**Full Membership Application Guide**

To apply for Full Membership you must be a research or teaching active physiologist, biomedical/life scientist or research active clinician/veterinarian working at an advanced level for a recognised academic institution or a research active physiologist within industry or the healthcare sector.

You must have:

- Published at least two papers in a relevant peer-reviewed journal OR
- Published one paper and presented a communication/demonstration at a scientific conference OR
- Developed two teaching resources OR
- Developed one teaching resource and presented a communication/demonstration at a scientific conference

You will need to include details of a sponsor, a Full, Fellow or Honorary Member who can confirm your status in a professional capacity.

To apply for membership with The Physiological Society you must first create an online account to access our portal which you can do by following the steps below.

Register on to the Physoc portal by going to the URL [https://portal.tpshosting.org.uk/login](https://portal.tpshosting.org.uk/login)

Click on ‘Register’
Fill in the details on the form ensuring all fields are completed and click submit.

Please note, if one of the required fields is not filled in, * will show next to it and you will not be able to select submit.

Once submitted, you will have then successfully registered for an account on the Physoc portal. You will receive a confirmatory email and be redirected to the portal homepage.

To apply for membership, please select ‘Apply for Membership’
From here, please select apply next to Full Membership

Complete the first tab, ensuring all of your personal details are entered. Please note that all of the fields marked with an * have to be completed. Once these details have been completed, please select the next button.

You will then be asked to add your Home contact details. Click Next and you will need to include your details. Please upload an up to date copy of your CV by clicking the choose file button. You will then need detail your papers/communications/teaching resources to demonstrate that you meet the eligibility criteria for Full Membership. You will then need to include details of your sponsor who must be a Full, Fellow or Honorary member of The Society. Please then click on Next page as highlighted below.
Additional Details (Full)

Your CV

Please upload your full CV (including a publications list) as a PDF*

Choose file. No file chosen

Criteria for Full membership

You must fulfill at least one of the following criteria (please tick appropriate box)

Published two papers on physiological topics in a peer reviewed journal(s)*

- Yes  - No

Details (papers)*

Please enter details of papers

Presented at least one communication*

- Yes  - No

Details (communications)*

Please enter details of communication(s)

Have produced a teaching resource(s) (e.g. simulation software) relevant to physiology*

- Yes  - No

Details (teaching)*

Please enter details of teaching resources

Sponsor

You will need to include details of a sponsor, a Member (Full, Fellow or Honorary) who can confirm your status. If required, support to find a suitable sponsor is available here.

Sponsor name*

Mr Sponsor

Sponsor email*

sponsor@physoc.org

Please complete your Account Preferences and select ‘Next Page’
Please complete the declaration section and click submit to submit your application.

If you click submit and you remain on the same page, please scroll down and there will be red text instructing you on what sections are outstanding and need to be completed before you can submit your application. Please see below.
You can then make the required changes, go back to the document and click submit.

You will then be asked for a payment method, either click next or if you want to pay by Direct Debit, select pay by Direct Debit.
Please enter your card billing details in the next part of the form. Please note that all parts of the form and need to be completed. If there are errors, you will see an * next to the incomplete section.

Click confirm on the order confirmation page.
You will then be redirected to a secure platform to enter your card details.

Please enter your card details and select confirm details.

You will then be emailed a receipt together with confirmation that your application has been sent.
We will review your application within the next 3 working days. If we are happy that you meet the requirements for Full Membership we will contact your sponsor to confirm that they are happy to support your application. If so we will approve your membership and you will receive a confirmatory email. If we need any further details, we will contact you.

If you have any problems applying for membership, please email membership@physoc.org