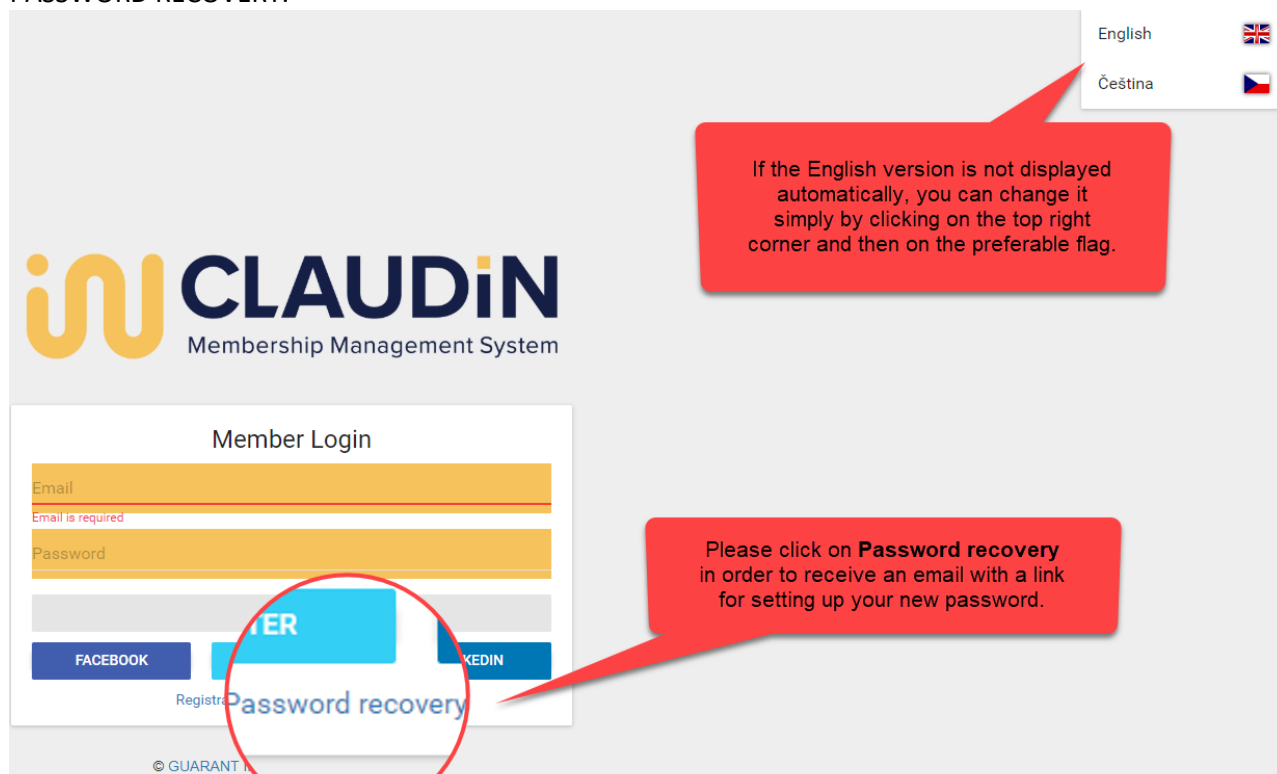


USER GUIDE FOR MEMBERSHIP SYSTEM

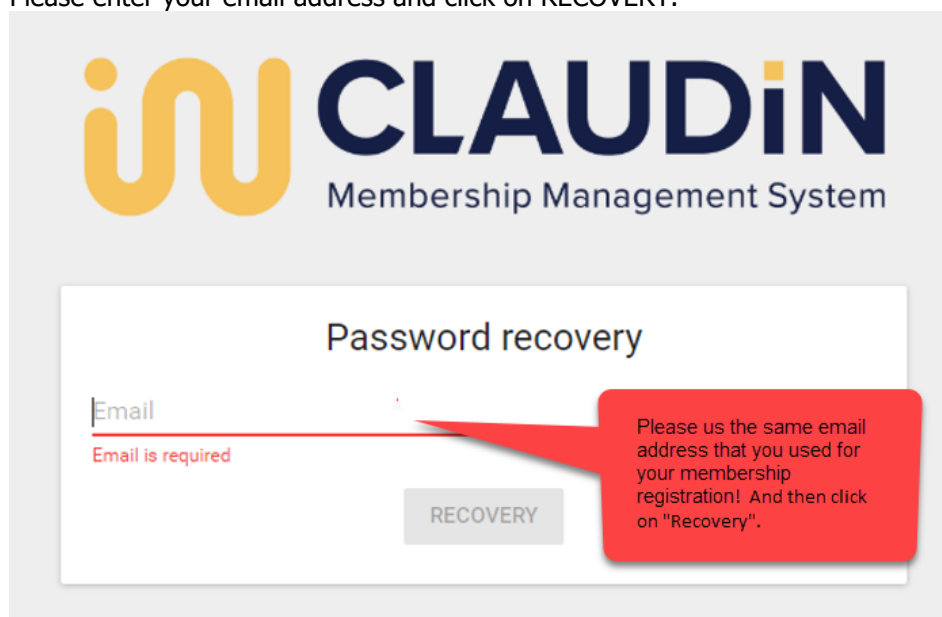
CURRENT MEMBERS

PASSWORD RECOVERY

If you joined the society in the past, your membership profile is probably already created. The first step you need to take is to recover your password. Please go to membership system homepage and click on PASSWORD RECOVERY.



Please enter your email address and click on RECOVERY.



USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS


You shall receive email notification with a link for setting up new password.

Navštivte tento odkaz:
<https://membership.guarant.com/change>
nové heslo.

Go to this link: <https://membership.guarant.com/change/tqQr6O88kJEpgqV>
and set up new password.
If you'd like to unsubscribe and stop receiving these emails [click here](#).

Email notification contains both CZ and ENG version, so you need to click on the link in the preferable language version.

After you click on the link you will be asked to enter your new password twice.

**CLAUDIiN**
Membership Management System

Change password

Password

Password is required

Password again

CHANGE PASSWORD

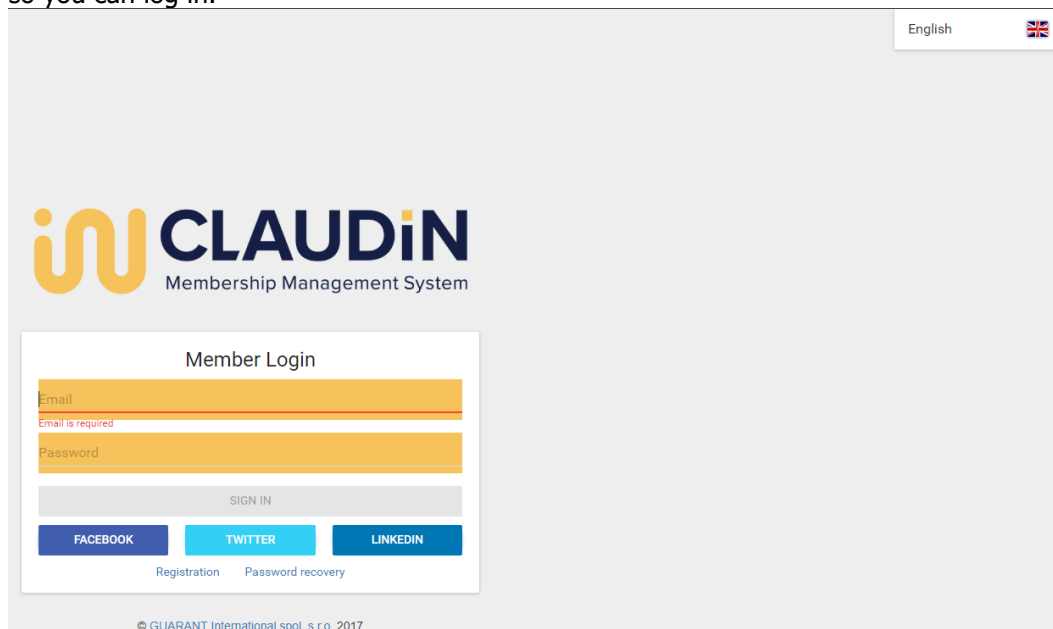
In case you have not received the email with a link for password recovery, please check your spambox. If you are not sure which email address is connected to your account or whether your account has been created, please contact the secretariat.

USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

LOG IN

Once you entered your new password twice, you will be transferred back to membership system homepage so you can log in.



The screenshot shows the CLAUDiN Membership Management System login interface. At the top right, there is a language selector set to "English" with a UK flag icon. The CLAUDiN logo, featuring a stylized orange 'i' and 'n' followed by the text "CLAUDI" in blue and "N" in orange, is prominently displayed with the tagline "Membership Management System" below it. The "Member Login" section contains two orange input fields: "Email" (with a red error message "Email is required") and "Password". Below these fields is a grey "SIGN IN" button. Further down are three social media login buttons: "FACEBOOK" (dark blue), "TWITTER" (light blue), and "LINKEDIN" (dark blue). At the bottom of the login section are two links: "Registration" and "Password recovery". The footer at the very bottom reads "© GUARANT International spol. s r.o. 2017".

USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

USER MENU

On top left corner you can open Menu and do 3 basic steps described below:

The screenshot shows the 'Menu' on the left side of the interface. The menu items are: Dashboard, Association, Detail, Sections, Fees and Orders, Fees, Orders, User, Detail, Edit, Languages, English, Čeština, and Sign out. Red callout boxes with numbers 1, 2, and 3 point to the 'Edit' button, 'Orders' button, and 'Fees' button respectively. Other callout boxes provide instructions for each menu item.

1 In order to complete your profile, please click on **Edit** and enter all the missing details (or edit the current ones).

2 By clicking on **Orders** you can check all your orders (both paid and unpaid). If there is no record, then you can continue to **Fees**.

3 By clicking on **Fees** you will display all the offered fees.

By clicking on **Detail** you can display detailed information about the society.

If you click on **Dashboard**, you will see a welcome message.

You can choose preferable language by clicking on the respective **flag**.

Sign out button

USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

EDITING USER DETAILS

EDIT USER	CHANGE USER EMAIL	CHANGE USER PASSWORD
<div>Association user</div> <div>Change name</div> <div>Name</div> <div>Change surname</div> <div>Surname</div> <div>Gender</div> <div><input type="radio"/> Male</div> <div><input checked="" type="radio"/> Female</div> <div><div>TIME</div><div>Fri, Jan 9</div></div> <div>Title</div> <div>Ms.,</div> <div>Date of Birth</div> <div>1/9/1948</div> <div>Phone (Please enter the country code, e.g. +420 xxx xxx xxx)</div> <div>+0000000000</div> <div>Hospital/Employer Details (Name of Hospital, Country)</div> <div>hospital</div> <div>National Society (if applicable)</div> <div>National Society</div>		
<div>Personal address</div> <div>Change street</div> <div>Street</div> <div>Change land registry number</div> <div>Land registry number</div> <div>Change house number</div> <div>House number</div> <div>Change city</div> <div>City</div> <div>Change ZIP</div> <div>ZIP</div> <div>Change country</div> <div>Czech Republic</div> <div>✗</div>		
<div>Professional address</div> <div>Change street</div> <div>Street</div> <div>Change land registry number</div> <div>Land registry number</div> <div>Change house number</div> <div>House number</div> <div>Change city</div> <div>City</div> <div>Change ZIP</div> <div>ZIP</div> <div>Change country</div> <div>Start typing your country and select from the list</div> <div>Change company</div> <div>Company</div> <div>Change Identification number</div> <div>Identification number</div> <div>Change VAT ID</div> <div>VAT ID</div> <div>Company is not mandatory.</div> <div>Identification number is not mandatory.</div> <div>VAT ID is not mandatory.</div>		
<div>SAVE</div> <div>RESET</div> <div>SUBSCRIBE NEWSLETTERS</div>		

USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

EDIT USER	CHANGE USER EMAIL	CHANGE USER PASSWORD
<div>Type new email Email</div> <div>Type new mail again Email again</div> <div>SAVE RESET</div>		
EDIT USER	CHANGE USER EMAIL	CHANGE USER PASSWORD
<div>Type old password Old password</div> <div>Type new password New password</div> <div>Type new password again New password again</div> <div>SAVE RESET</div>		

FEES AND ORDERS

Please note that it is possible to choose only one fee in one order.

Fees	Total: 90 EUR	ORDER	CLEAR
<div>2 Year Membership 2018-2019 - Active (10 EUR discount) to 12/31/2019</div> <div>Price: 90 EUR</div> <div><input checked="" type="checkbox"/> Add to order</div>			

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

USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

Order products

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

Street
Street

Land registry number
is not mandatory.

House number
is not mandatory.

Land registry number
Land registry number

House number
House number

City
City

ZIP
ZIP

Country
Czech Republic



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

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

Order #4269 01/23/2019 1:04 PM



Type	Name	Price
Membership to 12/31/2019	2 Year Membership 2018-2019 - Active (10 EUR dis...	90 EUR
Total		90 EUR

Billing address

Street
City
ZIP
Czech Republic

Please choose your payment method



CREDIT CARD PAYMENT



PAYPAL


BANK TRANSFER


USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

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.)



Secure online payment

1x payment_4269
EUR 90.00

EUR 90.00

[Cancel payment and return to the shop](#)



membership.guarant.com
Na Pankráci 1685/17
14000 Praha - Nusle

+420 284 001 444
info@guarant.cz
www.membership.guarant.com



Card number

Validity






CVC/CVV



Pay EUR 90.00

**masterpass** 

If the English or any other preferable version is not displayed automatically, you can select any of the available language versions simply by clicking on the respective flag.

**CZ** **SK** **EN** **DE** 

Mastercard
SecureCode

Verified by
VISA

Online card payment with CSOB is secure. We never share your card number or any other transaction details with merchants, all our systems run in a secure banking environment. Please make sure your card supports online payments before you start. Your online payments are more secure with the 3D Secure technology that allows you to securely authenticate every single transaction. Please check the availability of 3D Secure for your card with your card issuer.


USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

PAYPAL

If you select PAYPAL you will be redirected to the Paypal webpage.

GUARANT International



90,00 EUR

Have a PayPal account?

Log In

or

Pay with debit or credit card

We don't share your financial details with the merchant.

Country

Czech Republic

Discover

MasterCard

Visa


Card number

Expires

CSC

First name

Last name



PayPal is a safer, faster way to pay

No matter where you shop with us, we don't share your financial information with the seller.

Billing address

Address line 1

Address line 2

Postcode

City / Delivery post office

☒ Ship to my billing address

Contact Information

Phone type

Mobile

Phone number

+420

Email

The security you want.

The protection you deserve.

Creating a PayPal account is optional but you'll get **PayPal Buyer Protection** on all eligible purchases, plus faster checkout every time you shop. [See terms](#)

Create a PayPal account? (It only takes a moment.)

☐ Yes! I'd like to create a PayPal account.

Password

☐ No, I don't want an account now.

Continue

USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS

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 succesful, 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 #4270 01/23/2019 2:03 PM

TO USER DETAIL

Type	Name	Price
Membership to 12/31/2019	Joint (Dual) Membership 2019	0 EUR
Total		0 EUR

Billing address

Street
City
ZIP
Czech Republic

Order was paid

USER GUIDE FOR MEMBERSHIP SYSTEM

CURRENT MEMBERS



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 transfer usually takes a few days.

Orders


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

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



European Society for Paediatric Anaesthesiology (ESPA) - 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.

Orders

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

[<<](#) [<](#) 1 / 1 [>](#) [>>](#)