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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 our 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:

Remember Login

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

The screenshot shows the footer of the Energy Industries Council website. The navigation bar includes links for About Us, Membership, EICDataStream, EICAssetMap, Worldwide Offices, EIC Connect, Events, Training, Publications, and News. A blue banner contains the text: "If you forgot your password an email with a password reset link will be sent to your registered address. Click on the link in that email and you will be taken to a page where you can then create a new password." Below this is a form with a "User Name:" label and an information icon, followed by a text input field. At the bottom of the form are two buttons: "Send Reset Link" and "Cancel". The footer contains contact information, a LinkedIn logo, and copyright details: "Registered Office: The EIC, 89 Albert Embankment, London, SE1 7TP, United Kingdom Company Registration 493459 © 2012 Energy Industries Council".

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.

Username:	<input type="text" value="Enter value..."/>	* Required field
Email Address:	<input type="text" value="Enter value..."/>	* Required field
Title:	<input type="text" value="Choose..."/>	* Required field
First Name:	<input type="text" value="Enter value..."/>	* Required field
Last Name:	<input type="text" value="Enter value..."/>	* Required field
Password:	<input type="text" value="Enter value..."/>	* Required field
Password Confirmation:	<input type="text" value="Enter value..."/>	* Required field
Job Title:	<input type="text" value="Enter value..."/>	* Required field
Organisation:	<input type="text" value="Enter value..."/>	<input type="button" value="Find Organisation"/>



Enter the code shown above in the box below

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.

Email Address: * Required field

Find Organisation

Organisation

Leica Geosystems: Davy Avenue Milton Keynes MK5 8LB	Select
University of Leicester: 56 Ingleboro Drive Purley CR8 1EF	Select
EIC: Head Office London SE1 7TP	Select
Weichert Corporate Housing: 1625 State Route 10 Morris Plains 07950	Select
The EIC Charmaine: 89 Albert Embankment London SE1 7TP	Select
Seiche: 10355 Centrepark Drive Houston 77043	Select

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**

To Book
The EIC accepts bookings in accordance with [EIC's Terms and Conditions](#).
 Accept Terms & Conditions

[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.

Please check your details below

You will confirm all delegate details on the next page.

Title:*	Ms
First name:	Elle
Last name:	Johnston
Email:	elle.johnston@the-eic.com
Contact phone:*	631
Job title:*	CRM Coordinator
Company name:*	EIC
Address 1:*	Head Office
Address 2:	89 Albert Embankment, 10th Floor
Address Line 3:	
Town / city:*	London
County / state:*	London
Postcode:*	SE1 7TP
Country:*	United Kingdom

* Required fields

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**.

As you are attending, please complete the additional information required below.

Dietary requirements:*	-- Please select --
Special requirements:*	-- Please select --

[Go to delegate details](#)

If you have selected to add another colleague onto the event booking, you will be able to add their details on the next page.

Delegate details

Add additional delegates

Search for your colleagues already in our database:

[Search](#)

Colleague not in our database? Add an additional delegate:

[Add](#)

Attending the event:

1 Delegates In This Booking

Ms Elle Johnston
CRM Coordinator
EIC
elle.johnston@the-eic.com

[Delete](#)

[Go to booking details](#)

To check if a colleague is on our system already, please **search** first.

Delegate Search

Please search for your colleagues using any of the fields below.

First name:

Last name:

Email:

[Cancel](#) [Search](#)

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

<input type="checkbox"/>	Title	First Name	Last Name	Job Title
<input checked="" type="checkbox"/>	Mr	Mark	Risley	Digital Marketing Manager

[Add to booking](#)

To add a colleague that is not on our database already click **Add**.

Colleague not in our database? Add an additional delegate:



Delegate information

Title:*	<input type="text" value="--"/>
First Name:*	<input type="text" value="This field is required to continue"/>
Last Name:*	<input type="text" value="This field is required to continue"/>
Job title:*	<input type="text" value="This field is required to continue"/>
Company:*	<input type="text" value="This field is required to continue"/>
Email address:*	<input type="text" value="Please use the work email address"/>
Contact phone:*	<input type="text" value="This field is required to continue"/>
Dietary requirements:*	<input type="text" value="--"/>
Special requirements:*	<input type="text" value="--"/>

* Required fields



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
elle.johnston@the-eic.com [Delete](#)

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

25/01/2019 09:30 to 12:30

Ms Elle Johnston	<input type="text" value="EIC Member (49.00 GBP)"/>	Attendee SubTotal: 49.00 GBP
Mr Mark Risley	<input type="text" value="EIC Member (49.00 GBP)"/> <input type="text" value="EIC Member (49.00 GBP)"/> <input type="text" value="Non-Member (79.00 GBP)"/>	Attendee SubTotal: 49.00 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

Basic Price	98.00 GBP
Discount Code	<input type="text" value="BC2510"/> <input type="button" value="Apply"/>
Discount	0.00 GBP
<hr/>	
Sub-Total	98.00 GBP
Tax	19.60 GBP
<hr/>	
Total to Pay	117.60 GBP

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.

[Hide summary of booking](#)

Item	Price type	Unit price	Discount	Net price	Tax	Total (GBP)
Ms Elle Johnston						
Panel Session: The Ever-Changing Supply Chain Landscape: 25/01/2019 09:30:00	EIC Member	49.00	30.00	19.00	3.80	22.80
Mr Mark Risley						
Panel Session: The Ever-Changing Supply Chain Landscape: 25/01/2019 09:30:00	EIC Member	49.00	30.00	19.00	3.80	22.80
		Totals	60.00	38.00	7.60	45.60

Total Amount Due: **45.60 GBP**

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

Booker Address	Invoice/Receipt Address	Billing/Credit Card Address - (You will be able to edit addresses on the next page)
Ms Elle Johnston EIC Head Office 89 Albert Embankment 10th Floor London London SE1 7TP United Kingdom	Same As Booker Address	Same As Invoice To Address

[Complete Booking and Pay](#)

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 30minutes.