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!

Go to ‘Events’ and select the correct event – click on

Click on

Click on

Complete your company details for invoicing and then click on

* Number of participants can be entered as a group of five participants or more. Single and double registrations must be ordered separately.
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.

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 Add New.

You can book more than one ticket for your participant.

Exchanging a ticket/registration – click on Exchange next to a ticket – search and assign as before.

If your participant is no longer attending but you don’t currently have a replacement you can keep the ticket by clicking Unassign.
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<th>Step</th>
<th>Description</th>
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<tr>
<td>1. Go to ‘Events’ and expand the menu</td>
<td><img src="image1.png" alt="Image" /></td>
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<td>2. Click on ‘Event Reports’</td>
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<td>3. Select the Event and Select your group</td>
<td><img src="image3.png" alt="Image" /></td>
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<td>4. For registration confirmations - Click on Registration</td>
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<td>5. For invitation letters - Click on Invitation</td>
<td><img src="image5.png" alt="Image" /></td>
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<td>6. To download an xls of your group registration – click on Download</td>
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