



# 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 [MyEAU](#) username and password. If you don't have a [MyEAU](#) account, please create one first. This is free of charge, no need to be an EAU member! This way we know who to contact in case of any questions about the registration, payment and/or invoice. An account can be created through the [online registration website](#).
- Items that are mandatory to fill out for each participant are: Last name (family name), First name, (work) address, country and email address.
- A (work) address and email address **for each delegate** must be provided during the registration process. Multiple registrations with the same email address will **not be accepted**.
- An email will be sent by us to each participant notifying them that a third party has registered them and requesting that they review and, if necessary, complete their account.
- By registering for EAU26, you agree to the [Registration Terms & Conditions](#). Please review these terms carefully before registering.
- EAU26 Congress registration information such as registration fees and deadlines, VAT, payment details, name changes, member registration, cancellation refund policy are available on the [EAU26 website](#).
- For each participant a **Registration Type** must be selected. The available options are: Standard, PhD Researcher, PhD Student, Resident, Nurse, Medical Student, Patient Advocate and Press. For all types, except Standard, a proof of status is required. This is an English written document, signed by the department head where the participant works, confirming their current role. The letter should either be signed or on official paper, no older than 6 months. The description of each profession can be found on the [EAU26 Registration FAQ](#).
- **Prescriber information:** During the 41st Annual EAU Congress, it is important that pharmaceutical companies related to “prescription-only medicines” can identify non-prescribing professionals when they interact with them. Pharmaceutical companies are aware that they can inform non-prescribing professionals about their products, but that they cannot promote products to them. Based on information provided by the registering party, the EAU will indicate the letter “P” on the congress badges when the bearer is a “Prescriber”. It is the responsibility of the registering party to provide correct information and the EAU holds no responsibility with regards to the information provided. This measure is in accordance with the national and international pharmaceutical guidelines.

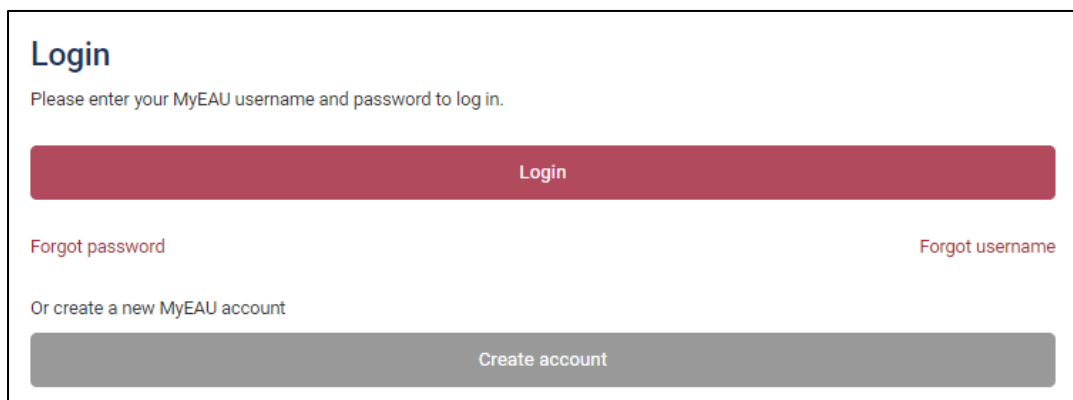
## Step 1: How to START

Please visit our online registration website: <https://registrations.uroweb.org/EAU26>

Registrations will open on the 1<sup>st</sup> of October 2025.

## Step 2: MyEAU Account

To register your group, you must first have your **personal MyEAU 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.



**Login**

Please enter your MyEAU username and password to log in.

Login

Forgot password

Forgot username

Or create a new MyEAU account

Create account

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

## Step 3: Start to register your group

1. Select ‘**Start new registration**’
2. Select ‘**Third-party registration – Register on behalf of someone else or a group**’ then click on ‘**Start**’

## Step 4: Add participants to your group registration

Next there are 2 options to add participants to your registration:

### 1. Add (a single) participant

This option can be used to add participants 1-by-1 to the group. When you click on the button a pop-up screen will appear. There are in total 3 steps:

1. Fill out the first name, last name, email address and country of each participant
2. Select the correct Prescriber information and Registration type for each participant. In case a discounted Registration type is selected a proof of status is required. You can upload the document in the overview screen or send it to us by email.
3. In case the participant is not in our database, we require Additional information, such as the (work) address

### 2. Import list

In case you have an (Excel) file with all the names of the participants, you can use this option

to quickly add them to your registration. When you click on the button a pop-up screen will appear. You can then **Copy** the information from your file and **Paste** it into the 'Paste input here' box.

For each participant you need to select if they are Prescriber ([See: Prescriber](#)) and choose the appropriate registration type ([See: Registration Type](#)).

Please be aware that the email address provided belongs to the participant, not your own or company's email address. Each email addresses must be unique, otherwise you'll not be able to continue.

**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

### Step 5: Check the details

Once you have added all participants to your registration, you can check the list. Make sure all names and email addresses are added correctly.

The system will show the applicable registration fee. In case one of the participants is an EAU Member, the discounted fee will automatically be calculated.

### Step 6: Add extras

In case you want to add any extras to the participant(s) you can select the Extra's button. A pop-up screen will open showing you the different extras that can be added. Please note that some extras can only be booked for certain Registration types or by Members only. Therefore this overview can be different for each participant.

### Step 7: Adjust details or delete

Should you wish to alter the details of one of the participants, you can do so by using the button:



Should you wish to delete one of the participants from the group registration you can do so by using the button:



### Step 8: Additional information

Once all participants are registered and all extras are booked (if applicable), you can scroll down the page and finalize the registration:

1. You can added a manual invoice address
2. You can add a VAT number or PO number
3. In case the registration is sponsored by a (pharmaceutical) company, we would like to be informed about this, for internal purposes only. You can fill out the name of the company here.
4. Please confirm to the Terms & Conditions

## Step 9: Payment

You can choose to pay by **bank transfer** or **credit card**. After you have completed the payment step you will receive an automatic confirmation by e-mail. The congress documents and invoice will be sent to you within a few work days.

Note: All payments must be made in EURO (€) incl. 20% VAT. All invoices include VAT. All payments must be received not later than **5 working days** after the stated deadlines. In case of the final registration fee (late fee) the payment needs to be received **before the start of the congress**. Payments received after the this will be charged a higher fee or access to the congress (physical and online) will be denied.

## Additional information

### Registration Check

In some cases the registration cannot be completed with online payment due to the need for an additional verification of your registration details. In such cases, a message will be displayed online. Within a few business days we will check the registration, correct it if needed or contact you. After which the confirmation email with invoice and payment link will be send to you.

### Congress documents

As soon as your registration has been processed we will send you a confirmation e-mail, with invoice and e-ticket(s) included. It is of the utmost importance that you forward the e-ticket(s) to your delegate(s).

### Participant email

An email will be sent by us to each participant notifying them that a third party has registered them and requesting that they review and, if necessary, complete their account.

### Registration overview

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 participants or to proceed to the payment.

### Registration(s)

#EAU23-00141

Status: Online Pending

Last updated: 11 October 2022, 09:23

€210.00

Edit registration

Proceed to payments

ID	Participant	Register for
EAU23-00141-0003	Test-Member, T., Arnhem (The Netherlands)	Registration early

Group overview

Generate