IBC2021 Exhibitor Registration Console Guide

Aventri
Version 1.0

Contents

IBC2021 Exhibitor Console Guide

1.1 New for 2021

The process to register staff is slightly differnet this year, this guide is here to help you through the process. Exhibitor Co-ordinators will receive an invitation to set up their Exhibitor Registration Console. As the cordinator you will need to invite members of your organisation to complete their own registration.

This new process will ensure all attendees complete necessary questions which will enable them access and make full use of the IBC Digital experience which will be run alongside the main show.

If you have any queries regarding registration please registration@ibc.org

1.2 Logging into your console

Once your participation for IBC2021 has been confirmed you will be sent a welcome email containing the link to access your Exhibitor Console.
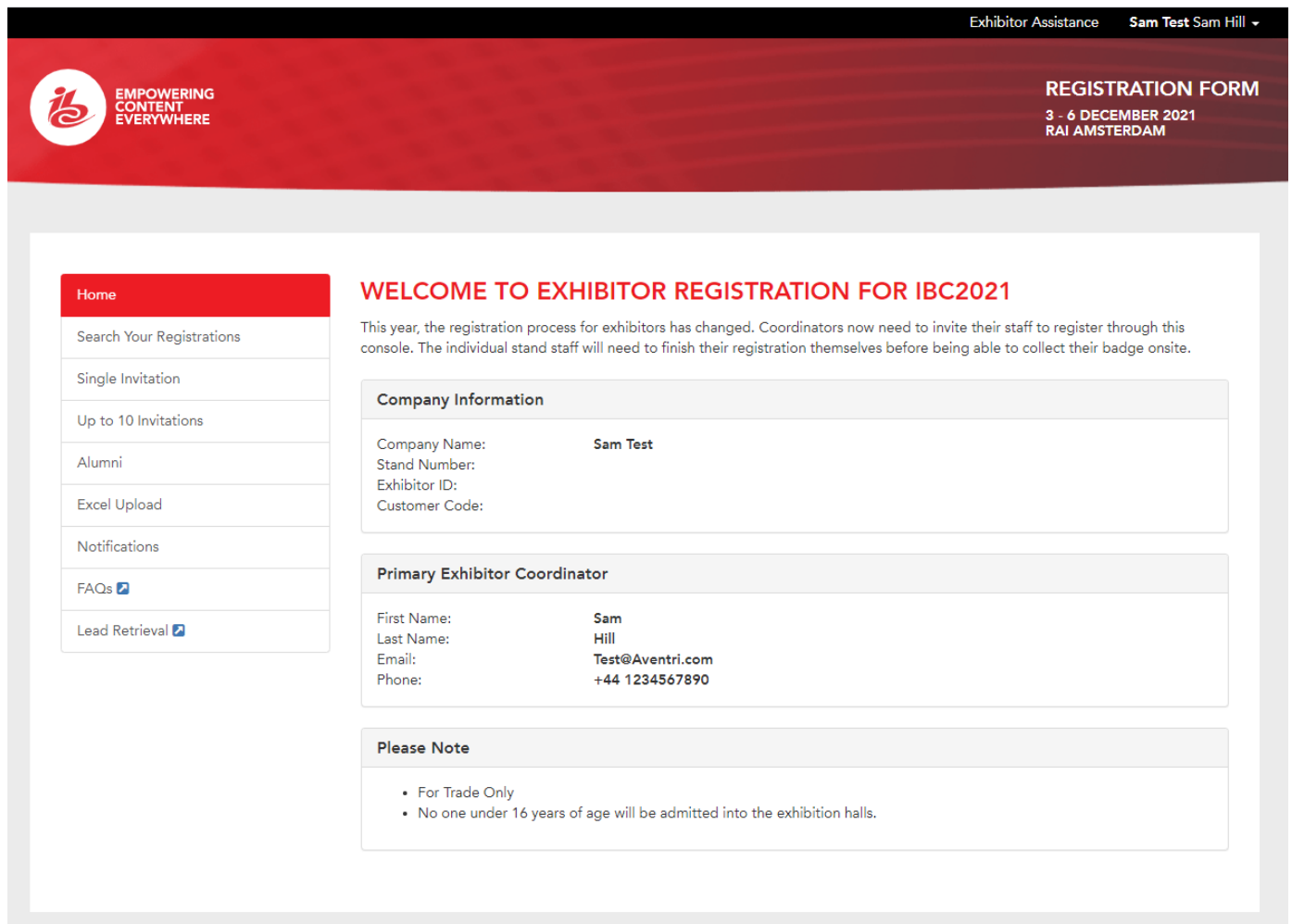
The first time that you click on this link you will need to complete your own exhibitor coordinator registration before you will be allowed to access the console.

1.3 Welcome Page

Once logged in, the 'Home' or 'Welcome' page will appear as defualt. On the Welcome page you will be able to verify your company details and access your Customer Code which can be viewed under 'Company Information'.

Your Customer Code can be emailed out to your database, added to company email signatures or inserted into marketing materials. You can also send it out to your customers and potential customers to allow them to register. Clients and other guests will receive a free visitor registration using your customer code as well as you gaining the ability to view their registration status and information within your console.

Exhibitor Assistance **Sam Test** Sam Hill ▾

REGISTRATION FORM
3 - 6 DECEMBER 2021
RAI AMSTERDAM

EMPOWERING
CONTENT
EVERYWHERE

Home
Search Your Registrations
Single Invitation
Up to 10 Invitations
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WELCOME TO EXHIBITOR REGISTRATION FOR IBC2021

This year, the registration process for exhibitors has changed. Coordinators now need to invite their staff to register through this console. The individual stand staff will need to finish their registration themselves before being able to collect their badge onsite.

Company Information

Company Name: **Sam Test**
Stand Number:
Exhibitor ID:
Customer Code:

Primary Exhibitor Coordinator

First Name: **Sam**
Last Name: **Hill**
Email: **Test@Aventri.com**
Phone: **+44 1234567890**

Please Note

- For Trade Only
- No one under 16 years of age will be admitted into the exhibition halls.

1.4 Search your registrations

After selecting the 'Search Your Registrations' tab on the menu you will see the below search menu. From this menu you will be able to see all individuals that have been invited to register as an exhibitor for your stand as well as any visitors who have been sent your customer code to register with.

If you select a individual row you can see the basic details of that individuals registration.

REGISTRANT SEARCH

← Back / Registrant Search

On the results below, individuals with grey stripes next to their name have been invited but not completed their registration. You can resend their invitation from the notifications menu.

First Name		ACTIONS ▾ ↕ ▼ ▤		
Last Name		☐ results 1-10 of 14	10 per page ⌄	page 1 of 2
Email				
Company		☐ **Sam Hill**	Z7T6K3Z4X3	
		Aventri	**Stand Exhibitor**	
Registration ID		test, Afghanistan	*badge not printed*	
Username		☐ **Sam Hill**	L7P0R6V7F1	
Codes		Aventri	**Stand Exhibitor**	
		test, Afghanistan	*badge not printed*	
Status	ACTIVE ▾	☐ **Sam Hill**	Y4B2Q7A4Q2	
Balance	NOTHING SELECTED ▾	Sam Test	**Stand Exhibitor**	
		test, United Kingdom	*badge not printed*	
Completion	FINAL, PENDING ▾	☐ **Sam Hill**	T8V6X6L5G2	
Badge	NOTHING SELECTED ▾	Sam Test	**Stand Exhibitor**	
		City Test, United Kingdom	*badge not printed*	
CLEAR FORM	SEARCH	☐ **Sam Hill**	X5V6Z0R1V7 `Primary`	
		Sam Test	**Stand Exhibitor**	
		test, United Kingdom	*badge not printed*	
LEGEND		☐ **Sam Hill**	B7X0K2D5X7	
		Sam Test	**Stand Exhibitor**	
		test, United Kingdom	*badge not printed*	

After selecting an account you will see their profile details. Using the 'Edit Details' button you can adjust the basic details for the registrant like Job Title or Name. Selecting the "Send Notification" button will direct you to another page to resend their confirmation/invite email.

On the main search page you can search by a number of items. The most useful will be the "Completion" filter. This allows you to filter the results down to only registrants that haven't completed their registration (Pending) or those that have (Final). If you are not seeing someone you expect to see in your results please click "Clear Form" and "Search" to check that you weren't filtering them out.

The exhibitors with grey lines next to their name have been invited but have not completed their half of the registration. Once they complete this this box will turn white.

To return to the welcome page, please click the "Back" button below the title.

	Sam Hill	Z7T6K3Z4X3
	Aventri	**Stand Exhibitor**
	test, Afghanistan	*badge not printed*
	Sam Hill	L7P0R6V7F1
	Aventri	**Stand Exhibitor**
	test, Afghanistan	*badge not printed*

1.5 Single Invitation

After selecting the 'Single Invitation' tab on the menu you will see the form below. This form allows you to invite a single exhibitor to register. Once submitted it will send an email to the exhibitor inviting them to complete their registration. They will need to complete this registration before they can print their badge or participate in IBC Digital.

REGISTRATION FORM

← Back / Registration Form

Please enter the information below to invite a staff member to register as an exhibitor for IBC2021

Personal and Contact Information

* indicates a required field

Registration Type*	- Select -
First Name*	
Last Name*	
Job Title*	
Company*	Sam Test
Email*	
Address 1	
Address 2	
City	
Country	United Kingdom
Province/ County/ Region	
ZIP/Postal Code	

SAVE

1.6 Up to 10 Invitations

After selecting the 'Up to 10 Invitation' tab on the menu you will see the form below. Similar to the single invitation, this form allows you to invite multiple people at once, please enter their details into the grid making sure to fill in all required fields. Once filled in, select "Invite this list" button. Once the button is selected, all registrants within the form will receive an email inviting them to complete and finalise their registration.

STAND STAFF SHEET

← Back / Stand Staff Sheet

* Indicates a **required field**. Please scroll to the right to enter details for all fields. **Note that an e-mail invitation will be sent to the exhibitors you invite.**

CLEAR FORM   INVITE THIS LIST

		Reg Type*	First Name*	Last Name*	Email*	Job Title*	Company*	Address 1*	Address 2*
1	CLEAR	-- select -- ⌄					Sam Test	address test	address test
2	CLEAR	-- select -- ⌄					Sam Test	address test	address test
3	CLEAR	-- select -- ⌄					Sam Test	address test	address test
4	CLEAR	-- select -- ⌄					Sam Test	address test	address test
5	CLEAR	-- select -- ⌄					Sam Test	address test	address test
6	CLEAR	-- select -- ⌄					Sam Test	address test	address test
7	CLEAR	-- select -- ⌄					Sam Test	address test	address test
8	CLEAR	-- select -- ⌄					Sam Test	address test	address test
9	CLEAR	-- select -- ⌄					Sam Test	address test	address test
10	CLEAR	-- select -- ⌄					Sam Test	address test	address test

INVITE THIS LIST

1.7 Alumni

If we have previous years registration information for your stand staff, you can re-invite these individuals by selecting the 'Alumni' tab from the menu bar. This will open the same interface as "Up to 10 Registrations" but with information prefilled for your staff from previous years, please see the example in the below image. To invite alumni, select "Invite this list" to send them an invitation email to register for IBC2021.

STAND STAFF SHEET

← Back / Stand Staff Sheet

The profiles listed below are associated with your stand in a previous year. Select a registration type and click "Invite this list" to finish. If you do not want to invite the profile, click the "Clear" button to the left of the row.

* Indicates a **required field**. Please scroll to the right to enter details for all fields. **Note that an e-mail invitation will be sent to the exhibitors you invite.**

CLEAR FORM   INVITE THIS LIST

		Reg Type*	First Name*	Last Name*	Email*	Job Title*	Company*	Address 1*	Address 2*
1	CLEAR	-- select -- ⌄	Alumni1	Test1	ibctest21+Alum1@		Sam Test	address test	address test

INVITE THIS LIST

1.8 Excel Upload

After selecting the 'Excel upload' tab on the menu you will see the below screen. On the first page if you have previously uploaded staff, the import and status will appear here. Please select the "Upload new list" button to start a new upload.

REGISTRATION UPLOAD PROJECTS

Your previous upload projects are listed below.

UPLOAD NEW LIST

	List Import Name	Owner	Status	Count
	📄 IBC2021-Upload-Template test.xlsx	Sam Hill	closed	1
🗑	📄 08HKPE-IBC2021-Upload-Template.xlsx	Sam Hill	open	0
	📄 IBC2021-Upload-Template (3).xlsx	Sam Hill	closed	1
	📄 IBC2021-Upload-Template.xlsx	Sam Hill	closed	1
🗑	📄 IBC2021-Upload-Template.xlsx	Sam Hill	open	0
🗑	📄 IBC2021-Upload-Template.xlsx	Sam Hill	open	0

On the next page, please select the "Download Template" to download our excel template that will need to be used when uploading exhibitors. Once downloaded do not change the format or layout of the document, please input the information for the individuals that is required.

Once the file is complete, choose file to import and select the "Upload" button. On the next page you will be shown a preview of your data.

Note: Please remember that you will need to upload a separate excel file for each pass type.

Home
Search Your Registrations
Single Invitation
Up to 10 Invitations
Alumni
Excel Upload
Notifications
FAQs 🔗
Lead Retrieval 🔗

BEGIN UPLOAD

1. Download a blank template

📄 DOWNLOAD TEMPLATE

2. Complete the template in full

Please note that the template must be saved as a **Microsoft Excel 2007-2010 (.xlsx)** workbook and the layout must not be altered. Please do not leave any blank rows between data in your spreadsheet. You will need to upload a separate sheet for each pass type.

3. Save to a location on your computer

Remember where you saved it. You will select it for upload in the next step.

4. Browse your computer to select an Excel file to upload:

Choose File | No file chosen

5. Name your Upload: (optional)

6. Choose the Pass Type you would like to use:

- Select - ⌄

7. Click Upload

CANCEL | **UPLOAD**

Please be patient during uploading.
Your upload may take a while. Do not click the **Upload** button more than once. It may take up to 3 minutes to upload for large uploads.

Below is a preview of data that is being uploaded, allowing you to review before sending an invite to all in the upload. If you notice a mistake and would like to cancel the upload, select the "Cancel" button. If the information is correct, select the "Continue" button.

Following the preview page, a final 'Notifications' page will be displayed that will instruct you to send invitation emails to all staff in the upload. To do so, ensure "Send Emails" and "To the registrant" is selected. To send emails select the "Complete registrations" button.

Once the upload process has been completed and email invitations sent, you will be given the opportunity to download the results of your upload. If you would like to download the results, select the "Download results report" button, if not and then select " <- Back" to return to the welcome page.

REGISTRATION UPLOAD

← Back / Registration Upload

IBC2021-Upload-Template (8).xlsx

📄 IBC2021-Upload-Template (8).xlsx

Project Complete

Records registered: 1

Select the **Download Results Report** button to view a list of results.

Name	Job Title	Company	Result	Registration ID
Sam Hill aventrisam+training@gmail.com	test	test	✔ success: registered	J0T4R7P4G3
		1		

(DOWNLOAD RESULTS REPORT)

1.9 Notifications

After selecting the 'Notifications' tab on the menu you will see the below screen. On the notifications screen you can resend emails to your staff or yourself as the coordinator. If they have completed their registration they will receive their confirmation email. If they have not completed their registration they will receive their invitation email.

Once you've selected the emails that you would like to send, select "Send Notifications" button at the bottom of the page.

EMAIL NOTIFICATIONS

Name	☐ Send Invitation/Confirmation Email	☐ Send Invitation/Confirmation Email to Coordinator
Sam Hill Sam Test Stand Exhibitor last sent: never	☐ test@Aventri.com	☐ test@Aventri.com