



Group Registration Instructions

Creating a new group

Group Information

- Go to the Group Login page
- Click on 'New Group Registration'
- Enter the appropriate details for your Group. *indicates required information
- Choose a Login Id and Password for your Group.
- Select 'Next'
- Enter the information for the Group Leader. *indicates required information
- Select 'Next'
- Enter the invoice information for your Group.
- Select 'Next'
- Accept the Terms & Conditions of registration.
- Select 'Save and proceed to my EACTS'

Adding Participants to your Group

- Click on 'Register new Persons'
- Search to see if your participant already has a record within EACTS (please note that even Non-Members may have an existing record)
 - Enter the last name of the person you wish to search for and click on 'find person'
 - People who have matching criteria will appear in a list – if they are already registered to the event then this will be indicated.
 - Select the appropriate person and select 'continue with selected person' OR 'select cancel and back' to enter your new person.
- If you have selected an existing person their base data will be prefilled for you OR enter the base data for your new person
- The relevant fees (Member / Non-Member) will appear at the bottom of the page. Please note that EACTS Members will only be able to book the discounted Member fees if their 2010 Membership subscription has been paid by 2 July 2010. If it is unpaid then the Non-Member fees will apply.
- Select the activities you require for your participant and click 'save and return to overview'

IMPORTANT NOTE

Participant names cannot be changed if you registered an existing person. You will have to remove the delegate from your group.