EXHIBITOR REGISTRATION

By now you should have received a welcome email with a login button and instructions on how to set up your admin profile on the Exhibitor and Sponsor Registration Portal. If you have not received the welcome email and instructions, please contact us at the email below. The invitation to the Exhibitor and Sponsor Registration Portal will come from:

- Sender: ATD23
- Email: <u>atd@mcievents.com</u>
- 1. Once you have created a profile and logged in, you will see this page:

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- On the left side you will see the portal menu.
 - Overview: Allows you to add booth staff
 - Profile: Allows you to see your profile information
 - Team: Allows you to add booth staff, see the staff who have been added, customers you have invited, and see your portal admins.
 - Reports: Allows you to pull lead retrieval information (post-event)

2. Adding Booth Staff

• Click on the Find Booth Staff button.

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• This will automatically take you to the Team page. Here you can begin the registration process or add another exhibitor admin. Adding another exhibitor admin will allow them to also see who has registered so far or register staff themselves.

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• In the Booth Staff Tab, click on the **Add Booth Staff** button.

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- When you click on the Add Booth Staff button a drop-down will appear with three options:
 - Search Attendee List
 - Share Sign-up Link
 - Register Booth Staff

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• Search Attendee List: Allows you to search for your registered booth staff

Search Booth Staff	Look Up and Import Registered Team Members Search by confirmation number: ticket reference ID, or email Search	×
	Search for your booth staff by confirmation number, ticket reference ID, or email address. Check with your booth staff if you need their confirmation code, ticket reference ID, or to verify the email address they used during registration.	

- Share Sign-up Link: Allows you to send a custom sign-up link to a booth staff member to register themselves.
 - > Note: Each generated link is only good to use based on the allotments set for that registration type.
 - When you select "Share Sign-up Link" you will see this page asking you to select registration type:

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- When you click this button, it will produce a drop-down with your registration options:
 - Complimentary Exhibitor Personnel (Allotment)
 - Complimentary Exhibitor Full Conference (Allotment)
 - Additional Exhibitor Personnel (Fee)
 - Additional Exhibitor Full Conference (Fee)
 - Invite a Customer

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• Choose a registration option. As an example, this shows the page after choosing the first option: Complimentary Exhibitor Personnel. You will click the **Copy Link** button to copy the link.

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- Paste the link in the email you send to the booth staff member needing to register. The link will take the booth staff member to the registration page. Instructions for the registration page are in the Registration Page area below.
- > Note: Each generated link is only good to use based on the allotments set for that registration type.
- **Register Booth Staff:** Allows you to register booth staff instead of sharing the link with them to self-register.
 - When you click **Register Booth Staff** you see the same drop-down options asking you to choose a registration type:

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• When you choose a registration type, you will then click the **Launch Event Site** button to go to the registration page. As an example, this shows the page after choosing the first option: Complimentary Exhibitor Personnel.

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• Both the link from the Share Sign-up Link option and the Launch Event Site button on the Register Booth Staff option will take you to the registration page of the corresponding registration type chosen.

2. Registration Page

• Once you click the link or the launch button, you will be sent to the registration site. The first screen you will see is the Data Protection and Privacy Policy screen. You must **Consent** and click **Next** to move forward.



• Once you have accepted, the registration page appears. The Registration Type and Price appear at the top of the page. Fill in the form with the requested Demographic Information. You may choose add-ons at the bottom for an additional fee. Click **Next** to complete Registration.

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	Complimentary Exhibitor Personnel (allotment) \$0.00
	Selected
	Demographic Information
	* First Name Last Name
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	Phone Number Phone Tune
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	ATD may contact you by phone or text message to communicate changes about this registered event only. This consent does not change your communication preferences for marketing purposes. SHS carrier costs
	and fees may apply for text messages. For additional information, please refer to the <u>AID Privacy Notice</u>
	* Company
	Address
	Speech or Language
	Visual Physical/Mobility
	C Other
	An ATD Staff member will reach out closer to the event to ensure we understand your needs and to offer a reasonable
	econmodition
	Add-Ons
	Explore these ways you can enhance your conference experience and come away with stronger connections and exceptional learnings.
	VIP Package (Includes 1 Networking Night Ticket) \$295.00 each
	Get the VIP treatment with a few perks that will enhance your ATD23 experience:
	-Access to a VIP Lounge
	-A dedicated VIP registration line
	Priority reserved seating in the General Session
	-An exclusive VIP happy hour
	-A ticket to ATD23 Networking Night
	-Access to a dedicated VIP Concierge to facilitate your experience.
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	ATD Networking Night \$100.00 each
	Networking Night provides you with the opportunity to interact with your peers in a relaxed social setting 2 v Make it your goal to come away with a few new contacts and ideas that you can share back at the office
	Previous Cancel Next

- Once you click Next, you will be taken to the Registration & Order Summary page.
 - On this page, you can review your registration and pay any outstanding balance. When utilizing your earned allotments (complimentary exhibit personnel or complimentary exhibitor full conference), you will see a \$0.00 balance when you check out. If you/your team selects any add-on items, they will be prompted for payment to complete the registration process.
 - Click that you **Agree** to the cancellation policy. There are links to the policies above the agreement.
 - Click **Submit** to complete registration.
 - Note: You are not able to complete your registration until all fees are paid.



- Once you click Submit, a temporary popup will let you know that your registration has been processed.
- After the popup, a confirmation page will appear. Please **select the "Log Out" button before** attempting to register the next registration.



• The registrant will receive a confirmation email. This email will not appear immediately. Please allow up to two hours before the email appears.

3. Registering Additional Booth Staff Members: Complete steps 3 & 4 for each additional booth staff member.

• After you have registered one booth staff member, the Team Page will change to show the list of registered booth staff members and the Add Booth Staff button will move to the right of the screen.

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• Once you choose the registration type for the next booth staff member, you will be asked if you want to start another registration. Click **Yes** to begin a new registration.



- Once you have exhausted your allotment for complimentary exhibitor personnel and complimentary full conference registrations, you can select the option to add "Additional Exhibitor Personnel" or "Additional Exhibitor Full Conference" options for a fee. Follow the steps above to complete the registration process for paid registrations.
- You can also take advantage of our "Invite a Customer" program. This program allows you to invite clients to claim an EXPO Only pass for ATD23. You will be able to invite them individually or receive a shareable link. Simply choose the "Invite a Customer" option when selecting registration type. Follow the steps above to complete the registration. The "Invite a Customer" shareable link should not be posted broadly on social media but is intended to invite select clients or prospects.