

Access the Exhibitor Portal from 'Welcome Email'

Once you have booked exhibit space, please allow 1 business day to receive your Welcome Email allowing you to log-in to the portal. If you do not receive this email, please contact <u>exhibits@asmbs.org</u> to have it resent to your Primary Contacts, or to request a new admin be added.

<u>Tasks</u>

Using the left menu select 'Tasks', this is where you can see items that need to be completed or updated.

Depending on what additional sponsorship items you purchased, you will be able to complete , upload logos, and provide additional information here.

Select 'View' to see further details, links and instructions needed for each Task.

Exhibitor Portal		?
ASMBS Annual Weekend 2024 Nov 7 – 9, 2024 TEST Exhibitor	Tasks Manage tasks to set up your exhibitor booth for the event.	
Overview Tasks Profile Team	0/2 tasks complete	
Sponsored Sessions	Register for Booth/Sponsorship Required	View

Profile

Your 'Profile' is what all attendees will see in our event mobile app. This can continue to be updated as needed by your team. However, be sure to upload your logo and share links so our attendees can get your full profile visibility. Select the 'Options' drop down, and then 'Edit Profile' to make changes.

ASMBS Annual Weekend 2024 Nov 7 – 9, 2024	Exhibitor Profile •		Options ~
TEST Exhibitor	Profile		
Overview Tasks	Address No address provided		Event/Booth Location Blue Hall, Booth #3 Tax ID/VAT Number
Profile	Contact Office No office phone provided Other No other phone provided	Mobile No mobile phone provided Email No email provided	No Tax ID/VAT Number provided

<u>Team</u>

The team section is where you can ensure your registered team members are affiliated correctly with your company. Additionally you will be able to add other admins to your account.

Booth Staff

Under 'Team' select 'Booth Staff' you can see how many registrations are allotted to you. For complimentary registrations, use code **AMBooth100** to waive registration fees. From this menu you can:

- 1. Search Attendee List
 - a. If your staff have registered on their own, you can affiliate them with your company.
- 2. Share Sign-Up Link:
 - a. Share this link with your booth staff so that they will automatically be assigned to your company.
- 3. Register Booth Staff
 - a. This will allow you to register your team on their behalf.

ANNAL MEETING Exhibitor Portal		Ċ
ASMBS Annual Meeting 2025 Jun 15 - 19, 2025 ASMBS	Booth staff are team members from your organization who will be at the event. Booth Staff Admins	
Overview	It looks like you don't have any booth staff yet. Add	
Tasks Profile	attendees to your team to get started. Search attendee list	
C Team	^{5 reg} Share sign-up link ^{5 Ext} Porieter beeth steff	
Sponsored Sessions	Add booth staff	
III Reports		

Add/Edit Admins

Under 'Team' select 'Admin'. Here you can edit and 'Add Admin'. You must have a minimum of 1 admin. If you need to remove your first admin, make sure a second admin is added before deleting anyone else.

Exhibitor Portal		? @
ASMBS Annual Weekend 2024 Nov 7 - 9, 2024 TEST Exhibitor	Team Admins are team members from your organization who can assign licenses and view lead data.	
Overview	Booth Staff Admins	
	Admins	Add admin
Sponsored Sessions	Martha Lindsey	