

## How to Login to the Exhibitor Badge Registration Portal

As an Exhibitor Admin, the first thing you'll need to do is register your organization and booth staff. These are the members of your team that will be on the front lines and representing your organization at the event.

The Exhibitor Badge Registration Portal is a great way to manage everything for your partnership. You should have received an email to create a password. Once you've set your password, you'll use <https://onsite.cvent.com/exhibitor/#/login> for any future logins.

1. **Access the Exhibitor Badge Registration Portal** from the link in your welcome letter.

2. **Add your onsite staff.** From the home page, click **Find onsite staff**.

The screenshot shows the Exhibitor Badge Registration Portal interface. On the left is a blue sidebar with the 'Ex Exhibitor' logo and a dropdown arrow. Below the logo, the user's name 'John Doe SeaVent' is displayed. The sidebar contains a 'Switch Event' dropdown menu with 'Steve 48th Annual' selected, and several menu items: 'Lead Collection', 'Team', 'Licenses', 'Appointments', 'Reports', 'FAQs', 'Log out', and a 'Join event' button at the bottom. The main content area has a white background with the heading 'Welcome to Steve 48th Annual'. Below the heading, the event dates 'Aug 23, 2019' are shown for '6:00 PM' and '10:00 PM' with a location pin icon. A section titled 'My tasks before the event begins' contains three task cards: 'Onsite Staff' (0 onsite staff), 'Assign Licenses' (0 licenses available), and 'Lead Qualification Questions'. Each card has a corresponding icon and a button: 'Find onsite staff', 'Assign licenses', and 'View questions'.

From the "Add onsite staff" dropdown, you have two options to assign registrations to your exhibitors:

- **Share sign-up link:** Generates a URL with an assigned registration type for you to send to your onsite staff to register themselves.
- **Use event site:** Opens the planner's event for you to register for your onsite staff with an assigned registration type.

The screenshot displays the Exhibitor interface. On the left is a navigation sidebar with the following items: 'Exhibitor' (with a dropdown arrow), 'John Doe SeaVent' (user profile), 'Switch Event' (with a right arrow), 'Steve 48th Annual' (with a calendar icon), 'Lead Collection' (with a document icon), 'Team' (with a group icon), 'Licenses' (with a document icon), 'Appointments' (with a clock icon), 'Reports' (with a bar chart icon), 'FAQs' (with a question mark icon), 'Log out' (with a back arrow icon), and a 'Join event' button (with a plus icon). The main content area is titled 'Team' and has two tabs: 'Onsite Staff' (selected) and 'Admins'. In the top right corner, a box shows 'Registrations Left' as '2/2 Silver left'. Below the 'Onsite Staff' tab, there is an icon of two people, the title 'Onsite Staff', and a paragraph: 'Onsite staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.' Below this text is a green button 'Add onsite staff' with a plus icon and a dropdown arrow. A dropdown menu is open below this button, containing three options: 'Search attendee list', 'Share sign-up link', and 'Use event site' (highlighted in blue with a mouse cursor pointing to it).

Select one of the options, then use the Registration Type dropdown to assign a registration type to your onsite staff.

Click **Copy Link** to copy the URL to your computer's clipboard and send it to your onsite staff, or **Launch event site** to proceed with registering your onsite staff on their behalf.

## Share Self Sign-Up Link ✕

Share this link with your onsite staff so they can easily join your team!

**Registration Type**

Silver - 0 left ▾

<https://staging.cvent.me/yqy8xD?environment=S> [Copy link](#)

## Registration Type Required ✕

Please select a registration type to continue.

**Registration Type**

Silver - 0 left ▾ [Launch event site](#)

**NOTE:** If a staff member registers themselves outside of the self sign-up link or event site generated through the Exhibitor Badge Registration Portal, they must [cancel their registration and re-register through either option in order to link their registration to the exhibitor's assigned registration count.](#)

Once they're registered, you can find your onsite staff members under *Team > Onsite Staff*