

# EACTS COMMITTEE

## 'Self-Nomination' Application Process

### How to Apply via the EACTS User Area

1. Login to the [EACTS User Area](#)
2. Go to **My Profile** (top right corner of the menu) and complete all required\* fields on each page:
  - 2.1. **Personal** – complete all required fields (all fields are required unless specified as 'optional')
  - 2.2. **Bio** – state your Primary expertise\*
  - 2.3. **Topics of Interest** – select your specialty and topics of interest

The screenshot shows the 'My Profile' page for Stephanie Halksworth (ID: 375182). The navigation bar includes 'Dashboard', 'My Membership', 'Events', 'Artefacts', and 'My Profile'. The profile page has tabs for 'Personal', 'Bio', 'Topics of interest', 'Committee', and 'Data Privacy'. The 'Bio' tab is active, showing a section for 'Upload CV and cover letter as one pdf' with an 'Upload' button. Below this is a text input field for 'What is your primary Expertise?'. A checkbox is present for consent: 'Please tick here to confirm your consent for EACTS to use your photo, name and biography on EACTS.org and social media for the purposes of promoting the work of EACTS'. A rich text editor follows, with a toolbar containing options for heading (H1-H6, P), bold (B), italic (I), underline (U), link, unlink, list, and image. The character count is 0.

3. Still in **My Profile**, click on **Committee** then **Self Nomination**

3.1. Click on **Organisational Committee** dropdown and select the relevant Committee, click *Next*

My Profile : Stephanie Halksworth - 375182

My Committee Roles >

Self Nomination ▾

1 ————— 2 ————— 3 ————— 4

For what position, scholarship or fellowship would you like to be considered?

- Council
- > Domains
- > TaskForces
- ▼ Organisational Committees
  - > Clinical Practice Guidelines
  - Residents
  - > Quality Improvement Programme (QUIP)
- Education
- Women in Cardiothoracic Surgery (WICTS)
- Francis Fontan Fund
- Allied Health Professionals
- > Standing Committees
- Annual Meeting 2020

Next Cancel

3.2. Under **Position(s) Applied – Role**, select the role you wish to apply for (it may show a selection of membership types such as ‘member, observer member etc).

3.3. Under **Upload CV and Cover Letter**, click on **Browse** and upload your CV and Cover Letter from your device. You can upload multiple documents (PDF only). Click *Next*.

Personal Bio Topics of interest Committee Data Privacy

My Committee Roles

Self Nomination

1 2 3 4

Position(s) applied

Position(s) applied	Role
Residents	<div style="border: 1px solid #ccc; padding: 2px;"><span>Select</span> <span>Member</span></div>

Upload CV and cover letter (either as one file or two different files)

Browse Drag & drop file

If it is a single file, remove the existing one before uploading this new one

File Name	Actions
No data to display	

Back Next Cancel

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**.

3.4.2. To update existing DOI, select **I would like to update my DOI** and follow the instructions to add/remove conflicts.

3.4.3. To submit a DOI for the first time, select **I would like to update my DOI** and follow the instructions to add conflicts or select none to report.

3.5. Please tick *I acknowledge the Terms & Conditions* and click **Update**.


3.6. Click **Next** to proceed.

The screenshot shows a web interface for the EACTS online form. At the top, there are navigation tabs: Personal, Bio, Topics of interest, Committee (selected), and Data Privacy. Below the tabs are two main sections: 'My Committee Roles' and 'Self Nomination', both with right-pointing arrows. A progress indicator consists of a horizontal line with four numbered circles (1, 2, 3, 4). Circle 1 is highlighted in blue, indicating the current step. Below the progress indicator is a section titled 'Declaration of interests' with a yellow highlight. It contains two radio button options: 'I confirm to use the existing DOI' and 'I would like to update my DOI'. At the bottom right of this section are three buttons: 'Back', 'Next' (highlighted in green), and 'Cancel'. Below the 'Declaration of interests' section is a 'Historical DOI' section with a right-pointing arrow.

3.7. Click **Submit**. A popup will appear for you to check the details of your application.

3.8. If all details are correct, click **Confirm**. This will submit your application.

Confirm the below listed position(s) for self nomination:

Position applied ⇅	Position applied ⇅	Action
Organisational Committees → Residents	Member	

**Confirm** Cancel

2

3

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

**Submit**

4. To check your application status, go back to the **Self Nomination** section:
  - 4.1. If you can see your application, it has been successfully submitted.
  - 4.2. If you cannot see your application, it has not been submitted.
  - 4.3.
  - 4.4. To apply for another role\*, please click **Add** (top right).

My Profile : Stephanie Halksworth - 375182

Personal Bio Topics of Interest **Committee** Data Privacy

My Committee Roles >

Self Nomination >

View DOI Add

Position applied ⇅	Role ⇅	Status ⇅	Applied on ⇅
Organisational Committees → Clinical Practice Guidelines	Member	DOI Submitted	20/03/2023
Organisational Committees → Clinical Practice Guidelines	Chair	DOI Submitted	20/03/2023
Organisational Committees → Residents	Member	DOI Submitted	20/03/2023

Historical DOI >

**Congratulations! You have successfully applied to an EACTS Committee.**

*\*EACTS discourages applications to multiple task forces or committees at one time unless they are highly relevant to your expertise and interests.*