# **Roadmap M.F.L.S. site**



## Subscribe to activities/download activities in your own calendar

* Go to “Events” > “Overview”
* Click “View”
* Log in to register.
* Click “Opslaan in kalender (ICS)” to download the activity into your own calendar

## Purchase educational materials

* Go to “Educational Materials”.
	+ “Study books” > here you can find a button to the cheapest textbooks via INDEX books and a list of required literature.
	+ “Instruments and Clothing” > here you will find a button to the best and cheapest instruments and lab coats via Medical Werff.
	+ “Course guides” > here you will find a link to the online blockbooks.
	+ “Dissection manuals”> here you will find a link to the online dissection manuals.

## Customize personal information

* Go to “My M.F.L.S.”
* Enter your username and password.
* Go to “My profile”
	+ “My details” > Enter here your personal information
	+ “My events” > Register for the different activities
* Upload a passport photo via “My Photo”.

## Fill in an declaration form

* Go to “My M.F.L.S.”
* Enter your username and password.
* Go to “Declaration” > “Add”
* Enter the following information:
	+ Subject: What committee are you in?
	+ Account number (IBAN)
	+ Account name
	+ Comment
* Enter the declaration form:
	+ Date
	+ Issue: What did you spend money on?
	+ Amount: How much money have you spent?
	+ Receipt: upload a scan, photo or document of your receipt or invoice
		- NOTE: This document must contain the VAT information.

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