



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

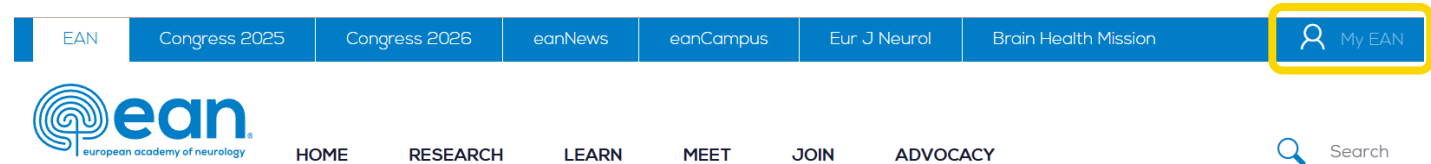
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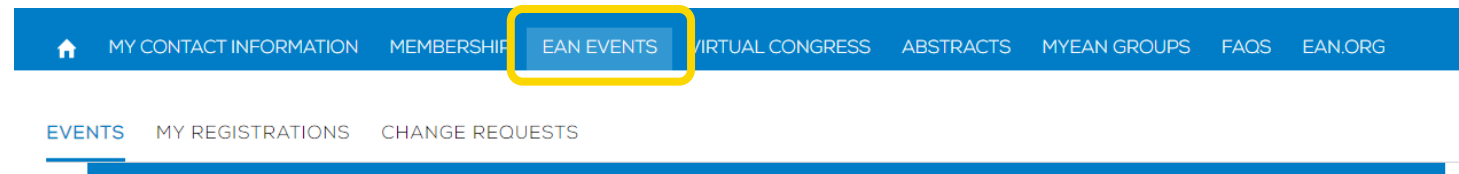
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1. Log in to your MyEAN account or create a new account in case you do not have one yet (www.ean.org/congress2027).



2. Click 'EVENTS'.



Group & Third-Party Registration with Quota

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Ticket Purchase

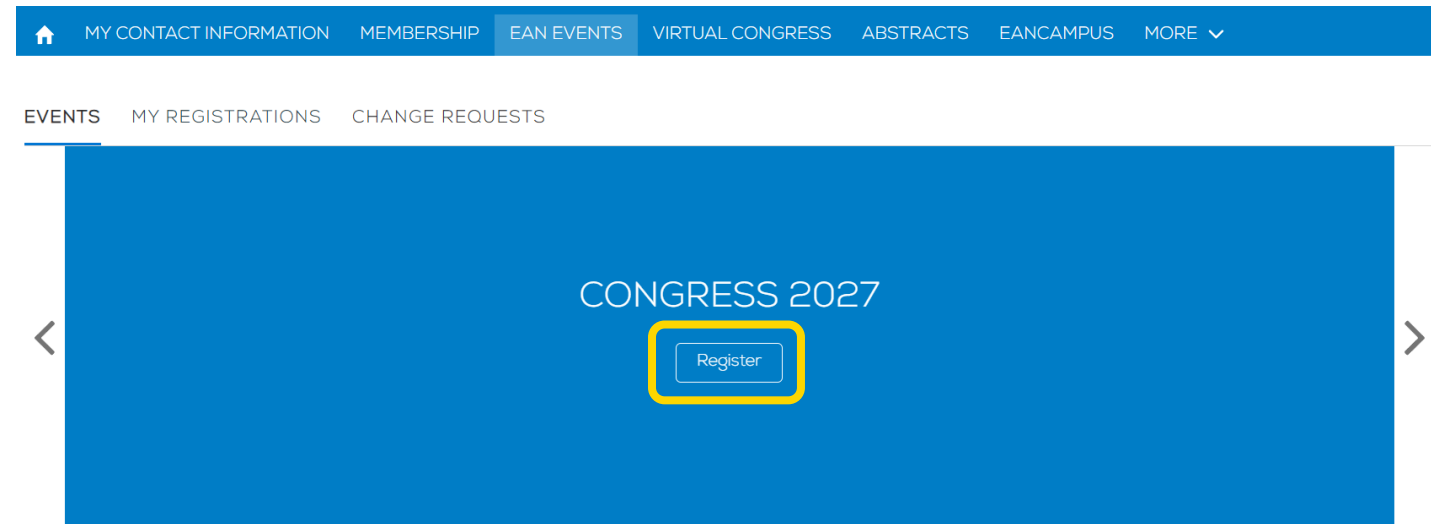
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How to Purchase More Tickets for an Existing Group

3. Click 'Register'.



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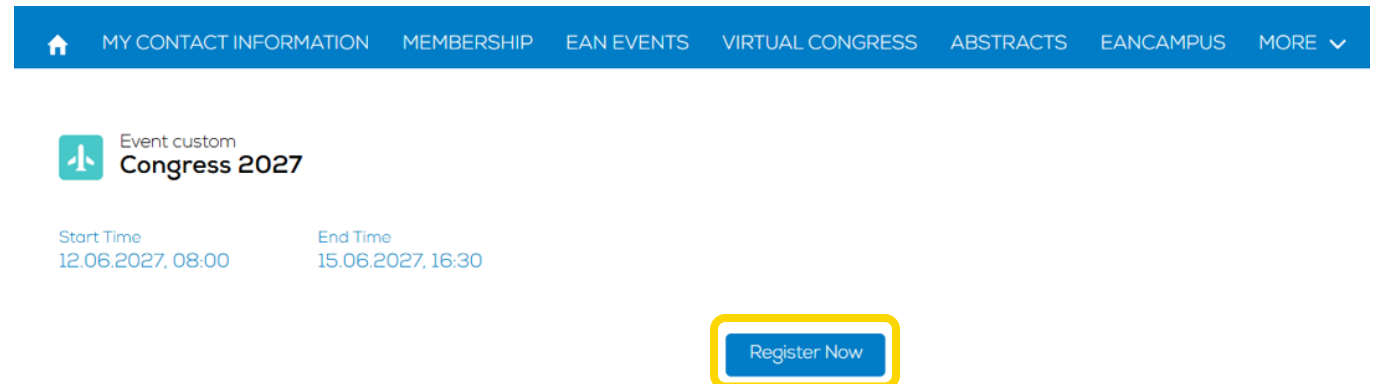
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How to Purchase More Tickets for an Existing Group

4. Click on the Register Now button.



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
Pain Palliative care Peripheral nerve disord... Sleep-wake disorders	▶ ◀	Epilepsy

I agree to receive EAN newsletter ☒

Next

Group & Third-Party Registration with Quota

Important Information about Group & Third-Party Registration with Quota

Ticket Purchase

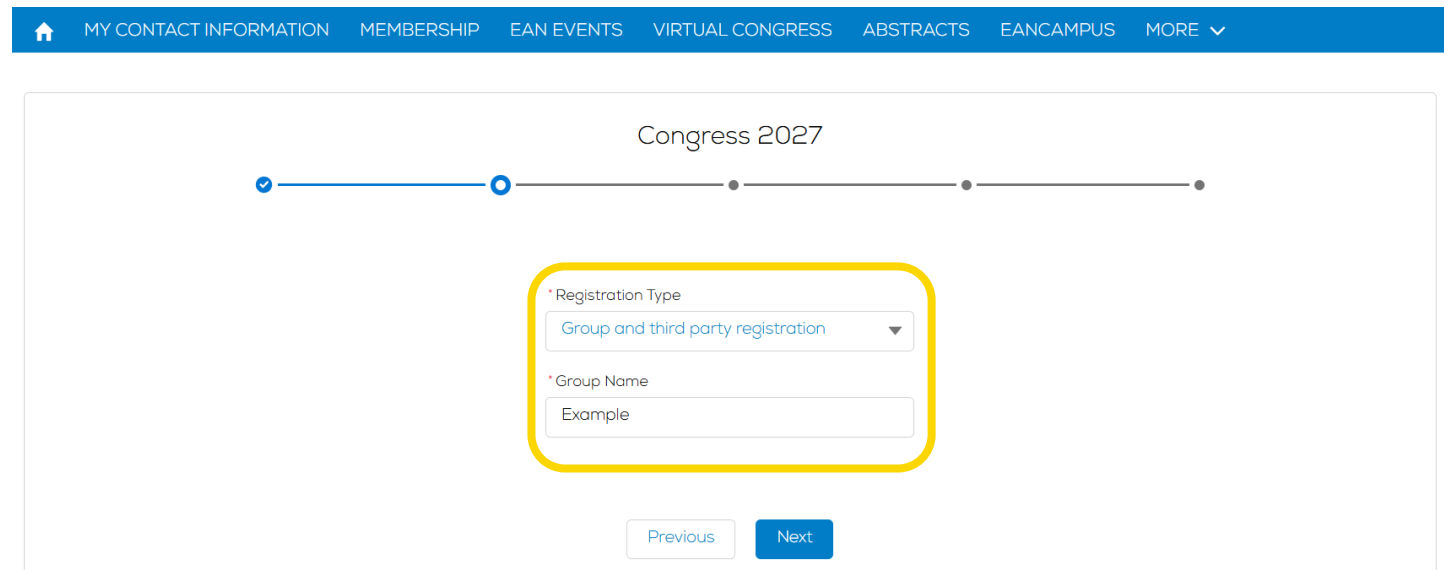
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How to Purchase More Tickets for an Existing Group

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



The screenshot shows the registration process for Congress 2027. 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, and a text input field for 'Group Name' with 'Example' entered. Navigation buttons 'Previous' and 'Next' are at the bottom.

Congress 2027

*Registration Type
Group and third party registration ▼

*Group Name
Example

Previous Next

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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.

[Home](#) [MY CONTACT INFORMATION](#) [MEMBERSHIP](#) [EAN EVENTS](#) [VIRTUAL CONGRESS](#) [ABSTRACTS](#) [EANCAMPUS](#) [MORE](#) [v](#)

Congress 2027

✓

✓

●

●

●

●

Tickets:

☒ Congress Registration - Group 999 € Ticket

Participation

☐ Online 364 €

☒ Onsite 999 €

* Ticket Amount (max. 150 available)

0

[Select and purchase more](#)

Previous

Next

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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.

 MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS EANCAMPUS MORE 

Congress 2027

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.

Previous

Next

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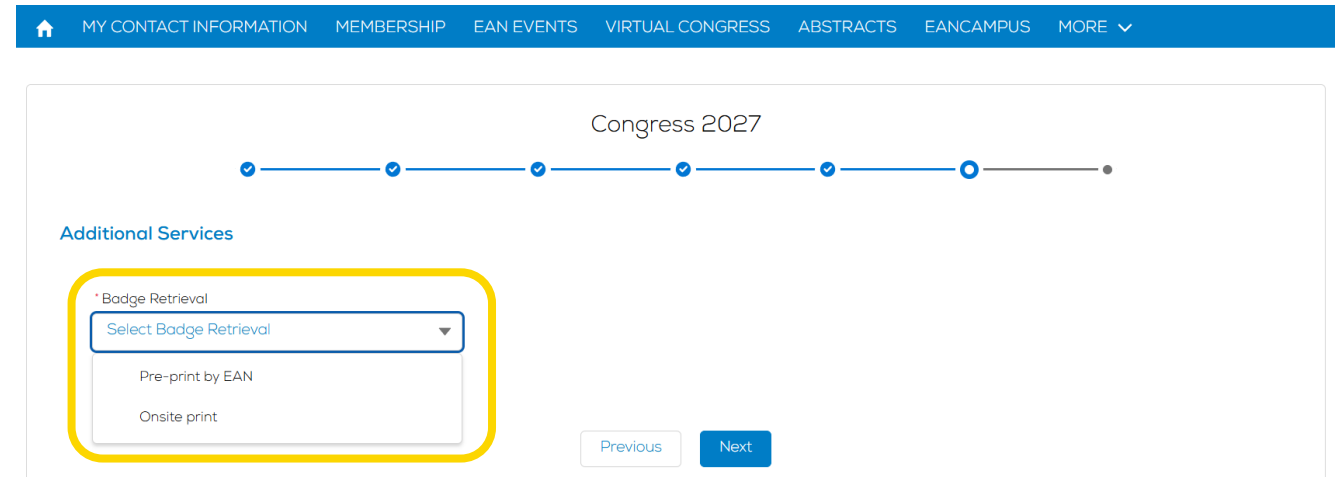
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How to Purchase More Tickets for an Existing Group

10. Select the preferred option for the badge retrieval.

Note: Applicable to an onsite registration only.



The screenshot shows the registration process for Congress 2027. At the top, a navigation bar includes links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, EANCAMPUS, and MORE. Below this, a progress bar indicates the current step in the registration process. The main section is titled "Additional Services" and features a dropdown menu for "Badge Retrieval". The dropdown is open, showing two options: "Pre-print by EAN" and "Onsite print". The "Onsite print" option is highlighted with a yellow box. To the right of the dropdown are "Previous" and "Next" buttons.

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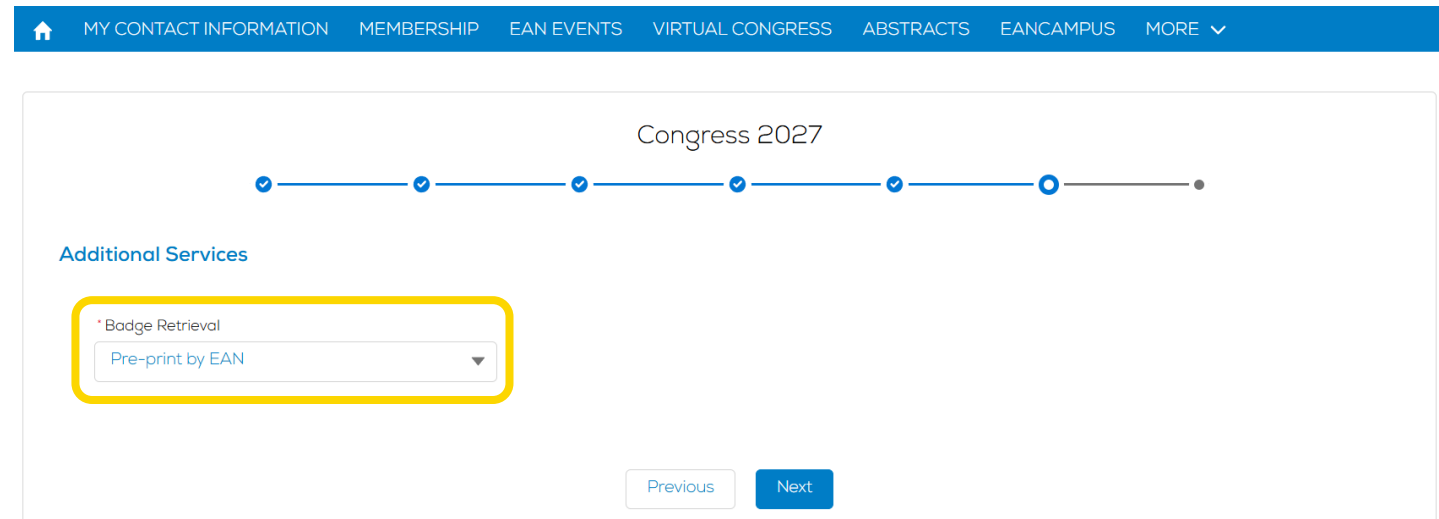
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How to Purchase More Tickets for an Existing Group

a. Pre-print by EAN



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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 12 May 2027. Otherwise, access to the congress and venue cannot be permitted/guaranteed.

Group & Third-Party Registration with Quota

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How to Purchase More Tickets for an Existing Group

b. Onsite Print



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS EANCAMPUS MORE ▾

Congress 2027

Additional Services

* Badge Retrieval
Onsite print ▾

Previous Next

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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How to Purchase More Tickets for an Existing Group

11. Accept terms and conditions to finish your registration

[Home](#) [MY CONTACT INFORMATION](#) [MEMBERSHIP](#) [EAN EVENTS](#) [VIRTUAL CONGRESS](#) [ABSTRACTS](#) [EANCAMPUS](#) [MORE](#) 

Congress 2027

 Ticket(s)

Congress Registration - Group Ticket

x 2

1998 €

Grand Total Amount

1998.00 €

VAT Amount

399.60 €

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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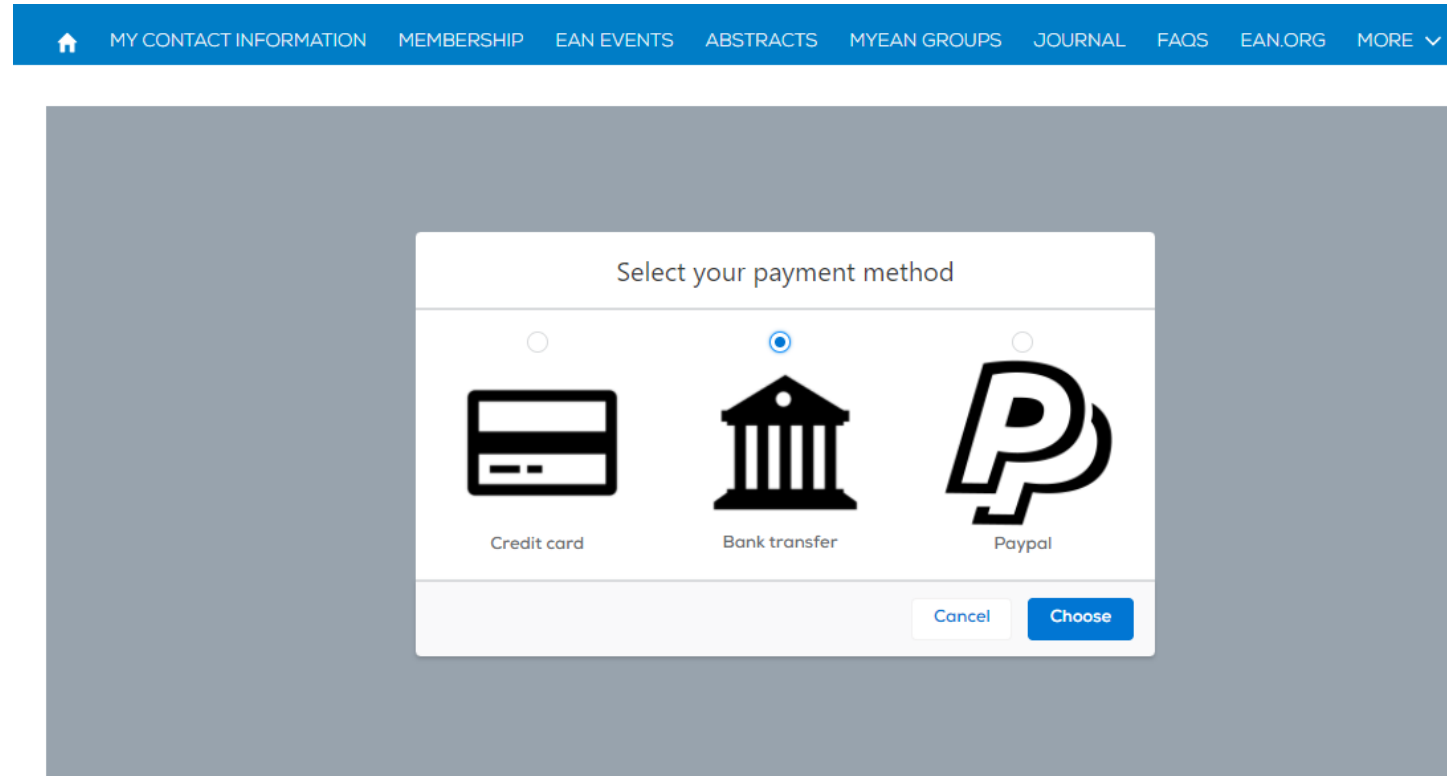
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12. Choose your preferred payment method.



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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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.

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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)

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

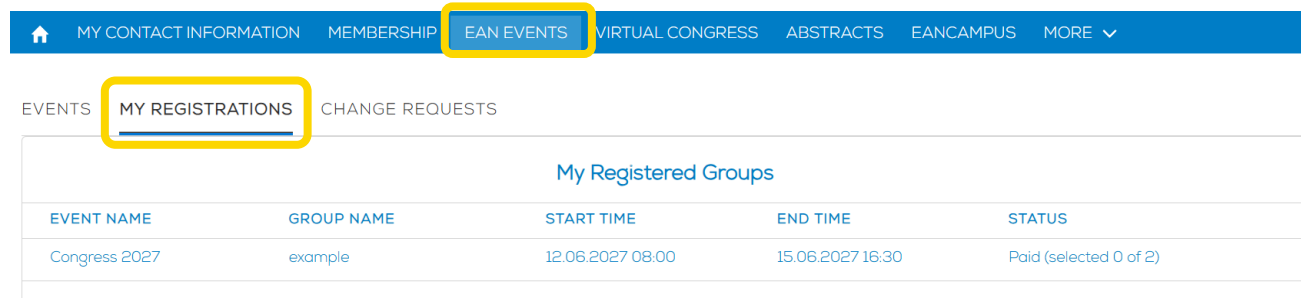
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How to Purchase More Tickets for an Existing Group

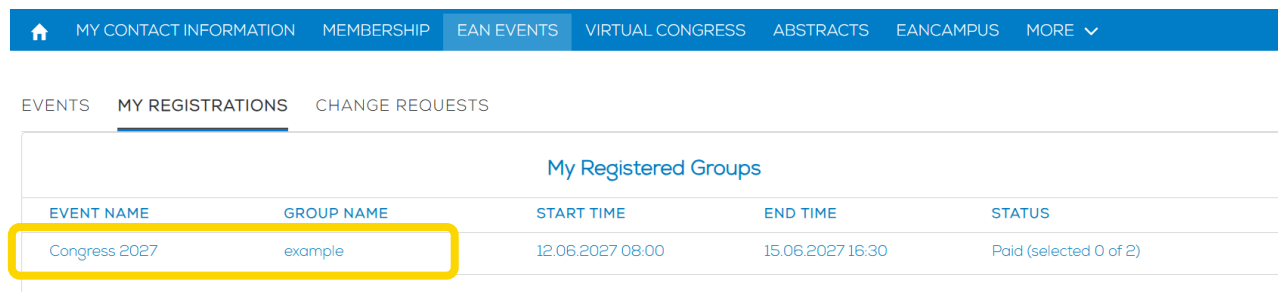
1. Go to 'EVENTS' and 'My Registrations'.



The screenshot shows the top navigation bar of the EAN website with the following links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS (highlighted with a yellow box), VIRTUAL CONGRESS, ABSTRACTS, EANCAMPUS, and MORE. Below the navigation bar, the 'EVENTS' section is active, and the 'MY REGISTRATIONS' tab is highlighted with a yellow box. The 'CHANGE REQUESTS' tab is also visible. The main content area displays a table titled 'My Registered Groups'.

EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2027	example	12.06.2027 08:00	15.06.2027 16:30	Paid (selected 0 of 2)

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



The screenshot shows the same navigation bar as the previous screenshot. The 'EVENTS' section is active, and the 'MY REGISTRATIONS' tab is highlighted. The 'CHANGE REQUESTS' tab is also visible. The main content area displays a table titled 'My Registered Groups'.

EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2027	example	12.06.2027 08:00	15.06.2027 16:30	Paid (selected 0 of 2)

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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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.

[Home](#) [MY CONTACT INFORMATION](#) [MEMBERSHIP](#) [EAN EVENTS](#) [VIRTUAL CONGRESS](#) [ABSTRACTS](#) [EANCAMPUS](#) [MORE](#) [v](#)

Group Name
example

Event Start Time
12.06.2027 08:00

Event End Time
15.06.2027 16:30

Event Name
Congress 2027

Selected Participants
0

Requested Participants
2

[Add more tickets to group](#)

▼ Order: O-R-014500 (Status: Paid)

Onsite

participant.no1@example.com

Firstname Lastname

Reserve

Save

Enter email to search Contacts

Please enter 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)

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'.

[Home](#) [MY CONTACT INFORMATION](#) [MEMBERSHIP](#) [EAN EVENTS](#) [VIRTUAL CONGRESS](#) [ABSTRACTS](#) [EANCAMPUS](#) [MORE](#) 

Group Name
example

Event Start Time
12.06.2027 08:00

Event End Time
15.06.2027 16:30

Event Name
Congress 2027

Selected Participants
0

Requested Participants
2

▼Order: O-R-014500 (Status: Paid)

Onsite

participant.no1@example.com

Enter email to search Contacts

Please enter email

Firstname Lastname

Reserve

Save

Add more tickets to group

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

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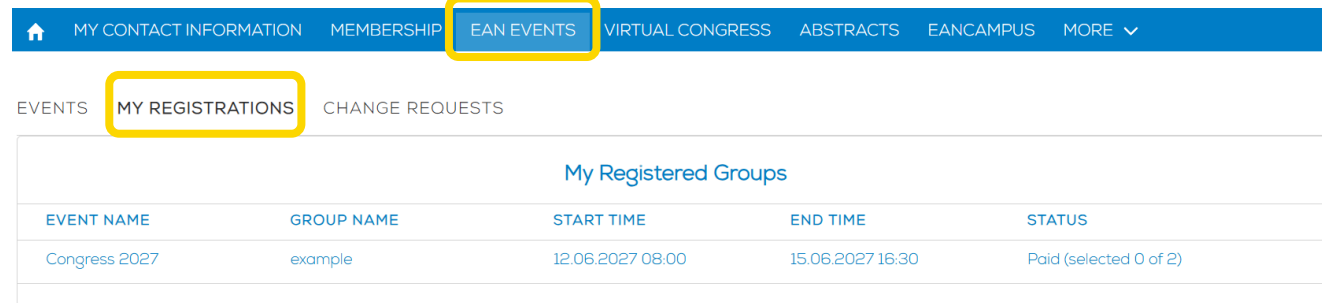
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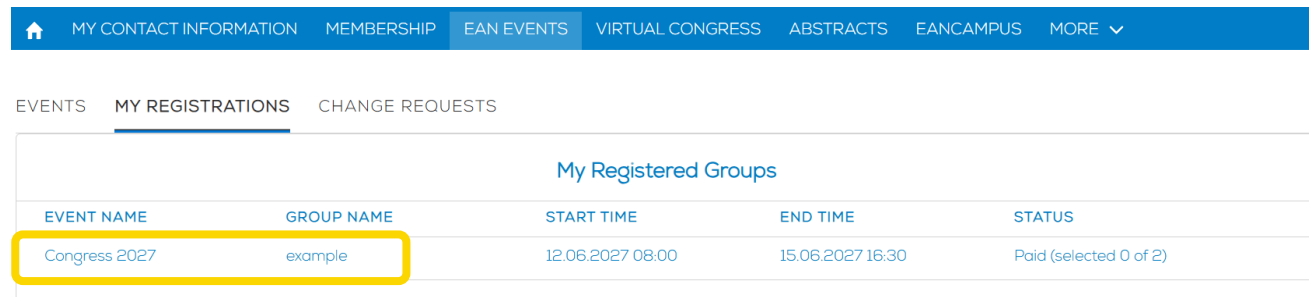
How to Purchase More Tickets for an Existing Group

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



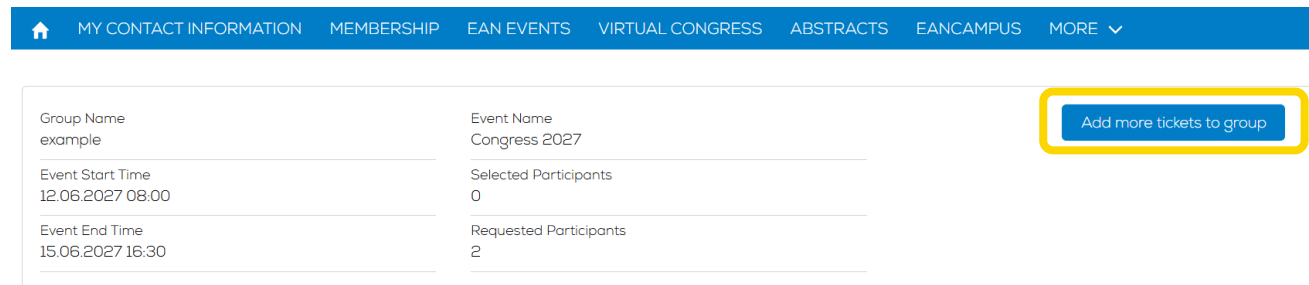
EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2027	example	12.06.2027 08:00	15.06.2027 16:30	Paid (selected 0 of 2)

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 2027	example	12.06.2027 08:00	15.06.2027 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 example	Event Name Congress 2027	Add more tickets to group
Event Start Time 12.06.2027 08:00	Selected Participants 0	
Event End Time 15.06.2027 16:30	Requested Participants 2	