



EAUN ONLINE EVENT REGISTRATION INSTRUCTION

Register a group – 1 to 30 participants

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PRELIMINARY INFORMATION – Registration requirements

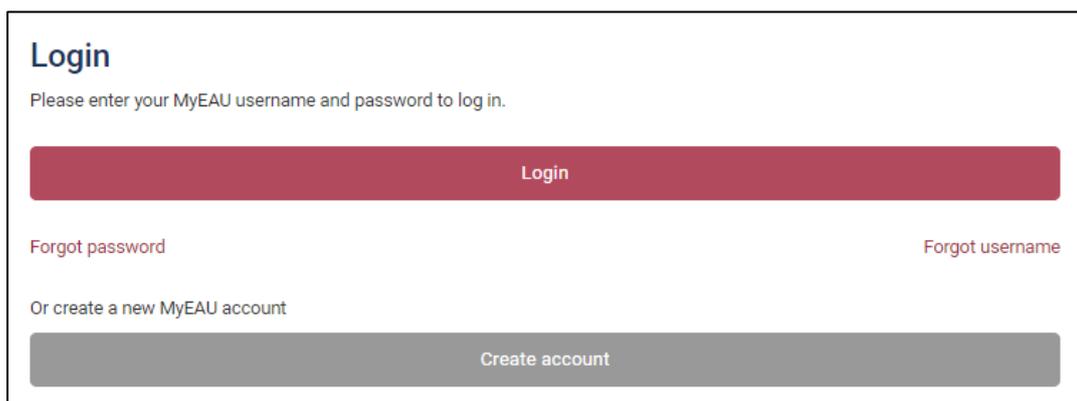
- If you would like to register a group, you will need a **personal EAU account**. If you already have an account, please log in with your [MyEAU](#) username and password. If you don't have a [MyEAU](#) account, please create one first. This is free of charge, no need to be an EAU member! This way we 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 EAUN24 implies the acceptance of the Registration Terms & Conditions. Please read the Registration [Terms & Conditions](#) carefully before registering.
- EAUN24 Meeting registration information such as registration fees and deadlines, VAT, payment details, name changes, member registration, cancellation refund policy are available on the [EAUN24 website](#).

Step 1: How to START

- Please visit our online registration website: <https://registrations.uroweb.org/EAU24>

Step 2: My EAU Account

- To register your group for EAUN24, 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 a 'Login' form with the following elements:

- Login** (Section Header)
- Please enter your MyEAU username and password to log in.
- A red 'Login' button.
- Links for 'Forgot password' and 'Forgot username'.
- Text: 'Or create a new MyEAU account'.
- A grey 'Create account' button.

- 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, 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.



The screenshot shows a 'Find a person' search form with the following elements:

- Find a person** (Section Header)
- Name field with a red arrow pointing to the input area.
- Email address field.
- Member number field.
- A grey 'Find a person' button.

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

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 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 person is not in the database? Please click here to add a new participant.

[Add new participant](#) 

Items that are mandatory to fill out are: Title, Last name (family name), First name, Initials, Gender, Nationality, Date of birth, Address (work or private) and email address.

When adding a professional address of your delegate, you'll 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.

Address

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

Address type *

Professional

Personal

Country

Netherlands, The 

Company name

European Association of Urology 

European Association of Urology (Arnhem, The Netherlands)

European Association of Urology (Arnhem, The Netherlands)

European Association of Urology Nurses (Arnhem, The Netherlands)

European Association of Urology Nurses (ARNHEM, The Netherlands)

[Add new company](#)

6. Choose your registration type

Choose the profession of the participant that you want to register them for. Your choices are: Standard, PhD Researcher, Resident, Nurse, Medical Student, Patient Advocate and Press. For all

types, except Standard, a proof of status is required. This is an English written document, signed by the head of the department in which the participant is working for, confirming the current profession of the participant. The letter should either be signed or on official paper, no older than 6 months.

In case the participant holds an active EAU Membership, the profession will be set automatically by the system, corresponding the membership type and can't be changed. Also no proof of status is needed in this case.

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. 20% 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 congress**. 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).