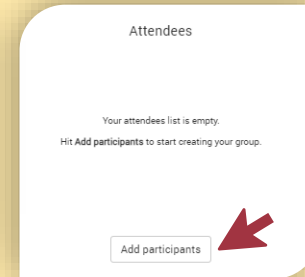
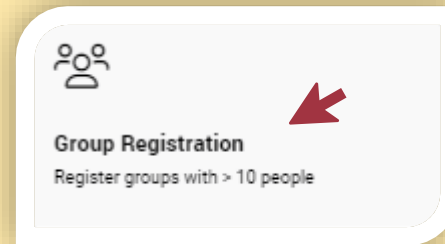
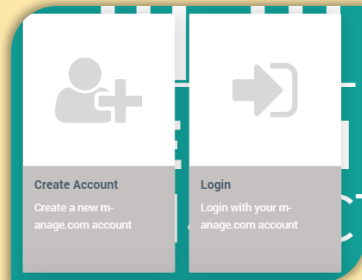


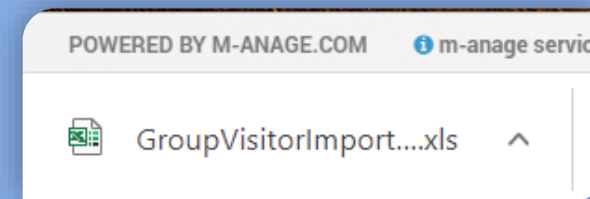
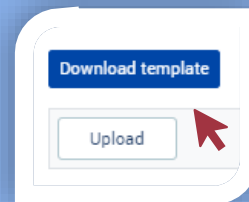
Sign in to your account or register a new one



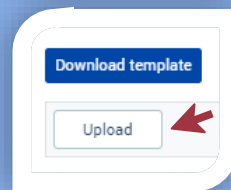
Type your group name

1. Log into your EADV Profile

Save your GroupVisitorImport template on your desktop and fill it in



2. Insert attendees' data



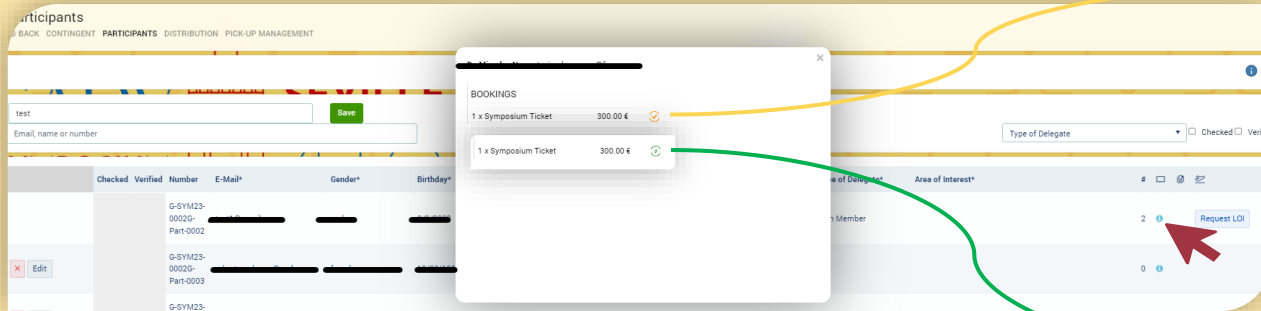
Confirm the data and click on Import

I hereby confirm that I have a written permission to enter and pass on the personal data of each participant.

# CONGRESS BERLIN 2023



Check the column **Booked Tickets** informs you if your participant is already registered. Click on the info icon to see what is the current situation of your participant



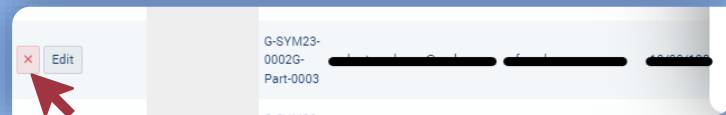
**Yellow mark** means that **the participant has already a ticket assigned, but he/she is not registered to the Congress as the ticket is not paid yet.**

Therefore please process the payment and distribute the ticket to the participant. If the system does not allow you to distribute the ticket, please send an email to [group@eadvcongress.org](mailto:group@eadvcongress.org). Once your payment has been received in the EADV bank account, the registration team will distribute the ticket to your attendee.

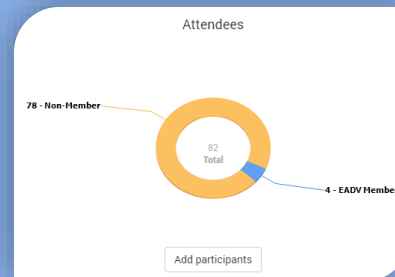
**Green mark** means that the **participant is already registered with a paid ticket assigned.** Therefore remove the attendee from your list, by clicking on the red cross.

2. Insert attendees' data

To remove a participant, click on the **red cross**. To modify the profile of the participant click on the **Edit** box.



Check the overview of your attendee and their reg. categories



Keep in mind the registration categories of your delegate when you select the ticket.

**The ticket can be distributed to a delegate only if the ticket type matches the registration category of the participant.**

2. Insert attendees' data

# CONGRESS BERLIN 2023



Select tickets based on the registration categories of your attendees



Purchase contingent  
Order a new contingent to distribute to your group

Symposium Ticket

	Price	Amount of tickets	Sub total
EADV Member	---	1	---
EADV Resident Member	---	0	---
EADV Retired Member	---	0	---
EADV Student Member	---	1	---



Click on Buy, Go to Payment and select **"Invoice"** as method of payment. You can select credit card at a later stage.

**Please wait and distribute the ticket before process the payment to avoid double registration**

3. Select Tickets

Check if the type of tickets corresponds to registration categories of your attendees

Amount	Ticket Type	Category	Availability
4	Congress Ticket EADV Member	EADV Member	02 October 2023
3	Congress Ticket Industry Participant	Industry Participant	08 September 2023
3	Congress Ticket Industry Participant	Industry Participant	02 October 2023
3	Congress Ticket Non-Member	Non-Member	08 September 2023
6	Congress Ticket Non-Member	Non-Member	02 October 2023

**Attendees**

14 - Non-Member  
6 - Industry Participant  
4 - EADV Member  
24 Total

Distribute Add participants

4	Congress Ticket EADV Member	02 October 2023
3	Congress Ticket Industry Participant	08 September 2023
3	Congress Ticket Industry Participant	02 October 2023
3	Congress Ticket Non-Member	08 September 2023
6	Congress Ticket Non-Member	02 October 2023

Distribute

Tick next to each participant or on **All**

All  
Congress Ticket  
3 / 6

✓

✓

4. Distribute tickets to your attendees

Click on **Pay** for using the credit card, otherwise follow the bank transfer details received by email from **no-reply@mail.m-anage.com**

**Bookings & Invoices**  
Get your latest invoices

Account balance for my group  
[Redacted]  
Group Orders ready for payment

ORDER-SYM23-00527 27/02/2023 13:12:53	Sum: [Redacted] €	Invoice	Send	<b>Pay</b>
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5. Pay tickets

**Distribute** **Ticket pick-up management**

You can **download** vouchers of all your attendees and/or one by one

Send invitation to group 0/5 Create invitation download

E-mail	Invitation
dd@yahoo.it	Send E-Mail [Download icon]

You can let the system **send** vouchers and registration confirmation email to all your attendees or proceed one by one

Send invitation to group 0/5 Create invitation download

E-mail	Invitation
dd@yahoo.it	Send E-Mail

6. Send Tickets to your attendees

Ask your attendee to print out the **QR coded voucher** (or store it in their smartphone)

If you decide to send the voucher through our registration system, the email is sent by **no-reply@mail.m-anage.com**.  
If not received, please ask your delegate to check the junk folder.



- **Scan the QR coded voucher** at the self printing machine in Berlin to receive the badge.
- **Wear the badge** for the duration of the Congress and enjoy it!

6. Attend the event

Should you have any question please contact [group@eadvcongress.org](mailto:group@eadvcongress.org)