



# FAQ TOP 5

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European  
Sociological  
Association

**ESA USER  
MANUAL  
FOR ESA  
MEMBERS**

## START HERE: Login at europeansociology.org/user

When you log in a new button will appear at the top right of the page. Your 'dashboard' is the green button. Of course, if you don't remember your password, you can request a new one on the same page. Check your email!



## 1. How can I change my username/password?

Click on Membership Login. Here is your ESA history with your personal data. To change your username, password or address: scroll down to the bottom of the page and click on Edit. Now you can change all of your data. Don't forget to save your changes, at the bottom of the page. Easy!

## 2. Current situation of my membership?

You are now logged in. Click on 'My Dashboard'. There you can see your membership status and your end date. Don't forget to renew! You can do it by clicking on 'Membership' and 'Renew Membership'.

Your Contribution(s)				
Total Amount	Financial Type	Received date	Receipt Sent	Status
	Member Dues	7th, July 2017 12:00 AM		Completed
<a href="#">Print Invoice</a>				
Your Membership(s)				
Membership	Member Since	Start Date	End Date	Status
Student Discount	20th, February 2017 12:00 AM	20th, February 2017 12:00 AM	31st, December 2018 12:00 AM	Current
RN20	20th, February 2017 12:00 AM	20th, February 2017 12:00 AM	31st, December 2018 12:00 AM	Current
RN26	20th, February 2017 12:00 AM	20th, February 2017 12:00 AM	31st, December 2018 12:00 AM	Current
RN33	20th, February 2017 12:00 AM	20th, February 2017 12:00 AM	31st, December 2018 12:00 AM	Current

## 3. Where can I find an invoice for my membership?

You need an invoice in order to be reimbursed by your university? You want to claim your ESA membership fee against your tax? You can have it! It's on 'My Dashboard'. You can print it any time. Have a look at the screenshot above.

## 4. I want to post a job opportunity or a CfP - can I?

As member and part of ESA you can now directly post your announcements, calls and other relevant opportunities for sociologists. Click on 'CfPs & Conferences' and 'Add new'. Don't forget, you need to be logged in.



## 5. How can I access the ESA Journals?

With your membership, you have online access to the European Journal of Cultural and Political Sociology and European Societies! To read them go to your 'Dashboard' and click on 'ESA Journals'. You can also log in to The European Sociologist to read and comment all the articles.