How to create a Third Party/Group registration*
https://membership.eacts.org

Login or create an EACTS User account in YOUR OWN name/company name – not the name of any delegate you are registering!	**Welcome to our NEW Membership & Registration System** **Existing User?** If you are visiting our new system for the first time, please enter your registered email address and click on Submit Email Submit **Sign In** Email Password ☐ Show password — Forgot password? Login Create an account
Go to 'Events' and select the correct event – click on **Details**	
Click on **Third Party/Group Registration**	
Click on **+Add New Group**	
Complete your company details for invoicing and then click on **Save**	

BUYING AND PAYING FOR TICKETS

Open the Participants tab	
Click on **Buy Tickets**	
Select the Fee types and the quantity required and then click on **OK**	
Your tickets are shown as Unassigned until you allocate a person to each ticket. Click on **Assign** to add a person to a ticket (more detailed instruction is provided further on)	

Payments – Select all or one or more items for your invoice – select your payment mode, check the Terms and conditions and then click on **Next**	
Check your details and then click on **Pay**	
Copies of your Payment Demands/Invoices can be seen here	
Where it shows **PAYMENT INITIATED** This means you have chosen to pay by Bank Transfer, but the payment is not yet received by the EACTS Finance Department	
If you have previously chosen to pay by Bank Transfer but now prefer to pay by credit card you can do so here (Change Payment Mode)	

ASSIGNING PARTICIPANTS TO TICKETS

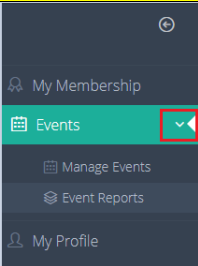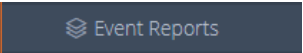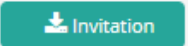|	
Assigning a participant to a ticket – Select the ticket type and click on **Assign**	**Event - Group Registration - 32nd EACTS Annual Meeting** Existing group: Test Group — Amanda Cameron test - 288933 Save Cancel Participants Payments Summary Invoices / Payment demands Group Details Buy Tickets **Assigned tickets** User ID · First name · Last name · City · Country · Fee · Actions No data to display **Unassigned tickets** <table><tr><th>Fee name ÷</th><th>Deadline ÷</th><th>Quantity ÷</th><th>Status</th><th>Actions</th></tr><tr><td>EACTS Member</td><td>Early Registration</td><td>2</td><td>Paid: 0, Unpaid: 2</td><td>Assign</td></tr><tr><td>Non Member</td><td>Early Registration</td><td>5</td><td>Paid: 0, Unpaid: 5</td><td>Assign</td></tr></table>
First – **search for your participant** – if they appear in the list click on **Assign** to assign this ticket **Only** if your participant does not appear should you click on the **Add New**	**Assign Ticket** Fee name: Non Member (Early Registration), **Unassigned: 5**, **Max. quantity applicable per person: 1** Search user First name Last name: Reeve User ID Search Clear Add New Cancel <table><tr><th>User ID ÷</th><th>First name ÷</th><th>Last name ÷</th><th>E-mail ÷</th><th>Net amount (€)</th><th>VAT amount (€)</th><th>Gross amount (€) ÷</th><th>Quantity</th><th>Status ÷</th><th>Actions</th></tr><tr><td>294638</td><td>Elliott</td><td>Reeve</td><td>-a-amanda372@googlemail.com</td><td>696.72</td><td>153.28</td><td>850.00</td><td>1</td><td>UNREGISTERED</td><td>Assign</td></tr><tr><td>282729</td><td>Cindy</td><td>Reeves</td><td>-a-cindy@gandn.com</td><td>696.72</td><td>153.28</td><td>850.00</td><td>1</td><td>UNREGISTERED</td><td>Assign</td></tr><tr><td>290558</td><td>Pete</td><td>Reeves</td><td>-a-pete.reeves@bartshealth.nhs.uk</td><td>696.72</td><td>153.28</td><td>850.00</td><td>1</td><td>UNREGISTERED</td><td>Assign</td></tr></table>
You can book more than one ticket for your participant	Participants Payments Summary Invoices / Payment demands Group Details Buy Tickets **Assigned tickets** ? <table><tr><th>User ID ÷</th><th>First name ÷</th><th>Last name ÷</th><th>City ÷</th><th>Country ÷</th><th>Fee name ÷</th><th>Deadline ÷</th><th>Quantity ÷</th><th>Status</th><th>Actions</th></tr><tr><td>294638</td><td>Elliott</td><td>Reeve</td><td></td><td></td><td>Non Member</td><td>Early Registration</td><td>1</td><td>Paid: 0, Unpaid: 1</td><td>Exchange Unassign</td></tr><tr><td>294638</td><td>Elliott</td><td>Reeve</td><td></td><td></td><td>32nd EACTS Annual Meeting Party</td><td></td><td>1</td><td>Paid: 0, Unpaid: 1</td><td>Exchange Unassign</td></tr></table>
Exchanging a ticket/registration – click on **Exchange** next to a ticket – search and assign as before	Participants Payments Summary Invoices / Payment demands Group Details Buy Tickets **Assigned tickets** ? <table><tr><th>User ID ÷</th><th>First name ÷</th><th>Last name ÷</th><th>City ÷</th><th>Country ÷</th><th>Fee name ÷</th><th>Deadline ÷</th><th>Quantity ÷</th><th>Status</th><th>Actions</th></tr><tr><td>294638</td><td>Elliott</td><td>Reeve</td><td></td><td></td><td>Non Member</td><td>Early Registration</td><td>1</td><td>Paid: 0, Unpaid: 1</td><td>Exchange Unassign</td></tr><tr><td>294638</td><td>Elliott</td><td>Reeve</td><td></td><td></td><td>32nd EACTS Annual Meeting Party</td><td></td><td>1</td><td>Paid: 0, Unpaid: 1</td><td>Exchange Unassign</td></tr></table>
If your participant is no longer attending but you don't currently have a replacement you can keep the ticket by clicking on **Unassign**	Participants Payments Summary Invoices / Payment demands Group Details Buy Tickets **Assigned tickets** ? <table><tr><th>User ID ÷</th><th>First name ÷</th><th>Last name ÷</th><th>City ÷</th><th>Country ÷</th><th>Fee name ÷</th><th>Deadline ÷</th><th>Quantity ÷</th><th>Status</th><th>Actions</th></tr><tr><td>294638</td><td>Elliott</td><td>Reeve</td><td></td><td></td><td>Non Member</td><td>Early Registration</td><td>1</td><td>Paid: 0, Unpaid: 1</td><td>Exchange Unassign</td></tr><tr><td>294638</td><td>Elliott</td><td>Reeve</td><td></td><td></td><td>32nd EACTS Annual Meeting Party</td><td></td><td>1</td><td>Paid: 0, Unpaid: 1</td><td>Exchange Unassign</td></tr></table>

EVENT REPORTS / REGISTRATION CONFIRMATIONS / INVITATIONS

Go to 'Events' and expand the menu	
Click on **Event Reports** Select the Event and Select your group	
For registration confirmations - Click on **Registration**	
For invitation letters - Click on **Invitation**	
To download an xls of your group registration – click on **Download**	