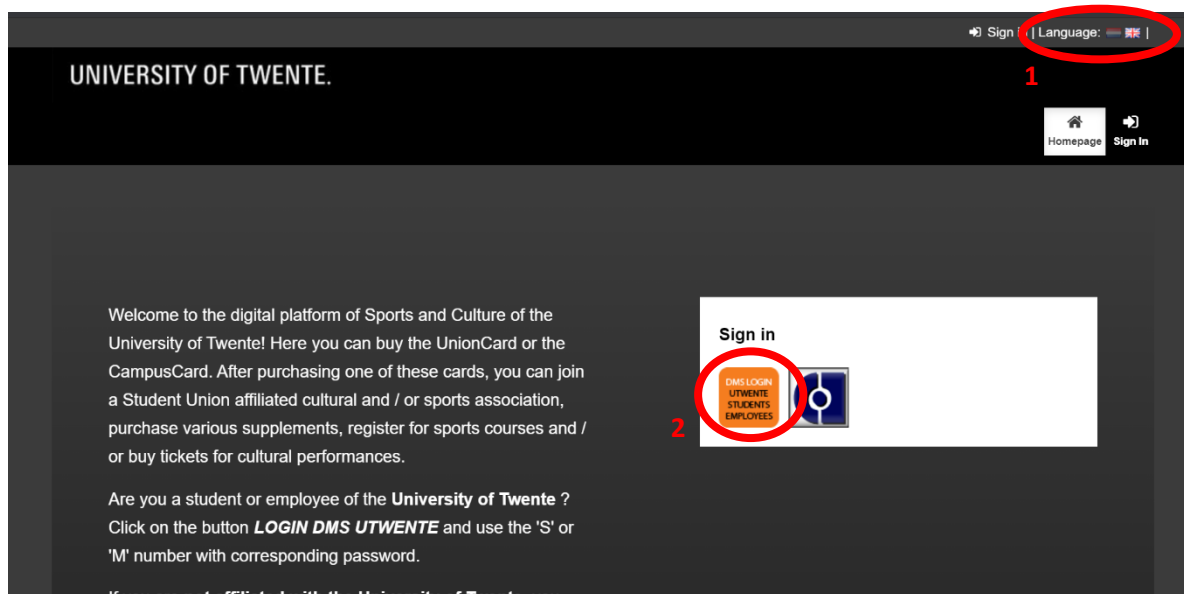


## DMS and Unioncard instructions – Utwente students/employees

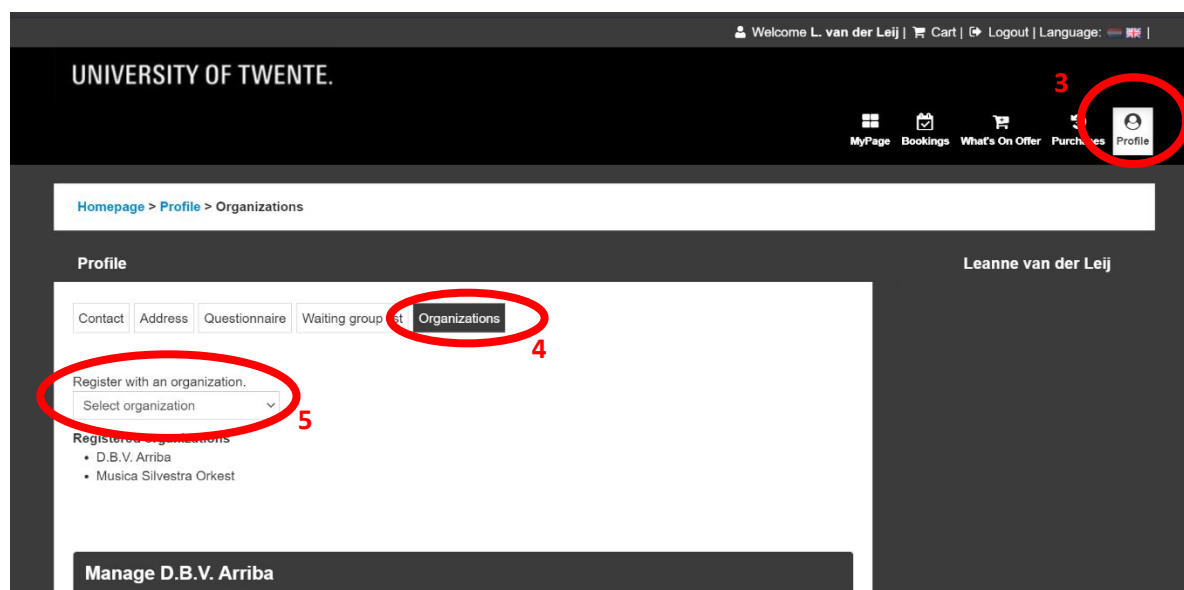
<https://dms.utwente.nl/nl/home>

1. Here you can change the language. Make sure it stays in English to follow the following steps.
2. You can log in with your UTwente account.



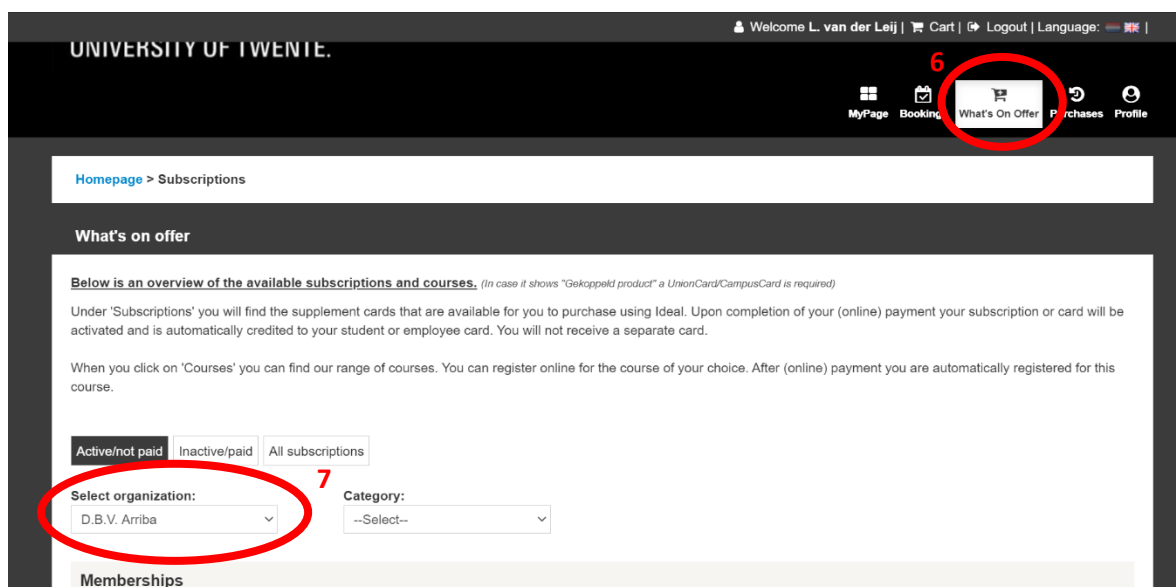
To pay the club fee, you first need to register yourself at D.B.V. Arriba.

3. First go to profile.
4. Then go to organizations.
5. Select the right organization, D.B.V. Arriba, and register yourself.

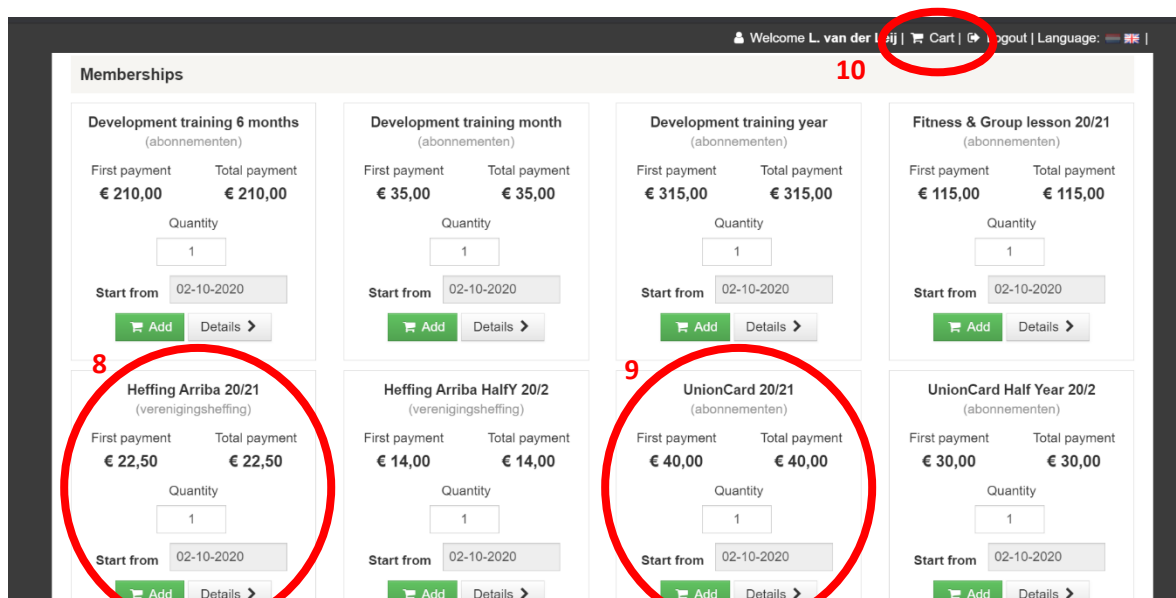


When you have registered yourself, the secretary of Arriba has to accept you. When you are accepted, you will get an email. After that you can pay the club fee.

6. To pay the club fee, you go to 'What's on offer'.
7. At 'What's on offer', you again need to select the right organization, D.B.V. Arriba.



8. Then you have to search below for the club fee of D.B.V. Arriba for 2020-2021 (*Heffing Arriba 20/21*)
9. Here you can also find the Unioncard for 2020-2021 (*Unioncard 20/21*).
10. Then you can go to the 'Cart' and you can pay the club fee as well as the Unioncard.



## **DMS and Campuscard instructions – Non UTwente students/employees**

As Saxion students and non-students cannot log in in DMS immediately, it goes differently.

1. Go to the desk at the Sports Centre.
2. Tell them you want to join D.B.V. Arriba to pay the association fee on the DMS website. You first need to assure you got your Campuscard, which you can also get at the desk. Then you will get a DMS account.
3. Now you can follow step 3, 4 and 5 from above.

When you have registered yourself, the secretary of Arriba has to accept you. This will be done as soon as possible. You will receive an email when the secretary has accepted you.

4. Go to the desk at the Sports Centre again.
5. Tell them you want to pay the association fee of D.B.V. Arriba.
6. Now you are able to pay the association fee of D.B.V. Arriba.