

EWMA 2019 – Sjuksköterskor inom kommunal vård och primärvård - step-by-step registration process

We recommend using Firefox or Google Chrome as the registration system works better in these browsers.

The first time you log in to the system you will be asked to create an account. If you attended any previous EWMA conferences, please log in with your Username (email) and Password.

To register:

- Click the module/button '**Individual Registration**'
- Click the button next to start the registration process
- Click the button 'Register myself' or if you are not attending but want to register a participant click the button 'Register someone else' (requires contact details; email, institute name, address etc. of the person you wish to register)
- Choose the participant type '**Sjuksköterskor inom kommunal vård och primärvård**' from the drop down menu and click the 'choose tickets' button
- You will then reach the page where you add the relevant registration fee to your "shopping basket", once this is done click the green 'continue' button
- In the next step you are able to edit the invoice address if different from your profile. If this is needed click the grey 'edit invoice address' button, enter the mandatory fields (marked with a red *) and click save
- Now choose your payment type from the drop down menu and click the green 'continue' button, you will see a summary of your registration. If everything is in order you click the green 'finish registration' button
- If you choose credit card (VISA or MasterCard only) you will be guided further to a secure payment platform
- Upon completion of payment type you will reach the final page of your registration where you are able to print a copy of your invoice (or receipt if paid by credit card). You will also automatically receive an email confirmation, and a copy of the invoice (or receipt) will be attached
- Click log out when you are finished

Important, do not use fake email accounts as important information and QR code for name badges will automatically be sent to the email address of each participant.

If you have any questions please contact Susan Svenningsen ss@ewma.org.