

Handbook: Membership Profile

SRO

Swiss Society for Radiation Oncology
Schweizer Gesellschaft für Radio-Onkologie
Société Suisse de Radio-Oncologie
Società Svizzera della Radio-Oncologia

c/o Congrex Schweiz
Reinacherstrasse 131
CH-4053 Basel

T +41 61 690 92 13
Email info@sro-ssro.ch

Table of Contents

Introduction	3
How can I access my membership profile?	4
How can I change my address?	5
How can I pay my membership fee?	7
How can I download my provided documents?	9

Introduction

We would like to inform you that your data will solely be used for society purposes. Personal information is collected from you (e.g. name, address, email address, telephone number) in accordance with the provisions of the Swiss Data Protection Act.

Your membership account is hosted by Congrex Switzerland as the society is also managed by Congrex Switzerland.

This handbook was created to make your membership administration as pleasant as possible, and to help you familiarize yourself with your membership profile, in an easy and comfortable manner.

The following will address these 4 questions:

1. How can I access my membership profile?
2. How can I change my address?
3. How can I pay my membership fee?
4. How can I download my provided documents?

Should you notice any missing or incorrect information or encounter any problem during the use of your membership profile, please do not hesitate to inform us: info@sro-ssro.ch.

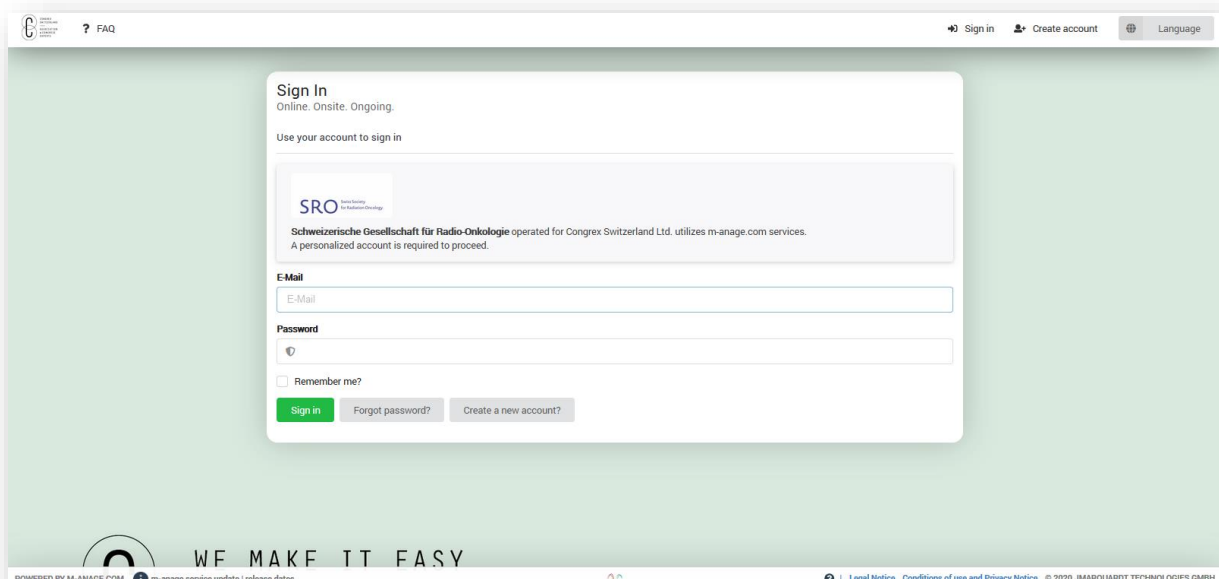
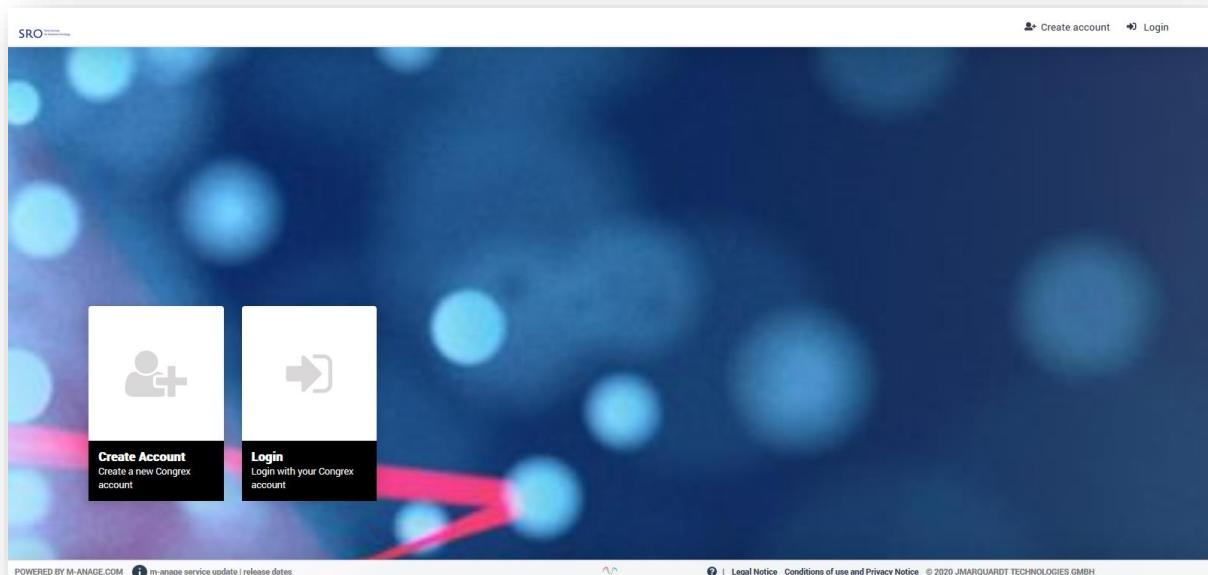
We are happy to help and provide further information.

We are pleased that you are a member of the **Swiss Society for Radiation Oncology!**

How can I access my membership profile?

Please log in to your membership account with your user name and your password through the following link:

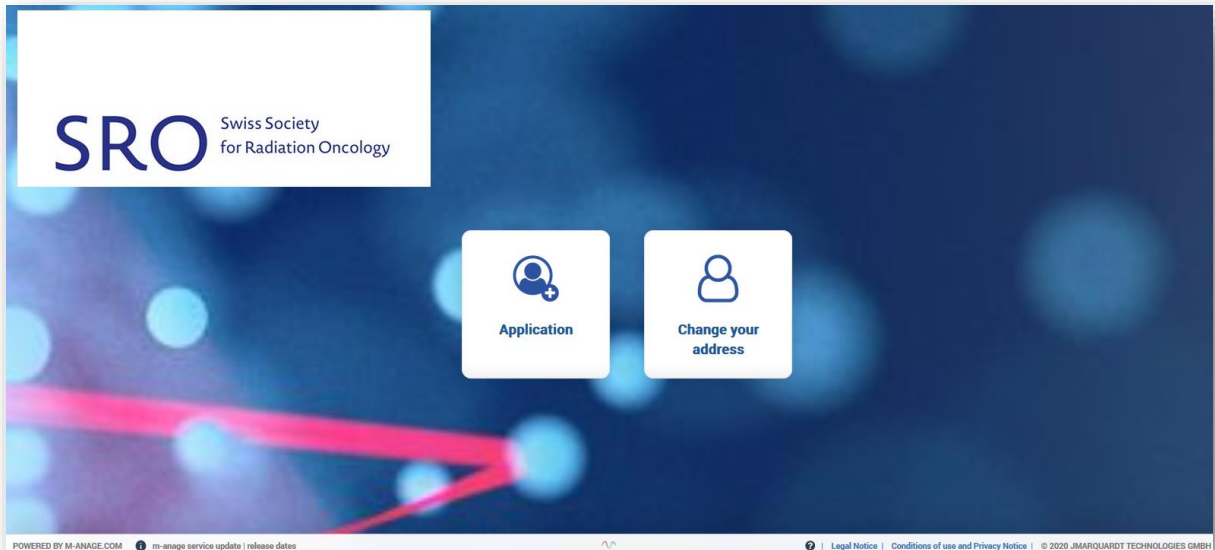
<https://booking.congrex.com/Home/Index/Event/srosociety/en-GB>



Should you not remember your password, please click on “Forgot password?”. You will receive an e-mail with a new password, which you can use to log in. As soon as you are logged into your account, the password can be changed again to a personalized password created by yourself.

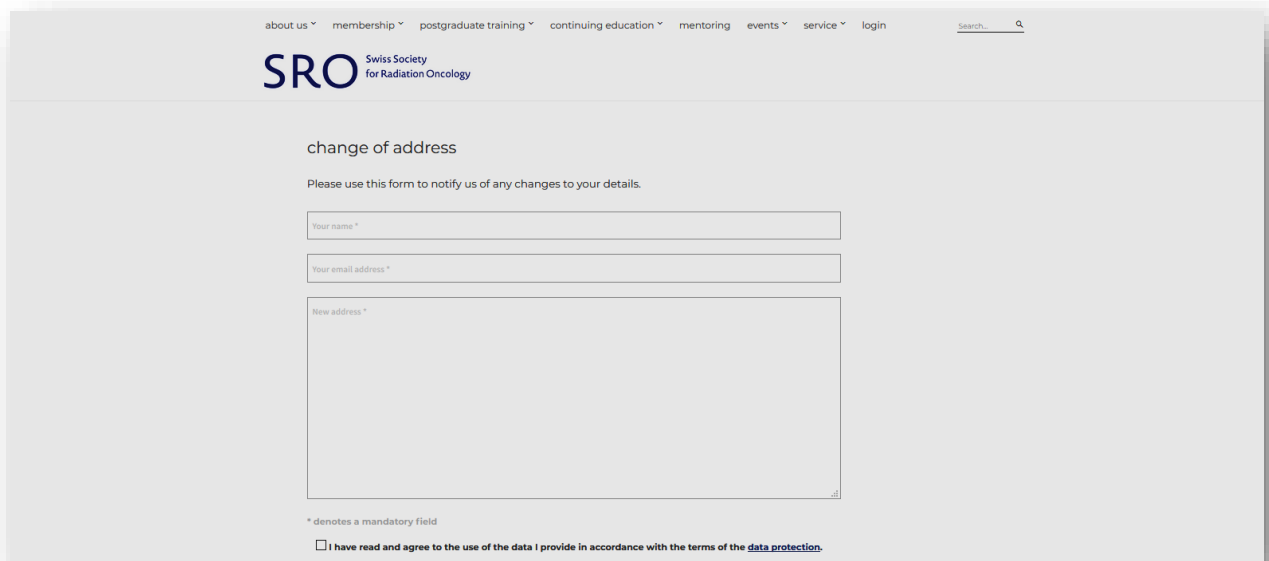
How can I change my address?

In case, you need to change your address, please click on the button “Change your address”, which appears when logging into your account:



Your data will appear in a new window, where you can adapt your contact details. You can enter either your private or professional address. Should you wish to change your email address, please write an email to info@sro-ssro.ch. The change of the email address is not possible by yourself within your account. This change has to be executed by the head office.

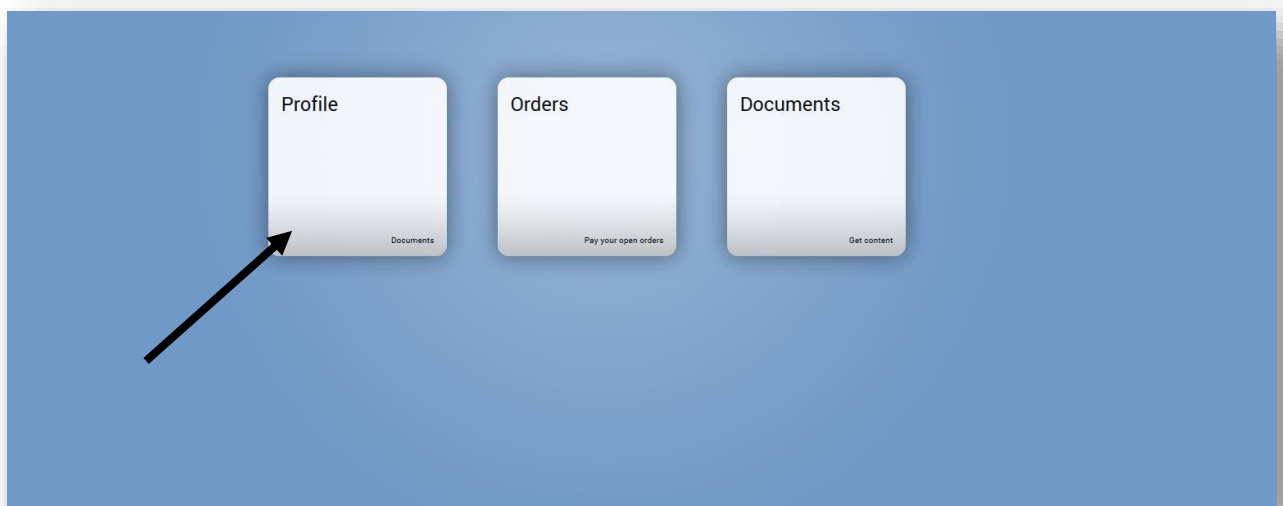
Alternatively, you can inform us about your change of address through the SRO-website:
<https://www.sro-ssro.ch/membership/notification-of-change-of-address/>



The screenshot shows the 'change of address' form on the SRO website. The header includes navigation links: about us, membership, postgraduate training, continuing education, mentoring, events, service, and login. The SRO logo (Swiss Society for Radiation Oncology) is prominently displayed. The form title is 'change of address', followed by the instruction: 'Please use this form to notify us of any changes to your details.' The form contains three input fields: 'Your name *', 'Your email address *', and 'New address *'. A note below the fields states '* denotes a mandatory field'. At the bottom, there is a checkbox for 'I have read and agree to the use of the data I provide in accordance with the terms of the data protection.'.

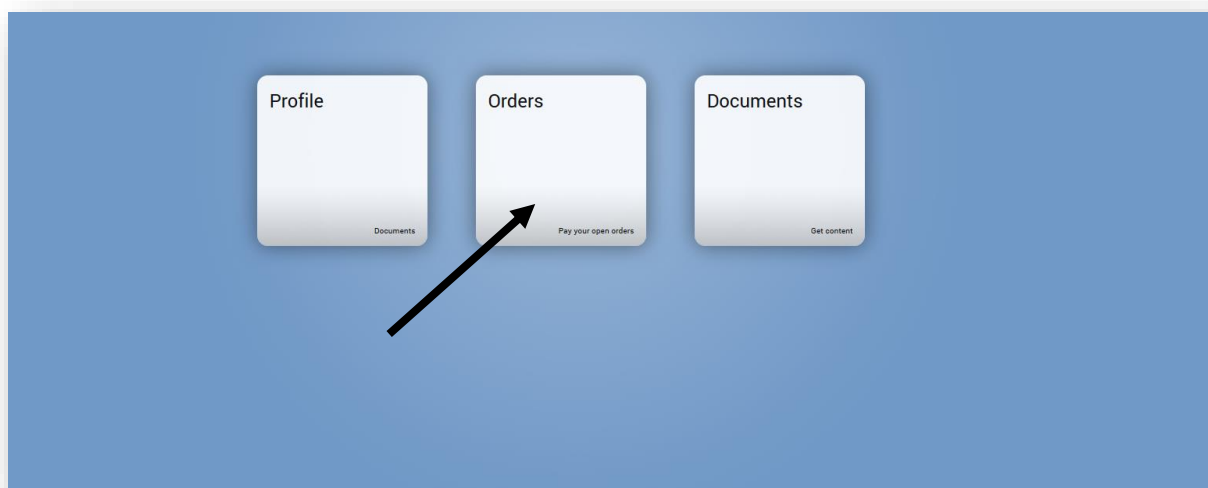
Your change will be sent to the head office and the membership department. After having implemented your changes, you will receive a short confirmation by the head office.

Once, the account is set, you will also have the possibility to make any changes in the section "Profile":

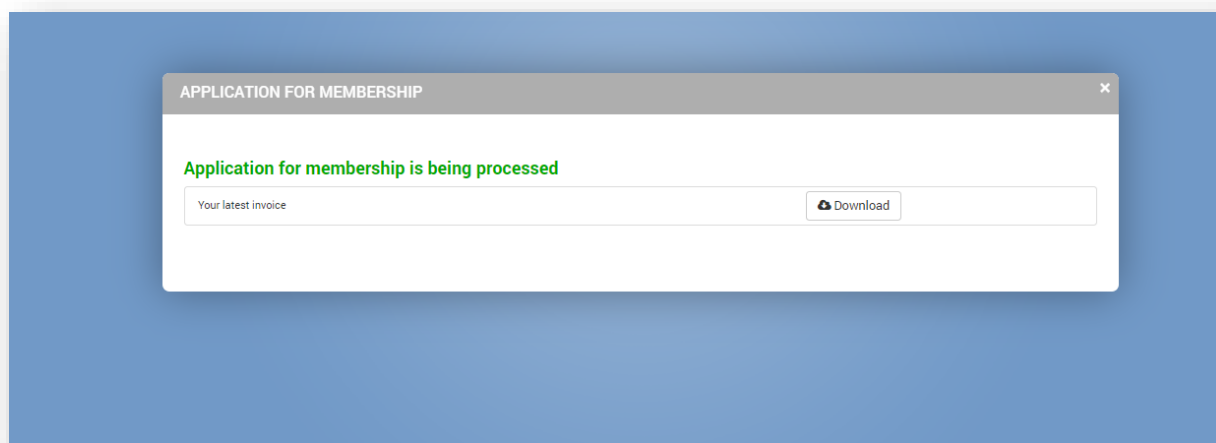


How can I pay my membership fee?

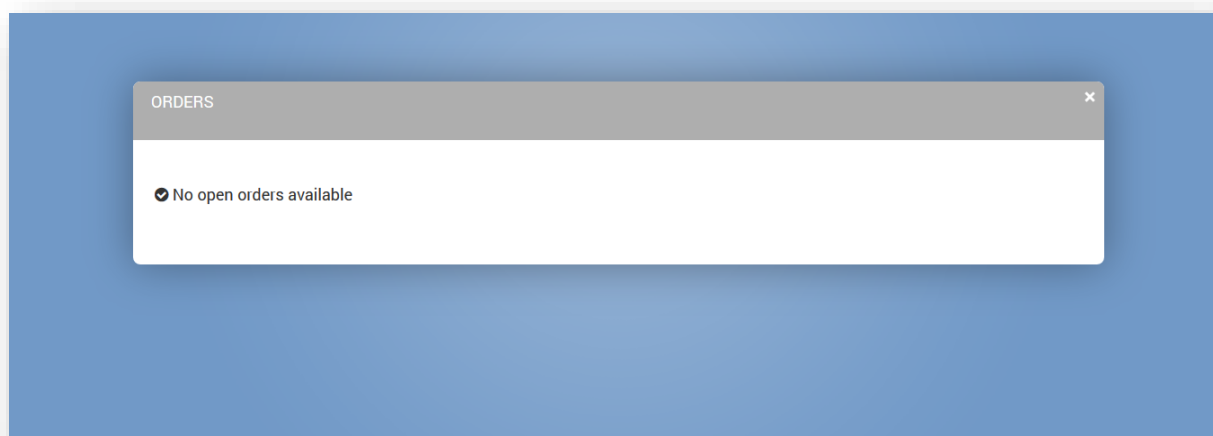
For downloading or paying outstanding membership fees, please click on “orders”.



Your outstanding invoices will be listed and you can download these or pay them directly by credit card.

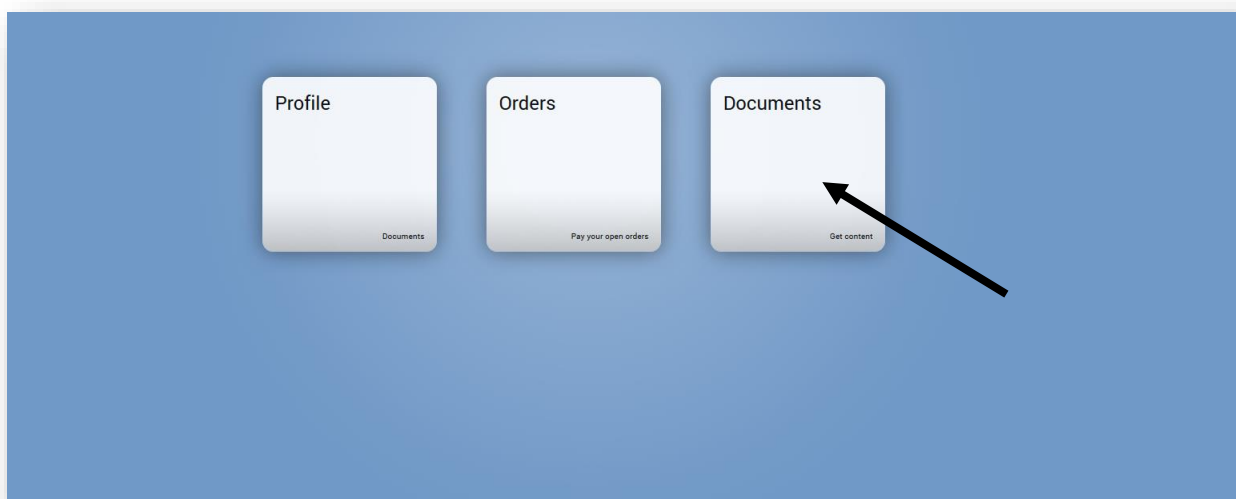


In case, all your membership fees are paid, following window and information will appear:

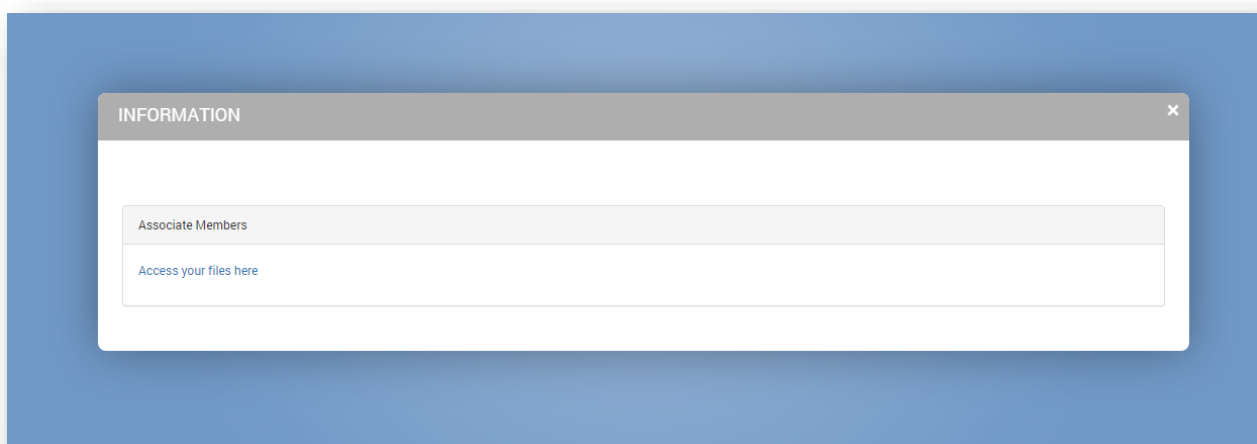


How can I download my provided documents?

The SRO offers different documents for the different membership types. To be able to download or read these documents, please click on “Documents”:



You can access the provided documents by clicking on “access your files here”.



Handbook: Membership Profile

You will then automatically be guided to the Cloud, where the documents are uploaded. For example, you can access the minutes of the General Assembly.

