How to create a Group/Third Party registration*

*Annual Meeting only - A Group is for 5 or more people, please use Third Party if registering fewer people than this number. The process is the same.

- Login or create an EACTS User account in YOUR OWN name/company name – not the name of any delegate you are registering!
- Go to ‘Current Events – register here’ and select the correct event
- Click on ‘Register new group’ or ‘THIRD PARTY REGISTRATION’ as applicable
- Read and accept the Group Registration Terms and Conditions, click on ‘Next’
- Enter your Group Name (preferably the company for whom you are registering) and select which country in which you are based.
- Fill in your Invoice Address (this will bring information from your profile but can be amended as required) – Supply your VAT number if applicable – if not the default is n/a

** Annual Meeting only - If you wish to book and pay for ‘Unassigned/Unnamed’ tickets in advance to adding group member names, please contact the registration department with your requirements. Group member names will have to be added to the registration system by 30 September 2014.

Fee Select Screen:
Either enter the name of the person you wish to register or if you know their EACTS User Id number you can enter this instead. You only need to enter the last name of the person you wish to register to start the search. Click on the ‘Search’ button

A list of applicable people will appear. Select the correct person by clicking on the circle on the left of their row. Then click on ‘Continue with selected person’ - Or ‘Add new person’ if the person does not appear.

The fees will then appear. If they have already registered themselves or been registered by another person/group, this will show as ‘Already registered’ – you should not make a duplicate registration for them. They may have been registered for all or only part of the meeting. You can make additional registrations for them i.e. they are already registered for the Annual Meeting – you can register them for the Techno-College or Post graduate course.
To access the Techno-College or Postgraduate course fees you should click on the small arrow to the left.

Click on ‘Next’ to finish their registration
You will then return to your Group page where you will see a summary of the tickets you have booked.

When you have registered your group click on ‘Next’ and go to the Payment page.
N.B. – if you are registering as a group and have not yet entered 5 tickets you cannot proceed. This will not appear if you have chosen Third Party Registration

Choose your method of payment: Bank Transfer or credit card (Visa, Mastercard or American Express)
Once payment is completed your will come to a confirmation page where you may print out your Payment Demand (if you have chosen Bank Transfer) or your Invoice (Credit card payments)

You can view all your invoices at any time in your Group registration – if you choose to pay by Bank Transfer you can also return to pay by credit card if you change your mind.
In your Participant page you can print Invitation letters / Confirmation letters* or exchange a group member for an new group member if required.

Letters are only available for ‘paid’ group members. This is also available from the Participant list button on the event home screen.
To add a person to an Unassigned Ticket

Go to the Annual Meeting event page in your account – this is the same process for Groups AND Third Party.

Click on ‘Administer third party members’

Click on ‘Add person’

Put the last name of your Doctor into the Last Name field and click Search
If your Doctor is not in our database click on ‘Add new person’ or select the person you require and click on ‘Continue with selected person’

Fill in the required fields if you are entering a new person

Click on ‘Next’ to complete the registration.