D.W.V Klein Verzet

Unioncard + associationfee purchase guide

This guide will clear out the process of purchasing the UnionCard and the association fee. To be able to play sports at the UT you need to have a UnionCard and pay the associationfee.

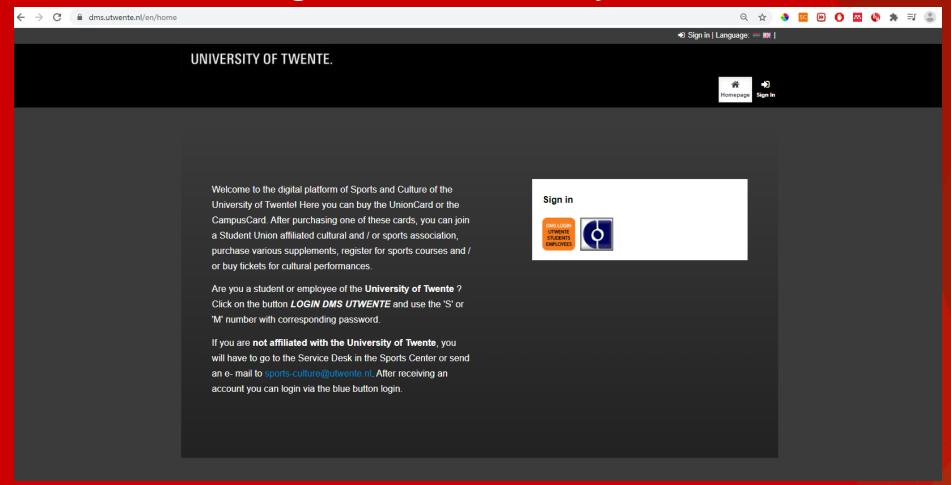
The Student Union can hand out fines to members that don't have a UnionCard or didn't pay the association fee.

These fees are not the same as the as the subscribtion fee that you pay to Klein Verzet. This will be paid using direct debit done by the treasurer.

If you have any questions, don't hesitate to email the secretary: secretaris@kleinverzet.nl

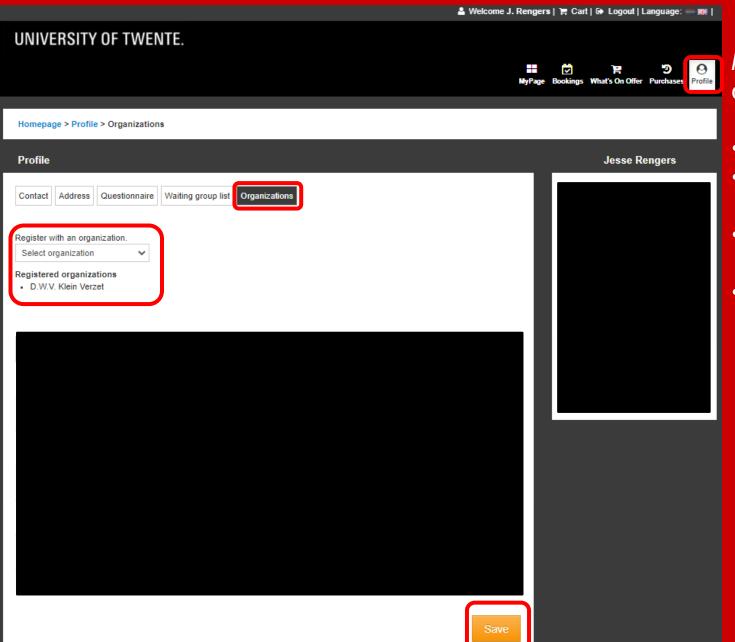


Login to the DMS system



- Go to dms.utwente.nl/nl/home or dms.utwente.nl/en/home
- Utwente students and employees can login using the orange button and their s or m number
- External students need to go to the Sport Center service desk to get login credentials or can email sports-culture@utwente.nl with such a request

Select organization

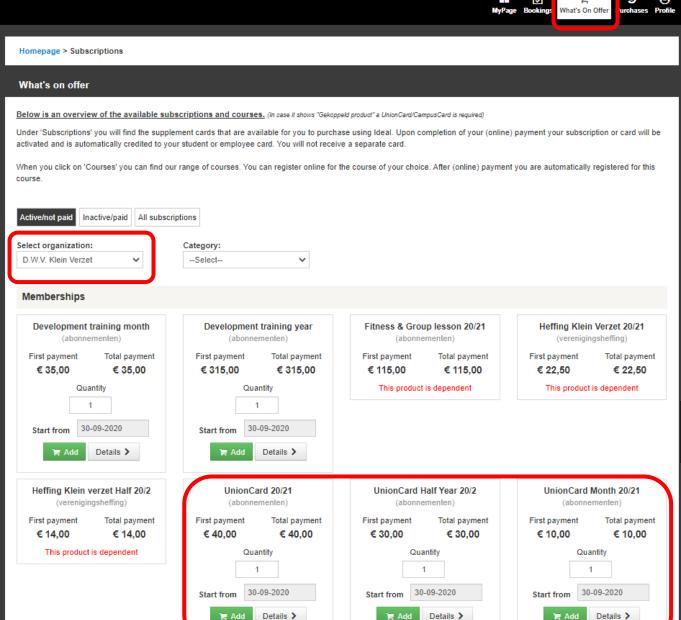


Make sure that you are registered as a member of Klein Verzet:

- Go to Profile, Organizations
- If you are not already registered, do so by Using the dropdown menu and click on save
- After the secretary has accepted your request, you will be able to proceed
- You can also be registered as a member of different organizations



Purchase UnionCard

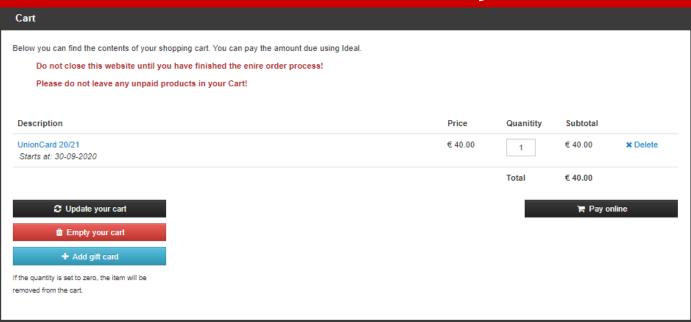


- Go to What's On Offer
- Select D.W.V. Klein Verzet as organization
- Add **one** of the UnionCard options to your shoppincart:
 - Complete year (recommended)
 - Half year
 - one Month
- Notice that you cannot add the association fee ('heffing') yet
- The Unioncard is now added to your shoppingcart





Pay the UnionCard



- Paying the UnionCard is straightforward and can be done with different payment methods
- Come back after paying the UnionCard
- You are not done yet!

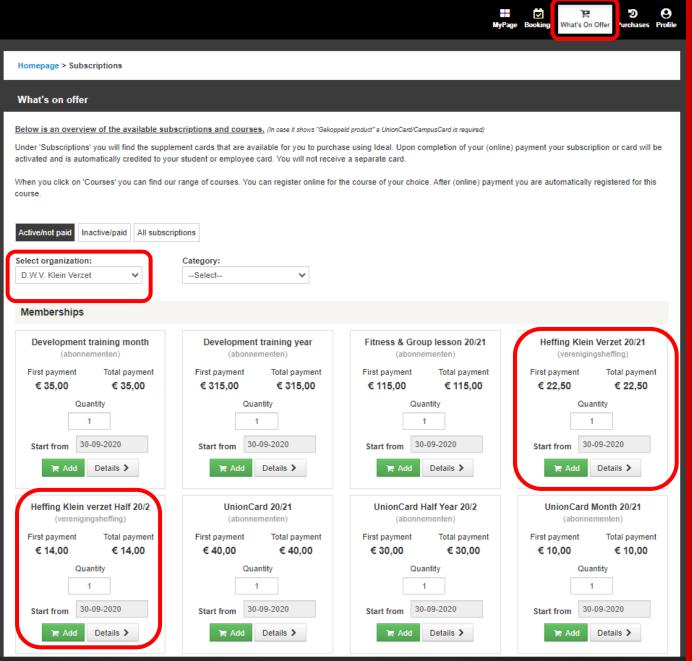


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Cancel



Purchase the association fee (Heffing)



- Go back to What's On Offer
- Select D.W.V. Klein Verzet as organization
- Add **one** of the Heffing options to your shoppincart:
 - Complete year (recommended)
 - 2. Half year
- The Heffing is now added to your shoppingcart
- Pay the Heffing in the same way
- You need to pay the Heffing for each organization that you are a member of.

Now you are done!

