



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

Events

Event Status: Upcoming

Search

Event code	Event name	Start date	End date	Country	Venue	Details/Register
17TVATSD	2017 - Video-Assisted Tho...	18/05/2017	19/05/2017	Germany	Berlin	Details
17TTSBUK	2017 - Thoracic Surgery P...	15/06/2017	17/06/2017	United Kingdom	Windsor	Details
17AFCSJUK	2017 - Fundamentals in C...	05/06/2017	09/06/2017	United Kingdom	Windsor	Details
17AVADDE	2017 - Ventricular Assist D...	15/06/2017	17/06/2017	Germany	Berlin	Details
17AMITPL	2017 - Minimally Invasive ...	20/06/2017	22/06/2017	Poland	Warsaw	Details
17AMVRDNL	2017 - Endoscopic Port-AC...	07/09/2017	08/09/2017	Netherlands	Maastricht	Details
17AFCSJUK	2017 - Fundamentals in C...	23/10/2017	27/10/2017	United Kingdom	EACTS House, Windsor	Details
17CCHDUK	2017 - Congenital Heart D...	14/11/2017	17/11/2017	United Kingdom	EACTS House, Windsor	Details
17X31AMAT	31st EACTS Annual Meetin...	07/10/2017	11/10/2017	Austria	ACV, Vienna	Details
17TTSJUK	2017 - Thoracic Surgery P...	23/11/2017	25/11/2017	United Kingdom	EACTS House, Windsor	Details
17AFVDE	2017 - Fundamentals of A...	16/11/2017	17/11/2017	Germany	Homburg Saar	Details
17XREGAT	2017 - Regenerative Medi...	30/11/2017	01/12/2017	Austria	Vienna	Details
17XPLWUK	2017 - Professional Leade...	27/11/2017	28/11/2017	United Kingdom	EACTS House, Windsor	Details
17AMVRDNL	2017 - Endoscopic Port-AC...	14/12/2017	15/12/2017	Netherlands	Maastricht	Details

Showing 1 to 14 filtered from 14 records

Click on



Third Party/Group Registration

Event Registration

Event name: 31st EACTS Annual Meeting
Event code: 17X31AMAT
Start date: 07/10/2017
End date: 11/10/2017
Registration close date: 11/10/2017
Country: Austria

Register Myself

	Fee	Net amount (€)	AT VAT %	(€)	Gross amount (€)	Quantity	Confirmation letter
<input type="checkbox"/> Non Member - Early Registration		545.45	10.00	54.55	600.00	1	Download
<input type="checkbox"/> Trainee/Killed Health 5 day Package - Early Registration		209.09	10.00	20.91	230.00	1	Download
<input type="checkbox"/> Techno College - Non Member Cardiac - Early Registration		500.00	10.00	50.00	550.00	1	Download
<input type="checkbox"/> Techno College - Resident Cardiac - Early Registration		100.00	10.00	10.00	110.00	1	Download
<input type="checkbox"/> Techno College - Non Member Thoracic - Early Registration		500.00	10.00	50.00	550.00	1	Download
<input type="checkbox"/> Techno College - Resident Thoracic - Early Registration		100.00	10.00	10.00	110.00	1	Download
<input type="checkbox"/> Gala Evening		75.00	20.00	15.00	90.00	1	Download

Group Registration

☐ Third Party/Group Registration

Click on

+ Add New Group

Event - Group Registration - 31st EACTS Annual Meeting

Existing group: Select

+ Add New Group

Complete your company details for invoicing and then click on

Save

Event - Group Registration - 31st EACTS Annual Meeting

Existing group: Select

Group

Group name: EACTS - 31st Annual Meeting Country: United Kingdom ☐ Onsite contact details

Billing address

Company/institute: European Association For Cardio-Thoracic Surgery VAT Reg.No.: GB 108 266 521

Street 1: EACTS House, Madeira Walk State / Province(optional):

Street 2 (optional): Country: United Kingdom

City: Windsor Post code: SL4 1EU

☒ I agree to the terms and conditions.

Open the Participants tab

Click on

Buy Tickets

Select the Fee types and the quantity required and then click on

OK

BUYING AND PAYING FOR TICKETS

Event - Group Registration - 32nd EACTS Annual Meeting

Existing group: Test Group, Amanda Cameron test - 288933

Participants | Payments | Summary | Invoices / Payment demands | Group Details

Assigned tickets

Unassigned tickets

Buy Tickets

Fee name	Applicable to	Net amount (€)	AT VAT %	AT VAT (€)	Gross amount (€)	Quantity	Total (€)
<input checked="" type="checkbox"/> EACTS Member - Early Registration (...	Members	145.45	10.00	14.55	160.00	5	800.00
<input checked="" type="checkbox"/> Non Member - Early Registration (19/05/2017 ...	Non members	545.45	10.00	54.55	600.00	10	6,000.00
<input checked="" type="checkbox"/> Trainee/Allied Health 5 day Package - Early ...	Members...(2)	209.09	10.00	20.91	230.00	2	460.00
<input checked="" type="checkbox"/> Techno College - EACTS Member Cardiac - ...	Members	118.18	10.00	11.82	130.00	5	650.00
<input checked="" type="checkbox"/> Techno College - Non Member Cardiac - Early ...	Non members	500.00	10.00	50.00	550.00	10	5,500.00
<input type="checkbox"/> Techno College - Resident Cardiac - Early ...	Members...(2)	100.00	10.00	10.00	110.00	0	0.00
<input type="checkbox"/> Techno College - EACTS Member Thoracic - ...	Members	118.18	10.00	11.82	130.00	0	0.00
<input type="checkbox"/> Techno College - Non Member Thoracic - Early ...	Non members	500.00	10.00	50.00	550.00	0	0.00
<input type="checkbox"/> Techno College - Resident Thoracic - Early ...	Members...(2)	100.00	10.00	10.00	110.00	0	0.00
<input type="checkbox"/> Gala Evening	Members...(2)	75.00	20.00	15.00	90.00	0	0.00

OK Cancel

Event - Group Registration - 32nd EACTS Annual Meeting

Existing group: Test Group, Amanda Cameron test - 288933

Participants | Payments | Summary | Invoices / Payment demands | Group Details

Assigned tickets

Unassigned tickets

Fee name	Deadline	Quantity	Status	Actions
+ EACTS Member	Early Registration	2	Paid: 0, Unpaid: 2	<div>Assign</div>
+ Non Member	Early Registration	5	Paid: 0, Unpaid: 5	<div>Assign</div>

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)

Event - Group Registration - 32nd EACTS Annual Meeting

Existing group: Test 2 | Amanda CameronTest - 39102

Save Cancel

Participants **Payments** Summary Invoices / Payment demands Group Details

1 TICKETS 2 ORDER SUMMARY 3 PAYMENT SUMMARY

Tickets

	User ID	First name	Last name	Description	Quantity	Net (€)	%	IT VAT (€)	Total (€)
<input type="checkbox"/>				EACTS Member	2	327.87	22.00	72.13	800.00
<input type="checkbox"/>				Non Member	5	696.72	22.00	153.28	4,250.00

Payment mode: ☒ Credit Card ☐ Bank Transfer

☐ I agree to the terms and conditions.

Next

Participants **Payments** Summary Invoices / Payment demands Group Details

1 TICKETS 2 ORDER SUMMARY 3 PAYMENT SUMMARY

Billing address

European hospital
Adel Manor Cottage
Windsor
United Kingdom-S14 1eu

User ID	First name	Last name	Payment mode	Description	Quantity	Net (€)	%	IT VAT (€)	Total (€)
			Bank Transfer	EACTS Member	2x	327.87	22.00	72.13	800.00

Back Pay

Participants Payments Summary **Invoices / Payment demands** Group Details

Payment demand: 18X32AMIT-P-0002 | Sum of PDs (€): 800.00 | Payment date: | Invoice: | Action

Participants **Payments** Summary Invoices / Payment demands Group Details

1 TICKETS 2 ORDER SUMMARY 3 PAYMENT SUMMARY

Tickets

	User ID	First name	Last name	Description	Quantity	Net (€)	%	IT VAT (€)	Total (€)
<input type="checkbox"/>				Non Member	5	696.72	22.00	153.28	4,250.00
<input checked="" type="checkbox"/>				EACTS Member	2	327.87	22.00	72.13	800.00

PAYMENT INITIATED

Payment mode: ☒ Credit Card ☐ Bank Transfer

☐ I agree to the terms and conditions.

Next

Participants Payments Summary **Invoices / Payment demands** Group Details

Payment demand: 18X32AMIT-P-0002 | Sum of PDs (€): 800.00 | Payment date: | Invoice: | Action

Payment Demand #	Payment Mode	Amount
18X32AMIT-P-0002	Bank Transfer	€ 800.00
		€ 800.00

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

Participants Payments Summary Invoices / Payment demands Group Details

Assigned tickets

No data to display

Unassigned tickets

Fee name	Deadline	Quantity	Status	Actions
EACTS Member	Early Registration	2	Paid: 0, Unpaid: 2	Assign
Non Member	Early Registration	5	Paid: 0, Unpaid: 5	Assign

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 User ID Search Clear Add New Cancel

User ID	First name	Last name	E-mail	Net amount (€)	VAT amount (€)	Gross amount (€)	Quantity	Status	Actions
294638	Elliott	Reeve	-a-amanda372@googlemail.com	696.72	153.28	850.00	1	UNREGISTERED	Assign
282729	Cindy	Reeves	-a-cindy@gandn.com	696.72	153.28	850.00	1	UNREGISTERED	Assign
290558	Pete	Reeves	-a-pete.reeves@bartshealth.nhs.uk	696.72	153.28	850.00	1	UNREGISTERED	Assign

You can book more than one ticket for your participant

Participants Payments Summary Invoices / Payment demands Group Details

Assigned tickets

User ID	First name	Last name	City	Country	Fee name	Deadline	Quantity	Status	Actions
294638	Elliott	Reeve			Non Member	Early Registration	1	Paid: 0, Unpaid: 1	Exchange Unassign
294638	Elliott	Reeve			32nd EACTS Annual Meeting Party		1	Paid: 0, Unpaid: 1	Exchange Unassign

Exchanging a ticket/registration – click on

Exchange next to a ticket – search and assign as before

Participants Payments Summary Invoices / Payment demands Group Details

Assigned tickets

User ID	First name	Last name	City	Country	Fee name	Deadline	Quantity	Status	Actions
294638	Elliott	Reeve			Non Member	Early Registration	1	Paid: 0, Unpaid: 1	Exchange Unassign
294638	Elliott	Reeve			32nd EACTS Annual Meeting Party		1	Paid: 0, Unpaid: 1	Exchange Unassign

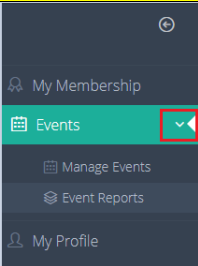
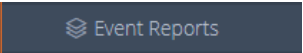



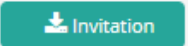

If your participant is no longer attending but you don't currently have a replacement you can keep the ticket by clicking on

Unassign

Participants Payments Summary Invoices / Payment demands Group Details

Assigned tickets

User ID	First name	Last name	City	Country	Fee name	Deadline	Quantity	Status	Actions
294638	Elliott	Reeve			Non Member	Early Registration	1	Paid: 0, Unpaid: 1	Exchange Unassign
294638	Elliott	Reeve			32nd EACTS Annual Meeting Party		1	Paid: 0, Unpaid: 1	Exchange Unassign

EVENT REPORTS / REGISTRATION CONFIRMATIONS / INVITATIONS	
Go to 'Events' and expand the menu	
Click on  Select the Event and Select your group	
For registration confirmations - Click on 	
For invitation letters - Click on 	
To download an xls of your group registration – click on 