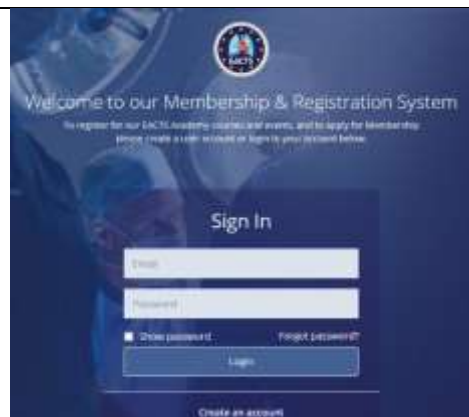




How to create a Third Party/Group registration*

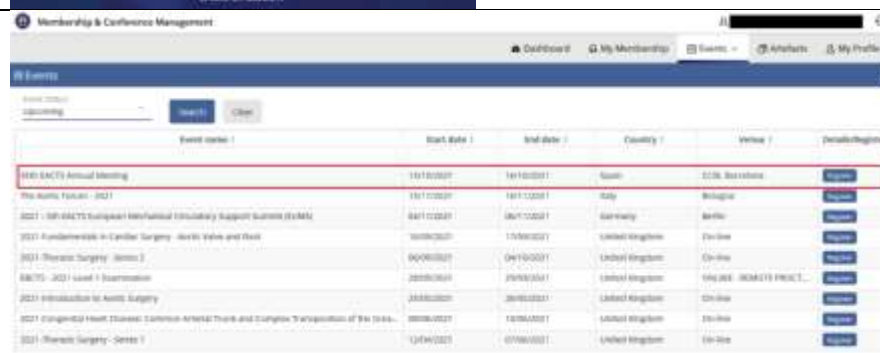
<https://membership.eacts.org>

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

Register



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

Fee name	Description	Quantity	Status	Actions
Hybrid Annual Meeting - 35th EACTS Annual Meeting	Standard	3	Unassigned	Assign
Hybrid Annual Meeting - 35th EACTS Annual Meeting	Standard	2	Unassigned	Assign
Hybrid Annual Meeting - 34th EACTS Annual Meeting	Standard	1	Unassigned	Assign
Hybrid Annual Meeting - 34th EACTS Annual Meeting	Standard	2	Unassigned	Assign

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

The screenshot shows the 'Payments' step of a registration process. At the top, there are navigation tabs: 'Participants', 'Payments', 'Summary', 'Tickets / Payment demands', and 'Group Details'. A progress bar indicates the current step is '2 ORDER SUMMARY'. Below this is a 'Tickets' table with the following data:

User ID	First name	Last name	Description	Quantity	Net (€)	% (€)	Total (€)
			Hybrid Annual Meeting - EACTS Member	4	413.22	21.00	86.76
			Hybrid Annual Meeting - Non Member	1	818.76	21.00	111.82
			Hybrid Annual Meeting - EACTS Trainers/Workshop	1	386.81	21.00	43.99
			Hybrid Teacher College (Thessalonica) & Annual Meeting	1	371.50	21.00	78.53

Below the table, there are radio buttons for 'Credit Card' and 'Bank Transfer'. A checkbox labeled 'I agree to the terms and conditions' is checked. A 'Next' button is located at the bottom right.

Check your details and then click on

Pay

The screenshot shows the 'Pay' step of the registration process. At the top, there are navigation tabs: 'Participants', 'Payments', 'Summary', 'Tickets / Payment demands', and 'Group Details'. A progress bar indicates the current step is '2 ORDER SUMMARY'. Below this is a 'Billing address' section with the following details:

EACTS
EACTS House
Mylonia Road
Wichor
London England SE16 7NU

Below the billing address is a table with the following data:

User ID	First name	Last name	Payment mode	Description	Quantity	Net (€)	% (€)	Total (€)
			Bank Transfer	Hybrid Annual Meeting - EACTS Member	4	413.22	21.00	86.76

A 'Pay' button is located at the bottom right.

Copies of your Payment Demands/Invoices can be seen here

The screenshot shows the 'Tickets / Payment demands' step of the registration process. At the top, there are navigation tabs: 'Participants', 'Payments', 'Summary', 'Tickets / Payment demands', and 'Group Details'. A progress bar indicates the current step is '3 PAYMENT SUMMARY'. Below this is a table with the following data:

Payment demand	Sum of POCs (€)	Payment date	Invoice	Action
TICKETS-P-2347	1,000.00			

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

The screenshot shows the 'Payments' step of the registration process. At the top, there are navigation tabs: 'Participants', 'Payments', 'Summary', 'Tickets / Payment demands', and 'Group Details'. A progress bar indicates the current step is '2 ORDER SUMMARY'. Below this is a 'Tickets' table with the following data:

User ID	First name	Last name	Description	Quantity	Net (€)	% (€)	Total (€)
			Hybrid Annual Meeting - Non Member	1	818.76	21.00	111.82
			Hybrid Annual Meeting - EACTS Trainers/Workshop	1	386.81	21.00	43.99
			Hybrid Teacher College (Thessalonica) & Annual Meeting	1	371.50	21.00	78.53
			Hybrid Annual Meeting - EACTS Member	4	413.22	21.00	86.76

Below the table, there are radio buttons for 'Credit Card' and 'Bank Transfer'. A checkbox labeled 'I agree to the terms and conditions' is checked. A 'Next' button is located at the bottom right.

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)

The screenshot shows the 'Tickets / Payment demands' step of the registration process. At the top, there are navigation tabs: 'Participants', 'Payments', 'Summary', 'Tickets / Payment demands', and 'Group Details'. A progress bar indicates the current step is '3 PAYMENT SUMMARY'. Below this is a table with the following data:

Payment demand	Sum of POCs (€)	Payment date	Invoice	Action
TICKETS-P-2347	1,000.00			

Below the table, there is a 'Change Payment mode' button.

ASSIGNING PARTICIPANTS TO TICKETS

Assigning a participant to a ticket – Select the ticket type and click on

Assign

Assigned tickets

User ID	First name	Last name	City	Country	Fee	Actions
No data to display						

Unassigned tickets

Fee name	Deadline	Quantity	Status	Actions
Hybrid Annual Meeting - EACTS Member	Standard	2	Paid 0, Unpaid: 2	Assign
Hybrid Annual Meeting - Non Member	Standard	2	Paid 0, Unpaid: 2	Assign
Hybrid Annual Meeting - EACTS Trainee/Allied Health Member	Standard	1	Paid 0, Unpaid: 1	Assign
Hybrid Techno College (Thoracic) & Annual Meeting - EACTS Trainee/Allied Health Member	Standard	2	Paid 0, Unpaid: 2	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: Hybrid Annual Meeting - Non Member (Standard), Unassigned | Max. quantity applicable per person: 1

Search user

First name: EACTS (1 of 1) | **Search** | Clear | Add New | Cancel

User ID	First name	Last name	Institute	City	Country	Net amount (€)	VAT amount (€)	Gross amount (€)	Quantity	Status	Actions
294038	Elliot	Reeve	EACTS	Winster	UNITED KINGDOM	818.18	171.82	990.00	1	Unassigned	Assign
292719	Emily	Reeves	St John's MEDICAL	Harrogate	UNITED KINGDOM	818.18	171.82	990.00	1	Unassigned	Assign
292058	Paula	Reeves	St John's	London	UNITED KINGDOM	818.18	171.82	990.00	1	Unassigned	Assign

You can book more than one ticket for your participant

Assigned tickets

User ID	First name	Last name	City	Country	Fee name	Deadline	Quantity	Status	Actions
294038	Elliot	Reeve	Winster	United Kingdom	Hybrid Annual Meeting - Non Member	Standard	1	Paid 0, Unpaid: 1	Assign Unassign
294038	Elliot	Reeve	Winster	United Kingdom	TG - Coronary Throm 1200	TG	1	Paid 0, Unpaid: 1	Assign Unassign

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

Assigned tickets

User ID	First name	Last name	City	Country	Fee name	Deadline	Quantity	Status	Actions
294038	Elliot	Reeve	Winster	United Kingdom	Hybrid Annual Meeting - Non Member	Standard	1	Paid 0, Unpaid: 1	Exchange Unassign
294038	Elliot	Reeve	Winster	United Kingdom	TG - Coronary Throm 1200	TG	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**

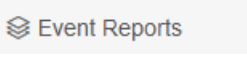
Assigned tickets

User ID	First name	Last name	City	Country	Fee name	Deadline	Quantity	Status	Actions
294038	Elliot	Reeve	Winster	United Kingdom	Hybrid Annual Meeting - Non Member	Standard	1	Paid 0, Unpaid: 1	Unassign Unassign
294038	Elliot	Reeve	Winster	United Kingdom	TG - Coronary Throm 1200	TG	1	Paid 0, Unpaid: 1	Unassign Unassign

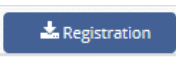
EVENT REPORTS / REGISTRATION CONFIRMATIONS / INVITATIONS

Go to 'Events' and expand the menu



Click on  Event Reports
Select the Event and
Select your group



For registration confirmations - Click on 



For invitation letters - Click on 



To download an xls of your group registration – click on 