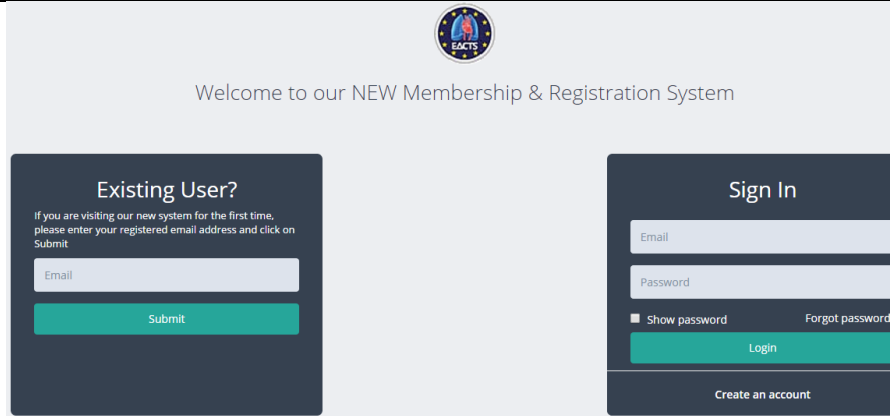

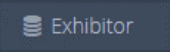

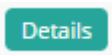

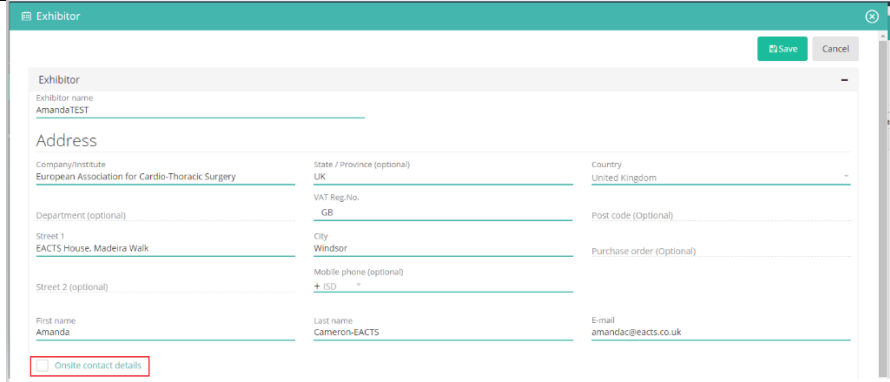
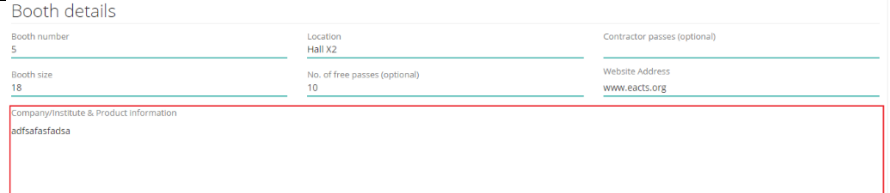


## How to manage your Exhibitor booth personnel registrations\*

<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 <a href="mailto:elvira.lewis@eacts.co.uk">elvira.lewis@eacts.co.uk</a>  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

Exhibitor

Persons

Available badges : 5

Download Template Import Persons Add Person

First name	Last name	E-mail	Company/Institute	Is badge printed	Badge printed count	Actions
natalie	hall-swain	nhs@email.com	cfm	No	0	Confirmation Visa Invitation
elaine	clifford	cl@email.com	cfm	No	0	Confirmation Visa Invitation
mark	quinnell	mq@email.com	rcfr	No	0	Confirmation Visa Invitation
andy	pike	ap@email.com	rcfr	No	0	Confirmation Visa Invitation
becky	pykett	bp@email.com	cfm & rcfr	No	0	Confirmation Visa Invitation

Buy more badges

Summary

Invoices / Payment demands

Buy more badges

1 BADGES 2 ORDER SUMMARY 3 PAYMENT SUMMARY

Billing address

European Association for Cardio-Thoracic Surgery

EACTS House, Madeira Walk

Windsor

UK

UNITED KINGDOM

Order additional badges

Fee description	Quantity	Net (€)	AT VAT %	(€)	Total (€)
Exhibitor - Additional	<input type="text" value="1"/>	80.00	10.00	8.00	88.00

Payment mode

Credit Card Bank Transfer

☐ I agree to the terms and conditions.

Pay

Persons

Available badges : 10

Download Template Import Persons Add Person

First name	Last name	E-mail	Company/Institute	Is badge printed	Badge printed count	Actions
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Summary

Fee	Price (€)	Total	Unpaid	Paid	Unassigned	Assigned
Exhibitor	0.00	10	0	10	5	5
Exhibitor - Additional	80.00	5	5	0	5	0

Invoices / Payment demands

Payment demand	Amount (€)	Payment date	Invoice	Action
17X31AMAT-P-0137	0.00	25/07/2017	17X31AMAT-I-0118	
17X31AMAT-P-0138	440.00			

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’

Invoices / Payment demands					
	Payment demand	Amount (€)	Payment date	Invoice	Action
	17X31AMAT-P-0137	0.00	26/07/2017	17X31AMAT-I-0118	
	17X31AMAT-P-0138	440.00			
	<div> <div>PAYMENT DEMAND</div> <div>Payment Demand # 17X31AMAT-P-0138</div> <div>Amount € 440.00</div> <div>Change Payment Mode</div> </div>				

## REGISTRATION CONFIRMATIONS / INVITATIONS

COMING SOON For registration confirmations - Click on

Confirmation

First name	Last name	E-mail	Company/institute	Is badge printed	Badge printed count	Actions
elaine	clifford	cf@email.com	cfm	No	0	Confirmation Visa-Invitation
mark	quinnell	mq@email.com	rcfr	No	0	Confirmation Visa-Invitation

For invitation letters - Click on

Visa-Invitation

First name	Last name	E-mail	Company/institute	Is badge printed	Badge printed count	Actions
elaine	clifford	cf@email.com	cfm	No	0	Confirmation Visa-Invitation
mark	quinnell	mq@email.com	rcfr	No	0	Confirmation Visa-Invitation