



Group registration management / E-voucher activation instructions

As a group booker, you can consult your group registration by logging into the [EBCC-14 registration portal](#) with your username and password, and clicking on the **Group Registration** button.

Your group registration overview page includes a button to download an Excel list, which includes your **booked registrations** and the **corresponding unique e-voucher codes**.

You are responsible to send to each of your group participants their **unique e-voucher code**, and instruct them to activate their code via the button “**E-Voucher Activation**” in the [EBCC-14 registration portal](#).

The screenshot shows the EBCC 14 login page. It has a blue header with the EBCC 14 logo. Below the header, it says 'Login page' and 'Welcome'. There are two input fields: 'Username' and 'Confirm Password'. Below the password field is a link 'Don't remember your password?'. At the bottom, there are two buttons: 'LOG IN' (blue) and 'CREATE YOUR ACCOUNT' (grey).

>> If the participant does not have an account yet, they will need to create their account first and can then proceed to activate their voucher.

>> If the participant already has an account with EBCC, they will be able to log in with their credentials.

Once the participant has activated the voucher, the screen will display that the activation was successful, and the participant will receive an automatic confirmation email.

We encourage you to request your participants to activate their e-voucher as soon as possible, and in any case by 6 March 2024.

Changes to your group registration will not be possible after 6 March and will be considered as a new registration.

As a group booker, you can consult the e-voucher activation status in your group registration in the [EBCC-14 registration portal](#).

Please be informed that your participants will only be able to access the conference after we have received your full payment. If payment is not received, your group participants will not be able to print their badge onsite, even if their voucher was successfully activated.

For any questions, do not hesitate to contact the EBCC-14 Conference Secretariat at ebcc@eortc.org