



2026 Unified Symposium
January 27-29 - Exhibits: January 28 & 29
SAFE Credit Union Convention Center

Exhibitor Registration User Instructions

Log in to the Exhibitor Registration Portal

To manage your exhibitor registration:

Enter your email address and click the **Continue** button

A one-time passcode is need to login. Click the **Send code now** button

Enter the one-time code that was sent to your email address and click the **Submit Passcode and Proceed** button

Register Staff (Trade Show Only)

1. Scroll to the Staff (Trade Show Only) section.
2. In the “Add Registrations” tile, enter the number of staff you wish to register and click the **Add Badges** button.
3. Enter staff first name, last name and email then click the **Save and Proceed** button.
4. Use the edit icon at the end of the row to:
 - a. Edit mailing address, work information and badge details.
 - b. Add the Keynote Luncheon or the Directory of Registrants, if desired.
 - c. Click on the **Save & Proceed** button at the bottom of the page, once editing is complete.
5. 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. Scroll to the Conference (Sessions & Trade Show) section.
2. In the “Add Registrations” tile, enter the number of staff you wish to register and click the **Add Badges** button.
3. Enter staff first name, last name and email then click the **Save and Proceed** button.
4. Use the edit icon at the end of the row to:
 - a. Edit mailing address, work information and badge details.
 - b. Select 1-Day General Registration, conference sessions, the Keynote Luncheon, or the Directory of Registrants, if desired.
 - c. Be sure to click on the **Save & Proceed** button at the bottom of the page, once editing is complete.

5. Use the envelope icon at the end of the row to send an email with registration confirmation details.

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

Exhibits Only Guest Passes

Select Guest Passes from the menu bar. Guest Passes (complimentary access to the Trade Show ONLY) 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 the row.
4. **Click on the envelope icon at the end of the row to send the guest pass email to the recipient.**
5. When you are done, your available allotment box at the top right of the page will change to reflect the remaining guest passes available.
6. 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. Within the **Print** box, indicate the number of guest passes you wish to send in the **Qty** field and click on the **Print Passes** button.
2. 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 under your available allotment box, at the top right of the page.

Need Help? [Contact Support](#)