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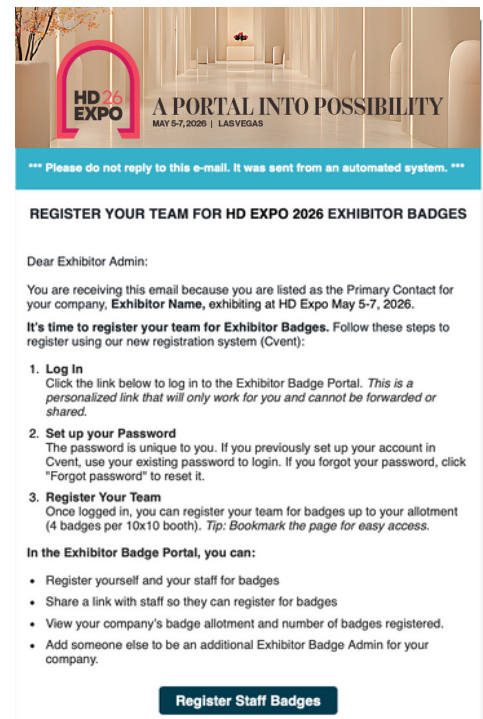
## USING CVENT: THE NEW HD EXPO REGISTRATION PLATFORM

### REGISTERING FOR HD EXPO

Upon booking your booth for the upcoming show, the primary contact for your account will receive an automated email, pictured below, from **HDExpoShowTeam@hdexpo.com**.

Click the **"Register Staff Badges"** button to access registration.

Only the primary contact will receive this email. To resend or change the recipient, contact your Customer Success Manager.



There are many facets of the Cvent Exhibitor Registration Portal that HD Expo is not utilizing. These instructions focus solely on the areas exhibitors need to register for the show. Information entered in any other area of the Cvent portal will not be used by HD Expo.



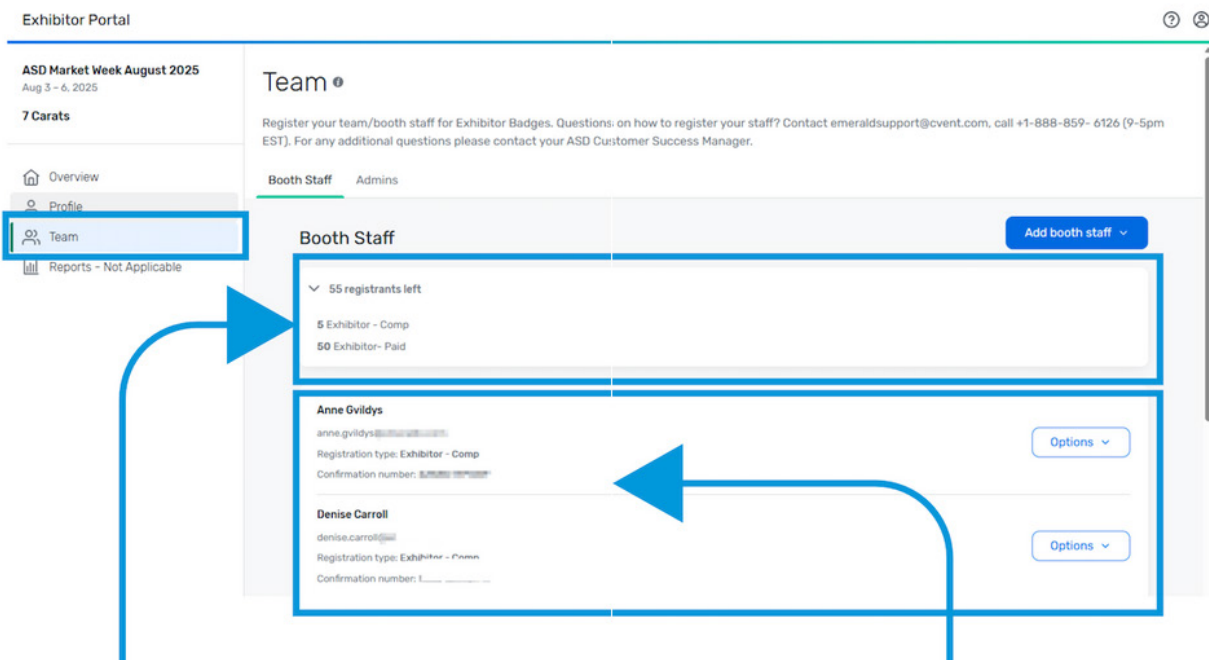
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## CREATE A PASSWORD FOR YOUR ACCOUNT

Upon following the link in the email, you will be brought to the Exhibitor Registration Portal to create your password.

## ACCESSING YOUR COMPANY REGISTRATION

Click the Team tab on the left hand side of the Exhibitor Portal.



### REGISTRATION TYPES

- Exhibitor - Comp: your free allotment of badges.
- Exhibitor - Paid: additional badges for purchase beyond your allotment.
- Total available registrations remaining.

### REGISTERED STAFF

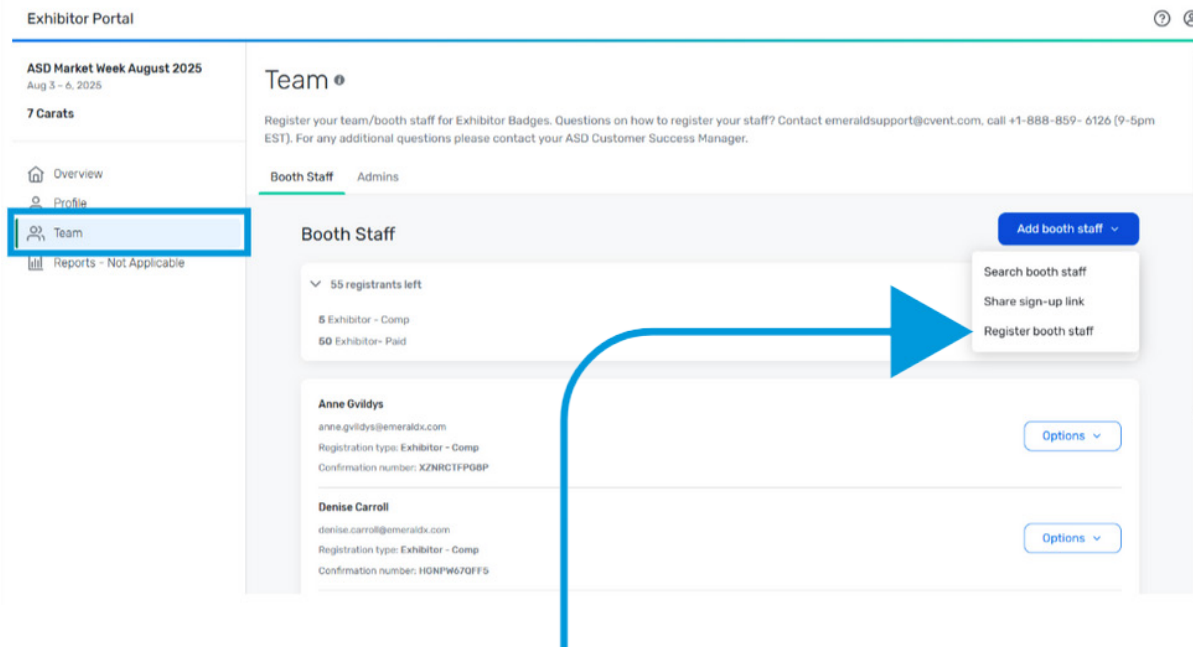
Summary of your company's registered staff members



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## REGISTERING STAFF

To register booth staff select Add Booth Staff from the Team page on the Cvent Exhibitor Registration Portal.



### REGISTRATION TYPES

- Share sign-up link will generate a link that you can share with your team to register on their own.
- Register booth staff will bring you to the registration portal to register yourself or the entire team.

After selecting how you will register your staff, a pop up will ask what type of registration you would like to use (comp or paid). It will then open a new window with the registration form. You can not switch between comp/paid in the registration form, you must go back to the Team Portal to do so. If using a shared link, you must generate a new link.



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## REGISTRATION FORM

Complete all required fields throughout the registration form.

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

### Personal Information

Fill out the information below, then click Next to continue.

\* First Name  
test

\* Last Name  
test

\* Email Address  
[redacted]

\* Re-enter Email Address  
[redacted]

\* Company  
test

### Work Address

\* Country/Region  
United States x

\* State/Province  
Connecticut x

\* City  
test

\* Mobile  
333-333-3333

\* SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

No, I do not wish to opt-in to the communications allowances for ASD Market Week as described above.

By opting in, you agree to receive relevant show related text messages from ASD Market Week and understand that standard message data rates may apply. You may opt out at any time by texting "STOP".

Next

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

### Terms and Conditions

\* I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

I agree

\* I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

I agree

\* I agree to the Emerald [Privacy Policy](#).

I agree

Previous Cancel Next

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

### Personal Information

Fill out the information below, then click Next to continue.

\* First Name  
James

\* Last Name  
Shaw

\* Email  
james@shaw.com

\* Re-enter Email  
james@shaw.com

\* Company  
test

\* Title  
test

\* Work  
test

**Already registered?**

Enter your confirmation number or return to the event website to register.

\* Email Address  
james@shaw.com

\* Confirmation Number  
[redacted]

Forgot your confirmation number?

Log in

Next

## UNIQUE EMAIL ADDRESS REQUIRED

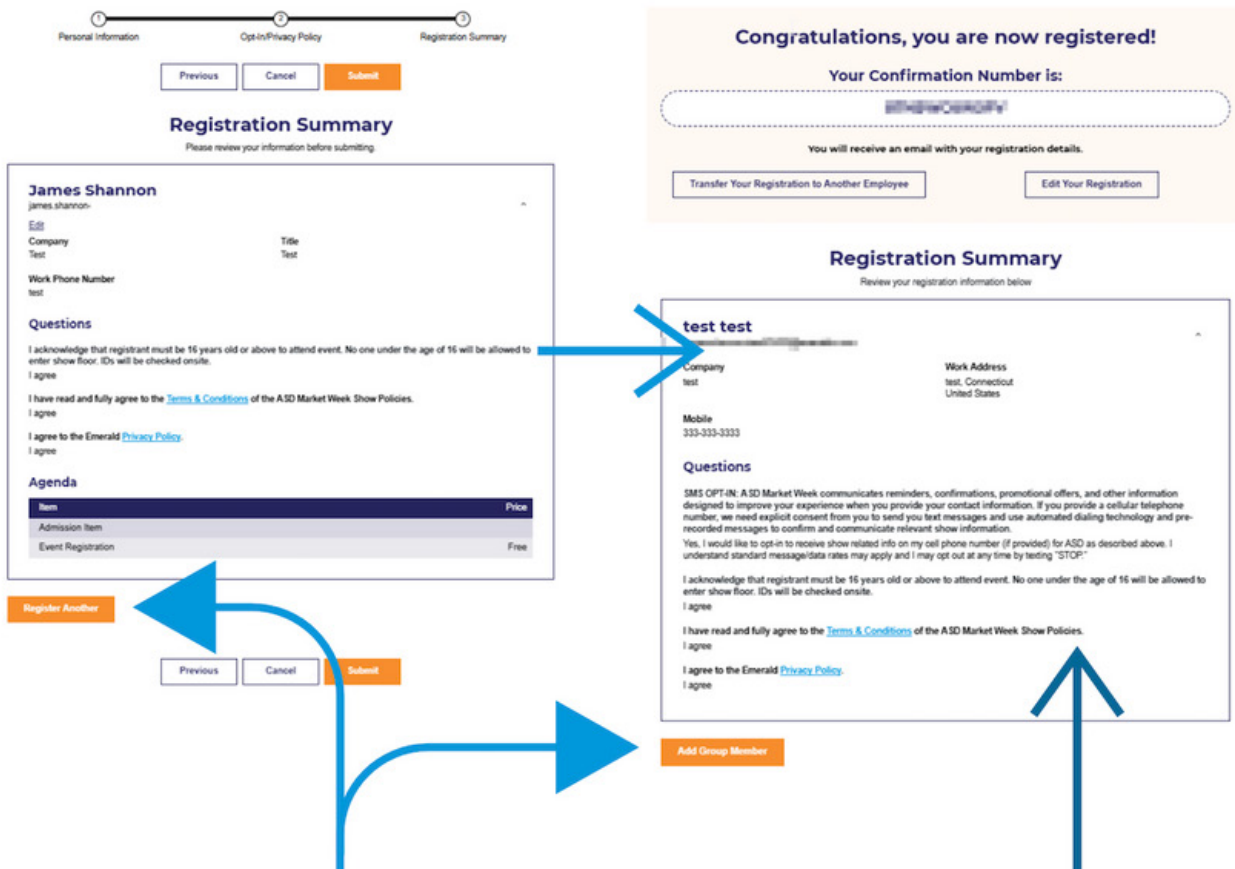
Unique email addresses are required for each individual registering for HD Expo. If the email address you entered has already been used, you will receive the displayed message. Reach out to your Customer Success Manager for assistance on how to proceed.



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## REGISTRATION FORM

Complete all required fields throughout the registration form.



### REGISTRATION FOR ADDITIONAL STAFF

Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

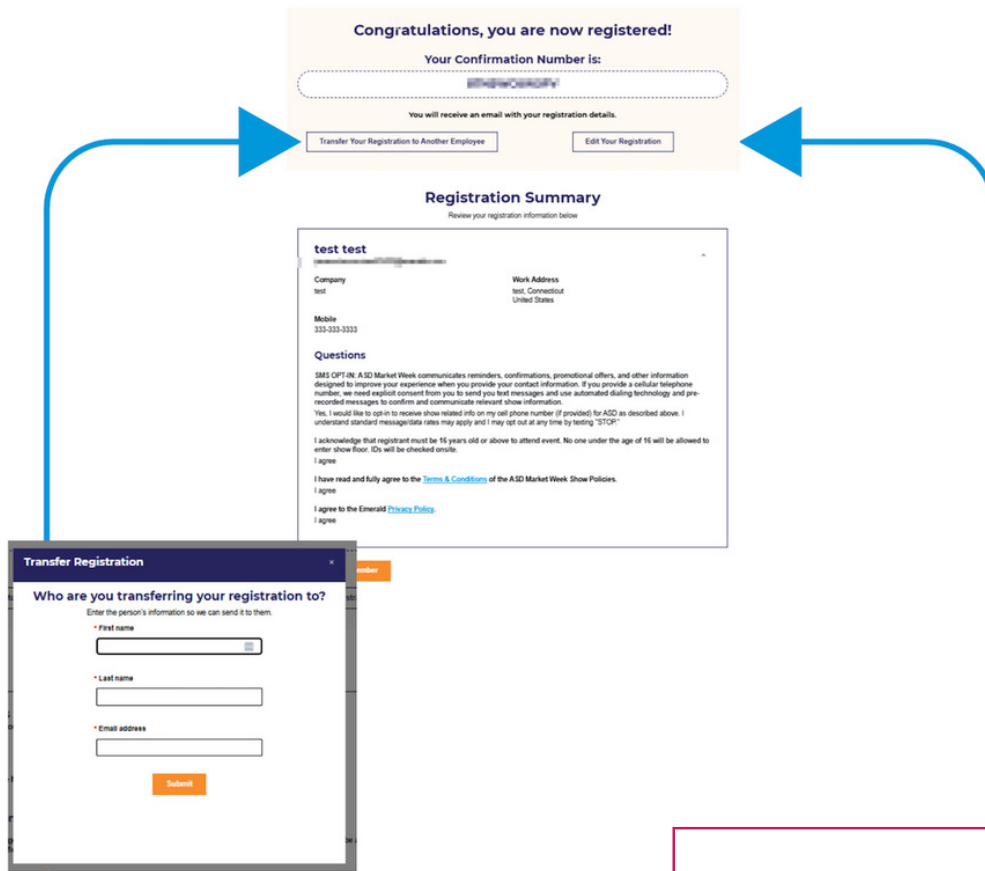
Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.



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## ADJUSTING REGISTRATION FROM CONFIRMATION PAGE

From the Confirmation Page you can transfer your registration to another staff member or make changes to your existing registration.



**TRANSFER REGISTRATION**

Follow the prompt to transfer your exhibitor registration to another staff member.

**MODIFY REGISTRATION**

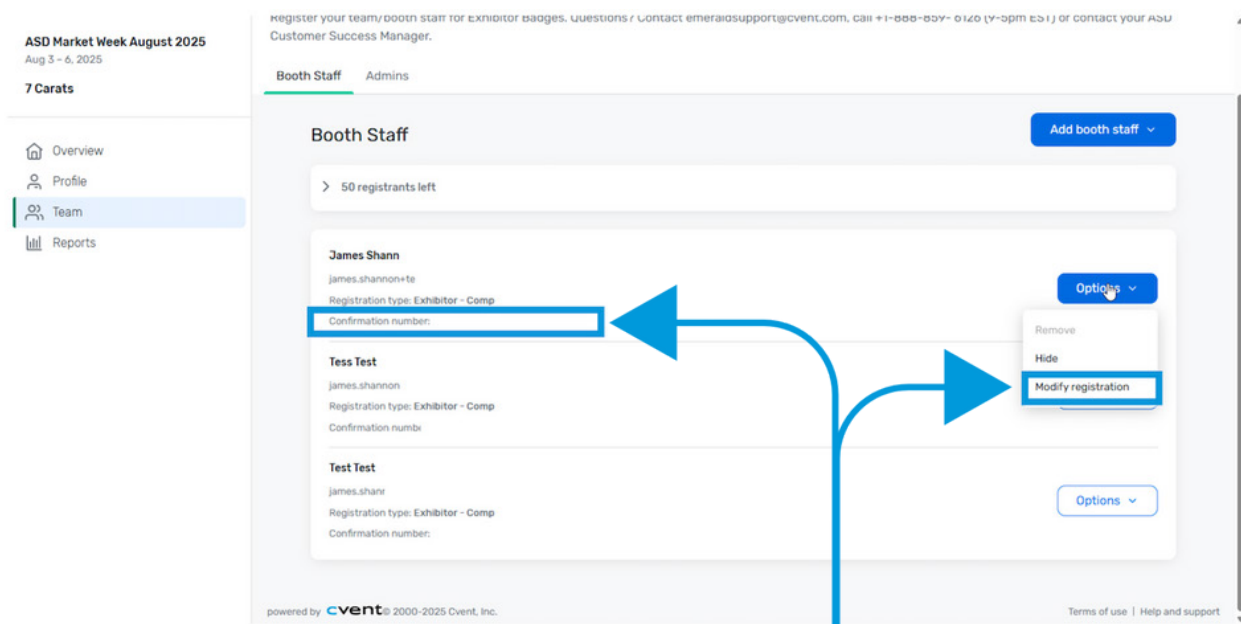
Brings you to the first page of the registration form to edit your details. Do not use this if you are entering another person's details - this will impact your team's access to the mobile app. If sending to another team member use the Transfer feature.



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## MODIFYING EXISTING REGISTRATIONS

From the Team page on the Cvent Exhibitor Portal you can modify existing staff registrations.



### MODIFY REGISTRATION

Copy or record the Confirmation Number associated with the staff member you are modifying, then select Option and Modify Registration. This will open the Exhibitor Registration form in a new window, where you will enter the Confirmation Number to proceed.

Do not exit the Confirmation Number pop-up on the registration form. This will bring you to the buyer registration flow. You will not be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a buyer registration type.



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## **ADDITIONAL SUPPORT**

As we adjust to this new registration program, we're here to support you and your team with any registration inquiries. Below you'll find contact information for additional support.

### **MODIFY REGISTRATION**

Email: [emeraldsupport@cvent.com](mailto:emeraldsupport@cvent.com)  
Phone: (883) 859-6126

\*Available 9AM - 5PM EST\*

### **CUSTOMER SUCCESS MANAGER**

Nicole Panzeca  
Email: [nicole.panzeca@emeraldx.com](mailto:nicole.panzeca@emeraldx.com)  
Phone: 513-964-1789