



Exhibitor Registration Cheat Sheet

Below is a list of “required fields” you’ll need to enter for each member of your team. Have the information handy before you begin.

- Full Name
- Title
- Cell Phone
- Email Address
- Emergency Contact
- Emergency Contact Phone

Retrieve/create your AIHA login credentials.

- Go to www.aiha.org - click "SIGN IN" at the top of the page.
- Click "Forgot Password" - Do NOT click "New Customer".
- Enter your email address - click "Submit".
- Receive an email with your username and a link to create a password.

Go to www.aihaconnect.org/register. Click “Exhibitor Registration”

- You'll be taken back to the AIHA login page.
- Use login credentials you created/retrieved above.

Once logged in, select the number of hotel rooms you’ll need.

Confirm yourself as the Trade Show Contact (TSC).

As TSC, you are the only one with direct access to the Registration and Housing portal.

On the Dashboard, click “Add/Edit Personnel”

Follow the instructions.

1. When registering your staff, always use the “Search for your Staff” tab first to search our database.
 - If searching by email, use the email address associated with their membership (if applicable) and/or try both their professional and personal email addresses.
2. If unable to find them in our database, click “Add New Person”.

To register booth personnel:

- After you “Search for your Staff” or “Add a New Person”, complete the required fields
- Select either “Badge Only” or “Badge & Hotel”.
(Hotels can be secured later and/or by the staff themselves.)
 - **NOTE: If you submitted a Room Block Request, wait for confirmation that the Room Block has been processed before securing hotel rooms.**
- Enter **THEIR** cell phone. Cell phone duplicates are not permitted.
- Enter/add **THEIR** email address. Duplicated email addresses are not permitted. Yours can be in the CC line.
- Select a Registration Type
- Click “Add”

NEXT STEPS:

- **Exhibitor Full Conference** registrants automatically receive an email with a link directly to their registration record so they can answer the **required** show questions. If desired, they can register for a PDC, add/guarantee their hotel room, etc.
NOTE: The registrant must complete this step, or their registration/badge will be cancelled.
 - To resend this email, check the box by their name on the **Group Summary** page, select “Send Invitation to Update”.
- **Exhibit Booth Only** registrants can add their own hotel room or register for the Fun Run.
 - Click the check box by their name on the **Group Summary** page, select “Send Invitation to Update”.
 - They'll receive an email with a link directly to their own record.

IMPORTANT

**All hotel rooms must be guaranteed with a credit card.
If the hotel reservation is not confirmed with a credit card, it will be automatically released.**

CONFIRMATIONS

- Individual confirmations can be sent/resent by using your **Dashboard**. Click “Add/Edit Personnel”, scroll down, click the plus (+) sign next their name, select “Send Confirmation”.
- Confirmations can be sent to ALL registrants at once by clicking the “Send Confirmation(s)” button.
- As Trade Show Contact, you will receive a copy of each person’s confirmation **UNLESS** you uncheck the “Keep checked to send TSC ALL Confirmations” box.

INVITE TO UPDATE

- To send or resend an “Invite to Update” email so registrant can secure and/or guarantee their own hotel room, add PDCs and/or other events (if applicable), go to your **Group Summary** page, scroll down, check box next to registrant’s name, click “Send Invitation to Update”

MISCELLANEOUS

- Complimentary badges are not contingent on securing a hotel room but any badges above your allotment are discounted if a hotel is booked within the hotel block.
- Before you “Add a New Person”, you must use the “Search for your Staff” function.
 - Using “Search for your Staff” ensures the full conference registrant receives their education credits.
- Always enter registrant’s email address on the email line. Add your email address to the CC line.
 - Entering the wrong email address affects registrant’s ability to receive education credits.
- **Only the Trade Show Contact has access to the Exhibitor Registration Portal.**
- To **cancel** a registrant’s badge, contact Customer Service: connectexh@maritz.com.
- To **change** a registrant, cancel the original registrant and register the replacement separately. Names cannot be overwritten.

Need to order [Lead Retrieval](#)? Want to invite a customer to visit your booth via the Expo Guest Pass Program*? More information can be found on your **Dashboard** or on www.aihaconnect.org/exhibit.

*To use the Expo Guest Pass, the customer must be sent the URL or promo code found by clicking on the *Expo Guest Pass Program* button.