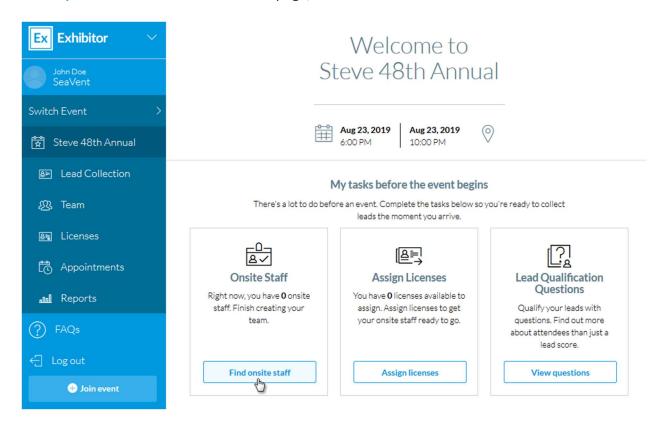
## How to Login to the Exhibitor Badge Registration Portal

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.

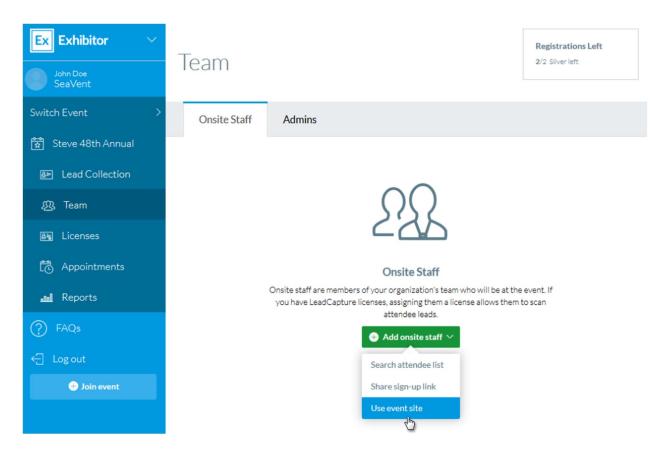
The Exhibitor Badge Registration Portal is a great way to manage everything for your partnership. You should have received an email to create a password. Once you've set your password, you'll use <a href="https://onsite.cvent.com/exhibitor/#/login">https://onsite.cvent.com/exhibitor/#/login</a> for any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



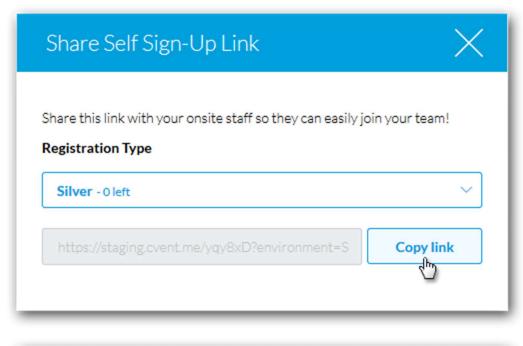
From the "Add onsite staff" dropdown, you have two options to assign registrations to your exhibitors:

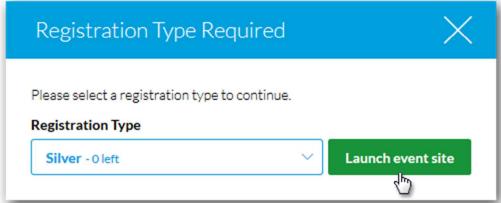
- Share sign-up link: Generates a URL with an assigned registration type for you to send to your onsite staff to register themselves.
- **Use event site**: Opens the planner's event for you to register for your onsite staff with an assigned registration type.



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.





**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 <u>cancel their registration</u> and <u>re-register</u> 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*