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How-To Guide for the Eurovent Extranet

The new Eurovent Extranet is now online. Below, you will find the following information:

1. How do I register?
2. For whom is the Extranet?
3. What can I find on the Extranet?

1. How do I register?

As a Eurovent Member active in one of the Eurovent Groups (for example the Board or Product Group 'Air Handling Units'), you should have an account and login data already.

In case you are new to the Eurovent network, you can request one via <https://eurovent.eu/register>.

Once you have requested an account and it is approved by our Team, you will receive an email with your login data. The sender will be secretariat@eurovent.eu and the email will look like the following:

Dear Member,

Thank you for your registration to the Eurovent Extranet. Your user account has been automatically created for you.

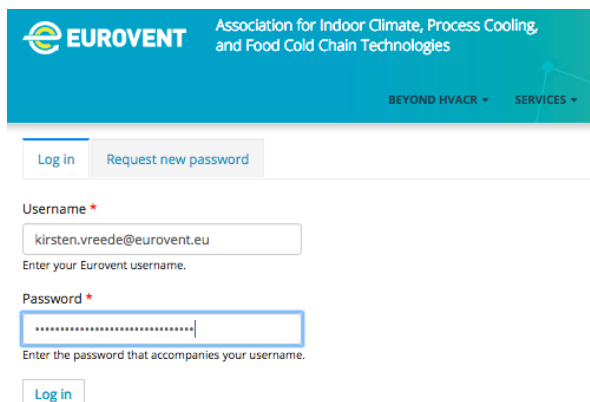
Please visit <https://eurovent.eu/user> to change your initial password.

Username: kirsten.vreede@eurovent.eu
Password: 5a4357808b6919a2

Best regards,

The Eurovent Team

Click on the link and you end on the following page where you can login with the login data from the email:



The screenshot shows the Eurovent Extranet login interface. At the top, there is a blue header with the Eurovent logo and the text 'Association for Indoor Climate, Process Cooling, and Food Cold Chain Technologies'. Below the header, there are two buttons: 'Log in' and 'Request new password'. The 'Log in' button is selected. Below the buttons, there are two input fields: 'Username *' and 'Password *'. The 'Username *' field contains the email address 'kirsten.vreede@eurovent.eu'. Below the 'Username *' field, there is a small text prompt: 'Enter your Eurovent username.'. The 'Password *' field contains a series of dots representing a masked password. Below the 'Password *' field, there is a small text prompt: 'Enter the password that accompanies your username.'. At the bottom of the form, there is a 'Log in' button.

You will then land on the Extranet page where you can 'Edit account' and change your password. Remember that your username is the same as the email address we have from you in our database. This cannot be changed unless you particularly request us to do so.

You will also have automatically access to all the Eurovent Groups you are participating in.

For questions, please contact Ms Kirsten Vreede via kirsten.vreede@eurovent.eu or +420 608 003 620.

2. For whom is the Extranet?

The Eurovent Extranet is open to employees and representatives of the following organisations:

- National member associations (e.g. VDMA)
- Affiliated Manufacturers (manufacturers that are member of Eurovent through membership to their national association, e.g. GEA as member of VDMA)
- Corresponding Members (e.g. 2VV)
- Associate Members (e.g. CEIS)

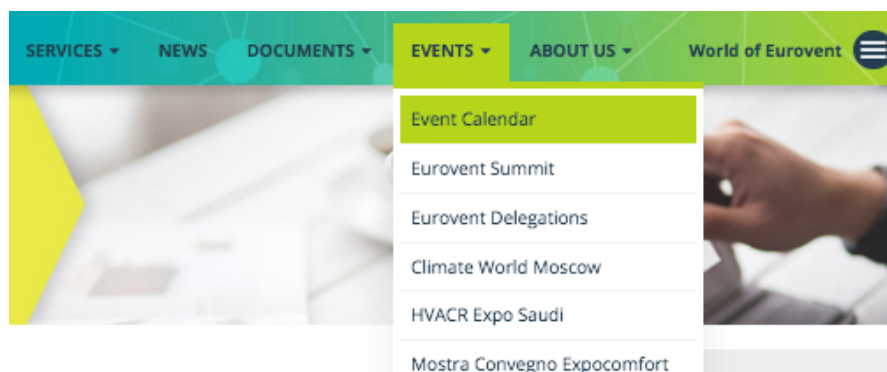
User accounts are bound to personal business email addresses, meaning you can register with e.g. kirsten.vreede@eurovent.eu, and not with:

- General email addresses such as secretariat@eurovent.eu
- Private email addresses such as kirsten.vreede@gmail.com

3. What do I find on the Extranet?

The Extranet provides you with the following documents and functions:

3.1 Event calendar



- To be found under the tab 'Events'
- Next to events and exhibitions, you can find here all past and upcoming meetings of Eurovent's (technical) working groups, their related documents, and register for these meetings

3.2 My Eurovent



- To be found as a new tab after logging in
- Provides all information and functions meant solely for Eurovent members

This menu item offers the following pages:

Eurovent Groups

- Provides access to pages of the Eurovent Groups, such as the Board or Product Group 'Air Handling Units'
- Under the header 'Group articles', you may find all news articles, press releases, and legislative updates ('GEN Documents') related to the respective group
- Under the header 'Group events', you may find all meetings organised for the respective group, their related documents, and ways to register for these meetings

Association news

- Provides an overview of all legislative updates provided by Eurovent ('GEN Documents')
- These will also be sent out regularly via our newsletter ClimaNovela or ClimaNovela Xpress
- The full content and related documents are only accessible to logged-in Extranet users

Corporate documents

- Provides an overview of documents that could be useful for you to download as member, such as the 'Member of Eurovent' logo or the Eurovent Corporate Presentation

My account

- Provides an overview of your login data, group membership, and the possibility to request changes