

[EXTERNAL] HOW TO GUIDE ACCREDITATION IN CONSOLE

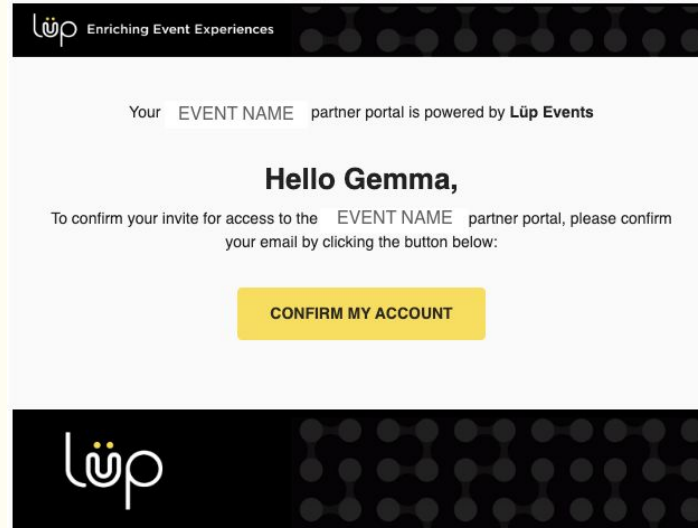
FOR PARTNERS



COMMERCIAL IN CONFIDENCE

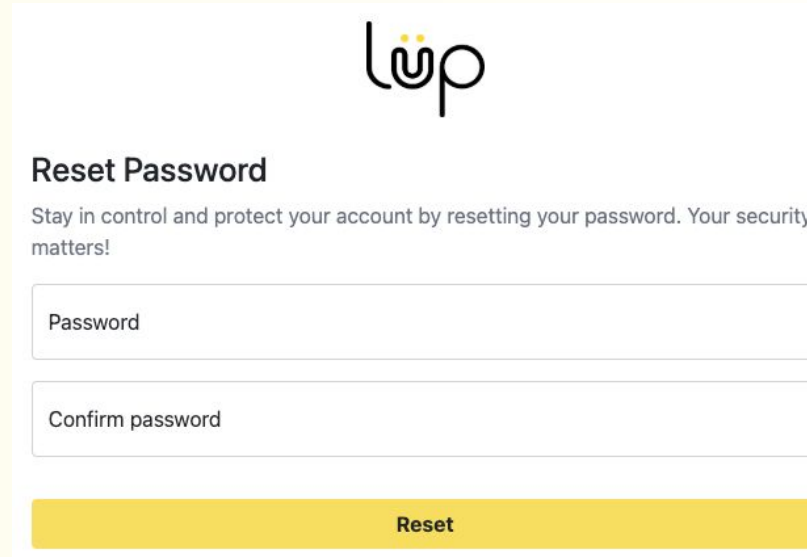
1. Partner - Login

- Partner receives login email from Lüp
 - ◆ "You have been added to EVENT NAME partner portal."
 - ◆ Click -> Confirm my account



2. Partner - Login

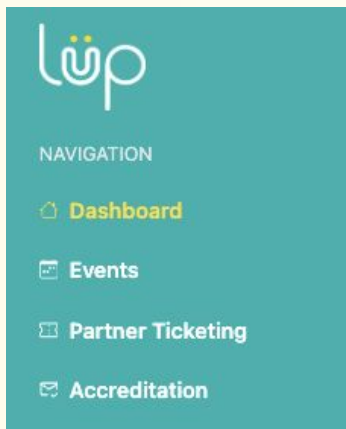
→ Create a password to login to Lüp's system "Console"



The screenshot shows a web interface for resetting a password. At the top center is the Lüp logo, which consists of the lowercase letters 'l', 'ü', and 'p' in a stylized, rounded font. Below the logo is the heading 'Reset Password' in a bold, black font. Underneath the heading is a short paragraph: 'Stay in control and protect your account by resetting your password. Your security matters!'. There are two input fields: the first is labeled 'Password' and the second is labeled 'Confirm password'. Both fields are empty and have a light gray border. At the bottom of the form is a prominent yellow button with the word 'Reset' written in black text.

3. Partner - Navigating Console

- Login in to console.lup.events
- Go to Accreditation on the left menu bar
- Select the event
- Allocated = total quantity of passes given to you and statistics of passes sent vs redeemed
- Sent = send out passes, view sent and cancel unredeemed invitations
- Users = add additional users to login to your portal to assist sending out passes



TEST2 - Partner Code: TEST2

Allocated Sent Users

Category	Ticket	Allocation	Sent	Redeemed
Pro Pass	Complimentary - Partner - Pro Pass	5	1	1

1 result

4. Partner - Send Invites

- Send Invites
- Mobile is optional (NOTE: Notify by SMS will not work without a mobile)
- Choose to send invitation via email, sms or both
- Select the quantity of passes this invitee will receive (NOTE: one invitee can be given multiple passes)

Send invites to a guest

First name Last name

Email Mobile

Company

Notify by Email Notify by SMS

Category	Ticket	Blueprint	Available	Additional Qty
Pro Pass	Complimentary - Partner - Pro Pass	Partner - Complimentary Passes	4	- 1 +

1 result

[Reset Form](#) [Reset Invites](#) [Send Invites](#)

5. Partner - Manage Invites

- View Qty sent & Qty Redeemed per invitee at a glance
- View the individual registrants by opening the invitee
 - ◆ If the ticket details are visible, then this ticket has been redeemed

Qty	Redeemed	Action
1	1	View

→ Example of a partner that has sent a pass to an invitee, but it has not been redeemed

First Name
Test

Last Name
test

Email
developers@lup.events

Mobile
+61482080001

Coupon Code	Coupon Status	Short Uri	Ticket First Name	Ticket Last Name	Ticket Email	Ticket Phone
JPTZIK	Active	https://lup.to/Ss2yFXI				

→ Example of a partner that has sent a pass to an invitee, and it has been successfully redeemed. The ticket details will be visible.

First Name
Test

Last Name
test

Email
developers@lup.events

Mobile
+61482080001

Coupon Code	Coupon Status	Short Uri	Ticket First Name	Ticket Last Name	Ticket Email	Ticket Phone
JPTZIK	Active	https://lup.to/Ss2yFXI	Gemma	Stonem	gem@lup.events	0412345678

6. Partner - Manage Invites

- To re-send an invitation to an individual copy the Short Url text and to send to the invitee



- NOTE: This is their unique registration link
- You may register on their behalf by clicking on the link
 - ◆ If the link has already been redeemed it cannot be used again

I'm sorry that coupon '7W4HR5' has already reached it's limit.

7. Partner - Manage Invites

- To cancel an invitation select "Cancel Invites"
- Add the quantity of how many passes you want to cancel
- Example below is cancelling 1 pass

- NOTE: Once a pass has been redeemed it cannot be cancelled
 - ◆ Reach out to event organiser's to cancel and reissue a new pass for you

- Cancel Invites

Quantity	Redeemed	Cancel Qty
1	0	- 0 +
1	0	- 1 +

8. Partner - Add users

- NOTE: This does not issue a pass. This creates an additional user to login to your account and manage your invites
- Go to Users
- Add Users Partner
- All fields are required
- User will receive the same email from Lüp to confirm their account and create a password as per step 5. Partner - Login

+ Add Users Partner

Add Partner User ×

This user will have access to send out invites to your guests

First name

Last name

Email

Mobile

Need help? Contact us

Email us at: help@lup.events

