

How to join an IC ?

The member has several ways to join an IC :

➔ **When he fills in his application form to join ICOM (new member) :**

In this case, the affiliation will be imported in Iris database at the same time than all his information.

➔ **Through IRIS memberspace**

The member can at least join or update his IC and his email in the IRIS memberspace.
He can access to the IRIS memberspace here :

<https://icom-museum.force.com/login>

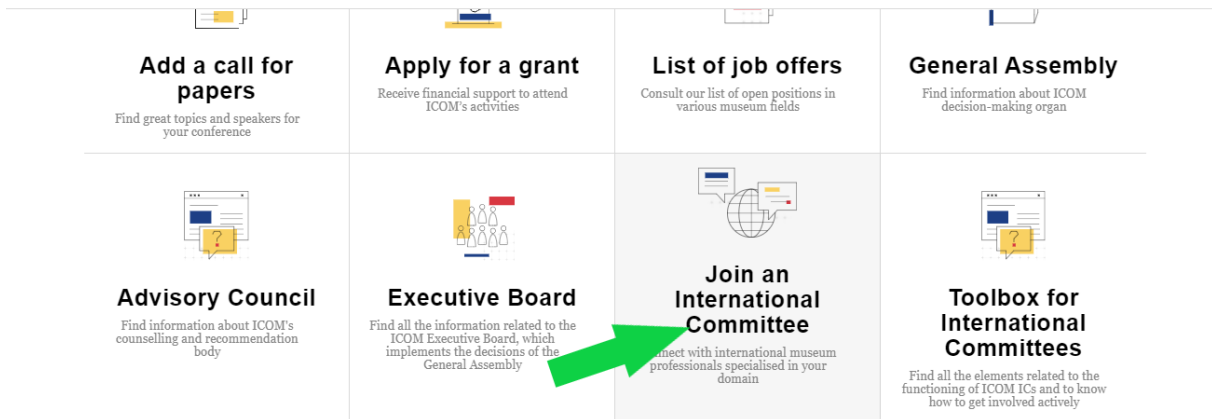
Once his information has been modified and saved, it will be **automatically updated in IRIS**, and the IC will receive an email as follows:

The NC will also be informed.



➔ Through the ICOM website.

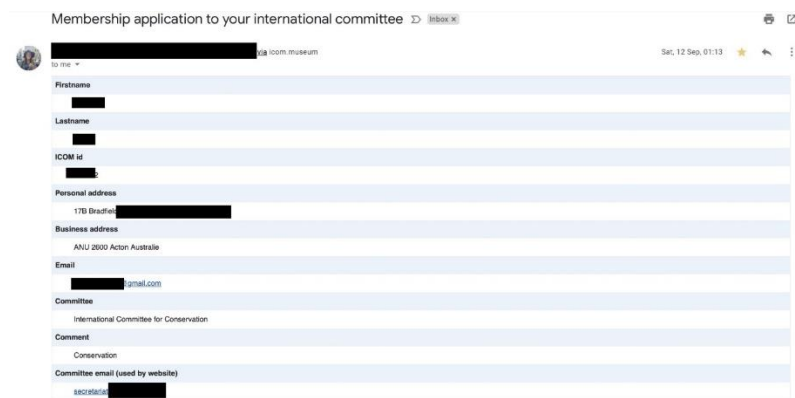
The member will use the “*join an International Committee*” section.



From now on, when the member wants to go through this section, he will be automatically redirected to his IRIS memberspace. The modification or inscription to an IC will therefore also be automatic and the IC will receive the same email as in the previous step:



In consequence, you should not receive the following email anymore. In case you receive this email, please forward it to me (marine.walon@icom.museum), because the inscription or modification of the data is not automatically updated in IRIS.



➔ **By the membership department:**

The membership department receives updates, and part of them are inscriptions to ICs. In this case, the information is also directly updated in the Iris database.

It is important to regularly check in IRIS the list of members of your committee as it is updated all over the year.

To quickly check if you had new members this week or this month, you can consult the report **“New this year”** and organize the list via the column **“Membership to IC: Last Modified Date”**

The screenshot shows the 'New this year' report interface. At the top, it says 'Ind members of my IC' and 'New this year'. Below that, 'Report Generation Status: Complete' is shown. There are 'Report Options' including 'Summarize information by' (set to '--None--') and 'Show' (set to 'All institutions'). A 'Time Frame' section allows selecting a 'Date Field' (set to 'Created Date') and a 'Range' (set to 'Custom'), with 'From' and 'To' input fields. Action buttons include 'Run Report', 'Hide Details', 'Customize', 'Save', 'Save As', 'Delete', 'Printable View', 'Export Details', and 'Subscribe'. A 'Filtered By' section shows a tree of filters: 'Main international committee equals [redacted] Clear', 'AND Individual members and contacts with Memberships to ICs Clear', 'Membership year equals "2,020"', 'Institutional member equals [redacted]', 'AND Individual members and contacts without Memberships to ICs Clear', 'Membership year less or equal "2,019"', 'AND Individual members and contacts with Payments Clear', and 'Membership year equals "2,020"'. A table below lists member data with columns: Membership to IC: Last Modified Date, ICOM Number, Gender, Salutation, First Name, Last Name, Membership status (This year), Age, Birthdate, Member status, Member category, Membership country, Region, Attached organization, Main international committee, International Committee, Institution Name, Language, and Email. A green arrow points to the 'Membership to IC: Last Modified Date' column header. The first row of data shows: 21/09/2020, [redacted], Female, Ms, [redacted], [redacted], 2 - Awaiting payment, 39, [redacted], Active, Still working, DE, Europe, ICOM ALLEMAGNE, GLASS, GLASS - Glass, [redacted], English, [redacted].

* Please note that the username and password are the same for Iris memberspace and website memberspace.

* Please also note that the username is generally the email, and in case the member has forgot his password, he can fill in the username and click on the **“forgot my password”** button.

* In case his personal space has never been activated, he can contact membership@icom.museum .