Below the steps to register your group

1. Registration of your group (login and contact details)
2. Booking request (after approval)
3. Registration of participants using an excel file or by adding one-by-one
4. After submission your registrations will be checked and confirmed by Congress Care (if they're complete)

STEP 1 Registration of your group

Login and password

Welcome

First time registration
Choose a Login name *
Choose a password *
Retype password *
e-mail address *

CONTINUE

Already have an account

SIGN IN

Contact details

Group data

Company / Institute *
Department
Adres *
Adres
Postal code *
City *
Country
Contact person *
Initials
First name
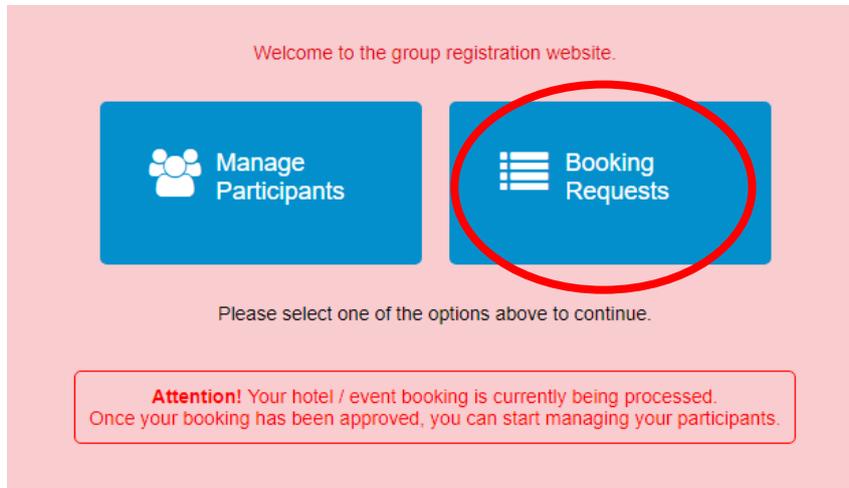Gender *
  ○ female
  ○ male
Function
E-mail address *

CONTINUE

STEP 2 Booking request

Before managing participants you must request a booking in the main menu Booking requests
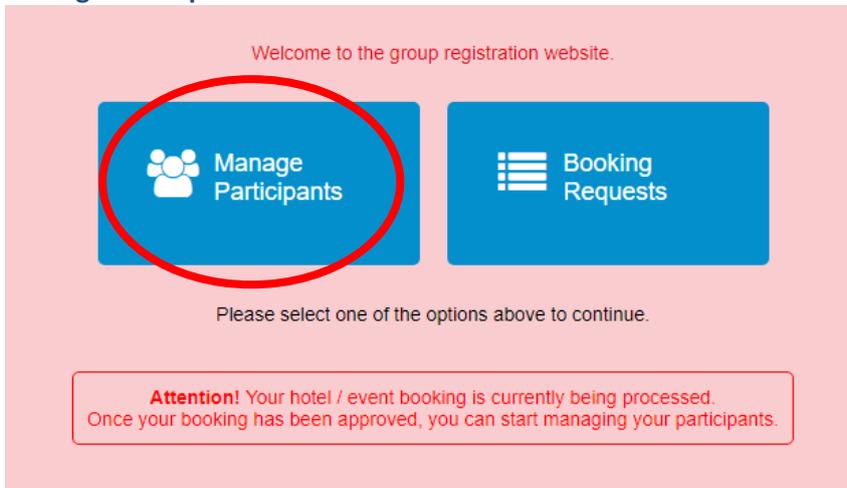

STEP 2 Booking requests

Booking requests can be made for:
- Registration type
- Events
- Hotel accommodation

After confirming the requests they will be sent to Congress Care in order to be approved. You will receive notification after approval.

STEP 3 Registration of participants using an excel file or by adding one-by-one

Manage Participants

In the online module you can import participants using an excel file. You can upload an excel file by clicking "import participants" in the participant management screen.

There you can choose to download a template or to upload it after it's filled with the necessary information. An example of the import file which needs to be filled is added as an attachment. Short explanation:
- The red fields are the required items, which need to be filled out for each participant
- Gender: M (male), F (female) or U (unknown)
- Country: English name or international abbreviation

Step 1: Download Excel Template

Download Template XLS | Download Template XLSX

Step 2: Upload Excel Template

Excel Sheet - Participants | Bestand kiezen | Geen bestand gekozen

After uploading the file you can see all participants in the participant management screen and edit the uploaded information by clicking on the names.
Assigning bookings to the participants can be done by selecting the participant(s) concerned and then choosing "group actions".
Here you can add registration type (registration fee), events (like social events) and hotel reservation to the participants.

As long as you see an orange sign in front of the name of a participant, that means that the latest changes have not been submitted yet.
To submit the changes: select the participants concerned and then submit them ("group actions" > "submit participants").

After submitting we will check the registrations and confirm them if they're complete.

Please note: Only requested fees, events and hotel bookings can be assigned to participants.
To be able to assign other events and/or hotel bookings to your participants please first request them online first.
Decreasing numbers of bookings cannot be done online, please inform us if you want to do so.

I hope the next steps are clear now. If you have any more questions please let me know!