



How to create a Third Party/Group 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

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

*** 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 2015.*

EACTS 2013 Individual Registration Group Registration Third Party Registration

1 Information
2 Group
3 Participants
4 Crediting
5 Invoices

Fee Select

Select by person

First Name:

Last Name:

use phonetic search

User id:

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.

Title	First Name	Middle Name	Last Name	Gender	Institution	City	Country
<input checked="" type="radio"/>	Prof	A. Pieter	Kappetein	m	Erasmus MC	Rotterdam	NL

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.

Fee Select

Annual Meeting Fees

This fee covers ALL sessions Monday - Wednesday

Annual Meeting - Reduced (€ 170.00 incl. vat) ***

Annual Meeting - EACTS Member (€ 120.00 incl. vat) **Already registered**

Wednesday Session Fees

TECHNO COLLEGE / POSTGRADUATE COURSES AND COMBINATION TICKETS

*Non Member Fee: To qualify for the reduced member registration fees, EACTS membership fees must have been settled by 1 July 2013. Membership subscriptions settled after this date will have to pay the full Non-Member rate.

***Reduced Fee: This category is for Trainees/ Technicians / Nurses/ Perfusionists/ Students. A letter/certification signed by the Chief of Department must be sent on application by email to registration@eactscs.co.uk or fax to +44 (0) 1753 620407. Failure to produce this certification will result in the full registration fee being payable. Those registering on-site must bring a copy of this certification with them.

To access the Techno-College fees you should click on the small arrow to the left.

Fee Select

Annual Meeting Fees

Wednesday Session Fees

TECHNO COLLEGE / POSTGRADUATE COURSES AND COMBINATION TICKETS

If you register and pay for the Nurses & PA Postgraduate course OR for either of the Nurse Combination tickets, on Sunday 6 October you will only be able to access the Nurses & PA Postgraduate course. You will NOT be able to enter any of the other Postgraduate courses held on this day.

TECHNO COLLEGE - TC

Techno-College - EACTS Member Cardiac Fee (€ 120.00 incl. vat)

Techno-College - EACTS Member Thoracic Fee (€ 120.00 incl. vat)

Techno-College - EACTS Member Congenital Fee (€ 120.00 incl. vat)

Techno-College - Resident Cardiac Fee (€ 100.00 incl. vat) **

Techno-College - Resident Thoracic Fee (€ 100.00 incl. vat) **

Techno-College - Resident Congenital Fee (€ 100.00 incl. vat) **

POSTGRADUATE COURSES - PG

COMBINATION TICKETS

*Non Member Fee: To qualify for the reduced member registration fees, EACTS membership fees must have been settled by 1 July 2013. Membership subscriptions settled after this date will have to pay the full Non-Member rate.

***Reduced Fee: This category is for Trainees/ Technicians / Nurses/ Perfusionists/ Students. A letter/certification signed by the Chief of Department must be sent on application by email to registration@eactscs.co.uk or fax to +44 (0) 1753 620407. Failure to produce this certification will result in the full registration fee being payable. Those registering on-site must bring a copy of this certification with them.

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.

Fee	Fee shortname	Price	Balance	open	paid	refunded	Unassigned	Assigned
Annual Meeting - Reduced incl. vat	Annual Meeting - Reduced	€ 170.00	1	1	0	0	0	1
Postgraduate Courses - EACTS Member Cardiac Fee incl. vat	Postgraduate Courses - EACTS Member Cardiac Fee	€ 30.00	1	1	0	0	0	1
Total Sum				€ 200.00	€ 0.00			

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.

EACTS 2013 Individual Registration **Group Registration** Third Party Registration

Information	Number	Type of Document	# Assigned Persons	# Tickets	Amount total	Amount open	Amount paid	Status	Payment type	Documents
1 Participants	27AM-IG-00001	Invoice	7	11	€ 2860.00	€ 0.00	€ 2860.00	paid	Bank Transfer	view
4 Crediting	27AM-IG-00002	Invoice	4	5	€ 1000.00	€ 0.00	€ 1000.00	paid	Bank Transfer	view
5 Invoices	27AM-OG-00003	Confirmation of order	1	1	€ 520.00	€ 520.00	€ 0.00	open	Bank Transfer	view <input type="button" value="Pay"/>

In your Participant page you can print Invitation letters / Confirmation letters* or exchange a group member for an new group member if required.

Tickets

Unpaid Tickets | Paid Tickets | All Tickets | Person view

ID	First Name	Last Name	City	Country	Fees	Invoice	Status
3116	A. Pieter	Kappetein	Rotterdam	Netherlands	Annual Meeting - EACTS Member(€ 120,00) incl. vat	27AM-IG-00001	paid Exchange person Create invitation letter Create confirmation letter
1400	Jose Luis	Pomar	Barcelona	Spain	Annual Meeting - Non Member(€ 520,00) incl. vat	27AM-IG-00002	paid Exchange person Create invitation letter Create confirmation letter
1607	Paul	van Schill	Edegem	Belgium	Annual Meeting - EACTS Member(€ 120,00) incl. vat	27AM-IG-00002	paid Exchange person Create invitation letter Create confirmation letter
3249	Ralph	Schmid	Berne	Switzerland	Annual Meeting - EACTS Member(€ 120,00) incl. vat	27AM-IG-00002	paid Exchange person Create invitation letter Create confirmation letter
3249	Ralph	Schmid	Berne	Switzerland	Techno-College - EACTS Member Cardiac Fee(€ 120,00) incl. vat	27AM-IG-00002	paid Exchange person Create invitation letter Create confirmation letter
3116	A. Pieter	Kappetein	Rotterdam	Netherlands	Annual Meeting - EACTS Member(€ 120,00) incl. vat	27AM-IG-00002	paid Exchange person Create invitation letter Create confirmation letter
38958	Ahmed	AM	Aswan	Egypt	Annual Meeting - Non-Member(€ 520,00) incl. vat	27AM-OG-00003	Not yet paid Exchange person Remove person

Letters are only available for 'paid' group members. This is also available from the Participant list button on the event home screen



27th EACTS Annual Meeting Group Registration
from 5 to 9 October 2013, Vienna, Austria

EACTS_TEST_UNITED_KINGDOM (ID: 1)

My Documents
EACTS_TEST_UNITED_KINGDOM

Invoices

[Invoice Nr 27AM-IG-00001](#) May 28, 2013

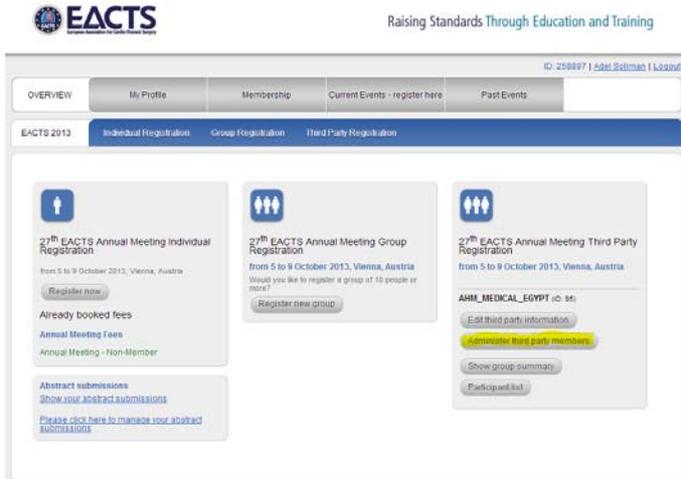
[Invoice Nr 27AM-IG-00002](#) May 28, 2013

Payment Demands

[Payment Demand Nr 27AM-OG-00003](#) May 30, 2013 Pay

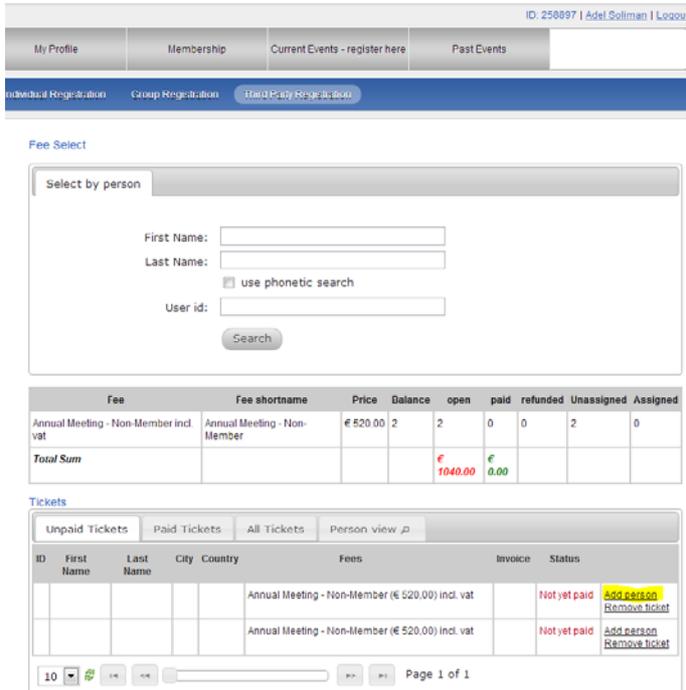
To add a person to an Unassigned Ticket

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'



The screenshot shows the EACTS user interface. At the top, there's the EACTS logo and the tagline "Raising Standards Through Education and Training". Below that, there's a navigation bar with tabs for "OVERVIEW", "My Profile", "Membership", "Current Events - register here", and "Past Events". Under "Current Events", there are three registration options for the 27th EACTS Annual Meeting (October 5-9, 2013, Vienna, Austria): Individual Registration, Group Registration, and Third Party Registration. The Third Party Registration section is highlighted, showing a button labeled "Administer third party members".

Click on 'Add person'



The screenshot shows the "Fee Select" and "Tickets" sections. The "Fee Select" section has a search form with fields for "First Name", "Last Name", and "User id", and a "Search" button. Below the search form is a table showing the fee structure:

Fee	Fee shortname	Price	Balance	open	paid	refunded	Unassigned	Assigned
Annual Meeting - Non-Member incl. vat	Annual Meeting - Non-Member	€ 520.00	2	2	0	0	2	0
Total Sum				€ 1040.00	€ 0.00			

The "Tickets" section shows a table of unpaid tickets:

ID	First Name	Last Name	City	Country	Fees	Invoice	Status
					Annual Meeting - Non-Member (€ 520.00) incl. vat		Not yet paid Add person Remove ticket
					Annual Meeting - Non-Member (€ 520.00) incl. vat		Not yet paid Add person Remove ticket

Put the last name of your Doctor into the Last Name field and click Search



The screenshot shows the "Add person" search form. It has fields for "First Name", "Last Name", and "ID", and a "Search" button. There is also a checkbox for "use phonetic 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'

Add person

First Name

Last Name

use phonetic search

ID

Information	Title	First Name	Middle Name	Last Name	Gender	Membership Type	Institution	City	Country
<input type="radio"/>		Firstname		Lastname				City	BS

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

New person

* Title

Academic Degree

Position

* First Name

Middle Name

* Last Name

Birthdate

* Gender

* E-Mail

* Retype E-Mail

* Address Type

* Institution

Department

* Street

Street 2

Postal Code

* City

State/Province

* Country

* Phone + () -

Mobile + () -

Fax + () -

Click on 'Next' to complete the registration.