



## 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](#)

Event name	Start date	End date	Country	Venue	Details/Register
35th EACTS Annual Meeting	13/10/2021	16/10/2021	Spain	COB, Barcelona	<a href="#">Register</a>
The Aortic Forum - 2021	15/11/2021	16/11/2021	Italy	Bologna	<a href="#">Register</a>
2021 - 5th EACTS European Mechanical Circulatory Support Summit (EUMS)	04/11/2021	06/11/2021	Germany	Berlin	<a href="#">Register</a>
2021-Fundamentals in Cardiac Surgery - Aortic Valve and Root	16/09/2021	17/09/2021	United Kingdom	On-line	<a href="#">Register</a>
2021-Thoracic Surgery - Series 2	06/09/2021	04/10/2021	United Kingdom	On-line	<a href="#">Register</a>
EBCTS - 2021 Level 1 Examination	28/09/2021	29/09/2021	United Kingdom	ONLINE - REMOTE PROCT...	<a href="#">Register</a>
2021-introduction to Aortic Surgery	25/05/2021	26/05/2021	United Kingdom	On-line	<a href="#">Register</a>
2021-Congenital Heart Disease: Common Arterial Trunk and Complex Transposition of the Grea...	08/06/2021	10/06/2021	United Kingdom	On-line	<a href="#">Register</a>
2021-Thoracic Surgery - Series 1	12/04/2021	07/06/2021	United Kingdom	On-line	<a href="#">Register</a>

Click on

[Third Party/Group Registration](#)

Click on

[+ Add New Group](#)

Complete your company details for invoicing and then click on

[Save](#)

Event - Group Registration - 35th EACTS Annual Meeting

Existing group Select [+ Add New Group](#)

**Group Details**

Group/Company name: EACTS - Registrations Country: United Kingdom  Onsite contact details [Edit](#)

Billing address: Company/Institute: EACTS VAT Reg.No. **Invalid VAT Number** GB 12345678

Street 1: EACTS House State / Province(optional)

Street 2 (optional): Madeira Walk Country: United Kingdom

City: Windsor Post code: SL4 1EU

Purchase order (Optional)  I agree to the terms and conditions.

**BUYING AND PAYING FOR TICKETS**

Open the Participants tab

Event - Group Registration - 35th EACTS Annual Meeting

Existing group: EACTS - Registrations | Amanda CameronTest - 39102

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

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

Click on

Buy Tickets

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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

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

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

OK

Buy Tickets

	Fee name	Applicable to	Non-amount (€)	%	€€	Breakdown (€)	Quantity	Total (€)
<input checked="" type="checkbox"/>	Hybrid Annual Meeting - EACTS Member	Members	412.22	20.00	82.44	494.66	2	989.32
<input checked="" type="checkbox"/>	Hybrid Annual Meeting - Non Member	Non-members	818.14	20.00	163.63	981.77	2	1963.54
<input checked="" type="checkbox"/>	Hybrid Annual Meeting - EACTS Trainee/Allied	Members	286.81	20.00	57.36	344.17	1	344.17
<input type="checkbox"/>	TY - Annual fee 1400	Members, LD	41.32	20.00	8.26	49.58	0	49.58
<input type="checkbox"/>	TY - Challenge WIR Thurs 10:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - Challenge WIR Sat 14:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - Challenge WIR Sat 19:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - Challenge WIR Sat 14:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - All Round Thurs 10:00 - Non-member	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - All Round Thurs 10:00 - Non-member	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - Week & Thursday 09:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - Thursday 09:00-11:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - Challenge Sat 19:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	TY - Challenge Sat 14:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input checked="" type="checkbox"/>	Hybrid Techno College (Thoracic) & Annual	Members	271.88	20.00	54.38	326.26	2	652.52
<input type="checkbox"/>	TY - Evening Thurs 19:00	Members, LD	41.32	20.00	8.26	50.00	0	50.00
<input type="checkbox"/>	Hybrid Techno College (Thoracic) & Annual	Members	276.51	20.00	55.30	331.81	0	331.81
<input type="checkbox"/>	Hybrid Techno College (Thoracic) & Annual	Non-members	1066.12	20.00	213.22	1279.34	0	1279.34
<input type="checkbox"/>	Hybrid Techno College (E-Health) & Annual	Members	618.83	20.00	123.77	742.60	0	742.60
<input type="checkbox"/>	Hybrid Techno College (E-Health) & Annual	Non-members	1270.29	20.00	254.06	1524.35	0	1524.35
<input type="checkbox"/>	Hybrid Techno College (E-Health) & Annual	Members	612.33	20.00	122.47	734.80	0	734.80
<input type="checkbox"/>	Hybrid Techno College (E-Health) only - EACTS	Members	386.24	20.00	77.25	463.49	0	463.49
<input type="checkbox"/>	Hybrid Techno College (E-Health) only - Non	Non-members	157.19	20.00	31.44	188.63	0	188.63
<input type="checkbox"/>	Virtual Annual Meeting - EACTS Member	Members	166.17	20.00	33.23	199.40	0	199.40
<input type="checkbox"/>	Virtual Annual Meeting - Non Member	Non-members	488.00	20.00	97.60	585.60	0	585.60
<input type="checkbox"/>	Virtual Annual Meeting - Trainee/Allied	Members	20.00	20.00	4.00	24.00	0	24.00
<input type="checkbox"/>	Virtual Techno College (E-Health) & Thoracic	Members	70.00	20.00	14.00	84.00	0	84.00
<input type="checkbox"/>	Virtual Techno College (E-Health) & Thoracic	Non-members	141.47	20.00	28.29	169.76	0	169.76
<input type="checkbox"/>	Virtual Annual Meeting - EACTS	Members	25.00	20.00	5.00	30.00	0	30.00

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)

Event - Group Registration - 35th EACTS Annual Meeting

Existing group: EACTS - Registrations | Amanda CameronTest - 39102

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

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

**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 the

**Add New**

You can book more than one ticket for your participant

Exchanging a ticket/registration – click on

**Exchange**

next to

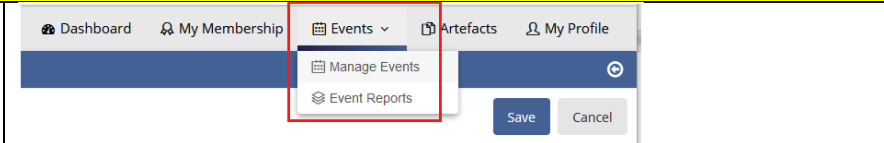
a ticket – search and assign as before

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

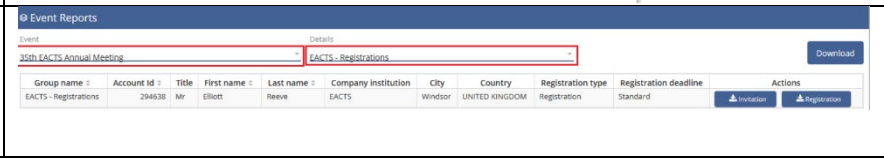
**Unassign**

**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 **Registration**



For invitation letters - Click on **Invitation**



To download an xls of your group registration – click on **Download**



Group name	Account Id	Title	First name	Last name	Company Institution	City	Country	Registration type	Registration deadline	Actions
EACTS - Registrations	294638	Mr	Elliott	Reeve	EACTS	Windsor	UNITED KINGDOM	Registration	Standard	<a href="#">Invitation</a> <a href="#">Registration</a>