

Dear EDTNA/ERCA members, dear EDTNA/ERCA past members

We are happy to inform you that the MEMBERSHIP MANAGEMENT SYSTEM CLAUDiN has been set up for EDTNA/ERCA.

All current member's data has been imported into CLAUDiN and we are ready to start using the new system.

Please pay attention to the instruction below. The first login is YOUR REGISTRATION in the system and it might take a bit longer, however we believe that the long-term benefits for members are worth it.

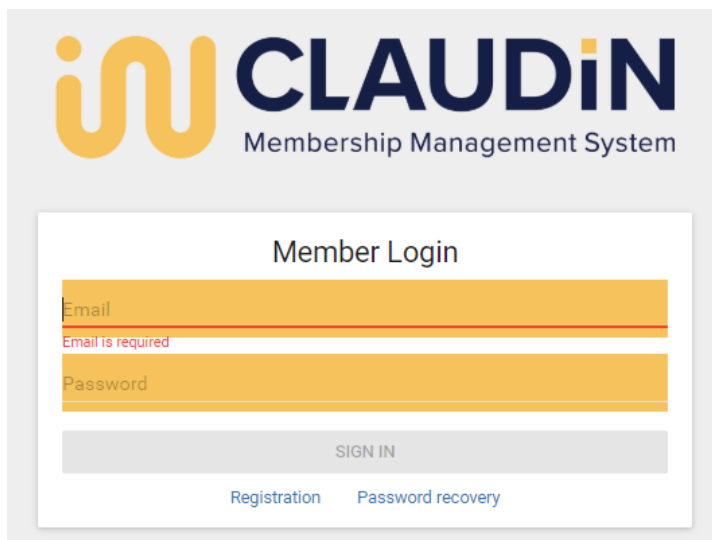
There will be a dedicated secretary that will help you to solve any difficulties you might face.

Any questions regarding the membership to be sent to [edtnaerca@associationhouse.cz](mailto:edtnaerca@associationhouse.cz) .

### **How to check your membership account or renew the membership**

All current members and those whose membership has expired have their personal account already set in CLAUDiN. Each account is connected to an individual e-mail address.

Please click [here](#) to reach the login page of the system. (For English version please click on a button in upper right corner, if necessary.)



#### **Step 1 – Password**

Before you log into CLAUDiN for the first time it is necessary to set up your NEW password. Click on "Password recovery" on the homepage.

The link for setting up your NEW password will be sent to your e-mail address, please check your mailbox. In some cases it might land in a spam box, too.

**Please use the same e-mail address that you originally used** for your membership registration. If you are not sure about the address, please contact us at [edtnerca@associationhouse.cz](mailto:edtnerca@associationhouse.cz).

### **Step 2 – Login**

To log in, please use your email address and the new password. The past Member ID Number will not be required for your member login any longer.

### **Step 3 – Check your details**

When you first log in, please check your personal details and contact information (**Menu – User – Detail/Edit**).

If you would like to change the e-mail address that is connected to your account, you have the possibility to do so at the top of the page. Also the password you set up at first can be changed.

### **Step 4 – Check your membership fee/renew your membership**

Please check your membership status and its expiration (Menu – Fees and Orders – Orders).

If you wish to renew your membership, please choose the relevant membership fee (Menu – Fees and Orders – Fees) and continue to the payment page. Payment can be done **by credit card or via bank transfer**.

### **Step 5 – Payment confirmation**

Once you have finished the payment, your **payment confirmation** is available **in your membership account** (Menu – fees and orders – Orders) and can be downloaded as a PDF document.

### **How to register as a New Member**

If you would like to become a member of EDTNA/ERCA please click [here](#) and register by clicking on “Registration”.

Please do not hesitate to contact us with any question you might have.

Sincerely,

EDTNA/ERCA Administrative Secretariat