

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

Create new login

Please enter your e-mail *

Choose your personal password (6-10 characters) *

Please repeat your password *

- 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 what kind of tickets are required for your group. Furthermore, hotel accommodation can also be requested for your group here.

Request tickets
Please select your required tickets.

Ticket	Price per ticket	Number	Add Selection
<input style="width: 90%; border: 1px solid #ccc;" type="text"/>		<input style="width: 50%; border: 1px solid #ccc;" type="text"/>	<input style="background-color: #ccc; padding: 5px 10px; border: none; border-radius: 5px;" type="button" value="ADD"/>

Request hotels
Please select your required hotel(s).

Hotels	Room	Price per night	Number	Arrival	Departure	Add Selection
<input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<input style="width: 50%; border: 1px solid #ccc;" type="text"/>		<input style="width: 50%; border: 1px solid #ccc;" type="text"/>	<input style="width: 50%; border: 1px solid #ccc;" type="text"/>	<input style="width: 50%; border: 1px solid #ccc;" type="text"/>	<input style="background-color: #ccc; padding: 5px 10px; border: none; border-radius: 5px;" type="button" value="ADD"/>

- With "Continue" an overview of the requested tickets will appear. Here you have possibility to modify your request or by clicking on "Continue" your request will be submitted.



- As soon as your request has been approved by the ESPGHAN Groups & Hotel 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 your participants. When you enter your login details, the following site appears:



- **Booking Requests:** With this option, all your booking requests will be listed. Furthermore you can additionally request more bookings here (please see Step 2).
- **Manage Participants:** Registration of the participants can be submitted 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		

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 a hotel room for the selected delegates. (if applicable)

- 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 not to 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.

