

# EAU ONLINE EVENT REGISTRATION INSTRUCTION

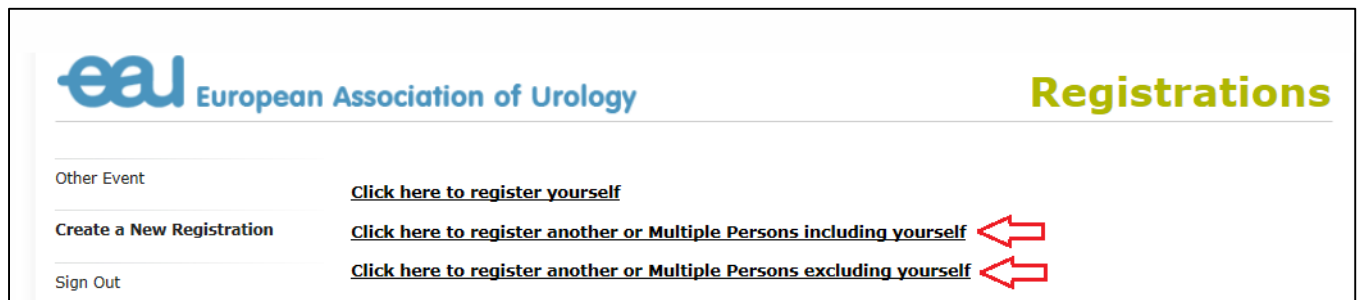
## Register a group – 1 to 30 participants

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## PRELIMINARY INFORMATION – Registration requirements

- If you would like to register a group, you will need a personal EAU account. If you already have an account, please log in with your **My EAU** Username and Password. If you don't have an **My EAU** account, please create one first.  
An account can be created through the online registration website.
- A personal address (Institution / Company or private) and **email address for each delegate** must be provided during the registration process.
- Multiple registrations with the same email address will not be accepted.
- Registration for EAU17 implies the acceptance of the Registration Terms & Conditions. Please read the Registration [Terms & Conditions](#) carefully before registering.
- EAU17 Congress registration information such as registration fees and deadlines, VAT, payment details, name changes, member registration, cancellation refund policy are available on the EAU17 website.
- **IMPORTANT:**  
Once selected the EAU17 event and selected the option **“Create a New Registration”** you will be asked to make the following selection;



The screenshot shows the EAU (European Association of Urology) website's registration page. The header includes the EAU logo and the text "European Association of Urology" on the left, and "Registrations" in green on the right. Below the header, there are three registration options listed in a table-like format:

Other Event	<a href="#">Click here to register yourself</a>
Create a New Registration	<a href="#">Click here to register another or Multiple Persons including yourself</a> ←
Sign Out	<a href="#">Click here to register another or Multiple Persons excluding yourself</a> ←

Red arrows point to the right-hand side of the last two rows, highlighting the registration options for groups.

**Click here to register yourself:** Used for registering yourself

**Click here to register another or Multiple Persons including yourself:** Used for registered a group up to 30 participants including yourself

**Click here to register another or Multiple Persons excluding yourself:** Used for registered a group up to 30 participants excluding yourself

## Step 1: How to START

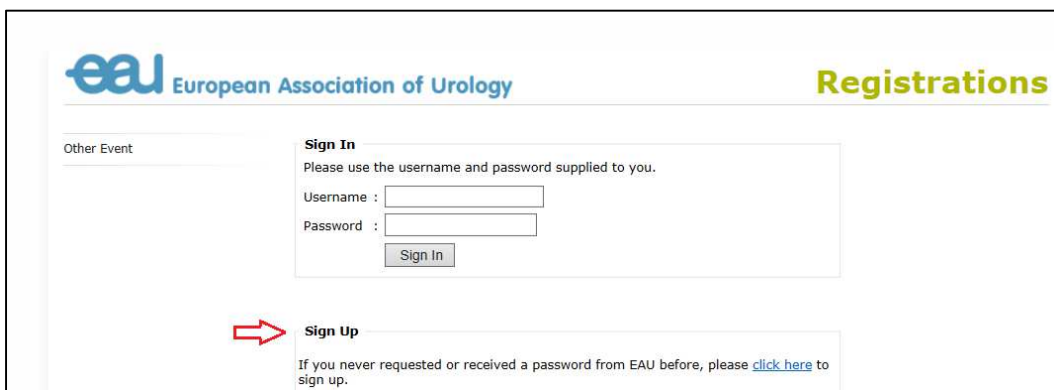
- Please visit our online registration website: <https://registrations.uroweb.org/>
- Select the following event:



The screenshot shows a registration interface for the 32nd Annual Congress of the European Association of Urology (EAU17). On the left, there is a blue banner with the text "EAU17" in large letters, "24-28 March 2017" below it, and a photograph of a bridge and a building. Below the photo, it says "32nd Annual EAU Congress" and the "eau" logo. To the right of the banner, the text reads: "32nd Annual Congress of the European Association of Urology", "24-28 March 2017 - London, United Kingdom", and "Deadline: 6 Mar 2017 00:00 CET". A green arrow points to the right on the right side of the banner area.

## Step 2: My EAU Account

- To register your group for EAU17, you must first have your **personal My EAU account**. As you are the contact person it is of the utmost importance to sign up with **your** contact details only. If you do not have a personal account yet, please create your **own** account.

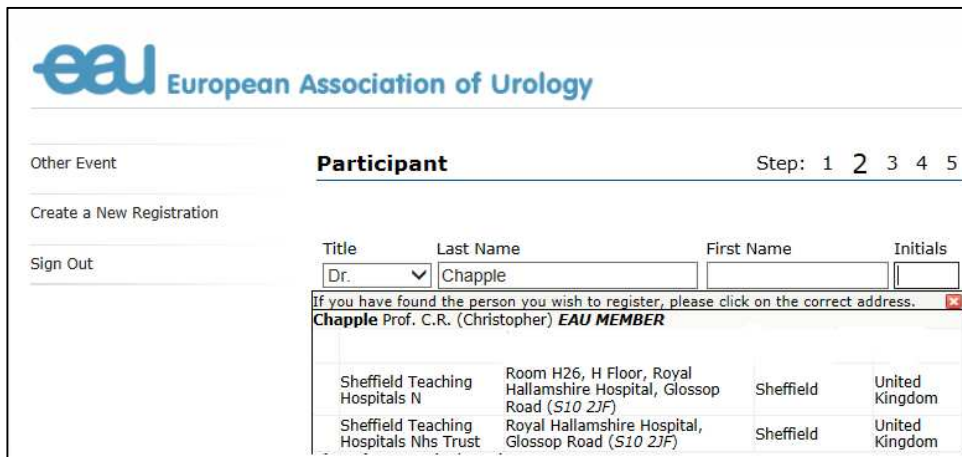


The screenshot shows the "Registrations" page of the European Association of Urology (EAU) website. The page has the EAU logo and "European Association of Urology" on the left, and "Registrations" in green on the right. Below the logo, there is a "Sign In" section with the text "Please use the username and password supplied to you." and two input fields for "Username" and "Password", followed by a "Sign In" button. Below this, there is a "Sign Up" section with a red arrow pointing to the "Sign Up" text. Below the "Sign Up" text, it says "If you never requested or received a password from EAU before, please [click here](#) to sign up."


- If you do not remember your login details, please use the **"Forgot your password"** option.

### Step 3: Start to register your group

1. Sign in with your My EAU login account.
2. Select "Create a New Registration".
3. Select: **Click here to register another or Multiple Persons including yourself** or **Click here to register another or Multiple Persons excluding yourself**.
4. You can use our database to search for names.

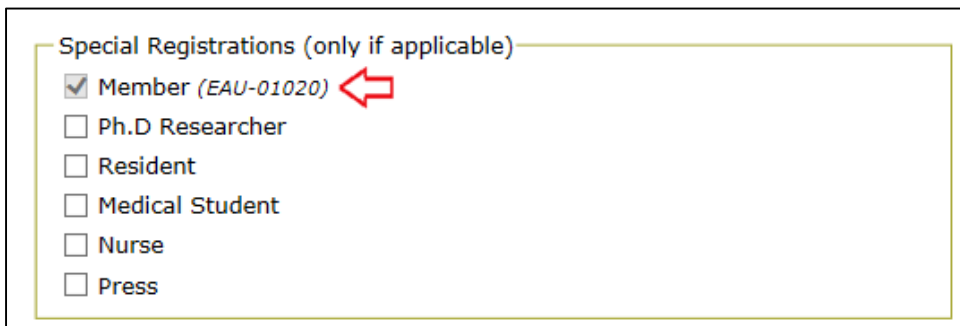


The screenshot shows the EAU registration interface. At the top left is the EAU logo and the text "European Association of Urology". Below this is a navigation bar with "Other Event" and "Participant" (selected), and a progress indicator "Step: 1 2 3 4 5". On the left side, there are buttons for "Create a New Registration" and "Sign Out". The main form area has fields for "Title", "Last Name", "First Name", and "Initials". The "Last Name" field contains "Chapple". Below these fields is a search result table with a red warning icon and the text "if you have found the person you wish to register, please click on the correct address." The table lists two entries for "Chapple Prof. C.R. (Christopher) EAU MEMBER".


Title	Last Name	First Name	Initials
Dr.	Chapple		
if you have found the person you wish to register, please click on the correct address. 			
<b>Chapple Prof. C.R. (Christopher) EAU MEMBER</b>			
Sheffield Teaching Hospitals N	Room H26, H Floor, Royal Hallamshire Hospital, Glossop Road (S10 2JF)	Sheffield	United Kingdom
Sheffield Teaching Hospitals Nhs Trust	Royal Hallamshire Hospital, Glossop Road (S10 2JF)	Sheffield	United Kingdom

Please use the Last Name field to search for a delegate.

The database automatically recognizes when somebody is a member of the EAU. The applicable fee will then be calculated.



The screenshot shows the "Special Registrations (only if applicable)" section of the form. It contains a list of registration types with checkboxes:

- Member (EAU-01020) 
- Ph.D Researcher
- Resident
- Medical Student
- Nurse
- Press

5. If a name does not appear in your screen you can add the delegate yourself by filling in the details. Please note that it is not allowed to add a name of a delegate with the address of your own company. We need either the private or hospital address of the delegate; otherwise your registration will not be processed.

- If applicable you can add entitlements to every delegate's registration by continuing to the next step.

[Continue](#) **If you wish to add options and/or courses**

- If you have no additional entitlements to be selected for your current delegates, you can continue registering the next delegate(s) by clicking on the **"Next Person"** button.

[Next Person](#) **Allows you to register another person. Please note that no additional entitlements will be selected for your current participant**

- You can add as many delegates as you wish to your **current** registration.
- If you leave the online registration system before finishing your registration, it will automatically be saved. Once you sign in again, your registration will have the status 'online pending'.

The **"Overview"** indicates the current number of registered delegates. You have the possibility to add, edit or delete a delegate or to proceed to payments.

Id	Name	Status	Last Changed	Fee (excl. VAT)
LON17-0006-001	Chapple, C.R. (Prof.)	Pending	Sep 23rd, 14:08	€830.00

In the menu on the left side you will see your registration number (LON17-xxxx) and the number of participants you have included so far.


#### Step 4: Pick up congress material

- Please select the “**Individual**” pick up type. As you have a group of less than 30 delegates, it is not possible to choose the “**Group**” pick up type.

**Confirm Contact Details** Step: 1 2 3 **4** 5

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**Please specify the pick-up type for this group-registration**

  **Individual** (Delegate will pick up their own registration documents)

**Group** (Contact person will pick up registration documents for ALL delegates)

#### Step 5: Payment

- If you are finished you have to submit your registration and finalise the payment. You can choose to pay by bank transfer or credit card. The congress documents and invoice will be sent to you in due time.

#### Other

- If you work on behalf of a pharmaceutical company, please forward us the contact details of that pharmaceutical company. We need this information for our records. No correspondence will be sent to them.