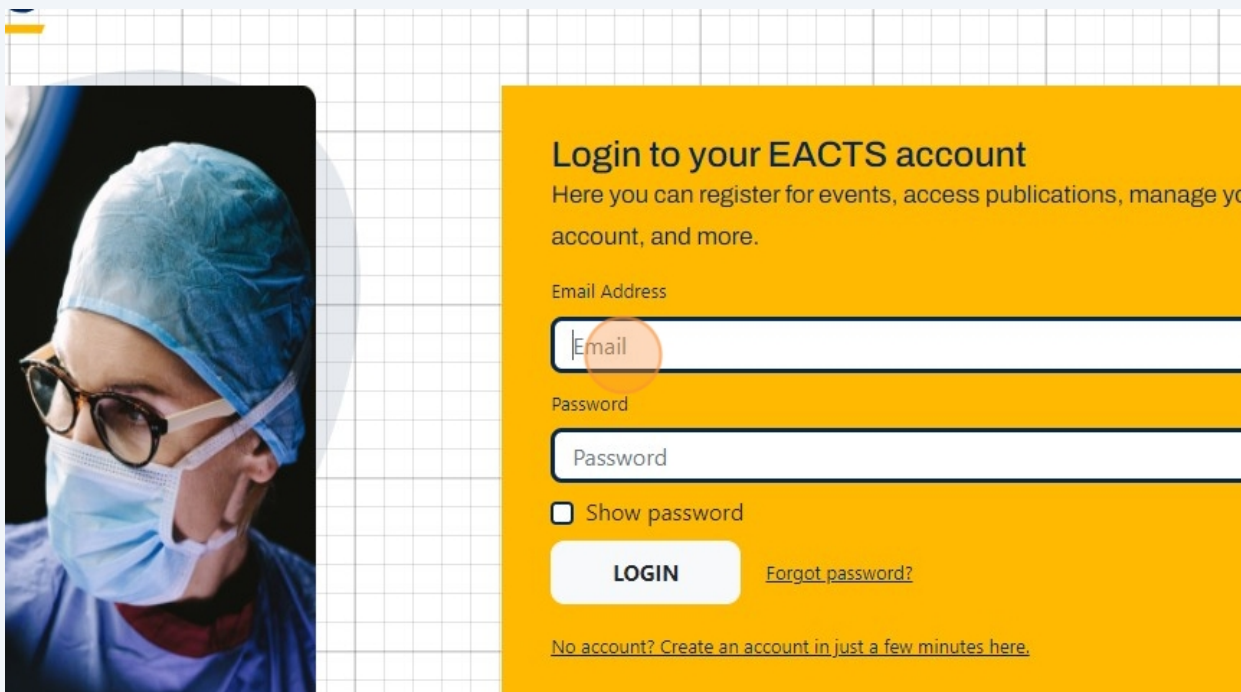


How To Register A Group For an EACTS Event

1 Navigate to <https://membership.eacts.org/>

2 Login or create an EACTS User account in YOUR OWN name/company name – not the name of any delegate you are registering!



Login to your EACTS account
Here you can register for events, access publications, manage your account, and more.

Email Address
Email

Password
Password

Show password

LOGIN [Forgot password?](#)

[No account? Create an account in just a few minutes here.](#)

QUICK LINKS

CREATE YOUR GROUP

BUYING AND PAYING FOR TICKETS

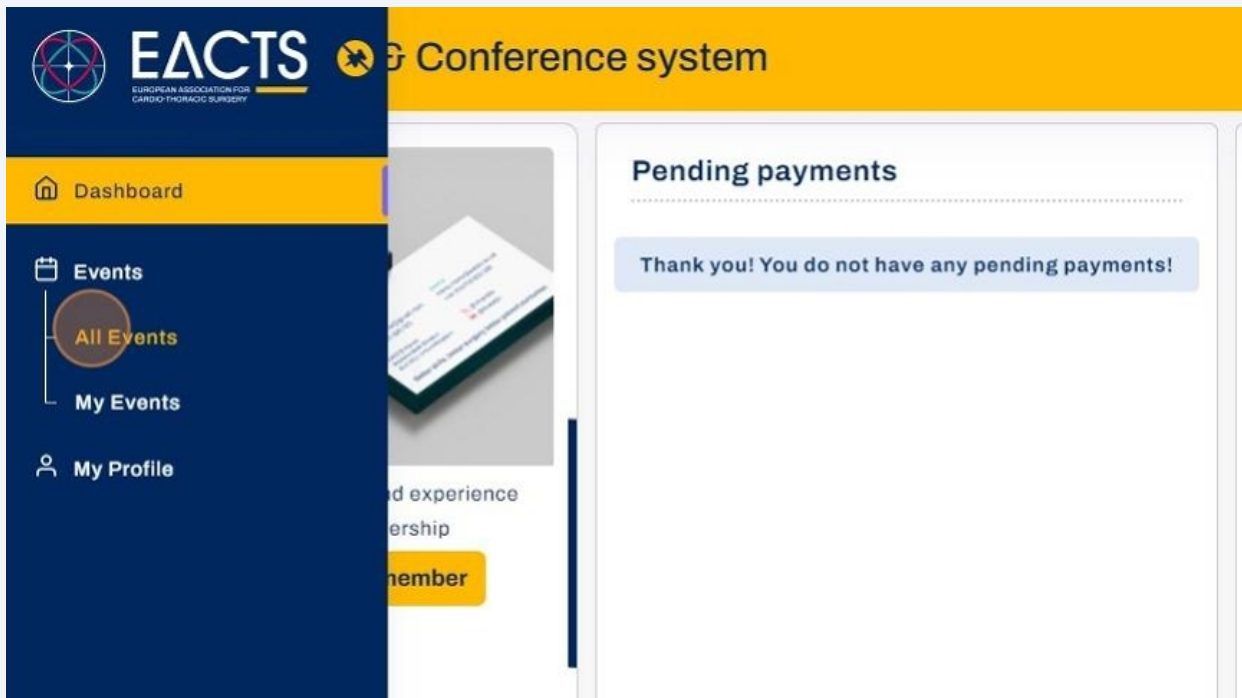
PAYMENTS

ASSIGNING PARTICIPANTS TO TICKETS

EXCHANGING A TICKET TO ANOTHER PARTICIPANT

EVENT REPORTS / REGISTRATION CONFIRMATIONS / INVITATIONS

3 Click on All Events (if you are returning to your group please click on My Events)



4 Navigate to the required event and click on Register



5 Click "Group Reg."

Group Reg. Book fee(s) Back

* VAT:- PT, GB

;) 224.39		Quantity: 1
;) 54.23		Quantity: 1

6 Click "Add new group"

Membership & Conference system

Group registration Back Add new group Buy tickets

38th EACTS Annual Meeting

EACTS-Registration

Participants

Assigned tickets Unassigned tickets

There are no tickets which have been assigned

Payments

Summary

Invoice/Payment demands

Group details

© EACTS 2024 You have not opted

7 Enter your Group Name for this event

Membership & Conference system

Group registration

38th EACTS Annual Meeting

Group/Company name

Country *

Onsite contact details

Company/Institute *

Street1 *

State or province

City *

8 Fill in the Company details - these will be the default for your Invoices

38th EACTS Annual Meeting

Group/Company name

Country *

Onsite contact details

Company/Institute *

Street1 *

State or province

City *

State code

Postal code *

Purchase order

9

Enter your VAT number - if you do not have an EU VAT number you can enter 'n/a' here

Street1 *	Street2
<input type="text" value="EACTS House"/>	<input type="text"/>
City *	Country *
<input type="text" value="Windsor"/>	<input type="text" value="United Kingdom"/>
<input type="text"/>	Purchase order
<input type="text"/>	VAT Reg.No. *
	<input type="text" value="VAT Number"/>
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>

10

Confirm the Terms & Conditions

<input type="text" value="EACTS"/>	<input type="text" value="EACTS House"/>	
State or province	City *	
<input type="text"/>	<input type="text" value="Windsor"/>	
State code	Postal code *	Purchase order
<input type="text"/>	<input type="text" value="SL4 1EU"/>	<input type="text"/>
<input type="checkbox"/>	I agree to the terms and conditions	

© EACTS

11 Click "Save"

EACTS House

City * Windsor

Country * United Kingdom

Purchase order

VAT Reg.No. *  Invalid VAT Number

GB12345678

Cancel Save

12 BUYING AND PAYING FOR TICKETS

13 Click "Buy tickets"

Membership & Conference system

Group registration

38th EACTS Annual Meeting

EACTS-Registration

Participants

Assigned tickets Unassigned tickets

There are no tickets which have been assigned

Payments

Summary

Invoice/Payment demands

Group details

© EACTS 2024

details page to opt in.

14 Select the Fee types and the quantity required

Buy ticket(s) - 38th EACTS Annual Meeting

Fee name	Applicable to	Net (€)
<input checked="" type="checkbox"/> Annual Meeting - EACTS Member	Members	487.80
<input type="checkbox"/> Annual Meeting - Non Member	Non members	975.61
<input type="checkbox"/> Synapse 3D Workshop 1 10:00	Members,..(2)	0.00
<input type="checkbox"/> Synapse 3D Workshop 2 11:00	Members,..(2)	0.00
<input type="checkbox"/> Synapse 3D Workshop 3 14:00	Members,..(2)	0.00
<input type="checkbox"/> Synapse 3D Workshop 4 15:00	Members,..(2)	0.00
<input type="checkbox"/> Robotic Simulation Workshop 6 11:30	Members,..(2)	60.98

15 Enter the number of tickets required for each fee type required

The screenshot shows a modal window with a table of fee types. The table has columns for 'Applicable to', 'Net (€)', 'PT, GB VAT %', 'PT, GB VAT (€)', 'Gross (€)', and 'Quantity'. The first row is highlighted in blue and has an orange circle around the 'Quantity' input field, which contains the number '0'. The 'Buy tickets' button is visible in the background.

Applicable to	Net (€)	PT, GB VAT %	PT, GB VAT (€)	Gross (€)	Quantity
Members	487.80	23.00	112.20	600.00	0
Members	975.61	23.00	224.39	1,200.00	0
Members... (2)	0.00	23.00	0.00	0.00	0
Members... (2)	0.00	23.00	0.00	0.00	0
Members... (2)	0.00	23.00	0.00	0.00	0
Members... (2)	0.00	23.00	0.00	0.00	0
Members... (2)	60.98	23.00	14.02	75.00	0

16 Scroll to the bottom of the page and click OK

The screenshot shows the bottom of the modal window. It displays a 'Total: € 6,000.00' and two buttons: 'Cancel' and 'Buy'. The 'Buy' button is highlighted with an orange circle. The table from the previous screenshot is visible above, with the 'Quantity' column showing '0' for all rows.

Members... (2)	60.98	23.00	14.02	75.00	0
Members... (2)	60.98	23.00	14.02	75.00	0
Members... (2)	60.98	23.00	14.02	75.00	0
Members... (2)	60.98	23.00	14.02	75.00	0
Members... (2)	60.98	23.00	14.02	75.00	0
Members... (2)	60.98	23.00	14.02	75.00	0
Members... (2)	60.98	23.00	14.02	75.00	0
Members... (2)	60.98	23.00	14.02	75.00	0

Total: € 6,000.00 Cancel Buy

17 Your tickets are shown as Unassigned until you allocate a person to each ticket

Group registration
38th EACTS Annual Meeting

EACTS-Registration Am...

Participants

Assigned tickets **Unassigned tickets**

There are no tickets which ha...

Payments
Summary
Invoice/Payment demands

18 PAYMENTS

19 Click "Payments"

Annual Meeting - EACTS Member
Annual Meeting - Non Member
Annual Meeting - EACTS Member
Annual Meeting - Non Member
Techno-College Adult Cardiac - EACTS Member
Techno-College Adult Cardiac - Non Member

Payments
Summary
Invoice/Payment demands
Group details

© EACTS
2024

Membership details page to opt in.

20 Select the tickets you wish to purchase - this can be all or some or one

Payments

Order details Address details

<input type="checkbox"/>	User ID	First name	Last name	Description	Net (€)
<input checked="" type="checkbox"/>				Annual Meeting - Non Mem...	975.61
<input type="checkbox"/>				Annual Meeting - EACTS M...	487.80
<input type="checkbox"/>				Annual Meeting - Non Mem...	829.27
<input type="checkbox"/>				Annual Meeting - EACTS M...	406.50
<input type="checkbox"/>				Techno-College Adult Cardi...	447.15
<input type="checkbox"/>				Techno-College Adult Cardi...	203.25

Payment Initiated
Payment Initiated
Payment Initiated
Payment Initiated

<input type="checkbox"/>	User ID	First name	Last name	Description	Net (€)
<input checked="" type="checkbox"/>				Annual Meeting - Non Mem...	975.61
<input type="checkbox"/>				Annual Meeting - EACTS M...	487.80
Payment Initiated				Annual Meeting - Non Mem...	829.27
Payment Initiated				Annual Meeting - EACTS M...	406.50
Payment Initiated				Techno-College Adult Cardi...	447.15
Payment Initiated				Techno-College Adult Cardi...	203.25



When it shows Payment Initiated, this means you have chosen to pay by Bank Transfer, but the payment is not yet received by the EACTS Finance Department

22 Choose your payment type

The screenshot shows a payment interface with a dark blue sidebar on the left containing icons for a document and a person. The main content area features a table with two rows of transaction data:

Payment Initiated	Techno-College Adult Cardi...	447.15
Payment Initiated	Techno-College Adult Cardi...	203.25

Below the table, there is a section titled "Select a payment mode *" with two radio button options: "Credit card" and "Bank transfer". The "Bank transfer" option is selected, indicated by an orange circle around its radio button. Below this, there is a checkbox labeled "I agree to the [terms and conditions](#)". At the bottom, a dark blue navigation bar contains the following menu items: "Summary", "Invoice/Payment demands", and "Group details".

23 Confirm the Terms & Conditions

The screenshot shows the same payment interface as in step 22, but with the "I agree to the [terms and conditions](#)" checkbox selected, indicated by an orange circle around it. The "Bank transfer" option remains selected. The dark blue navigation bar at the bottom now includes an additional menu item, "Group details", positioned below "Invoice/Payment demands".

© EACTS
2024

age to opt in.

24 Click "Next"

Total: € 6,000.01

⚠ The VAT number provided seems to be invalid.

Next

You have not opted to

25 Check the invoicing details

Order details Address details Order summary

Company/Institute *
FACTS

VAT Reg.No.
GB 108 2665 21

Street 1 *
Madeira Walk

Street 2
Enter the street2

State/Province
Enter the state

City *
Windsor

Country * State code
United Kingdom Enter the state code

Postal code *
S14 1EU

Purchase order
Enter the purchase order

Back Next

Summary
Invoice/Payment demands
Setup details

26 Click "Next"

Windsor

Postal code *

SI4 1EU

Back Next

✓

✓

✓

27 Click "Pay"

Total 6,000.01

don,SW1X 7HP,United

⚠ The VAT number provided seems to be invalid.

Back Cancel Pay

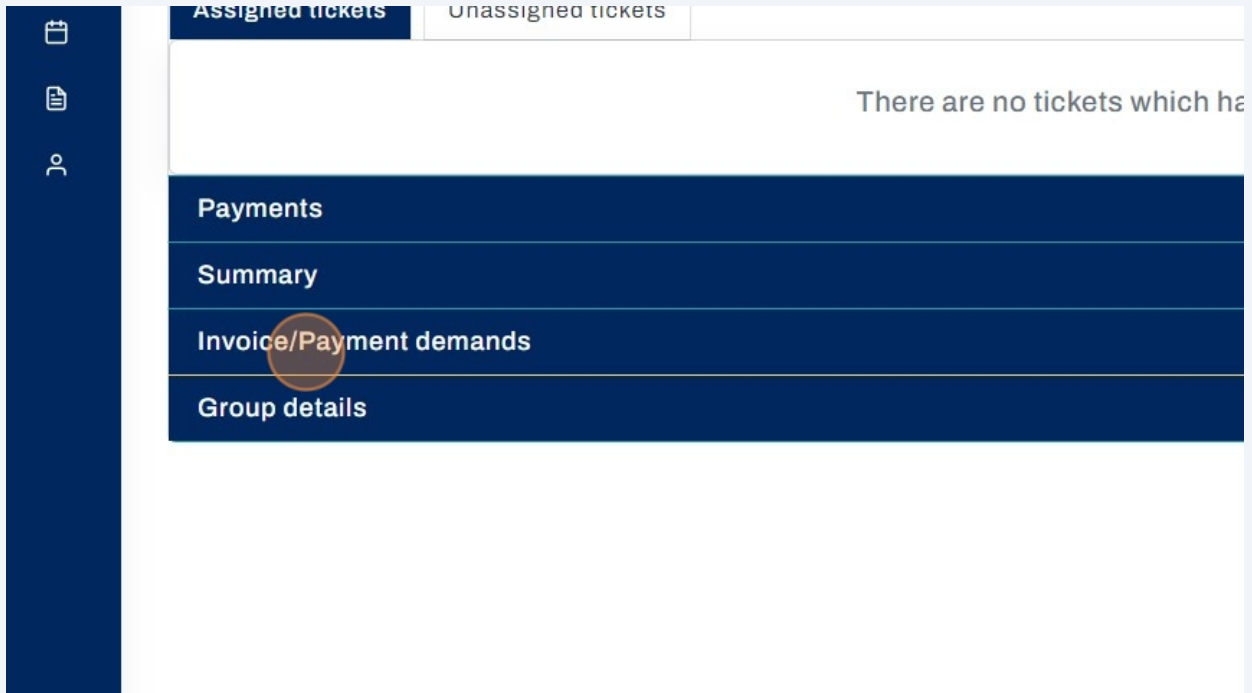
You have

28

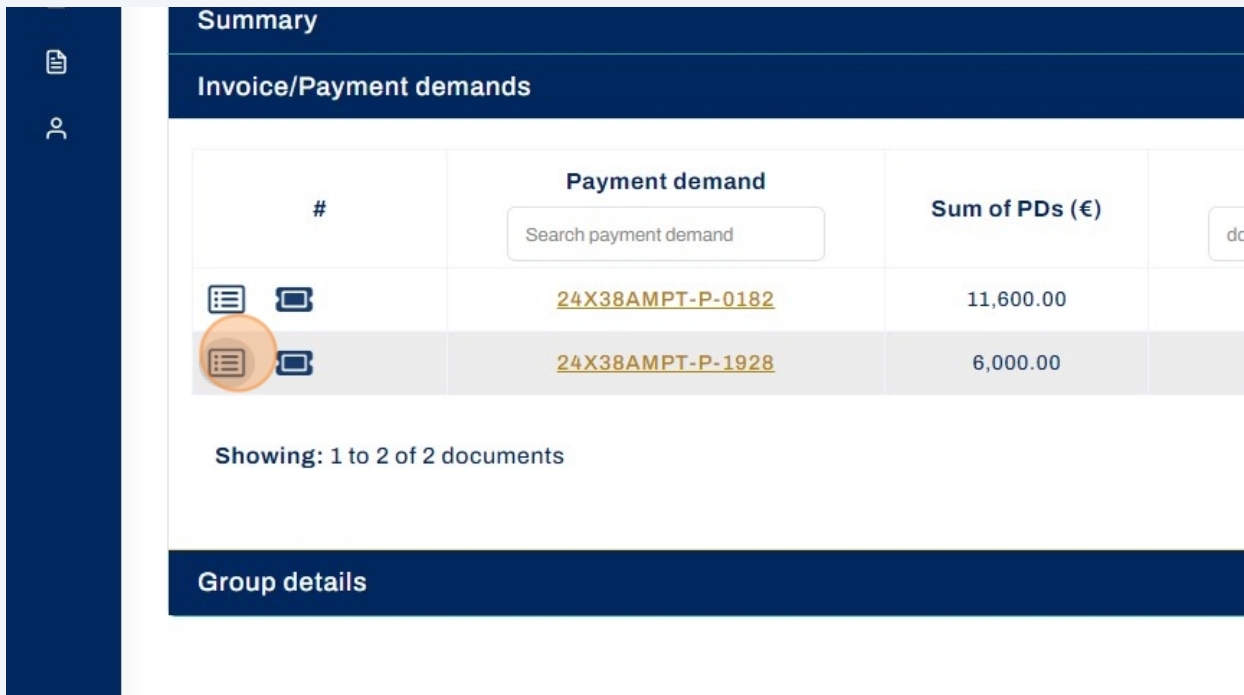
If you have previously chosen to pay by Bank Transfer but now prefer to pay by credit card you can do so by completing the following steps

29

Click "Invoice/Payment demands"







30 Click here.



Summary

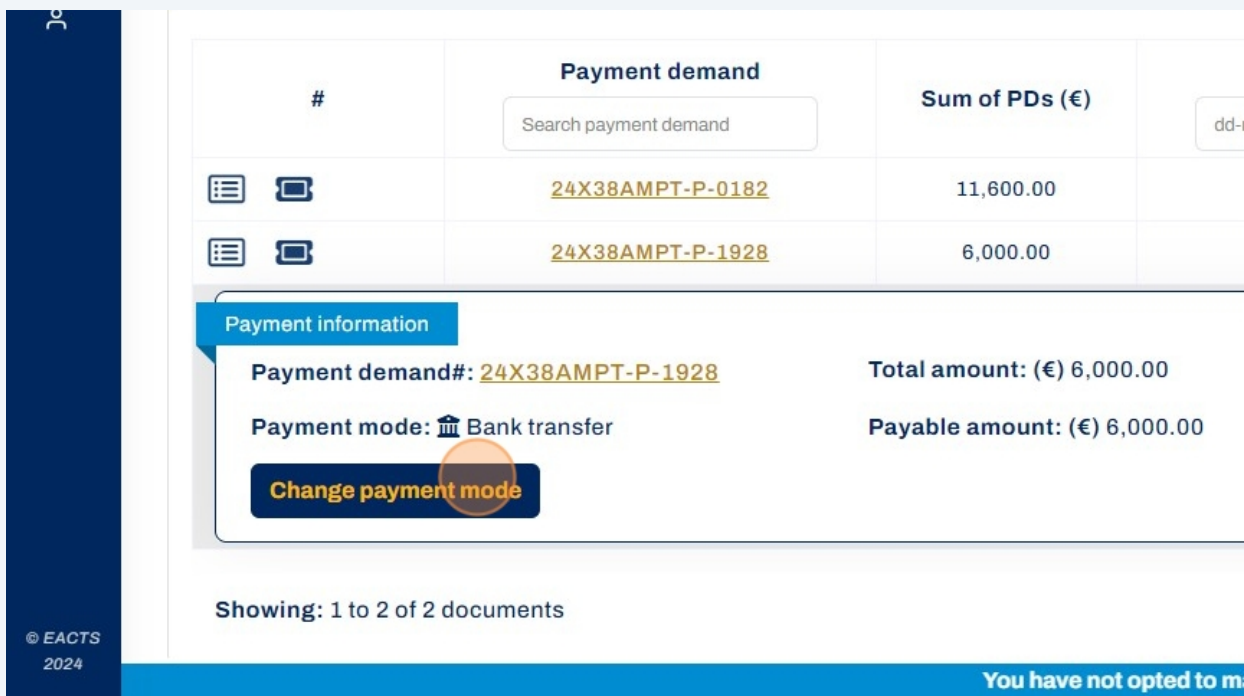
Invoice/Payment demands





#	Payment demand	Sum of PDs (€)	
	<input type="text" value="Search payment demand"/>		<input type="text" value="dc"/>
 	24X38AMPT-P-0182	11,600.00	
 	24X38AMPT-P-1928	6,000.00	

Showing: 1 to 2 of 2 documents

Group details

31 Click "Change payment mode"




#	Payment demand	Sum of PDs (€)	
	<input type="text" value="Search payment demand"/>		<input type="text" value="dd-"/>
 	24X38AMPT-P-0182	11,600.00	
 	24X38AMPT-P-1928	6,000.00	

Showing: 1 to 2 of 2 documents

Payment information

Payment demand#: [24X38AMPT-P-1928](#) **Total amount: (€) 6,000.00**

Payment mode:  Bank transfer **Payable amount: (€) 6,000.00**

Change payment mode

© EACTS 2024

You have not opted to m

32 Click here.

The screenshot shows the 'Membership & Conference system' interface. The main header is 'Membership & Conference system'. Below it, there's a 'Group registration' section for the '38th EACTS Annual Meeting'. A sidebar on the left contains navigation icons. The main content area shows a list of 'Payment demands' with columns for '#', 'Payment demand', and 'Action'. A modal dialog titled 'Payment mode' is open, showing two options: 'Credit card' and 'Bank transfer'. The 'Bank transfer' option is currently selected. The dialog has 'Cancel' and 'Pay' buttons. Below the dialog, there's a 'Payment information' section showing 'Payment demand#: 24X38AMPT-P-1928', 'Total amount: (€) 6,000.00', and 'Payable amount: (€) 6,000.00'. A 'Change payment mode' button is also visible.

33 Click "Pay" and complete the credit card process

This is a close-up of the 'Payment mode' modal dialog. The dialog title is 'Payment mode'. It shows two options: 'Credit card' and 'Bank transfer'. The 'Credit card' option is selected, indicated by a green background and a checked toggle switch. The 'Bank transfer' option is unselected, with a white background and an unchecked toggle switch. At the bottom of the dialog, there are 'Cancel' and 'Pay' buttons. The 'Pay' button is highlighted with a blue circle. In the background, the 'Payment information' section is visible, showing 'Total amount: (€) 6,000.00' and 'Payable amount: (€) 6,000.00'.

34 ASSIGNING PARTICIPANTS TO TICKETS

35 Click "Unassigned tickets"

The screenshot shows a web application interface for group registration. On the left is a dark blue sidebar with icons for home, information, documents, folders, and user management. The main content area is titled "Group registration" and "38th EACTS Annual Meeting". Below the title is a dropdown menu set to "EACTS-Registration" and a blue "Am" button. A "Participants" section contains two tabs: "Assigned tickets" (dark blue) and "Unassigned tickets" (orange, highlighted with an orange circle). Below the tabs is a message: "There are no tickets which ha". At the bottom, there are four dark blue menu items: "Payments", "Summary", and "Invoice/Payment demands".

38

Search for your participant - you only need to enter data into one field

Fee name: Annual Meeting - EACTS Member Applicable to: Members
Max. qty/person: 1 Unassigned: 5

Search

Search First name

Search Last name

Search User ID

Search

There are no users

39

Click "Search"

Assign tickets - 38th EACTS Annual Meeting

Fee name: Annual Meeting - EACTS Member Applicable to: Members Applicable
Max. qty/person: 1 Unassigned: 5

x reeve

Search First name

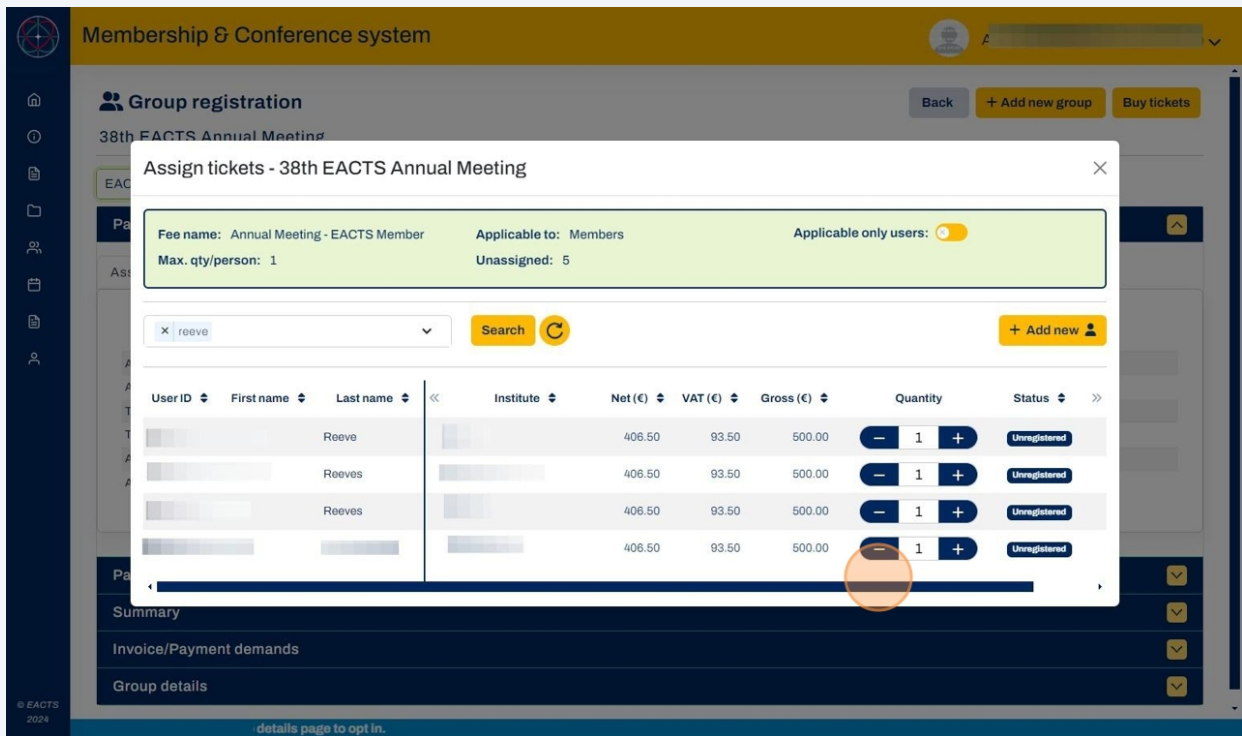
reeve

Search User ID

Search

There are no users

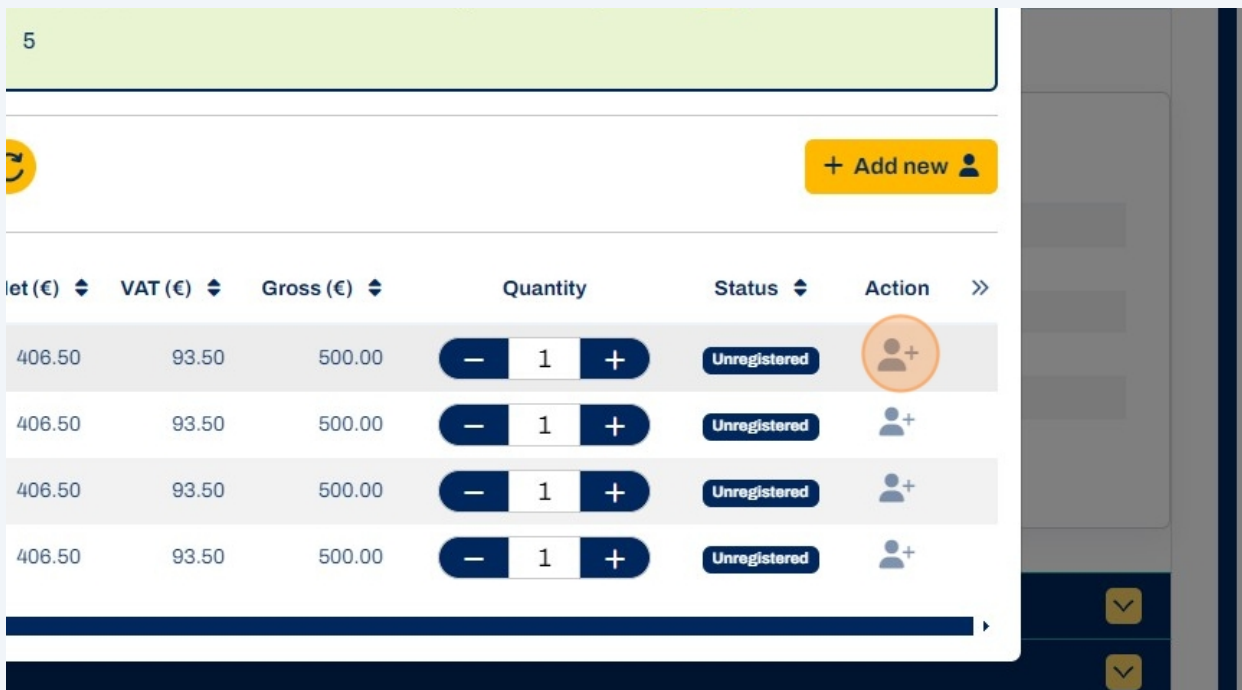
40 Scroll to the right



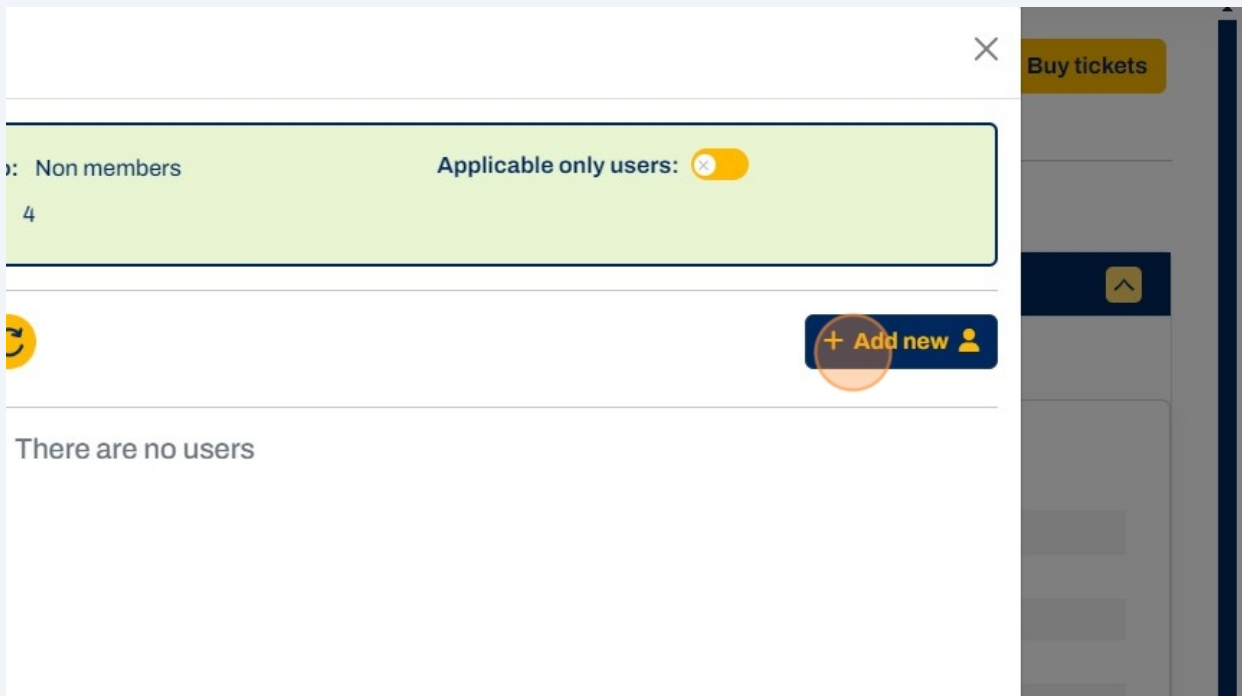
41 Click "Assign" on the person you wish to assign the ticket to

NOTE:

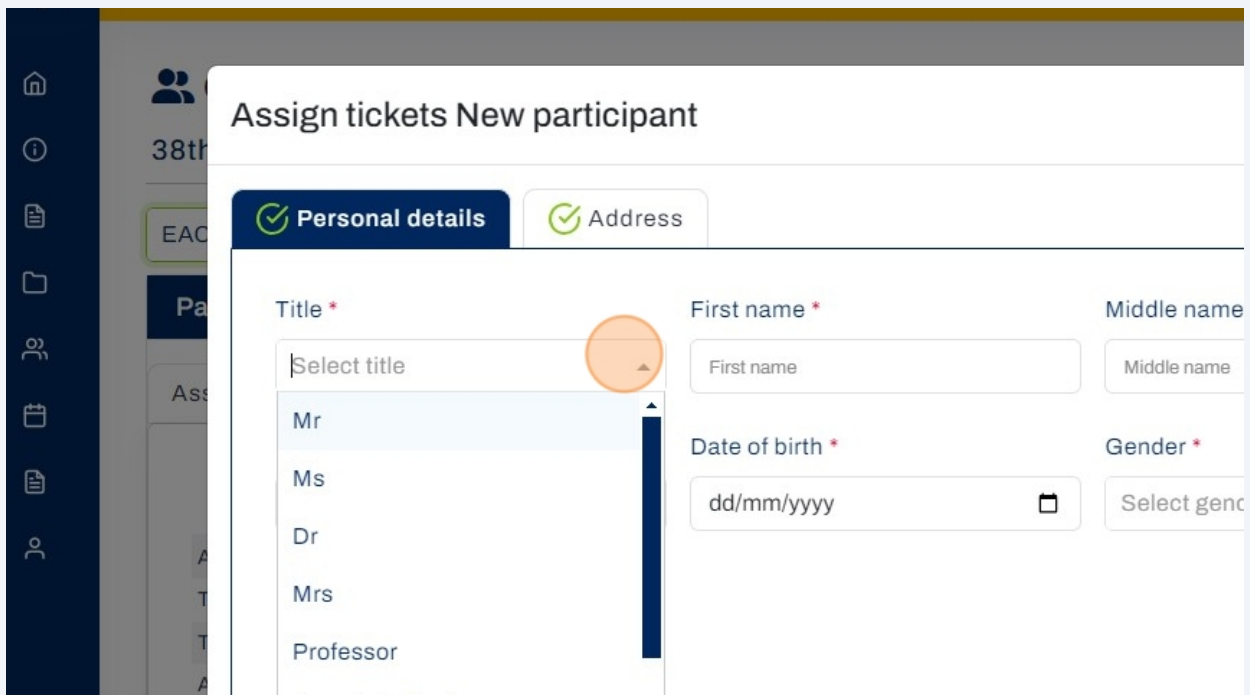
- you cannot assign an EACTS member ticket to a Non-Member or vice versa
- if an EACTS member has not paid their membership subscription for the current year they cannot be assigned to an EACTS member ticket



42 If your participant does not appear in the list - Click "Add New"



43 Enter their Title



44 Enter their First Name and Last Name

Assign tickets New participant

Personal details Address

Title * First name * Middle name

Mr x Firstname Middle name

Email * Date of birth * Gender *

Email dd/mm/yyyy Select gender

45 Enter the participants unique E-mail - IT IS IMPORTANT THAT THIS IS THE PARTICIPANTS OWN EMAIL ADDRESS

Personal details Address

Title * First name * Middle name

Mr x Robert Middle name

Email * Date of birth * Gender *

Email dd/mm/yyyy Select gender

46 Enter their Date of birth

Personal details Address

Title * First name * Middle name

Mr x Robert Middle name

Email * Date of birth * Gender *

rwill@eacts.com dd/mm/yyyy Select gender

47 Select their Gender

Cancel Save

First name * Middle name Last name *

Robert Middle name Williams

Date of birth * Gender * Nationality

12/05/1968 Select gender Male Female Select nationality

48 Click "Address"

The screenshot shows a web application interface for a 'Membership & Conference system'. A modal window titled 'Assign tickets New participant' is open. It has two tabs: 'Personal details' (active, with a green checkmark) and 'Address' (highlighted with an orange circle). The 'Personal details' section contains the following fields:

Title *	First name *	Middle name
Mr x ▾	Robert	Middle name
Email *	Date of birth *	Gender *
rwill@eacts.com	12/05/1968 📅	Male

49 Choose a default address type Private/Business

The screenshot shows the same 'Assign tickets New participant' modal window, but now the 'Address' tab is active (highlighted with a blue bar and an orange circle). It features a 'Default address' section with two radio buttons: 'Private address' (selected, with an orange circle) and 'Business address'. Below this are two columns of address fields:

Private address	Business address
Company/Institute *	Company/Institute *
Company/Institute	Company/Institute
Street1 *	Street1 *
Street1	Street1

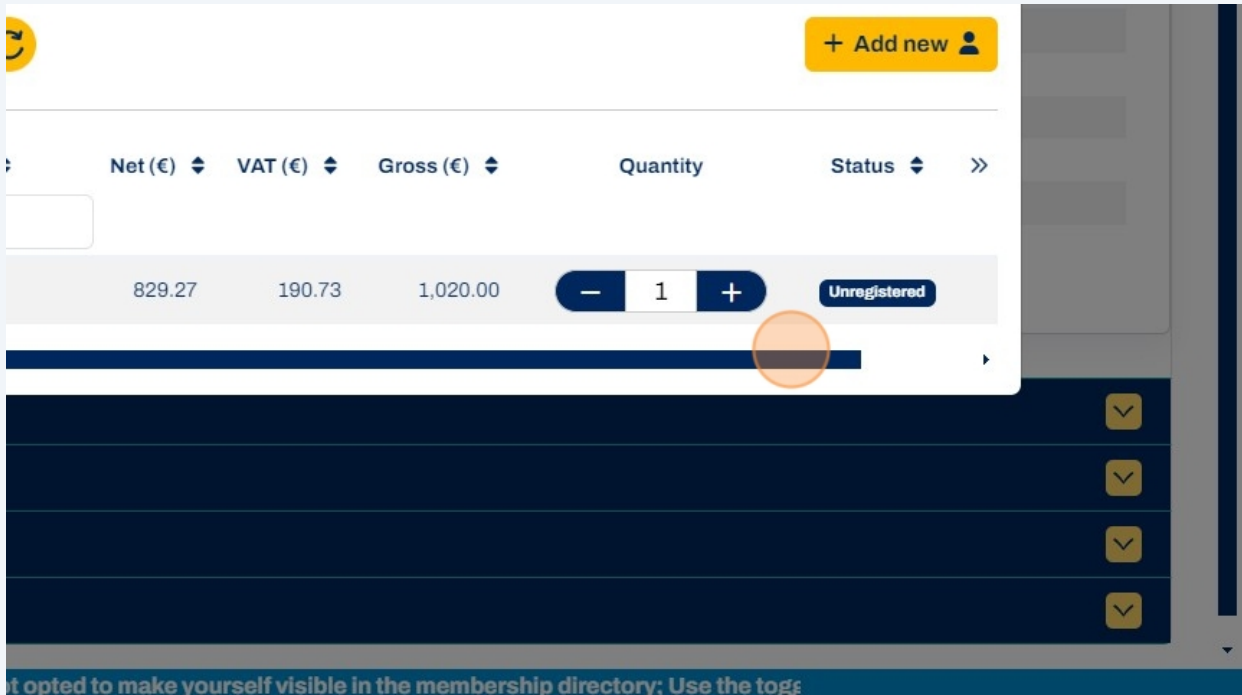
50 Enter their address details

The screenshot shows a form for entering address details. At the top, there is a blue button labeled "Default address". Below it, there are two radio button options: "Private address" (unselected) and "Business address" (selected). Underneath, there are two blue buttons: "Private address" and "Business address". The "Business address" button is highlighted with an orange circle. Below these buttons, there are three input fields: "Company/Institute *", "Street1 *", and "Street2". The "Company/Institute" field is highlighted with an orange circle. To the right of the form, there is a vertical list of labels: "Company/Institute", "Street1", and "Street2", each with a corresponding input field.

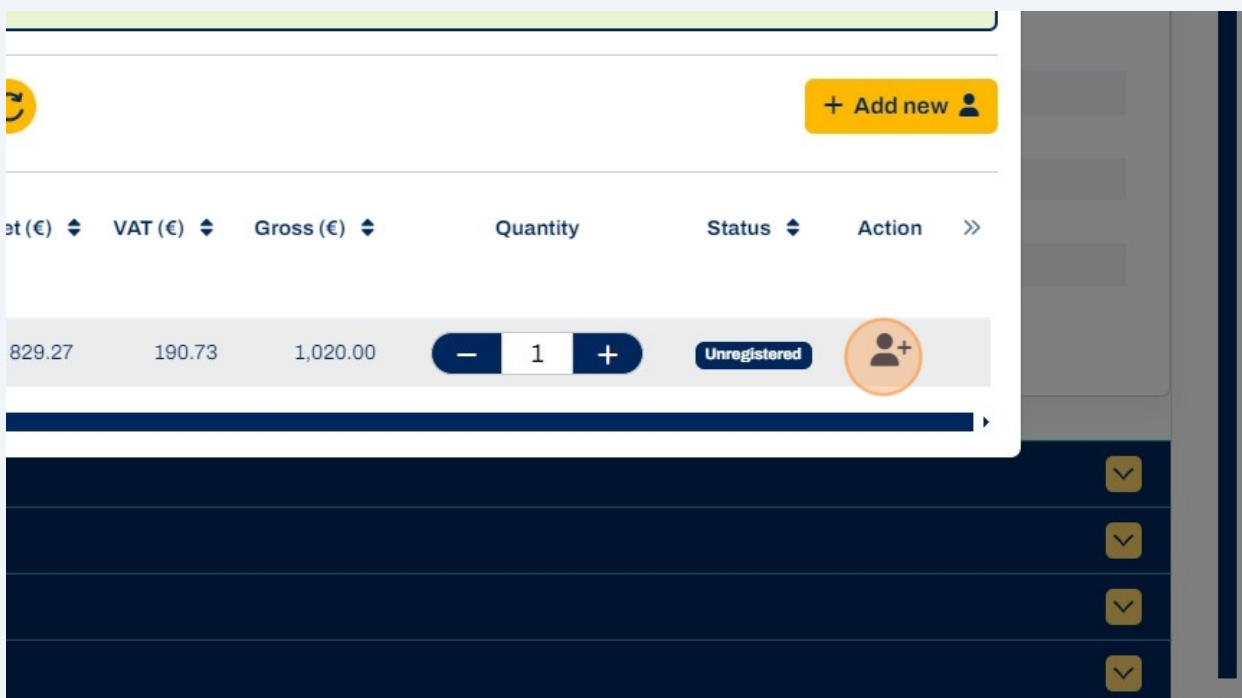
51 Click "Save"

The screenshot shows a form with a "Save" button highlighted by an orange circle. The form is titled "Amanda Camerontes... (39102)" and has a "Buy tickets" button. The form contains several input fields: "Street2", "Phone" (with a "+ISD" dropdown and "Phone number" field), and "Mobile phone *" (with a "+ISD" dropdown and "Mobile number" field). The "Save" button is located at the bottom right of the form.

52 Then scroll to the right to assign the ticket to the new person



53 Click here.



54 Repeat to add further tickets to a person

55 To exchange a ticket from one participant to another:

The screenshot displays the 'Membership & Conference system' interface. The main content area is titled 'Group registration' for the '38th EACTS Annual Meeting'. A dropdown menu shows 'EACTS-Registration'. Below this, there are two tabs: 'Assigned tickets' (highlighted with an orange circle) and 'Unassigned tickets'. The 'Assigned tickets' tab contains a table with the following data:

Fee name	Deadline	Quantity	Status	Action
Annual Meeting - Non Member		3	Paid: 0, Unpaid: 3	[User icon] [Refresh icon]
Techno-College Adult Cardiac - EACTS Member		5	Paid: 0, Unpaid: 5	[User icon] [Refresh icon]
Techno-College Adult Cardiac - Non Member		5	Paid: 0, Unpaid: 5	[User icon] [Refresh icon]
Annual Meeting - EACTS Member		5	Paid: 0, Unpaid: 5	[User icon] [Refresh icon]
Annual Meeting - EACTS Member		2	Paid: 0, Unpaid: 2	[User icon] [Refresh icon]
Annual Meeting - Non Member		4	Paid: 0, Unpaid: 4	[User icon] [Refresh icon]

Below the table, there are four menu items: 'Payments', 'Summary', 'Invoice/Payment demands', and 'Group details', each with a dropdown arrow. The footer of the interface includes the text '© EACTS 2024' and 'membership details page to opt in.'

56 Click "Exchange"

Membership & Conference system


Group registration

38th EACTS Annual Meeting

EACTS-Registration

Participants

Assigned tickets | Unassigned tickets

User ID	First name	Last name	Fee name	Deadline	Quantity	Status	Action
		Williams	Annual Meeting - Non Member	Early	1	Paid: 0, Unpaid: 1	

Payments

Summary

Invoice/Payment demands

Group details

© EACTS 2024

You have not opted

57 Search and assign as before

Fee name: Annual Meeting - Non Member

Applicable to: Non members

Max. qty/person: 1

Exchange tickets: (Paid: 0 Unpaid: 0)

No. of paid: 0

Search

Search

Clear

There are no users

58

If your participant is no longer attending but you don't currently have a replacement you can keep the ticket by clicking on Unassign

Membership & Conference system

Group registration

38th EACTS Annual Meeting

EACTS-Registration

Participants

Assigned tickets | Unassigned tickets

User ID	First name	Last name	Fee name	Deadline	Quantity	Status	Action
			Annual Meeting - Non Member	Early	1	Paid: 0, Unpaid: 1	

Payments

Summary

Invoice/Payment demands

Group details

© EACTS 2024

membership details page to opt in.

59

Confirm that you want to remove the participant from the ticket by clicking "Yes"

Are you sure want to remove this participant?

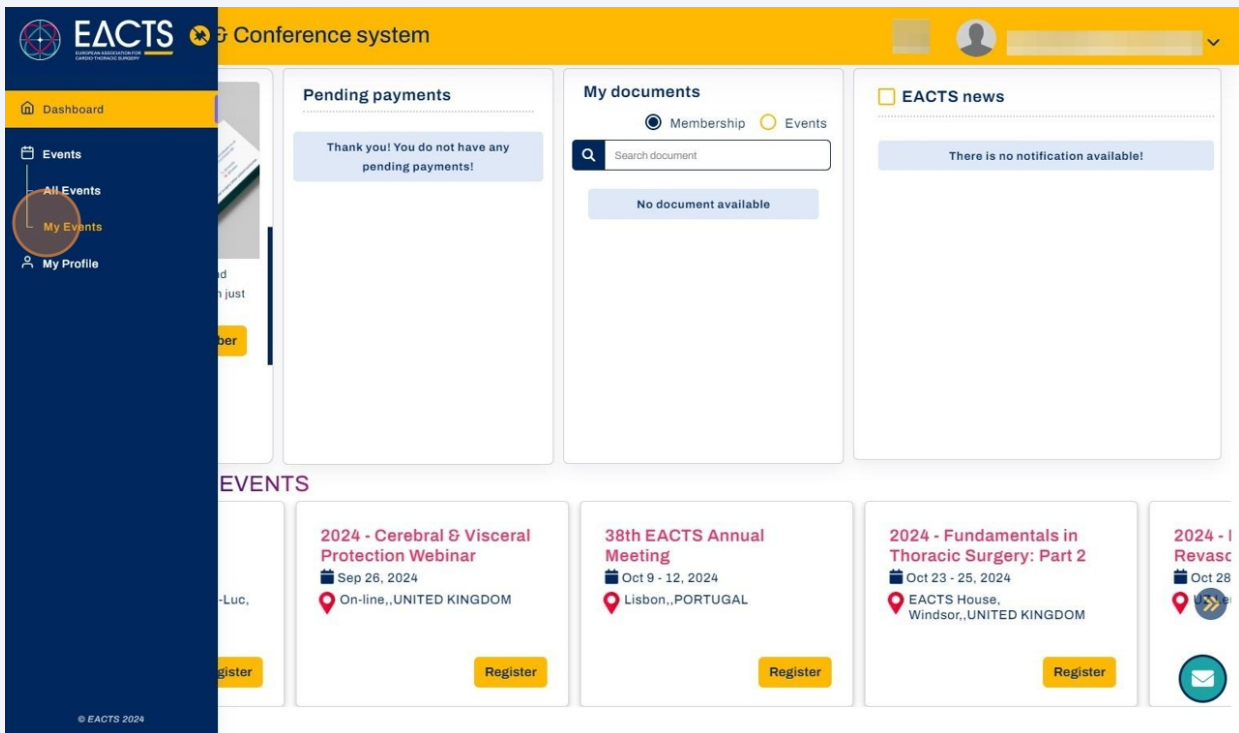
No Yes

How To Download My Events from EACTS Dashboard

1 EVENT REPORTS / REGISTRATION CONFIRMATIONS / INVITATIONS

2 Navigate to <https://membership.eacts.org/dashboard>

3 Click "My Events"



The screenshot displays the EACTS Conference system dashboard. The top navigation bar is yellow and contains the EACTS logo, the text "Conference system", and a user profile icon. A dark blue sidebar on the left lists navigation options: "Dashboard", "Events", "All Events", "My Events" (highlighted with a red circle), and "My Profile". The main content area is divided into several sections: "Pending payments" (with a message: "Thank you! You do not have any pending payments!"), "My documents" (with a search bar and "No document available" message), and "EACTS news" (with a message: "There is no notification available!"). Below these sections is an "EVENTS" section featuring four event cards, each with a "Register" button:

- 2024 - Cerebral & Visceral Protection Webinar**
Sep 26, 2024
On-line., UNITED KINGDOM
- 38th EACTS Annual Meeting**
Oct 9 - 12, 2024
Lisbon., PORTUGAL
- 2024 - Fundamentals in Thoracic Surgery: Part 2**
Oct 23 - 25, 2024
EACTS House, Windsor., UNITED KINGDOM
- 2024 - I Revasc**
Oct 28

4 Click "Event Reports"

The screenshot shows the 'Membership & Conference system' interface. At the top, there are search filters: 'Search event name', 'Search start to end date' (with a red 'x' indicating a date range), 'Search country', 'Search speciality', and 'Event status' (set to 'Upcoming and ongoing'). Below the filters, a card displays event details: 'Oct 9 - 12, 2024', 'Lisbon, Portugal', and the '38th eacts annual meeting'. There are tags for 'Cardiac', 'thoracic', 'congenital', 'vascular', and 'cardiologist'. A callout box highlights the 'Event reports' icon and the 'Details' button. At the bottom, it says 'Showing: 1 to 1 of 1 documents' and has navigation arrows.

5 If you have more than group within this event - Click "Select Group"

The screenshot shows the 'Membership & Conference system' interface. At the top, there are search filters: 'Event name' (set to '38th eacts annual meeting'), 'Event status' (set to 'Select group'), and buttons for 'Download' and 'Back'. Below the filters, there is a table with columns: 'Group Name', 'AccountId', 'Title', 'First Name', 'Last Name', 'Company Insitution', 'City', 'Country', 'Registration Type', and 'Regis'. The table contains several rows of data, with the first row showing 'Registration-Annual Meeting' and 'Early'. A callout box highlights the 'Select group' dropdown menu.

Group Name	AccountId	Title	First Name	Last Name	Company Insitution	City	Country	Registration Type	Regis
Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search
								Registration-Annual Meeting	Early
								Registration-Annual Meeting	Early
								Registration-Annual Meeting	Standar
								Registration-Annual Meeting	

6 Scroll to the right

Membership & Conference system

Event name: 38th eacts annual meeting | Event status: [dropdown] | [Download] [Back]

Group Name	Accountid	Title	First Name	Last Name	Company Insitution	City	Country	Registration Type	Regis
Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...
								Registration-Annual Meeting	Early
								Registration-Annual Meeting	Early
								Registration-Annual Meeting	Standar
								Registration-Annual Meeting	

© EACTS 2024

7 For Visa Invitation Letters -Click here.

Membership & Conference system

Event name: 38th eacts annual meeting | Event status: [dropdown] | [Download] [Back]

Title	First Name	Last Name	Company Insitution	City	Country	Registration Type	Registration DeadLine	Actions
Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Download visa invitation letter
						Registration-Annual Meeting	Early	[person icon] [envelope icon]
						Registration-Annual Meeting	Early	[person icon] [envelope icon]
						Registration-Annual Meeting	Standard	[person icon] [envelope icon]
						Registration-Annual Meeting		[person icon] [envelope icon]

© EACTS 2024

8 For registration confirmations -Click here.

Membership & Conference system

Document downloaded successfully

Event name: 38th eacts annual meeting

Event status: [dropdown]

Download Back

Title	First Name	Last Name	Company Insitution	City	Country	Registration Type	Registration DeadLine	Actions
Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Download visa invitation letter
						Registration-Annual Meeting	Early	Download confirmation letter
						Registration-Annual Meeting	Early	[Share] [Email]
						Registration-Annual Meeting	Standard	[Share] [Email]
						Registration-Annual Meeting		[Share] [Email]

© EACTS 2024

9 To download an xls of your group registration - Click "Download"

Membership & Conference system

Event name: 38th eacts annual meeting

Event status: [dropdown]

Download Back

Title	First Name	Last Name	Company Insitution	City	Country	Registration Type	Registration DeadLine	Actions
Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	
						Registration-Annual Meeting	Early	Download confirmation letter [Email]
						Registration-Annual Meeting	Early	[Share] [Email]
						Registration-Annual Meeting	Standard	[Share] [Email]
						Registration-Annual Meeting		[Share] [Email]

© EACTS 2024