



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 at the 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](#)

How to Purchase More Tickets for an Existing Group

This registration type is for 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.

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

1. Ticket Purchase

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

2. Ticket Allocation

- Prior to ticket allocation, make sure all 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

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Ticket Purchase

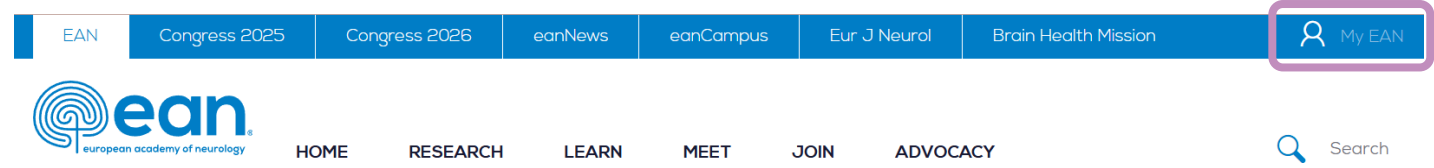
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1. Log in to your MyEAN account or create a new account in case you do not have one yet (www.ean.org/congress2026).



2. Click 'EVENTS'.



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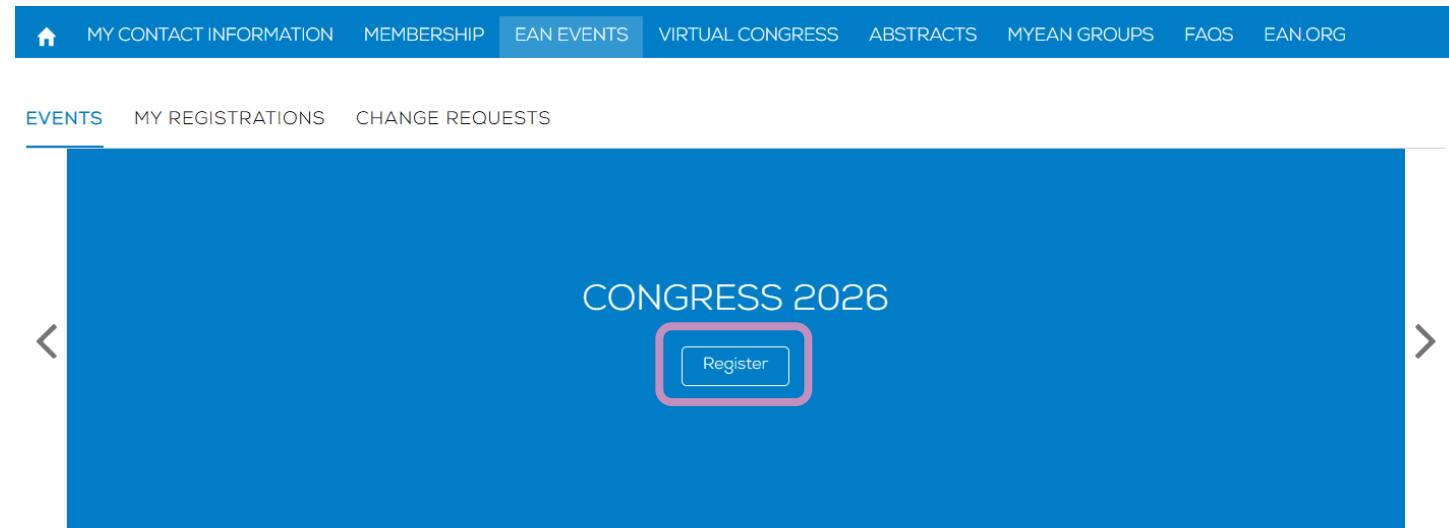
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3. Click 'Register'.



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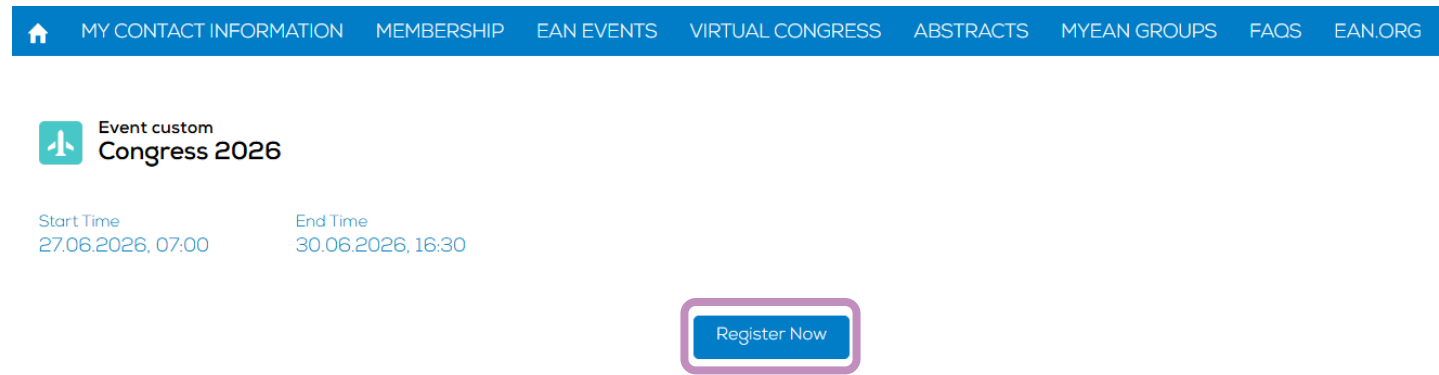
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4. Click on the Register Now button.



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How to Purchase More Tickets for an Existing Group

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

Note: The information here should be that of the group leader or the registering person.

Department Name	<input type="text"/>
* Profession	<input type="text" value="Neurologist"/>
Other Profession	<input type="text" value="--None--"/>
* Non-/ Prescriber 	<input type="text" value="I am a non-prescriber"/>
Topics of interest	<div><div>Available</div><div><div>Ageing and dementia</div><div>Cerebrovascular diseas...</div><div>Child neurology/develop...</div><div>Clinical neurophysiology</div></div><div>Chosen</div><div><div>Autonomic nervous syste...</div></div></div>
I agree to receive EAN newsletter	<input checked="" type="checkbox"/>

Next

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How to Purchase More Tickets for an Existing Group

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



The screenshot shows the registration process for Congress 2026. A progress bar at the top indicates the current step. The main form area contains a dropdown menu for 'Registration Type' with 'Group and third party registration' selected. Below it is a text input field for 'Group Name' with the placeholder text 'Example'. At the bottom of the form are 'Previous' and 'Next' buttons.

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Congress 2026

*Registration Type
Group and third party registration ▼

*Group Name
Example

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How to Purchase More Tickets for 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?

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Important Information about Group & Third-Party Registration with Quota

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How to Purchase More Tickets for 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.



The screenshot shows the 'Congress 2026' registration interface. At the top, a navigation bar includes links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAQS', and 'EAN.ORG'. Below the navigation bar, a progress indicator shows six steps, with the third step (Ticket Selection) being the current active step. The main content area is titled 'Congress 2026' and 'Tickets:'. It displays two radio button options: 'Congress Registration - Group 864 € Ticket' (selected) and 'Participation' (with sub-options 'Online 315 €' and 'Onsite 864 €'). Below these options is a text input field labeled '*Ticket Amount (max. 150 available)' with the value '0' entered. A note below the input field states 'at least one person or more'. At the bottom of the form are 'Previous' and 'Next' buttons.

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

Note: Applicable to an onsite registration only.

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Congress 2026

✓

✓

✓

✓

●

Do you want a congress bag?

Please select

☒ Yes, please.

☐ No, thank you.

To reduce unnecessary waste, EAN asks individual congress participants and group leaders if they would like to receive a congress bag or to order one for each of their group members. If you order a congress bag during the registration process, please collect it from the Congress Material & Merchandising Desk in the entrance hall. This year's congress bags are produced in Vienna by Wölkerei, reusing textiles from our last congress.

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How to Purchase More Tickets for an Existing Group

10. Select the preferred option for the badge retrieval.

Note: Applicable to an onsite registration only.



The screenshot shows the registration process for Congress 2026. At the top, a progress bar indicates the current step is 10, 'Select the preferred option for the badge retrieval'. Below the progress bar, the section 'Additional Services' contains a dropdown menu labeled 'Select Badge Retrieval'. The dropdown menu is open, showing two options: 'Pre-print by EAN' and 'Onsite print'. The 'Onsite print' option is highlighted. At the bottom right of the form, there are two buttons: 'Previous' and 'Next'.

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How to Purchase More Tickets for an Existing Group

a. Pre-print by EAN



The screenshot shows the EAN registration interface for Congress 2026. At the top, a navigation bar includes links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and EAN.ORG. Below this, a progress bar indicates the current step in the registration process. The 'Additional Services' section is highlighted, showing a dropdown menu for 'Badge Retrieval' with 'Pre-print by EAN' selected. At the bottom right, there are 'Previous' and 'Next' buttons.

This option is only available if your 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 you are required to assign your participants by 27 May 2026. Otherwise, access to the congress and venue cannot be permitted/guaranteed.

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b. Onsite Print



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Congress 2026

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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11. Accept terms and conditions to finish your registration

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Congress 2026

✓

✓


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 Ticket(s)

Congress Registration - Group Ticket	x 2	1728 €
Grand Total Amount		1728.00 €
VAT Amount		129.48 €

Onsite print

☒

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

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Finish

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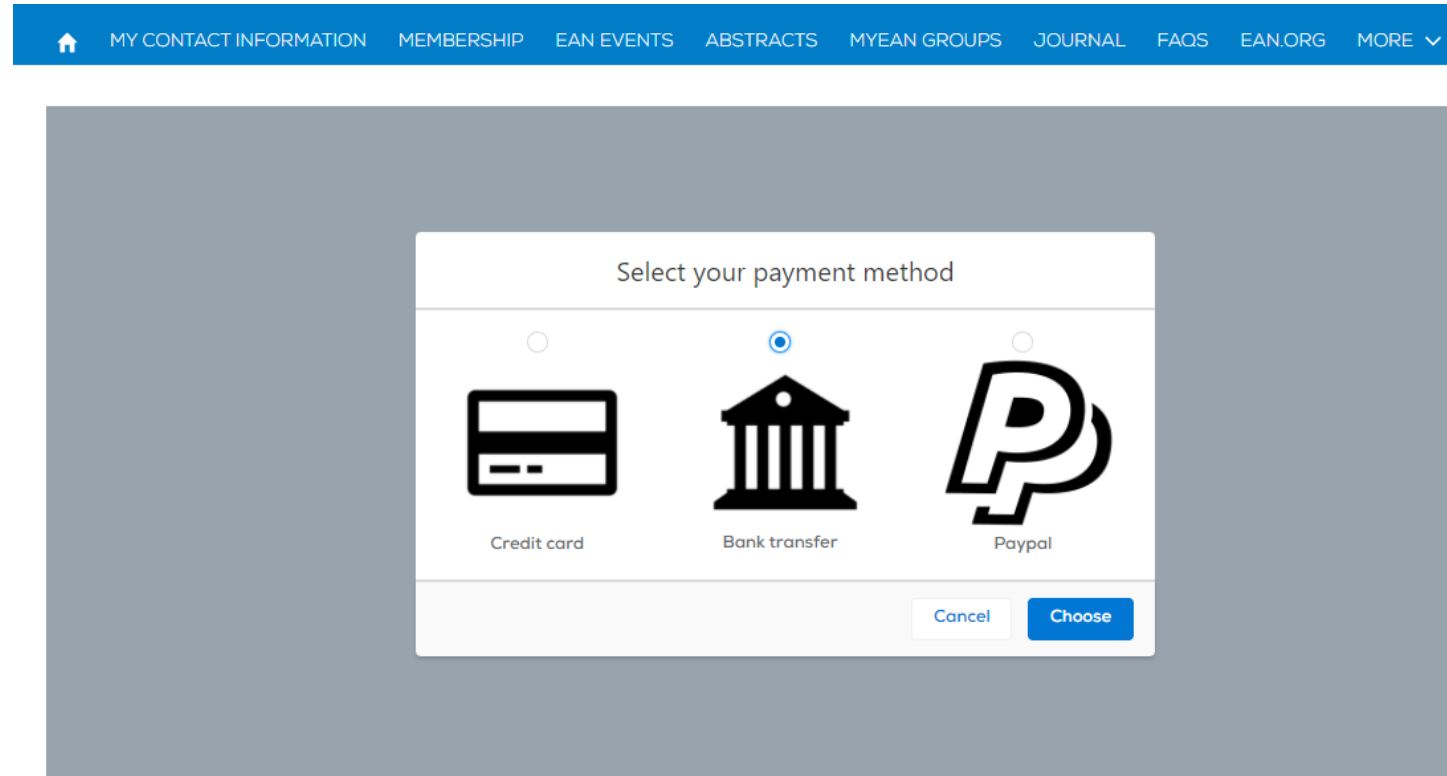
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12. Choose your preferred payment method.



The screenshot shows the EAN website's navigation bar at the top with 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" with a credit card icon, "Bank transfer" with a bank building icon, and "Paypal" with the PayPal logo. The "Bank transfer" option is selected, indicated by a blue dot above its icon. At the bottom right of the modal are two buttons: "Cancel" and "Choose".

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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 and/or PO number.

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Enter your address information

Main Contact Address

Mr. Max Mustermann
Test Street 1
1000 Vienna
Austria

Use as billing address

Alternative Address

Use as billing address

Billing Address

Title

* First Name

Last Name

Mr.

Max

Mustermann

Department

Hospital/Company

* Billing Street

Test Street 1

* Billing City

Vienna

* Billing Zip/Postal Code

1000

* Billing Country

Austria

VAT Number

Purchase Order Number (optional)

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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 at the 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](#)

How to Purchase More Tickets for an Existing Group

14. You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the 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

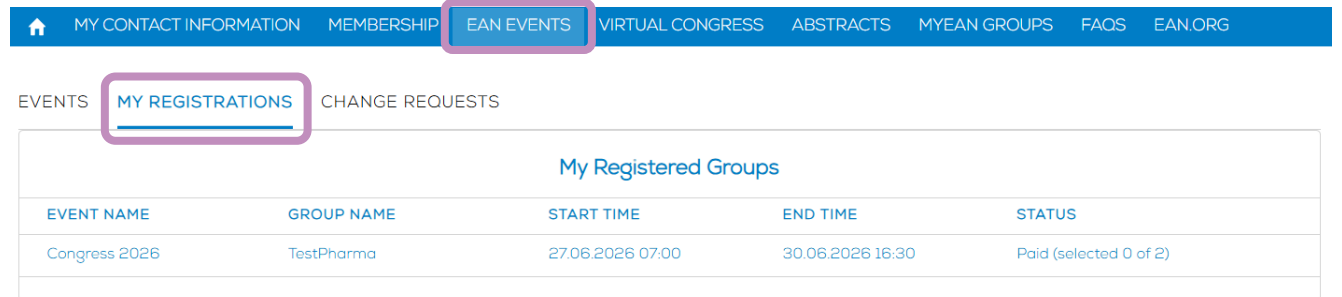
1. [Log in to your MyEAN account](#)
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Ticket Allocation (possible only after receipt of payment)

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2. [Select the group](#)
3. [Allocate tickets](#)
4. [Reserve to draft or save to confirm each ticket allocation](#)

How to Purchase More Tickets for an Existing Group

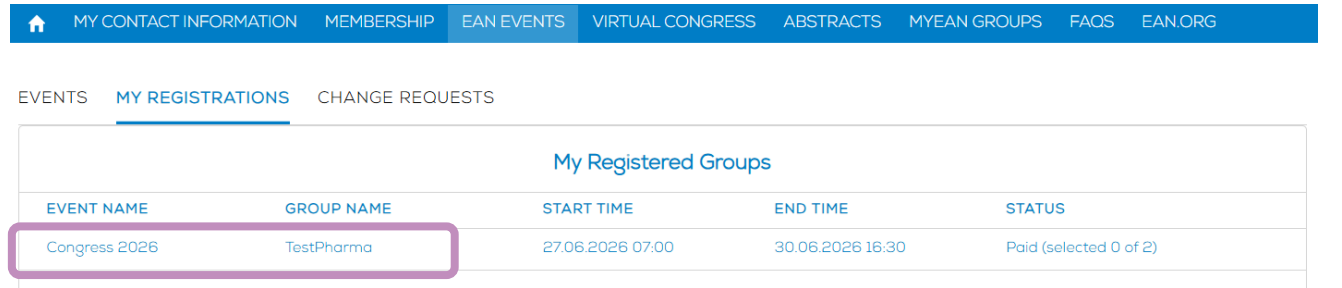
1. Go to 'Events' and 'My Registrations'.



The screenshot shows the EAN website navigation bar with the following links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS (highlighted with a red box), VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQS, and EAN.ORG. Below the navigation bar, the 'EVENTS' tab is selected, and the 'MY REGISTRATIONS' tab is highlighted with a red box. The 'CHANGE REQUESTS' link is also visible. The main content area displays the 'My Registered Groups' table.

My Registered Groups				
EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2026	TestPharma	27.06.2026 07:00	30.06.2026 16:30	Paid (selected 0 of 2)

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



The screenshot shows the EAN website navigation bar with the following links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS (highlighted with a red box), VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQS, and EAN.ORG. Below the navigation bar, the 'EVENTS' tab is selected, and the 'MY REGISTRATIONS' tab is highlighted with a red box. The 'CHANGE REQUESTS' link is also visible. The main content area displays the 'My Registered Groups' table, with the first row (Congress 2026, TestPharma) highlighted with a red box.

My Registered Groups				
EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2026	TestPharma	27.06.2026 07:00	30.06.2026 16:30	Paid (selected 0 of 2)

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

1. [Log in to your MyEAN account](#)
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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](#)

How to Purchase More Tickets for 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.

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Group Name
TestPharma

Event Start Time
27.06.2026 07:00

Event End Time
30.06.2026 16:30

Event Name
Congress 2026

Selected Participants
0

Requested Participants
2

[Add more tickets to group](#)

▼ Order: O-R-014377 (Status: Paid)

Onsite

[Reserve](#) [Save](#)

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

1. [Log in to your MyEAN account](#)
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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](#)

How to Purchase More Tickets for 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'.

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Group Name
TestPharma

Event Start Time
27.06.2026 07:00

Event End Time
30.06.2026 16:30

▼ Order: O-R-014377 (Status: Paid)

Onsite

participant.no1@example.com

Enter email to search Contacts

Event Name
Congress 2026

Selected Participants
0

Requested Participants
2

Firstname Lastname

Add more tickets to group

Reserve Save

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

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

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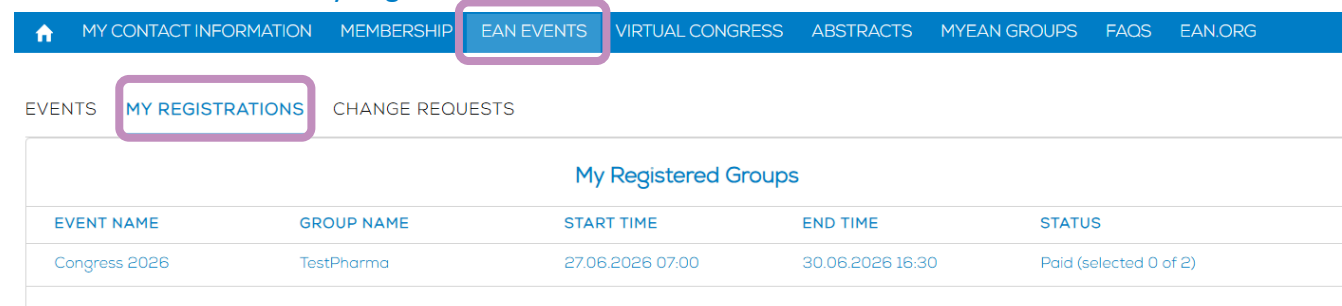
Ticket Allocation (possible only after receipt of payment)

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How to Purchase More Tickets for an Existing Group

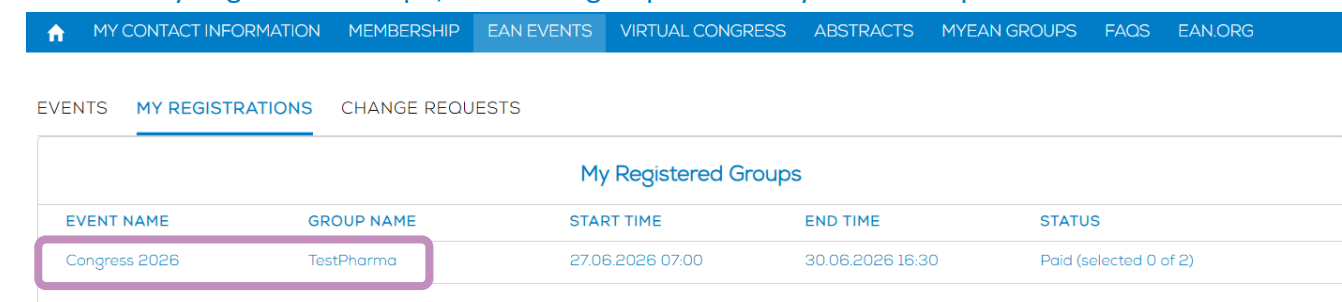
How to Purchase More Tickets for an Existing Group

1. Click 'EVENTS' and 'My Registrations'.



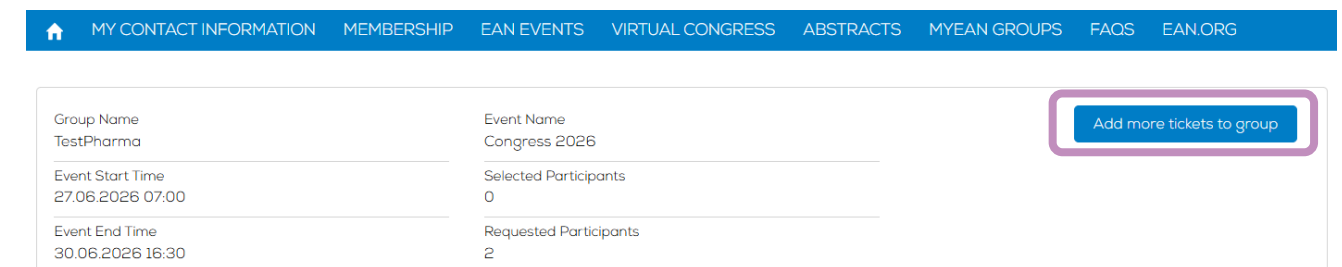
EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2026	TestPharma	27.06.2026 07:00	30.06.2026 16:30	Paid (selected 0 of 2)

2. Under 'My Registered Groups', select the group for which you want to purchase additional tickets.



EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2026	TestPharma	27.06.2026 07:00	30.06.2026 16:30	Paid (selected 0 of 2)

3. Click on the button Add Tickets in the upper right corner and start the registration process for additional tickets.



Group Name TestPharma	Event Name Congress 2026	Add more tickets to group
Event Start Time 27.06.2026 07:00	Selected Participants 0	
Event End Time 30.06.2026 16:30	Requested Participants 2	