

22.9.2025

Creating a client organisation

After login, a screen opens where you can review your information. At the bottom of the screen, there is a 'Luo uusi yhdistys' (create a new organisation) button.

Tarkista, että yhteystiedot ovat ajantasalla:

Henkilötiedot:

Nimi:

Henkilötunnus:

Sähköposti:

Puhelin:

Katuosoite:

Postinumero:

Postitoimipaikka:

Jos sinulla ei ole yhdistyskohtaisia tunnuksia ja yhdistys ei ole vielä syötetty resurssivarausjärjestelmään, voit luoda uuden yhdistyksen tästä:

Yhdistyksen / yrityksen nimi:

Rekisterinumero:

Y-tunnus:

Rekisteröintikunta:

By clicking on this button, you can enter and save the information required of a new client organisation. If the system indicates that the organisation already exists, please contact koulutilavaraukset@espoo.fi so you can be added as a representative of the organisation.

For the purposes of premises booking and invoicing, the legal client is the one under whose name the booking is made.

Creating a housing company (taloyhtiö)

A property management company handling matters for housing companies can book premises on their behalf and, if desired, have the invoice sent to its own address. Each housing company must be added as an independent client in the system. The following client information is required:

- Name: housing company XX c/o property management company YY
- Address: address of the property management company (where the invoice will be sent)
- Business ID: the housing company's business ID (the name and business ID must match; otherwise, the city's invoicing system will reject the invoice)
- Employee: Enter an agreed-upon person from the property management company as the client organisation's (housing company) contact person / employee / booking representative. This person will then be able to book premises directly in the system on behalf of the organisation.