

GUIDE on how to sign up for CircaBC and turn on automatic notifications

1. Request membership for CircaBC

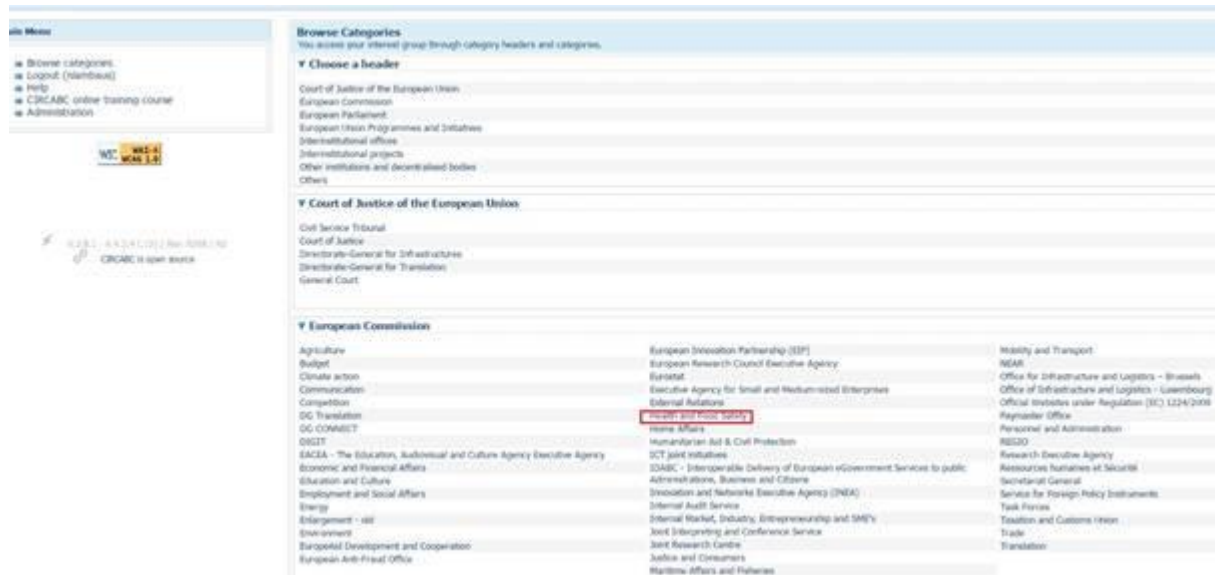
1.1. Log in to ECAS



1.2. Click on 'Browse categories'




1.3. Click on 'Health and Food Safety'



1.4. Scroll down until the 'Public Access' section. You will find there all links related to EU-CEG.



- 1.5. Click on the sign  in the row of the directory of which you want to become a member.
- 1.6. Fill in the text field with your request message and then click on the Submit button.



The screenshot shows a web page titled "Apply for Membership in ECEGOSTE". On the left, there is a sidebar with a "Site Menu" containing links for "Browse categories", "Logout (members)", "Help", "CECABC online training course", and "Administration". Below the menu is a "WT" logo and the text "WORLD TRADE CENTER ASSOCIATION OF CANADA". The main content area has a header "Apply for Membership in ECEGOSTE" and a sub-header "and membership will play an active role in the internet group." Below this is a paragraph of text regarding requirements and privacy. A "Contact Information" section contains a text field with the placeholder "No contact information available." The "Membership application form" section includes the instruction "Please briefly introduce your application:" and a note "This information will be forwarded to the Directory Administrator(s) together with your CECABC account." A large empty text box is provided for the application, and a "Submit" button is located at the bottom right of the form area. A "Top of the page" link is visible in the bottom right corner.

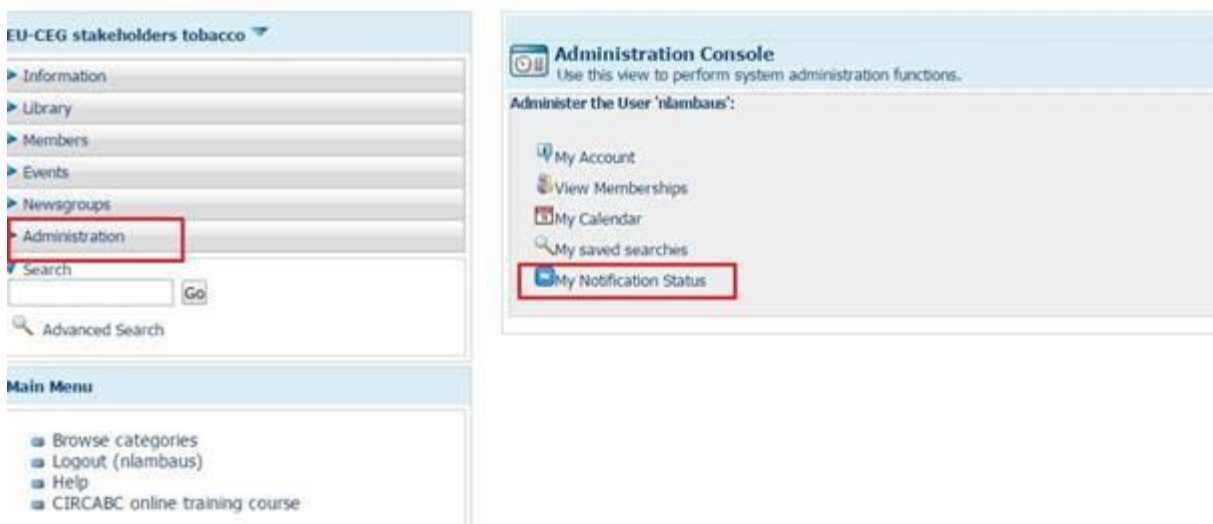
Once you finalised all steps explained above, your request will be sent to us for approval by the administrator. Once approved, you will receive a confirmation email.

2. Set your notification status in CircaBC

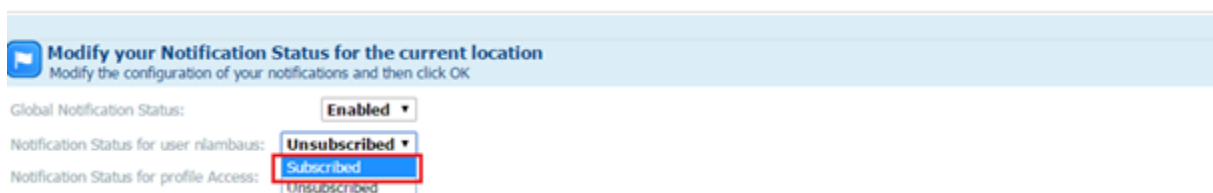
2.1. After login, you will now notice a link in the 'Category' section, under 'Interest Group'. A click on that link will bring you to the respective directory.



2.2. Once you are in the respective directory of CircaBC, click on 'Administration', and then 'My Notification Status'.



2.3. Select 'Subscribed' and then click on 'Ok'.



Your status should now have changed (see screenshot below).

