

Dear Colleagues,

The current document is intended as a guideline to help you with your registration through the BSR website. We realize that the transfer to a pure online registration process may cause some confusion, and we hope that this document will answer many questions.

However, we always remain at your disposal at info@bsr-web.be, providing hand-on assistance.

Important general remarks:

- Please use Google Chrome as browser for the registration process
- *You have requested a new password but have not received it despite waiting more than enough?* Then you most likely need to reactivate your account. Please proceed to option 2 (reactivate account)
- BSR memberships are now for the year you register and end this year on 31/12/2021. Memberships of 2020 dating from 01/11/2020 onwards have been extended to the end of this year as a courtesy.
- All BSR members on file have received a complimentary ESR 2021 membership. This was a courtesy to our members during a difficult year and was performed *regardless* of your membership status in 2020. This implies that this complimentary ESR membership does not necessarily imply that you currently have a running BSR membership plan.

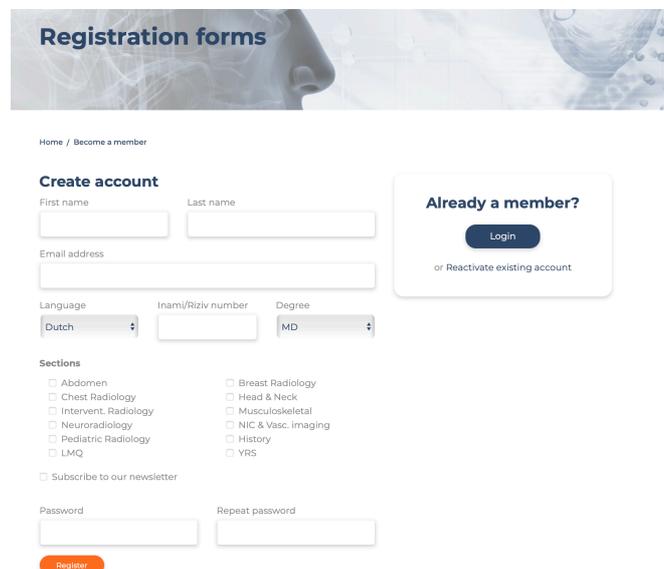
Basically, there are three options when registering:

1) You want to become a completely new member, and have no e-mail registered at the BSR

In this situation, you have *never* registered an account at the BSR during your lifetime. The BSR never had any information on you.

Action:

- Go to www.bsr-web.be/become-a-member, register using *any* e-mail of your choice, and follow the instructions.
- An activation mail will be sent for confirmation, please check your spam folder.
- After activation your account, log in at the website and choose a new membership plan.



The screenshot shows the 'Registration forms' page on the BSR website. The page has a header with the title 'Registration forms' and a navigation breadcrumb 'Home / Become a member'. The main content area is divided into two sections: 'Create account' and 'Already a member?'. The 'Create account' section includes input fields for 'First name', 'Last name', and 'Email address'. Below these are dropdown menus for 'Language' (set to 'Dutch'), 'Inami/Riziv number', and 'Degree' (set to 'MD'). There is a 'Sections' section with a grid of checkboxes for various radiology specialties: Abdomen, Breast Radiology, Chest Radiology, Head & Neck, Intervent. Radiology, Musculoskeletal, Neuroradiology, NIC & Vasc. imaging, Pediatric Radiology, History, LMQ, and YRS. A checkbox for 'Subscribe to our newsletter' is also present. At the bottom, there are input fields for 'Password' and 'Repeat password', and a 'Register' button. The 'Already a member?' section features a 'Login' button and a link to 'Reactivate existing account'.

2) You have been a member of the BSR, and wish to renew your membership

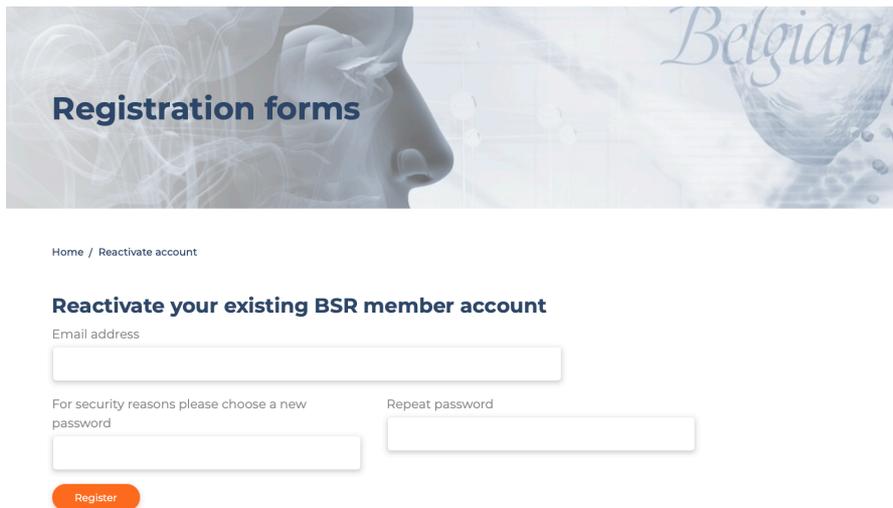
This is called an **account reactivation**. This is required when the BSR *has an e-mail address* of you on record. This may happen in any of the following conditions:

- You have an old BSR membership that is expired
- You have once registered an e-mail address as part of a group registration

Not sure regarding your address? Please contact us at info@bsr-web.be and we will check it for you.

Action:

- Go to www.bsr-web.be/registration-existing-users to reactivate your account
- Log in using the e-mail address that is registered at the BSR. This is usually the e-mail address to which all BSR-related correspondence is sent to.
- Choose a new password. This is a normal step for increased security.
- An activation mail will be sent. Please check your spam folder.
- Afterwards, go back to the BSR site, log in using your credentials and choose a membership plan.



The screenshot shows a web page titled "Registration forms" with a background image of a human head profile and a glass. Below the title, there is a breadcrumb trail: "Home / Reactivate account". The main heading is "Reactivate your existing BSR member account". The form includes an "Email address" input field, a "For security reasons please choose a new password" input field, and a "Repeat password" input field. An orange "Register" button is located at the bottom of the form.

3) Your department has purchased a group registration

Group registration are possible with discounts depending on the number of applicants.

If you are part of a group registration, the BSR will now as a service perform the first step of registration. You will receive an activation mail at the provided e-mail address, which must of course be activated by you. The BSR will notify your department when these activation mails can be expected. Please allow a few days for processing.

Action:

- Watch your mail for an activation mail. Afterwards, go to the BSR website to complete your records.
- When requested, **please fill-in the discount code** that you receive through your department. This is a 100% discount code, no individual payment will be necessary.

Any question? Please contact us at info@bsr-web.be