

EAU ONLINE EVENT REGISTRATION INSTRUCTION

Register a group – 1 to 30 participants

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PRELIMINARY INFORMATION – Registration requirements

- If you would like to register a group, you will need a personal EAU account. If you already have an account, please log in with your **My EAU** Username and Password. If you don't have an **My EAU** account, please create one first. No need to be an EAU member! This way we know who to contact in case of any questions about the registration.

An account can be created through the online registration website.

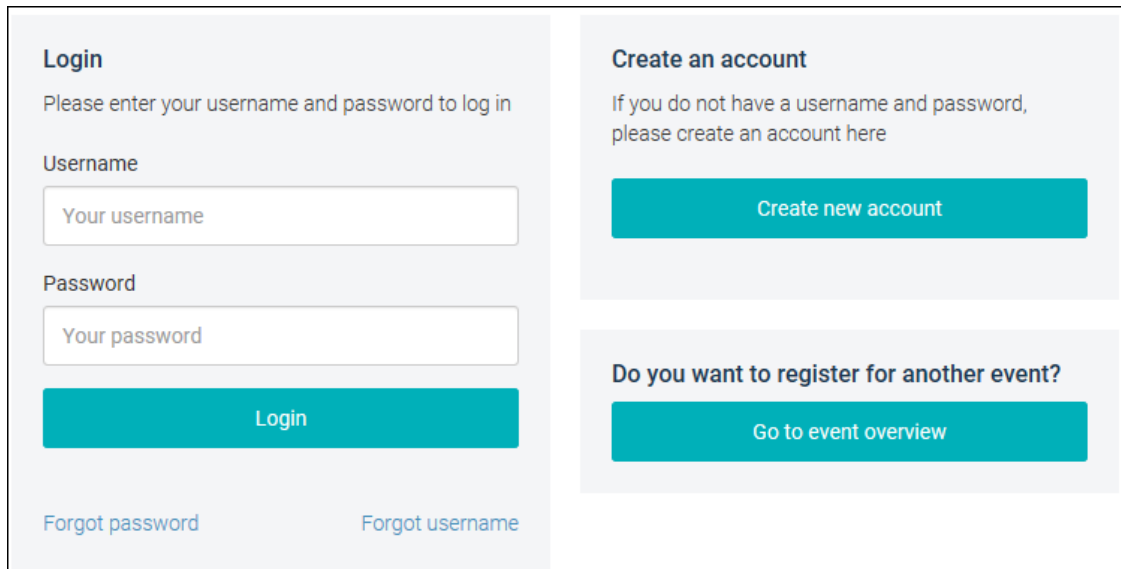
- A personal address (Institution / Company or private) and **email address for each delegate** must be provided during the registration process.
- Multiple registrations with the same email address will not be accepted.
- Registration for EAU21 implies the acceptance of the Registration Terms & Conditions. Please read the Registration [Terms & Conditions](#) carefully before registering.
- EAU21 Congress registration information such as registration fees and deadlines, VAT, payment details, name changes, member registration, cancellation refund policy are available on the [EAU21 website](#).

Step 1: How to START

- Please visit our online registration website: <https://registrations.uroweb.org/>

Step 2: My EAU Account

- To register your group for EAU21, you must first have your **personal My EAU account**. As you are the contact person it is of the utmost importance to sign up with **your** contact details only. If you do not have a personal account yet, please create your **own** account. No need to be an EAU member! This way we know who to contact in case of any questions about the registration.



The screenshot shows a user interface with two main sections. The left section is titled "Login" and contains the text "Please enter your username and password to log in". It has two input fields: "Username" with the placeholder "Your username" and "Password" with the placeholder "Your password". Below these is a teal "Login" button. At the bottom of this section are two links: "Forgot password" and "Forgot username". The right section is titled "Create an account" and contains the text "If you do not have a username and password, please create an account here". Below this is a teal "Create new account" button. At the bottom of the right section is another teal button labeled "Go to event overview" under the heading "Do you want to register for another event?".

- If you do not remember your login details, please use the “**Forgot password**” option.

Step 3: Start to register your group

1. Sign in with your My EAU login account.
2. Select “Start new registration”.
3. Select who is attending. In case of a group registration you always select ‘someone else’
4. You can use our database to search for names. Please use the ‘Name’ field to search for a delegate’s last name. If too many results are shown you can narrow your search by entering the first name, city or country.


The screenshot shows a search interface titled "Find a person". At the top, there is a search input field containing the text "chapple", with a red arrow pointing to it from the left. Below this are several filter fields: "First name", "E-mail address", "Member number", and "City". There is also a dropdown menu labeled "Select country to narrow your search" with a downward arrow icon. A grey button labeled "Find a person" is positioned below these fields. At the bottom, a search result is displayed, showing a radio button next to the text "Prof. C.R. (Christopher) Chapple (EAU Member)", where "(EAU Member)" is circled in red. Below this, the full address is listed: "Sheffield Teaching Hospitals NHS Foundation, Dept. of Urology, Room H26, H Floor, Royal Hallamshire Hospital, Glossop Road S10 2JF Sheffield (United Kingdom)".

The database automatically recognizes when somebody is a member of the EAU. The applicable fee will then be calculated.

5. If a name does not appear in your screen you can add the delegate yourself by filling in the details. Please note that it is not allowed to add a name of a delegate with the address of your own company. We need either the private or work address of the

delegate; otherwise your registration will not be processed.

If you are not able to find the right person, make sure you have used all filters. Are you absolutely sure that the participant is not in the database? Please click here to add a new participant.

[Add new participant](#) 

When adding a professional address of your delegate, you first have to select the 'country'. After that, you can search for the name of the hospital/company in our database. If a hospital or company cannot be found you can add a new hospital/company.

New Participant
The person attending the event

Title *

Last Name *

First Name *


Initials *

Gender *

Date of Birth

Nationality *


Address
Please note that we can only process registrations that have the correct professional or private address.

Address type
 Personal
 Professional 

Country

Company name

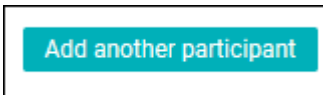
European Association of Urology (Arnhem, Mr. E.N. van Kleffensstraat 5)
 European Association of Urology (Arnhem, Mmmm)

[Add new company](#) 

6. Choose your registration type
7. If applicable you can add entitlements to every delegate's registration by continuing to the next step. When no entitlements are available you will automatically proceed to the next step



8. If you have no additional entitlements to select for your current delegate, you can continue registering the next delegate(s) by clicking on the **“Add another participant”** button.



If you have, by accident, selected the button 'add another participant' but if you have no more participants to add, please select the 'proceed to payment' button in order to continue

9. You can add as many delegates as you wish to your **current** registration.
10. If you leave the online registration system before finishing your registration, it will automatically be saved (you will find the logout button on the bottom of the page). Once you sign in again, your registration will have the status 'online pending'. You will see an overview of the registered delegates per registration number. If you select the 'edit registration' button you have the possibility to add, edit or delete a delegate or to proceed to payments.

Registration(s)

#EAU18-0007

Status: Online Pending

Last updated: 22 September 2017, 13:36

€1,150.00

[Edit registration](#)

ID	↑↓ Participant	↑↓ Register for	↑↓
EAU18-0007-0002	Test, T., Set (Austria)	Registration early	

After you have selected the 'Edit registration' button, you can;

- edit a participant by clicking on
- delete a participant by clicking on

Step 4: Registration Overview

- If you wish to receive the invoice on a different address you can change the address. You also have the option to specify another VAT number.

- Please confirm to the Terms & Conditions

Terms & Conditions

I have read and agree to the [Terms and Conditions](#)

I hereby give permission to be informed about other products and services related to the EAU20 congress

I hereby give permission to be informed about other products and services related to all EAU activities

[Back to extras](#) [Next step: Payment](#)

Step 5: Payment

- You can choose to pay by bank transfer or credit card. After you have completed the payment step you will receive a confirmation by e-mail. The congress documents and invoice will be sent to you in due time.
[Note: If bank payments are not received on our bank account before the start of the meeting, access to the virtual platform will be denied.](#)

Congress documents

- As soon as your registration has been processed we will send you your confirmation and invoice by email. Closer to the congress you will receive an e-ticket per delegate with instructions on how to login to the virtual platform. It is of the utmost importance that you forward the e-ticket(s) to your delegate(s).

Other

- If you work on behalf of a pharmaceutical company, please include the name of pharmaceutical company in step 5 of the online registration process. We need this information for our records. No correspondence will be sent to them.