

EAU ONLINE EVENT REGISTRATION INSTRUCTION

Register a group – 1 to 30 participants

INDEX

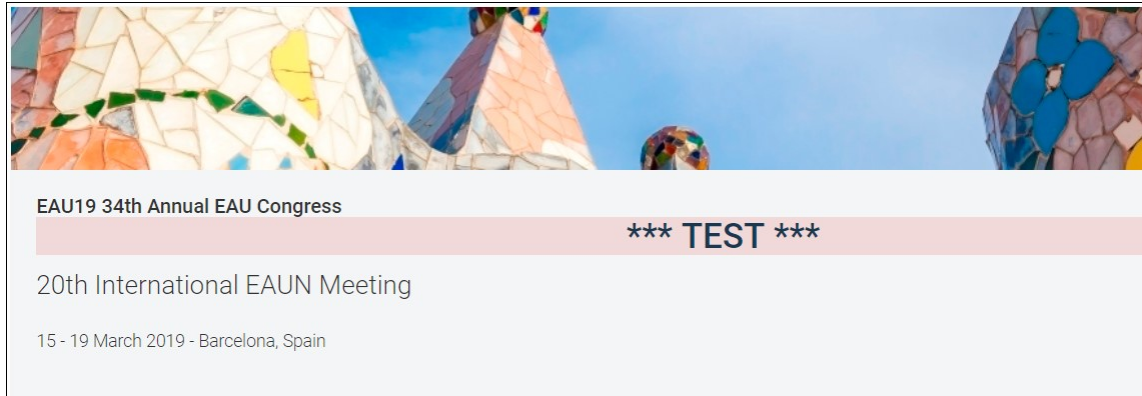
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PRELIMINARY INFORMATION – Registration requirements

- 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.
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 EAU19 implies the acceptance of the Registration Terms & Conditions. Please read the Registration [Terms & Conditions](#) carefully before registering.
- EAU19 Congress registration information such as registration fees and deadlines, VAT, payment details, name changes, member registration, cancellation refund policy are available on the [EAU19 website](#).

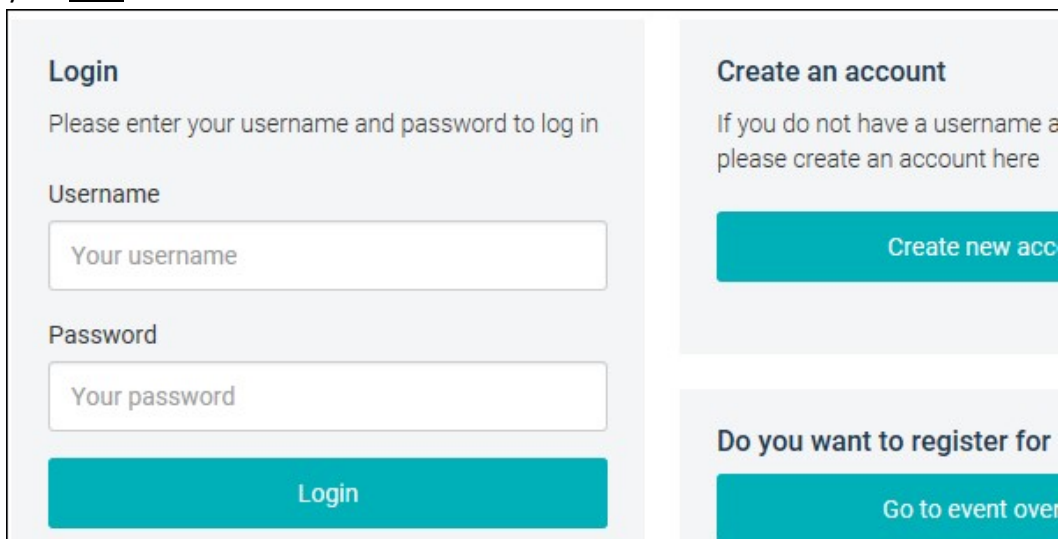
Step 1: How to START

- Please visit our online registration website: <https://registrations.uroweb.org/>
- Select the following event and click on the 'Register' button



Step 2: My EAU Account

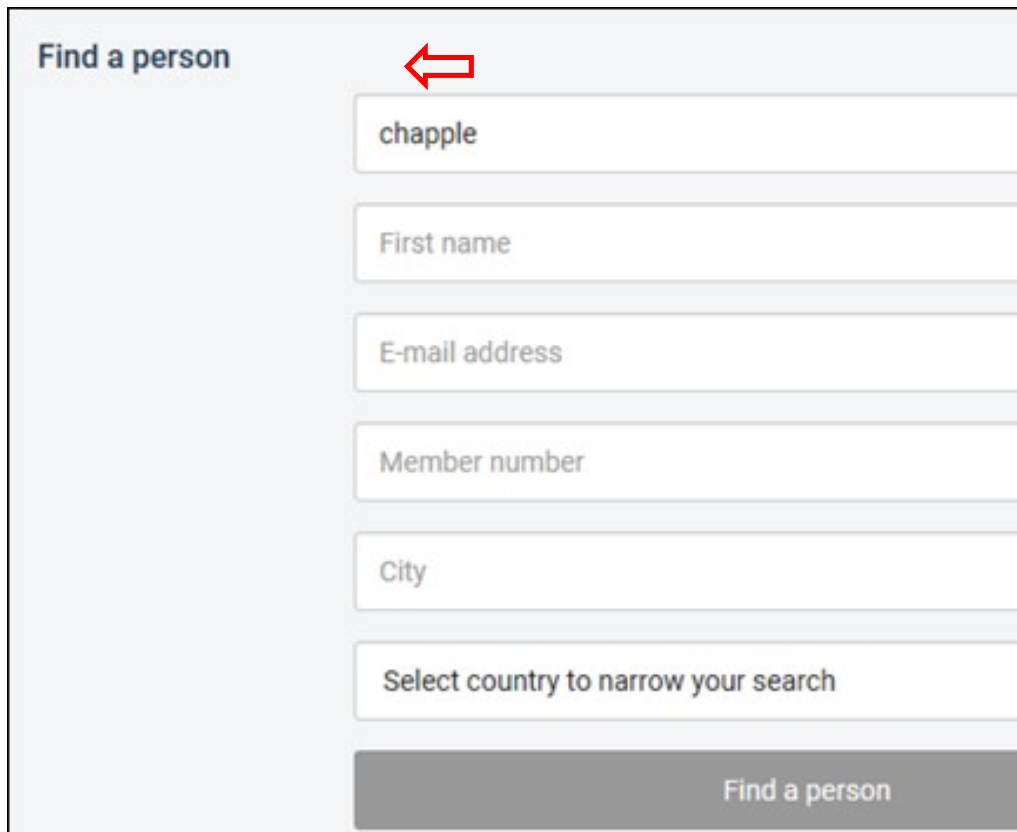
- To register your group for EAU19, you must first have your **personal My EAU account**. As you are the contact person it is of the utmost importance to sign up with **your** contact details only. If you do not have a personal account yet, please create your **own** account.

A screenshot of the user interface for logging in or creating an account. On the left, under the heading "Login", there is a prompt: "Please enter your username and password to log in". Below this are two input fields: "Username" with the placeholder text "Your username" and "Password" with the placeholder text "Your password". A teal "Login" button is positioned at the bottom of this section. On the right, under the heading "Create an account", there is a prompt: "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 right, there is a section titled "Do you want to register for" with a teal "Go to event overview" button.

- 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". It features a search input field with the text "chapple" entered. A red arrow points to this field. Below the search field are several filter fields: "First name", "E-mail address", "Member number", "City", and "Select country to narrow your search". At the bottom is a "Find a person" button.

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 use filters. Are you absolutely sure that the participant is not in our 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 address.

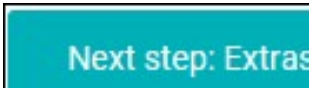
Address type
 Personal
 Professional

Country

Company name

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 delegates, 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.



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.

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.

Pick-up congress material

- If your group registration includes less than 50 delegates, there are two options for you to consider:
 - A. You can forward all E-tickets to the delegates. In that case all delegates will be able to print their badge onsite at one of the self-service units in the registration area. Delegates have to collect their own congress bag, transportation pass and programme book.
 - B. You can bring all E-tickets yourself to the congress venue and print all delegate badges at one of the self-service units in the registration area. Either you or your delegates can pick-up the congress bag, transportation pass and programme book

Other

- If you work on behalf of a pharmaceutical company, please forward us the contact details of that pharmaceutical company. We need this information for our records. No correspondence will be sent to them.