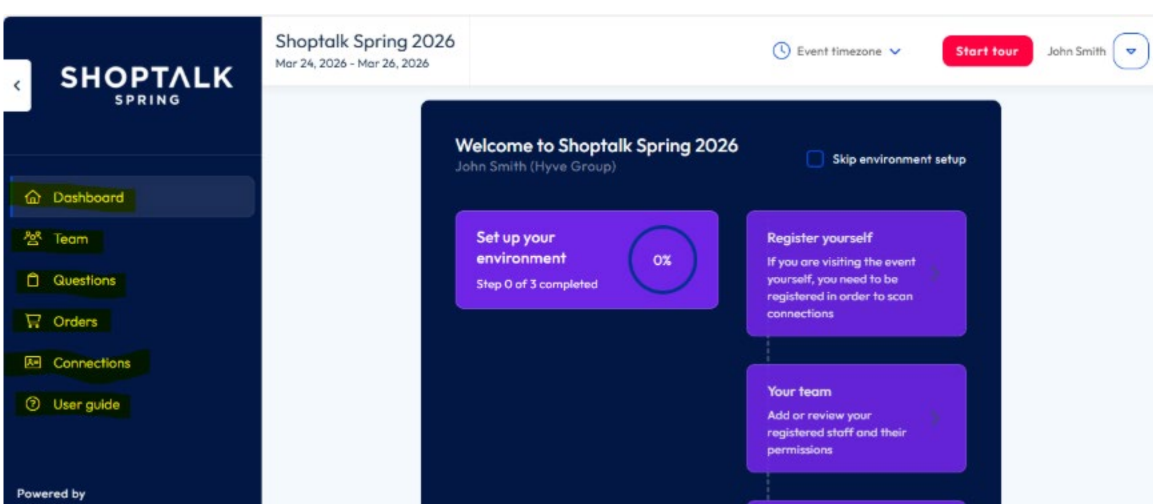
Create by Visit
Partner Portal – Registering Staff

Navigating the Sponsor Dashboard

Once logged in, you will first see the “Dashboard”, which provides a step-by-step list of actions to complete for the event. On the left-hand side, you can navigate to various sections including “Team”, “Questions”, “Orders”, “Connections” and “Shop”. Please disregard the Questions and Orders sections, as they will not be utilized for this event.

Below is a glossary of terms, outlining the details for each area:

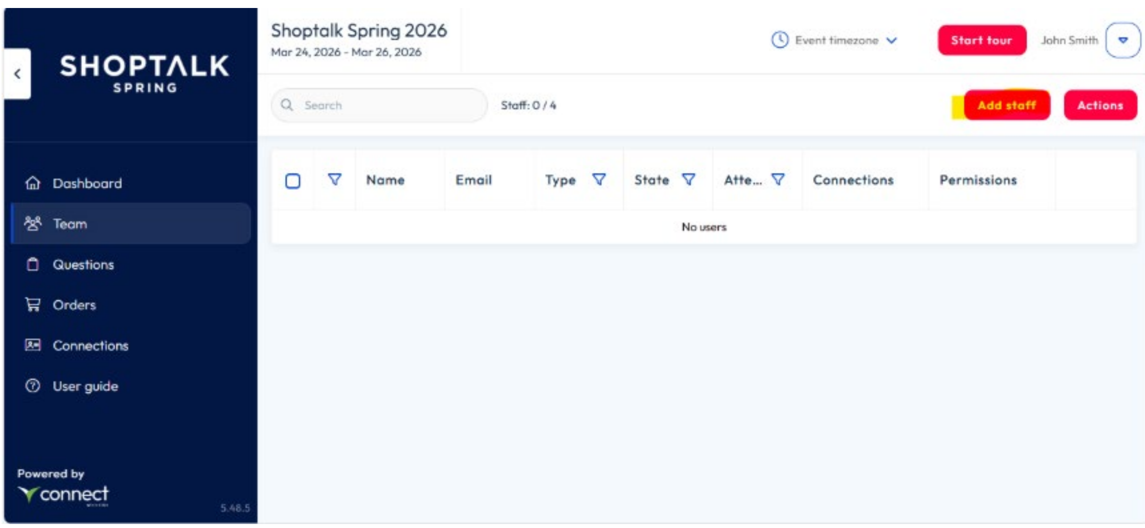
- Team: Displays of all registered staff members and their information.
- Questions: Please disregard this section as we will not be utilizing it for our event.
- Orders: Please disregard this section as we will not be utilizing it for our event.
- Connections: Collects all lead retrieval scans collected by team onsite. This is where you can export the leads during and post-show.
- Shop: This is where you can rent a separate lead scanning device if you prefer not to use your personal device
- User Guide: Opens in a new window and contains video tutorials and FAQs about using the platform.



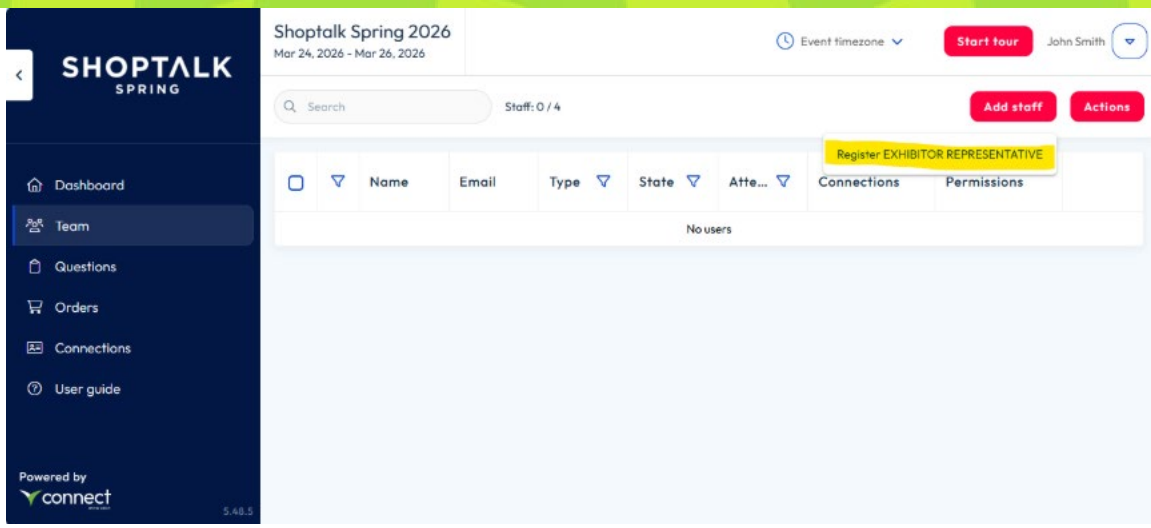
Registering Team Members – Purchased Tickets

1. Click on the “Team” button located on the left-hand side of the page.

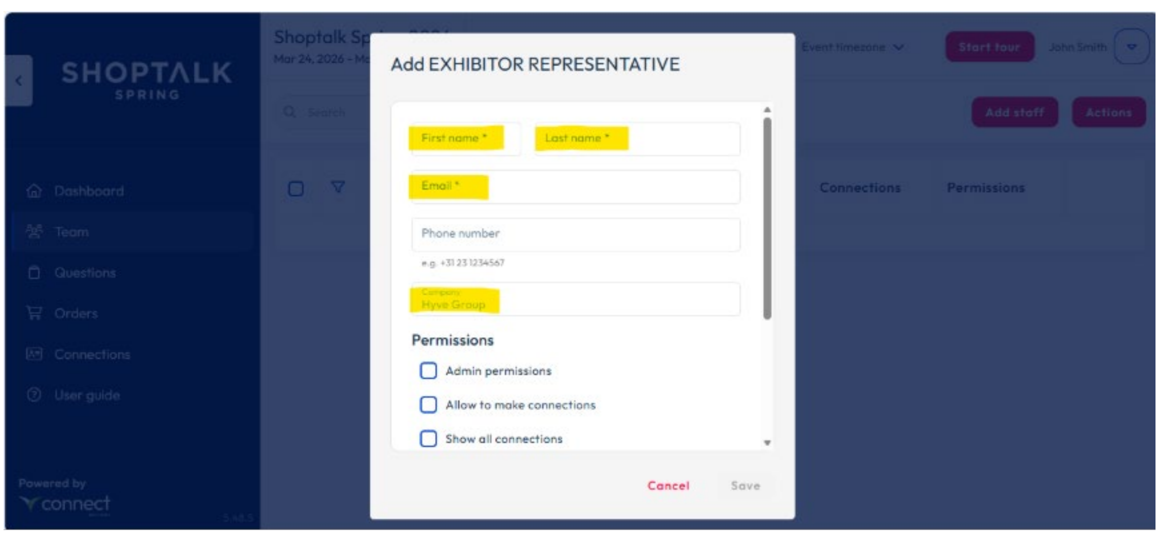
2. Click on the “Add Staff” button located on the top right-hand side of the page.



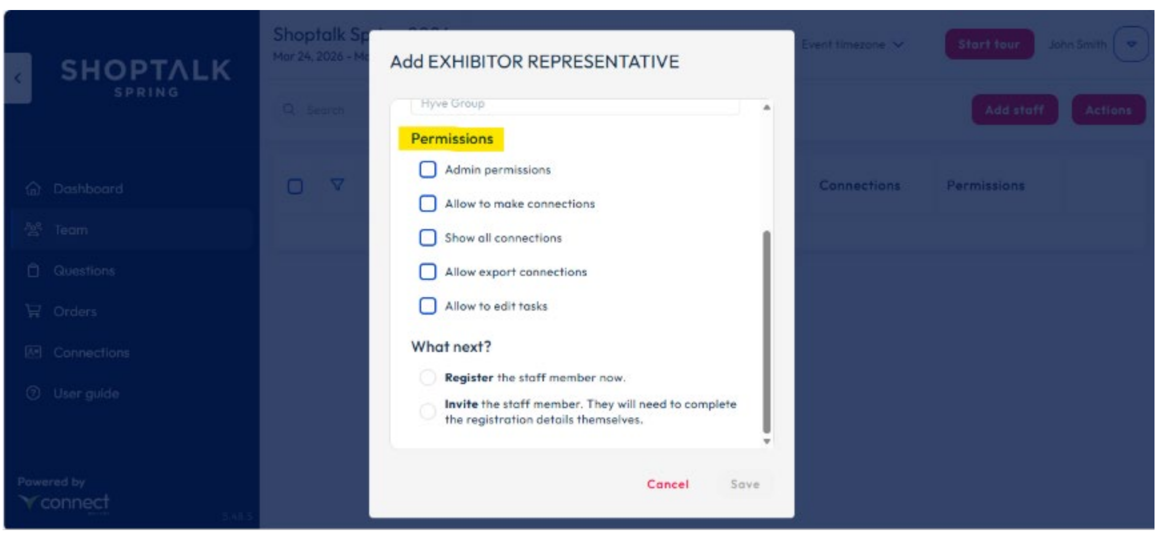
3. Select the badge type you would like to register. **PLEASE NOTE**: Exhibitor Representative tickets provided access to all event functions, excluding invite only events. Crew badges **ONLY ALLOW ACCESS TO THE EXHIBIT HALL FLOOR DURING SHOW HOURS**. Crew badges **SHOULD NOT** be used for staff.



4. Fill in the individual's information. The “Company” field will auto-populate based on the sponsor’s profile. If this field needs to be changed, please reach out to our registration team, registration@shoptalk.com.

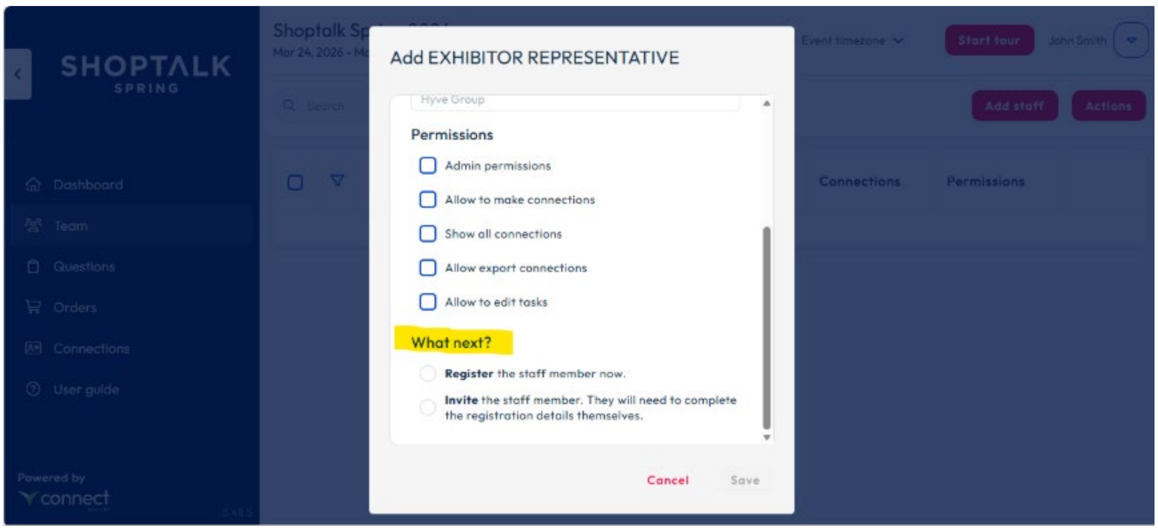


5. Set the permissions you would like to grant the individual. Below is a list of the permission definitions for reference:
    a. Admin permissions: Allow said individual to add registrations, purchase additional tickets, full platform accessibility.
    b. Allow to make connections: Allow said individual to have lead scanning capabilities onsite.
    c. Show all connections: Allows individual to see all lead scans made by team members with lead scanning capabilities (in deselecting this option, the individual will only see the connections they have scanned onsite.)
    d. Allow export connections: Allows individual to export connections list from platform.
    e. Allow to add tasks: Please disregard this option, as we will not be utilizing this function.



6. Select how you would like to register your team member.
    a. Register: With this option, you will complete all registration pages for the individual including demographic questions and Meetup related questionss. You will also need to have a headshot on hand to submit.
    b. Invite: With this option, the individual listed will receive an email from the platform with a link to complete their registration. They will be counted towards

your allocation and will be visible on your dashboard, however they will not be fully registered for the event until they complete the remaining registration pages sent via the email link.



All fields within this area marked with an asterisk (*) are mandatory.

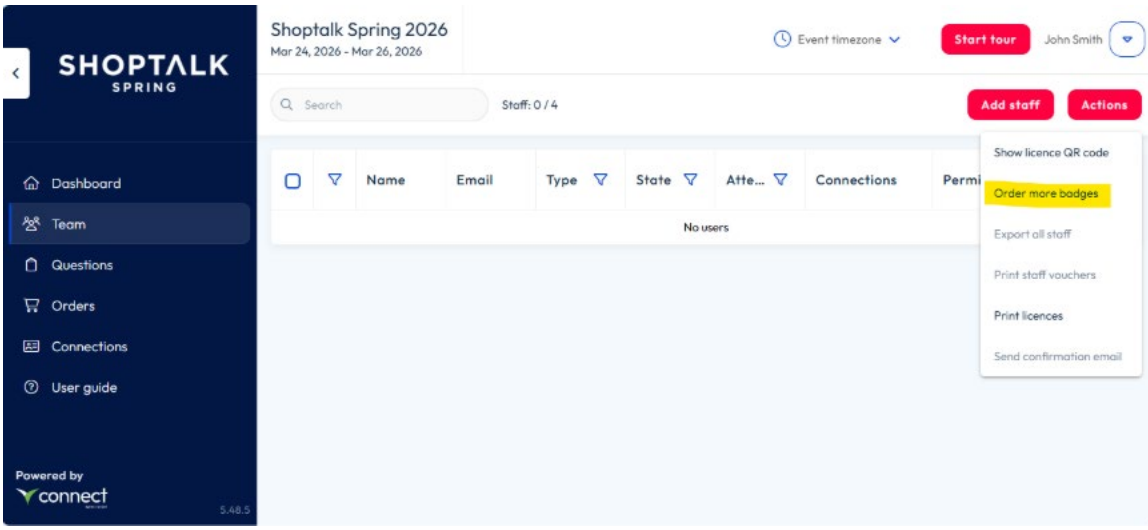
Upon making your selections, please click the "Next" or "Finish" buttons, and complete the appropriate pages as they follow.
Upon returning to the "Teams" home page, you will see a list of the individuals you have registered on your team, the status of their registration (Invited vs. Registered), their permissions and once onsite, the number of connections they have made. All individuals listed as "Registered", have completed their mandatory registration pages and are considered fully registered for the event.

Registering Team Members – Purchase Additional Passes

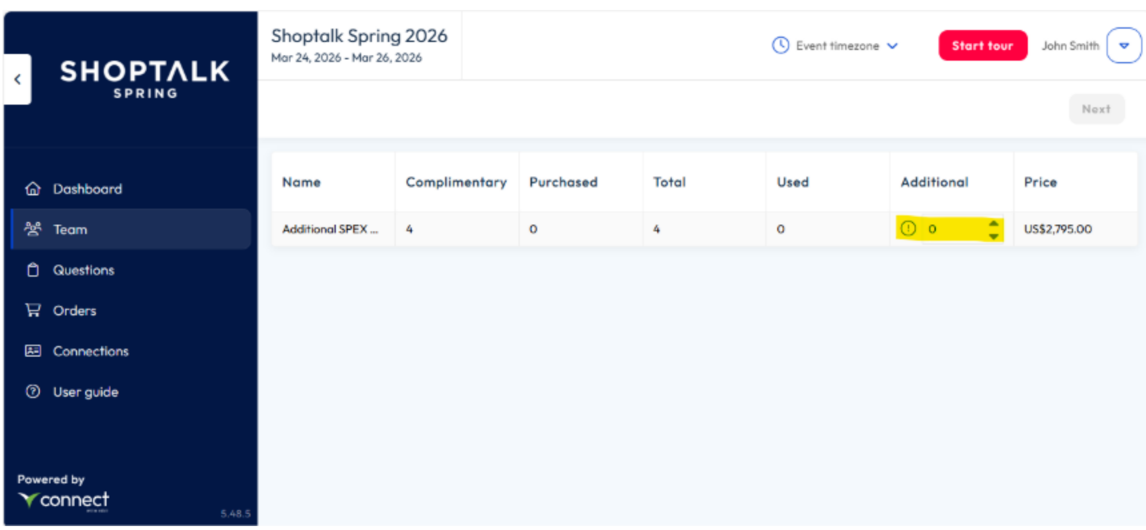
1. Click on the "Team" button located on the left-hand side of the page.

2. Click the "Actions" button on the top right-hand side of the page.

3. Click the "Order More Badges" button from the dropdown.



4. Within the "Additional" field, enter the number of additional badges you would like to purchase. If you still have package purchased passes not yet allocated, the system will notify you.



5. Click the "Next" button and follow the steps to finalize your purchase.

If you have any questions or concerns, please contact your sponsor logistics lead or our registration department, registration@shoptalk.com.