

# **ERN-EuroBloodNet REPOSITORY OF EXPERTS HANDBOOK TO EDIT THE WEBSITE PROFILE**

For Member Representatives and Substitutes



Hematological  
Diseases (ERN EuroBloodNet)



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## Disclaimer

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# 1. EDIT YOUR PROFILE

1. Select the icon of the person in the right upper panel of the website or go directly to this link: <https://eurobloodnet.eu/login/?url=%2Fprivate-area%2F>



2. Enter your e-mail and password. If you do not remember the password, please click on recover password and you will receive a notification in your e-mail.

## Login

E-mail \*

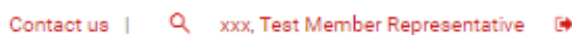
Password \*

**LOGIN →**

[Forgot your password?](#)

3. Click in your name in the in the right upper panel of the website.



4. Select update your profile.

## Test Member Representative xxx

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Professional information Healthcare providers Departments Experts Invite

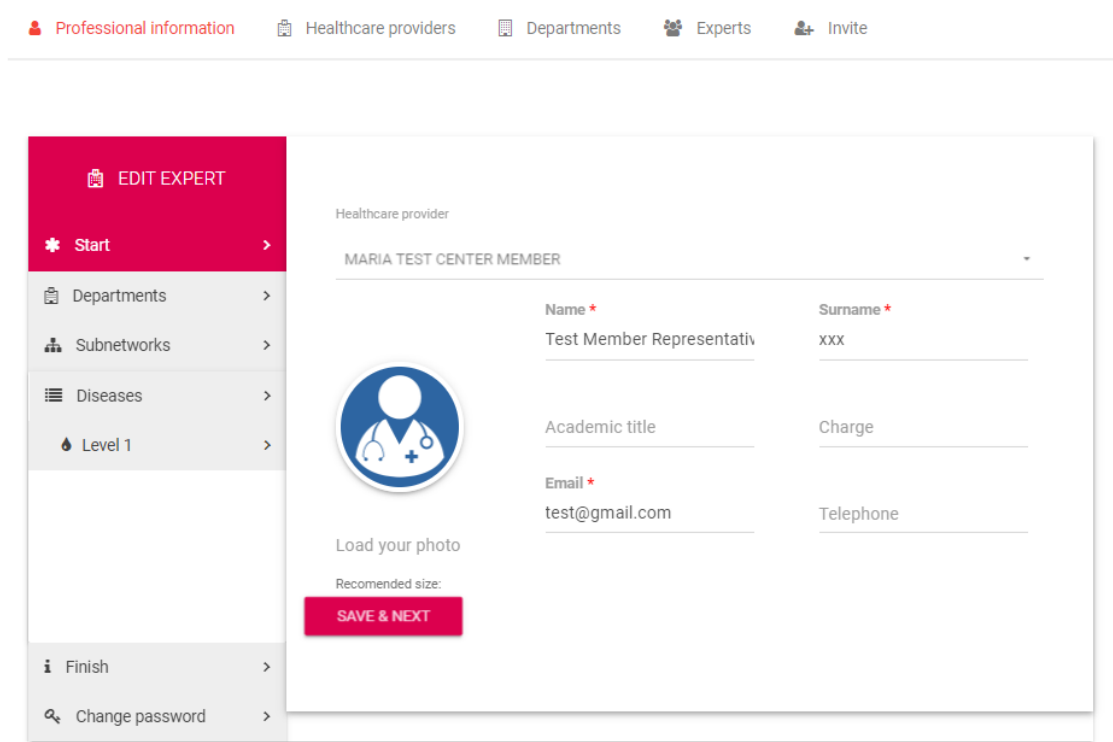
---

Member: Test Member

	<p>Name Test Member Representative</p>	<p>Surname xxx</p>
	<p>Academic title</p>	<p>Charge</p>
	<p>Email rodriancma@gmail.com</p>	<p>Phone number</p>

VIEW YOUR PROFILEUPDATE PROFILE

5. Update your profiles fulfilling the different sections:
- **Departments:** You can select your department among the list of existing Department profiles in your center. In case you are willing to Create/Edit Department profile, please check the corresponding section (page 3).
  - **Subnetworks:** Select your Subnetwork of expertise (the list directly show the Subnetworks of expertise for which your Healthcare provider is official member for the ERN-EuroBloodNet)
  - **Diseases:** Based on the Subnetworks you have selected, you can easily select your diseases of expertise through the different levels based on the ORPHA classification  
→ **The selection of your diseases of expertise is crucial to be searchable in the Expert Search Tool!!**



## 2. EDIT THE INFORMATION OF YOUR CENTRE

Click on the **Healthcare providers** section of the upper panel (red color letters in the image) and click on the notebook of the right.

Professional information Healthcare providers Departments Experts Invite

Member: Test Member

Healthcare providers

Logo	English name	Original name	City	Main	
	Maria Test Center Member	Maria Test Center Member	Stockholm	✓	

ADD NEW HEALTHCARE PROVIDER

### 3. EDIT THE INFORMATION OF YOUR DEPARTMENT/S & CREATE NEW ONES

Click on the **Departments** section of the upper panel (red color letters in the image) and click on the notebook of the right. Please, add all the departments of your centre.

Professional information Healthcare providers **Departments** Experts Invite

Member: Test Member

Departments

Maria Test Center Member

English name	Original name	Subnetworks of expertise	
Department Test	Department Test	Hemochromatosis and other iron disorders, Bone marrow failure	
Department test 2	Department test 2	Red blood cell defects	

ADD NEW DEPARTMENT

## 4. UPDATE YOUR TEAM OF EXPERTS' LIST

Click on the **Experts** section of the upper panel (red color letters in the image) and inactive the experts that no longer belongs to your team. Moreover, please keep us informed of these changes ([coordination@eurobloodnet.eu](mailto:coordination@eurobloodnet.eu)). Finally, check that the list of experts in your centre is updated: <https://eurobloodnet.eu/members/representative/>.

## 5. INVITE YOUR MULTIDISCIPLINARY TEAM

Click on the **Invite** section of the upper panel (red color letters in the image) and invite the missing members of your multidisciplinary teams related to rare hematological diseases. Check the experts in your centre by visiting the profile of you centre: <https://eurobloodnet.eu/members/representative/>.