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 or Chair). *If you would like to be considered for both, please apply for the Chair role and indicate your preferences via the Additional Questions Form.*

3.3. Under **Upload CV and Cover Letter**, click on **Browse** and select your CV, Cover Letter and completed **Additional Questions Form** 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**.

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 an EACTS Committee.