

# How to update governance section in Extranet?




- Transparency is in line with **good governance principles** for institutional bodies within the Olympic movement
- Governance section in extranet displays:
  - PDF copy of **Constitution** (not visible to other member associations, only World Archery and your own)
  - PDF copy of **last general assembly minutes** (elective or not)
  - Information on frequency of **elective and annual general assemblies**
  - PDF copy of **strategy plan** with time frame
- Go to Admin>Member Associations>select your federation>Governance

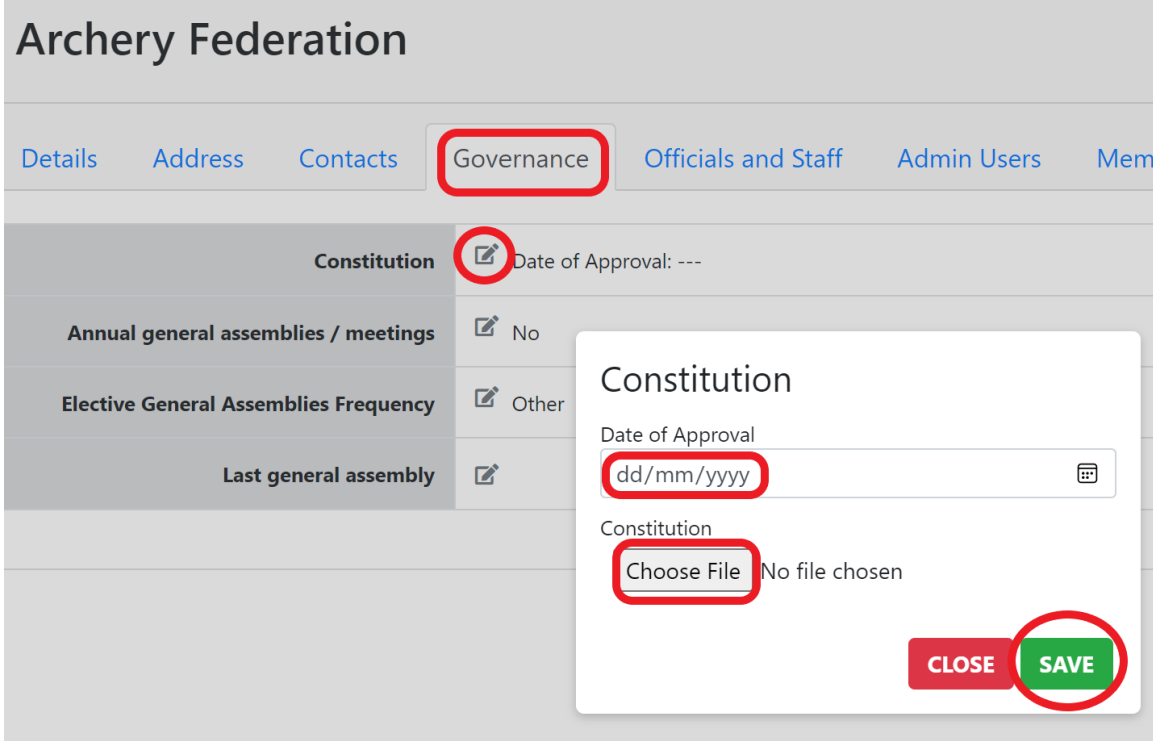
The screenshot displays the 'National Archery Association' Extranet interface. At the top, a yellow navigation bar contains the 'world archery' logo and a menu with items: WAREOS, Entries, Competitions, Results, Records and Awards, Documents, and Admin. The 'Admin' menu is expanded, showing options: Account, Change Password, User Management, Member Associations, and Disciplinary Actions. Below the navigation bar, the page title is 'National Archery Association'. A secondary navigation bar includes 'MA Logo', 'Details', 'Address', 'Contacts', 'Governance', 'Officials and Staff', and 'Admin Users'. The 'Governance' tab is selected. The main content area features a table with the following rows:

Constitution	Constitution of 2024-04-27 (Uploaded: 2024-09-11)
	Date of Approval: 2024-04-27
Annual general assemblies / meetings	Yes
Elective General Assemblies Frequency	Other
Last general assembly	2023-04-29 Elective General Assembly minutes of 2023-04-29 - elective (Uploaded: 2024-...)
Strategy Plan	2025 - 2028 Strategic Plan of 2025 (Uploaded: 2025-11-20)

# Procedure

## Procedure

- Go to Admin>Member Associations>select your federation>Governance
- Use pencil icon  to update information and always save your action before closing the pop-up window **SAVE**
  1. Upload constitution/AGM minutes/Strategy plan in **PDF format and in any language**, and indicate the date of approval or time frame
  2. Indicate if annual general assemblies/meetings (AGM) are held, by answering **Yes** or **No**
  3. Indicate if elective AGM are organised **yearly**, every **2** or **4 years** or with other frequency - according to your constitution
- World Archery staff will review information and approve / ask for clarification



The screenshot shows the 'Archery Federation' interface with the 'Governance' tab selected. A 'Constitution' pop-up window is open, containing the following fields:

Field	Value
Date of Approval	dd/mm/yyyy
Constitution	Choose File No file chosen

Buttons for 'CLOSE' and 'SAVE' are visible at the bottom right of the pop-up window. A red arrow points from the caption below to the 'SAVE' button.

Example of how to upload  
Constitution