



6th WORLD CONGRESS

of Pediatric Gastroenterology, Hepatology and Nutrition
02-05 June 2021 · www.wcpghan2021.org · WCPGHAN21

ONSITE & ONLINE



Please follow the steps below for a successful registration of your group and delegates

Step 1 – Create a new LOGIN

- Please create a new Login with your personal e-mail and a password of your choice.
IMPORTANT: One Log-In for one group only!

Create new login

Kindly remember that there is only one login per group allowed - even if a group has more than one group coordinator.

Choose a login name *

Please enter your e-mail *

Choose your personal password *

Please repeat your password *

Please remember your login name and your password for your re-login!

CONTINUE

- The next steps include entering information on the group itself (name, address, contact person, etc.) and invoice address details.
- Please check your invoice address carefully. The system automatically implements the company name you choose for the group and the address you indicate in the first step as invoice address. This may for example cause an invoice address composed by the name of the company you work for and the address of your agency.
- Please make sure the company name matches the address. All invoices are created and sent automatically and the invoice address cannot be changed afterwards.

Please be aware to insert correct billing information, as it cannot be changed anymore!

* mandatory

Company name

Address *

Zip code *

City *

Country *

Please be aware to insert correct billing information, as it cannot be changed anymore!

* mandatory

Company name

Address *

Zip code *

City *

Country *



Step 2 – Booking Request

- After all Log In information has been entered, you will have access to the main page. At this stage it is not yet possible to manage your participants. Please make a booking request first.



- Clicking on "Booking Requests" you can choose the number and category of tickets required for your group. Hotel accommodation can also be requested here.

Request tickets
Please select your required tickets.

Ticket	Price per ticket	Number	Add Selection
<input type="text"/>		<input type="text"/>	<input type="button" value="ADD"/>

Request hotels
Please select your required hotel(s). (For more information and room rates please click [here](#).)

Please kindly note, that this hotel request is **not yet a final booking**. It is indeed only a request. The confirmation of the request depends on availability. Your request will be processed by the World Congress Group & Hotel Team and you will be informed about the status in due time.
Should you need to additional room nights prior or after the official congress dates, please send us an e-mail with your request at espghan-groups@eurokongress.de.

Hotels	Room	Number	Arrival	Departure	Add Selection
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>

- With an overview of your booking requests will appear. Here you have the possibility to modify your request or by clicking on "Continue" your request will be submitted.



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- **New requests** will be marked by these icons:
 - ⌚ = your request is being processed
 - ✓ = your request has been approved
 - ✗ = your request has been denied

#1 - Overview of confirmed/booked tickets and/or hotels EDIT

Below you can view the selected hotels / events.

Ticket	Price per ticket	Number	Status
4-6 June Congress Ticket Non-Member (early)	EUR 655.00	1	⌚
5 June 11:00-13:30 ELZ 2 BEGINNERS	EUR 50.00	1	⌚

- As soon as your request has been approved by the ESPGHAN Groups & Hotel Team you will receive a confirmation e-mail. Afterwards you can **start managing** your delegates.

Step 3 – MANAGE PARTICIPANTS

- Once you've been informed that your booking has been approved you can start managing your participants. After entering your login details the following site appears:

6th World Congress of PGHAN 2020 - Group Registration

For more information, please see our [Terms & Conditions](#).

**Manage
Participants**

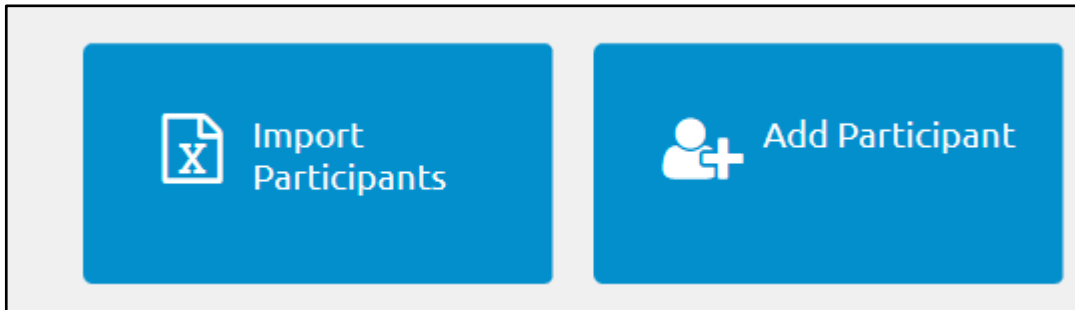
**Booking
Requests**

Please select one of the options above to continue.

- **Booking Requests:** With this option all your booking requests will be listed and you can make additional requests (please see Step 2).



- **Manage Participants:** Please register your group delegates choosing one of the following possibilities:



Import Participants: Here you can upload your filled out excel template – please, use only the excel document provided by the system. As the excel sheet will be implemented automatically, don't rename or add columns in the template. Otherwise an automatic import is not possible.

Add Participant: Here you can enter the personal data of your delegates manually. Please note that group coordinators are obliged to indicate to every registration the respective e-mail address.

Step 4 – OPTIONS FOR EDITING

Select delegates from the list by clicking on the **check box** next to their status → a check mark will appear.

Number in use: 1			
Options		Search <input type="text"/>	
<input type="checkbox"/>	Status	Name	Email
<input checked="" type="checkbox"/>	Not yet submitted	Test, Anna	a.test@test.com
CONTINUE			

- Click on “**Options**” to choose your next action:



To add tickets/bookings to a delegate:

- click on “Assign tickets” and a new window will open:

Assign Bookings

Participants -

Doe, John

Selection

+ TICKET
+ HOTEL

Cancel
Submit

- Click on + TICKET to add events to the selected delegates.
- If you need to add any information regarding the single delegate or ticket (e.g. the ESPGHAN membership number) please use the remarks field.

Selection Ticket

4-6 June Congress Ticket Non-Member (early)

Remark

BACK
ADD



- Click on **+ HOTEL** to book a hotel room for the selected delegates (if applicable). You can add any comments in the remarks field. If the delegate will share a double room with an accompanying person, please indicate the name of the second person in the field "Share with".

Assign Bookings

Selection Hotel

AC Bella Sky | Double for S | 31-05-2020 / 07-06-2020

Arrival

Departure

Remark

Share with

- Choose the ticket and/or the hotel you would like to book for the delegate and click on "Add". You will be redirected to the first window and confirm the action with "Submit". With the button "Cancel" the booking will be revoked:

Assign Bookings

Participants

Selection

1x IBIS Budget | Standard Dou | 06-05-2018 | 12-05-2018

1x 9 May 08:00: IBD Course (early)



To change tickets or hotel details:

- Double click into the field you wish to change, a new window will open and the required changes can be made. By clicking on “submit” they will be saved.

Number in use: 1		Options		Search
<input type="checkbox"/> Status	Name	Email	Ticket	
<input type="checkbox"/> Submitted	Test, Anna	a.test@test.com	1x 4-6 June Congress Ticket Non-Member (early)	

CONTINUE

To delete tickets:

- Click on Options and choose “Delete Tickets”. With this transaction you have the possibility to delete all kinds of bookings: Tickets, hotel reservations, etc. By clicking on “Submit” the booking is deleted.

Delete Bookings

What would you like to delete?

Hotel/Room
 Ticket
 Reg. Type
 Hotel/Room & Ticket & Reg. Type

To Register Participant:

- To finalize the registration of your participant(s) do not to forget to click “Submit Participant” in the “Options” as soon as you have added all bookings.

Options Assign tickets/bookings Delete tickets/bookings SUBMIT Participant Delete Participant	Search		
	Name	Email	Ticket
	Test, Anna	a.test@test.com	1x 4-6 June Congress Ticket Non-Member (early)

CONTINUE



Example for a successfully completed registration:

Number in use: 1		Options <input type="checkbox"/> Search <input type="text"/>	
<input type="checkbox"/> Status	Name	Email	Ticket
<input type="checkbox"/>	Submitted	Test, Anna	a.test@test.com
<input type="checkbox"/> 1x 4-6 June Congress Ticket Non-Member (early)			
<input type="button" value="CONTINUE"/>			

- **To delete participants:** click on Options and “Delete Participant”.

Step 5 (optional) – OVERVIEW

- Download Overview

To download an overview of the delegates you already registered, please click on the button “Download Overview” in the “Manage Participants” area. The list of participants will be downloaded as an excel file.

