

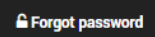
# QUICKSTART GUIDE FOR THIRD PARTY REGISTRATION



**IMPORTANT:** In order to register your attendee(s), create your own profile as a Third Party. **DO NOT log in with your clients' credentials.**

Registration documents (such as Invoices, vouchers, etc.) are sent to the email address linked to the registration **only**.


## 1. Log into your EADV Profile


- Registration system: <https://eadv.m-anage.com/Home/Index/Event/eadvcongress2023/en-US>
- «**LOG IN**» on the online registration system if you already own an existing EADV account  
«**CREATE ACCOUNT**» to create a new profile
  - Forgot password? Click on  and follow the instructions sent per email
- Complete your profile (or check the data prefilled in the system)

Online registration system:  
<https://eadv.m-anage.com/Home/Index/Event/eadvcongress2023/en-US>



## 2. Register your client(s)

- Click on the **Individual and Third Party Registration** icon (image beside)
  - Accept the Terms & Conditions
  - Click on «**Register or book tickets for someone else**»
  - Insert the active (private/working or membership) email address of your client
- EADV Members** are recognised by their **EADV membership email address only:** make sure you have the correct one. Do not use fake email addresses, otherwise your clients cannot access the event, claim certificates or CME credits.
- Complete your client profile (if your client is known by the system, fields are prefilled)
  - Choose the registration category «**Participant Type**» (image beside):  
**EADV Member** categories are automatically pre-selected by the system.
  - Answer each mandatory question and upload additional documents if requested
  -  the ticket to the shopping cart
  - Register another participant (up to 9 attendees per order) or continue to conclusion

  
**Individual and Third Party Registration**  
Register and purchase tickets

Participant type  \*

- Select participant type
- Non-Member
- Industry Participant
- Nurse

Register another participant

Continue to conclusion

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## 3. Invoice and Payment

- Add your **VAT number**. If you do not have it, please type N/A
- Customise your billing address
  - Once the final invoice is emitted, it is **not** possible to apply changes to it any longer
- Choose your Method of payment (payment must be received by the relevant deadline):
  - **Credit Card** (VISA or Mastercard) SUGGESTED OPTION
  - **Bank Transfer**
    - Download your Proforma Invoice to get the EADV Bank details
    - Place your order and specify your **Name** and **Order Number (CNG23-XXXXX)** in all remittances

## 4. Join the EADV Event!

- The QR coded Voucher (*image beside*) is sent to your email address upon payment receipt.

Registered attendees need to print this e-ticket (or store it in their smartphone) and scan the **QR code** at the self-printing machines placed in the **Registration area** of the FIBES Conference and Exhibition Centre in Seville to receive their badge.

Please visit our website <https://eadvcongress2023.org/> for news and updates.

