

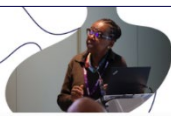
PVRI 2027 Bangkok

Group Coordinator Guide

This guide explains how to register a group of delegates for PVRI 2027 Bangkok using the EventsAir Group Registration Portal.

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27-31 Jan 2027 | Amari Hotel & Conference Centre



Group Registration Portal Sign In

Please sign into the Group Registration Portal with your account email address and password. If you have not yet created an account, please click on the 'Create New Account' button.

Sign in

Email Address

Password

Sign in

New Account

Create New Account



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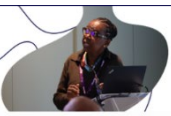
Step 1: Create your Account

If this is your first time using the Group Registration Portal, you will need to create an account.

If you have already created an account, simply sign in using your email address and password.

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Create New Account

Email Address

Confirm Email Address

Password

Confirm Password

Create New Account

Back To Login

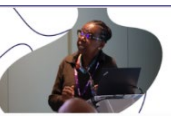


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On the sign-in page, click create a new account. Enter the required information and create your account.

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Home

Group Co-ordinator Details

Sign off

Group Co-ordinator Details

If you have not yet entered the details for your Group Co-ordinator - click on the Create Group Co-ordinator button. If you have already created your Group Co-ordinator, you can edit the details at any time by clicking on the Edit Group Co-ordinator button.

Create Group Co-ordinator

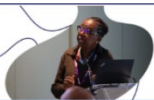


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Once you have created your account, please then complete a further form by clicking “Create Group Co-ordinator”. This form collects needed financial and contact information. Once completed click “Submit”.

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Group coordinator details

*First Name

*Email Address

*Organisation

*City

*COUNTRY
Please select a country from the drop ...

Phone number

*Last Name

*Verify Email Address

*Address line 1

*State / County

*ZIP code / Postcode

Submit



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Home

Group Co-ordinator Details

Group Details

Invoice and Payment

Resend Confirmation

Reports

Sign off

Group Co-ordinator Details

If you have not yet entered the details for your Group Co-ordinator - click on the Create Group Co-ordinator button. If you have already created your Group Co-ordinator, you can edit the details at any time by clicking on the Edit Group Co-ordinator button.

First Name

Last Name

Organization

Address

City

State

Postcode

Country

Phone

Email

Katherine

Elizabeth C

PVRI

5 - 7 Tanner Street

London

Greater London

SE1 3LE

United Kingdom - HIC

events@pvriinstitute.org

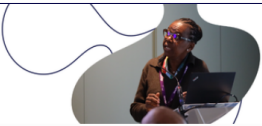
Edit Group Co-ordinator



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Group Details

On this page you can view and manage all of the attendees that are registered as part of your group. Using the buttons at the bottom of the page you can add new registrations one by one or you can import multiple contacts via a spreadsheet. Before importing your contacts ensure you have the correct import template by downloading it using the Download Template button. For any contacts in your group that are not yet registered you can use the buttons in the Options column to either register them yourself or send them a link to register via email.

Name	Email	Status	Options
Elizabeth C, Katherine	events@pvrinstitute.org	Not Registered	Register Email Registration Link PVRI Group registration

Add Registration

Import Contacts

Download Template



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Step 2: Download and complete the delegate template

After submitting your details, you will be taken to the Group Details page, where you can manage registrations for your group.

At the bottom of the group details page, click “Download Template”.

Open the spreadsheet and enter the required information for each delegate. Once all delegate details have been completed, save the file to your computer.

Tip: Check that all email addresses are correct before uploading the file, as registration links will be sent to these addresses.

Group_Member_Import_Template (2) Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

CutCopyFormat PainterClipboard

Font

Alignment

Number

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Calibri11A

B I U

Wrap Text

Merge & Center

%

Conditional Formatting

Format as Table

Cell Styles

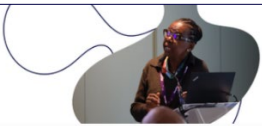
Insert

Delete

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Organization	Address Line One	Address Line Two	City	State	Postcode	Country	Phone	Email
2	Joe	Smith	PVRI	5-7 Tanner street	Bermondsey	London	Greater London	SE1 3LE	United Kingdom	N/A	admin@pvrinstitute.org
3											
4											
5											
6											

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Import Contacts

Browse ...

Preview



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Step 3: Import your delegates

Return to the Group Details page and click Import Contacts.

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HomeGroup Co-ordinator DetailsGroup DetailsInvoice and PaymentResend ConfirmationReportsSign off

Import Contacts

Group_Member_Import_Template 1.xlsx

Group_Memb... Remove Browse ...

Preview

First Name	Last Name	Organization	Address Line One	Address Line Two	City	State	Postcode	Country	Phone	Email
Joe	Smith	PVRI	5-7 Tanner street	Bermondsey	London	Greater London	SE1 3LE	United Kingdom	n/a	admin@pvrinstitute.org

Import Contacts



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Select your completed spreadsheet and follow the prompts to upload your delegates.

Before completing the upload, review the preview screen carefully to ensure all delegate information has been imported correctly.

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Name	Email	Status	Options
Elizabeth C, Katherine	events@pvrinstitute.org	Not Registered	Register Email Registration Link PVRI Group registration
Smith, Joe	admin@pvrinstitute.org	Not Registered	Register Email Registration Link Remove Contact PVRI Group registration

Add Registration

Import Contacts

Download Template



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Step 4: Send registration links to delegates

Once delegates have been imported, they will appear in the delegate list in the “Group Details” tab.

Locate the delegate and click “Email Registration Link”.

Email Registration Link

To Name *

Joe Smith

To Address *

admin@pvrinstitute.org

From Name *

Katie Corris

Subject *

Registration for PVRI 2027 Bangkok

Content *

A Normal text - Bold Italic Underline

Dear Joe,

We would like to invite you to register as part of our group.

Please click on the link below to be taken to the Event Registration site.

Send Email

Remove Contact

PVRI Group registration

Add Registration

Import Contacts

Download Template



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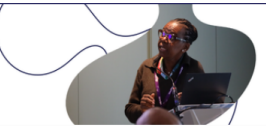
A pre-populated email message will open. Review and edit the message if required.

When you are ready, click Send Email.

The system will send a unique registration link to the delegate, allowing them to complete their own registration.

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Smith, Joe	admin@pvrinstitute.org	Registered	Register Email Registration Link Remove Contact

Add Registration

Import Contacts

Download Template



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You can log back into the Group Registration Portal at any time to:

- Check delegates' registration status
- Edit delegate details
- Cancel registrations if required

Need help? If you experience any issues using the Group Registration Portal, please contact us at events@pvrinstitute.org