IAEVG membership registration instructions

This is a step-by-step guide to registering as a member of the IAEVG. If you need help, please contact: <u>membership@iaevg.com</u>. Please note that instructions on identifying your correct membership category and possible discount status are available on the <u>IAEVG website</u>.

NB: To find the application form, you will need to scroll to the bottom of the page.

Step 1. Select Membership Level

Begin by choosing your membership level and click "Next" to proceed.



Step 2. Provide Contact Information

Enter your contact e-mail address and confirm that you are not a robot by selecting the checkbox. Click "Next" to continue.

l	Enter your email	* Mar	ndatory fields
l	* Email		
l			
	I'm not a robot		
	Cancel	Back	Next

Step 3. Complete the Application Information

3.a. General Information: Enter your contact details. If you are applying as an individual or as an organisation that does not provide guidance services, proceed to step 3.d. If you are applying as a regional or national association or an organisation that provides guidance services, proceed to step 3.b.

Fill in application form		* Mandatory fields
* Organization		
Association		
* Eiret name		
• First name		
*Last name		_
Email	The second se	
*Phone		
Avatar	Choose File No file chosen	
*Address		
*Country		
City		
Language		
City Language]

3.b. Association/Organisation Details: If you represent a regional or national association or an organisation that provides guidance, select the appropriate member or staff number range to ensure correct invoicing rate:

Numbers of Members	□ 21-30 €18.70 (EUR)
	□ 31-40 €61.60 (EUR)
	□ 41-50 €104.50 (EUR)
	□ 51-60 €147.40 (EUR)
	□ 61-70 €190.30 (EUR)
	□ 71-80 €233.20 (EUR)
	□ 81-90 €276.10 (EUR)
	□ 91-100 €319.00 (EUR)
	□ 101-150 €361.90 (EUR)
	□ 151-200 €404.80 (EUR)
	□ 201-250 €447.70 (EUR)
	□ 251-300 €490.60 (EUR)
	□ 301-350 €533.50 (EUR)
	□ 351-400 €576.40 (EUR)
	□ 401-450 €619.30 (EUR)
	□ 451-500 €662.20 (EUR)
	□ 501-550 €705.10 (EUR)
	□ 551-600 €748.00 (EUR)
	□ 601-650 €790.90 (EUR)
	□ 651-700 €833.80 (EUR)
	□ 701-750 €876.70 (EUR)
	□ 751-800 €919.60 (EUR)
	□ 801-850 €962.50 (EUR)
	□ 851-900 €1,005.40 (EUR)
	□ 901-950 €1,048.30 (EUR)
	□ 951-1000 €1,091.20 (EUR)
	□ 1001-2000 €1,262.80 (EUR)
	□ 2001-3000 €1,434.40 (EUR)
	□ 3001-4000 €1,606.00 (EUR)
	□ 4001-5000 €1,777.60 (EUR)
	□ 5001-6000 €1,949.20 (EUR)
	□ 6001-7000 €2,120.80 (EUR)
	□ 7001-8000 €2,292.40 (EUR)
	□ 8001-9000 €2,464.00 (EUR)
	□ 9001-10000 €2,635.60 (EUR)
	□ Over 10000 members €2,807.20 (EUR)
	Check the box that corresponds to the number of members in your organisation.

3.c. Specify Member/Staff Numbers: Enter the exact number of members or staff in the specified field "Number of members in your association".

*Number of members in your association	Indicate the exact number of members in your association	
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3.d. UN HDI Discount Code: If your country does not fall under the Very High Development category, apply the relevant UN Human Development Index discount code (L-HDI, M-HDI or L-HDI). Click "Next" to continue.

scount code		
Enter discount code		

Step 4. Review and Payment

Review your application details which will be displayed below the payment button. Use the "Back" button to make any changes. If everything is correct, choose your payment method. Select "Pay online" for a secure credit card payment or "Invoice me" for payment via bank transfer. An invoice will be sent to the e-mail address you added to the form.

The example below reflects an association with 20 members in a Low Human Development Index country.

Level	National and Regional Associations - €110.00 (EUR) Subscription period: 1 year, on: January 1st No automatically recurring payments
Discount	€45.00
Total amount	€65.00 (EUR)
	OFFLINE
📀 Code "L-HDI" á	accepted. Total amount reduced by 40.91%. Thank you.

Step 5. Confirmation and Login Information

Check your registered email for Login information which consists of your e-mail and password:



If you cannot find the email, please check your spam folder. If you still can't find the message, please contact <u>membership@iaevg.com</u> for assistance.

Completion

Congratulations! Your registration is now complete. Once the membership fee is paid, you will be able to log into the <u>www.iaevg.com</u> website and take advantage of the resources available in the Members Only section.