How to Apply via the EACTS User Area

1. **Login** to the **EACTS User Area**

2. **Complete** your details in **My Profile**:
   2.1. **Personal** – complete required fields
   2.2. **Bio** – let us know your **expertise** (cardiac, thoracic etc)
   2.3. **Topics of Interest** – select your **specialty** and **topics of interest**

3. **Still in My Profile, click on Committee then Self Nomination**
   3.1. Click on **Organisational Committee** dropdown and select **Clinical Practice Guidelines**, click **Next**
3.2. Under **Position Applied**, Select Role (member).
3.3. Under **Upload CV and Cover Letter**, click on **Browse** and select your CV and Cover Letter from your device. You can upload multiple documents (PDF only). Click Next.

3.4. Under **Declaration of Interest**, select the most relevant option:
   3.4.1. To use existing DOI, select **I confirm to use the existing DOI**, then click Next.
   3.4.2. To update existing DOI, select **I would like to update my DOI**.
   3.4.3. To submit a DOI for the first time, select **I would like to update my DOI**.
   3.4.4. Click Next to proceed.
3.5. Click **Submit** to check your application, if happy with the details, click **Confirm**.

<table>
<thead>
<tr>
<th>Position applied</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational Committees → Residents</td>
<td>Member</td>
</tr>
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</table>

To complete your self-nomination application, check that all of the above details are correct and choose submit.

4. You will see your completed application listed in the **Self Nomination** section.
   4.1. If you cannot see your application, it has not been submitted!
   4.2. To apply for another role, please click **Add** (top right).

**Congratulations! You have successfully applied to the EACTS Residents’ Committee.**