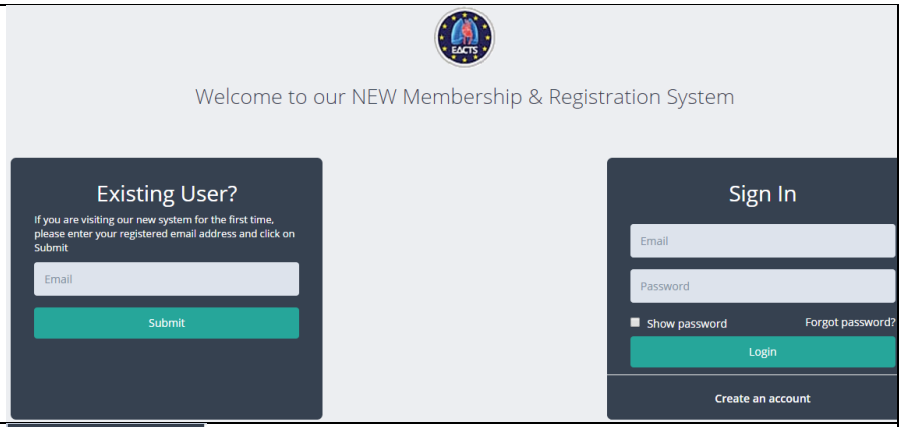
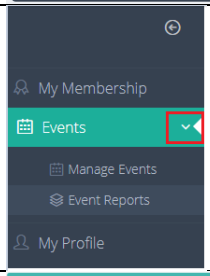
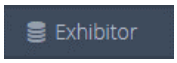
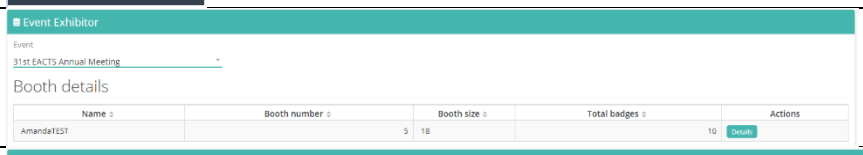
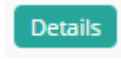
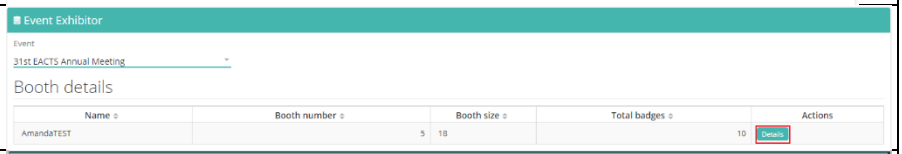
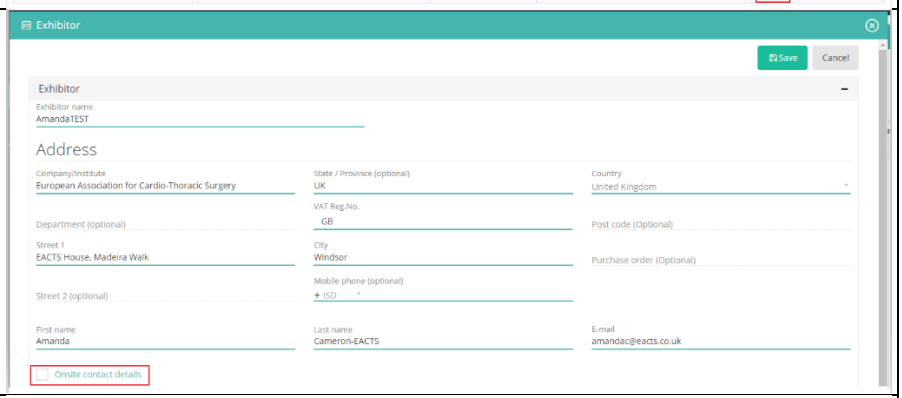
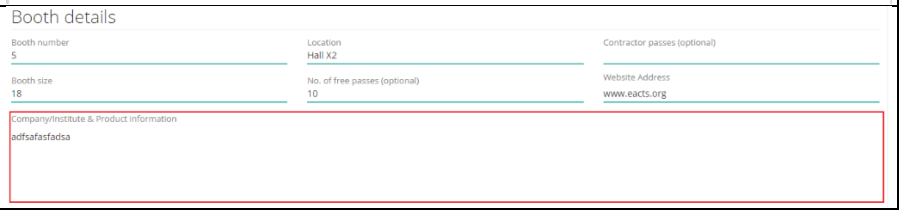
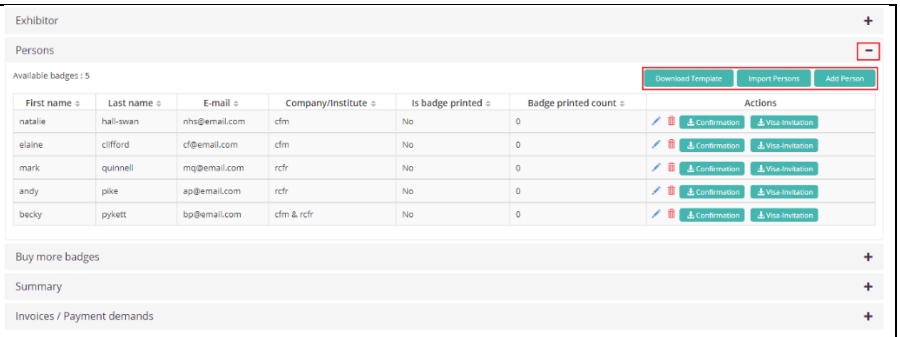
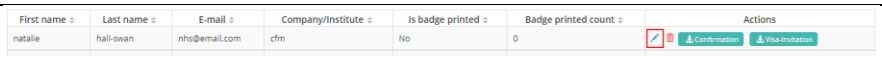
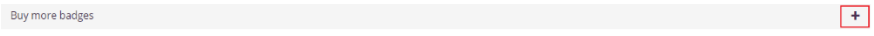
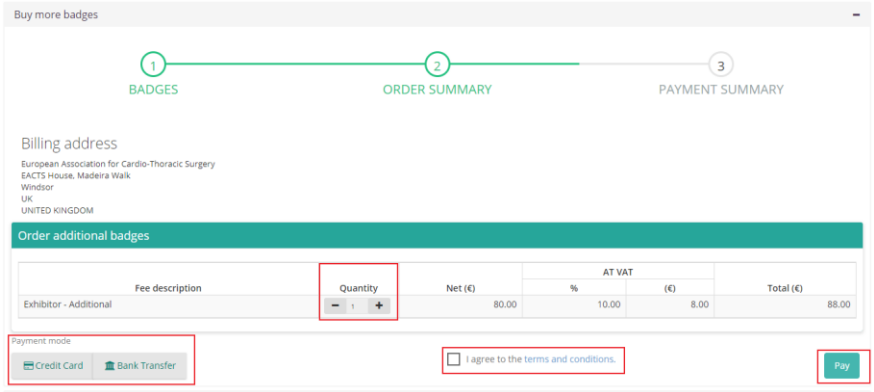
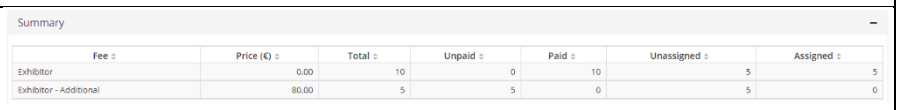
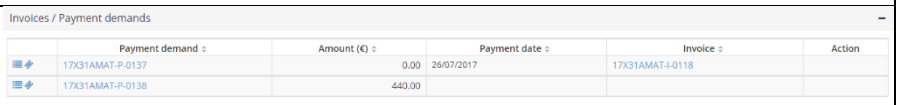
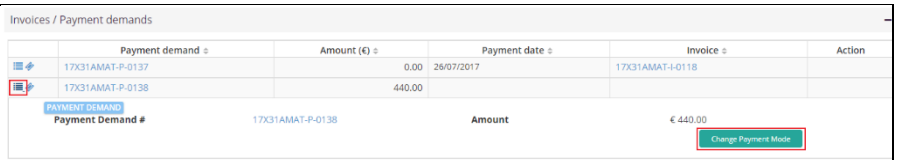
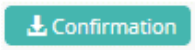
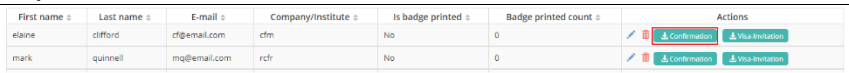
How to manage your Exhibitor booth personnel registrations*
https://membership.eacts.org

Login!	
Go to 'Events' and expand the menu	
Click on 	
Click on 	
Check your details – if you need any amendments please contact elvira.lewis@eacts.co.uk You can add an alternative onsite contact if you require	
You can amend your Company/Institute & Product information that will appear in the event app	

To add your exhibitor booth personnel names, expand the Persons section – here you can also download an excel (xls) template to fill in and import your personnel names or you can add them individually PLEASE NOTE THAT EXHIBITOR BADGES WILL SHOW FIRST NAME, LAST NAME AND COMPANY/INSTITUTE	
To edit a person's name, click on	
To purchase additional booth personnel badges expand Buy more badges	
Amend the quantity required, choose your payment method, Check the Terms and conditions and then click on Pay	
The available badges will update with your purchase	
The Summary will show your free allocation and your purchased tickets	
Invoices / Payments demands will show a list of your invoices etc. Click on the invoice/payment demand number to download a copy	

If you have selected Bank Transfer as payment type but then wish to pay by credit card – expand the invoice line and choose 'Change payment mode'	

REGISTRATION CONFIRMATIONS / INVITATIONS

COMING SOON For registration confirmations - Click on 	
For invitation letters - Click on	