### <u>Step 1 – </u>

Log in Window will appear where system will ask you to create your account –

The future in focus.  February 16-19, 2017 Hyderabad, India		© ENDO 2017 World Congress of GI Endoscopy
	V	www.endo-2017.org
Sign in with your existing account	Create a new user account	Social Sign in
Account Email *		
Confirm Account Email *		
Password *		
Re-enter Password *		
Note : Accommodation will be added shortly. You ca	n use the same log-in information to book y	our accommodation at a later point in time.
ost Organizer		
WEO Ward Endoscopy Organization  A-PSDE  USGD	Some beauty of ESGE	PAAG SGC TO CONTROL OF THE PAAG STATE OF THE PAA

#### Step 2 -

System will ask you three type of Details -

• First Option –

If you are registering only as Group Leader

Or you are registering as Group Member along with Group Leader as well

· Second option -

You want one standard Invoice called Group Invoice for all Group Members Or you want Individual Invoices for all Group Members

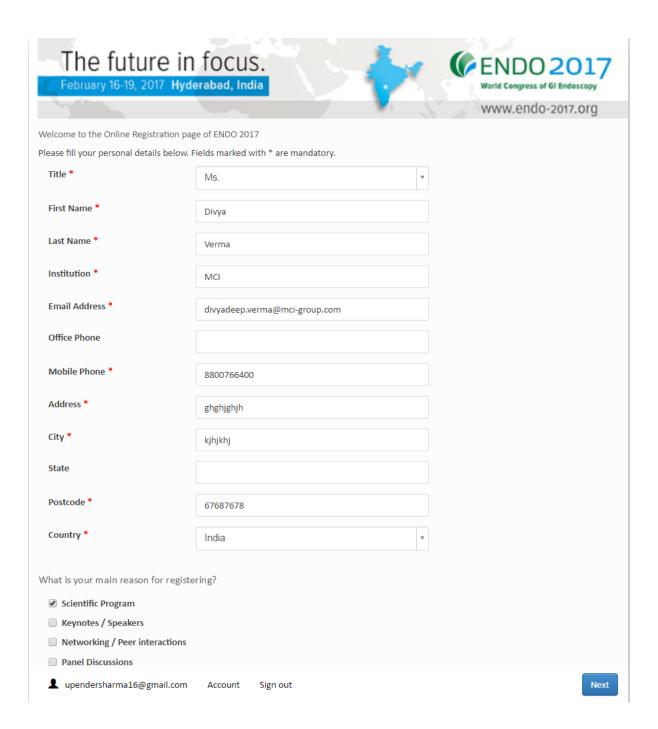
• Third Option -

System will ask you for Group Size & Group Member names



#### <u>Step 3 – </u>

Please enter your personal details here



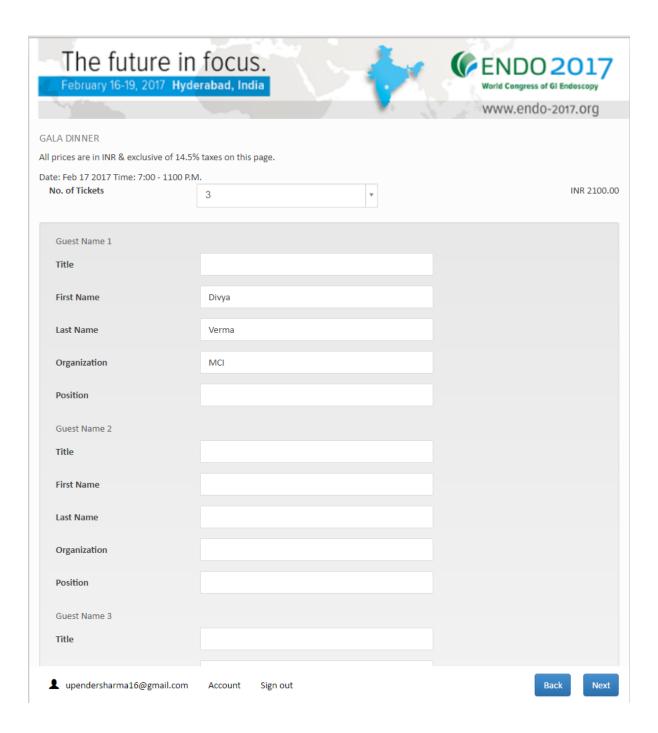
#### **Step 4 –**

Please select the registration services against which you want to register



#### <u>Step 5 – </u>

Please delect the Gala Dinner ticket if you want to purchase the same or else move ahead by clicking on Next



#### <u>Step 6 – </u>

Click on Register button reflecting against the names of your group members & follow the same procedure to fill in their personal details & selecting the appropriate registration service for them



#### <u>Step 7 – </u>

After completing Registration of all the Group Members Click on I Agree Button & move ahead by Clicking on Next Button



#### <u>Step 8 – </u>

Choose the payment option on below page



#### Step 9 -

- If you will select Pay Later option on the above page you will receive a Registration Acknowledgement letter with Invoice as an attachment.
- Purchase Order Enter your Purchase Order number by selecting this option, which in retur will be mentioned on your Invoice. Later you can show that Invoice to your Finance to initiate the payment
- If you will make your payment online you will receive your confirmation right after making the payment