Contents

Logging in..........................................................................................................................2
Registering .......................................................................................................................3
Booking .............................................................................................................................5

We recommend using either Firefox or Google Chrome to access the EIC website for the best performance
Logging in

Please note if you are a member, your log in for the events portal is separate to your EICDataStream details.

If you have forgotten your password, you can click **Forgotten Password?**

Log in or register

Log in or register an account to book onto one of our events

If you already have an events-booking account registered with the EIC, please complete the login details below. If not, registering an account takes just two minutes and will allow you to book on to one or more events.

Please note the below log-in details will not necessarily be the same as your EICDataStream details. If you are unsure of your username, please email membership@the-eic.com

Username: 

Password: 

[Login] [Remember Login]

[Register] [Forgotten Password?]

To get sent a password reset link, you will need to enter your username. If you don’t know your username, please contact [membership@the-eic.com](mailto:membership@the-eic.com)
Registering

When registering for an account, it is highly recommended to use your email address as your username.

Your email address should be your main business address.

Register an account

Registering takes two minutes and allows you to book onto one of our events

Please complete the form below to register an online account with the EIC to proceed with booking onto one of our events. Select your own username and password, complete the other required fields and enter the code to proceed to the next step.

For ease of use, we recommend using your email address as your username.

To link yourself to an organisation please type the name into the search box and click Find Organisation. When the search results appear, select your organisation.
If your organisation does not appear, please contact your local EIC office to have it added, then you can complete your organisation. You can find your local EIC office by clicking here.

Please note to gain access to member prices you must be linked to an organisation and have a valid business email address.
Booking

To book onto an event, ensure you have read and agreed to the terms and conditions by ticking the box and then clicking Book Online.

Before you fill in any details, please select from the options at the top.

If you cannot see the following three options, your account is not properly linked to an organisation. Please contact your local EIC office to fix this.

Your personal information

Who are you booking this event for?

- Only for me
- For me and others
- Only for others

No matter who the booking is for, the following page needs to be filled in by the person logged in.
The name and email fields are read only. If the details are incorrect, please contact your local EIC office. The fields on this form that are required are denoted by a *.

If you are attending the event yourself, you will need to fill in the dietary and special requirements. If you don't have any, please select none.

If you have selected to add another colleague onto the event booking, you will be able to add their details on the next page.
To check if a colleague is on our system already, please **search** first.

To search for a colleague, you can put fill in any of the three fields. We recommend using the first or last name.

After you have found your colleague, tick the box to the left and click **Add to booking**.

**Results**

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Last Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr</td>
<td>Mark</td>
<td>Risley</td>
<td>Digital Marketing Manager</td>
</tr>
</tbody>
</table>
To add a colleague that is not on our database already click Add.

Delegate information

Title:*  
First Name:*  This field is required to continue  
Last Name:*  This field is required to continue  
Job title:*  This field is required to continue  
Company:*  This field is required to continue  
Email address:*  Please use the work email address  
Contact phone:*  This field is required to continue  
Dietary requirements:*  --  
Special requirements:*  --  

* Required fields

Add Attendee

All fields on this form are required fields. Please ensure you have the correct dietary and special requirements.
All delegates in the booking will appear on the right-hand side. To delete a delegate, you can click delete.

Attending the event:
2 Delegates in This Booking

Ms Elle Johnston
CRM Coordinator
EIC
ele.johnston@thecic.com

Delete

Mr Mark Risley
Digital Marketing Manager
EIC
mark.risley@the-cic.com

Delete

Go to booking details

On the next page you will be able to see the packages available. If you are an EIC member you will have a choice of all packages, including the non-member. Please select the appropriate rate. If you are a not a member, you will only be able to see the non-member packages.

If there is a discount code available for multiple bookings, you will be able to enter it on the next page.

Booking details

Panel Session: The Ever-Changing Supply Chain Landscape

26/01/2019 09:30 to 12:30

Ms Elle Johnston
EIC Member (49.00 GBP)

Attendee Sub-Total: 49.00 GBP

Mr Mark Risley
EIC Member (49.00 GBP)

Attendee Sub-Total: 49.00 GBP

EIC Member (49.00 GBP)
Non-Member (79.00 GBP)

Event Sub-Total: 98.00 GBP

Go to booking summary
The last page is a summary of your booking including the prices.

**Booking summary**

**Total amount**

<table>
<thead>
<tr>
<th>Basic Price</th>
<th>98.00 GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Code</td>
<td>BC2510</td>
</tr>
<tr>
<td>Discount</td>
<td>0.00 GBP</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>98.00 GBP</td>
</tr>
<tr>
<td>Tax</td>
<td>19.60 GBP</td>
</tr>
<tr>
<td><strong>Total to Pay</strong></td>
<td><strong>117.60 GBP</strong></td>
</tr>
</tbody>
</table>

If you have a discount code, please type it into the field and click **Apply**. If the code is valid, the page will reload showing the revised prices. Below this is a summary of the delegates and the packages being purchased.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price type</th>
<th>Unit price</th>
<th>Discount</th>
<th>Net price</th>
<th>Tax</th>
<th>Total (GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Elle Johnston</td>
<td>EIC Member</td>
<td>49.00</td>
<td>30.00</td>
<td>19.00</td>
<td>3.80</td>
<td>22.50</td>
</tr>
<tr>
<td>Panel Session: The Ever-Changing Supply Chain Landscape: 25/01/2019 09:50:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Mark Risley</td>
<td>EIC Member</td>
<td>49.00</td>
<td>30.00</td>
<td>19.00</td>
<td>3.80</td>
<td>22.50</td>
</tr>
<tr>
<td>Panel Session: The Ever-Changing Supply Chain Landscape: 25/01/2019 09:30:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>60.00</td>
<td>38.00</td>
<td>7.60</td>
<td>45.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the above information is wrong, you will need to restart the booking journey as the back button on your browser does not work. If there is a simple spelling mistake, complete the booking and contact the event manager to get it fixed.
To finish the booking select your payment method and then choose an invoice and billing address. You will also need to confirm your billing address when you get to Sage Pay to complete the payment.

Payment method

Please select a payment method. Full payment details will be shown on the next page

- Debit/Credit Card using SagePay - Online

Address

<table>
<thead>
<tr>
<th>Booker Address</th>
<th>Invoice/Receipt Address</th>
<th>Billing/Credit Card Address - (You will be able to edit addresses on the next page)</th>
</tr>
</thead>
</table>
| Ms Elle Johnston  
EIC  
Head Office  
69 Albert Embankment 10th Floor  
London  
London  
SE1 7TP  
United Kingdom | Same As Booker Address | Same As Invoice To Address |

Once you have completed and paid via Sage Pay, please let the website reload the confirmation page.

Congratulations. You are now successfully booked onto an EIC event. You will receive a confirmation email and invoice/receipt from the EIC within 30 minutes.