

Official GBTA Exhibitor Registration Process Guide



GBTA

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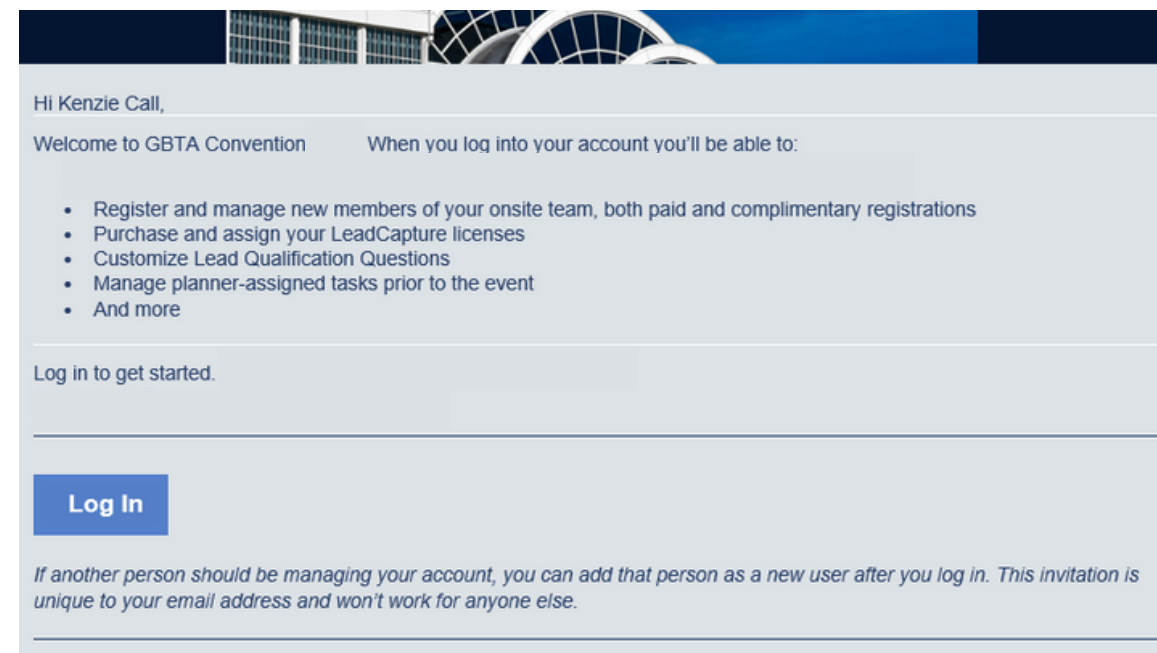
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Log-In to Exhibitor Resource Portal

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

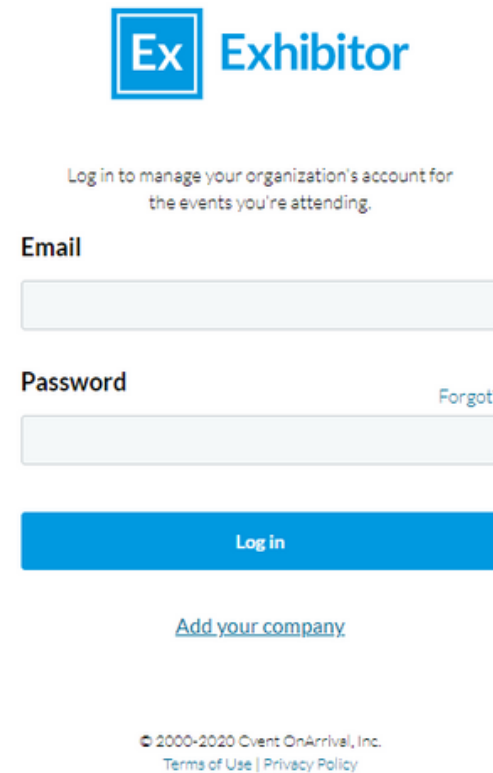
Logging In for the First Time

1. Open the email from GBTA Convention Registration Team
<gbtasupport@cvent.com>
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 screenshot of the "Ex Exhibitor" account setup form. It prompts the user to "Finish setting up your account." and includes fields for "First Name" (Hannah), "Last Name" (Patterson), "Create a Password", and "Confirm Password". A "Join" button is at the bottom. Password requirements include: minimum 8 characters, one uppercase letter, one lowercase letter, one number, one special character, and maximum 20 characters. A note states: "Your new password can't be the same as your last five passwords." The footer includes "© 2000-2019 Cvent OnArrival, Inc. Terms of Use | Privacy Policy".

Already Have an Existing Account?

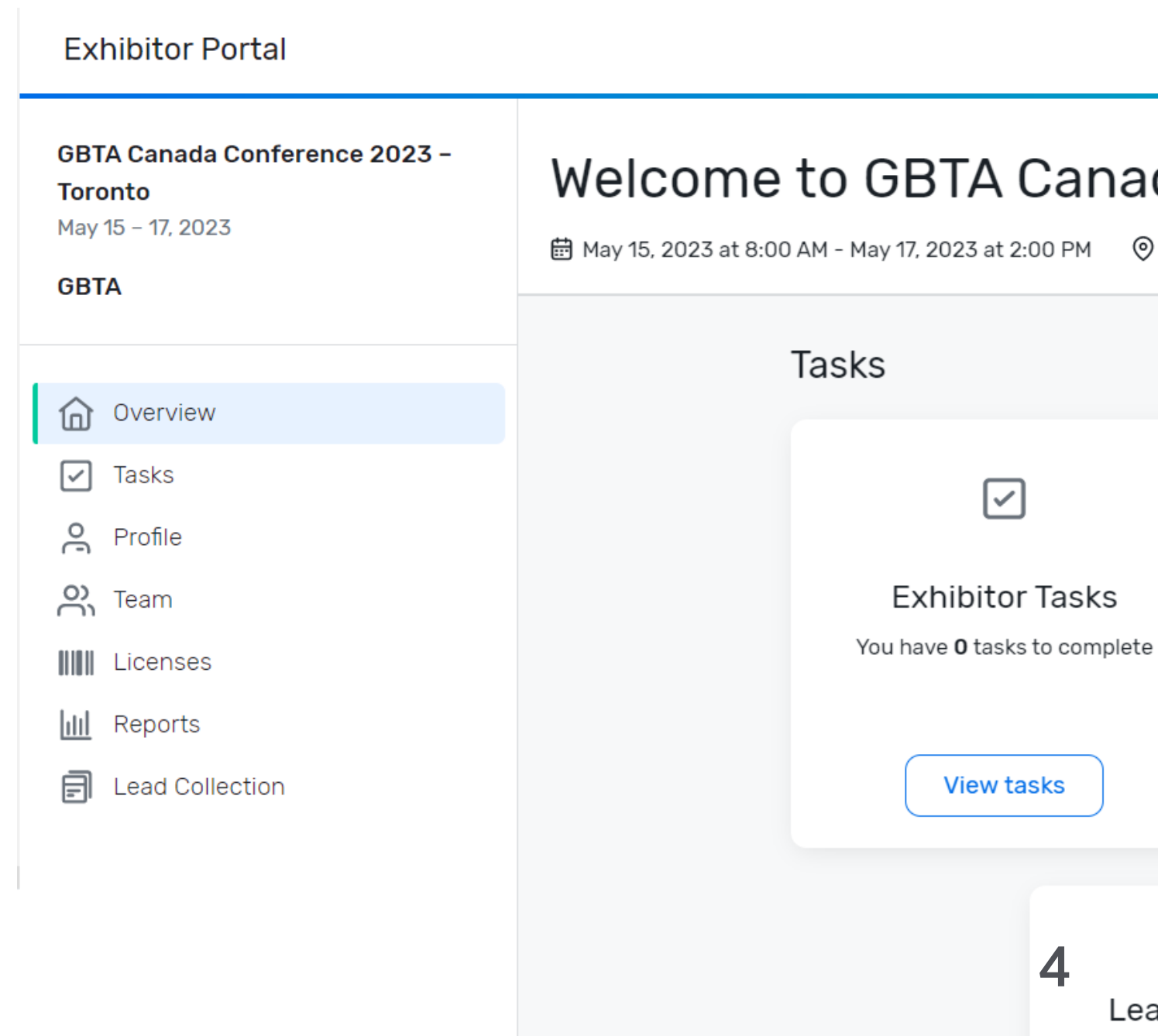
1. Enter your existing email and password.
 - a. Forgot your password? Select the “Forgot” button to reset.
2. Click “Log in”
3. You will be brought to the homepage of your exhibitor profile.



The screenshot shows the Exhibitor login interface. At the top left is the 'Ex Exhibitor' logo. Below it is the text 'Log in to manage your organization's account for the events you're attending.' There are two input fields: 'Email' and 'Password'. The 'Password' field has a 'Forgot?' link to its right. A blue 'Log in' button is positioned below the fields. At the bottom, there is a link for 'Add your company' and a copyright notice: '© 2000-2020 Event OnArrival, Inc. Terms of Use | Privacy Policy'.



Note: If your ERC does not open to GBTA Canada Conference, click “Switch Event” in the righthand side to find the correct event.



The screenshot shows the Exhibitor Portal dashboard. At the top, it says 'Exhibitor Portal'. Below that, it displays 'GBTA Canada Conference 2023 - Toronto' with dates 'May 15 - 17, 2023'. A 'GBTA' section is visible. On the left, there is a navigation menu with options: Overview (selected), Tasks, Profile, Team, Licenses, Reports, and Lead Collection. On the right, there is a 'Welcome to GBTA Canada' message with the event dates 'May 15, 2023 at 8:00 AM - May 17, 2023 at 2:00 PM'. Below this is a 'Tasks' section showing 'Exhibitor Tasks' and 'You have 0 tasks to complete' with a 'View tasks' button. At the bottom right, there is a large number '4' and the word 'Lea'.

Onsite Staff

Registering New Comp and Paid Registrations

1. Click “Booth Staff”

The screenshot displays the Exhibitor Portal for the GBTA Canada Conference 2023 - Toronto. The page is titled "Welcome to GBTA Canada Conference 2023 - Toronto" and includes event details: "May 15, 2023 at 8:00 AM - May 17, 2023 at 2:00 PM" and "Metro Toronto Convention Centre - South Building".

The main content area is titled "Tasks" and contains five task cards:

- Exhibitor Tasks:** You have 0 tasks to complete. Button: View tasks
- Get Lead Retrieval:** Right now, you have 0 LeadCapture licenses assigned to you. You can buy more licenses before the event starts. Button: Buy lead retrieval
- Assign Licenses:** You have 0 licenses available to assign. Assign licenses to get your booth staff ready to go. Button: Assign licenses
- Lead Qualification Questions:** Qualify your leads with questions. Find out more about attendees than just a lead score. Button: View questions
- Booth Staff:** Right now, you have 0 booth staff. Finish creating your booth staff. Button: Find booth staff

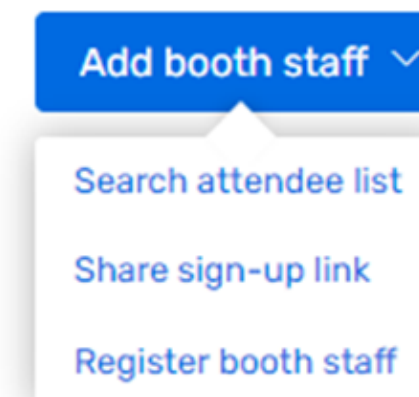
The "Booth Staff" card is highlighted with a red rectangular box.

2. Select "Add Booth Staff"

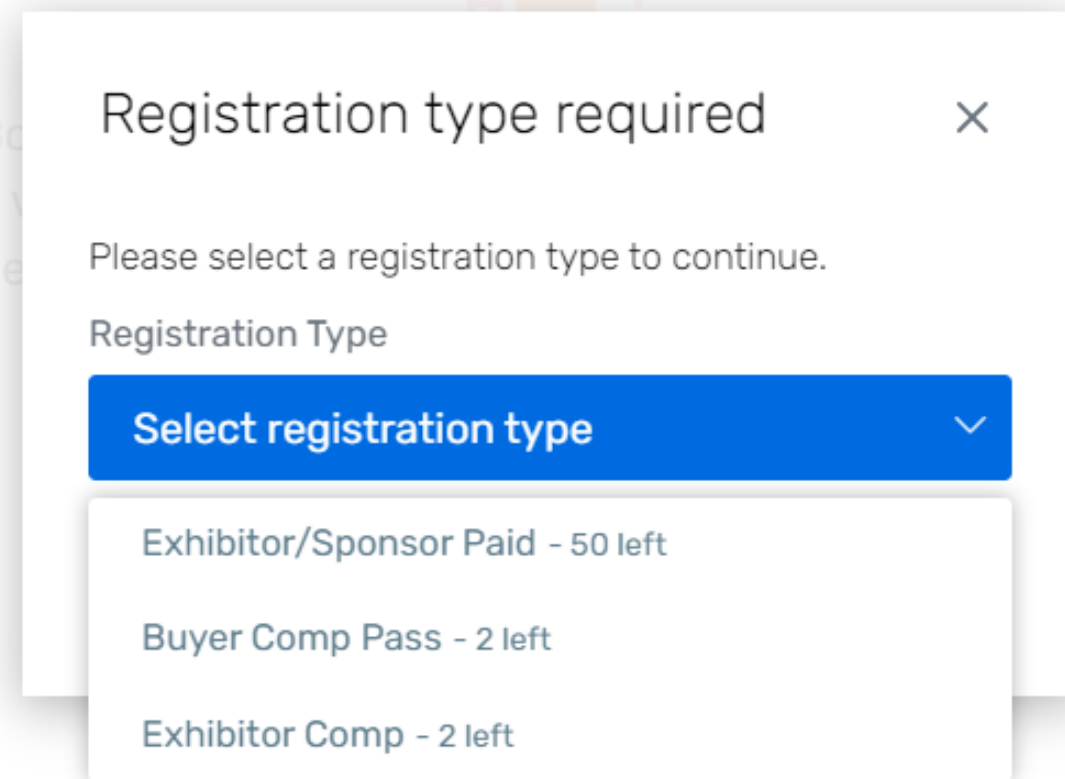
- a. To register attendees directly, choose "Register Booth Staff"
- b. To send registration link for attendees to register themselves, choose "Share Sign-Up Link"



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.



The screenshot shows a modal dialog box titled "Registration type required" with a close button (X) in the top right corner. Below the title, it says "Please select a registration type to continue." Underneath, there is a label "Registration Type" followed by a blue button with the text "Select registration type" and a downward arrow. A dropdown menu is open below the button, listing three options: "Exhibitor/Sponsor Paid - 50 left", "Buyer Comp Pass - 2 left", and "Exhibitor Comp - 2 left".

Registration Types Include:

- Exhibitor/Sponsor Paid
- Exhibitor Comp
- Buyer Comp Pass

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”

Team

Booth Staff Admins

Registrations Available

- 50 Exhibitor/Sponsor Paid
- 1 Supplier Comp Pass
- 1 Buyer Comp Pass

Admins

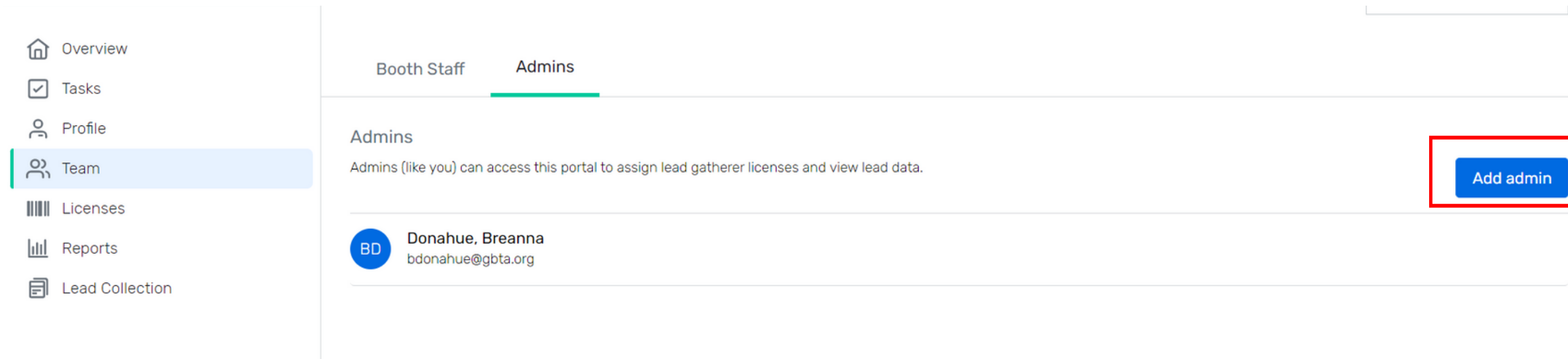
Admins (like you) can access this portal to assign lead gatherer licenses and view lead data.

BD Donahue, Breanna
bdonahue@gbta.org

Add admin

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

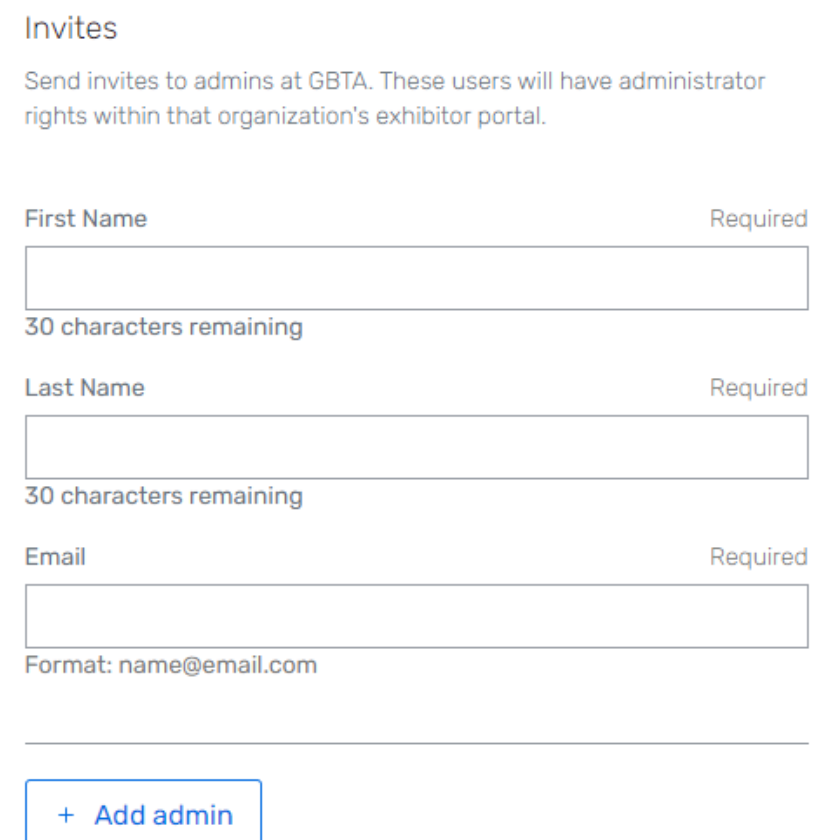
2. Select “Add Admin”



The screenshot shows a software interface with a sidebar on the left containing navigation items: Overview, Tasks, Profile, Team (highlighted), Licenses, Reports, and Lead Collection. The main content area has two tabs: Booth Staff and Admins (selected). Below the Admins tab, there is a heading 'Admins' and a descriptive text: 'Admins (like you) can access this portal to assign lead gatherer licenses and view lead data.' A blue 'Add admin' button is highlighted with a red box. Below this, a user profile for 'Donahue, Breanna' is shown with the email 'bdonahue@gbta.org'.

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

Invite Admins



The 'Invites' form is titled 'Invites' and includes the instruction: 'Send invites to admins at GBTA. These users will have administrator rights within that organization's exhibitor portal.' It contains three required text input fields: 'First Name' (with a '30 characters remaining' indicator), 'Last Name' (with a '30 characters remaining' indicator), and 'Email' (with a 'Format: name@email.com' indicator). A blue '+ Add admin' button is located at the bottom of the form.

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

Questions?

Contact Bre Donahue at bdonahue@gbta.org

