



EAUN 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 [MyEAU](#) username and password. If you don't have a [MyEAU](#) account, please create one first. This is free of charge, no need to be an EAU member! This way we know who to contact in case of any questions about the registration, payment and/or invoice.
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 EAUN23 implies the acceptance of the Registration Terms & Conditions. Please read the Registration [Terms & Conditions](#) carefully before registering.
- EAUN23 Meeting registration information such as registration fees and deadlines, VAT, payment details, name changes, member registration, cancellation refund policy are available on the [EAUN23 website](#).
- Registrations for the EAUN23 Meeting are done via the EAU23 registration system, as the events are taking place at the same venue. However within the confirmation e-mail and e-tickets you'll clearly see the event for which you made the registration.

Step 1: How to START

- Please visit our online registration website: <https://registrations.uroweb.org/EAU23/login>

Step 2: My EAU Account

- To register your group for EAUN23, 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. No need to be an EAU member! This way we know who to contact in case of any questions about the registration.

The screenshot shows two main sections for user authentication. The left section is titled 'Login' and contains a form with fields for 'Username' (placeholder: 'Your username') and 'Password' (placeholder: 'Your password'), a red 'Login' button, and links for 'Forgot password' and 'Forgot username'. The right section is titled 'Create an account' and contains a red button labeled 'Create new MyEAU account'. Below this is another section titled 'Do you want to register for another event?' with a red button labeled 'Go to event overview'.

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

Step 3: Start to register your group

1. Sign in with your **My EAU login account**.
2. Select ‘**Start new registration**’.
3. Select who is attending. In case of a group registration you select ‘**someone else**’
4. You can use our database to search for names. Please start by using the ‘**Name**’ field to search for a delegate’s last name (family).

It’s advised to first search on the last name only. If too many search fields are used the system might not give any results, as not all details of a delegate are in our database. If too many results are shown you can narrow your search by entering the first name, city or country.

Find a person

chapple ←

First name

E-mail address

Member number

City

Select country to narrow your search

Find a person

Prof. C.R. (Christopher) Chapple (EAU Member)
Sheffield Teaching Hospitals NHS Foundation, Dept. of Urology, Room H26,
H Floor, Royal Hallamshire Hospital, Glossop Road S10 2JF Sheffield (United Kingdom)

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

- 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 work address of the delegate; otherwise your registration will not be processed.

If you are not able to find the right person, make sure you have used all filters. Are you absolutely sure that the participant is not in the database? Please click here to add a new participant.

[Add new participant](#) ←

When adding a professional address of your delegate, you first have to select the 'country'. After that, you can search for the name of the hospital/company in our database. If a hospital or company cannot be found you can add a new hospital/company.

New Participant
The person attending the event

Title *

Last Name *

First Name *

Initials *

Gender *

Date of Birth

Nationality *

Address
Please note that we can only process registrations that have the correct professional or private address.

Address type
 Personal
 Professional

Country

Company name

European Association of Urology (Arnhem, Mr. E.N. van Kleffensstraat 5)
 European Association of Urology (Arnhem, Mmmm)

[Add new company](#)

6. Choose your registration type
7. If applicable you can add entitlements to every delegate's registration by continuing to the next step. When no entitlements are available you will automatically proceed to the next step

Next step: Extras

8. If you have no additional entitlements to select for your current delegate, you can continue registering the next delegate(s) by clicking on the **"Add another participant"** button.

Add another participant

If you have, by accident, selected the button ‘**add another participant**’ but if you have no more participants to add, please select the ‘**proceed to payment**’ button in order to continue

9. You can add as many delegates as you wish to your **current** registration.
10. If you leave the online registration system before finishing your registration, it will automatically be saved (you will find the logout button on the bottom of the page). Once you sign in again, your registration will have the status 'online pending'. You will see an overview of the registered delegates per registration number. If you select the ‘**edit registration**’ button you have the possibility to add, edit or delete a delegate or to proceed to payments.

Registration(s)

#EAU23-00141 **€210.00**

Status: Online Pending [Edit registration](#) [Proceed to payments](#)



Last updated: 11 October 2022, 09:23

ID	Participant	Register for
EAU23-00141-0003	Test-Member, T., Arnhem (The Netherlands)	Registration early

Group overview

[Generate](#)

After you have selected the ‘**Edit registration**’ button, you can;

- edit a participant by clicking on 
- delete a participant by clicking on 

Step 4: Registration Overview

- If you wish to receive the invoice on a **different address** you can change the address. You also have the option to specify another **VAT number**.
- If the registration is sponsored by a (pharmaceutical) company, we would like to know this (for internal purposes only). You can mention the name of the company.

- Please confirm to the Terms & Conditions

Terms & Conditions

- I have read and agree to the [Terms and Conditions](#)
- I hereby give permission to be informed about other products and services related to the EAU23 congress
- I hereby give permission to be informed about other products and services related to all EAU activities

Step 5: Payment

- You can choose to pay by **bank transfer** or **credit card**. After you have completed the payment step you will receive a confirmation by e-mail. The congress documents and invoice will be sent to you within a few work days.

Note: All payments must be made in EURO (€) incl. 22% VAT. All invoices include VAT. All payments must be received not later than **5 working days** after the stated deadlines. In case of the final registration fee (onsite fee) the payment needs to be received **before the start of the meeting**. Payments received after the this will be charged a higher fee or access to the congress (physical and online) will be denied.

Congress documents

- As soon as your registration has been processed we will send you a confirmation e-mail, with invoice and e-ticket(s) included. It is of the utmost importance that you forward the e-ticket(s) to your delegate(s).