

Official GBTA Exhibitor Registration Process Guide



GBTA

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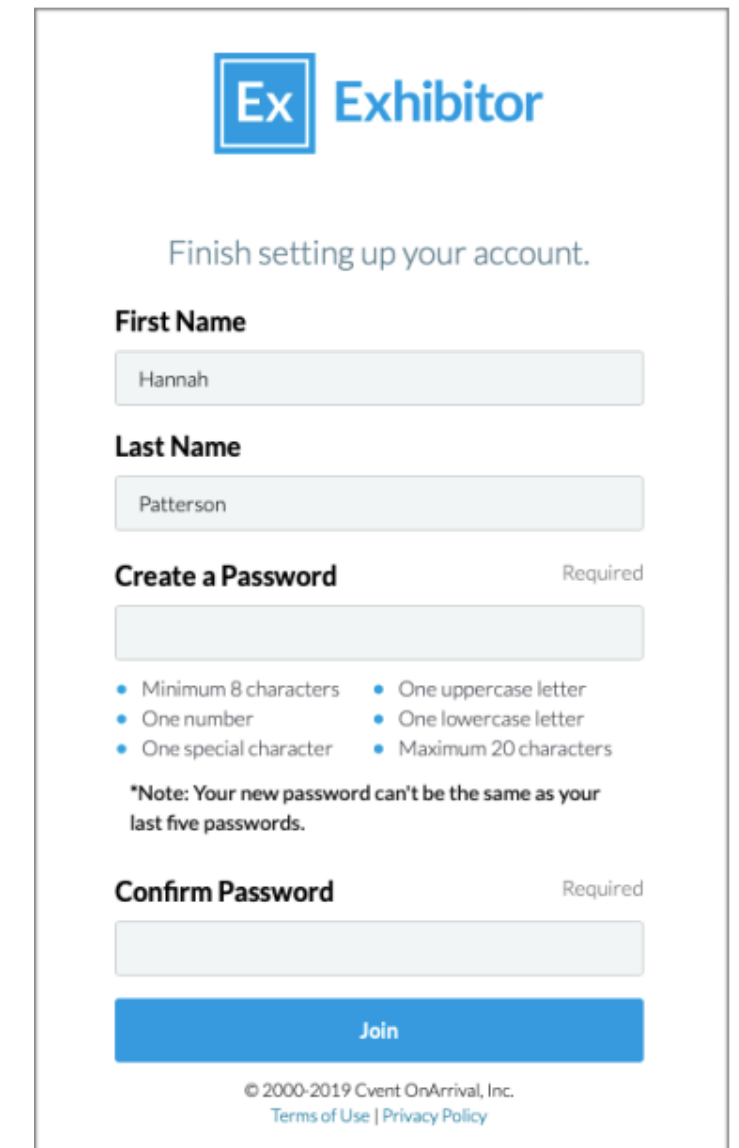
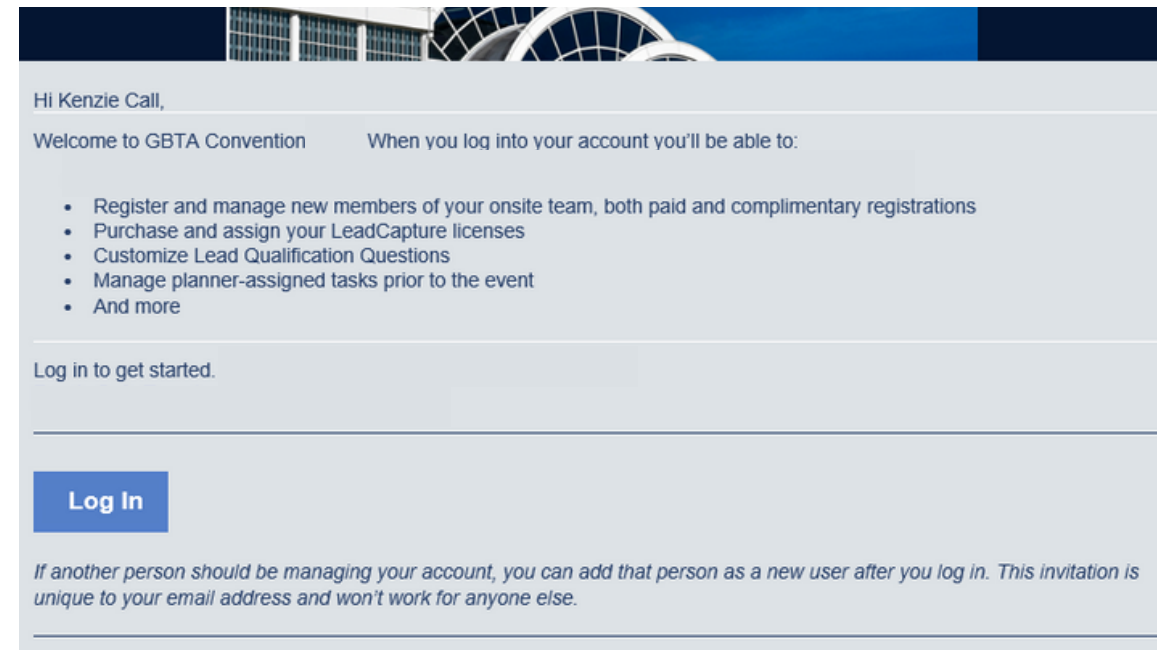
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Log-In to Exhibitor Resource Portal

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

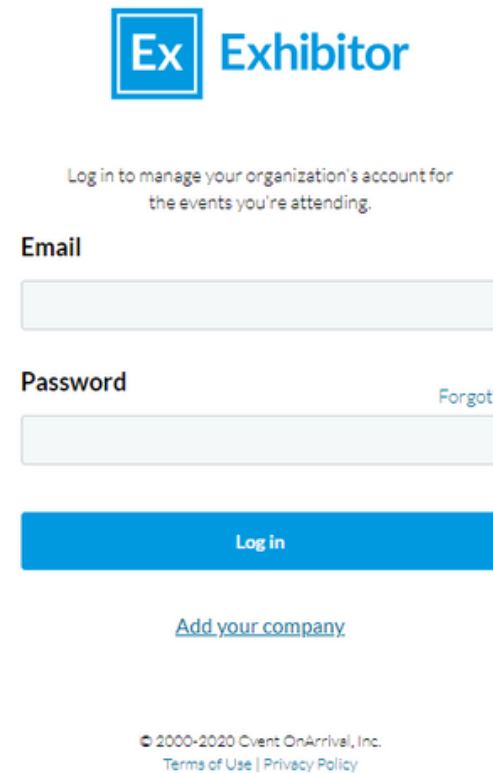
Logging In for the First Time

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”

A form titled "Ex Exhibitor" with the subtext "Finish setting up your account." The form contains fields for "First Name" (with the value "Hannah") and "Last Name" (with the value "Patterson"). Below these is a "Create a Password" section with a password input field and a list of requirements: "Minimum 8 characters", "One number", "One special character", "One uppercase letter", "One lowercase letter", and "Maximum 20 characters". A note states: "Note: Your new password can't be the same as your last five passwords." Below the password field is a "Confirm Password" section with another input field and a "Join" button. At the bottom, there is a copyright notice: "© 2000-2019 Cvent OnArrival, Inc." and links for "Terms of Use" and "Privacy Policy".

Already Have an Existing Account?

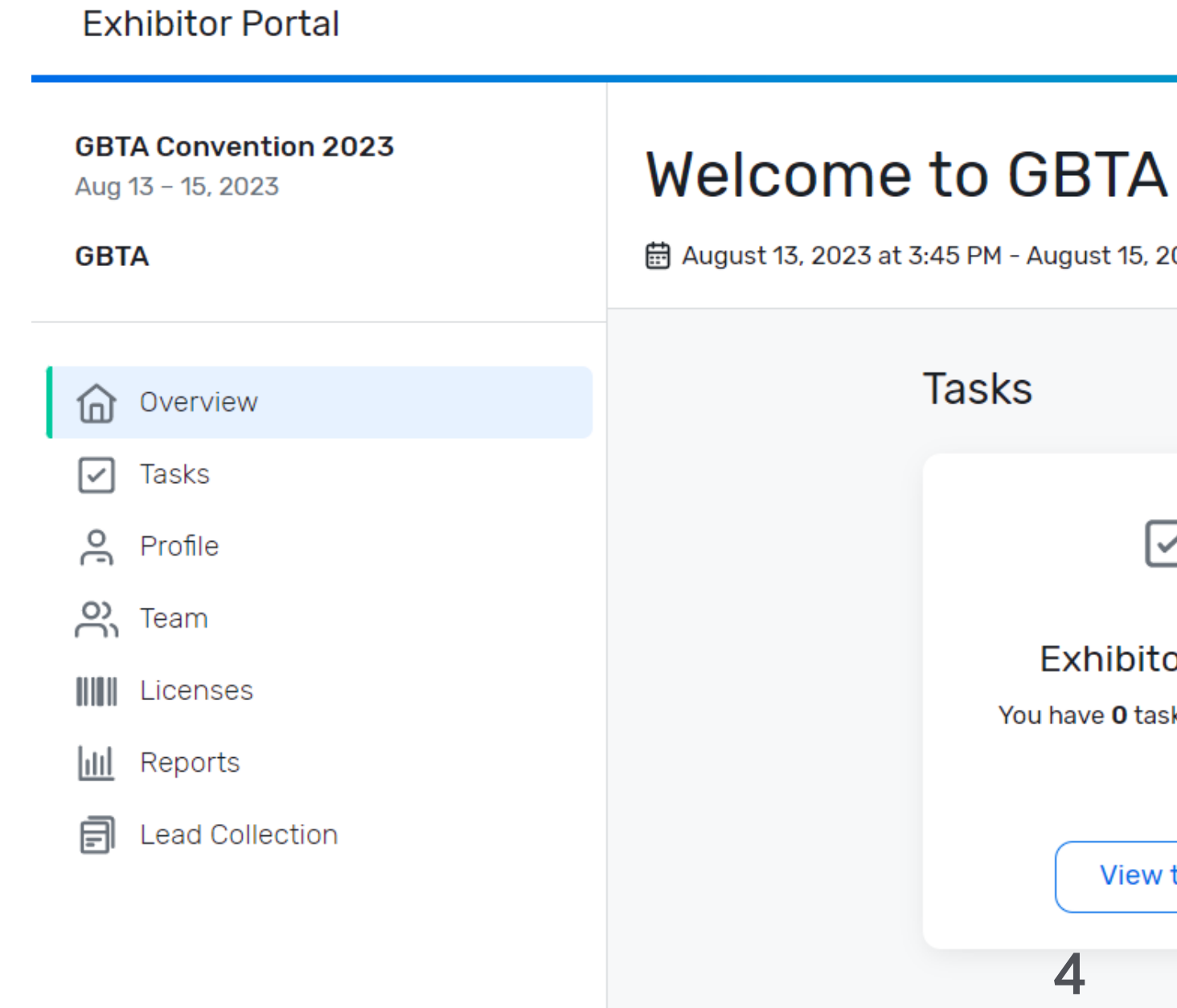
1. Enter your existing email and password.
2. Click “Log in”
 - a. Forgot your password? Select the “Forgot” button to reset.
3. You will be brought to the homepage of your exhibitor profile.



The login form for the Exhibitor Portal. It features the 'Ex Exhibitor' logo at the top. Below the logo, it says 'Log in to manage your organization's account for the events you're attending.' There are two input fields: 'Email' and 'Password'. A 'Forgot?' link is next to the password field. A blue 'Log in' button is at the bottom. Below the button is a link 'Add your company'. At the very bottom, it says '© 2000-2020 Event OnArrival, Inc. Terms of Use | Privacy Policy'.



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

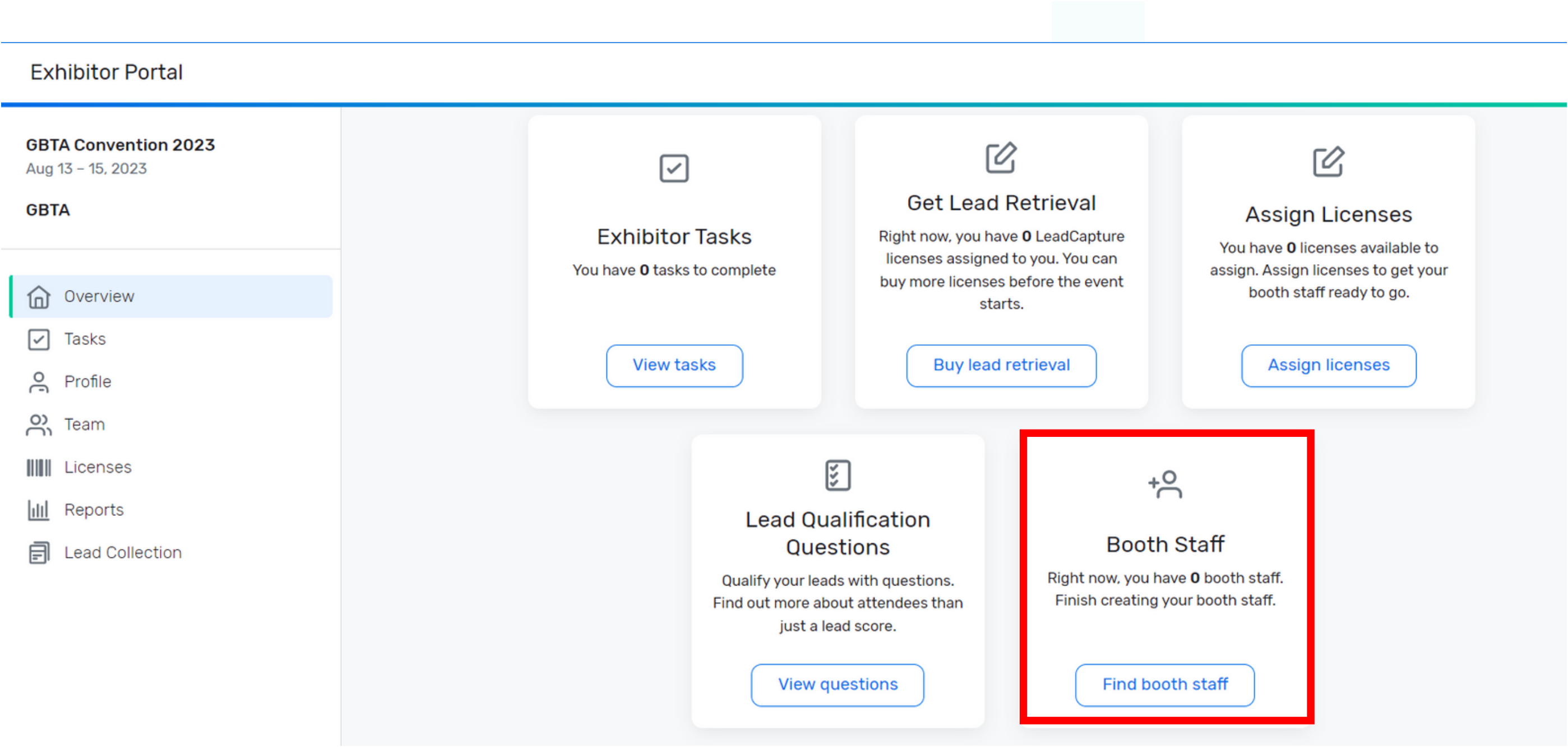


The Exhibitor Portal dashboard. The top bar says 'Exhibitor Portal'. Below it, the main header shows 'GBTA Convention 2023' and 'Aug 13 - 15, 2023'. The left sidebar has a menu with 'Overview' (selected), 'Tasks', 'Profile', 'Team', 'Licenses', 'Reports', and 'Lead Collection'. The main content area says 'Welcome to GBTA' and 'August 13, 2023 at 3:45 PM - August 15, 2023'. On the right, there's a 'Tasks' section showing 'Exhibitor' and 'You have 0 tasks'. A 'View tasks' button is at the bottom right.

Onsite Staff

Registering New Comp and Paid Registrations

1. Click “Find Onsite Staff”

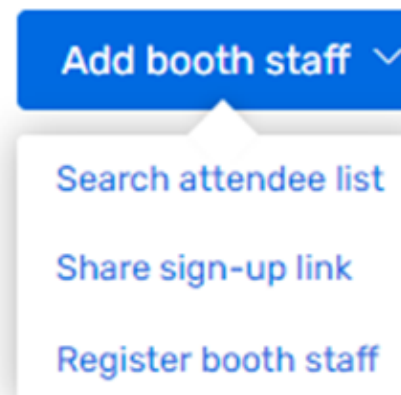


2. Select "Add Booth Staff"

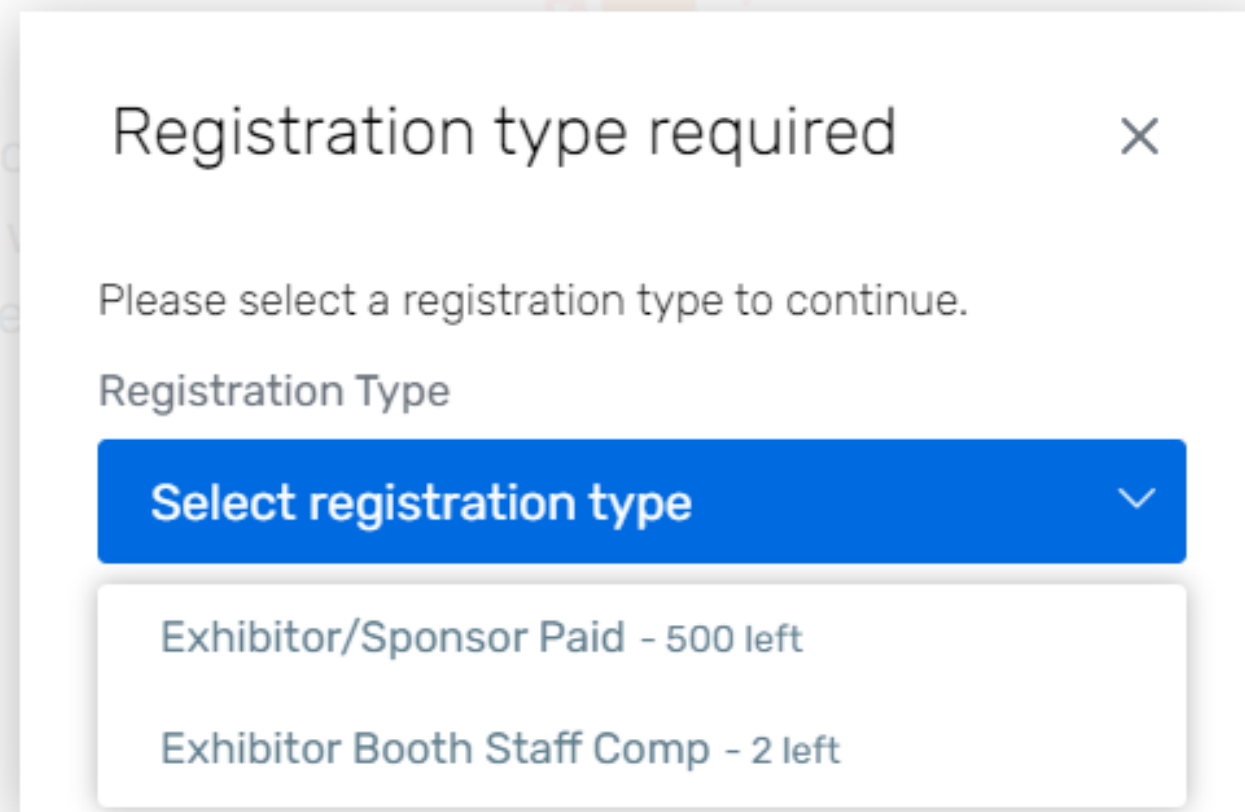
- a. To register attendees directly, choose "Register Booth Staff"
- b. To send registration link for attendees to register themselves, choose "Share Sign-Up Link"



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.



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

A screenshot of a web application dialog box titled "Registration type required" with a close button (X) in the top right corner. The dialog contains the text "Please select a registration type to continue." followed by a label "Registration Type". Below the label is a blue button with the text "Select registration type" and a downward arrow. A dropdown menu is open below the button, showing two options: "Exhibitor/Sponsor Paid - 500 left" and "Exhibitor Booth Staff Comp - 2 left".

Registration type required

Please select a registration type to continue.

Registration Type

Select registration type

Exhibitor/Sponsor Paid - 500 left

Exhibitor Booth Staff Comp - 2 left

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”

Exhibitor Portal

GBTA Convention 2023
Aug 13 – 15, 2023

GBTA

Overview

Tasks

Profile

Team

Licenses

Reports

Lead Collection

Team

Booth Staff

Admins

Admins

Admins (like you) can access this portal to assign lead gatherer licenses and view lead data.

BD

Donahue, Breanna
bdonahue@gbta.org

Registrations Available

500 Exhibitor/Sponsor Paid

2 Exhibitor Booth Staff Comp

Add admin

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

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2. Select “Add Admin”

Overview

Tasks

Profile

Team

Licenses

Reports

Lead Collection

Booth Staff

Admins

Admins

Admins (like you) can access this portal to assign lead gatherer licenses and view lead data.

Add admin

BD

Donahue, Breanna

bdonahue@gbta.org

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

Invite Admins ×

Invites

Send invites to admins at GBTA. These users will have administrator rights within that organization's exhibitor portal.

First Name

Required

30 characters remaining

Last Name

Required

30 characters remaining

Email

Required

Format: name@email.com

+ Add admin

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

