

Instruction Manual for Group & Third-Party Registration without Quota

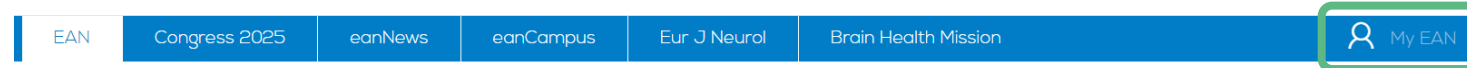


Group & Third-Party Registration without Quota

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 'Yes'](#)
8. [Enter the needed amount of tickets](#)
9. [Enter participants' email addresses](#)
10. [Choose the tickets](#)
 - a) [Select a ticket for each participant](#)
 - b) [Double check if tickets are correct](#)
11. [Decide if you'd like to order congress bags for your participants](#)
12. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
13. [Accept terms and conditions to finish your registration](#)
14. [Choose your preferred payment method](#)
15. [Enter the desired billing address](#)
16. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
17. [You will receive your order confirmation after completion.](#)
18. [Your invoice will be sent out upon receipt of payment.](#)

[Adding 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).



HOME

RESEARCH

LEARN

MEET

JOIN

ADVOCACY

Search

2. Click 'EVENTS'.



EVENTS

MY REGISTRATIONS

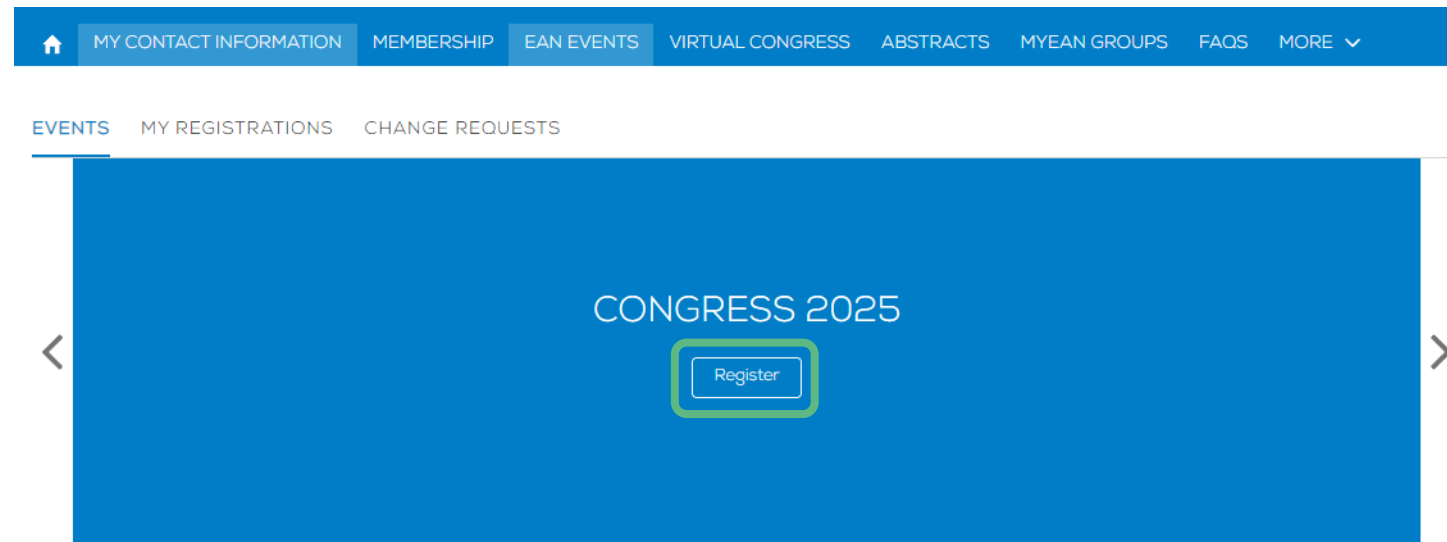
CHANGE REQUESTS

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3. Click 'Register'.




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4. Click on the Register Now button.

 Event custom
Congress 2025

Start Time
21.06.2025 08:00

End Time
24.06.2025 17:00

Register Now

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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


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



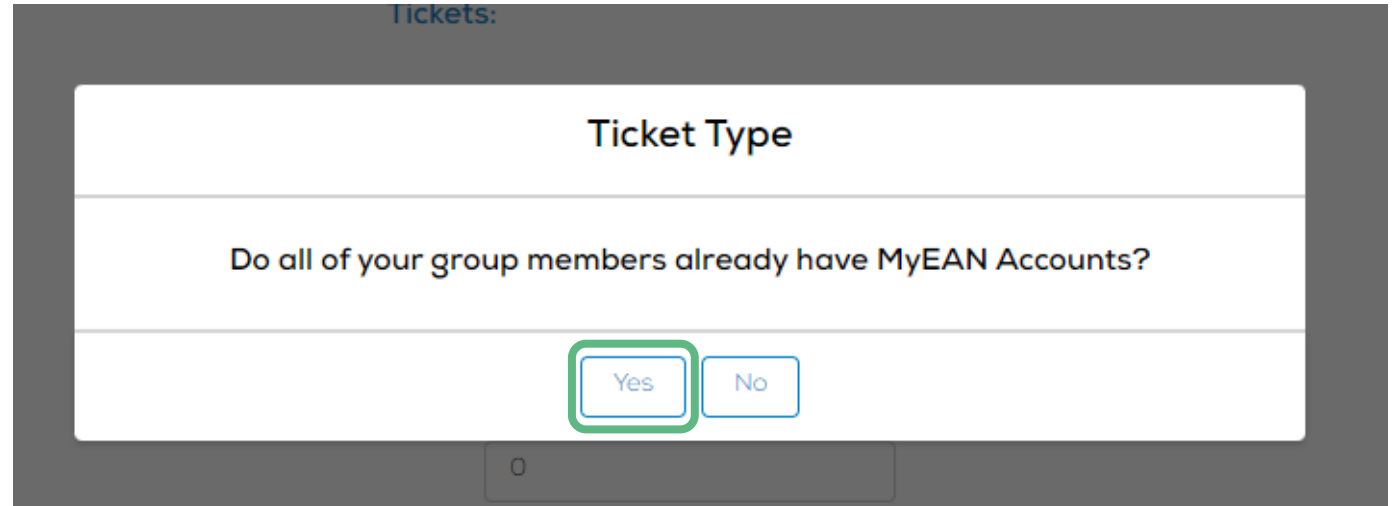
The screenshot shows the registration interface for 'Congress 2025'. At the top, a navigation bar includes links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAOS', and 'MORE'. Below the navigation bar, a progress indicator shows four steps, with the first step completed and the second step (the current one) highlighted. The main content area contains two form fields: a dropdown menu for 'Registration Type' with 'Group and third party registration' selected, and a text input field for 'Group Name' with 'Example' entered. At the bottom of the form, there are 'Previous' and 'Next' buttons.

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7. Start the registration with 'Yes' if all my group members have a MyEAN account to benefit from member fees, if any.



Tickets:

Ticket Type

Do all of your group members already have MyEAN Accounts?

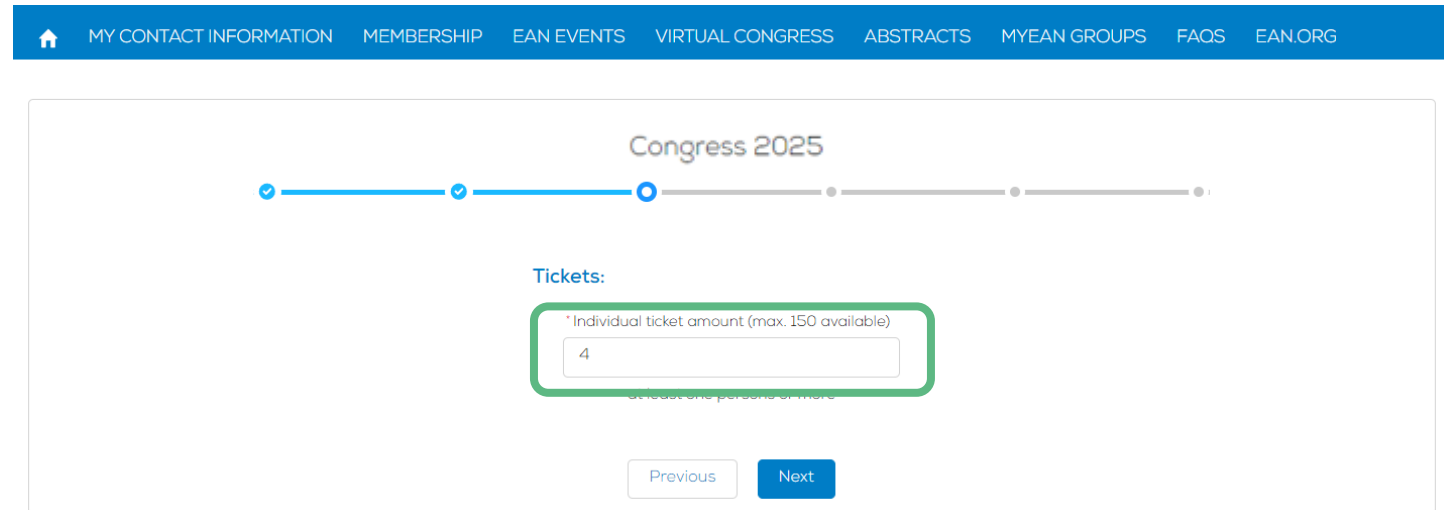
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8. Enter the needed amount of tickets.



The screenshot shows a registration interface for 'Congress 2025'. At the top, a navigation bar includes a home icon and links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAOS', and 'EAN.ORG'. Below the navigation bar, a progress indicator shows five steps, with the third step (labeled 'Tickets') currently active. The 'Tickets' section contains a text input field with the value '4'. Above the input field, a note reads '* Individual ticket amount (max. 150 available)'. Below the input field, there is a partially visible note: 'at least one person or more'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

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9. Enter your participants' email addresses. Make sure these email addresses are linked to each participant's MyEAN profile.



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

Congress 2025

Enter email to search Contacts

Enter email to search Contacts

Enter email to search Contacts

Enter email to search Contacts

Previous Next

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10. For each participant, you may be provided with different registration fees depending on their EAN membership status.
 - a) Choose an appropriate ticket and click 'Select' to confirm your choice of ticket. Do the same for the rest.



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Congress 2025

Progress: 1/5 steps completed

participant.no1@example.com

Participation

- Online 303 €
- Onsite 841 €

Congress Registration - Non-member (high income) 841 €

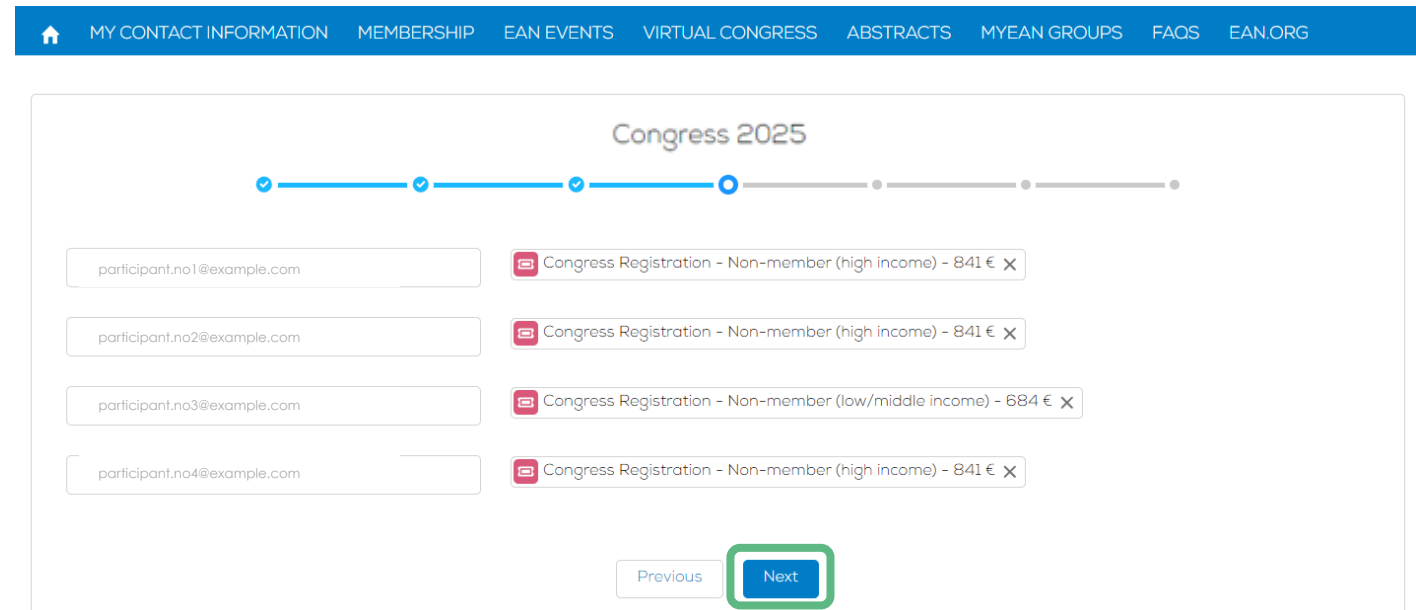
Select

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b) After entering the email addresses, the screen should look like this. If everything is correct, click 'Next'.



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Congress 2025

Progress: 1/2/3/4/5/6/7

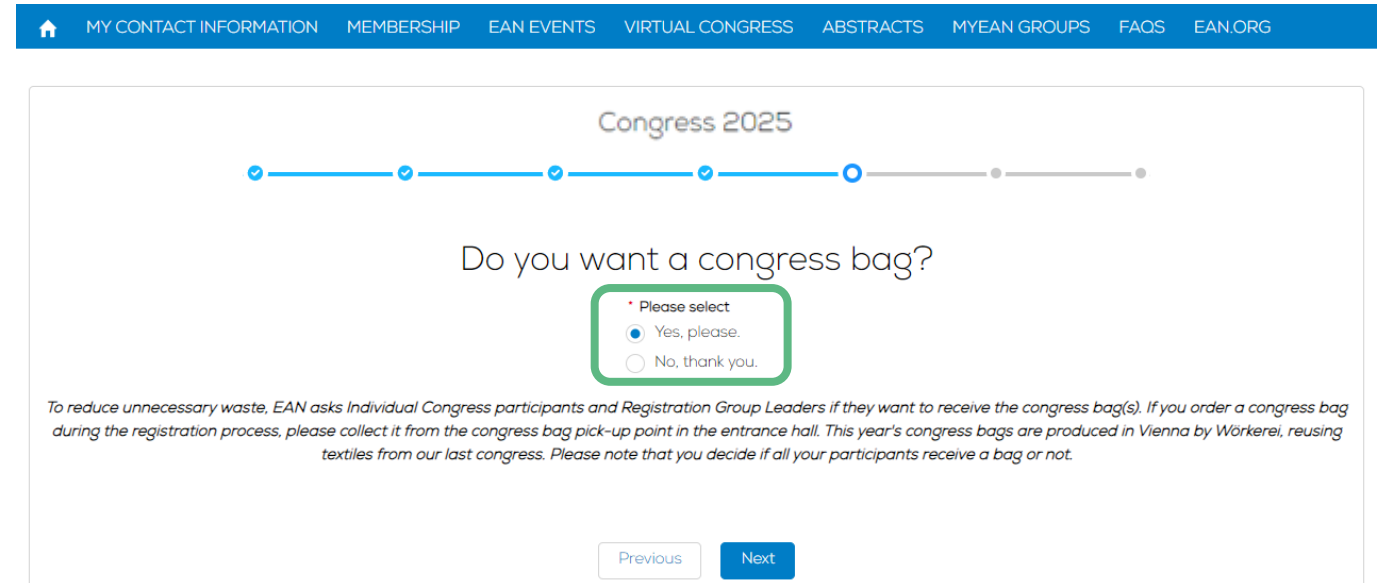
<input type="text" value="participant.no1@example.com"/>	<input type="button" value="Congress Registration - Non-member (high income) - 841 € X"/>
<input type="text" value="participant.no2@example.com"/>	<input type="button" value="Congress Registration - Non-member (high income) - 841 € X"/>
<input type="text" value="participant.no3@example.com"/>	<input type="button" value="Congress Registration - Non-member (low/middle income) - 684 € X"/>
<input type="text" value="participant.no4@example.com"/>	<input type="button" value="Congress Registration - Non-member (high income) - 841 € X"/>

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



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.

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12. Please select the preferred option for the badge retrieval.



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Congress 2025

Additional Services

Badge Retrieval ⓘ

Select Badge Retrieval ▼

Pre-print by EAN

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a) Pre-print by EAN



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Congress 2025

Additional Services

*Badge Retrieval ⓘ
Pre-print by EAN

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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.

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b) Onsite Print



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Congress 2025

Additional Services

* Badge Retrieval
Onsite print

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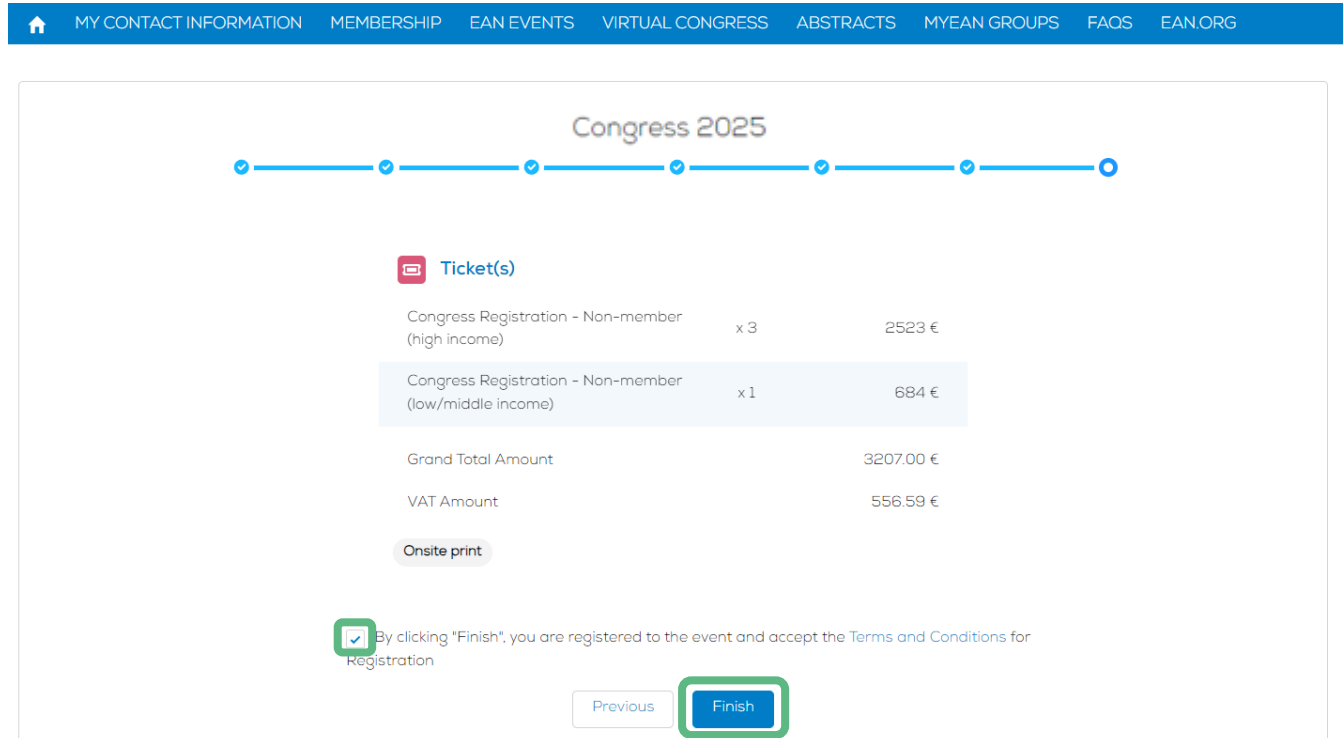
For onsite print, each participant will receive a separate email with QR code and instructions.

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13. Accept terms and conditions to finish your registration.



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Congress 2025

Progress bar: 10 steps, step 13 is active.

Ticket(s)

Congress Registration - Non-member (high income)	x 3	2523 €
Congress Registration - Non-member (low/middle income)	x 1	684 €
Grand Total Amount		3207.00 €
VAT Amount		556.59 €

Onsite print

By clicking "Finish", you are registered to the event and accept the [Terms and Conditions](#) for Registration

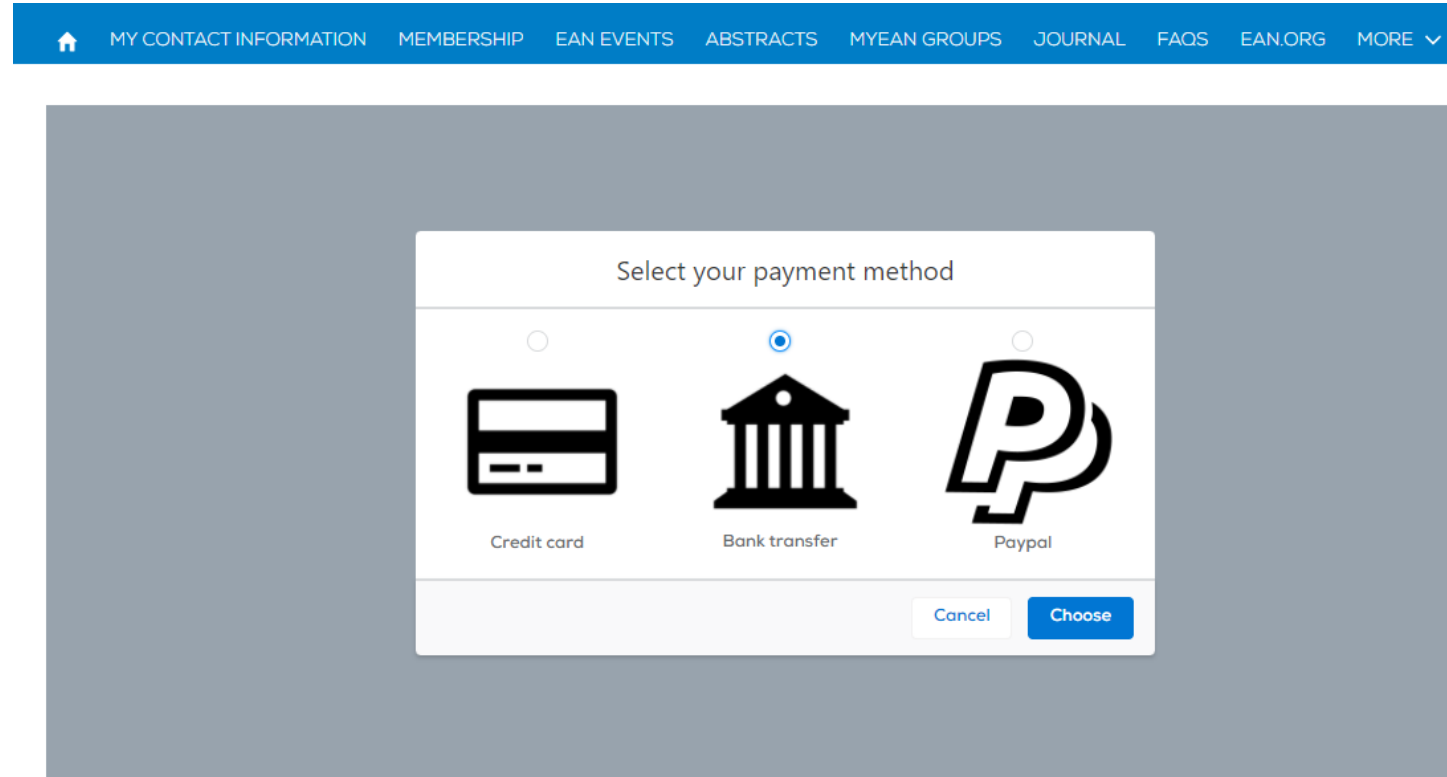
Previous **Finish**

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14. Choose your preferred payment method.



The screenshot shows the EAN website's navigation bar with the following links: Home, MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, ABSTRACTS, MYEAN GROUPS, JOURNAL, FAQs, EAN.ORG, and MORE. Below the navigation bar is a modal window titled "Select your payment method". The modal contains three options: "Credit card" (represented by a credit card icon), "Bank transfer" (represented by a bank building icon), and "Paypal" (represented by the PayPal logo). The "Bank transfer" option is selected, indicated by a blue dot above its icon. At the bottom of the modal are two buttons: "Cancel" and "Choose".

Group & Third-Party Registration without Quota

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 'Yes'](#)
8. [Enter the needed amount of tickets](#)
9. [Enter participants' email addresses](#)
10. [Choose the tickets](#)
 - a) [Select a ticket for each participant](#)
 - b) [Double check if tickets are correct](#)
11. [Decide if you'd like to order congress bags for your participants](#)
12. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
13. [Accept terms and conditions to finish your registration](#)
14. [Choose your preferred payment method](#)
15. [Enter the desired billing address](#)
16. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
17. [You will receive your order confirmation after completion.](#)
18. [Your invoice will be sent out upon receipt of payment.](#)

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15. 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>

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Adding participants to an existing group

1. Click 'EVENTS' and 'My Registrations'.
2. Under 'My Registered Groups', select the group for which you want to purchase additional tickets.
3. Click on the button Add Tickets in the upper right corner and start the registration process for additional tickets.

If applicable, additional tickets can only be allocated to participants once the fee is paid.

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, please click 'Save'.

Please note that an individual MyEAN account for each participant is required.

E-Mail addresses are necessary for the participants to:

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