



# 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 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



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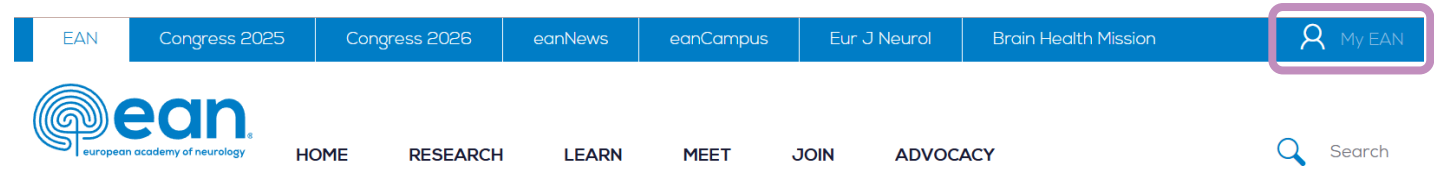
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### [How to Purchase More Tickets for an Existing Group](#)



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



2. Click 'EVENTS'.



# Group & Third-Party Registration with Quota

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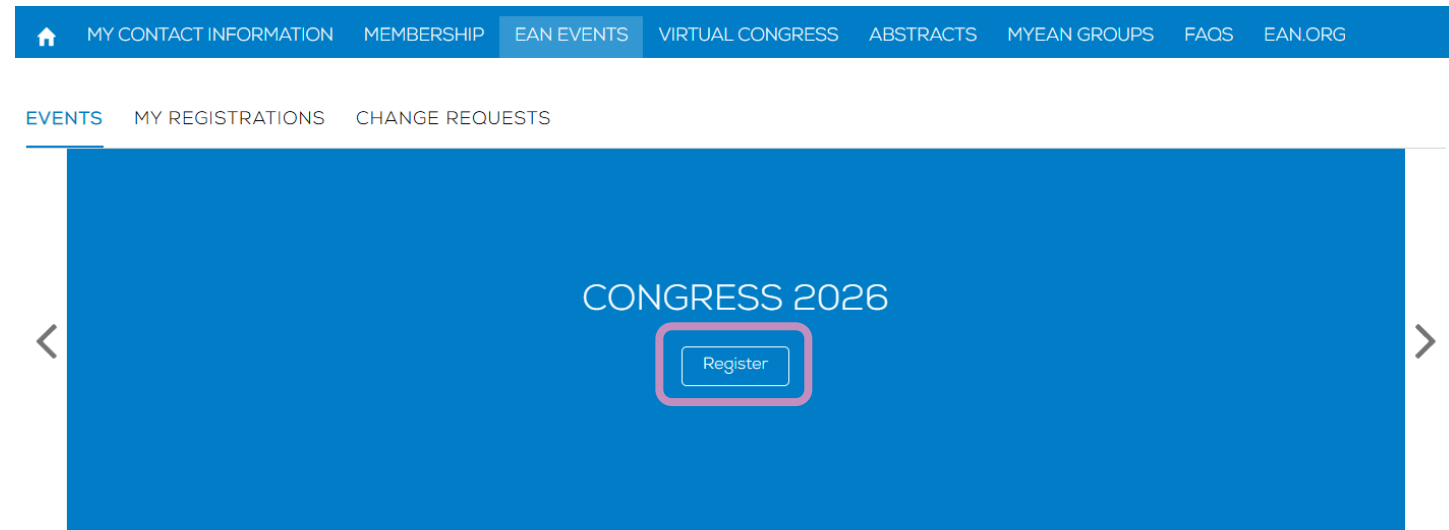
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### How to Purchase More Tickets for an Existing Group

## 3. Click 'Register'.



# Group & Third-Party Registration with Quota

## Important Information about Group & Third-Party Registration with Quota

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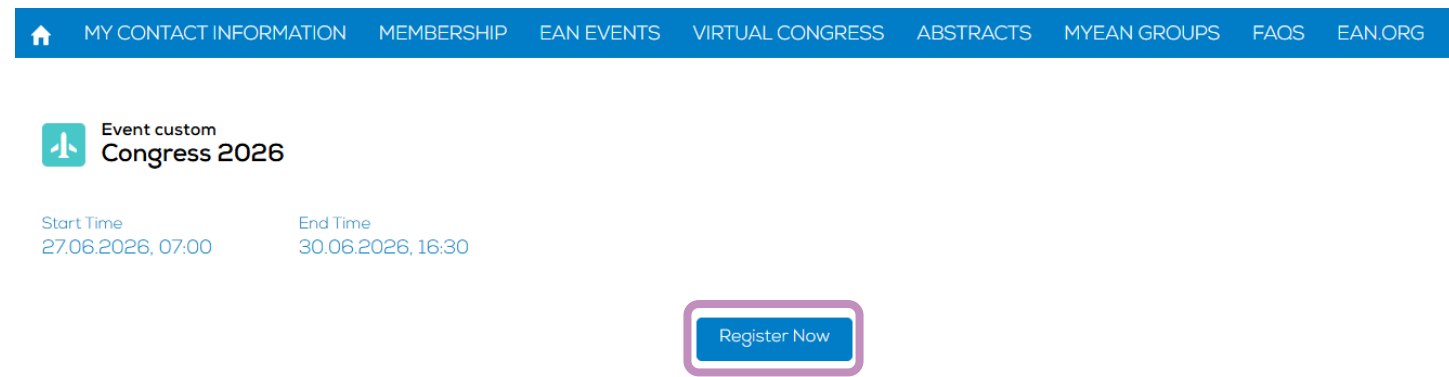
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### How to Purchase More Tickets for an Existing Group

## 4. Click on the Register Now button.



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

 Event custom  
Congress 2026

Start Time 27.06.2026, 07:00 End Time 30.06.2026, 16:30

Register Now

# Group & Third-Party Registration with Quota

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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.

\* Profession

Other Profession

\* Non-/ Healthcare Professional ⓘ

Topics of interest

Available	Chosen
<input type="checkbox"/> Pain	<input checked="" type="checkbox"/> Epilepsy
<input type="checkbox"/> Palliative care	
<input type="checkbox"/> Peripheral nerve disord...	
<input type="checkbox"/> Sleep-wake disorders	

I agree to receive EAN newsletter

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 the following fields:

- Registration Type:** A dropdown menu with the selected option "Group and third party registration".
- Group Name:** A text input field with the placeholder text "Example".

At the bottom of the form, there are two buttons: "Previous" and "Next".

# Group & Third-Party Registration with Quota

## Important Information about Group & Third-Party Registration with Quota

### Ticket Purchase

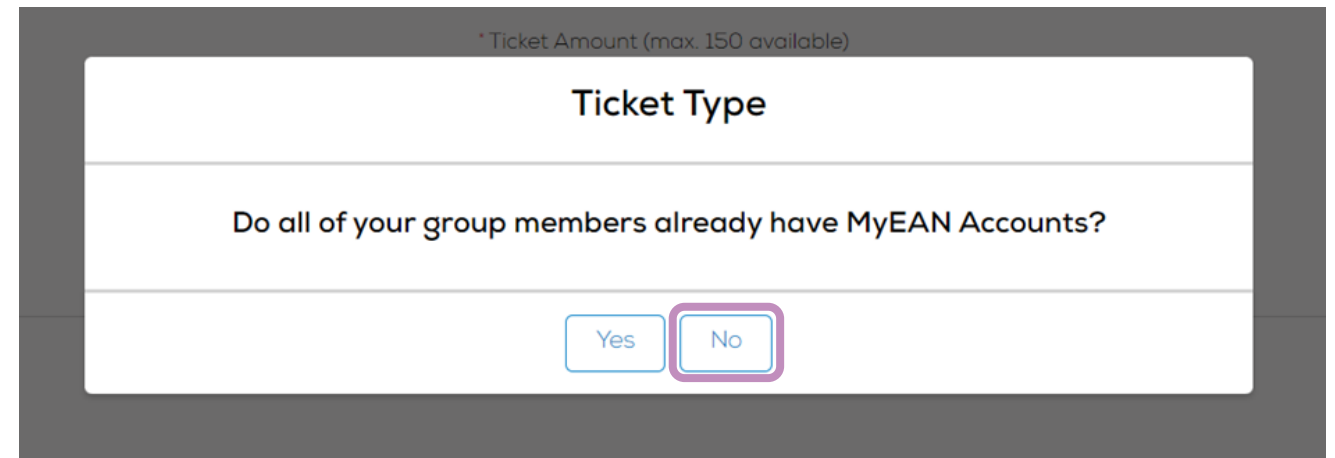
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### How to Purchase More Tickets for an Existing Group

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?

# Group & Third-Party Registration with Quota

## 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.



Congress 2026

Progress bar: 1. ✓ 2. ✓ 3. ● 4. ● 5. ● 6. ●

Tickets:

Congress Registration - Group 864 € Ticket

Participation

Online 315 €

Onsite 864 €

\*Ticket Amount (max. 150 available)

0

at least one person per more

Previous Next

# Group & Third-Party Registration with Quota

## Important Information about Group & Third-Party Registration with Quota

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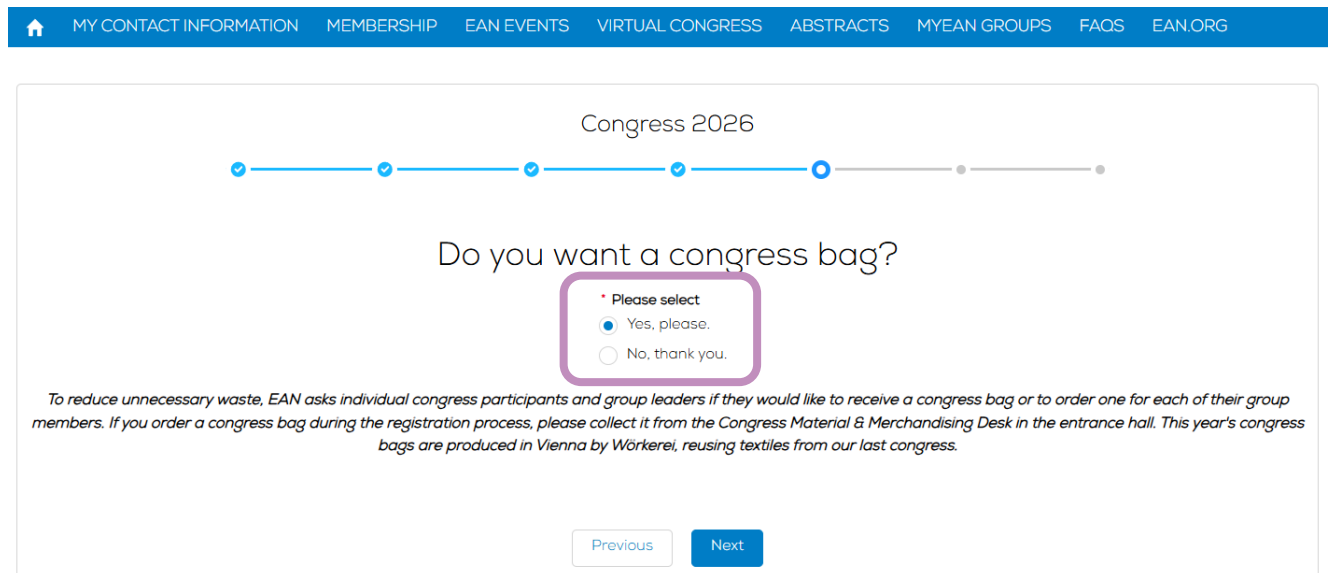
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### How to Purchase More Tickets for an Existing Group

## 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 Wörkerei, reusing textiles from our last congress.*

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# Group & Third-Party Registration with Quota

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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 a registration page for "Congress 2026". 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 is a progress indicator with seven steps; the sixth step is active, and the seventh is highlighted. The main content area is titled "Additional Services" and features a "Badge Retrieval" section. This section contains a dropdown menu labeled "Select Badge Retrieval" with two options: "Pre-print by EAN" and "Onsite print". The dropdown menu is highlighted with a purple border. At the bottom right of the form, there are "Previous" and "Next" buttons.

# Group & Third-Party Registration with Quota

## Important Information about Group & Third-Party Registration with Quota

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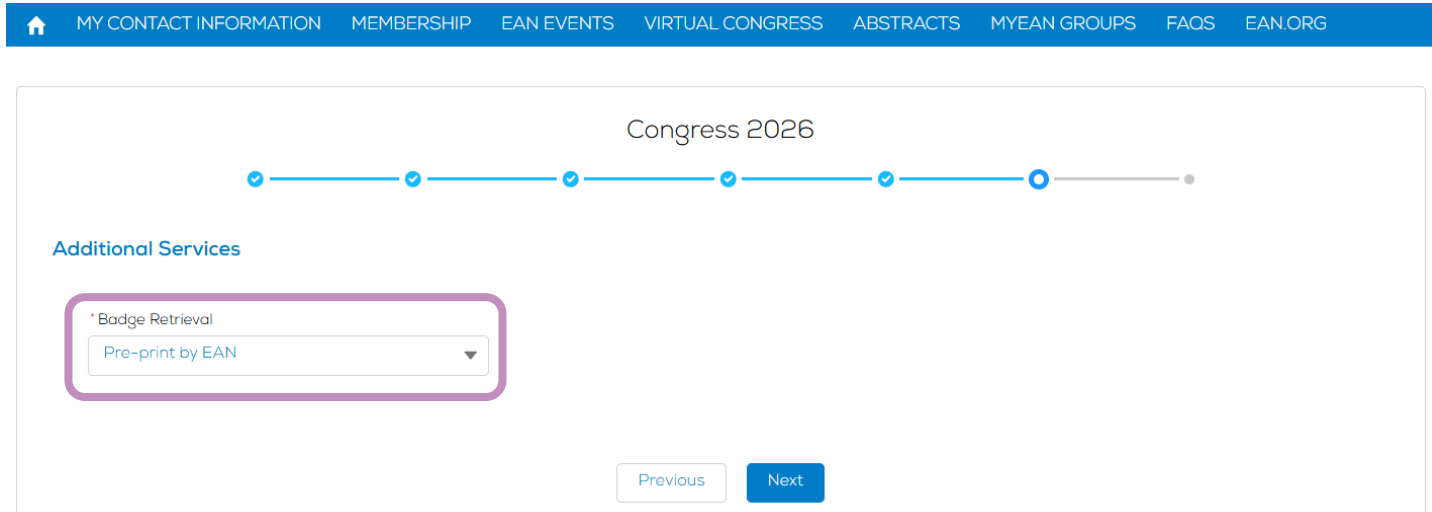
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## a. Pre-print by EAN



The screenshot shows a registration page for 'Congress 2026'. At the top, there is a navigation bar with links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and EAN.ORG. Below the navigation bar is a progress indicator with seven steps, the sixth of which is highlighted. The main content area is titled 'Additional Services' and contains a dropdown menu for 'Badge Retrieval' with 'Pre-print by EAN' selected. At the bottom of the form 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.

# Group & Third-Party Registration with Quota

## Important Information about Group & Third-Party Registration with Quota

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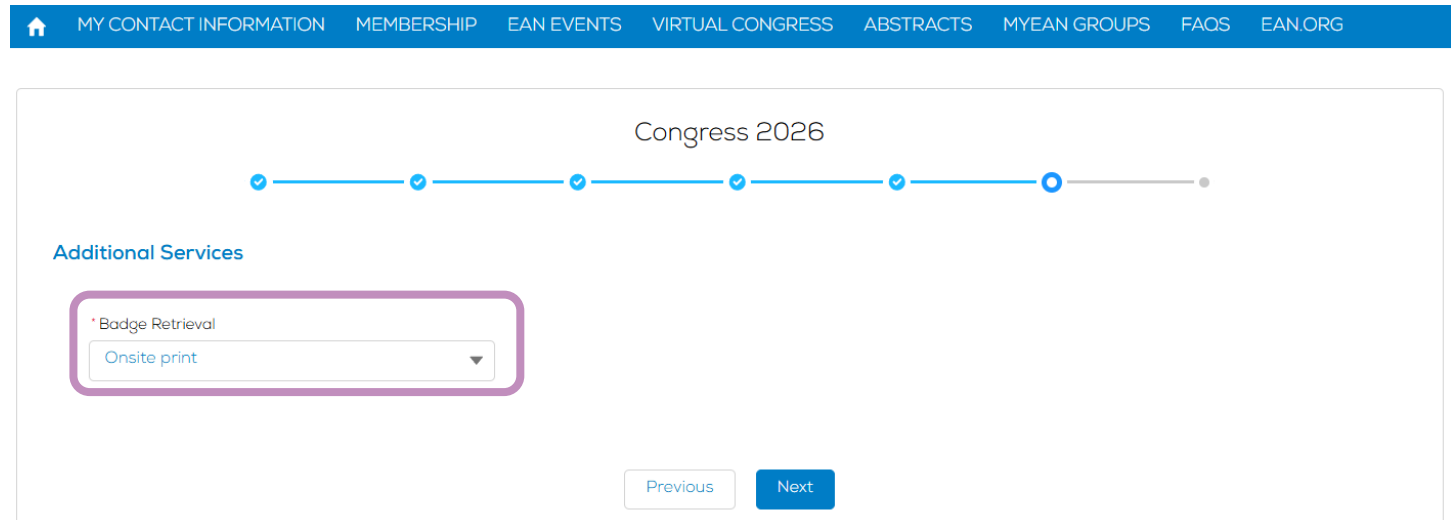
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### How to Purchase More Tickets for an Existing Group

## 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.

# Group & Third-Party Registration with Quota

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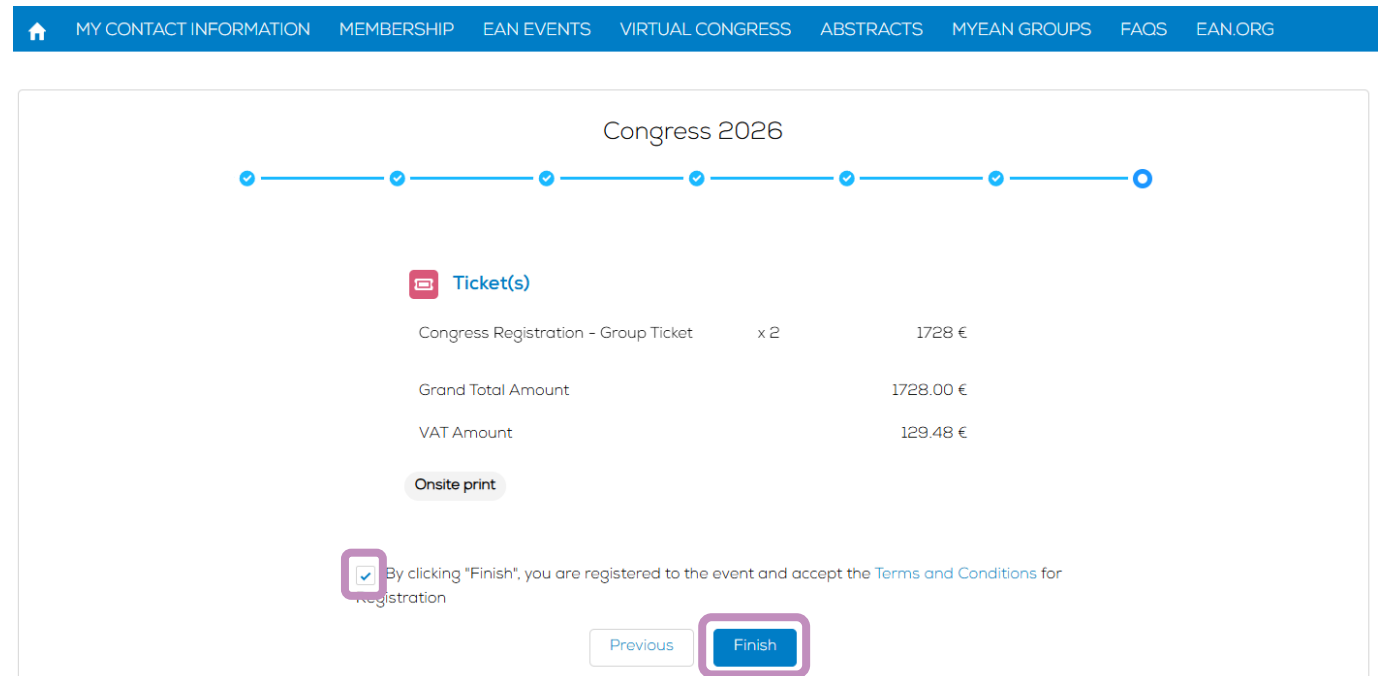
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### How to Purchase More Tickets for an Existing Group

## 11. Accept terms and conditions to finish your registration



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Congress 2026

Progress indicator: 1-7 (1-6 checked, 7 active)

**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

Previous Finish

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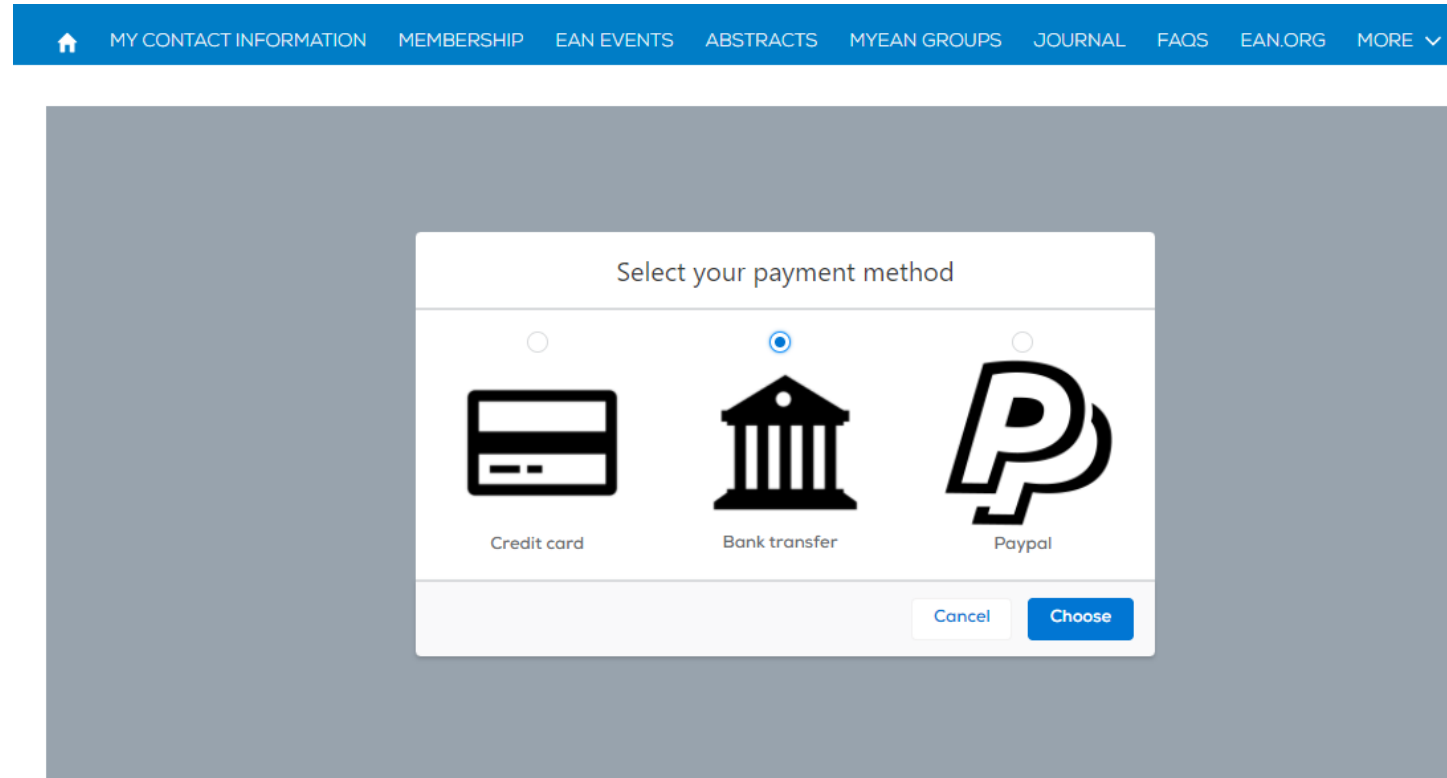
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## 12. Choose your preferred payment method.



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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](#)

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.

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

### 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 \* Billing Country

1000 Austria

VAT Number

Purchase Order Number (optional)

[Back](#) [Next](#)

# 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

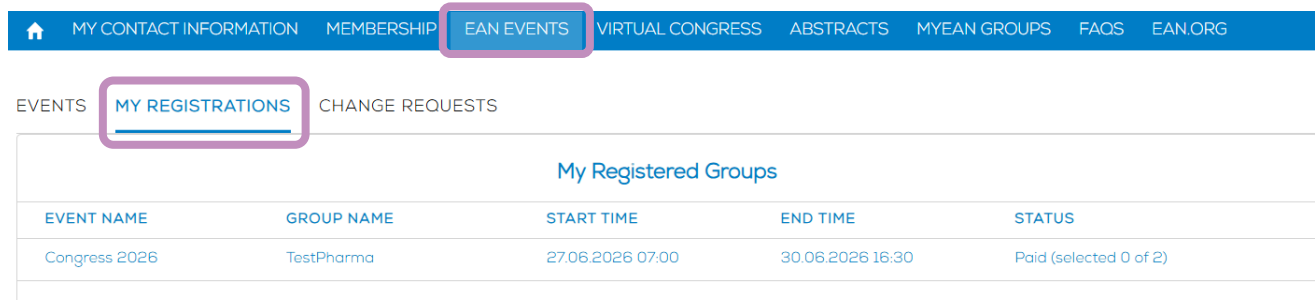
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
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8. [Select the ticket and enter the needed amount of tickets](#)
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  - b) [Onsite Print](#)
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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](#)

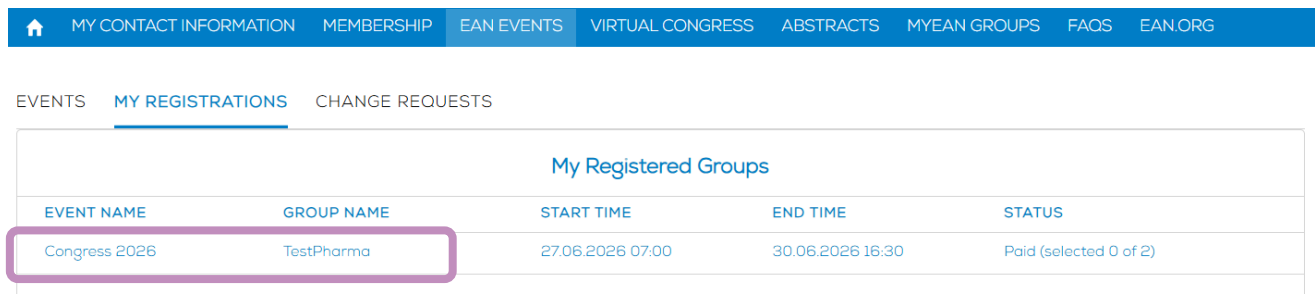
## 1. Go to 'EVENTS' and 'My Registrations'.



The screenshot shows the top navigation bar with 'EAN EVENTS' highlighted. Below it, the 'MY REGISTRATIONS' tab is selected. The main content area displays a table titled 'My Registered Groups' with the following data:

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 same 'My Registered Groups' table as above, but with the first row highlighted by a purple box, indicating the selection of the 'Congress 2026' group.

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](#)
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](#)
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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](#)

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.

Group Name TestPharma	Event Name Congress 2026	<a href="#">Add more tickets to group</a>
Event Start Time 27.06.2026 07:00	Selected Participants 0	
Event End Time 30.06.2026 16:30	Requested Participants 2	
▼ Order: O-R-014377 (Status: Paid)		
Onsite		
<input type="text" value="participant.no1@example.com"/>	<input type="text" value="Firstname Lastname"/>	<a href="#">Reserve</a> <a href="#">Save</a>
<input type="text" value="Enter email to search Contacts"/>		

# Group & Third-Party Registration with Quota

## Important Information about Group & Third-Party Registration with Quota

### Ticket Purchase

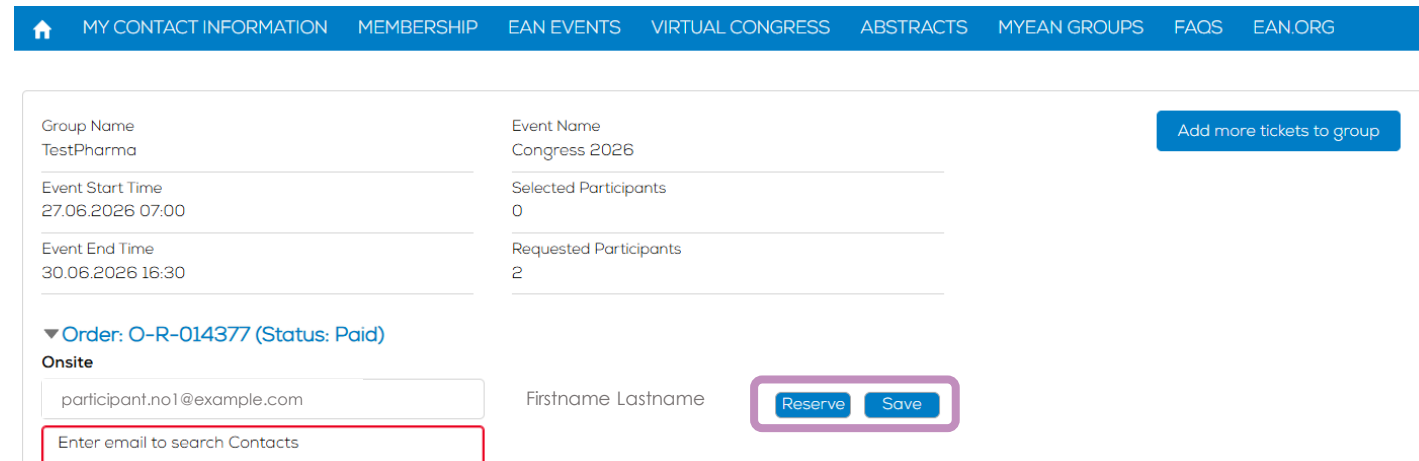
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket 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](#)
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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

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'.



The screenshot shows the EAN registration interface. At the top, there is a navigation bar with links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and EAN.ORG. Below the navigation bar, the registration form is displayed. It includes fields for Group Name (TestPharma), Event Name (Congress 2026), Event Start Time (27.06.2026 07:00), Event End Time (30.06.2026 16:30), Selected Participants (0), and Requested Participants (2). There is an 'Add more tickets to group' button. Below the form, there is an order summary: Order: O-R-014377 (Status: Paid). The 'Onsite' option is selected, and there is a text input field containing 'participant.no1@example.com'. To the right of the input field, there are 'Reserve' and 'Save' buttons. Below the input field, there is a red-bordered box containing the text 'Enter email to search Contacts'.

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

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](#)
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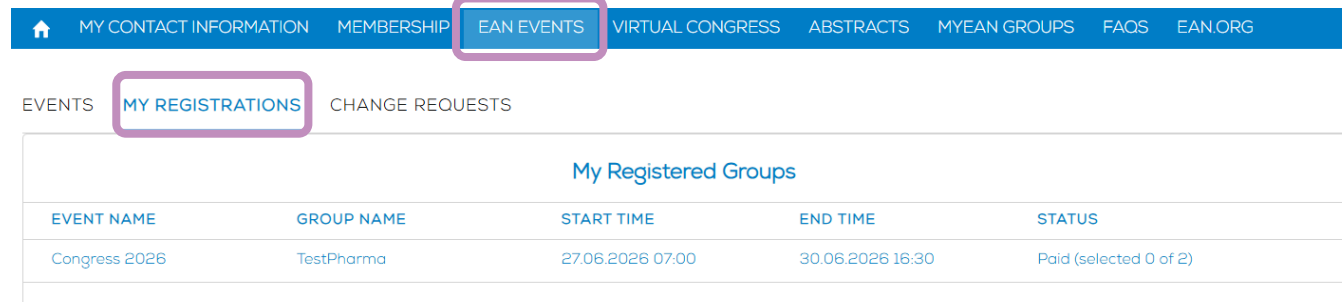
### Ticket Allocation (possible only after receipt of payment)

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](#)

## How to Purchase More Tickets for an Existing Group

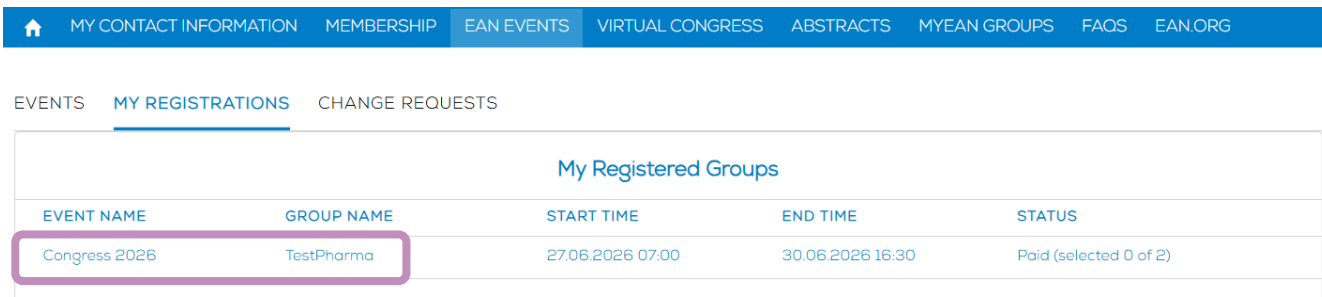
1. Click 'EVENTS' and 'My Registrations'.



The screenshot shows the top navigation bar with 'EAN EVENTS' highlighted. Below it, the 'MY REGISTRATIONS' tab is selected. The main content area displays a table titled 'My Registered Groups' with the following data:

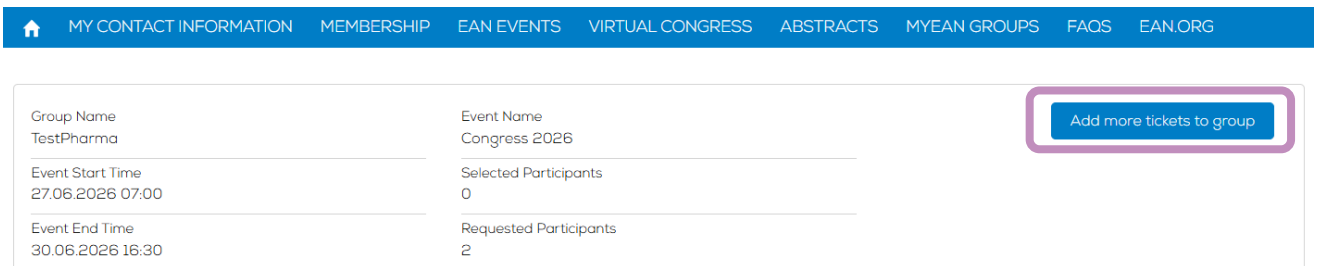
EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2026	TestPharma	27.06.2026 07:00	30.06.2026 16:30	Paid (selected 0 of 2)

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



The screenshot shows the 'My Registered Groups' table with the 'Congress 2026' row highlighted by a red box. The table data is identical to the previous screenshot.

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



The screenshot shows a dialog box for adding tickets to a group. It contains the following information:

Group Name TestPharma	Event Name Congress 2026	<a href="#">Add more tickets to group</a>
Event Start Time 27.06.2026 07:00	Selected Participants 0	
Event End Time 30.06.2026 16:30	Requested Participants 2	