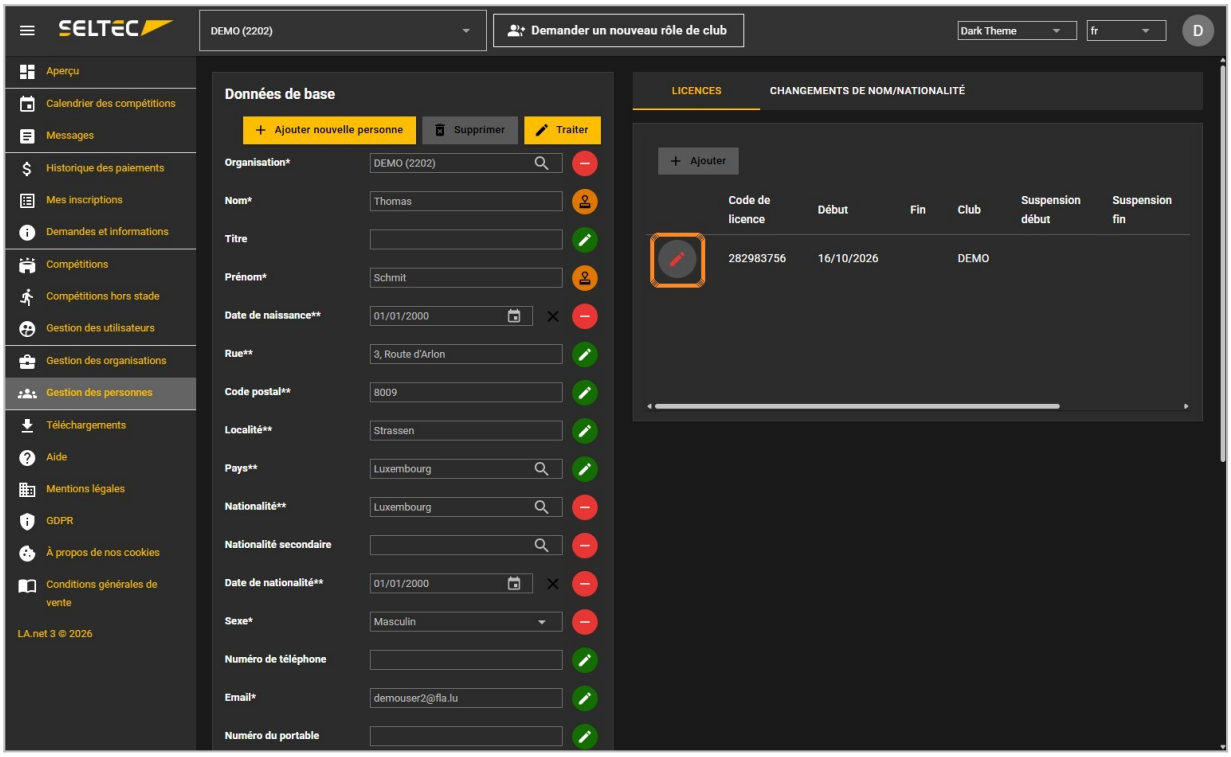
LUXEMBOURG
LET'S MAKE IT HAPPEN

7. End a licence

As licences no longer have an end date, the club must request the end of the licences it no longer needs.

7.1 Open the licence

In **« Gestion des personnes »** (Person management), open the person's record. In the « Licences » tab, click the licence icon (red pencil) at the start of the line.

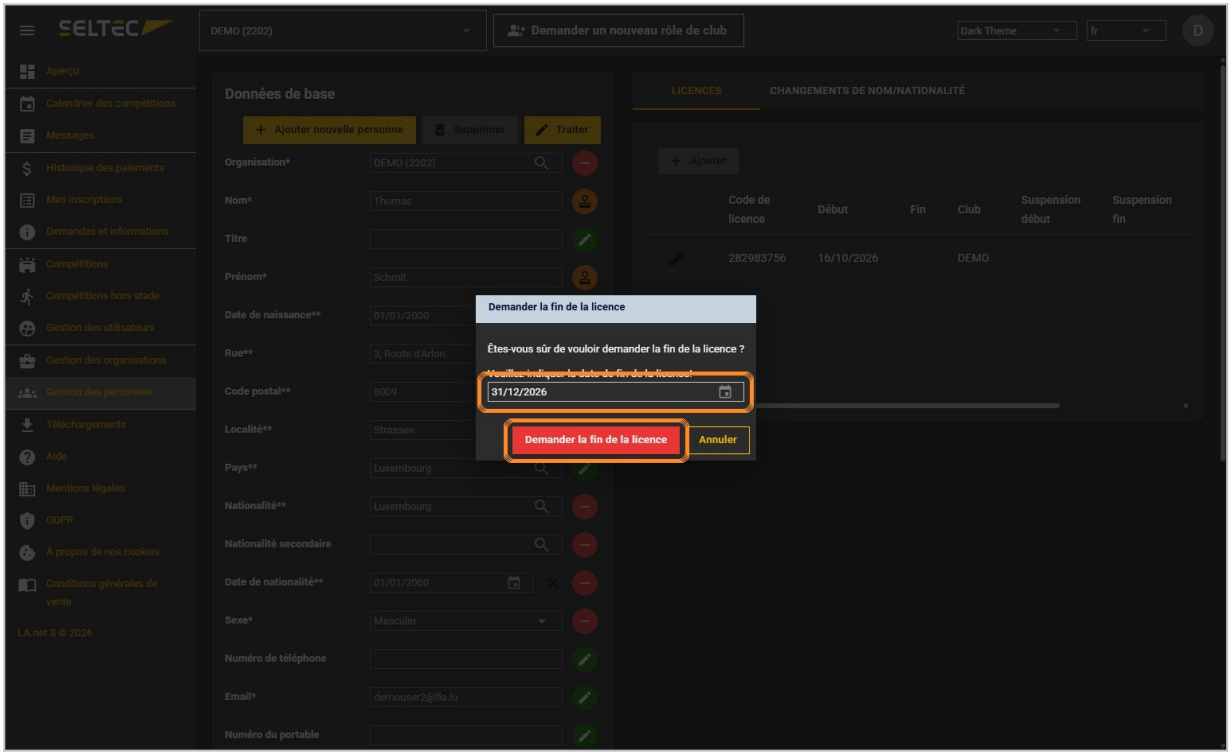


LUXEMBOURG
LET'S MAKE IT HAPPEN

7.2 Enter the end date

The window « Demander la fin de la licence » (Request the end of the licence) opens with the question « Êtes-vous sûr de vouloir demander la fin de la licence ? » (Are you sure you want to request the end of the licence?).

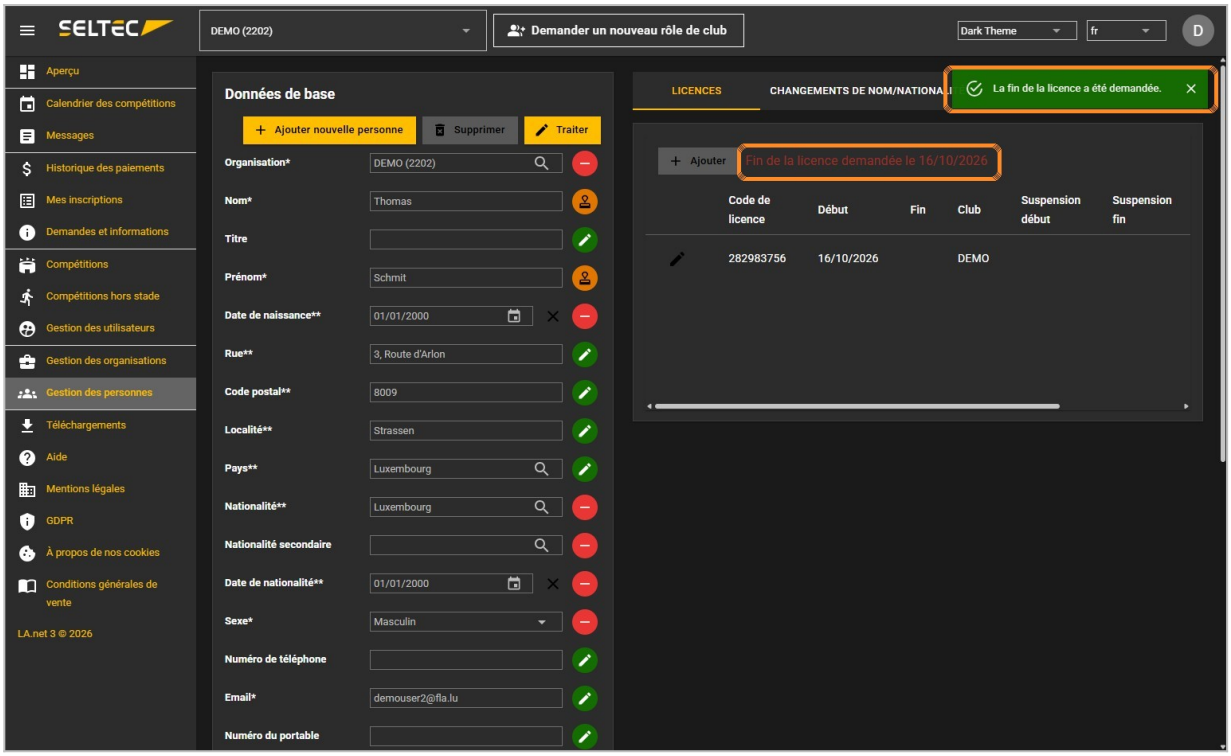
Enter the **end date** of the licence, then click **“Demander la fin de la licence”** (Request the end of the licence), or « Annuler » (Cancel).



LUXEMBOURG
LET'S MAKE IT HAPPEN

7.3 End of licence requested

The green message « La fin de la licence a été demandée » (The end of the licence has been requested) appears. In the « Licences » tab, the note « Fin de la licence demandée le … » (End of licence requested on …) appears above the table.



LUXEMBOURG
LET'S MAKE IT HAPPEN