

## Blank group registration (10 or more participants)

### HOW TO SUBMIT YOUR BLANK LIST

BEFORE SUBMITTING YOUR BLANK LIST PLEASE CHECK:

- If you have received the e-confirmation with the credentials to enter your group Congress Restricted area. You should have received it after making the online booking of your group within March 27, 2019 (see sample below)\*
- If you have completed the correct excel sheet\*\*

You should have made the booking of your blank group within March 27, 2019.

#### **\*Sample of the e-confirmation received after the online registration procedure within March 27.**

\*\*\*\*\*

Blank group ID = g4

\*\*\*\*\*

This is the e-confirmation for your blank group registration to the 56th ERA-EDTA Congress in Budapest, Hungary (June 13-16, 2019).

**Please find below the link and your credentials to enter the group Congress restricted area**

(please notice that none of ERA-EDTA staff is aware of your credentials due to the GDPR):

URL: <http://www.registration.era-edta2019.org/ra/login>

username: c@live.it

password: kwedyJ8



Link and credentials to  
enter your group  
Congress restricted area

**From the group Congress restricted area you can download:**

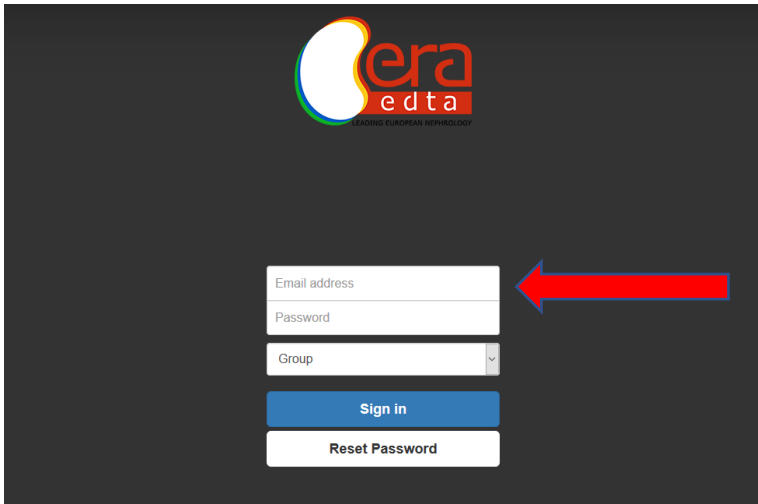
- Confirmation letter with the barcode (available only after the submission of the names), necessary to print the badge onsite at the ?Badge print and Bag distribution? desk located in the Registration area of Hungexpo in Budapest.
- Receipt of payment (available immediately if you pay by credit card or after the registration office receives the payment, if you pay by bank transfer).
- Request of payment (if the payment is made by bank transfer).
- Certificate of attendance for your guests. IMPORTANT! ONLY the days in which your guests have actively scanned their badge will be printed in the certificate of attendance.
- UEMS certificate for your guests.
- "Guest submission" box for up-loading the details of your guests and, after this has been done, the full list of the details submitted.



- **NOW YOU CAN SUBMIT YOUR BLANK LIST FOLLOWING THE STEPS BELOW:**

**Step 1: enter your Congress Restricted Area**

Click here <http://www.registration.era-edta2019.org/ra/login.php>



Insert your credentials

**Step 2: please select your Blank group**

Logout

Show  entries Search:

Group Id	# Delegates	Registration Date	Action
34	0	2019-04-02 14:41:48	Select this group

Showing 1 to 3 of 3 entries

<< < 1 > >>

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**Step 3: please click on the box "Guest submission"**



## Step 4: please import your filled in list

www.era-edta2019.org

Held jointly with HUNGARIAN SOCIETY OF NEPHROLOGY

56<sup>th</sup> ERA-EDTA Congress

Budapest, Hungary 2019 June 13<sup>th</sup> - 16<sup>th</sup>

Step 0: Welcome | Step 1: Registration Status | Step 2: Contact Details | Step 3: Group Guest List | Step 4: Summary | Step 5: Payment and Receipt | Step 6: Thank you

Group Guest Blank List

Click here to import your guests [Import excel sheet](#)

Any modification on this list will result in the corruption of the online pre-registration procedure and will have to be repeated with the original sheet

Guest already added: 0 of 44

[Click here to upload the excel list](#)

[PROCEED WITH REGISTRATION](#)

[Terms & conditions - Privacy Policy](#)

Step 0: Welcome | Step 1: Registration Status | Step 2: Contact Details | Step 3: Group Guest List | Step 4: Summary | Step 5: Payment and Receipt | Step 6: Thank you

Group Guest Blank List

Click here to import your guests [Import excel sheet](#)

Any modification on this list will result in the corruption of the online pre-registration procedure and will have to be repeated with the original sheet

Guest already added: 10 of 10

Guest 1 - gdg sdvf CANCEL

Guest 2 - e xv CANCEL

Guest 3 - fvg xv CANCEL

Guest 4 - t xvd CANCEL

Guest 5 - gdg xv CANCEL

Guest 6 - gdgeq xbd CANCEL

Guest 7 - ew bf CANCEL

Guest 8 - tr g CANCEL

Guest 9 - nr db CANCEL

Guest 10 - egswg seg CANCEL

[Check if all the names and surnames are correct](#)

[PROCEED WITH REGISTRATION](#)

"Summary"

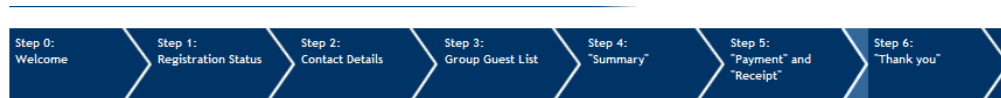
Please check the information you have submitted for your registration. You can click on the button "back" if you must edit or change the information or click on the button "next" if you wish to proceed with the payment

CONTACT	
Title:	Mrs.
First Name:	Larissa
Last Name:	Marzullo
Institution/Company Name/Agency Name:	stvdtdv
Client's Name:	dvdfsdcsd
Address 1:	dvsdvsd
Address (continued):	-
Zip/Postal Code:	-
City:	Ferrara
State/Province:	-
Country:	ITALY
Telephone number:	123456789
Email:	larissa.marzullo@era-edta.org

DESCRIPTION	ITEM TYPE	FEE	CEPD	ITEM TOTAL	ACTION
Mr. sdvf gdg	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Mr. xv e	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Mr. xv fvg	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Mr. xvd t	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Mrs. xv gdg	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Mr. xbd gdgeq	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Prof. bf ew	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Dr. g tr	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Prof. db nr	Member	460,00	No	460,00	<a href="#">Edit/Change</a>
Mr. seg egswg	Member	460,00	No	460,00	<a href="#">Edit/Change</a>

[BACK](#) [NEXT](#)

[You can modify the details of your guests if they are wrong](#)



**"Confirmation"**

In order to confirm your registration to the 56th ERA-EDTA Congress, you must click on the button "Confirm Registration"  
Failure to click on "Confirm Registration" will cancel the registration process

[Confirm Registration](#)



Confirm the submission

[Terms & conditions - Privacy Policy](#)

**"Thank You"**

Thank you for booking for a blank list group pre-registration for the 56th ERA-EDTA congress in Budapest (June 13-16, 2019).  
You will receive automatically an e-confirmation containing your credentials to access the restricted area.  
If you don't receive it please contact the ERA-EDTA Congress Office (email: [registrations@era-edta.org](mailto:registrations@era-edta.org))  
Please remember to submit and upload your guest list within May 29, 2019. After this date the online form will be offline.  
After submitting your list you can download from your restricted area the official confirmation letter necessary to pick up the badges and congress material.  
If you choose CEPD courses on June 13 please do not forget that they are first-come first served, based on the current availability. You can choose the preferred courses for your guests directly from the restricted area after making the name submission.

[Additional registration](#)

[56th ERA-EDTA homepage](#)

**ERA-EDTA 2019 Official Housing Agent**

**C-IN, Official Housing Agent of the 56th ERA-EDTA Congress**  
5. kvetna 65,  
140 21 Prague 4  
CZE  
tel.: +420 261 174 301 or 304  
fax: +420 261 174 307  
Email: [hotels.eraedta@c-in.eu](mailto:hotels.eraedta@c-in.eu)



Your submission is completed

[Terms & conditions - Privacy Policy](#)

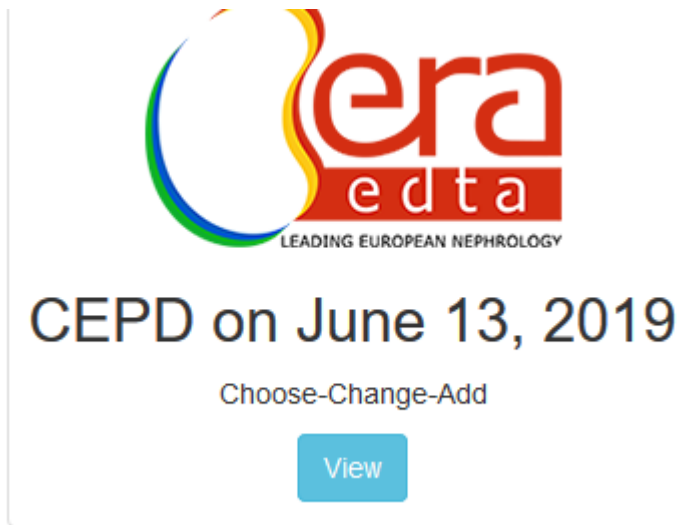
**Step 5: close the previous page and go back to the home page. Click on "Your group" to see all the guests**



## Step 6: CEPD course/s

If you have paid in advance for CEPD course/s please select the one/s your guest/s wish to attend by clicking the box below. Note that you can change them within June 7, 2019.

If you have not paid for CEPD/s in advance, you can add and pay for them by credit card within June 7.



If you register your group or some participants of your group to the CEPD courses that will be held on June 13, you can choose a maximum of one course (one in the morning, one in the afternoon or one for all the day) [http://www.era-edta2019.org/CEPD\\_programme](http://www.era-edta2019.org/CEPD_programme) by clicking the drop list below. Please note that you can change the CEPD already chosen by clicking the green box "Change" below within June 7, 2019. After this date any change can be made directly onsite at "CEPD" desk at Hungexpo in Budapest starting from June 12 at 11.00 by paying EUR 20.00. If you wish to register some guests of your group to the CEPD courses at a later stage, you can book and pay the due amount (only by credit card) by clicking the box "Add and pay" within June 13 (for regular groups) and within June 7 (for blank groups). Note that the availability of the CEPD courses is on a first-come first served basis.

Select here the CEPD course/s your guest wish to attend and that you have already paid

Choose/Change/Add CEPD course/s

Show  entries

Search:

Id	Name	Morning CEPDs/Full Day CEPD	Afternoon CEPD	
116	sdvf gdg			Add and pay
127	sdvf gdg	Select a Value	Select a Value	Change
128	xv e			Add and pay
129	xv fvg			Add and pay
130	xvd t			Add and pay
131	xv gdg			Add and pay
132	xbd gdgeq			Add and pay
133	bf ew			Add and pay
134	g tr			Add and pay
135	db nr			Add and pay
136	seg egswg			Add and pay

Click here if you wish to add and pay the CEPD at a later stage. Payment by credit card only

**Step 7: please download the confirmation letters necessary to print the badge onsite, starting from June 12 at 11.00**



Please remember to bring the confirmation letters for each of your guests in order to then scan the barcode printed in these letters so that you can then print your guests' badges at the "Badge print and Bag distribution" desk at Hungexpo in Budapest, starting from June 12 at 11.00.

All communications will be sent to the company contact person and not to the guests, third parties or company branches. This person will be held responsible of distributing the congress materials to each registered guest.

If the contact person prefers to not collect the badges on behalf of the group, she/he is responsible for giving each guest the confirmation letter with the barcode so that the individual guest can then print his/her badge directly onsite.

The reprint of lost or forgotten badges costs EUR 20.