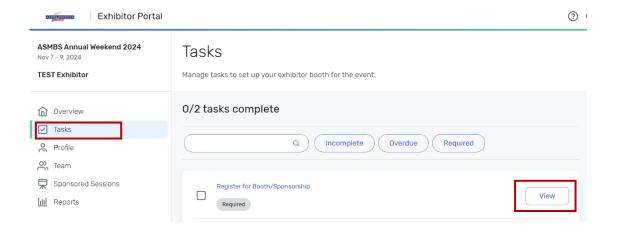## Access the Exhibitor Portal from 'Welcome Email'

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 exhibits@asmbs.org to have it resent to your Primary Contacts, or to request a new admin be added.

Tasks

Using the left menu select 'Tasks', this is where you can see items that need to be completed or updated.
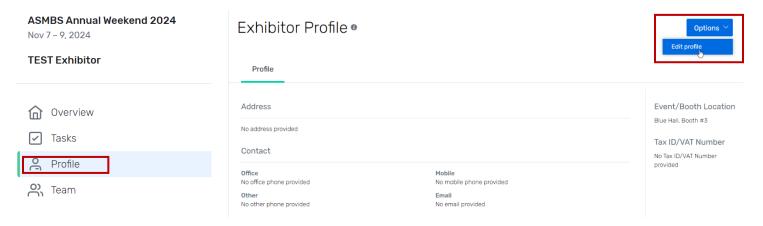
Depending on what additional sponsorship items you purchased, you will be able to complete , upload logos, and provide additional information here.

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

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.
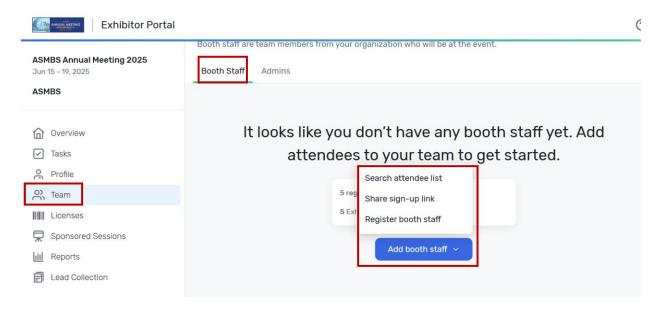
Team

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.

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.