



**ASHE 2022**  
ANNUAL CONFERENCE  
July 17-20, 2022 Boston



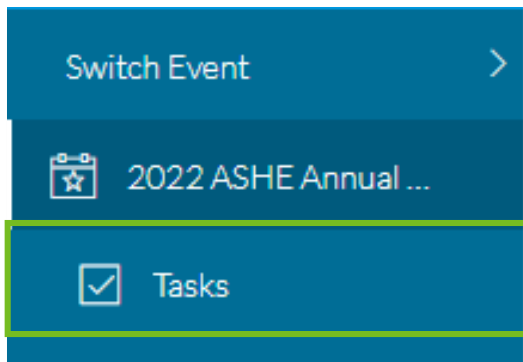
# Exhibitor Registration How-to-Guide

ASHE Annual Conference

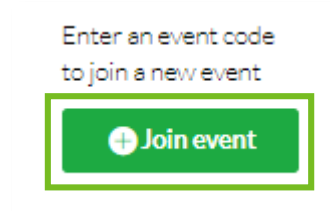


# Access Your Exhibitor Portal

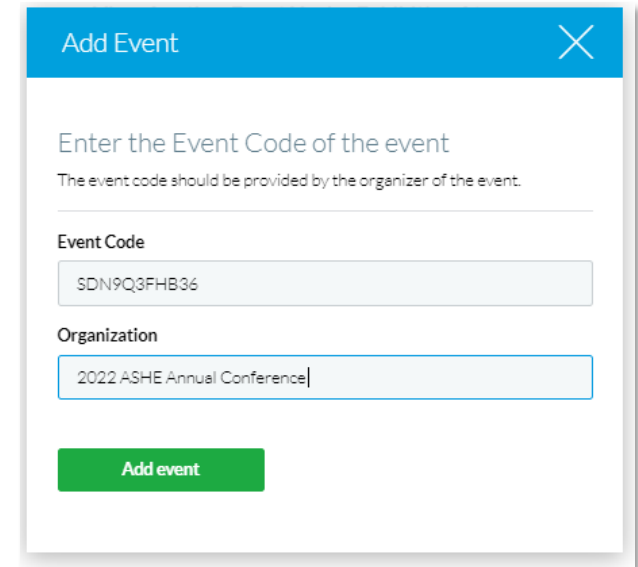
- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the 2022 ASHE Annual Exhibitor Portal. Within this email, you will find a unique link with access to your company portal page.
- From here, you will be prompted to login or create a new login password.
- If you have previously exhibited in any ASHE events, please ensure you are logged into the correct event, “2022 ASHE Annual Conference”. If you are not, select the “Switch Event” tab located on the left side navigation.
- If available, select the 2022 ASHE Annual Conference event. If not available, click “Join event” and enter the below event code and organization for access.



OR

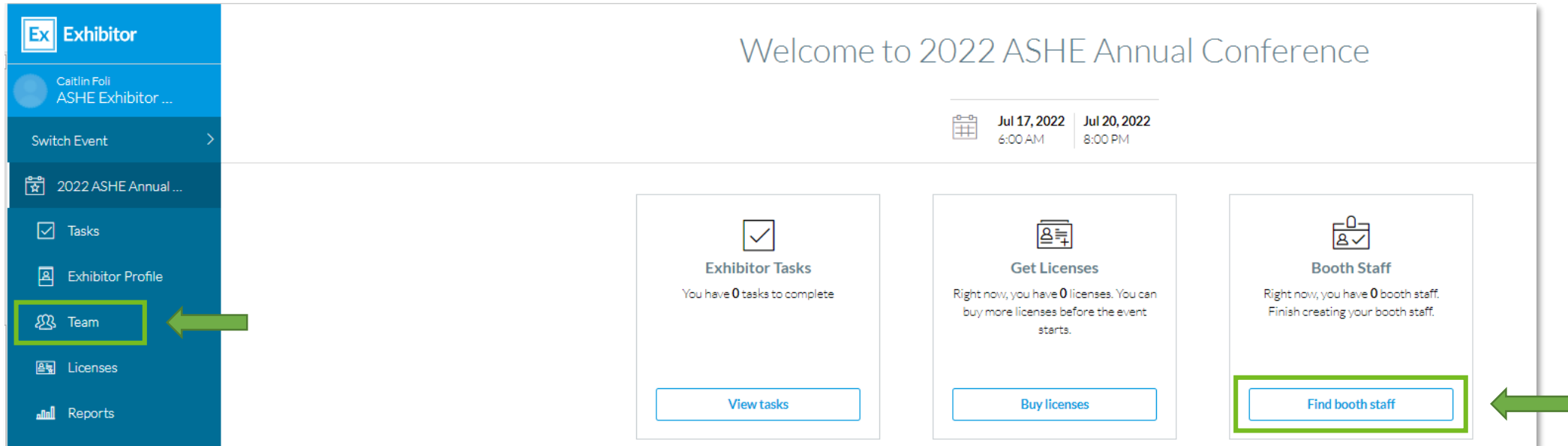


**Event Code:** SDN9Q3FHB36  
**Organization:** 2022 ASHE Annual Conference



# Register Your Onsite Staff

- Once logged into your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.
- To register yourself and/or onsite staff, select “Team” from the left side navigation bar or select “Find Booth Staff” on the landing page.




The screenshot displays the ASHE Exhibitor portal. On the left is a blue navigation sidebar with the following items: 'Ex Exhibitor' (header), 'Caitlin Foli ASHE Exhibitor ...' (user profile), 'Switch Event >' (button), '2022 ASHE Annual ...' (event selector), 'Tasks' (with a checkmark icon), 'Exhibitor Profile' (with a person icon), 'Team' (with a group icon, highlighted by a green box and a green arrow pointing to it from the left), 'Licenses' (with a document icon), and 'Reports' (with a bar chart icon). The main content area has a white background with the heading 'Welcome to 2022 ASHE Annual Conference'. Below the heading, on the right, are event dates: 'Jul 17, 2022 6:00 AM' and 'Jul 20, 2022 8:00 PM'. The main content area features three white boxes with icons and text: 1. 'Exhibitor Tasks' with a checkmark icon, stating 'You have 0 tasks to complete', and a 'View tasks' button. 2. 'Get Licenses' with a document icon, stating 'Right now, you have 0 licenses. You can buy more licenses before the event starts.', and a 'Buy licenses' button. 3. 'Booth Staff' with a person icon, stating 'Right now, you have 0 booth staff. Finish creating your booth staff.', and a 'Find booth staff' button which is highlighted by a green box and a green arrow pointing to it from the right.

# Register Your Onsite Staff

Team

Booth Staff Admins



### Booth Staff

Booth 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.

[+ Add booth staff](#)


Registrations Left

20/20 Exhibitor Full Conference Paid...	20/20 Exhibitor Booth Staff Paid left
10/10 Exhibitor Full Conference Co...	7/7 Exhibitor Booth Staff Complimen...

Complimentary badge allotments and remaining registrations can be found here.

- To begin, select the “Add booth staff” button. Here you will select your process forward by either “Share sign-up link” or “Register booth staff”.

Booth Staff Admins



### Booth Staff

Booth 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.

[+ Add booth staff](#)


[Search attendee list](#)  
[Share sign-up link](#)  
[Register booth staff](#)

Please do not select **Search attendee list** since you are newly registering your team.

# Select Your Registration Type

Booth Staff

Admins



### Booth Staff

Booth 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.

+ Add booth staff

Search attendee list

Share sign-up link

Register booth staff

If you choose to the **Share sing-up link** option, you will be asked to select your staff's registration type. Then, copy the registration link so your teammate can register themselves.

Share Self Sign-Up Link

×

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

Registration Type

Select registration type

Exhibitor Full Conference Paid - 20 left

Exhibitor Booth Staff Paid - 20 left

Exhibitor Full Conference Complimentary - 10 left

Exhibitor Booth Staff Complimentary - 7 left

Share Self Sign-Up Link

×

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

Registration Type

Exhibitor Booth Staff Complimentary - 7 left


https://cvent.me/N9998R?environment=P2&reg

Copy link

# Select Your Registration Type

Booth Staff

Admins



### Booth Staff

Booth 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.

+ Add booth staff ▼

Search attendee list

Share sign-up link

Register booth staff

If you choose to the **Register booth staff** option, you will be taken through the registration process to register each of your booth staff individually.

Share Self Sign-Up Link

×

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

Registration Type

Select registration type ▼

Exhibitor Full Conference Paid - 20 left

Exhibitor Booth Staff Paid - 20 left

Exhibitor Full Conference Complimentary - 10 left

Exhibitor Booth Staff Complimentary - 7 left

As a reminder:

- **Exhibitor Full Conference Complimentary\*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Booth Staff Complimentary** = Exhibiting companies complimentary exhibitor hall only registration allotments
- **Exhibitor Full Conference Paid\*** = An additional Full Conference registration you would like to pay for (\$750.00)
- **Exhibitor Booth Staff Paid** = An additional exhibit hall only registration you would like to pay for (\$100.00)

*\*Full Conference exhibitors can attend sessions and collect CECs*

# Personal Information

Admins, if registering on behalf of your booth staff, please remember to use the CC Email Address option if you would like to be copies on your staff's confirmation email.

The CC Email Address will come in hand if you would like to modify, cancel, substitute or make hotel reservations for your registrant.

All of this information can be found only within the confirmation email.

## Personal Information

Fill out the information below, then click Next to continue.

Prefix

\* First Name

\* Preferred First Name or Nickname

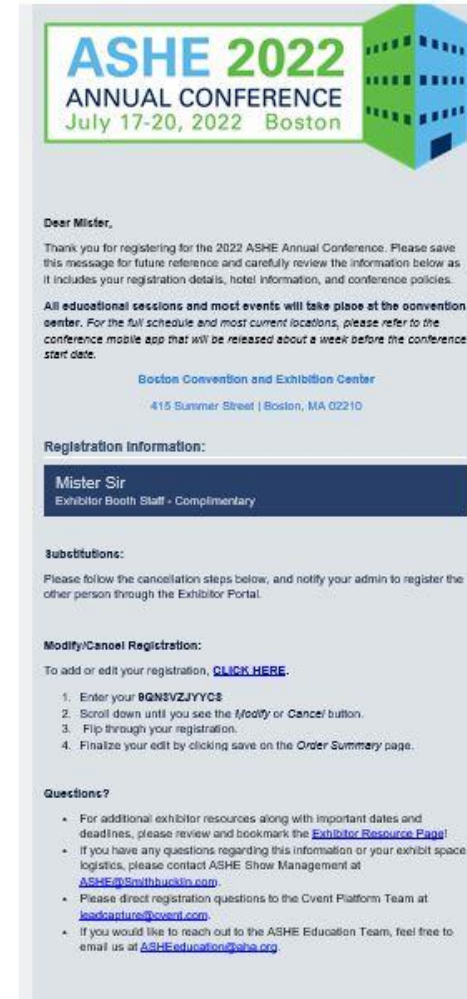
Middle Initial

\* Last Name

CC Email Address

# Registration Confirmation

- Once successfully registered, you will receive a confirmation email similar to the below.
- Here you will have access to:
  - Edit or cancel the registration
  - Official registration confirmation number
  - Housing block registration information and link





# Cancel or Modify Existing Registration

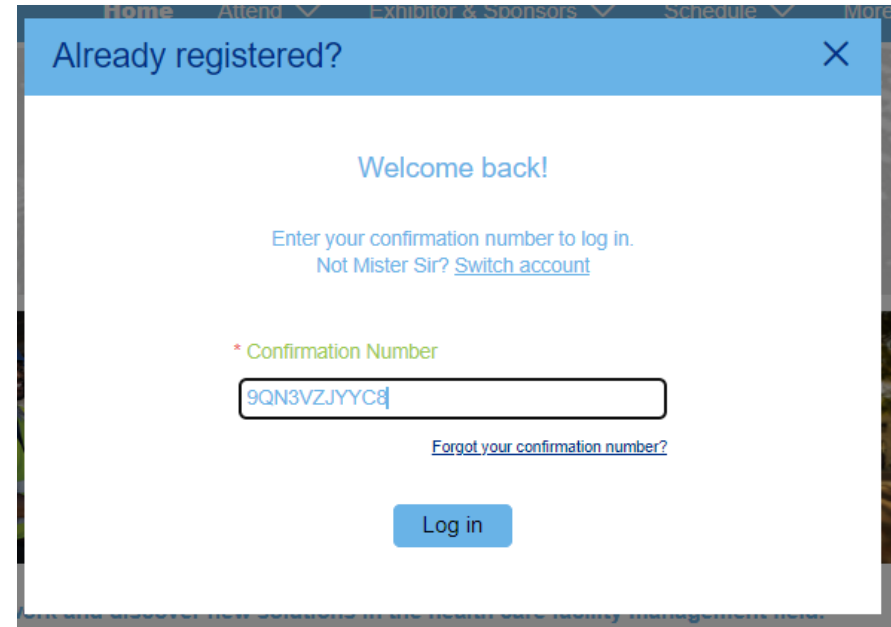
- To cancel or modify an existing registration. Locate the “CLICK HERE” link within the registration confirmation email.
- The link will direct you to the “Already registered?” landing page. Enter the registrant’s confirmation number click “Log in”.

## Modify/Cancel Registration:

To add or edit your registration [CLICK HERE.](#) 

1. Enter your **9QN3VZJYYC8**
2. Scroll down until you see the *Modify* or *Cancel* button.
3. Flip through your registration.
4. Finalize your edit by clicking save on the *Order Summary* page.

**Special Note:** To switch or swap team members, you ***must first cancel*** the previous team member’s registration. Then, you will have the opportunity to register the new team member using the available badge allotment.



Home Attend Exhibitor & Sponsors Schedule More

### Already registered?

Welcome back!

Enter your confirmation number to log in.  
Not Mister Sir? [Switch account](#)

\* Confirmation Number

[Forgot your confirmation number?](#)

Log in

# Cancel or Modify Existing Registration

- On the Confirmation page, scroll down until you see the “Cancel Registration” button.
- Complete the required fields and select “Submit” to process cancellation.

See you in...

88	18	46	25
DAYS	HOURS	MINUTES	SECONDS

[Modify Registration](#) [Cancel Registration](#)

We're sorry that you can't attend

Please fill out the following information and click Submit

First Name  
Mister

Last Name  
Sir

Email Address  
...@yahoo.com

\* CC Email Address  
mtejedat@aha.org

Mobile  
3124223818

Company  
ASHE TEST

Title  
Sales

Let us know why you can't attend

[Cancel](#) [Submit](#)

# Cancel or Modify Existing Registration

- Once the cancellation has been processed, you will receive the below confirmation.
- When navigating back to your Exhibitor Portal, you will see the confirmed cancellation along with the updated badge allotment available.



**Special Note:** It may take up to 2 hours for the changes to reflect within your exhibitor portal.

Registrations Left			
20/20	Exhibitor Full Conference Paid	20/20	Exhibitor Booth Staff Paid left
3/3	Exhibitor Full Conference Compl...	7/7	Exhibitor Booth Staff Complimen...

Team

Booth Staff Admins

MS

Mister Sir

Cancelled

shopgirlnina@yahoo.com

Registration type: Exhibitor Booth Staff Complimentary

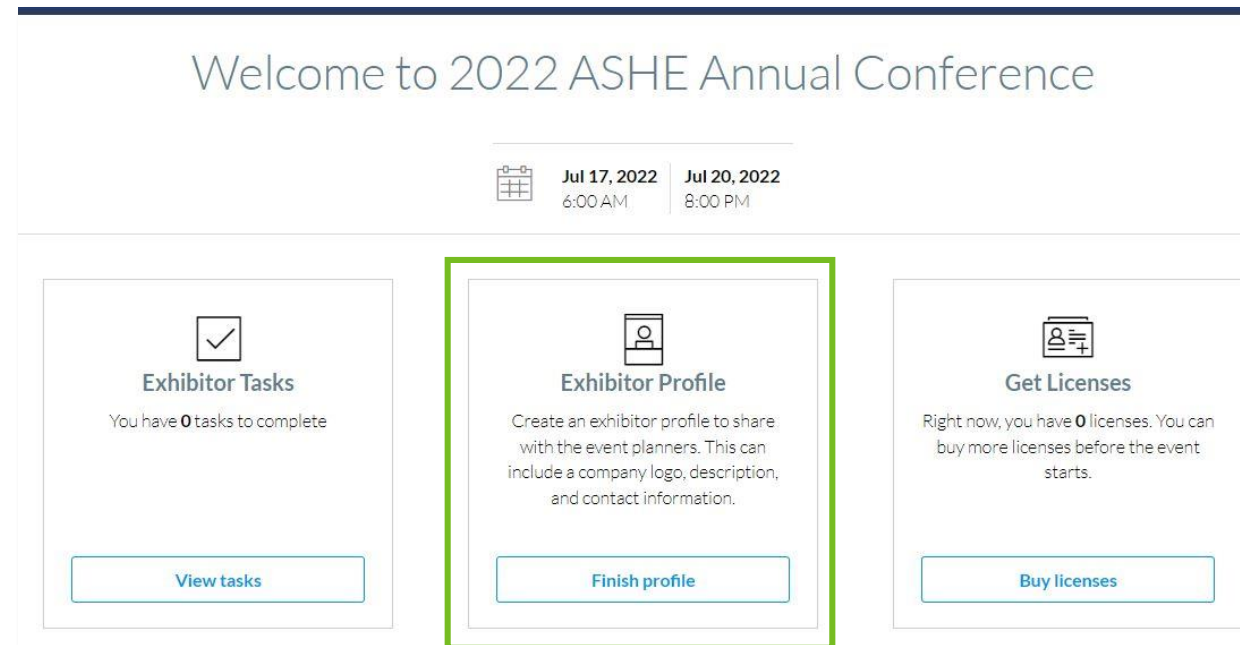
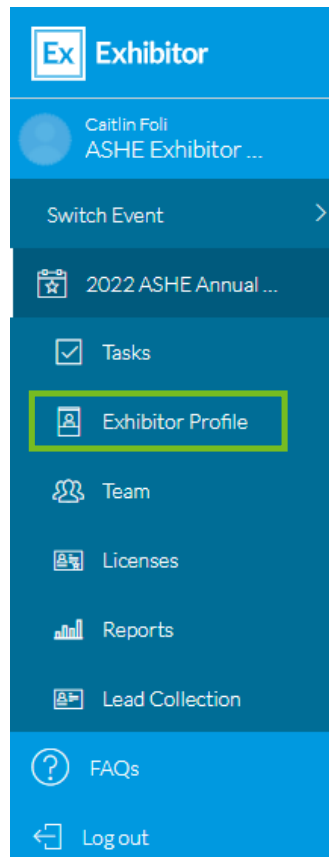
Confirmation number: 9QN3VZJYYC8

[Add booth staff](#)

[Remove](#)

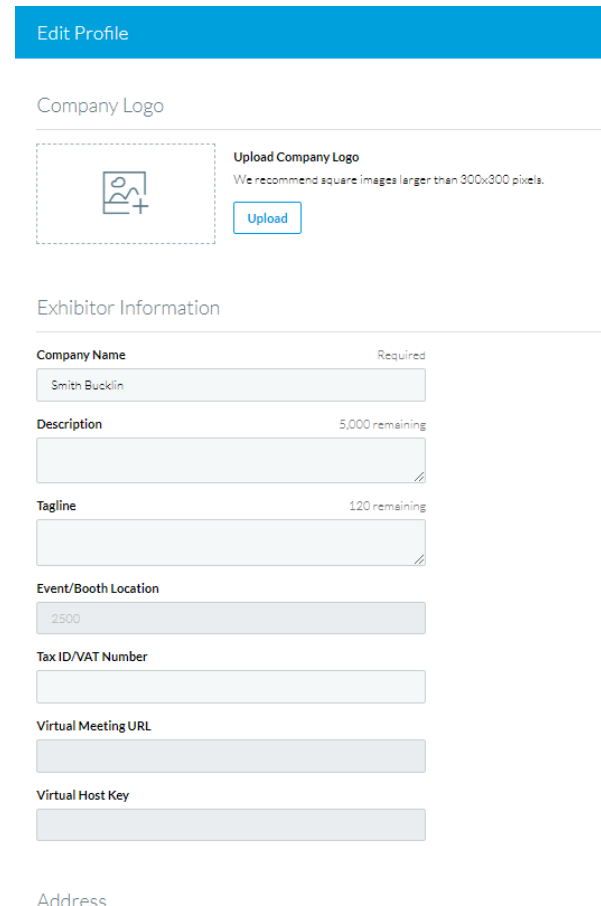
# Updating Your Exhibitor Profile

- Information uploaded directly into the Exhibitor Profile will be used in the 2022 ASHE Annual Conference mobile app.
- Select “Exhibitor Profile” from the left side navigation bar or “Finish Profile” on the landing page to begin.



# Updating Your Exhibitor Profile

- When completing your company information, please be sure to upload your company's logo. The platform recommends square images larger than 300x300 pixels
  - *Please note: if the image does not match the recommendation, this may cause the logo to appear distorted.*
- Requested information includes:
  - Company name
  - Description
  - Company phone number
  - Company email address
  - Website
  - Social media handles and more



The screenshot shows a web form titled "Edit Profile". It is divided into two main sections: "Company Logo" and "Exhibitor Information".

**Company Logo Section:**

- Label: "Company Logo"
- Placeholder: A dashed box containing an icon of a person and a plus sign.
- Text: "Upload Company Logo" and "We recommend square images larger than 300x300 pixels."
- Button: "Upload"

**Exhibitor Information Section:**

- Label: "Exhibitor Information"
- Form Fields:
  - Company Name:** Labeled "Required". The input field contains "Smith Bucklin".
  - Description:** Labeled "5,000 remaining". The input field is empty.
  - Tagline:** Labeled "120 remaining". The input field is empty.
  - Event/Booth Location:** The input field contains "2500".
  - Tax ID/VAT Number:** The input field is empty.
  - Virtual Meeting URL:** The input field is empty.
  - Virtual Host Key:** The input field is empty.
- Label: "Address" (partially visible at the bottom).

# Helpful Tips & Tricks

- If you encounter any issues with registering, you may have old browser cookies. This may happen when a computer is recognizing previous logins. Please clear your cookies or
  - You can go into Incognito mode. Shortcuts below by browser.
    - Chrome: **Press Ctrl + Shift + n**
    - Microsoft Edge: **Press Ctrl-Shift-N**
    - Firefox: **Press Shift + CTRL + P**
    - Safari:
      - For Windows: Press **Ctrl-Shift-N**
      - For macOS: Press **⌘ -Shift-N**
- Direct exhibitor registration question to the portal platform at [leadcapture@cvent.com](mailto:leadcapture@cvent.com).
  - Please mention the event 2022 ASHE Annual Conference
- Questions regarding your exhibit space logistics, please contact ASHE Show Management at [ASHE@smithbucklin.com](mailto:ASHE@smithbucklin.com).
- For additional exhibitor resource such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource Page](#).