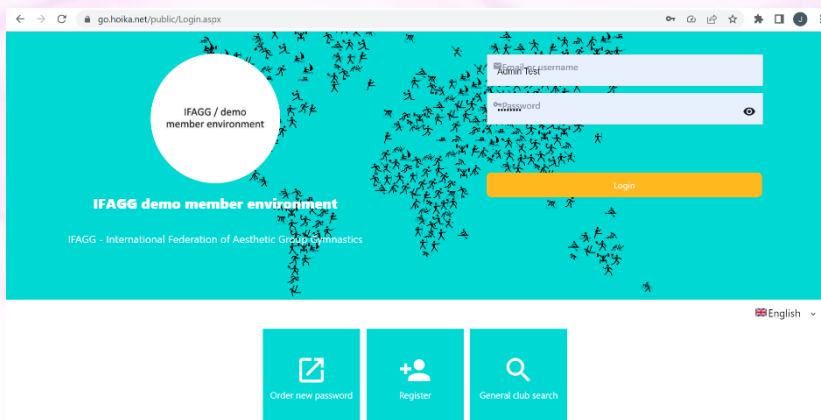
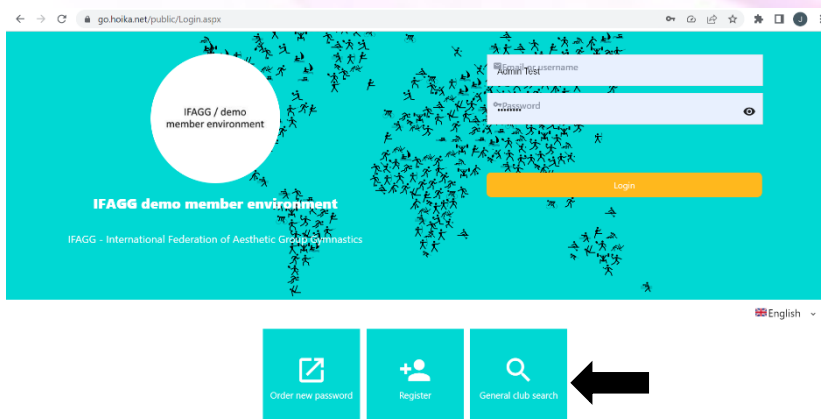


IFAGG license instructions 2026

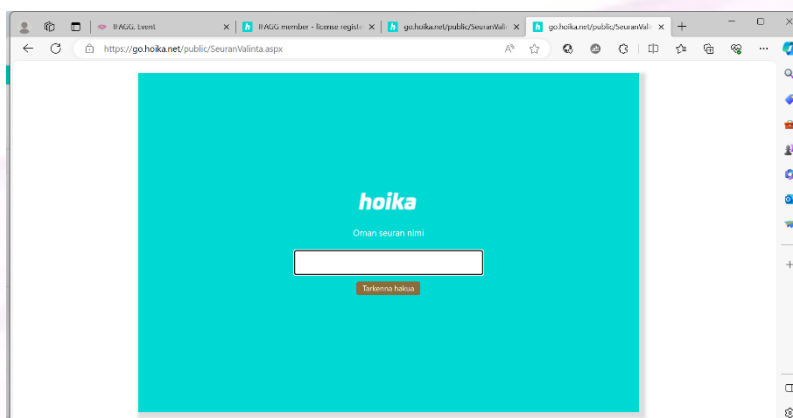
Here you can find the instructions how to purchase licences.



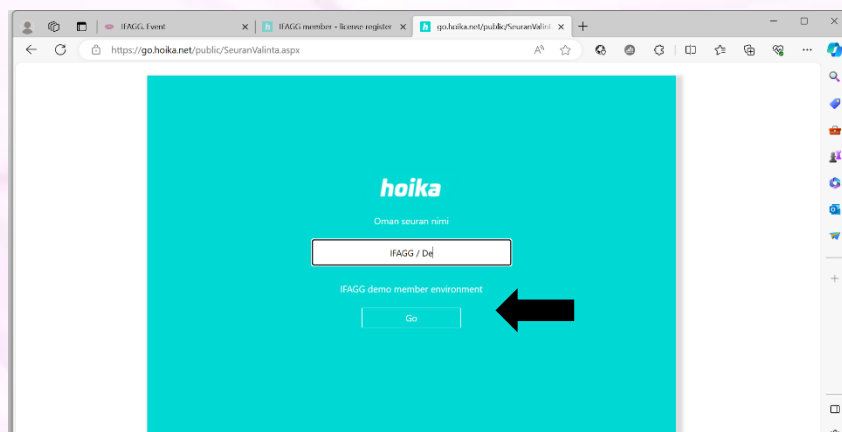
Log in to Hoika <https://go.hoika.net/public/Login.aspx> as the main user of Hoika.



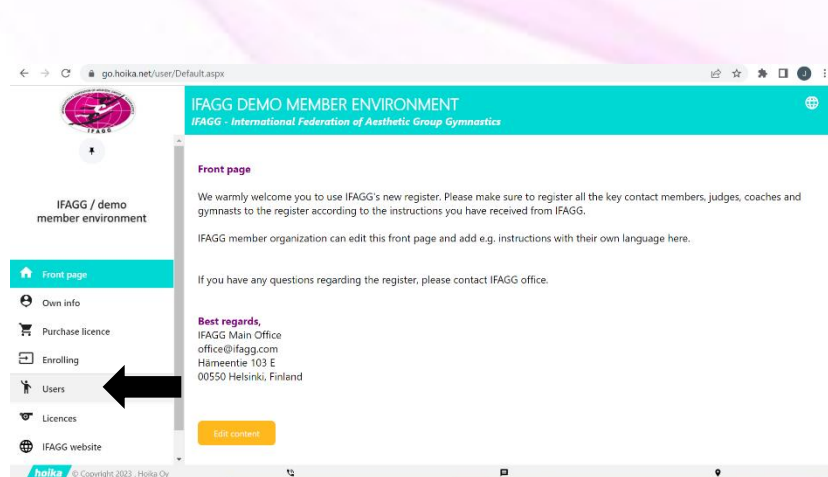
Choose General Club search if you don't see your federation name on the page.



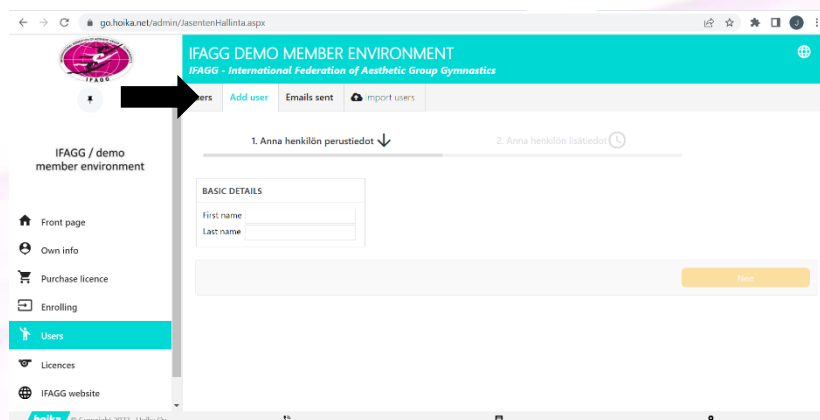
Start writing your country with 3 letter code and / (For example EST /) and then continue with your organization name. Here IFAGG / Demo member environment has been used as an example.



When you see your organization name appear, please choose that by clicking “Go” and log in as the main user of Hoika on your organization.

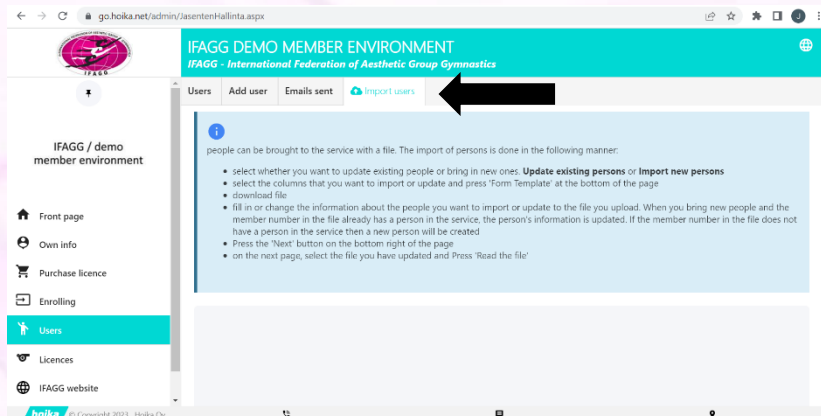


Choose “Users” after logging in. Check that you have all the persons who needs licenses registered in Hoika. If you don’t have them yet, add them.

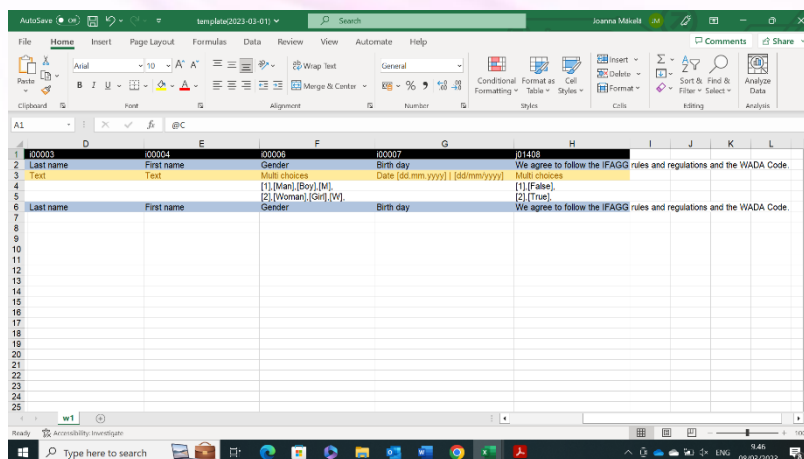


You can add people one by one from “Add user”. Fill in the information asked. Important info for licenses is:

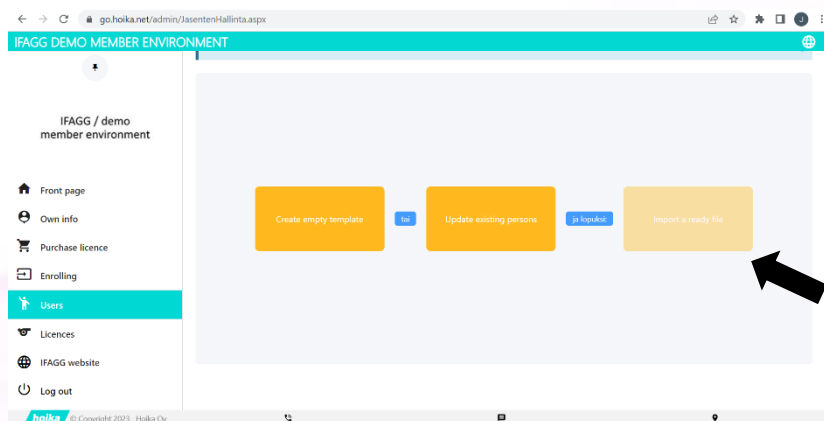
- Name
- Gender
- Birthday



You can also "Import users" with excel sheet provided from the office.

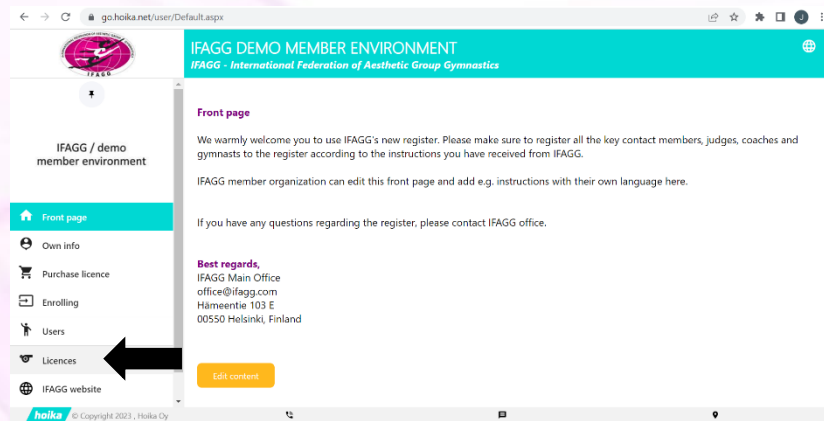


Fill in the excel carefully.

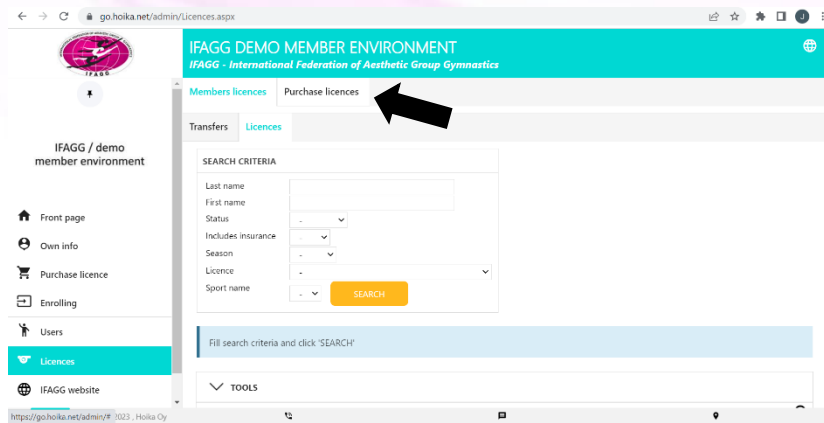


Then "Import a ready file".

After you have all the people in Hoika you can start purchasing licenses.



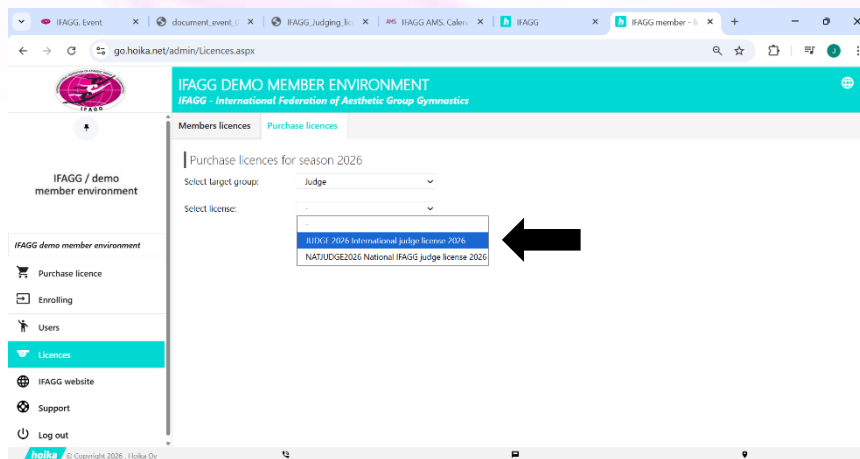
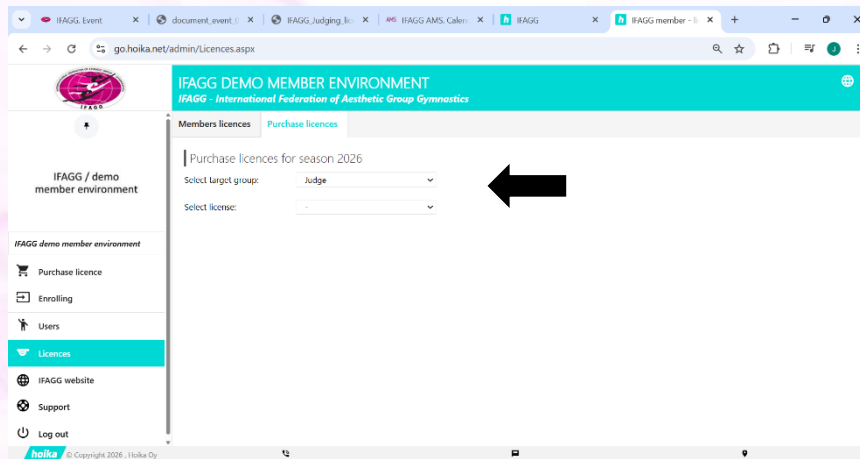
Choose “Licences” from the left.



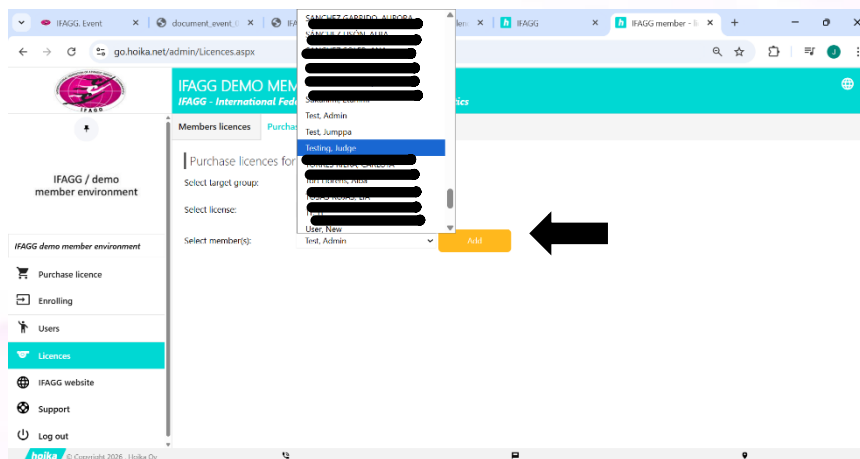
Choose “Purchase licences”.



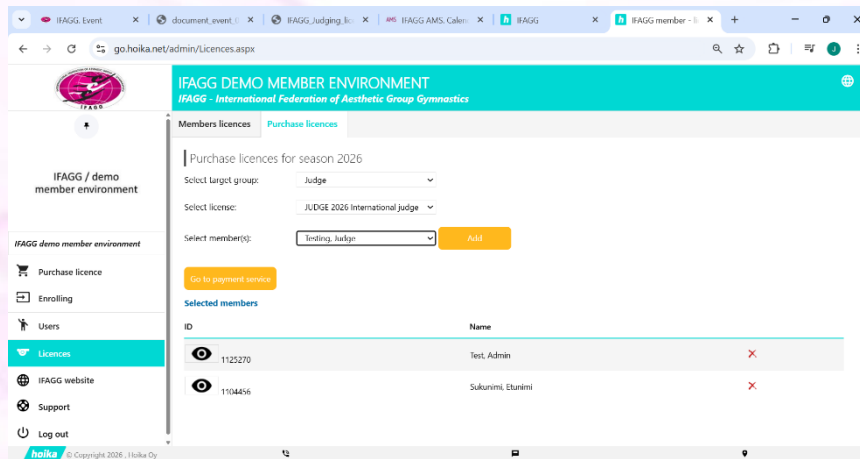
Choose the “target group” you are buying licenses. In these instructions it has been used “Judge” as an example.



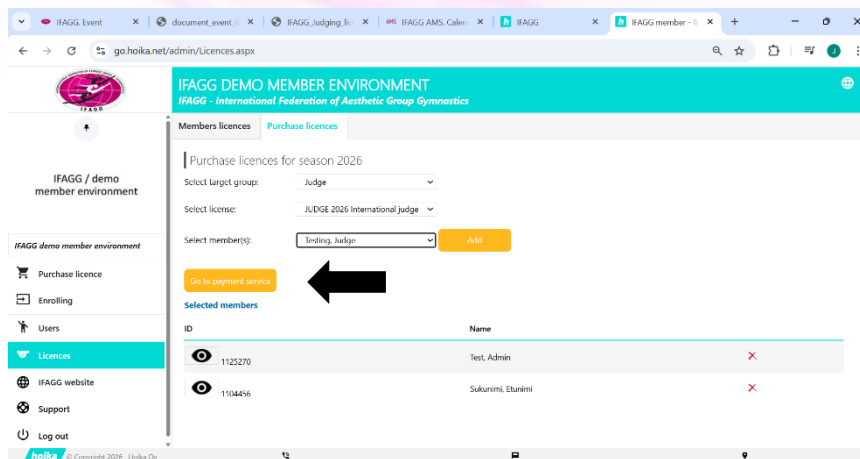
Choose the license type.



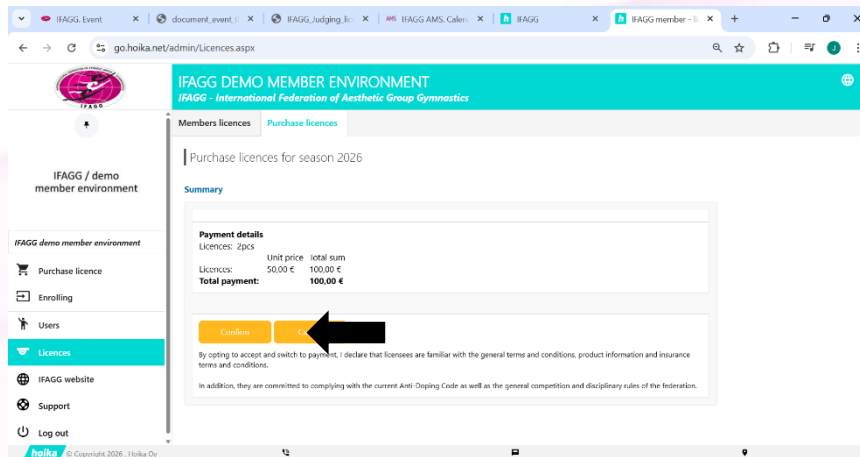
Choose the person you want to buy this license type. Select the person and push “Add”. Choose all people one by one and push “Add”.



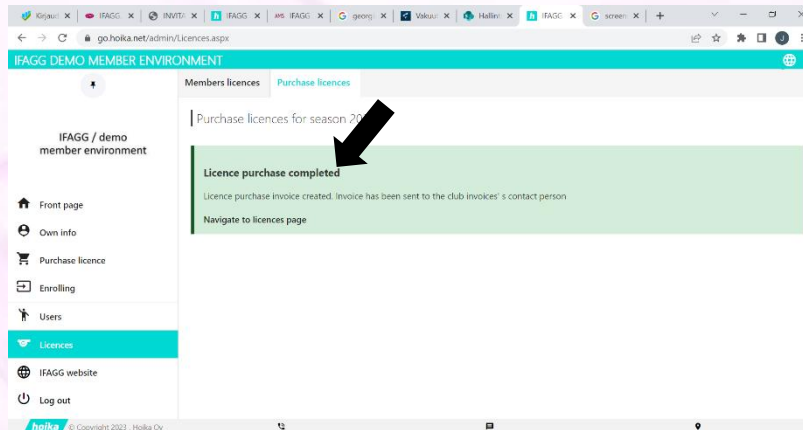
You will see all the persons you have selected in the list.



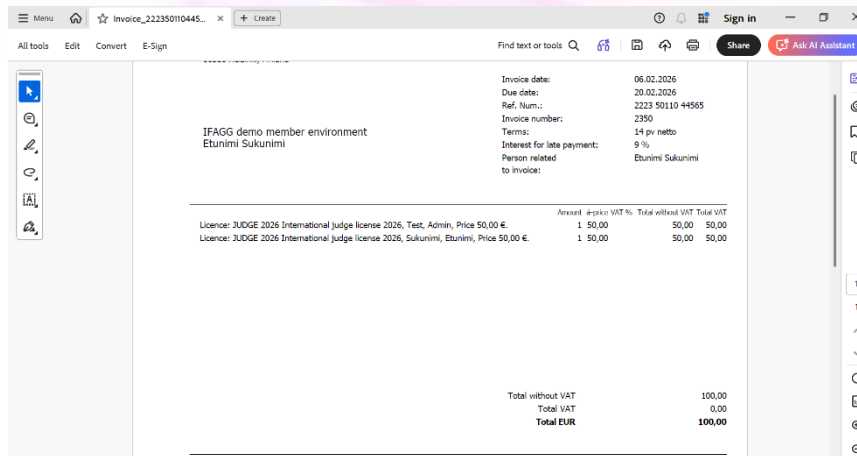
When you have selected all the licenses for this license type, choose “Go to payment service”.



You will see the summary of purchased licenses. Choose “Confirm”.



You will see the confirmation of the license purchase and will receive the invoice to email.



You will have all the licenses with the same license type in one invoice. Do this same with all different license types you need. When making the payment, you can sum up all the invoices together and make one payment. Please write all the invoice numbers in the message field.

With this license function, you can buy licenses any time you need to. You can also make as many purchases/invoices you want to. Remember that with judge licenses we follow the judge regulations. If you buy and pay licenses less that 5 bank days before the competition, be ready to show the receipt of the payment.