

HOW TO MODIFY/REMOVE PERSONAL DATA FROM THE PARTICIPANT LIST

The list is only visible for other participants and the organizing committee.

MODIFY/REMOVE PERSONAL DATA

[Log in](#) to your profile which you have created during the registration process.



The screenshot shows the registration page for the EAAP Annual Meeting 2021. At the top left is the event logo, which includes the text 'EAAP ANNUAL MEETING 2021', '72nd', 'EUROPA', 'DAVOS', 'SWITZERLAND', and 'EAK • EAT • FEZ'. To the right of the logo, the text reads 'EAAP Annual Meeting 2021', '30th August - 3rd September 2021', and 'Davos, Switzerland'. A scenic photograph of Davos, Switzerland, is on the right. Below the header, there are navigation links for 'Participation' and 'Contact us'. A prominent orange button says 'Register as attendee'. The main heading is 'Online Registration', followed by a thank-you message and instructions to create a 'personal account' for easier booking and data modification. A login form with 'User' and 'Password' fields and a 'Login' button is on the left. A green arrow points from the 'Terms and Conditions' section to the 'Password' field. At the bottom, there are links for 'Registration fees', 'Payment', 'Amendment and cancellation policy', and 'Terms and Conditions'.

To modify your personal data: *Edit personal data*

To modify the visibility of your data: *Change information displayed on participant list*. The following box will appear:

Control Center

Welcome!


Participation


Existing bookings

Thea Merker
If you want to add further offers to your booking, please click "Book another offer".


Book another offer


List of participants

 [Change information displayed on participant list](#)

 [Participant list](#)

Personal data

 [Edit personal data](#)

 [Change password](#)

When clicking *Change information displayed on participant list*, the following box will appear:

Available participant lists

Visibility in the list.	Name	Description
<input checked="" type="checkbox"/>	Participant list	

Save

Use the checkbox to define whether you are visible on the participant list or not. Click save afterwards.

If you choose to be visible on the list: Click on *participant list* to modify the list.

Available participant lists

Visibility in the list.	Name	Description
<input checked="" type="checkbox"/>	Participant list	

Choose what should be displayed. Information in red is always visible, information in blue can be removed. After your adjustments, click *save*.

Configuration : *Participant list*

Field name	Selection
Academic title	<input checked="" type="radio"/> Yes <input type="radio"/> No
First name	<input type="radio"/> Yes <input type="radio"/> No
Last name	<input type="radio"/> Yes <input type="radio"/> No
Company/institution	<input type="radio"/> Yes <input checked="" type="radio"/> No
Job title	<input type="radio"/> Yes <input checked="" type="radio"/> No
Country	<input type="radio"/> Yes <input type="radio"/> No

If you have any questions, don't hesitate to contact Organizers Switzerland Ltd: registration@organizers.ch