Official GBTA Exhibitor Registration Process Guide

GBTA

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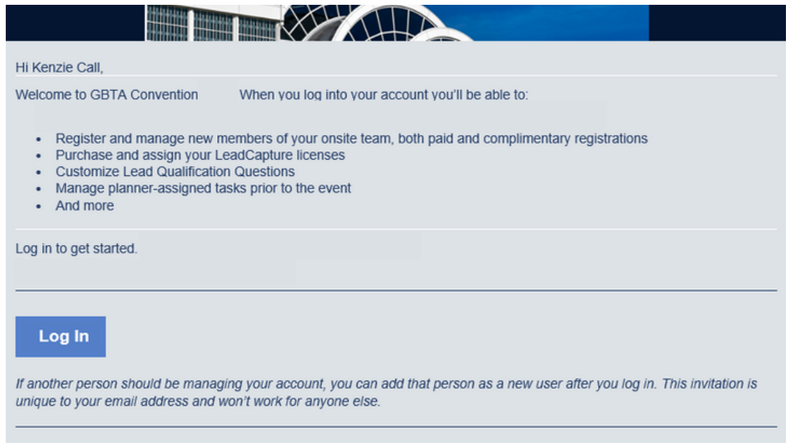
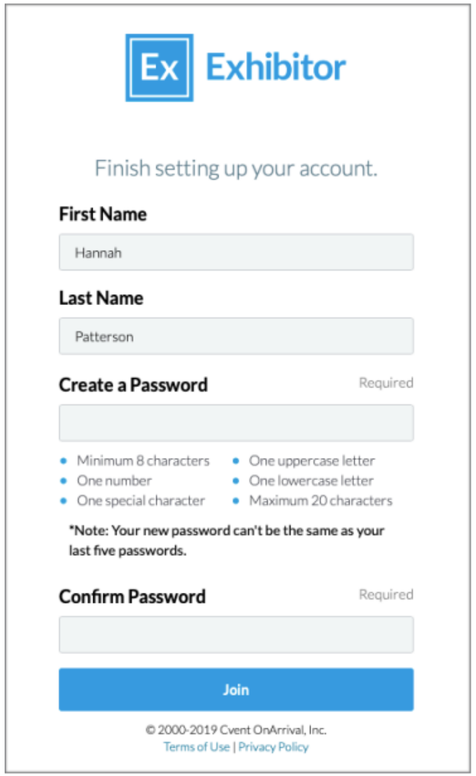
Log-In to Exhibitor Resource Portal

You will receive an email from the GBTA registration vendor, Cvent.

Logging In for the First Time

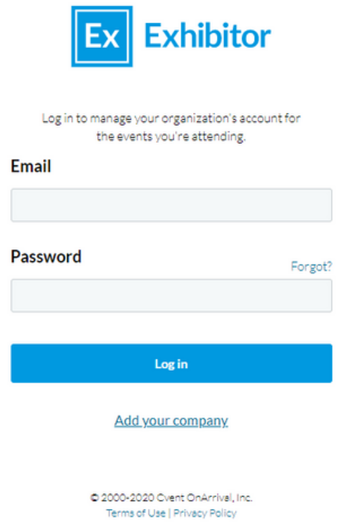
1. Open the email from GBTA Convention Registration Team <events@gbta.org>
2. Click “Log In”
3. [If you’ve previously used Cvent’s registration portal, please skip to next page] Create and confirm desired password for your account.
4. Click “Join”



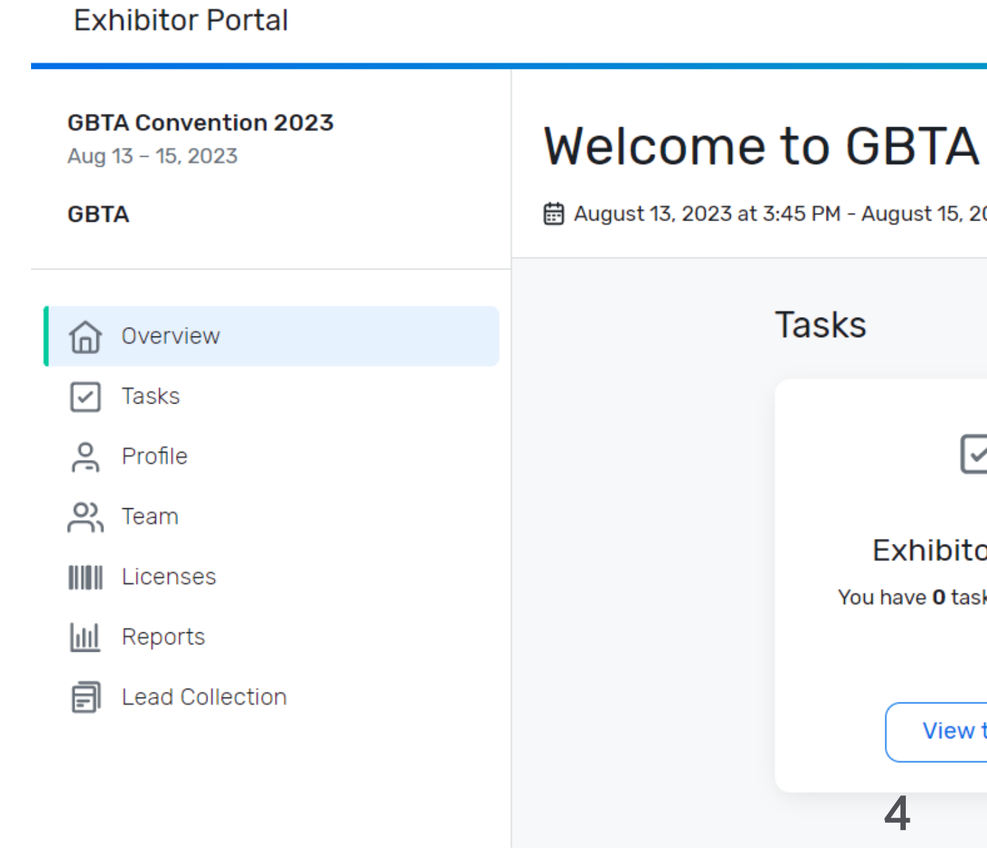


Already Have an Existing Account?

1. Enter your existing email and password.
2. Click “Log in”
    a. Forgot your password? Select the “Forgot” button to reset.
3. You will be brought to the homepage of your exhibitor profile.



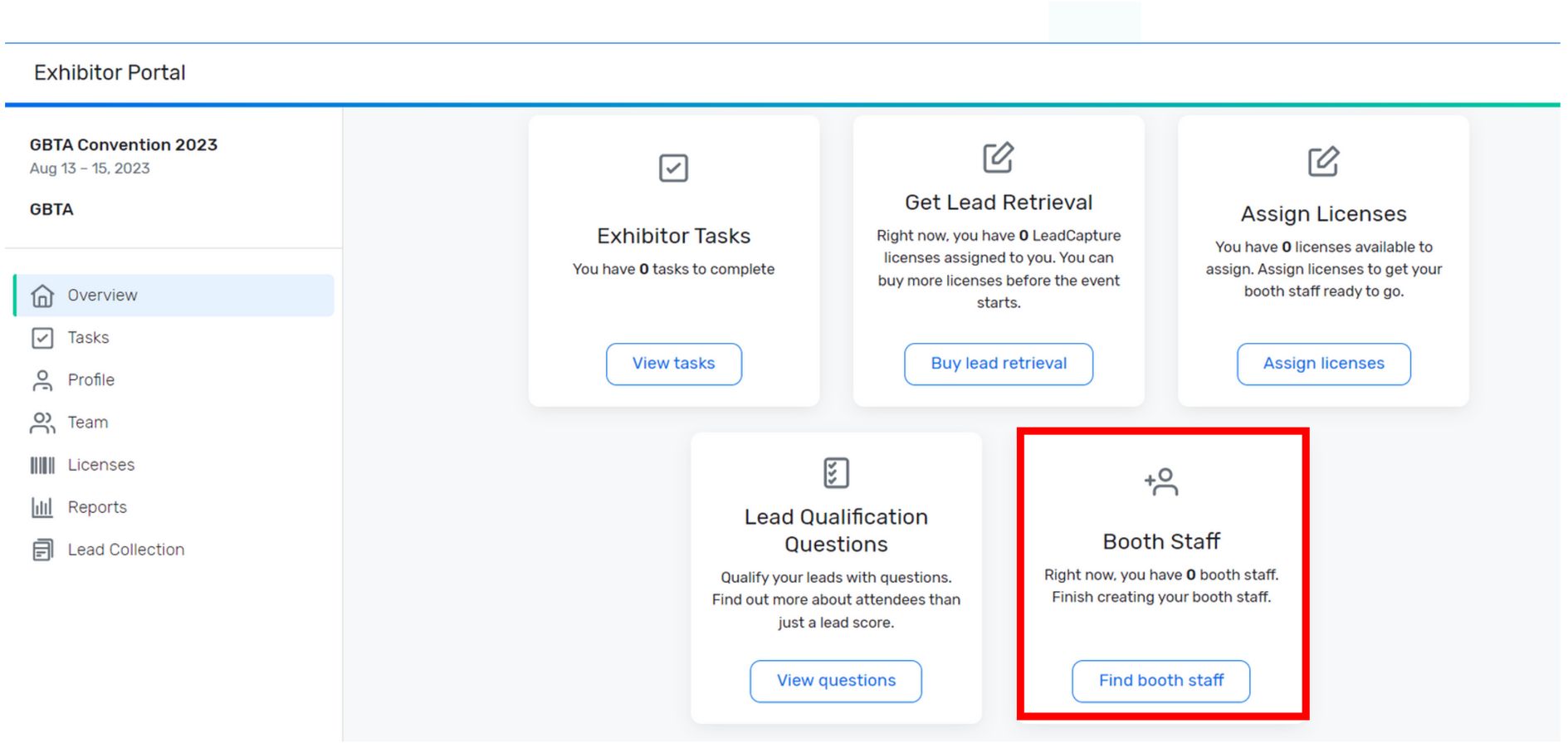
Note: If your ERC does not open to GBTA Convention, click "Switch Event" in the menu bar to find the correct event.



Onsite Staff

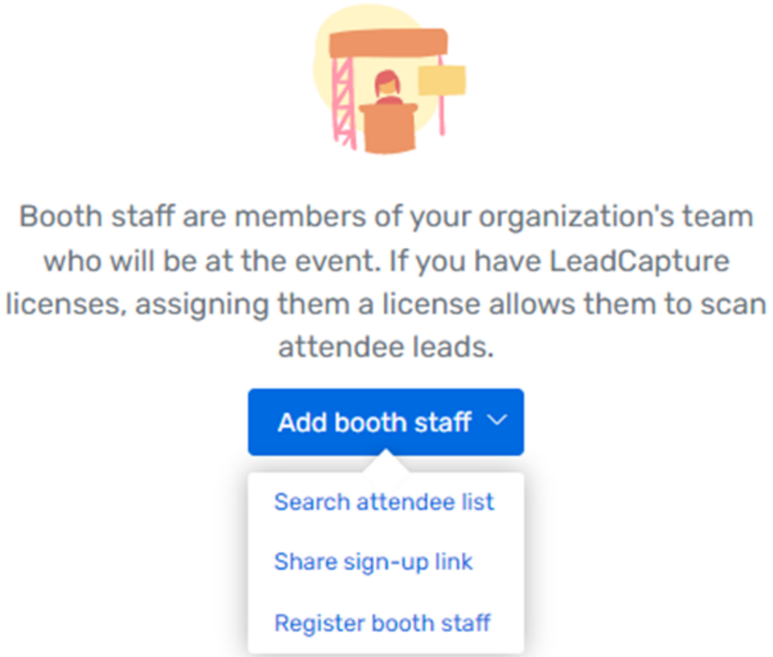
Registering New Comp and Paid Registrations

1. Click “Find Onsite Staff”

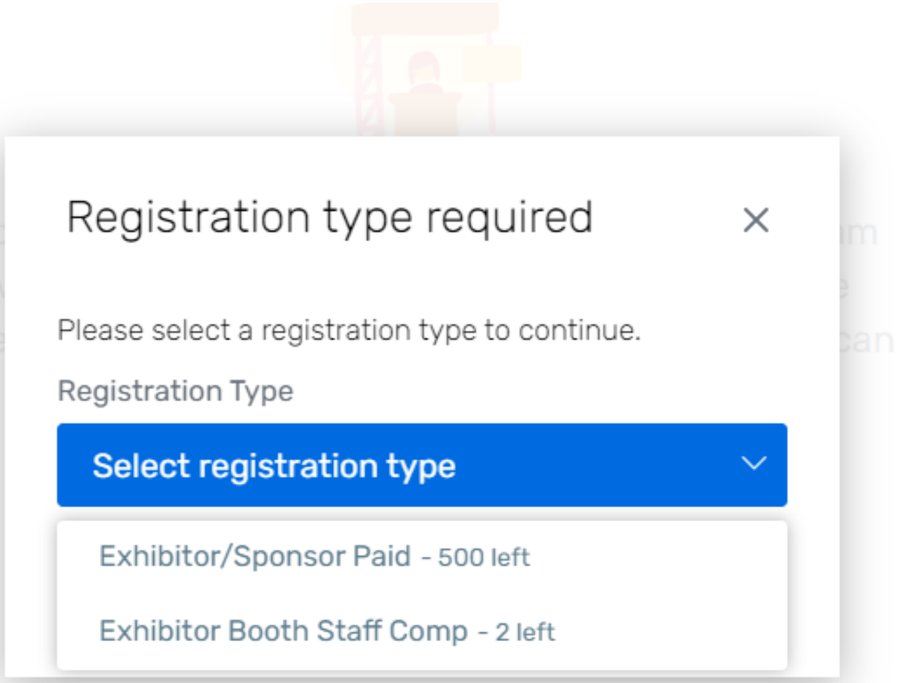


2. Select "Add Booth Staff"

a. To register attendees directly, choose “Register Booth Staff”
b. To send registration link for attendees to register themselves, choose “Share Sign-Up Link”



3. Select the Registration Type you want to complete or send.



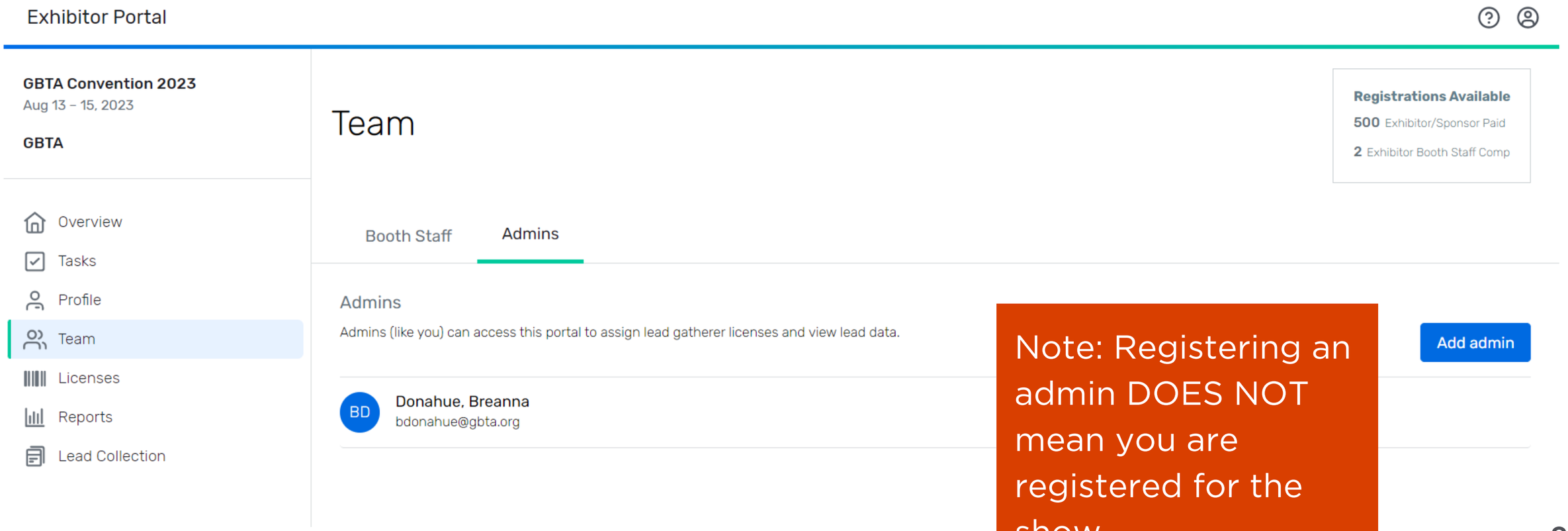
Registration Types Include:

- Exhibitor/Sponsor Paid
- Exhibitor Booth Staff Comp

NOTE: We recommend that you do not distribute a registration link for Comps, as this could result in abuse of your complimentary allotments.

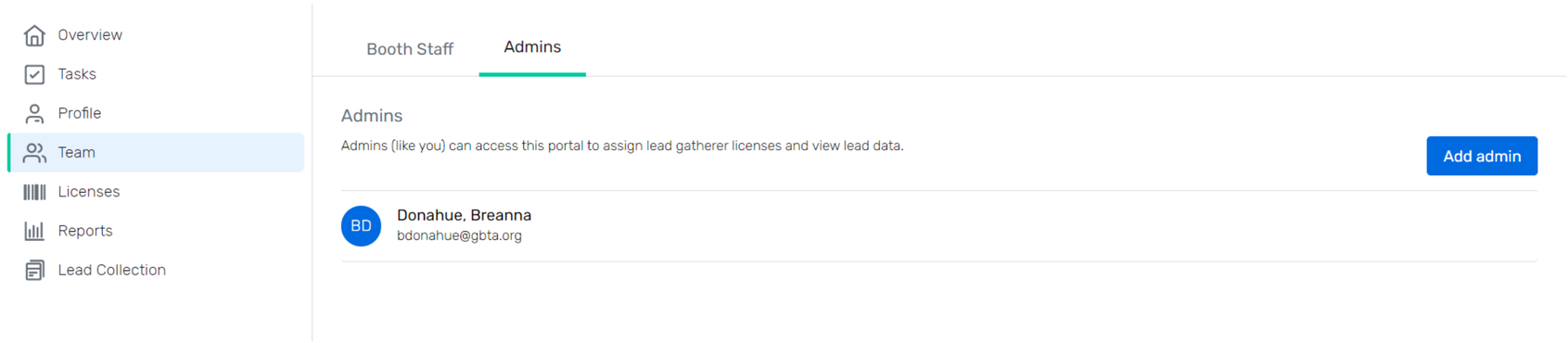
Adding Additional Account Admins to Manage Registration

1. Select “Find Onsite Staff”, then “Admins”

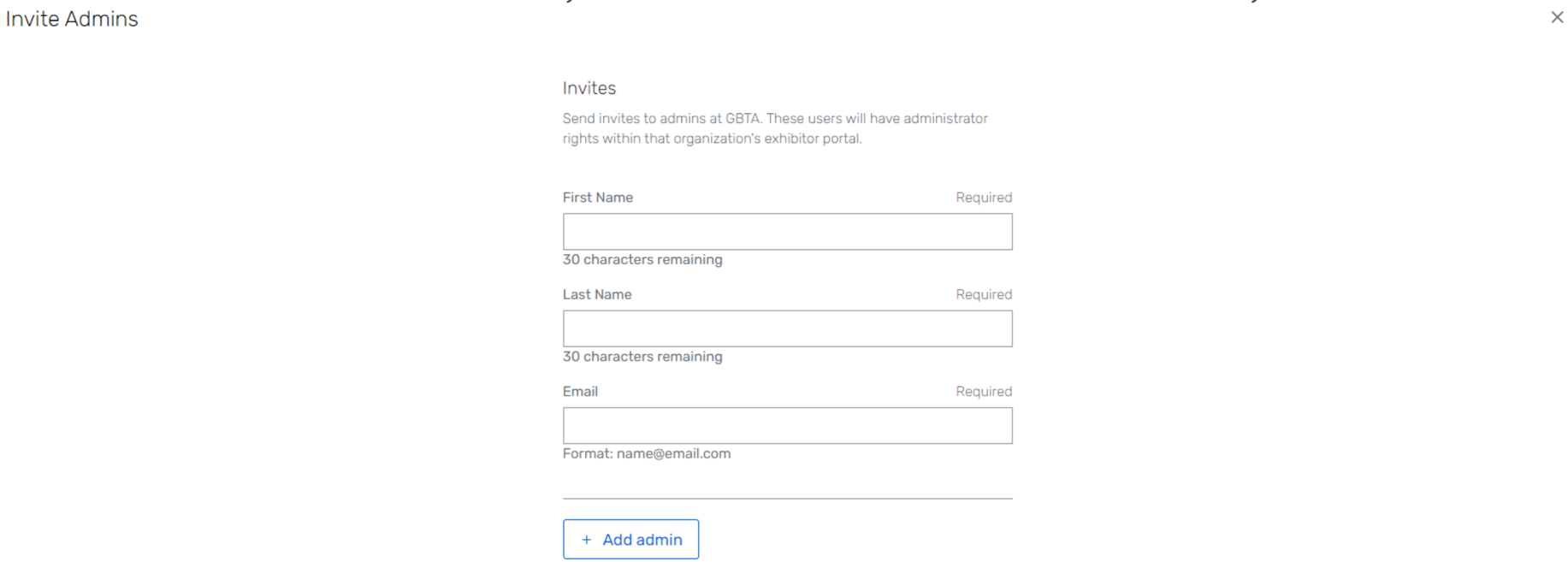


Note: Registering an admin DOES NOT mean you are registered for the show

2. Select “Add Admin”



3. Fill in First Name, Last Name and Email fields, then “Send Invitations”



Note: If you would like to add multiple admins at one time, click the “Add Admin” button.

Questions?

Contact Heather Brown at hbrown@gbta.org