

How to use My ECFS as an ECFS member.

This user guide has been developed to support our members in accessing all the MY ECFS features which are available to current members via www.ecfs.eu.

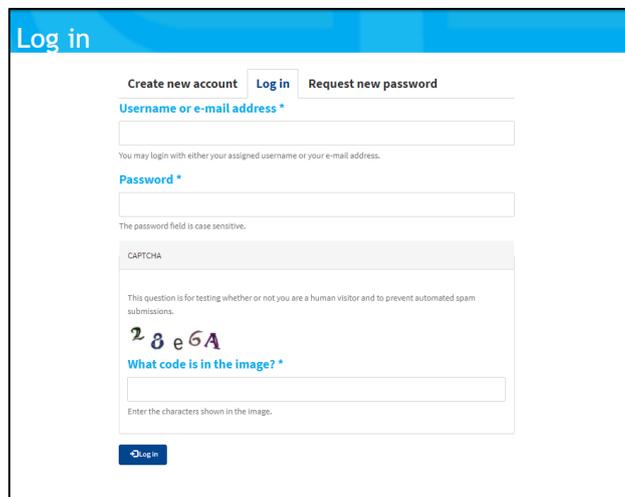
Logging into the ECFS Website

- The first step is to click on 'LOG IN' on the top right-hand tab as seen below:



- For those who have already created a profile and/or purchased an ECFS subscription, enter your unique username or e-mail address, password and the CAPTCHA code printed in the spaces provided. If you have forgotten your password, please click on the 'Request new password' tab.
- For those who are new to ECFS, please click on the 'Create new account' tab and input your details on the spaces provided.

For returning users:

The image shows the 'Log in' page on the ECFS website. At the top, there are three tabs: 'Create new account', 'Log in', and 'Request new password'. The 'Log in' tab is selected. Below the tabs, there are three input fields: 'Username or e-mail address *', 'Password *', and 'CAPTCHA'. The CAPTCHA field contains a grid of characters and the text 'What code is in the image? *'. Below the input fields is a blue 'Log in' button.

For new users:

User account

[User account](#) [Create new account](#)

Create new account Log in Request new password

Username *

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password * Confirm password *

Provide a password for the new account in both fields.

Main profile

Primary Area of interest:

- N/A
- Genetics/Screening/Diagnosis
- Microbiology/Antibiotics
- Cell Biology/Physiology
- Immunology/Pulmonology
- Gastrointestinal/Metabolic Complications/Endocrinology/Nutrition
- Psychosocial Issues / Nursing
- Physiotherapy / Exercise
- Epidemiology / Registry
- Clinical Trials / New Therapies

- By logging in, or creating a new profile, you will automatically be taken to the following page:

MY ECFS

[Introduction](#) [Membership Details](#) [Order History](#) [Journal of Cystic Fibrosis](#) [Education Platform](#) [Past Conference Material](#) [Future Conferences](#)

Welcome to MY ECFS

Follow the links in the panels below (or use the menu above) to find the information you need. We have included improved details on your ECFS membership and order history, rapid access to the Journal of CF and organised information on conference library information.

Membership Details

Order History

Journal of Cystic Fibrosis

ECFS Education Platform

Past Conference Material

Future Conferences

Please help us to improve our services to ECFS members. If you have any suggestions for improvement or have experienced any difficulties in finding the information you need, then please [contact us](#) and let us know.

Please note: once you have logged in, you can also access MY ECFS at any time from the homepage by clicking on the 'MY ECFS' icon as shown below:



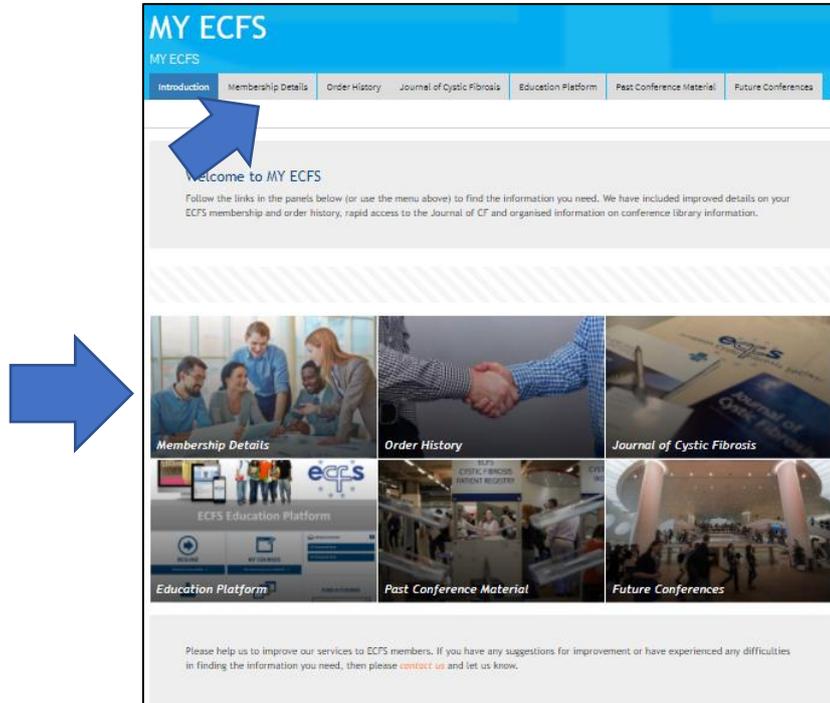
OR

By clicking on 'info' next to your name on the top right-hand side of the page:

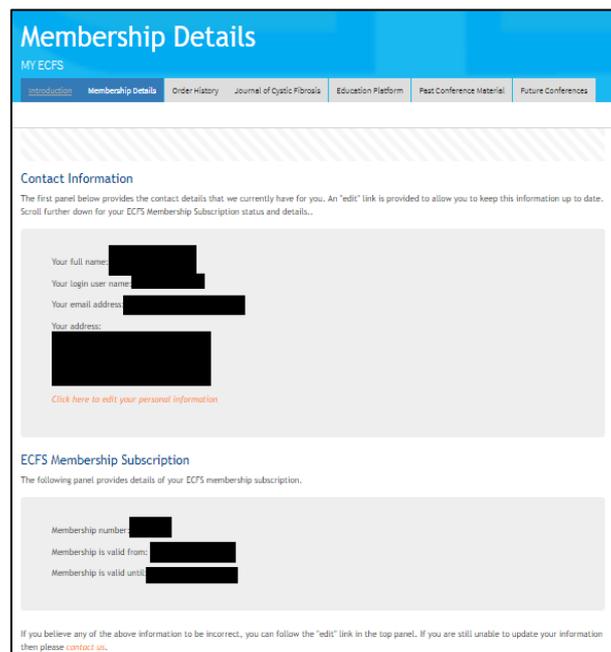


MY ECFS

- As an ECFS member, you can access all the features of MY ECFS. There are two ways to access these features: either by clicking on the tabs on the bar or by clicking on the icons as shown below:



- Membership details: allows you to view or edit your ECFS account details such as address details, name and email address. You can also view your current ECFS membership subscription on this tab as well as your unique membership number.



- Order history: allows you to view all the past and current orders you have placed with ECFS (including membership subscriptions and Basic Science conference registrations). You can use this feature to generate invoices or receipts.

Order History

MY ECFS

Introduction Membership Details **Order History** Journal of Cystic Fibrosis Education Platform Past Conference Material Future Conferences

Your Order History with ECFS

The table below contains all of the orders you have placed with the ECFS. For each order you can view the details of the order or send yourself an invoice/receipt for the order. The orders are listed with the most recent shown first (unless you change the ordering by clicking on the "Date" heading).

Date▼	Order #	Status	Products	Total
06/04/2020				
10/01/2019				

If you have any queries relating to any of your ECFS orders, please [contact us](#).

Accessing the Journal of Cystic Fibrosis

If you have a full or corporate membership subscription you are entitled to free Journal of Cystic Fibrosis (JCF) access.

New members/Accessing the JCF for the first time

1. Please activate your online account directly by using the link below to reach the Elsevier Access page:

<https://www.sciencedirect.com/science/activate/jcf>

Note 1. "https://" MUST be entered for this URL – "http://" will not work. This is to ensure that your registration details are secured when you enter them into the registration form.

Note 2. The activation is one-time procedure and you need not use the above link each time you wish to access the journal.

OR You can access the Elsevier Access page via the link within MyECFS. Once you have signed into MyECFS navigate to Journal of Cystic Fibrosis page as shown below or use this link: <https://www.ecfs.eu/myecfs/journal-of-cf>. You will see the below page. Click the link within the screen.

Introduction Membership Details Order History **Journal of Cystic Fibrosis** Education Platform Past Conference Material Future Conferences

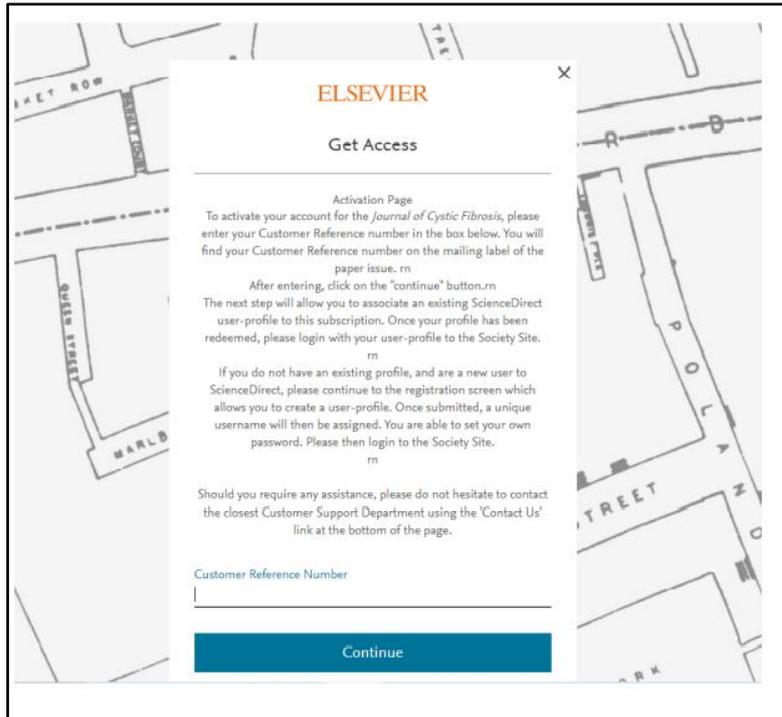
Journal of CF

Membership subscription to the ECFS (with the exception of the Discounted membership subscription and the Emeritus membership subscription) includes an annual subscription to the Journal of Cystic Fibrosis - the official journal of the ECFS.

If you have purchased either a full membership subscription, a 3-year membership subscription or a corporate membership subscription then your Elsevier JCF Customer Reference number will be printed below. You can access the JCF online using the below link without any need for further authentication.

Access to the online version of the Journal of Cystic Fibrosis is for ECFS members only.
If you wish to become an ECFS Member, please [click here](#)

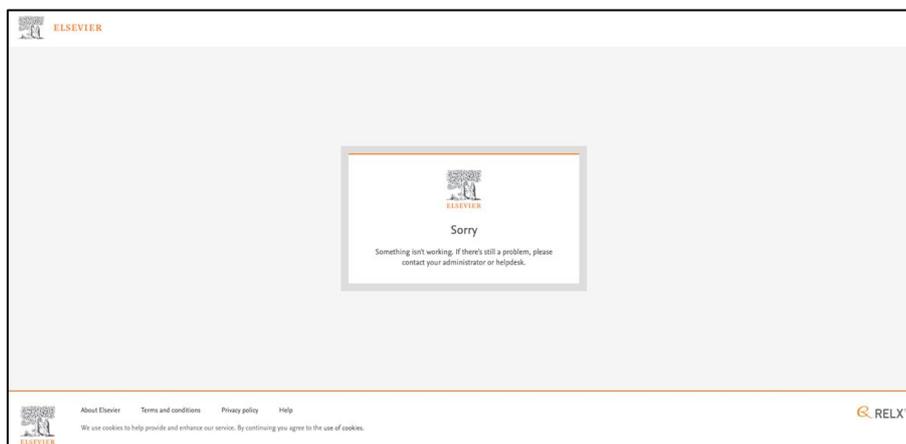
2. You will be taken to the below screen. Please enter the email address you used to sign into MyECFS into the "Customer Reference Number" box and click 'Continue'.



3. Fill in your details as well as creating a username and password (your username is your email address).

Note: If you are an existing member of Science Direct you will not need to register again.

4. You will then see the screen below.



5. This page can then be closed and you can use the following link to access the journal or follow the Old Members/Subsequently Accessing JCF' steps below.

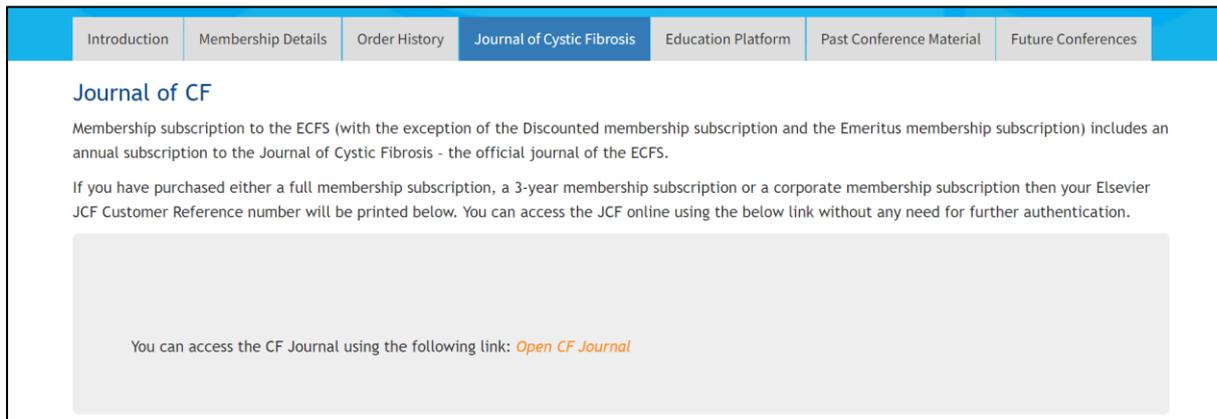
<https://www.sciencedirect.com/journal/journal-of-cystic-fibrosis>

If you encounter any problems registering, please note that older browsers may not support SSL encryption, which is required for secure data transmission. Also, cookies must be

enabled in your browser to support the registration process. Should you require any assistance, please do not hesitate to contact Deepika Thapa at ussocieties@elsevier.com.

Existing Members/Subsequently Accessing JCF

1. Once you have signed into MyECFS navigate to Journal of Cystic Fibrosis page as shown below, or use the following link: <https://www.ecfs.eu/myecfs/journal-of-cf> . You will see the below screen.

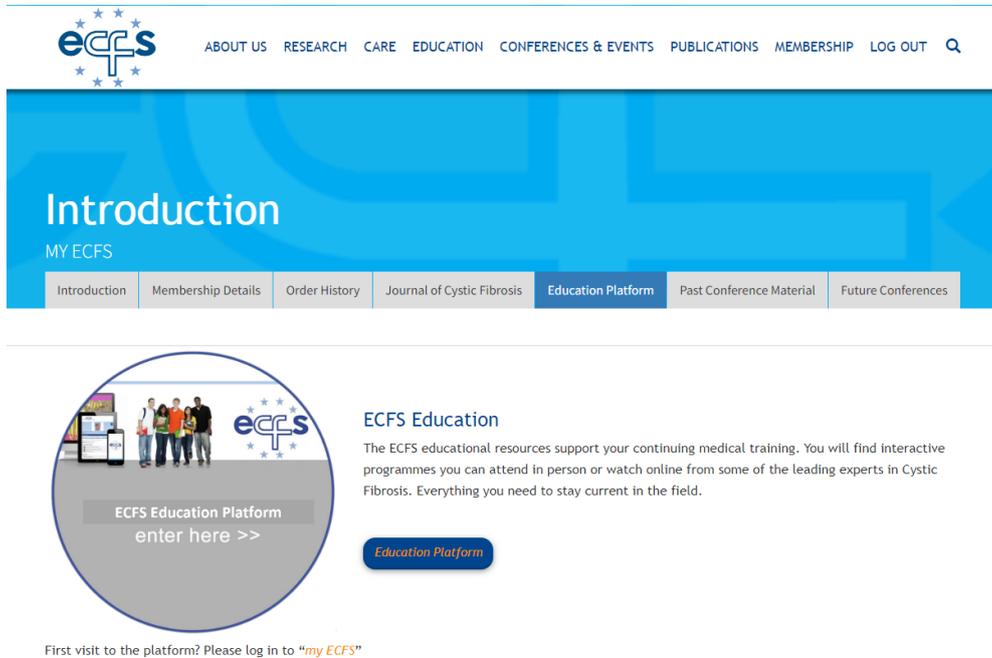


2. This will take you directly to the JCF website where you can access journals as you please.

Should you require any assistance, please do not hesitate to contact Deepika Thapa at ussocieties@elsevier.com.

Education Platform

The Education Platform contains ECFS courses and selected webcasts from previous ECFS conferences (pre-conference courses, plenaries, symposia and satellite symposia), webinars and meetings. The Education Platform is available to current ECFS members (except corporate members from the industry) and those who have purchased an Education Platform Token.



The screenshot shows the ECFS website's navigation menu with options: ABOUT US, RESEARCH, CARE, EDUCATION, CONFERENCES & EVENTS, PUBLICATIONS, MEMBERSHIP, LOG OUT, and a search icon. Below the menu is a blue banner with the word "Introduction" and "MY ECFS" below it. A horizontal menu contains: Introduction, Membership Details, Order History, Journal of Cystic Fibrosis, Education Platform (highlighted), Past Conference Material, and Future Conferences. Below this is a circular graphic with the ECFS logo and the text "ECFS Education Platform enter here >>". To the right of the circle is the heading "ECFS Education" and a paragraph: "The ECFS educational resources support your continuing medical training. You will find interactive programmes you can attend in person or watch online from some of the leading experts in Cystic Fibrosis. Everything you need to stay current in the field." Below the paragraph is a blue button labeled "Education Platform". At the bottom of the circular graphic, it says "First visit to the platform? Please log in to 'my ECFS'".

- Past Conference Material: direct access to past conference links and presentations.
- Future Conferences: access to future ECFS conferences.

To access the Education Platform:

- Please log into your ECFS account (as instructed on page 1 of this document) and then click on the education platform icon on MY ECFS.

The Platform can also be accessed on the education homepage (www.ecfs.eu/education) and by clicking on either of the education platform buttons, as shown below.



- You will then be taken to your home page.
- To view ECFS courses, webcasts from previous ECFS conferences (pre-conference courses, plenaries, symposia), webinars and meetings on the ECFS Education Platform, click on 'ECFS Courses, Conferences and Meetings':



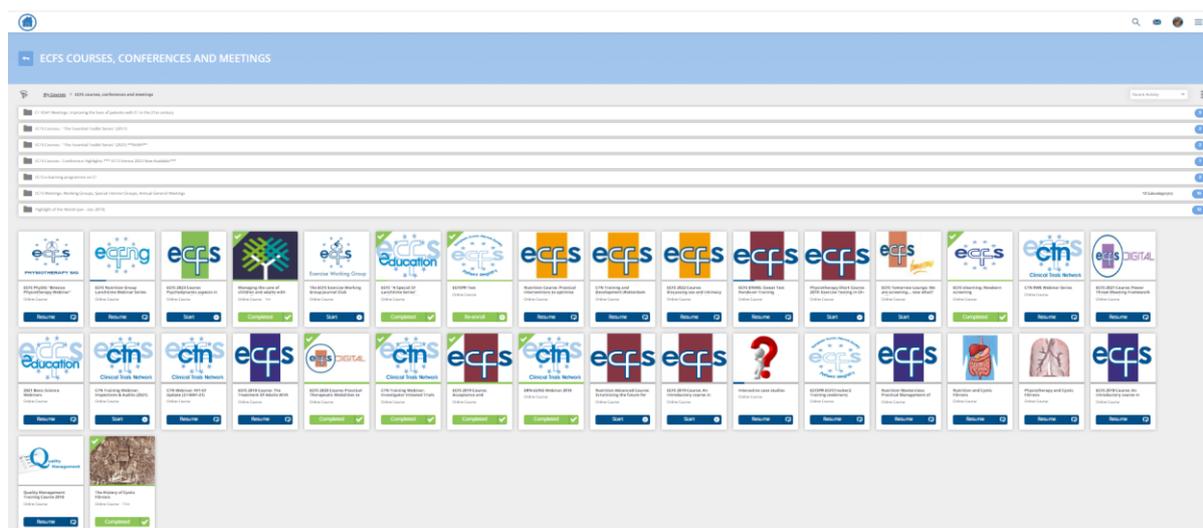
- To view non-ECFS courses and materials (which includes industry satellite symposia from ECFS conferences), click on 'NON-ECFS Courses and Materials'
- Resume: Allows you to continue the educational material you last viewed
- Catalog: Contains a complete list of available ECFS and Non-ECFS educational material
- Resources: Contains resources which you are able to browse or download e.g., CF and CFTR related websites, Mental Health Working Group dedicated website, and Standards of Care documents, PDFs of presentations and ePosters from previous conferences, and the ECFS Education Syllabus. Those affiliated to the CTN (e.g., PIs,

sub-l's, study coordinators, research nurses etc) also have access to the CTN SOPs and Patient Information Leaflets.

- Inbox: Contains messages sent to you about course enrolments.

'ECFS Courses, Conferences and Meetings'

Within this section, there are several folders and individual tiles for various educational resources (see image below):



Folders

The folders at the top of the page contain resources from the same event or topic e.g., webcasts and selected talks from the past five European CF conferences (2017-2023), The 'Essential Toolkit Series' courses held in 2017 (Seville), 2021 (online), and 2023, the ECFS e-learning programme on CF (Part 1 and Part 2), CF REAP meetings (held in 2018 and 2019 on various topics), recordings from ECFS meetings (CTN, Registry, special interest and working groups) etc.

Tiles

The individual tiles (below the folders) contain:

- Recordings of the "A Special CF Lunchtime Series" webinars (2020, 2021, 2022 and 2023)
- Recordings of the ECFS Physiotherapy Special Interest Group (PhySIG) "Bitesize Physiotherapy Webinar" Series (2022 and 2023)
- Recordings of the 2021 Basic Science webinars (held in April and July)
- Various pre-conference courses e.g., Exercise Testing – Practicalities and applications for Clinical practice (2023), Psychodynamic aspects in chronic, medical illness (2023),

Clinical Nutrition Course: Mastering new clinical expertise in emerging nutritional areas (2023), Nutrition Course: Practical interventions to optimise nutrition (2022), Discussing sex and intimacy with patients with CF (2022), Power, Threat, Meaning Framework (2021), Nutrition Advanced Course: Scrutinizing the future for Nutrition in Cystic Fibrosis (2020), Practical Therapeutic Modalities to manage anxiety, depression, sleep and pain in routine CF care (2020), Acceptance and Commitment Therapy (2019), Physiotherapy Short Course – Exercise Testing in Cystic Fibrosis – Who, When and Why? (2019), Nutrition Masterclass: Practical Management of Nutrition Issues in CF (2018), etc

- Interactive case studies from European CF conferences (2017, 2018, 2019)
- ECFS Tomorrow Lounge: We are screening... now what? Different treatment modalities in CF mental health (2020)
- The History of CF (short review of the early history of CF)
- And much more!