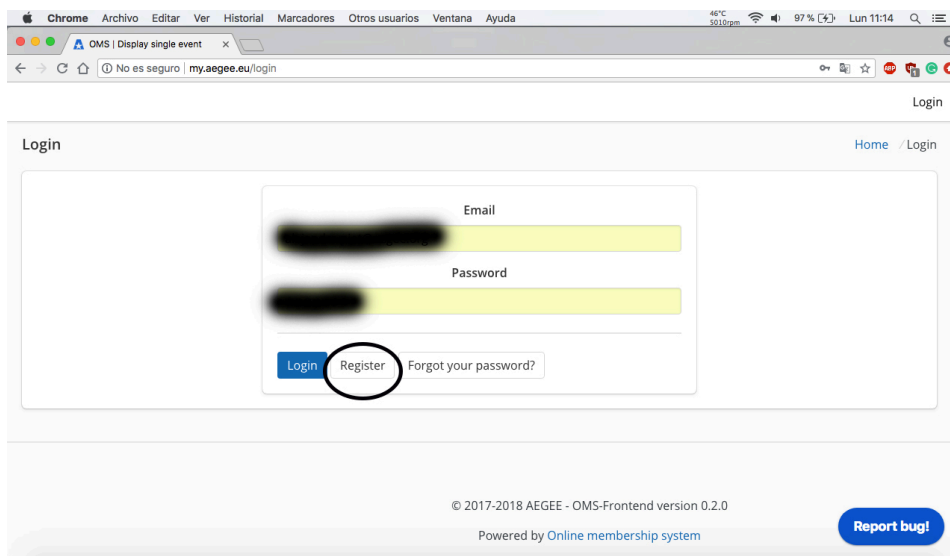# QUICK AND EASY GUIDELINE FOR OMS

QUICK AND EASY GUIDELINE TO USE OMS

Online Membership Sytem of AEGEE-Europe

First thing you have to do is going to: my.aegee.eu and register yourself. You will have a screen to login (1) but that you can also click register. Once you click register, you will see a form in your screen (2) that you have to fill, click register and wait for the confirmation email.

In the confirmation email you will have a link that you have to click and it's done! You are already in OMS.

(1) Go to the buttom "Register" to join OMS


(2) Fill in the form and click "Register"

Once you are in OMS, you will see a screen like this one (3). So now you have to join your local and (in case) the European bodies that you are part of. So, you go to "Bodies" (3), click there, and another screen with all the list of European bodies and locals will appear. You click in yours (4) and, once you are in, you have to click in "Request to join" (5), and wait until the board will accept your request.
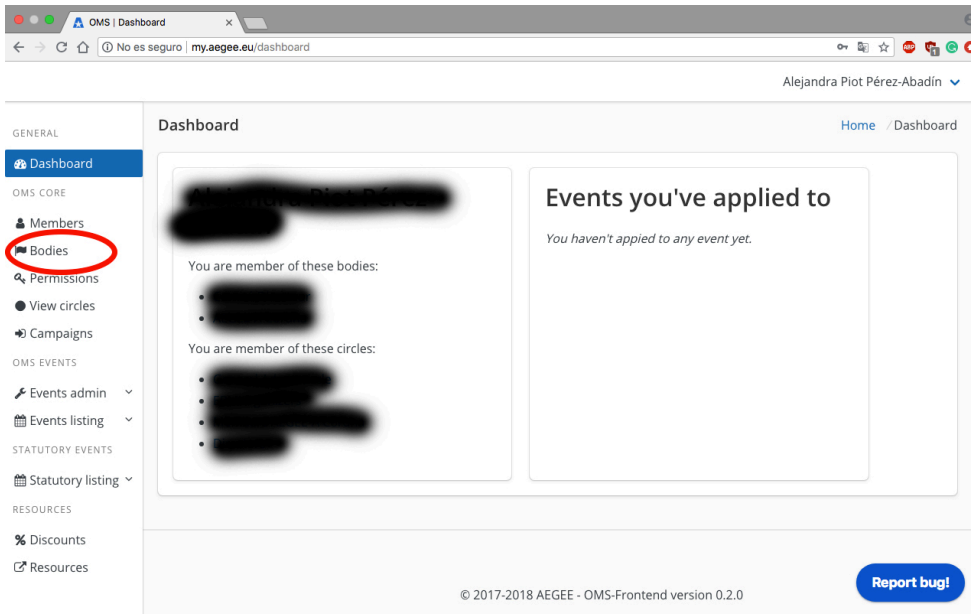
(3) Click in "Bodies" to see all the list of European bodies and locals
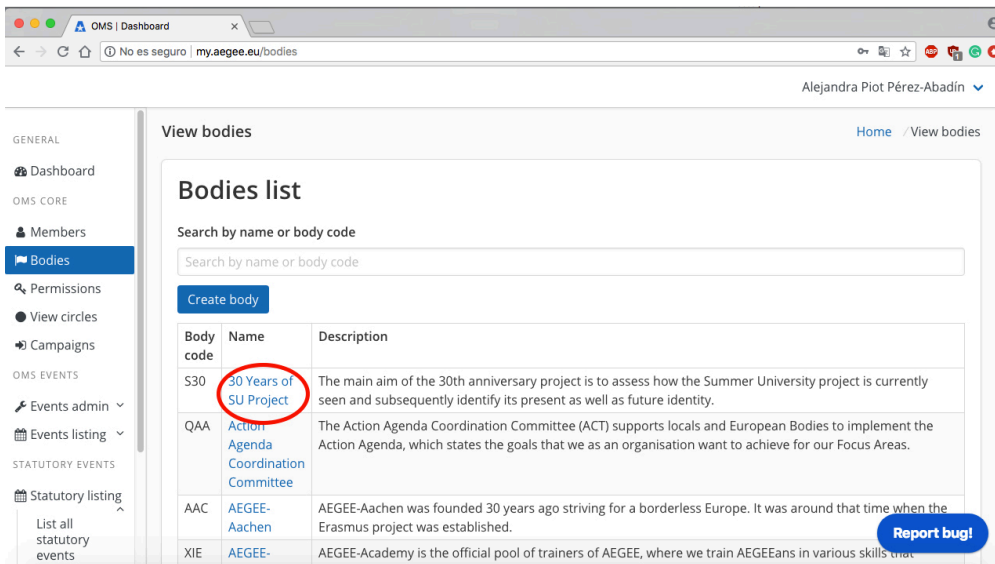
(4) Click in your local/European Body to join it
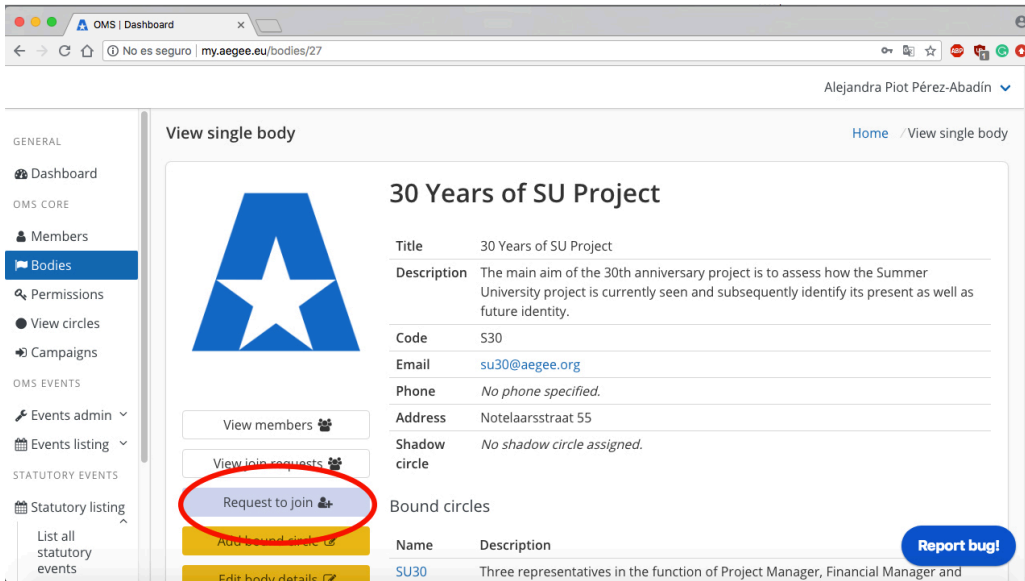
(5) Click in "Request to join" and wait for your board to accept you.

Once you are into your local, you can apply for EPM Izmir! To apply for it, you have to go to "Statutory listing" (6) and then to "List all Statutory events" (7). One you click there, you will have the screen with the event it self, you have to click "Apply" (8) and you will get to the application form that you have to fill in to be able to apply for the event.
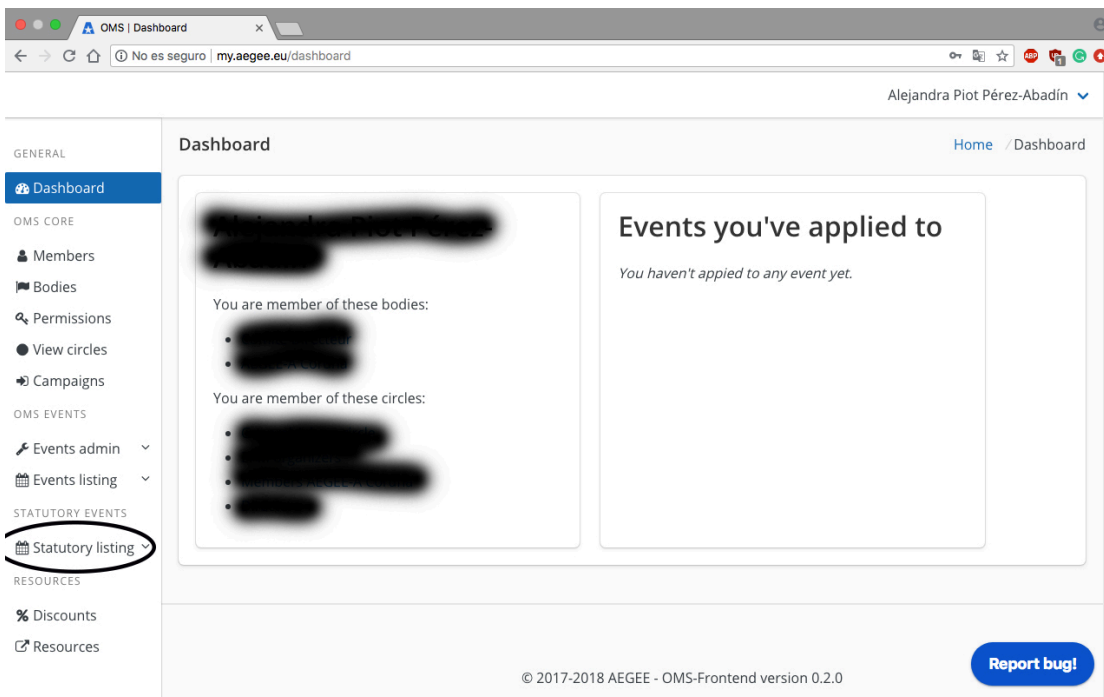
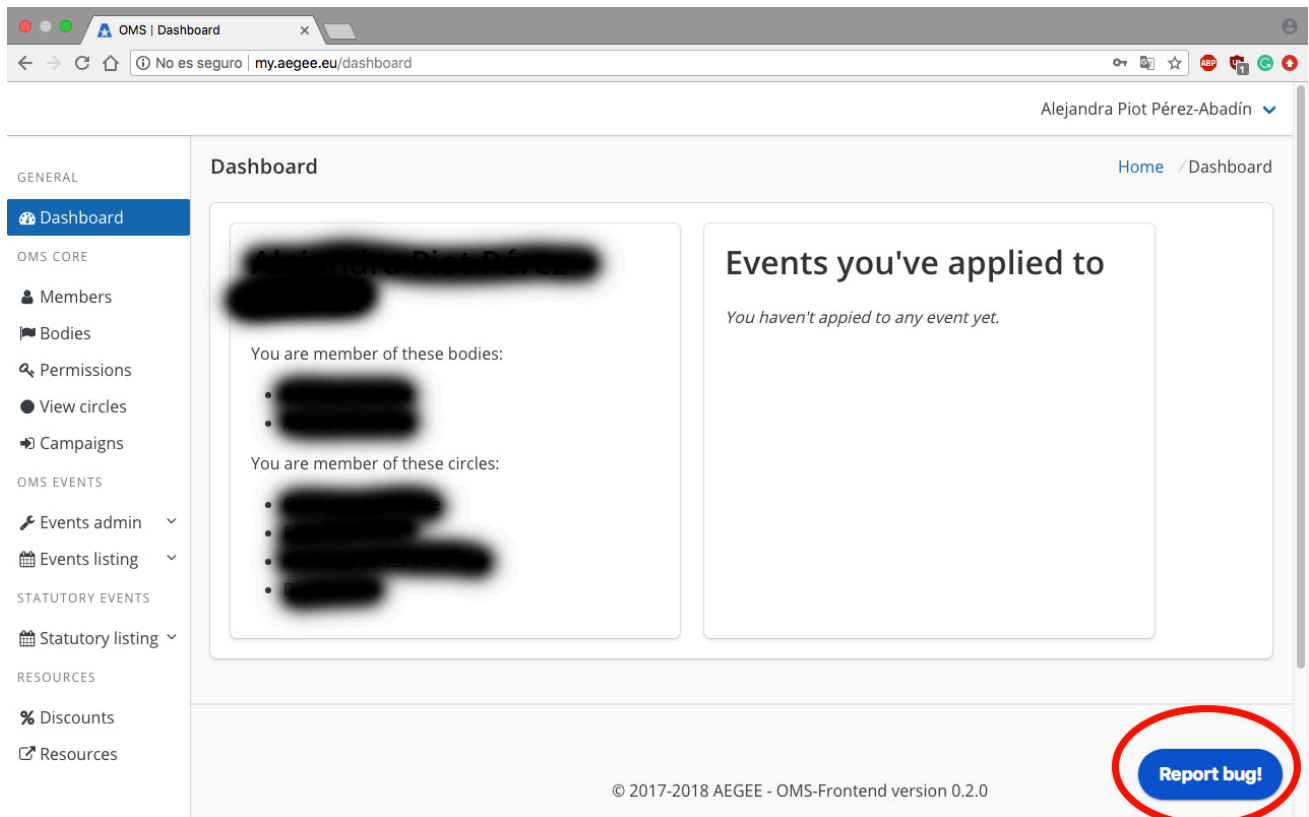(6) Dashboard where you have to go to "Statutory listing"
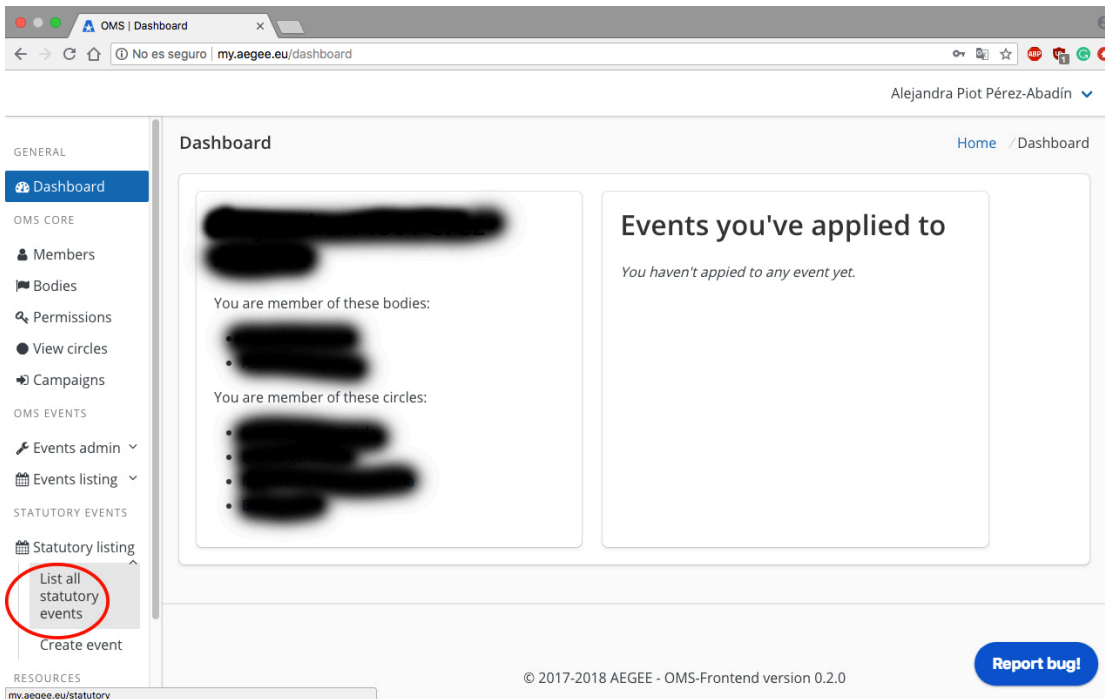
(7) Click on "List all statutory events" to go to EPM Izmir
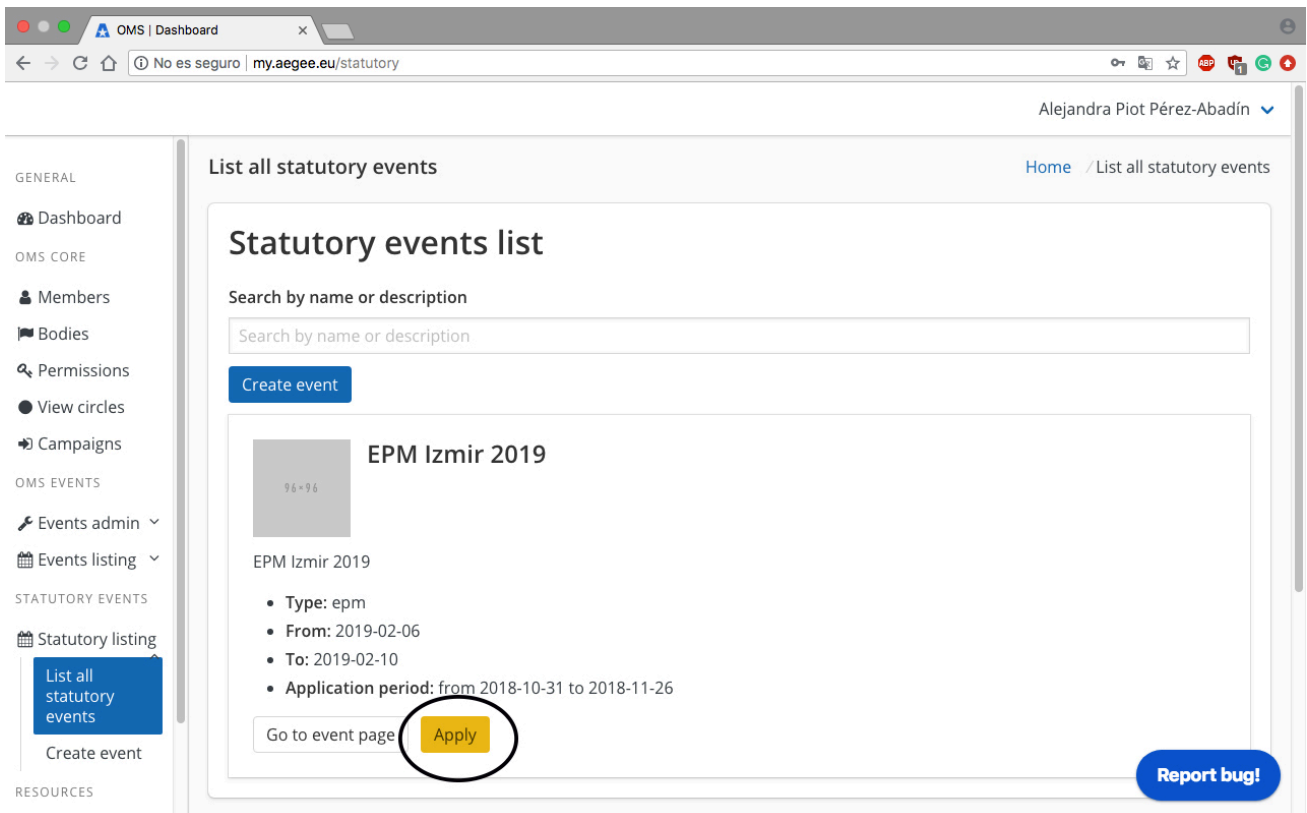
(8) Click "Apply" to go to the application form and apply.

If you want to give feedback to the developers, go to the bottom right part of the screen, and click in "Report bug!" (9), there you can write your feedback and they can implement it.

(9) Give your feedback to the developers clicking in "Report bug!"