

# USER GUIDE FOR MEMBERSHIP SYSTEM

## NEW MEMBERS

### MEMBER'S REGISTRATION

In order to register as a member, please go to the membership system homepage and click on REGISTRATION.

The screenshot shows the CLAUDiN Membership Management System homepage. At the top right, there is a language selection menu with options for English (UK flag) and Čeština (Czech flag). The main header features the CLAUDiN logo and the text "Membership Management System". Below the header is a "Member Login" form with fields for "Email" (with a red error message "Email is required") and "Password", a "SIGN IN" button, and social media links for Facebook and Twitter. A "Registration" link is circled in red. A red callout box points to the language menu, stating: "If the English version is not displayed automatically, you can change it simply by clicking on the top right corner and then on the preferable flag." Another red callout box points to the "Registration" link, stating: "In order to register as a new member please click on **Registration**." The footer contains the text "© International spol. s r.o. 2017".

Please enter your email and choose your password.

The screenshot shows the CLAUDiN Registration form. The header features the CLAUDiN logo and the text "Membership Management System". The form is titled "Registration" and contains three input fields: "Email" (with a red error message "Email is required"), "Password", and "Password again". A "SIGN UP" button is located at the bottom of the form.

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Please fill in your profile:

### Register to association

Name  
Name  
Required

---

Surname  
Surname  
Required

---

Gender  
 Male  
 Female

---

Date of Birth  
1/1/1970

---

Hospital/Employer Details (name of the hospital, department, address)  
Hospital/Employer Details (name of the hospital, department, address)  
Required

---

If you are junior member, please upload certificate of residence  
DROP FILE HERE OR CLICK TO CHOOSE

---

I do not agree with receiving information from sponsors of the ELS  
▼

---

Country  
▼  
Required

---

Title  
▼  
Required

---

Phone  
Phone  
Required

---

Consent to Personal Data Processing [more](#)

Consent to Receiving Newsletters [more](#)

REGISTER TO ASSOCIATION

Notes:

- 1) Consent to Personal Data Processing is mandatory due to GDPR, without your agreement we cannot finish your registration
- 2) Consent to Receiving Newsletters is optional; the newsletter is related only to matters of the Association

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### FEES AND ORDERS

Please choose your membership fee and click on ORDER. Please note that it is possible to choose only one fee in one order:

Price: 195 EUR

The order can contain only one membership

Total: 50 EUR **ORDER** **CLEAR**

---

**Junior Membership – 1 year to 12/31/2018**

Price: 50 EUR

Add to order

Please enter your billing address, it will be used for the payment confirmation, and click on ORDER.

#### Order products

Please enter your billing address. This address will appear on your payment confirmation.

Street

Street

**Land registry number is not mandatory.**

Land registry number

Land registry number

House number

House number

City

City

ZIP

ZIP

Country

Start typing your country and select from the list

Company

Company

**Company is not mandatory.**

Identification number

Identification number

**Identification number is not mandatory.**

VAT ID

VAT ID

**VAT ID is not mandatory.**

**ORDER**

CANCEL

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Once you click on ORDER, a pop-up window with order details will appear. You may choose from two payment methods: CREDIT CARD PAYMENT and BANK TRANSFER.

Type	Name	Price
Membership to 12/31/2018	Junior Membership - 1 year	50 EUR
<b>Total</b>		<b>50 EUR</b>

**Billing address**  
Prague  
10200  
Czech Republic

Please choose your payment method

CREDIT CARD PAYMENT BANK TRANSFER

### CREDIT CARD PAYMENT

In case of credit card payment you will be redirected to the bank payment gateway. If the English language is not displayed automatically, you might change it in the left bottom corner. (At the same time you will also receive email notification with payment details but you can disregard unless you decide to pay the fee via bank transfer.)

**15,00 EUR**

Zrušit platbu a vrátit se do obchodu

membership.guarant.com  
Na Pankráci 1685/17  
14000 Praha - Nusle  
+420 284 001 444  
info@guarant.cz  
www.membership.guarant.com

Číslo karty      Platnost      CVC/CVV

.....

MasterCard VISA Maestro UnionPay

Zaplatit 15,00 EUR

masterpass

CZ SK EN DE

Online platba kartou je s ČSOB bezpečná. Obchodník se nikdy nedozví vaše číslo karty a veškerá data o transakcích jsou uchovávána v bezpečném prostředí banky. Před platbou se prosím ujistěte, že vaše karta má aktivní možnost platit na internetu. U vydavatele vaší karty vyžadujte další zvýšení bezpečnosti platby pomocí jednorázového ověření technologií 3D Secure (například SMSkou stejně jako při potvrzování transakcí v elektronickém bankovním)

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### BANK TRANSFER

If you click on BANK TRANSFER, a pop up window with payment information will appear:

#### Payment information



**Bank:** ČSOB PRAHA 1, Na Příkopě 18, Praha 1, 110 00  
**Account name:** GUARANT International spol. s r.o.  
**Bank account:** 268880440 / 0300  
**IBAN:** CZ4103000000000268880440  
**SWIFT/BIC:** CEKOCZPP  
**Variable symbol:** ██████████  
**Amount:** 50 EUR

Please note that the **correct variable symbol** is crucial for identification of your payment!

Payment information will be automatically sent to your email address.

At the same time you will receive email notification with the same payment details so you can continue the usual way you do your bank transfers.

### PAYMENT CONFIRMATION

If the payment has been successful, the following window will appear.

If you close this window, you will be able to download your payment confirmation. This payment confirmation is available anytime in your account (Menu – Fees and Orders – Orders)

Order #3309 09/21/2018 1:07 PM

Type	Name	Price
Membership to 12/31/2018	Junior Membership – 1 year	50 EUR
<b>Total</b>		<b>50 EUR</b>

**Billing address**

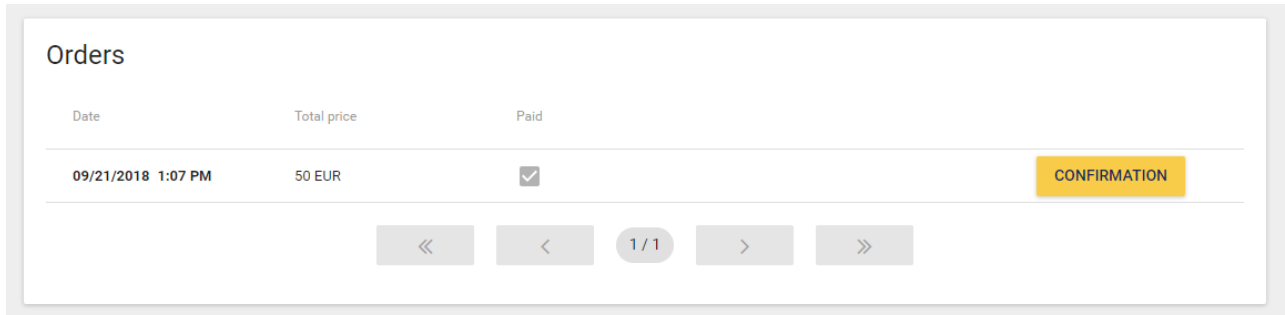
Prague  
10200  
Czech Republic

**Order was paid**

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As soon as we receive the payment, the system will update Order status to Paid. For credit card payments it is done almost immediately, bank transfers usually takes a few days.

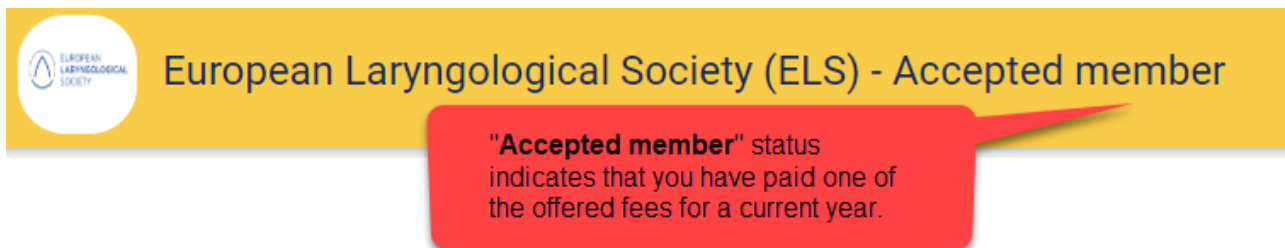


The screenshot shows a table with the following data:

Date	Total price	Paid	
09/21/2018 1:07 PM	50 EUR	<input checked="" type="checkbox"/>	CONFIRMATION

Navigation buttons: << < 1/1 > >>

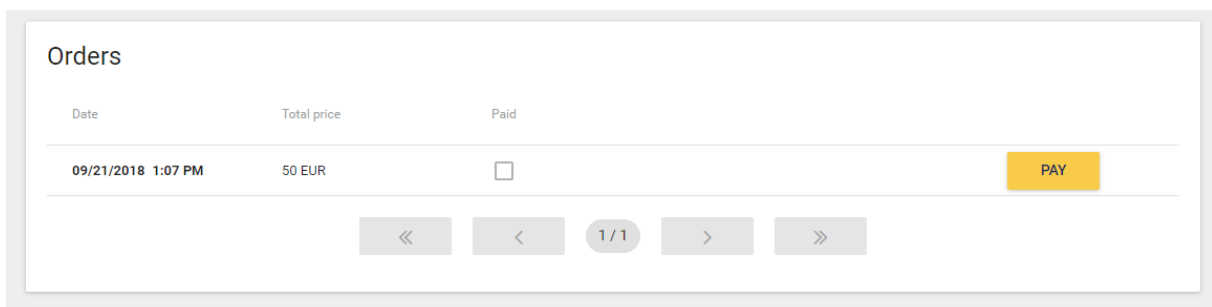
Also your status at the header will change to accepted member.



European Laryngological Society (ELS) - Accepted member

**"Accepted member"** status indicates that you have paid one of the offered fees for a current year.

In case the payment did not go through, please go to Menu – Fees and Orders – Orders and click on PAY and try again.



The screenshot shows a table with the following data:

Date	Total price	Paid	
09/21/2018 1:07 PM	50 EUR	<input type="checkbox"/>	PAY

Navigation buttons: << < 1/1 > >>