

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:



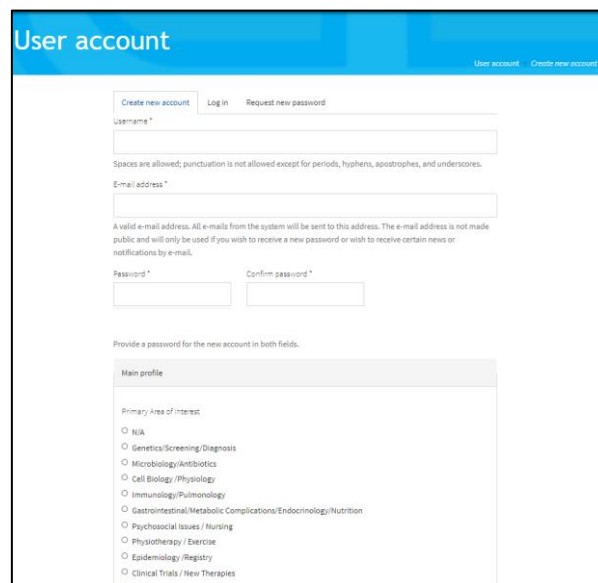
- For those who have already created a profile and/or purchased an ECFS subscription, enter your unique username or e-mail address, password and the CAPTCHA code printed in the spaces provided. If you have forgotten your password, please click on the 'Request new password' tab.
- For those who are new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

For returning users:

A screenshot of the 'Log in' page on the ECFS website. The page has a blue header with the text 'Log in'. Below the header are three tabs: 'Create new account', 'Log in' (which is selected), and 'Request new password'. The 'Log in' tab contains the following fields and instructions:

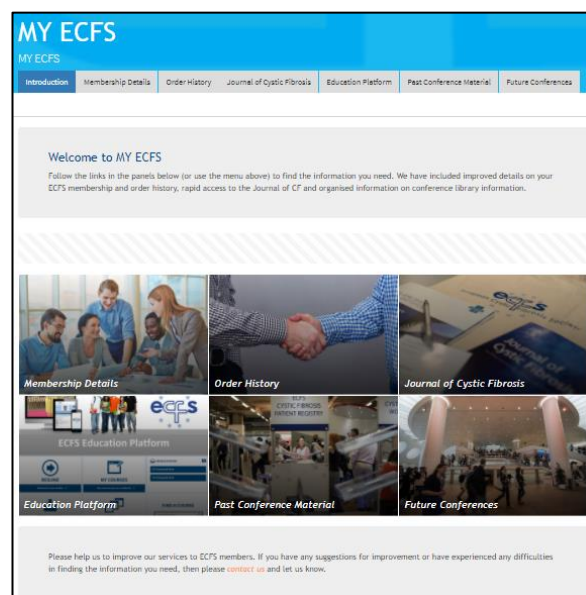
- Username or e-mail address ***: A text input field.
- You may login with either your assigned username or your e-mail address.
- Password ***: A text input field.
- The password field is case sensitive.
- CAPTCHA**: A section containing a CAPTCHA image and a text input field.
- This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.
- What code is in the image? ***: A text input field for the CAPTCHA code.
- Enter the characters shown in the image.
- Log in**: A blue button at the bottom.

For new users:



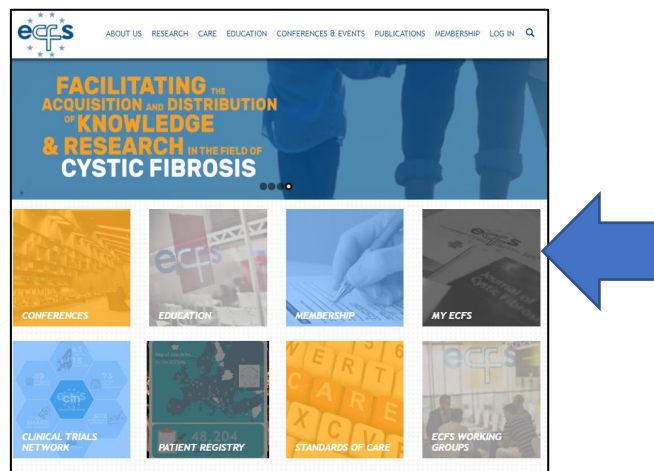
The 'User account' page features a blue header with the title 'User account' and links for 'User account' and 'Create new account'. Below the header, there are three tabs: 'Create new account', 'Log in', and 'Request new password'. The 'Create new account' tab is active, showing a form with fields for 'Username *', 'E-mail address *', 'Password *', and 'Confirm password *'. A note states: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.' Another note says: '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.' Below the password fields, a message reads: 'Provide a password for the new account in both fields.' At the bottom, there is a 'Main profile' section with a 'Primary Area of interest:' and a list of radio button options: 'N/A', 'Genetics/Screening/Diagnosis', 'Microbiology/Antibiotics', 'Cell Biology/Physiology', 'Immunology/Pulmonology', 'Gastrointestinal/Metabolic Complications/Endocrinology/Nutrition', 'Psychosocial Issues / Nursing', 'Physiotherapy / Exercise', 'Epidemiology / Registry', and 'Clinical Trials / New Therapies'.

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



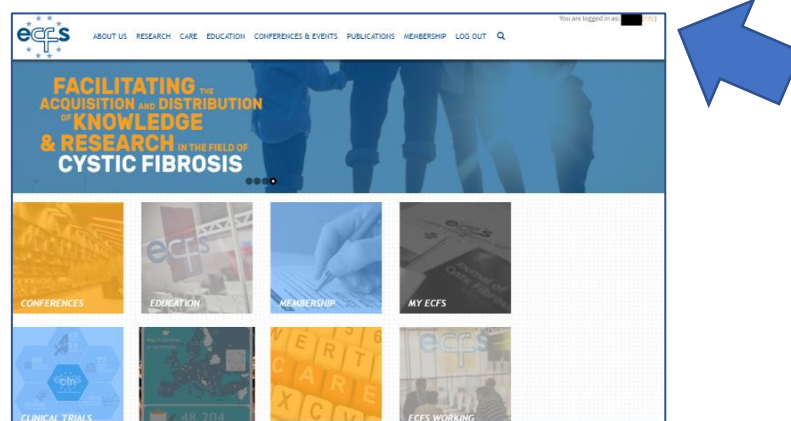
The 'MY ECFS' dashboard has a blue header with the title 'MY ECFS' and a navigation menu with links: 'Introduction', 'Membership Details', 'Order History', 'Journal of Cystic Fibrosis', 'Education Platform', 'Past Conference Material', and 'Future Conferences'. Below the header, a 'Welcome to MY ECFS' message is displayed, followed by a paragraph: '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.' The main content area features a grid of six panels, each with a thumbnail image and a title: 'Membership Details', 'Order History', 'Journal of Cystic Fibrosis', 'Education Platform', 'Past Conference Material', and 'Future Conferences'. At the bottom, a footer message reads: '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.

The screenshot shows the 'Membership Details' page. At the top, there is a blue header with the text 'Membership Details' and a sub-header 'MY ECFS'. Below this is a navigation bar with tabs: 'Introduction', 'Membership Details', 'Order History', 'Journal of Cystic Fibrosis', 'Education Platform', 'Past Conference Material', and 'Future Conferences'. Below the navigation bar is a 'Contact Information' section with a paragraph of text. Below this is a form with fields for 'Your full name:', 'Your login user name:', 'Your email address:', and 'Your address:'. Below the form is a link 'Click here to edit your personal information'. Below this is an 'ECFS Membership Subscription' section with a paragraph of text. Below this is a form with fields for 'Membership number:', 'Membership is valid from:', and 'Membership is valid until:'. Below the form is a paragraph of text.

- 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

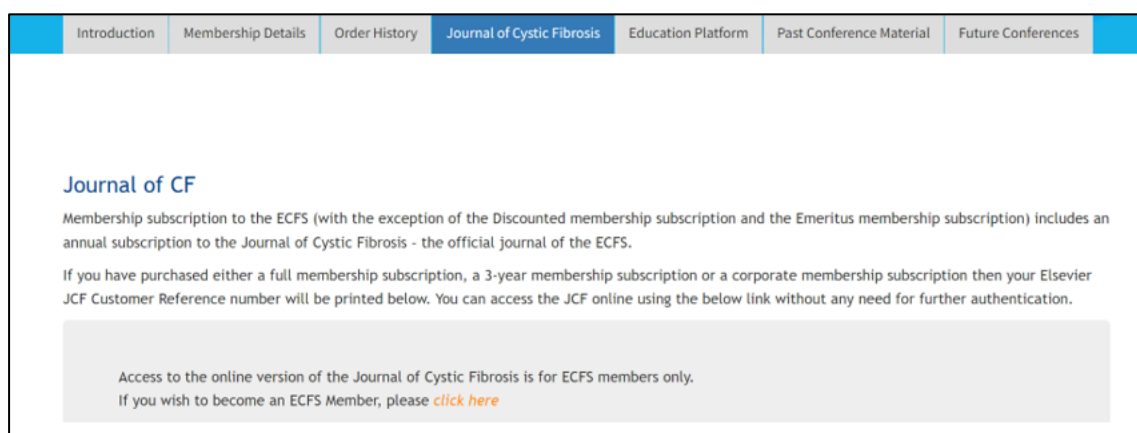
1. Please activate your online account directly by using the link below to reach the Elsevier Access page:

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

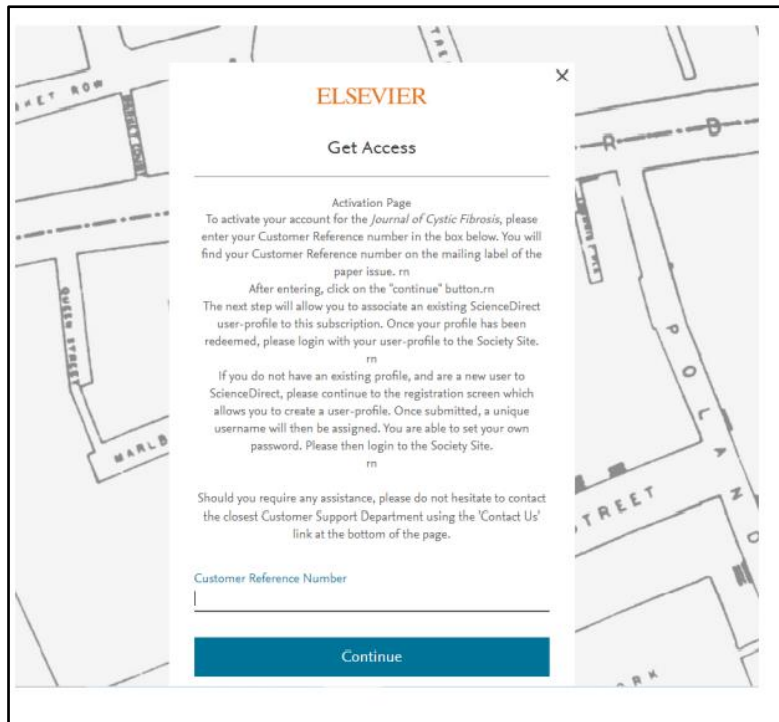
Note 1. "https://" MUST be entered for this URL – "http://" will not work. This is to ensure that your registration details are secured when you enter them into the registration form.

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.



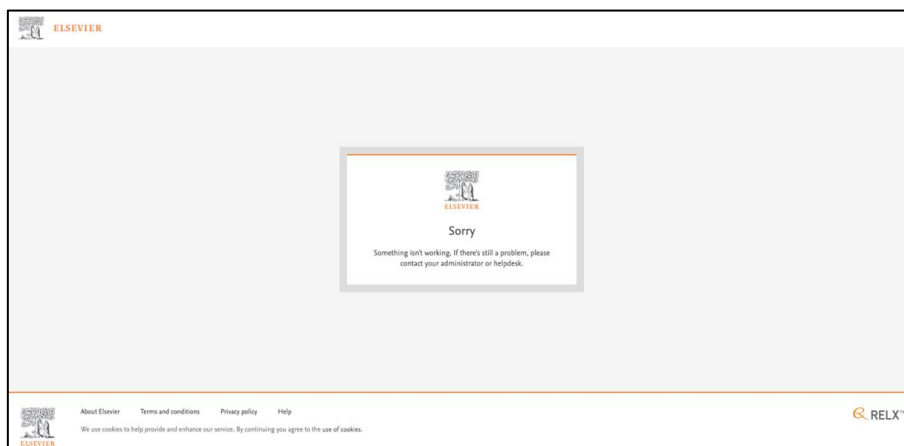
2. You will be taken to the below screen. Please enter the email address you used to sign into MyECFS into the "Customer Reference Number" box and click 'Continue'.



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.

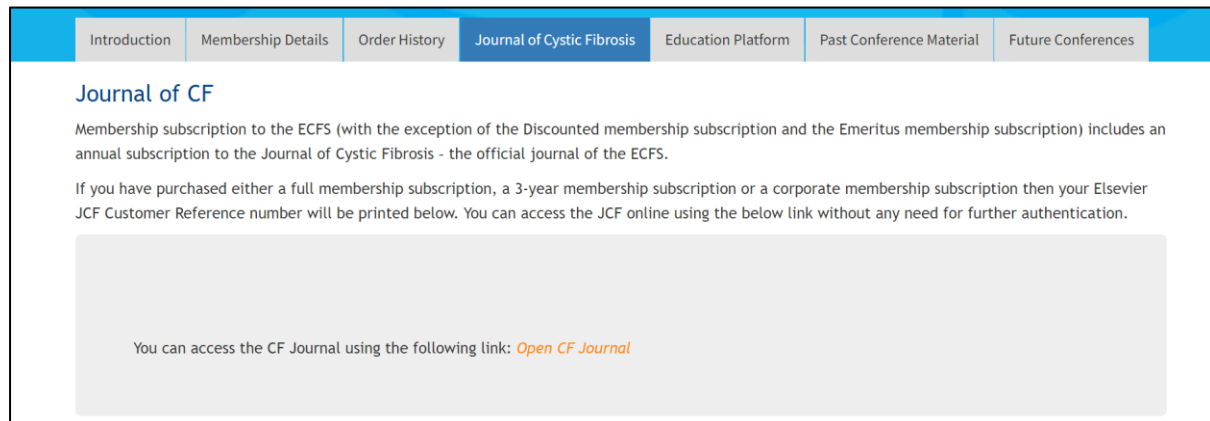
<https://www.sciencedirect.com/journal/journal-of-cystic-fibrosis>

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.

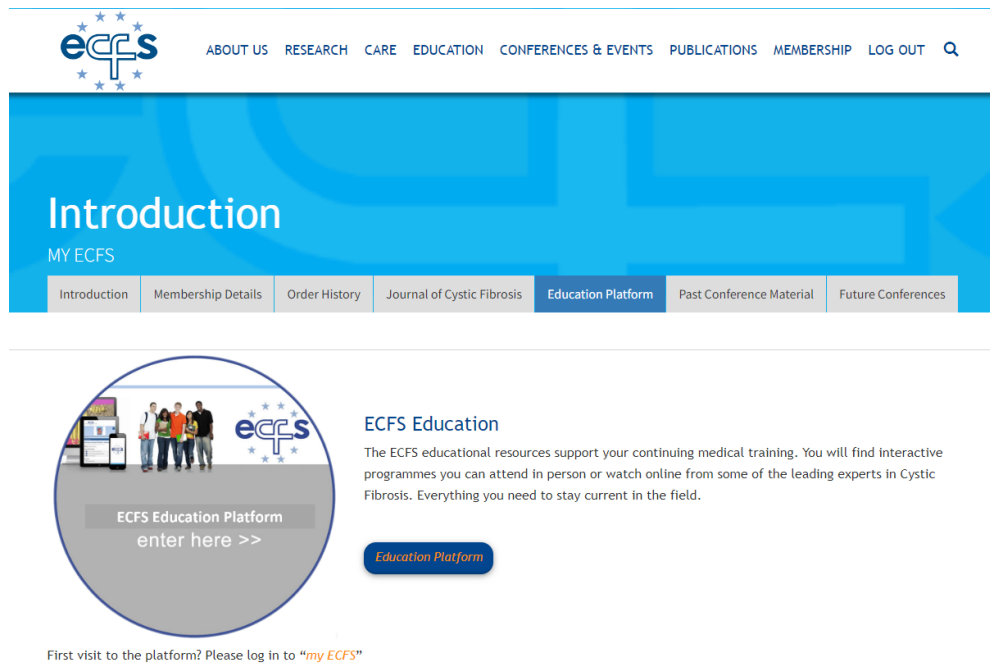


2. This will take you directly to the JCF website where you can access journals as you please.

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.



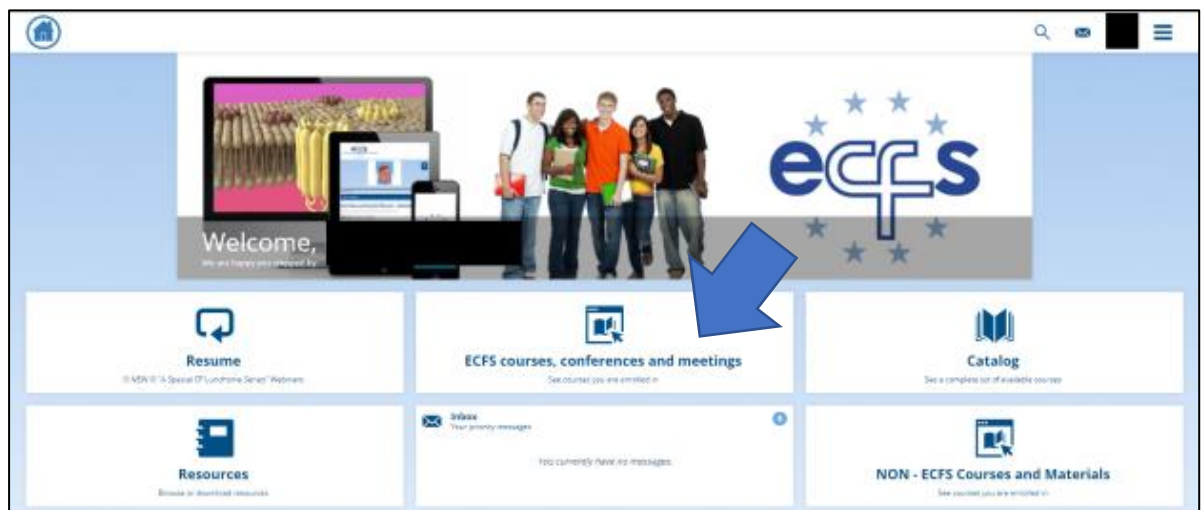
- Past Conference Material: direct access to past conference links and presentations.
- Future Conferences: access to future ECFS conferences.

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':



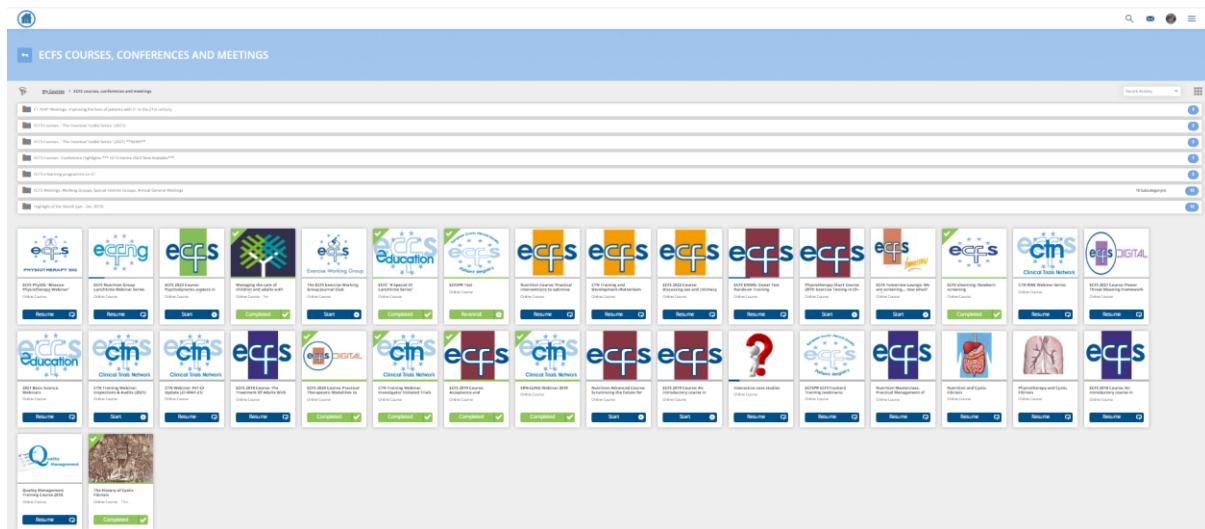
- To view non-ECFS courses and materials (which includes industry satellite symposia from ECFS conferences), click on 'NON-ECFS Courses and Materials'
- Resume: Allows you to continue the educational material you last viewed
- Catalog: Contains a complete list of available ECFS and Non-ECFS educational 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-1'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!