When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

**Make someone a member of your organization**

**Step 1: Member list**

- From Startscherm, click *Members*.
Click on a random member.

- Click [Connect multi-site member].

**Step 2: Assign member to site**

- Fill in a part of or entire student or employee number.
- Click **OK**.
In the new window, select the member from the dropdown menu.

- When you cannot find
- Click OK.

The member has now been assigned to your organization.

**Please note (1):** The member does not get a notification mail of the assignment. Therefore, please send them a mail yourself. The member still has to purchase the UnionCard or CampusCard and pay the Verenigingsheffing.

**Please note (2):** If DMS does not recognize the s/m-number of the member, please contact dms@union.utwente.nl. Mention the name and student or employee number in the mail, and we will fix it for you!