



2024 Unified Symposium
January 23-25 - Exhibits: January 24 & 25
SAFE Credit Union Convention Center

Exhibitor Registration User Instructions

Log in to your Exhibitor Registration Website

Log in to your account with your username and password. If you do not know your username and password, contact Jen Smalley at jen@asev.org.

Register Staff (Trade Show Only)

1. Click on your company name on the Dashboard.
2. Choose Register Exhibitor Staff in the menu bar
3. Scroll to the Staff (Trade Show Only) section.
4. Click the **+Add New** button.
5. Enter staff first name, last name and email then click the save icon at the end of the row.
6. Use the pencil icon at the end of the row to edit mailing address, work information and badge details.
 - a. Be sure to click on the **Save & Next** button within the table (top right corner) once editing is complete. This will open the Sessions tab with additional registration options.
 - b. Select the Keynote Luncheon or the Directory of Registrants, if desired.
 - c. Click on the **Save** button within the table (top right corner) to exit editing.
7. Use the envelope icon at the end of the row to send an email with registration confirmation details.

Register Conference (Sessions & Trade Show)

Staff using this registration DO NOT need to be registered for a staff badge as well.

1. Click on your company name on the Dashboard.
2. Choose Register Exhibitor Staff in the menu bar
3. Scroll to the Conference (Sessions & Trade Show) section.
4. Click the **+Add New** button.
5. Enter staff first name, last name and email, and then click the save icon at the end of the row.
6. Use the pencil icon at the end of the row to edit mailing address, work information and badge details.

- a. Be sure to click on the **Save & Next** button within the table (top right corner) once editing is complete. This will open the Sessions tab with additional registration options.
- b. **Select 1-Day General Registration, conference sessions, the Keynote Luncheon, or the Directory of Registrants, if desired.**
- c. Click on the **Save** button within the table (top right corner) to exit editing.

Please note that each company is allotted 2 Complimentary 3-day General Registrations. Additional registrations are not complimentary. If you have registered more than 2 staff members for a 3-Day General Registration you will see a bar at the top right of the page that shows your Account Balance Due. Full payment for this account balance is required at the time of registration. Click the Checkout button to pay

Guest Passes

Select Guest Passes from the menu bar. Guest Passes can be distributed via email or can be printed for you to distribute by hand. Your total allotment of complimentary passes can be divided between Email and Print in whatever quantity you choose. However, once you have chosen an option, that option cannot be undone (i.e., if 10 passes are printed, they cannot also be distributed via email, and vice versa.)

To Email Guest Passes:

1. Within the **Email** box, indicate the number of guest passes you wish to send in the **Qty** field:
 - a. Guest passes can be sent to an individual
 - b. Guest passes can be sent in bulk, i.e. 10 passes to be sent to one client/company
 - c. Guest passes can be sent to yourself (use if you would prefer to send an email from your company email instead of from the registration system.)
2. Click the **Email Passes** button.
3. Enter contact information and click the save icon at the end of each row.
4. Click on the inbox icon (the middle button of three buttons at the end of each row) to edit/customize the email that will be sent to the recipient.
5. Click the green check mark at the top of the page to save.
6. **Click on the envelope icon (the right button of three buttons at the end of each row) to send the guest pass email to the recipient.**
7. When you are done, your available allotment box at the top right of the page will change to reflect the remaining guest passes available.
8. When your invited guests have registered using their guest passes, the Guest Passes Redeemed box, located in the top right corner of the page, will update accordingly.

To Print Guest passes:

1. Click on the **Print Passes** button in the **Print** box at the bottom of the page.
2. Enter the number of passes you wish to print and click the **Print** button.
3. Click on the **Download PDF** link to access your printable passes.

When your total allotment of complimentary passes has been used, you can purchase additional guest passes for \$5 each. Additional passes can be purchased by clicking on the **Purchase Passes** button to the left of your available allotment box, at the top right of the page.

Reports and Badge Listing

1. Select Reports and Badge Listing from the menu bar.
2. Each listing is a link to generate the desired report in Purchase Order Invoice form. To save a copy, simply print to PDF and save the file or email it to yourself and others.
 - ❖ Registrant Summary
 - ❖ Registrant Summary (with Confirmation Numbers)
 - ❖ Registrant Summary and Sessions
 - ❖ Registrant Summary and Sessions (with Confirmation Numbers)
 - ❖ Guest Pass Reports

Need Help? [Contact Support](#)