



Please follow the steps below for a successful registration of your group and your delegates

Step 1 – Create a new LOG IN

- Please create a new Log In with your personal e-mail and a password of your choice.
IMPORTANT: One Log-In for one Group!

Create new login

Please enter your e-mail *

Choose your personal password (6-10 characters) *

Please repeat your password *

CONTINUE

- The next steps include entering information on the group itself (name, address, contact person, etc.) and invoice address details.

Step 2 – Booking Request

- After all Log In information has been entered, you can now start with Booking Requests. Here you can choose how many tickets and which tickets are needed for your group. Furthermore, hotel accommodation can also be booked for your group. Various hotels in different categories have been pre-reserved for group delegates who are attending the ESPGHAN Annual Meeting.

Request tickets
Please select your required tickets.

Ticket	Price per ticket	Number	Add Selection
<input style="width: 90%; height: 100%;" type="text"/>		<input style="width: 60%; height: 100%;" type="text"/>	ADD

Request hotels
Please select your required hotel(s).

Hotels	Room	Price per night	Number	Arrival	Departure	Add Selection
<input style="width: 90%; height: 100%;" type="text"/>	<input style="width: 90%; height: 100%;" type="text"/>		<input style="width: 60%; height: 100%;" type="text"/>	<input style="width: 60%; height: 100%;" type="text"/>	<input style="width: 60%; height: 100%;" type="text"/>	ADD

- With “Continue” CONTINUE an overview of the requested tickets will appear. Here is the possibility to modify the request or with another click on “Continue” your request will be processed.

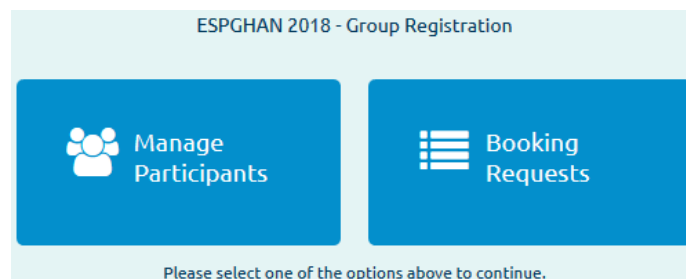


- As soon as it has been approved by the ESPGHAN Organisation Team you will receive a confirmation e-mail. Afterwards you can **start managing** your delegates.
- **New requests** will be marked by these icons:
 - ⌚ = your request is being processed
 - ✓ = your request has been approved
 - ✗ = your request has been denied

Ticket	Price per ticket	Number	Status
10-12 May: Congress Ticket ESPGHAN Member (early)	EUR 299.00	1	⌚

Step 3 – MANAGE PARTICIPANTS

- After you receive the confirmation email, that your booking has been approved, you can start manage the participants. When you enter your login details, the following site appears:



- **Booking Requests:** With this option, all your booking requests will be listed. And it is another possibility to do more booking requests (please see Step 2).
- **Manage Participants:** The registration of the participants can be done here. You have the following possibilities to register your delegates.



Import Participants: Here you can upload your filled out excel template – please, use only the Excel document provided by the system.

Add Participant: Here you can enter the personal data of your delegates manually



Step 4 – OPTIONS FOR EDITING

Select delegates from the list by clicking on the **check box** next to their status → a check mark will appear.

<input type="checkbox"/>	Status	Name	Email	Ticket
<input checked="" type="checkbox"/>	Not registered	Doe, Andrea	adoe@test.com	

- Click on **“Options”** to choose what you would like to do.

Options	Name	Email	Hotel/Room	Ticket
Assign tickets/bookings	Doe, John	j.d@abc.de		
Delete tickets/bookings				
Register Participant				
Delete Participant				

[CONTINUE](#)

- **To add tickets/bookings:**

- click on **“Assign tickets”** and a new window will open:

Assign Bookings

Participants: Doe, John

Selection

[+ TICKET](#)
[+ HOTEL](#)

[Cancel](#)
[Submit](#)

- Click on [+ TICKET](#) to add events to the selected delegates.
- Click on [+ HOTEL](#) to book an accommodation for the selected delegates.



- Choose the ticket and/or the hotel which you would like to book for the delegate and click on "Add". Afterwards you will be redirected to the first window and with "Submit" you confirm the action. With the button "Cancel" the booking will be revoked.

Assign Bookings

Participants -

Doe, John

Selection

1x IBIS Budget Standard Dou 06-05-2018 12-05-2018	✎ 🗑
1x 9 May 08:00: IBD Course (early)	✎ 🗑

+ TICKET
+ HOTEL

Cancel Submit

- To delete tickets:** click on "Delete Tickets"
 - With this transaction you have the possibility to delete all kinds of bookings: Tickets, hotel reservations, etc. Only click on "Submit" and the booking is deleted.

Delete Bookings

What would you like to delete?

Hotel/Room

Ticket

Reg. Type

Hotel/Room & Ticket & Reg. Type

Cancel
Submit

- To Register Participant:** To finalize the registration of your participant(s) it is important to not forget to click "Register Participant" in the Options as soon as you have added all bookings.

Options	<input type="text" value="Search"/>			
Assign tickets/bookings	Name	Email	Hotel/Room	Ticket
Delete tickets/bookings	Doe, John	j.d@abc.de	1x IBIS Budget Standard Dou 06-05-2018 12-05-2018	1x 9 May 08:00: IBD Course (early)
Register Participant	CONTINUE			
Delete Participant				



Example for a completed, successfully registered delegate:

<input type="checkbox"/>	Status	Name	Email	Ticket
<input type="checkbox"/>	Registered	Doe, Andrea	adoe@test.com	1x 9 May 08:00: IBD Course (early)

- **To delete participants:** click on “Delete Participant”.

Step 5 (optional) – OVERVIEW

- Download Overview

To download an overview of your already registered delegates please click on the button “Download Overview” in the “Manage Participants” area. The list of participants will be downloaded as an excel file.

