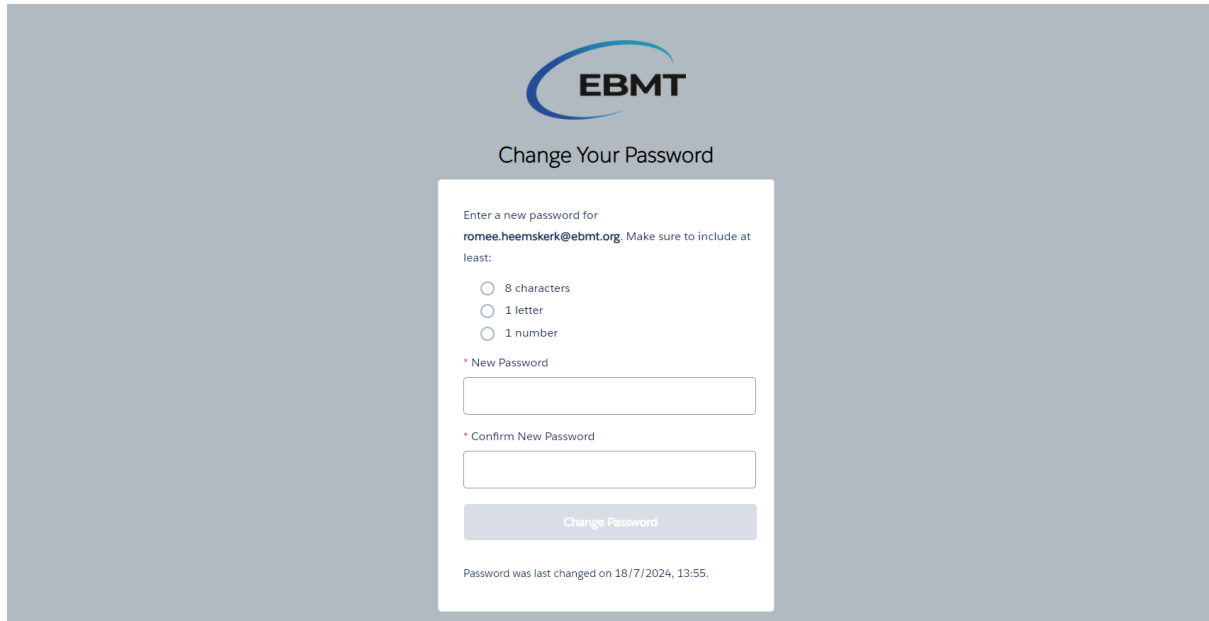


User Instructions for the EBMT Members Area Centre Membership

All users will receive an email with their login credentials. If you have not yet received this email, please check you spam folder before contacting the membership team at membership@ebmt.org.

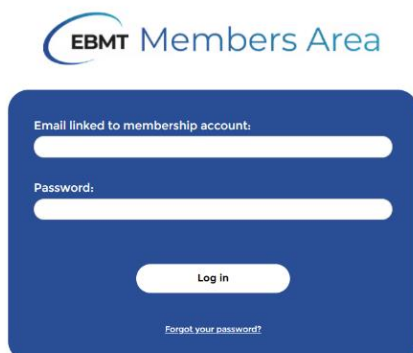
In the email you will be asked to create your password:



The screenshot shows a web form titled "Change Your Password" with the EBMT logo at the top. The form is set against a light blue background. It contains the following elements:

- EBMT logo
- Section title: "Change Your Password"
- Text: "Enter a new password for **rome.e.heemsker@ebmt.org**. Make sure to include at least:"
- Three radio button options:
 - 8 characters
 - 1 letter
 - 1 number
- Field label: "* New Password" followed by a text input box.
- Field label: "* Confirm New Password" followed by a text input box.
- A "Change Password" button.
- Footer text: "Password was last changed on 18/7/2024, 13:55."

After creating the password, you will automatically log into the members area. If this does not happen, click on the members area link in the email and fill in the login information:



The screenshot shows the "EBMT Members Area" login page. It features a dark blue header with the EBMT logo and the text "Members Area". Below the header is a white login form with the following elements:

- Text: "Email linked to membership account:" followed by a text input box.
- Text: "Password:" followed by a text input box.
- A "Log in" button.
- A link: "[Forgot your password?](#)"



Once logged in, you will automatically go to the Homepage. You can use the buttons displayed below:

EBMT Centre Member Profile



You can also use the navigation bar once you have accessed the "Update Your Personal Details" or the "Follow up on your Education" page:



At the bottom of the Homepage you will find answers to frequently asked questions:

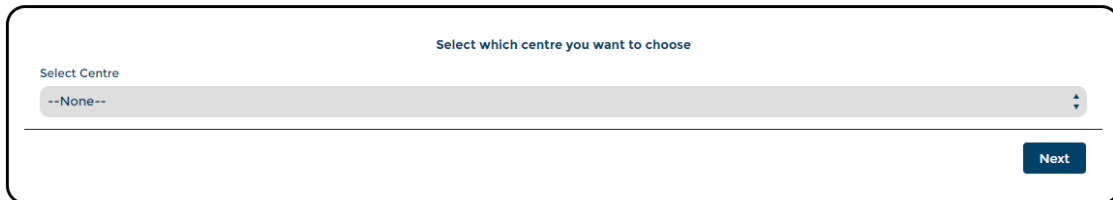
Frequently asked questions

- > [How can I add or delete members from my CIC/Centre?](#)
- > [How can I request to modify the billing address of a membership fee invoice?](#)
- > [How can I change the Principal Investigator of my Centre?](#)
- > [How can I get the list of members of my CIC/Centre?](#)
- > [When will my Provisional Membership be converted to Full Membership?](#)

From the Homepage, it is possible to:

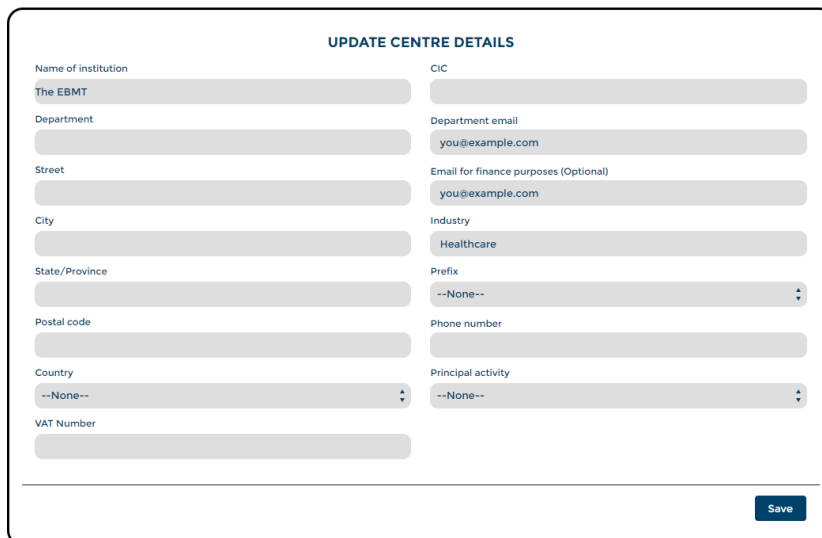
1. Update the Details of your Centre

If you are the PI of multiple centres, please choose which centre you would like to update from the dropdown menu:



The screenshot shows a form with the title "Select which centre you want to choose". Below the title is a dropdown menu labeled "Select Centre" with the option "--None--" selected. A "Next" button is located at the bottom right of the form.

Here you can update the address details, department email, finance email, phone number, VAT number and the principal activity of your centre.



The screenshot shows the "UPDATE CENTRE DETAILS" form. It contains the following fields:

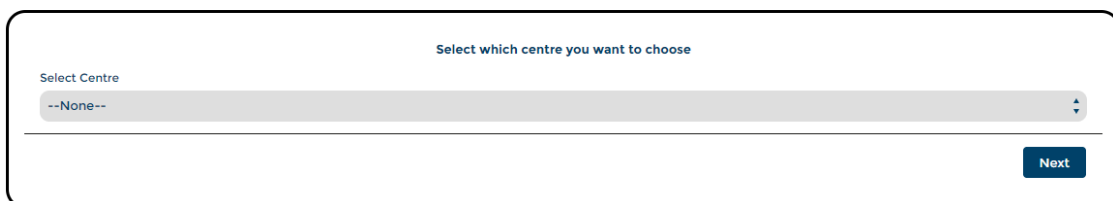
Field Name	Value
Name of institution	The EBMT
Department	
Street	
City	
State/Province	
Postal code	
Country	--None--
VAT Number	
CIC	
Department email	you@example.com
Email for finance purposes (Optional)	you@example.com
Industry	Healthcare
Prefix	--None--
Phone number	
Principal activity	--None--

A "Save" button is located at the bottom right of the form.

Note: The name of the institution and the CIC cannot be edited by you. To change the name of the institution please contact membership@ebmt.org

2. Update your Team Members

If you are the PI of multiple centres, please choose which one you would like to update from the dropdown menu:



The screenshot shows a form with the title "Select which centre you want to choose". Below the title is a dropdown menu labeled "Select Centre" with the option "--None--" selected. A "Next" button is located at the bottom right of the form.

A table will display all the members of your team. The 'Status' field indicates who is an active/current member and who has been deactivated/removed from the membership:

In this section you can set up your team. You can add new members or edit the existing ones.

Role	First Name	Last Name	Email address	Status	EBMT Registry Use...	Team Number
Data Manager				Active	Inactive	
Nurse				Active	Inactive	
Pharmacist				Inactive	Inactive	
Physician				Inactive	Inactive	
Principal Investigator				Active	Inactive	
Principal Investigator				Inactive	Inactive	
Principal Nurse				Inactive	Inactive	
Principal Nurse				Active	Inactive	

10 of 10 Items • 0 Items selected

Select an option

New member

Edit an existing member

Total annual fee:
Please see below the pricing information

[Go back](#) [Finish my team configuration](#)

To add a new member to the team, click on 'New member' underneath the table:

Select an option

- New member
- Edit an existing member

Next, fill in the mandatory fields for the new team member:

- First and last name
- Role
- Email address
- Type of team
- Put the status to 'active'

Any other information is optional, but helpful to add.

When you have finished filling out the information, click "Create / Update member". The new member should show up in the table.

If you don't need to update or create any other members, click "Finish my team configuration".

To update an existing member (including deactivating them), select the second option:

Select an option

New member

Edit an existing member

Which member do you want to edit?

--None--

Then select the relevant team member from the drop-down menu under “Which member do you want to edit?”, and click confirm selection.

When a team member has an inactive status, they are no longer part of the team. They will still show up in the overview in case you would like to reactivate them in the future.

When you have finished filling out the information, click “Create / Update member”.

If you don't need to update or create any other members, click “Finish my team configuration”.

You can find the membership pricing information for your team composition in the section below:

PRICING INFORMATION

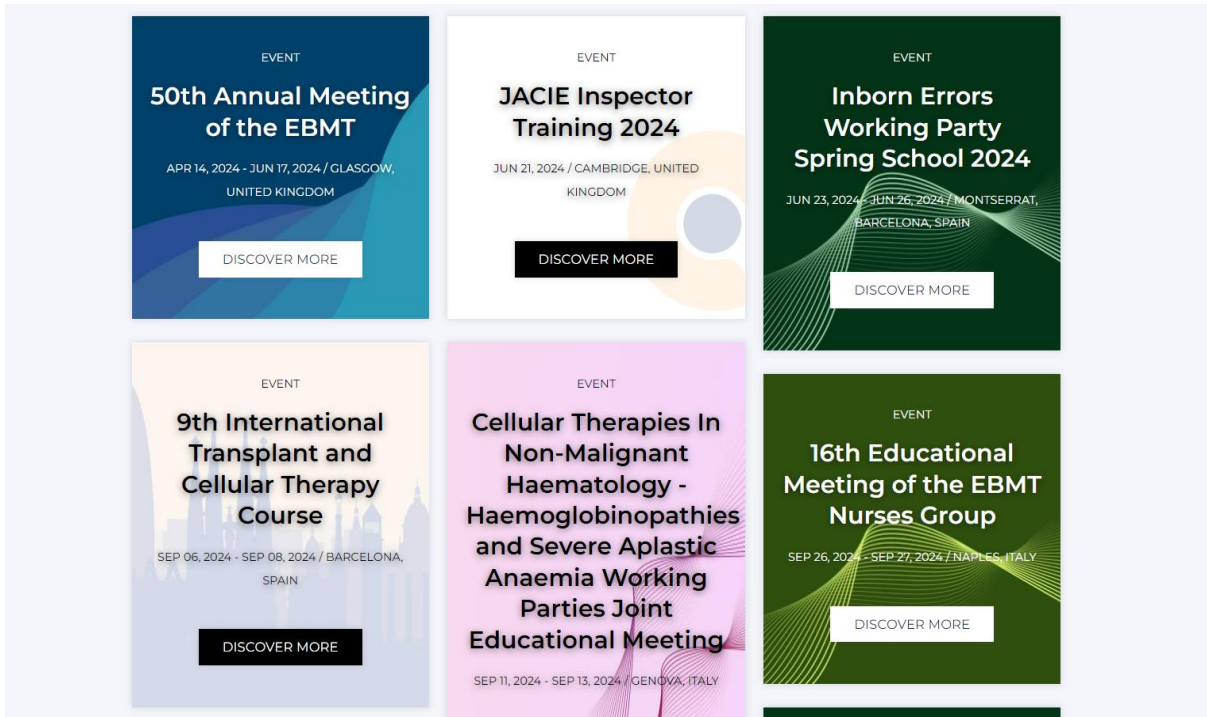
The following team composition is free of charge:

3	Physicians (including the PI)
1	Principal Nurse
1	Nurse
2	Data managers
1	Quality manager
1	Lab technician
1	Pharmacist
1	Transplant coordinator

If you would like to add any additional members to your centre's team, a fee of 50 Euros per extra team member applies.

3. Check the Events Calendar

Besides the Annual Meeting, the EBMT and its Working Parties, Committees and Groups put on specialised educational events throughout the calendar year, offering in-depth content for all of the sub-specialities within HCT and CT.



4. Access the EBMT Registry

Here you can access the EBMT Registry if you have been given User Access credentials:

5. Access the online Bone Marrow Transplantation Journal

Here you can access the Bone Marrow Transplantation Journal. **Note:** The MagicWord is visible to you when you hover your mouse over the question mark icon:



Once you have seen the MagicWord, use it to log into the Bone Marrow Transplantation Journal:

MagicWord Login

Enter MagicWord to access all NPG publications to which your institution has site licences.

MagicWord

Login

Nature | ISSN 1476-4687 (online)

6. Access the E-learning Platform

The EBMT e-learning platform is designed to reach all EBMT members interested in their continuing education. The platform features webinars, courses for a variety of medical professionals, forums, and additional learning opportunities.



Welcome to European Society for Blood and Marrow Transplantation

Log in to view your courses, explore tools and features, and customize your e-learning experience.

If you are an **EBMT member**, please click [EBMT Member](#)

If you are an **EBMT employee**, please click [EBMT Employees](#)

If you are **not a member**, enter your user and password:

Username *

Password *

[Forgot your password?](#)