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## **Introduction**

In February 2015 ISBT launched a new look website with improved functionality and navigation over the old website which had been in place for 5 years.

To help you get acquainted with the features of the new website we have composed a short manual to help you get started.

Should you still have questions please contact us: [communication@isbtweb.org](mailto:communication@isbtweb.org)

## 1. ISBT homepage

The ISBT homepage has changed significantly. After close study of our statistics we have set up a homepage where the most important information is found directly, including:

- Next congresses
- Expand your knowledge and improve your results
- Latest news
- Sign up for our newsletter
- Meet other professionals and share your knowledge

### 1.1 Next congresses

By using a rotating banner, also known as a “carousel”, we have the opportunity to show you our next congresses. Click on the “More information” button within the banner to learn more about our congresses.

[More Information](#)

### 1.2 Expand your knowledge and improve your results

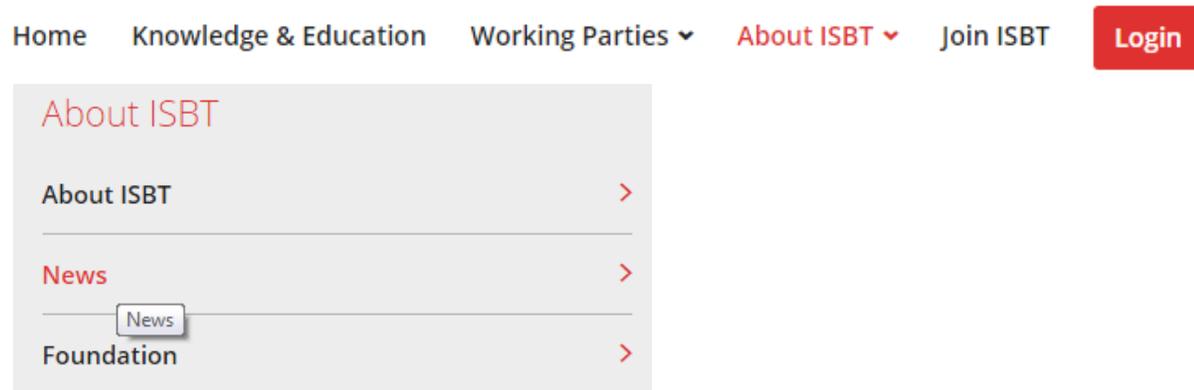
In this section you will find a variety of learning materials ranging from webcasts to a guideline library and books. Please note that you need to [login](#) or [become an ISBT member](#) to access the ISBT Academy ePortal.

For the ones who are thinking of becoming a member, we have selected 3 webcasts that you can access without logging in. Just click on one of the 3 presentations that you can find under the header “Watch great presentations” on our homepage.

### 1.3 Latest news

At least every week we update the latest news section. Here you will find important news about ISBT (membership) and relevant scientific news.

Tip: In case you want to read more news, simply click on “About ISBT”, “News” and you will find a list with news items that have been placed earlier on the homepage.



### 1.4 Sign up for our newsletter

If you would like to sign up for the ISBT newsletter, then this is the place to do it. Just key in your email address and click on “Sign on”.

### 1.5 Meet other professionals and share your knowledge

Meeting other professionals in the field is becoming easier with different social media, but also with our interactive banner!

Click on the topic of your choice and you will be on your way broadening your network.



In case you find yourself lost while browsing through our website you can always return to the homepage by clicking on “Home” in the upper menu bar or on the ISBT logo in the left upper corner of every page.

## 2. Upper menu bar

With 75+ years of facilitating knowledge we have compiled a lot of content. A couple of years ago the content was put online and the ISBT website was established.

The website is a great tool if you are able to put the right information in the right place where visitors can find what they need when they need it. We have tried to place our content into six different 'topics' resulting in our "upper menu bar" that looks like this:



We have discussed the home option in the previous chapter "ISBT homepage" and in the next chapters we will now continue with:

- Knowledge & Education
- Working Parties
- About ISBT
- Join ISBT
- Login

## 3. Knowledge & Education

Information about the ISBT Academy ePortal is stored under this option. The ePortal is an online eLearning platform where ISBT members can access selected webcasts captured at ISBT Congresses. Also you can read more about the ISBT Academy and Standing Committee and find more information on:

- Applying for support for an educational event
- Applying for the use of the ISBT logo

If you are logged in you will notice that the web page has slightly changed. Access to the ISBT Academy ePortal is now included. Clicking on one of the icons (under the header "Access the ISBT Academy ePortal") will lead you directly to the ePortal without needing to login again.

## 4. Working Parties

ISBT Working Parties are topic-driven groups in which you can actively discuss your work with like-minded colleagues from around the globe. All 15 working parties have their own mini website. Detailed information about a specific working party is available. But also information on how to become a working party member is posted here.

There are two main ways to browse through the 15 different working parties; with the upper bar menu or with the grey blocks:

### 4.1 Upper bar menu

Home Knowledge & Education Working Parties About ISBT Profile

#### Working Parties

Working Parties	>	Global Blood Safety	>	Quality Management	>
Apheresis	>	Granulocyte Immunobiology	>	Rare Donors	>
Blood Supply Management	>	Haemovigilance	>	Red Cell Immunogenetics and Blood Group Terminology	>
Cellular Therapies	>	Immunohaematology	>	Transfusion Transmitted Infectious Diseases	>
Clinical Transfusion	>	Information Technology	>		
Donors and Donation	>	Platelet Immunobiology	>		

### 4.2 Grey blocks

#### OTHER WORKING PARTIES



More features will be available to ISBT members after logging in, including meeting minutes, agendas etc. please note that it depends on the working party which information is available to members and non-members. The features are stored under the header “More”.

## **5. About ISBT**

Here you will find information about the society, what we stand for and who our members are. But also you will find information about our Awards & Fellowships including the application procedure and a list of winners (where applicable).

More information on the ISBT Central office including the ISBT office details and staff are to be found under the header “ISBT Central Office”. The Board of Directors and Standing Committees also have their own header where more information is available.

### **5. 1 Downloads**

Important documents and reports are stored under the header “Downloads”, such as the Annual reports, Code of Ethics and ISBT objectives, strategy and working relations.

## **6. News**

Scientific news, congress news and news about ISBT are posted at least once a week on the homepage under “Latest news”. Under “About ISBT” followed by “News” in the upper menu bar, you will find all news articles that we have placed on the website.

## **7. Foundation**

The information under the tab Foundation explains how the ISBT Academy facilitates the educational activities of the ISBT.

## **8. Congresses**

Looking for more information on our congresses? We've got that covered. On this page you will find information on our International and Regional congresses.

### **8.1 Add a congress to the calendar**

If you notice that a relevant congress is missing in our congress calendar let us know by sending us an email with a request to add a congress/event to our calendar.

### **8.2 Watch great presentations from previous congresses**

We have selected 3 webcasts presentations from previous congresses for you to view so you can have a look inside our ePortal without being a member.

## **9. Congress calendar**

Every congress that is relevant to our field (and that we know of) is listed here. You also have a possibility to request that your congress will be included on the calendar (see previous chapter Congresses).

## **10. Publications**

ISBT's publications can be found under "About ISBT" followed by "Publications" in the upper menu bar. Here you will find more information about our scientific journal Vox Sanguinis, the affiliate publication of Vox Sanguinis: the ISBT Science Series and our quarterly magazine Transfusion Today. Login in required to access the actual content of these publications.

## **11. History**

ISBT was founded in 1935 and our history is important. For this reason we included the history on the website. You can browse through past congresses and past presidents. But you can also use the search box by entering a key word or filter by periods and/or category to easily find what you are looking for.

## **12. Membership Information**

Under “Membership Information” in the upper menu bar you will find the ins and outs of the ISBT membership.

### **12.1 Types of membership**

Click on any of the topics that are listed under “Types of membership” to learn about the different types of membership and how to join.

### **12.2 FAQ**

This section elaborates on membership questions and payment. We have composed a list with frequently asked questions for you so you can quickly have a look and solve the issue yourself. Needless to say, you can always reach us to ask your question.

## **13. Contact ISBT**

You can contact ISBT via several ways including the contact form on the website which you can find under “Contact ISBT” in the upper bar menu. Complete the fields marked with \*. You also have the option to attach a file. Once you are satisfied with your message click on submit. You will receive a confirmation email.

## **14. Join ISBT**

The “Join ISBT” page is for visitors who would like to read more information about ISBT and to join ISBT as a member.

### **14.1 Types of membership**

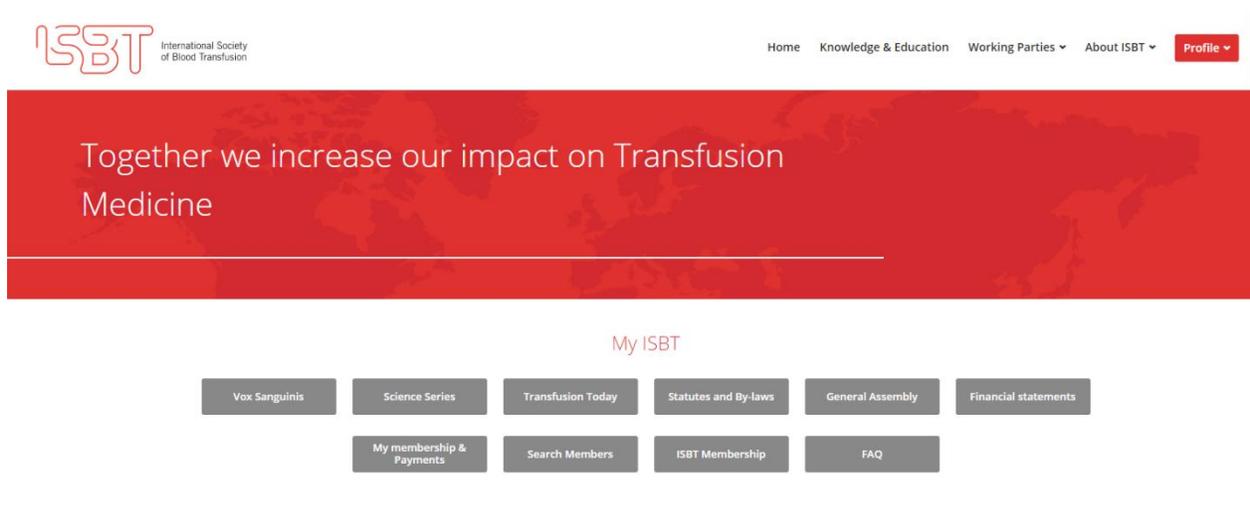
Here you will find more information on the different types of ISBT membership and how to apply. Simply click on the topic of your choice to gain further information.

## 15. Login

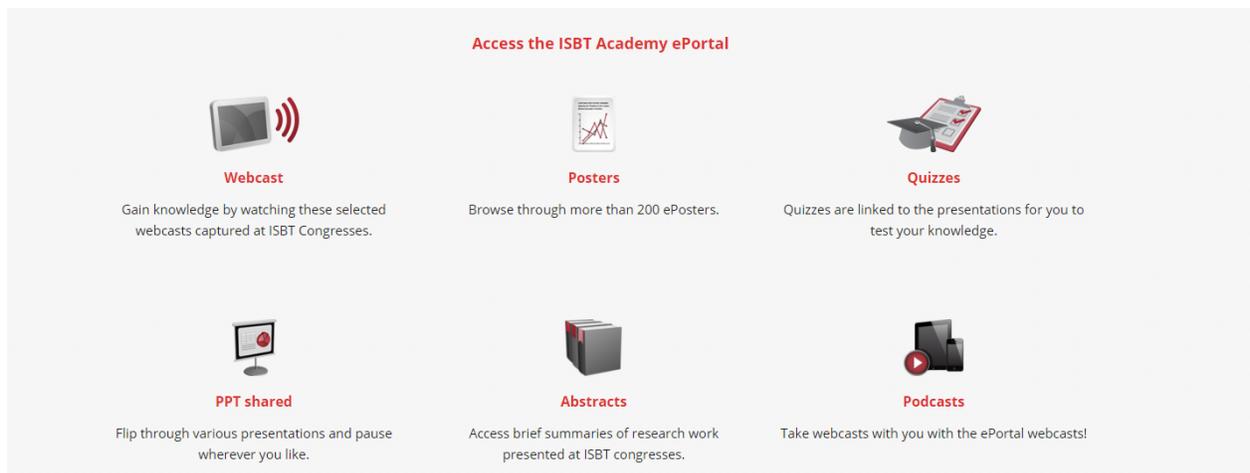
Members of ISBT have access to the online area of the ISBT website. To login click on the red button “Login” which you find in the upper bar menu.

Once you are logged in you will see 2 different main blocks within the “My ISBT” area; submenus marked as grey boxes and the ePortal marked with different icons.

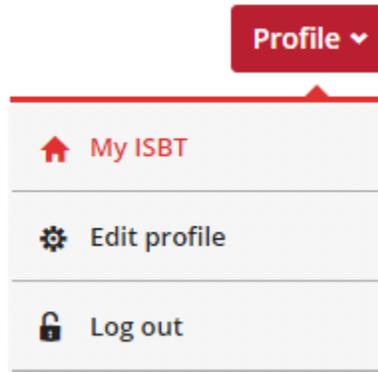
Grey boxes look like this:



And the ePortal looks like this:

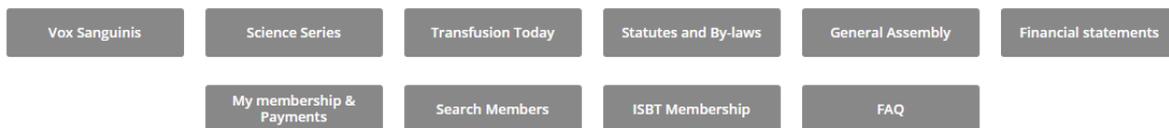


You are able to return to the grey boxes and ePortal section at any time while you are logged in. To do so, click on “Profile” which is displayed in red in the right upper corner of your screen, a drop down menu will appear, click on “My ISBT” to return to the blocks and ePortal. Or click on “Edit profile” to edit your profile (new email address, password, address etc.).



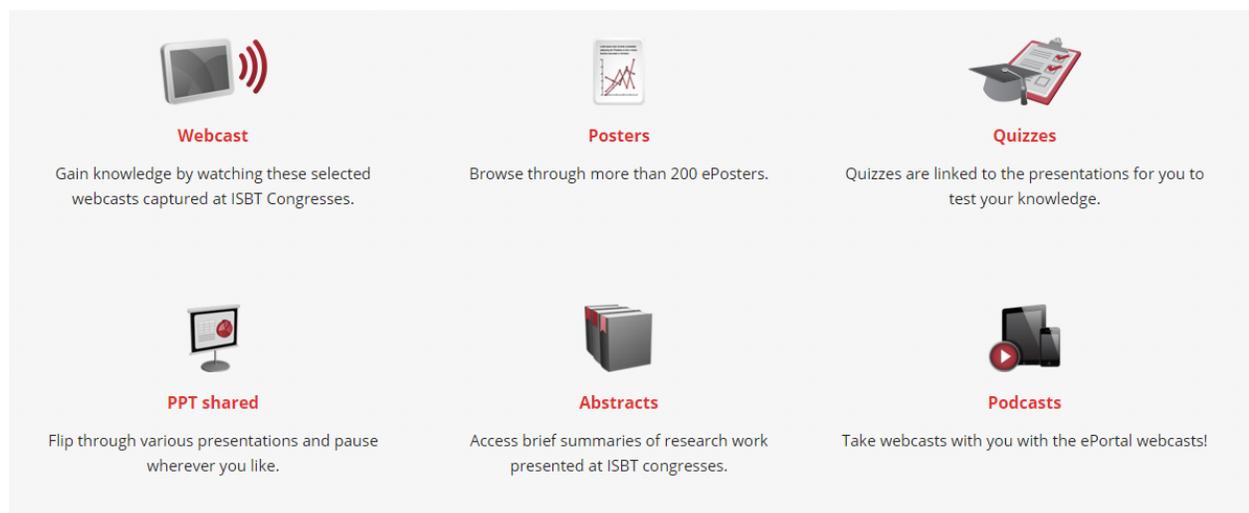
## 15.1 Grey blocks

By clicking the grey boxes you will gain more information / access content (where applicable) about 10 topics:



## 15.2 ePortal

The section under the grey blocks is the ePortal section. You can access the ePortal by clicking on one of the icons. After making your choice you will be redirected to the ePortal platform.



## 16. Contact ISBT

We understand that it might take some time to get adjusted to the new features and the ins and outs of the newly designed website, so please feel free to contact us whenever you have questions:

For website related questions: [communication@isbtweb.org](mailto:communication@isbtweb.org)

For membership related questions: [membership@isbtweb.org](mailto:membership@isbtweb.org)