

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:

European Society for Paediatric Anaesthesiology (ESPA) - Unregistered user

Register to association

Name
Name
Required

Surname
Surname
Required

Gender
 Male
 Female

Title
Mr., Ms., Dr., Prof.

Date of Birth
1/1/1970

Phone (Please enter the country code, e.g. +420 xxx xxx xxx)
Phone
Required

Hospital/Employer Details (Name of Hospital, Country)
Hospital/Employer Details
Required

National Society (if applicable)
National Society

Consent to Personal Data Processing [more](#)

Consent to Receiving Newsletters [more](#)

Consent to Personal Data Processing is mandatory.

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

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:

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

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

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Order products

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

Street
Street

Land registry number
Land registry number

House number
House number

City
City

ZIP
ZIP

Country
Czech Republic

Company
Company

Identification number
Identification number

VAT ID
VAT ID

Land registry number is not mandatory.

House number is not mandatory.

Company is not mandatory.

Identification number is not mandatory.

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 three 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**

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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

CSOB

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/CCV

Pay EUR 90.00

masterpass

Language selection: CZ SK EN DE

Mastercard SecureCode Verified by VISA

Security notice: 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.


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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



Card number

Expires CSC 

First name Last name

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](#)



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.

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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 #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

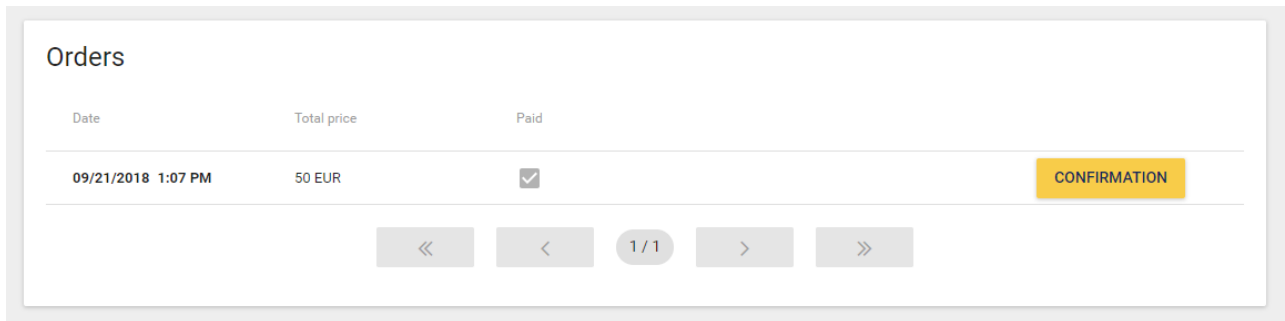
Street
City
ZIP
Czech Republic

Order was paid

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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.

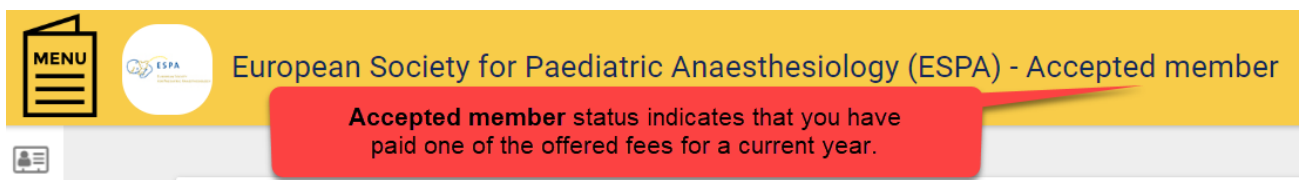


The screenshot shows a table with the following data:

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

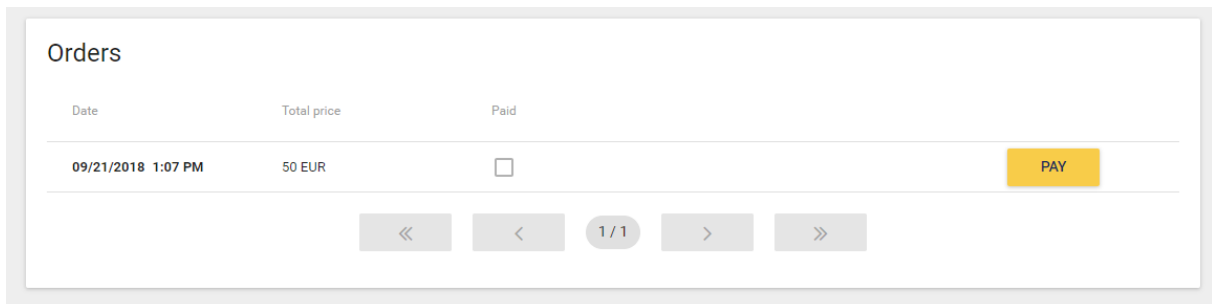
Navigation buttons: << < 1/1 > >>

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



The header displays the user's status as 'Accepted member' for the European Society for Paediatric Anaesthesiology (ESPA). A red callout box explains: '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 > >>