Exhibitor Registration Cheat Sheet

Helpful Hint: The following is a list of "required fields" you'll need to complete for your team.
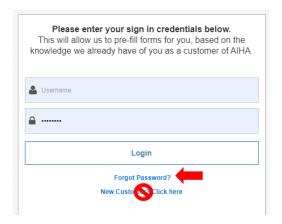
- Full Name
- Title
- Cell Phone
(Must be their unique cell phone – duplicates are not permitted)
- Email Address
- Emergency Contact
- Emergency Contact Phone

As the Trade Show Contact, you are the only one who has direct access to the Registration and Housing portal.

If you haven't already done so, retrieve/create your AIHA login credentials
- Go to www.aiha.org and click on "SIGN IN" at the top of the page.
- Click on the "Forgot Password" link. Do NOT click on "New Customer".
- Enter your email address and click "Submit".
- Receive an email with your username and a link to create a password.

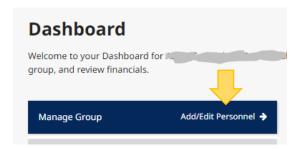Then go to www.aihceexp.org/aihce-exp-2023/register-2023. Click on "Exhibitor Registration"
- You'll be taken back to the AIHA login page.
- Use the login credentials you created/retrieved above.

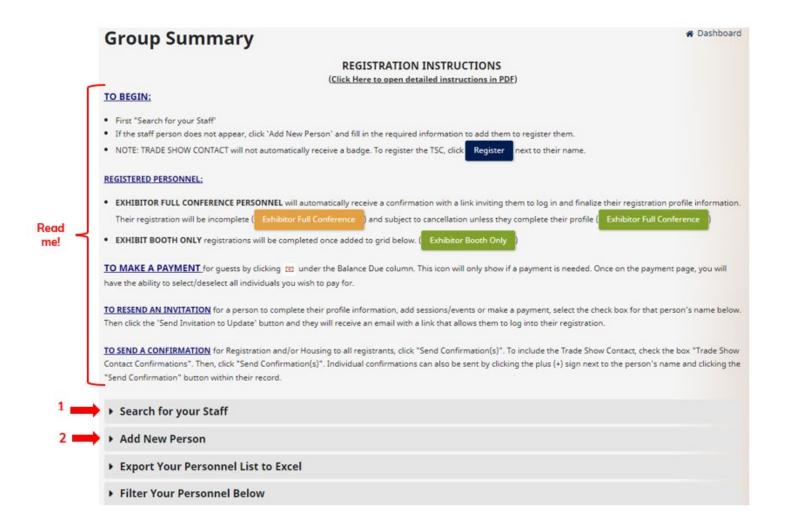Once logged in, select the number of hotel rooms you'll need.

Confirm your information as the Trade Show Contact.

Once on the Dashboard, click on "Add/Edit Personnel"

Dashboard

Welcome to your Dashboard for ~~~~~~~~~~~
group, and review financials.

| Manage Group | Add/Edit Personnel → |

Be sure to read the important instructions listed. (See "Read me" in print screen below.)

1. **When registering your staff, please always go to the "Search for your Staff" tab first and search for them in our database. (Arrow #1 in print screen below)**
   - *If searching by email, please use the email address associated with their membership (if applicable) and/or try both their professional and personal email addresses.*
2. If you're unable to find them in our database, click on "Add New Person". **(Arrow #2 in print screen below)**

Group Summary   ⌂ Dashboard

REGISTRATION INSTRUCTIONS
(Click Here to open detailed instructions in PDF)

TO BEGIN:

- First "Search for your Staff"
- If the staff person does not appear, click 'Add New Person' and fill in the required information to add them to register them.
- NOTE: TRADE SHOW CONTACT will not automatically receive a badge. To register the TSC, click [Register] next to their name.

REGISTERED PERSONNEL:

- EXHIBITOR FULL CONFERENCE PERSONNEL will automatically receive a confirmation with a link inviting them to log in and finalize their registration profile information. Their registration will be incomplete ([Exhibitor Full Conference]) and subject to cancellation unless they complete their profile ([Exhibitor Full Conference])

- EXHIBIT BOOTH ONLY registrations will be completed once added to grid below. ([Exhibitor Booth Only])

Read me!

TO MAKE A PAYMENT for guests by clicking [⌗] under the Balance Due column. This icon will only show if a payment is needed. Once on the payment page, you will have the ability to select/deselect all individuals you wish to pay for.

TO RESEND AN INVITATION for a person to complete their profile information, add sessions/events or make a payment, select the check box for that person's name below. Then click the 'Send Invitation to Update' button and they will receive an email with a link that allows them to log into their registration.

TO SEND A CONFIRMATION for Registration and/or Housing to all registrants, click "Send Confirmation(s)". To include the Trade Show Contact, check the box "Trade Show Contact Confirmations". Then, click "Send Confirmation(s)". Individual confirmations can also be sent by clicking the plus (+) sign next to the person's name and clicking the "Send Confirmation" button within their record.

1 ➡ ▸ Search for your Staff

2 ➡ ▸ Add New Person

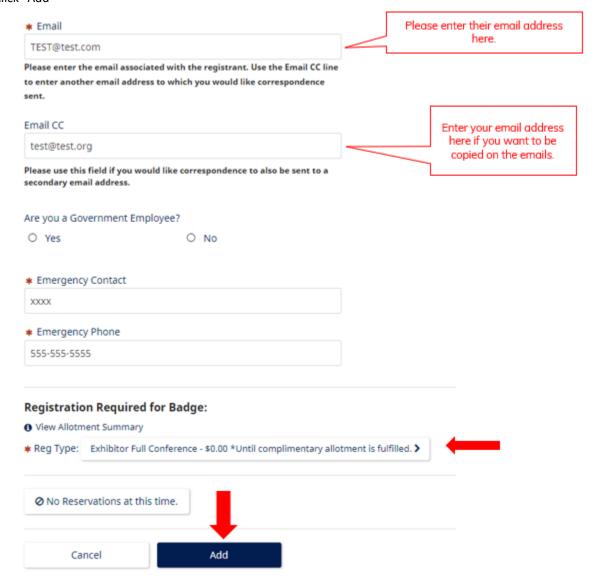▸ Export Your Personnel List to Excel

▸ Filter Your Personnel Below

To register personnel:
- After you "Search for your Staff" or "Add a New Person", complete the required fields
- Select if you're securing their "Badge Only" or their "Badge & Hotel". (Hotels can be secured later and/or by the staff person themselves.)
  - **NOTE: If you've submitted a Room Block Request, please wait for confirmation that the Room Block has been processed before securing hotel rooms**

Please complete the following fields.

* indicates required fields.

* First Name

* Options
- ○ Badge Only
- ✔ Badge & Hotel

Middle

* Last Name

- **Be sure to enter/add THEIR email address**. You can add yours in the CC line.
- Select a Registration Type
- Click "Add"

* Email

TEST@test.com

Please enter their email address here.

Please enter the email associated with the registrant. Use the Email CC line to enter another email address to which you would like correspondence sent.

Email CC

test@test.org

Enter your email address here if you want to be copied on the emails.

Please use this field if you would like correspondence to also be sent to a secondary email address.

Are you a Government Employee?
- ○ Yes
- ○ No

* Emergency Contact

XXXX

* Emergency Phone

555-555-5555

Registration Required for Badge:

ℹ View Allotment Summary

* Reg Type: Exhibitor Full Conference - $0.00 *Until complimentary allotment is fulfilled. ›

⊘ No Reservations at this time.

Cancel   Add

NEXT STEPS:
- **Exhibitor Full Conference** registrants automatically receive an email with a link that takes them directly to their registration record so they can complete their registration by answering the *required* show questions, and, if desired, register for a PDC, and add/guarantee their hotel room, etc. **NOTE: The registrant <u>must</u> complete this step, or their registration/badge will be <u>cancelled</u>.**
  - To resend this email, click the check box by their name on the **Group Summary** page and select "Send Invitation to Update". (See **blue arrow** on **PRINT SCREEN #1** below)
- **Exhibit Booth Only** registrants can add their own hotel room or register for the Fun Run.
  - Click on the check box by their name on the **Group Summary** page and select "Send Invitation to Update". (See **blue arrow** on **PRINT SCREEN #1** below)
  - They'll receive an email with a link that will take them directly to their own record.

<div align="center">

IMPORTANT THINGS TO REMEMBER

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.

</div>

CONFIRMATIONS
- Individual confirmations can be sent/resent by going to your **Dashboard**, clicking on "Add/Edit Personnel", scrolling down, clicking on the plus (+) sign next to the individual's name and selecting "Send Confirmation". **(See gold circle on PRINT SCREEN #1 below and red arrow on PRINT SCREEN #2 on next page)**
- Confirmations can be sent to ALL registrants at one time by clicking on the "Send Confirmation(s)" button. **(See green arrow on PRINT SCREEN #1 below)**
- As the Trade Show Contact, you will receive a copy of each person's confirmation any time a confirmation is sent **UNLESS** you <u>uncheck</u> the box next to "Keep checked to send TSC ALL Confirmations". **(See purple arrow on PRINT SCREEN #1 below)**

INVITE TO UPDATE
- To send or resend an "Invite to Update" email so the 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 the box next to the registrant's name, and click "Send Invitation to Update" **(See blue arrow on PRINT SCREEN #1 below)**

MISCELLANEOUS BUT STILL IMPORTANT
- 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 *Adding a New Person*, be sure to use the *Search for your Staff* function
  - Using the search function assists in ensuring the full conference registrant receives their education credits.
- Always enter the registrant's email address in the email line. You can add your email address to the CC line, if desired.
  - Not entering the correct email address for the registrant affects their ability to receive their education credits.
- Only the Trade Show Contact has access to the Exhibitor Registration Portal.
- To cancel a registrant's badge, please contact customer service at aihceexh@maritz.com.
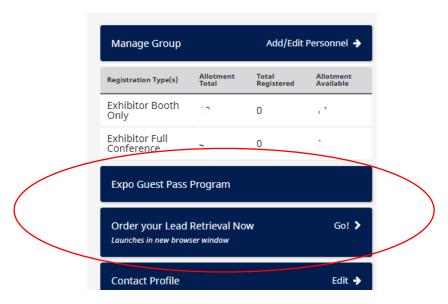
PRINT SCREEN #1:

But wait! There's more!

Need to order **Lead Retrieval**? Want to **invite a customer** via the Expo Guest Pass Program* to visit your booth? More information can be found on your **Dashboard** by clicking the appropriate buttons circled below.

*To use the Expo Guest Pass, the customer must be sent the URL or promo code found by clicking on the button shown in the print screen above.