The Logbook

Frequently Asked Questions

Log in

What is the address to the log in page?

thelogbook.eu

I have been invited to the system but I have not received an e-mail.

When you are registered as a user in The Logbook an invitation is sent to you e-mail address. If you have not received an email even though the correct e-mail address is registered in the Logbook it could happen that it has ended up in your spam folder. Since the e-mail is sent from a system some e-mail services have a high spam filter. Please have a look in your spam folder if you find the e-mail there. Then move the e-mail to your inbox and click on the link in the e-mail to create a password and access to The Logbook.

My password does not work

The password for The Logbook has to be at least 6 characters long and include at least one upper level character and one number.
If there are any problems with your password click on the "Forgot you password" button on the log in page thelogbook.eu, write you e-mail address and you will receive an e-mail where you can reset you password.

Organisation settings

How do I delete a whole organisation?

If the organisation is empty, no information is recorded.
You delete it by going to edit in your organisation settings for the organisation that you what to delete.. At the bottom of the edit page you find the Delete button.

If you have registered information in the organisation that you want to delete you have to delete everything so that the organisation is empty before you delete it.
You can not delete a whole organisation if there is information recorded in that organisation. This is a security stop so that you do not delete a whole organisation by mistake.

I can not access all functions

In the system there are three different levels of access.

Only access reports
Organisation admin – can invite new users, edit templates for organisations
Activity admin – add activities, edit activities

To change the level of access for a user click on that persons name and click on the different levels that that person should have access to.

Permissions ❓

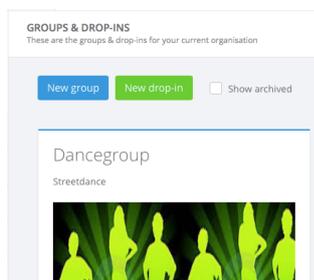✅ Organisation admin ✅ Activity admin

I want to add new type of activities, can I do that?

In organisation settings (click on the name of your organisation) you can edit the lists of type of activities, group activities and other templates. You can hide activities that are not relevant for your work but you can not add new ones. We will update these lists during the year so send your suggestions for changes of the activity lists to your local The Logbook support.

Groups and drop-ins

### Where do I find groups and drop ins that has been archived?

You find them by clicking on the tic box "Show archived" next to the buttons for creating new group or drop in.

GROUPS & DROP-INS
These are the groups & drop-ins for your current organisation

New group New drop-in ☐ Show archived

Dancegroup
Streetdance

Reports

Why is the report empty?

To create a report you have to choose a time period and the organisation, group or drop-in that you want to see the information for.
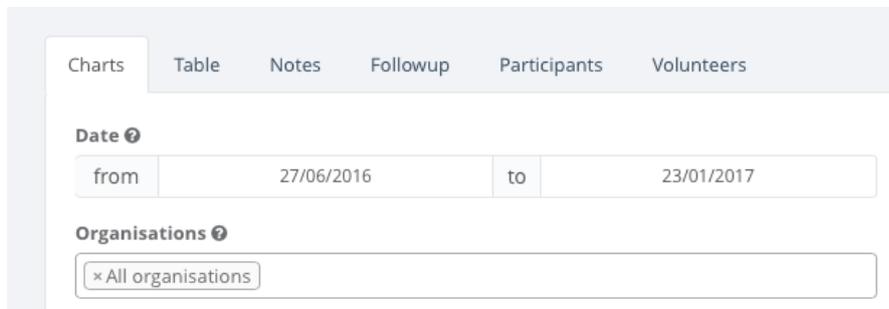
The report is also empty if you have not recorded any activities.