**How to acknowledge a case through the whole game system**

You must acknowledge a case each time that there is a new one. This can be done before or after the fine has been paid. If the case has not been acknowledged after the due date then the case will still be active and you will receive a fine for not doing this. Please follow these three simple instructions to do this

1. After logging into the whole game system click on your clubs tab in the middle of the screen.

2. The cases that you have will then appear. Click on the ‘Case ID’ number of the case that you want to acknowledge.

3. In the top right hand corner there will be a button that says ‘Acknowledge’ when you click that then you will have then acknowledged the case.