



# Event Management System

**1 – Open the registration link:** Open the link you received to begin the registration process. (<https://events.eda.admin.ch/events/XXXX>)

**1.1 – Enter your email:** Type your email address and click Next.

1.1

My Account | EN DE FR IT ES

Sign in to EDA Events Integration

eMail / device / email

EDA user  
If you do have an EDA account and you are using this application from the intranet you can use Single Sign On.

eIAM REF  
If you have an account from the Swiss Government, you might use this.

Swiss Government Smartcard REF  
If you have a Smartcard from the Swiss Government, you might use this.

**2 – Check if an account exists:** The system will verify whether that email is already linked to an account.

**2.1 – If no account exists:** Click Register and a verification code will be sent to that address.

→ Please be sure to check your Spam/Junk folder for the verification email or verify that your email address was entered correctly.

2.1

My Account | EN DE FR IT ES

Sign in to EDA Events Integration

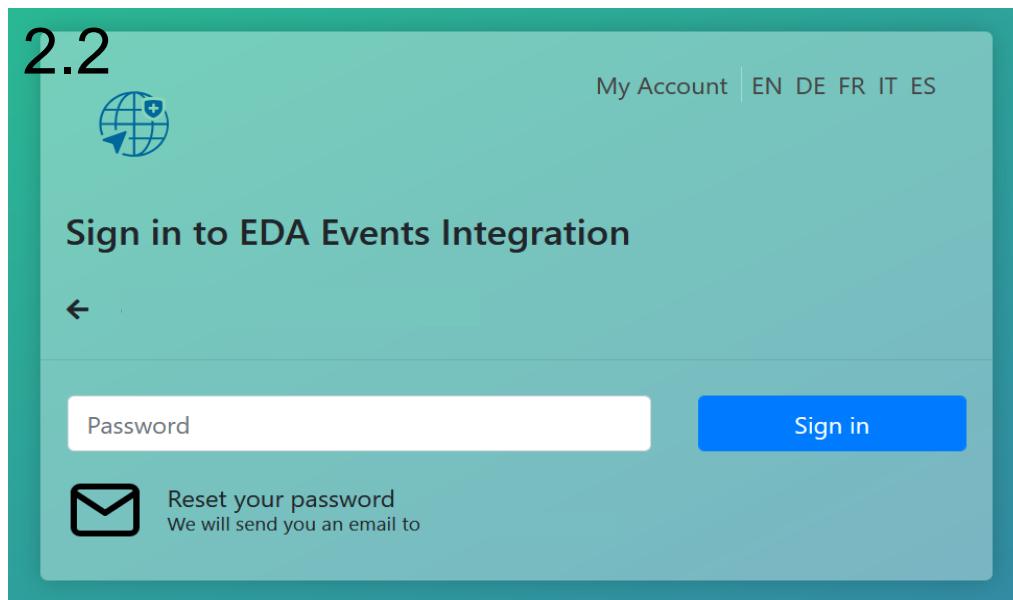
←

Registration  
Create a new account with your email address



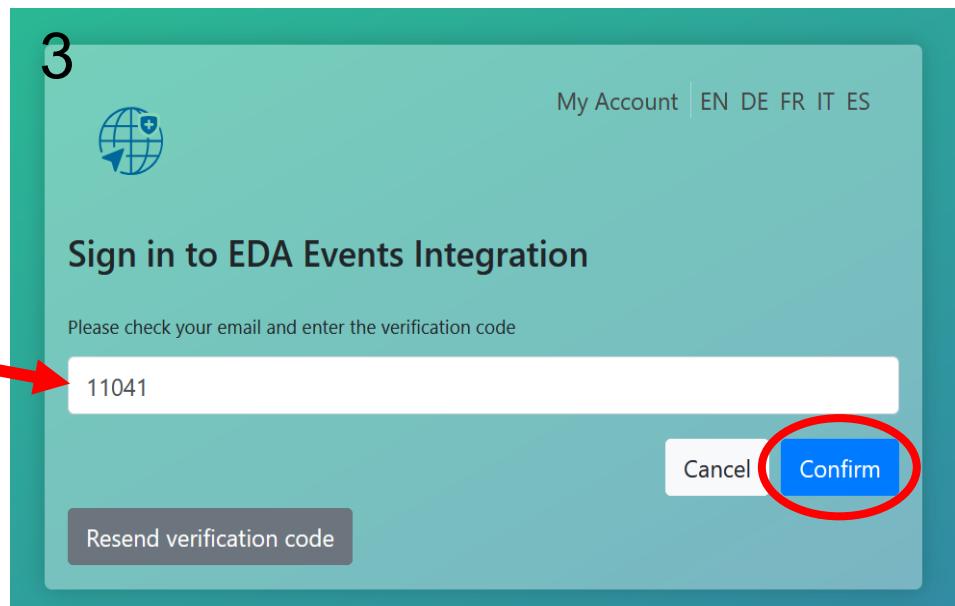
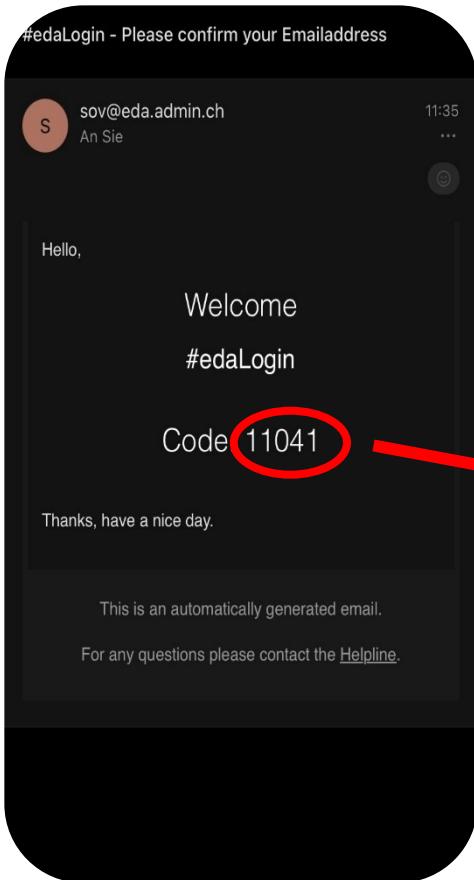
**2.2 If an account already exists:** You can Sign in directly or reset your password.

→ Please be sure to check your Spam/Junk folder for the reset email, or verify that your email address was entered correctly.



**3 – Enter verification code:** Open the email we sent (check Spam/Junk), copy the code, paste it into the verification field and click Confirm.

→ Please be sure to check your Spam/Junk folder for the verification email or verify that your email address was entered correctly.





**4 – Enter your name:** Type your First name and Last name, then click Set.

4

My Account | EN DE FR IT ES

First Name

First Name

Last Name

Last Name

Set

**5 – Create a password:** Enter a secure password then click Confirm.

5

My Account | EN DE FR IT ES

Sign in to EDA Events Integration

Please set a new password

New password

Enter password

⚠ At least eight characters  
⚠ At least one lowercase character  
⚠ At least one uppercase character  
⚠ At least one number

Confirm new password

Enter password

⚠ The passwords must match

Cancel Confirm



**6 – Start registration:** After pressing the confirm button, you will be redirected to the registration page, where you will be able to start the registration process.

# 6

## registration process

Event date: 17.09.2025 - 20.09.2025

### Event description

STEP BY STEP

### Contact data

XXXX@eda.admin.ch

[Amend data](#)

[Accessibility](#)

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Version: v2.3.0

If you encounter any major issues, please contact: [events@eda.admin.ch](mailto:events@eda.admin.ch)