



Instruction Manual for Group & Third-Party Registration with Quota



Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

This registration type is suitable for someone who would like to register someone else or a group of participants who do not have a MyEAN account at time of registration. Please note that, eventually, all participants must have a MyEAN account to be successfully registered for the congress.

E-Mail addresses are necessary for the participants to:

- receive information on their participation
- access the interactive programme planner
- evaluate the congress & receive their certificates
- access the live webcasts & on-demand content

Two important parts of Group & Third-Party Registration with Quota:

1. Ticket Purchase

- A group leader/a registering person purchase group tickets.

2. Ticket Allocation

- Before you can allocate tickets, make sure your participants have a MyEAN account which can be created [here](#). All you need from them is their email address tied to their MyEAN account.
- Upon receipt of payment, you can start allocating tickets to your participants.

Part 1: Ticket Purchase



Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

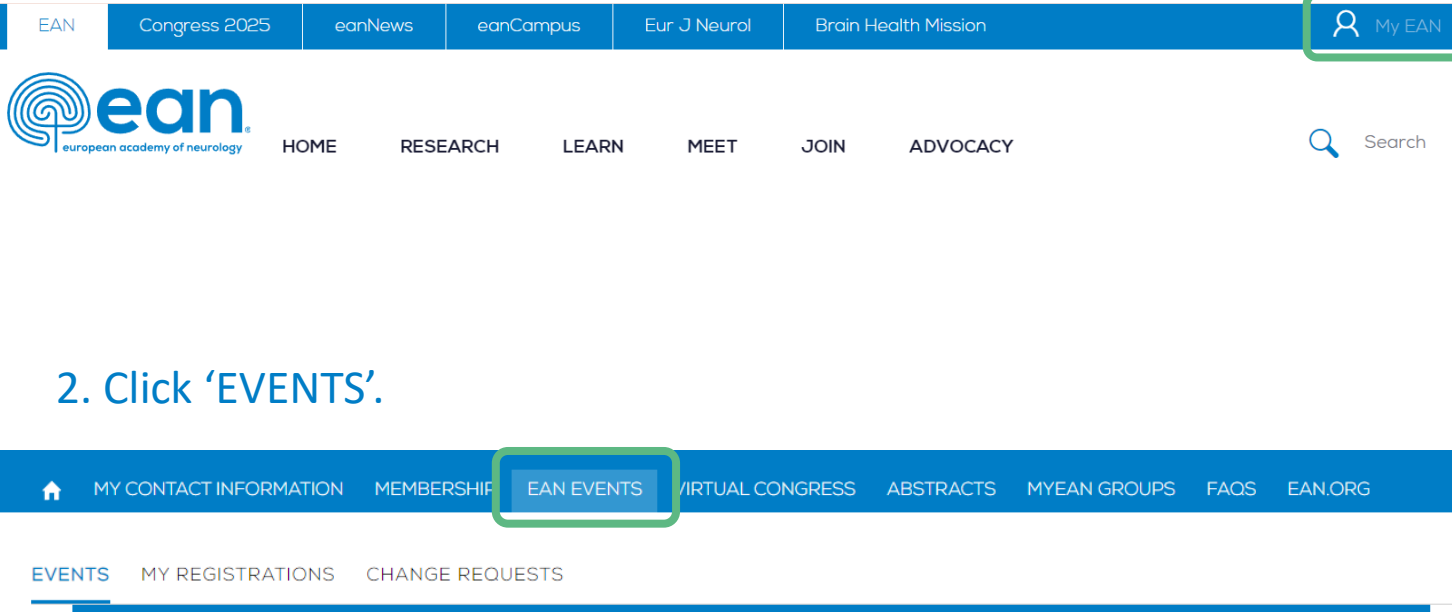
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

1. Log in to your MyEAN account or create a new account in case you do not have one yet (www.ean.org/congress2025).



The screenshot shows the EAN website navigation menu. The top navigation bar includes links for EAN, Congress 2025, eanNews, eanCampus, Eur J Neurol, Brain Health Mission, and My EAN (highlighted with a green box). Below this is the EAN logo and a main navigation menu with links for HOME, RESEARCH, LEARN, MEET, JOIN, and ADVOCACY. A search icon is also present. The secondary navigation menu includes links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS (highlighted with a green box), VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQs, and EAN.ORG. Below this is a third navigation menu with links for EVENTS, MY REGISTRATIONS, and CHANGE REQUESTS.

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

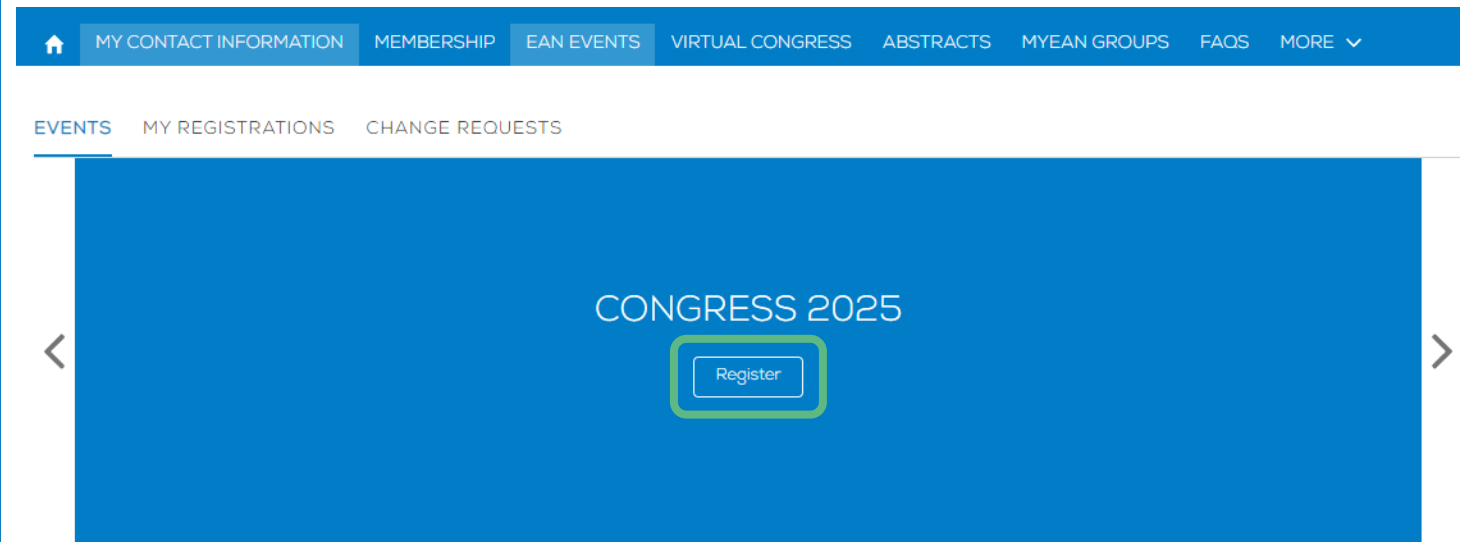
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

3. Click 'Register'.



Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

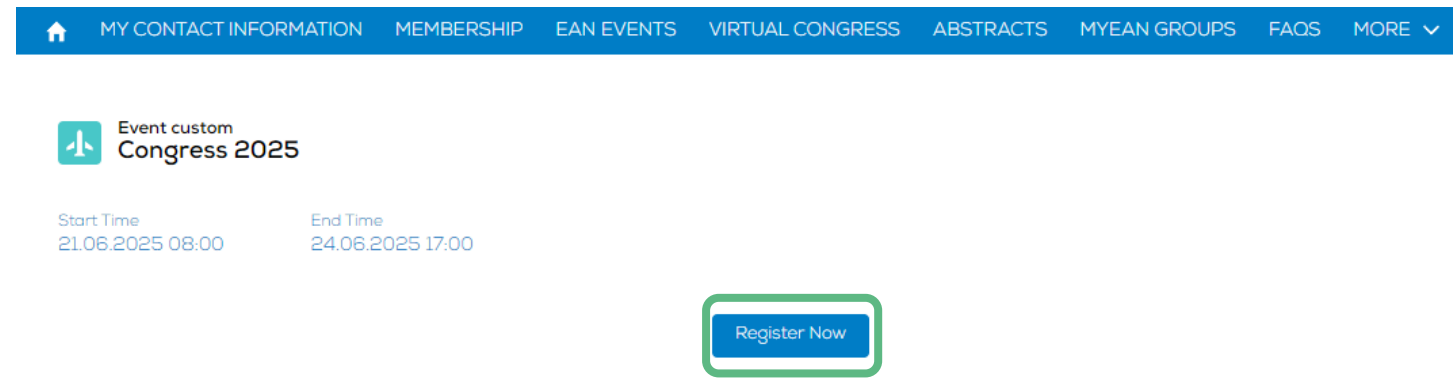
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

4. Click on the Register Now button.



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAOS MORE

Event custom
Congress 2025

Start Time 21.06.2025 08:00 End Time 24.06.2025 17:00

Register Now

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

[Adding additional participants to an existing group](#)

5. Review and, if necessary, update your contact information. Then, click 'Next'.

Department Name

* Profession

Other Profession

* Non-/ Prescriber

Topics of interest

| Available | Chosen |
|----------------------------|----------------------------|
| Ageing and dementia | Autonomic nervous syste... |
| Cerebrovascular diseas... | |
| Child neurology/develop... | |
| Clinical neurophysiology | |

I agree to receive EAN newsletter

[Next](#)

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

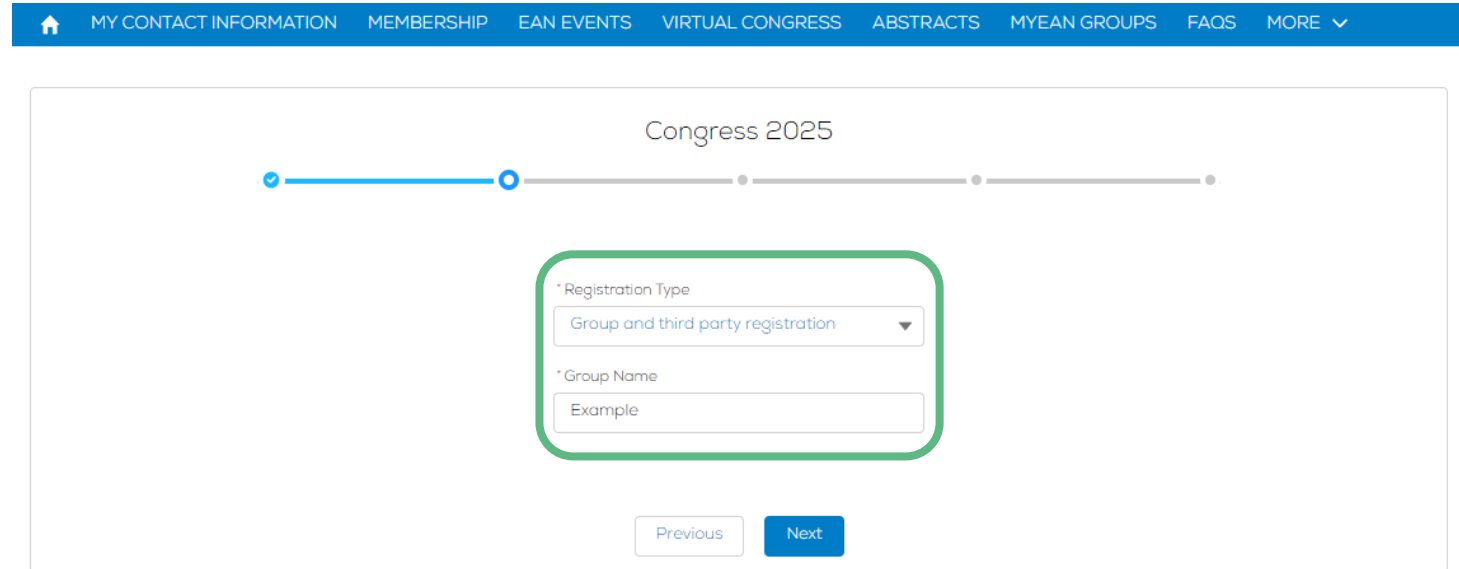
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

6. Select 'Group and Third-Party Registration' and enter a unique group name.



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAOS MORE

Congress 2025

*Registration Type
Group and third party registration

*Group Name
Example

Previous Next

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

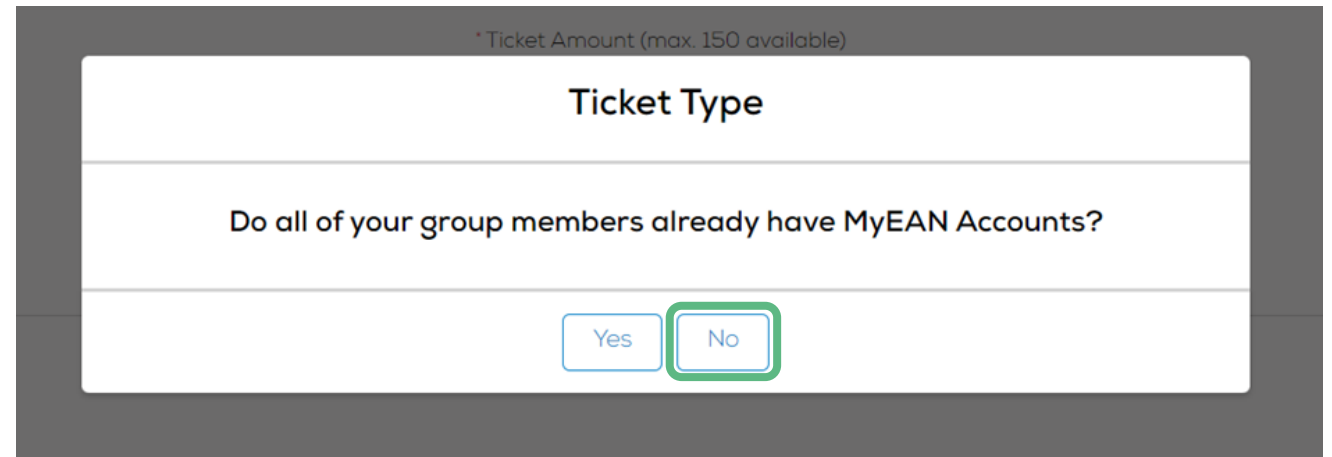
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

7. Start the registration with 'No' if not all your group members have a MyEAN account in order to buy a quota for the standard group fee.



* Ticket Amount (max. 150 available)

Ticket Type

Do all of your group members already have MyEAN Accounts?

Yes No

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

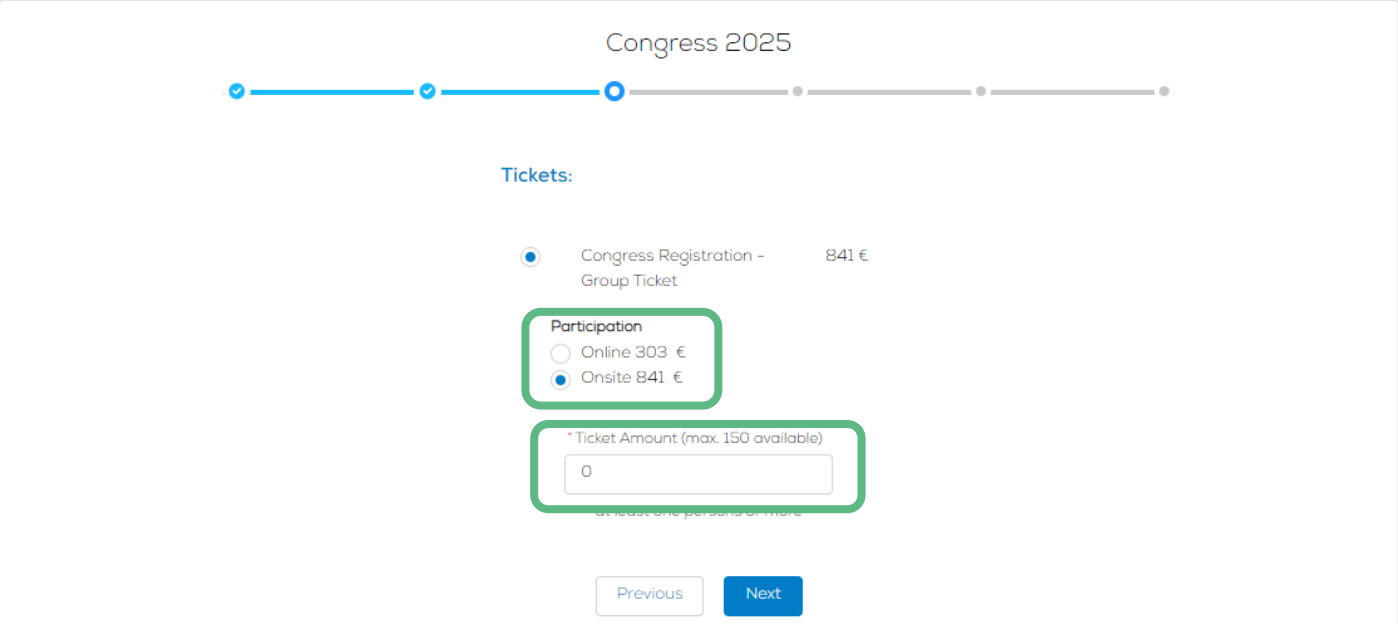
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

[Adding additional participants to an existing group](#)

8. Select the ticket type and enter the needed amount of tickets.
The minimum amount is 1 while the maximum is 150.



Congress 2025

Progress bar: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16.

Tickets:

Congress Registration - Group Ticket 841 €

Participation

Online 303 €

Onsite 841 €

* Ticket Amount (max. 150 available)

0

Previous Next

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

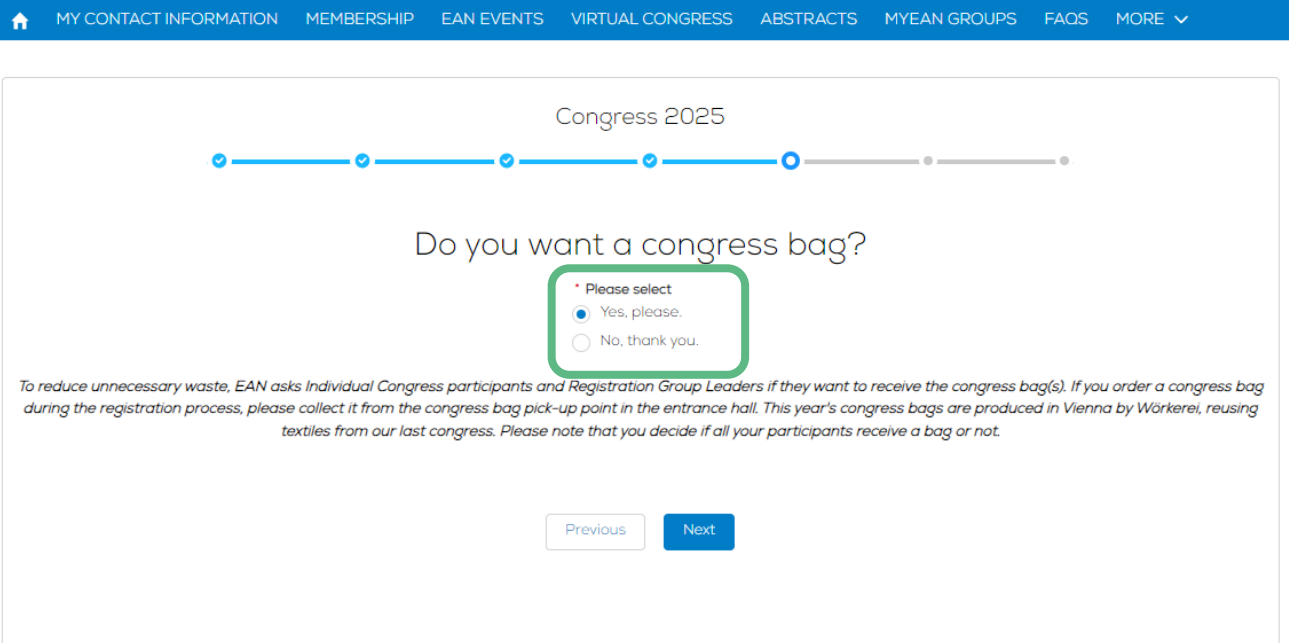
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

9. Decide if you'd like to order congress bags for your participants.



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAQs MORE ▾

Congress 2025

Do you want a congress bag?

Yes, please.

No, thank you.

To reduce unnecessary waste, EAN asks Individual Congress participants and Registration Group Leaders if they want to receive the congress bag(s). If you order a congress bag during the registration process, please collect it from the congress bag pick-up point in the entrance hall. This year's congress bags are produced in Vienna by Wörkerei, reusing textiles from our last congress. Please note that you decide if all your participants receive a bag or not.

Previous Next

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

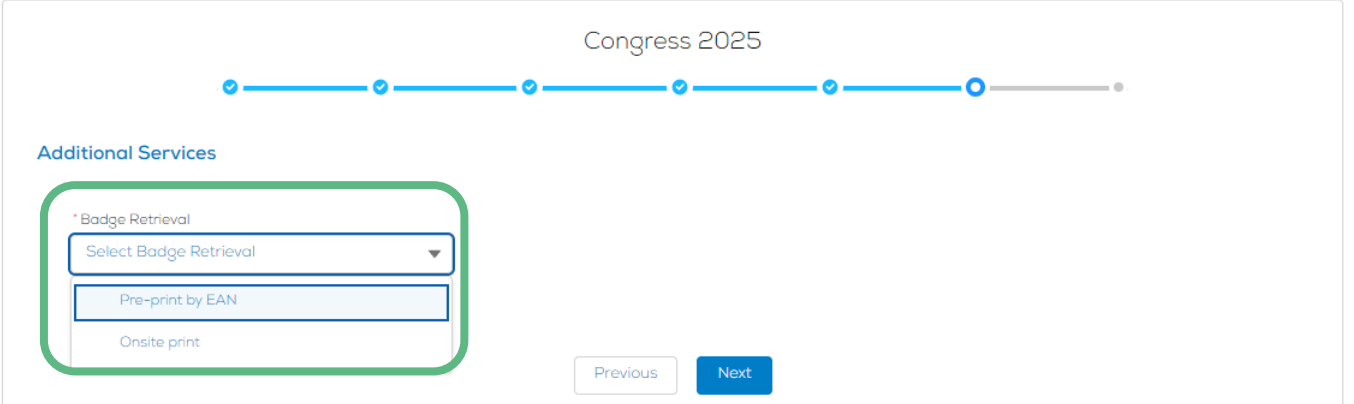
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

10. Select the preferred option for the badge retrieval.



The screenshot shows a registration page for 'Congress 2025'. At the top, there is a navigation bar with links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and MORE. Below the navigation bar is a progress indicator with seven steps, the fourth of which is highlighted. The main content area is titled 'Additional Services' and contains a section for '* Badge Retrieval'. This section has a dropdown menu labeled 'Select Badge Retrieval' with two options: 'Pre-print by EAN' (which is selected) and 'Onsite print'. Below the dropdown are two buttons: 'Previous' and 'Next'.

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

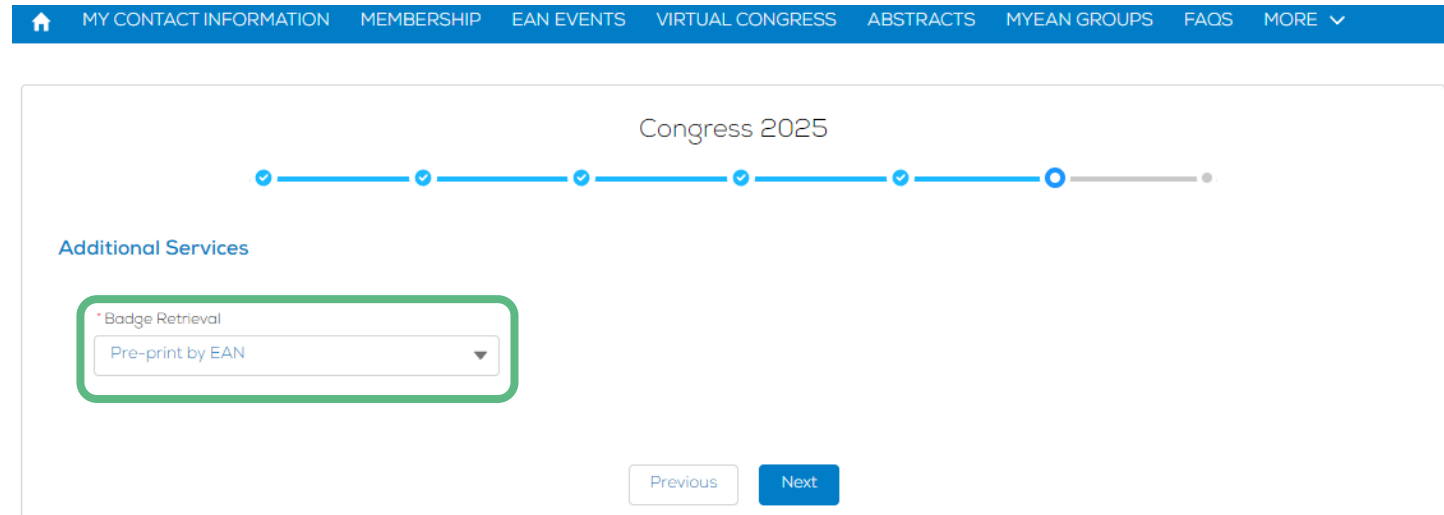
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

[Adding additional participants to an existing group](#)

a. Pre-print by EAN



The screenshot shows the registration process for Congress 2025. At the top, there is a navigation bar with links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and MORE. Below the navigation bar, a progress indicator shows six steps, with the current step highlighted. The main content area is titled 'Additional Services' and features a dropdown menu for 'Badge Retrieval' with 'Pre-print by EAN' selected. Below the dropdown are 'Previous' and 'Next' buttons.

This option is only available if the group consists of 5 or more participants and for onsite tickets.

For badge pre-print, an email will be sent to the group leader/registering person regarding badge pickup time slot.

Please note that for group registration, you are required to assign your participants by 21 May 2025. Otherwise, access to the congress and venue cannot be permitted/guaranteed.

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

b. Onsite Print



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAOS MORE

Congress 2025

Additional Services

* Badge Retrieval
Onsite print

Previous Next

For onsite print, each participant will receive a separate email with QR code and instructions.

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

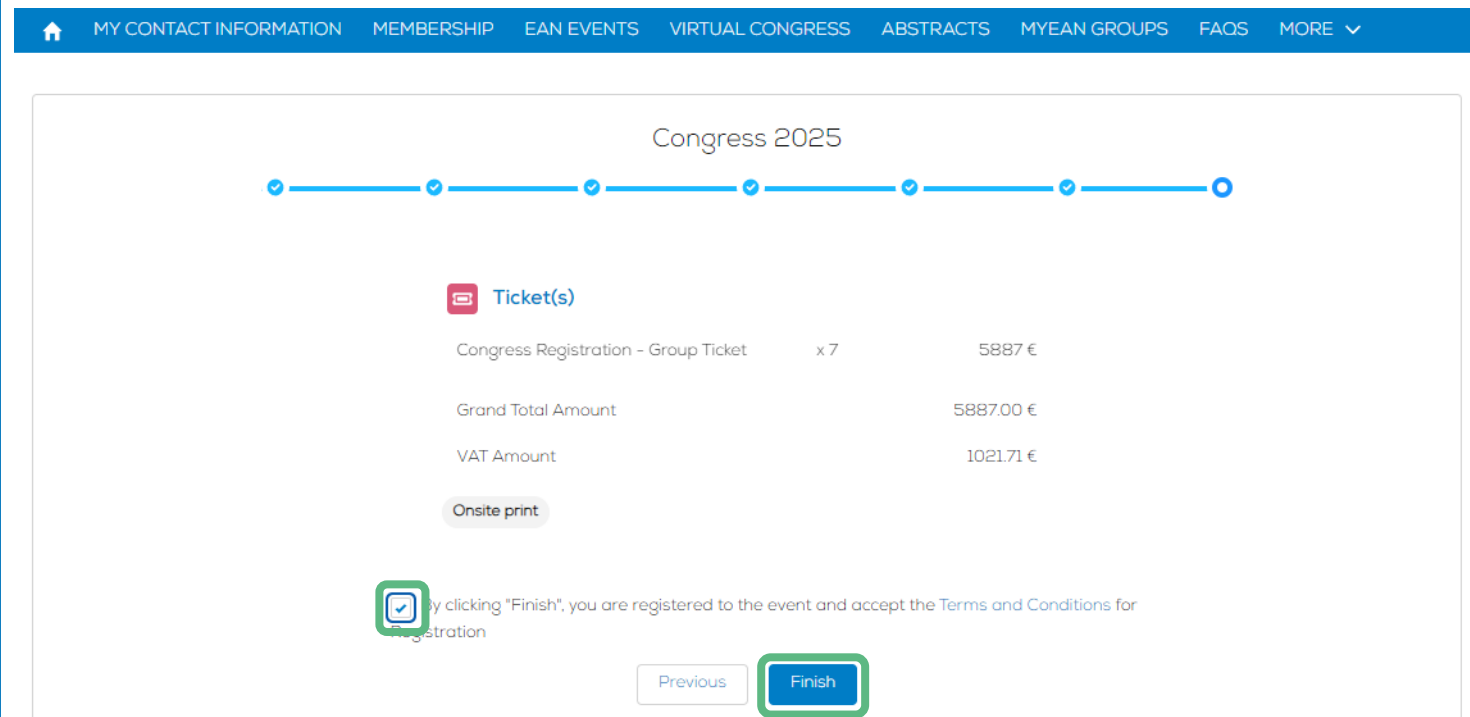
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

11. Accept terms and conditions to finish your registration



The screenshot shows the registration process for Congress 2025. At the top, a navigation bar includes links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQs, and MORE. Below the navigation bar, a progress indicator shows seven steps, with the current step highlighted. The main content area displays the following information:

Congress 2025

Ticket(s)

| | | |
|--------------------------------------|-----|-----------|
| Congress Registration - Group Ticket | x 7 | 5887 € |
| Grand Total Amount | | 5887.00 € |
| VAT Amount | | 1021.71 € |

Onsite print

By clicking "Finish", you are registered to the event and accept the Terms and Conditions for registration.

[Previous](#) [Finish](#)

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

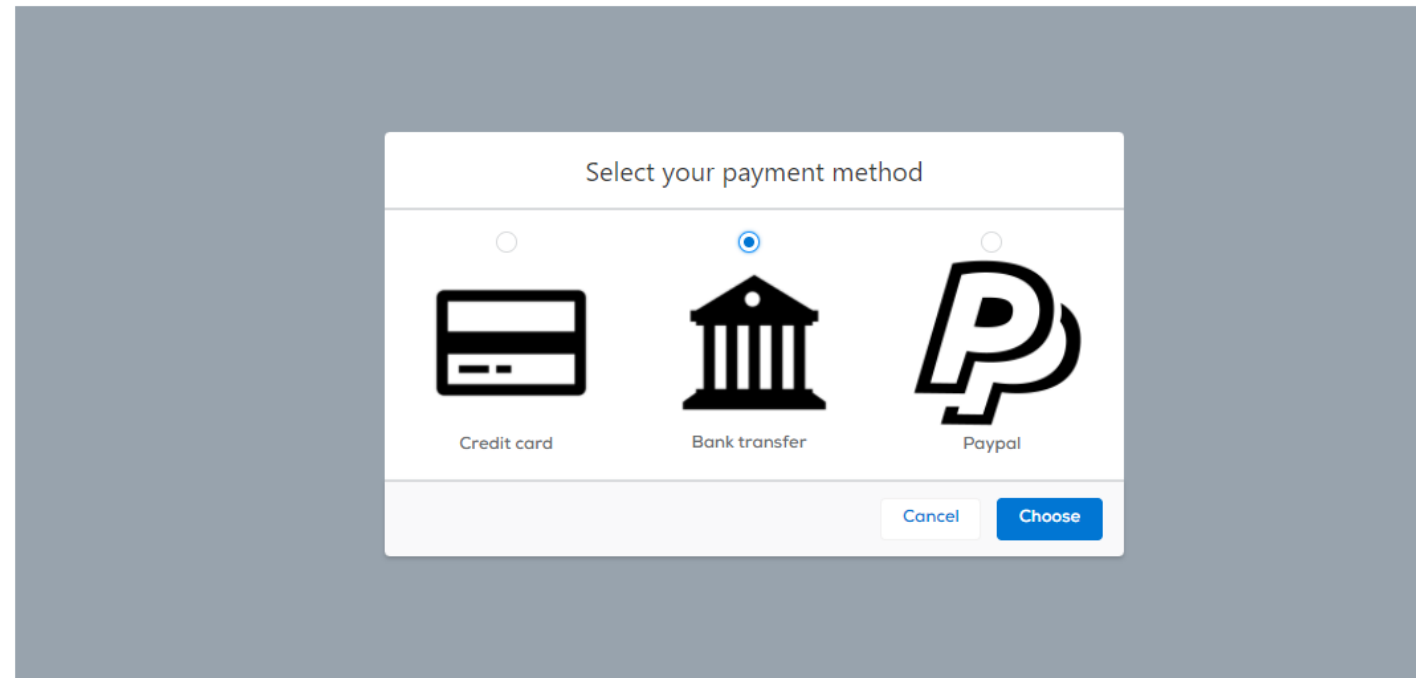
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

12. Choose your preferred payment method.



Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

[Adding additional participants to an existing group](#)

13. Enter the desired billing address. You can either use your main contact information or use an alternative address. If applicable, provide your VAT number.

Enter your address information

| | |
|---|--|
| <p>Main Contact Address</p> <p>Mr. Max Mustermann Test Street 1/1 1010 Vienna Austria</p> <p>Use as billing address</p> | <p>Billing Address</p> <p>Title * First Name Last Name</p> <p>Mr. Max Mustermann</p> <p>Department</p> <p>Hospital/Company</p> <p>* Billing Street</p> <p>Test Street 1/1</p> <p>* Billing City</p> <p>Vienna</p> <p>* Billing Zip/Postal Code * Billing Country</p> <p>1010 Austria</p> <p>VAT Number</p> |
| <p>Alternative Address</p> <p>Use as billing address</p> | <p>Back Next</p> |

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

1. Log in to your MyEAN account
2. Click 'EVENTS'
3. Click 'Register'
4. Click on the Register Now button
5. Review your contact information
6. Select 'Group and Third-Party Registration' and enter your group name
7. Start the registration with 'No'
8. Select the ticket and enter the needed amount of tickets
9. Decide if you'd like to order congress bags for your participants
10. Select the preferred option for the badge retrieval
 - a) Pre-print by EAN
 - b) Onsite Print
11. Accept terms and conditions
12. Choose your preferred payment method
13. Enter the desired billing address
14. You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.
15. You will receive your order confirmation after completion.
16. Your invoice will be sent out upon receipt of payment.

Ticket Allocation (possible only after receipt of payment)

1. Go to 'Events' and 'My Registrations'
2. Select the group
3. Allocate tickets
4. Reserve to draft or save to confirm each ticket allocation

Adding additional participants to an existing group

14. You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.
15. You will receive your order confirmation after completion.
16. Your invoice will be sent out upon receipt of payment.

Part 2: Ticket Allocation



Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

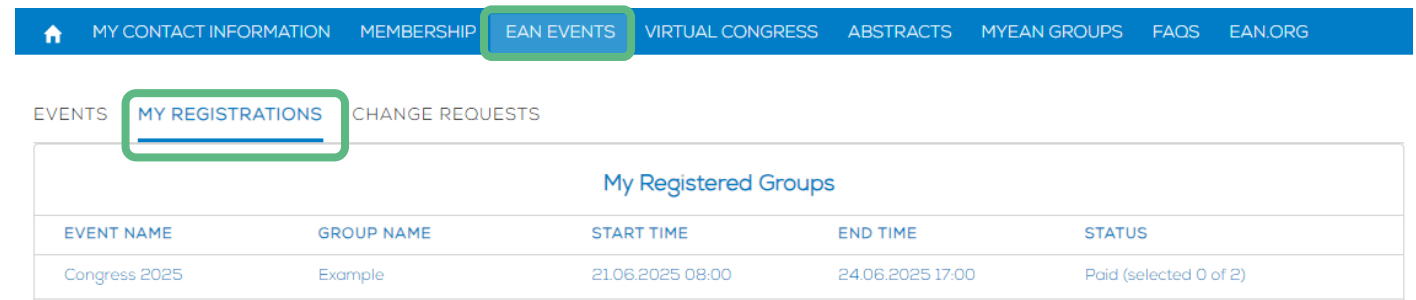
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

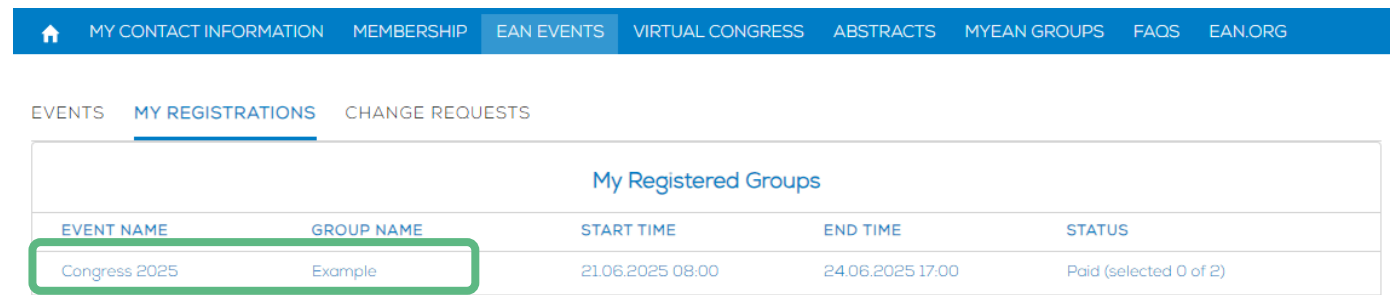
1. Go to 'Events' and 'My Registrations'.



The screenshot shows the top navigation bar of the MyEAN website with the following items: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS (highlighted with a green box), VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQS, and EAN.ORG. Below the navigation bar, there are three tabs: EVENTS, MY REGISTRATIONS (highlighted with a green box), and CHANGE REQUESTS. The main content area displays a table titled 'My Registered Groups' with the following data:

| EVENT NAME | GROUP NAME | START TIME | END TIME | STATUS |
|---------------|------------|------------------|------------------|------------------------|
| Congress 2025 | Example | 21.06.2025 08:00 | 24.06.2025 17:00 | Paid (selected 0 of 2) |

2. Under 'My Registered Groups', select your group.



The screenshot shows the same navigation bar as above. The 'MY REGISTRATIONS' tab is selected. The 'My Registered Groups' table is displayed with the following data:

| EVENT NAME | GROUP NAME | START TIME | END TIME | STATUS |
|---------------|------------|------------------|------------------|------------------------|
| Congress 2025 | Example | 21.06.2025 08:00 | 24.06.2025 17:00 | Paid (selected 0 of 2) |

The first row of the table is highlighted with a green box, indicating the selected group.

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

Adding additional participants to an existing group

3. Allocate tickets to participants by entering each participant's email address. If the email address is linked to their MyEAN account, their name and the two buttons are shown on the side.

Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAQS EAN.ORG

| | | |
|--------------------------------------|-----------------------------|---|
| Group Name Example | Event Name Congress 2025 | Add more tickets to group |
| Event Start Time 21.06.2025 08:00 | Selected Participants 0 | |
| Event End Time 24.06.2025 17:00 | Requested Participants 2 | |

▼ Order: O-R-014162 (Status: Paid)

Onsite

| | | | |
|---|---|-------------------------|----------------------|
| <input type="text" value="participant.no1@example.com"/> | <input type="text" value="Firstname Lastname"/> | Reserve | Save |
| <input type="text" value="Enter email to search Contacts"/> | | | |

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

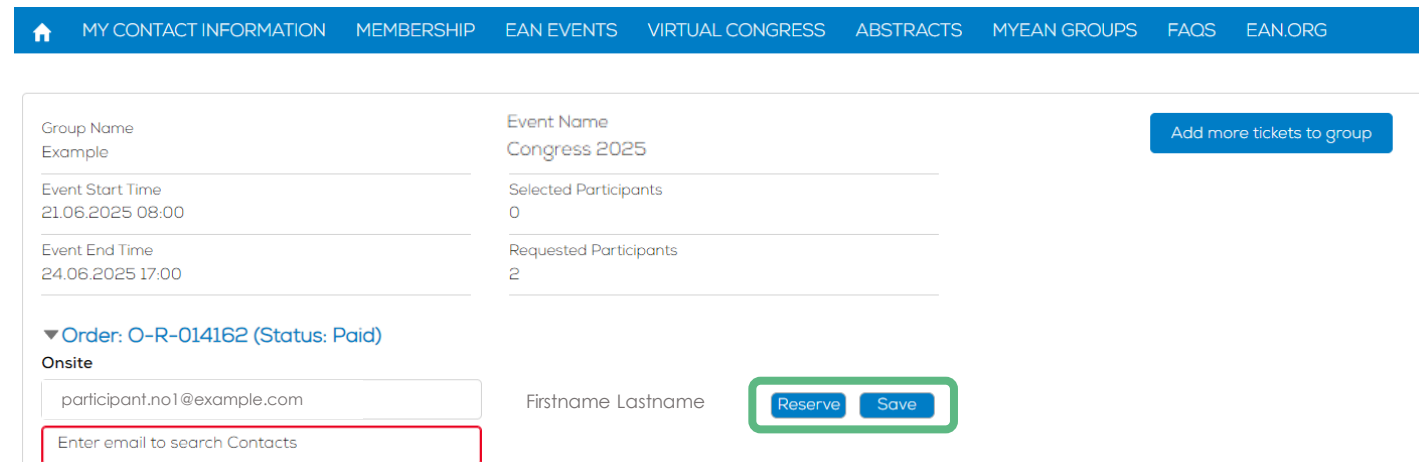
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
11. [Accept terms and conditions](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation after completion.](#)
16. [Your invoice will be sent out upon receipt of payment.](#)

Ticket Allocation (possible only after receipt of payment)

1. [Go to 'Events' and 'My Registrations'](#)
2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

[Adding additional participants to an existing group](#)

4. Once an email address is entered, two buttons will show up on the side: Reserve and Save. Ticket allocation/email addresses can still be changed when the Reserve button is clicked. Once ticket allocation is finalised and needs no further adjustment, click 'Save'.



MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAQs EAN.ORG

Group Name
Example

Event Name
Congress 2025

Event Start Time
21.06.2025 08:00

Event End Time
24.06.2025 17:00

Selected Participants
0

Requested Participants
2

▼ Order: O-R-014162 (Status: Paid)

Onsite

participant.no1@example.com

Enter email to search Contacts

Firstname Lastname

Reserve Save

Add more tickets to group

Once saved, your participant will receive a registration confirmation email.

If you wish to purchase additional tickets, you can do so by clicking 'Add Tickets' in the upper right corner.