

The following tasks can be completed in the exhibitor registration portal.

- Assign complimentary conference badges.
- Purchase and assign additional registrations.
- After approval*, assign talent badges (if applicable).
- Make substitutions.

Please note that purchased passes are non-refundable.

*Please email exhibiting@afponline.org if you need talent badges added to your registration portal. Please be sure to email, the attendee experience you are having at your booth, and the service the talent is providing. The maximum number of talent badges per booth is 3. Please note, that these vendors are not permitted to attend any AFP official event or educational sessions.

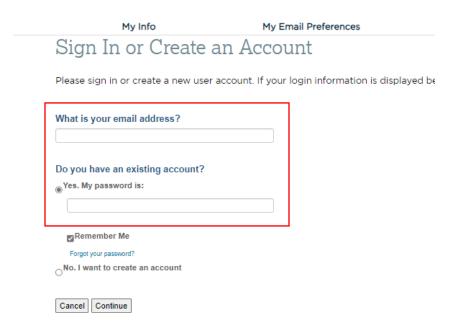
How to Access the Exhibitor Registration Portal

Please note that only the primary and secondary exhibitor point of contact will be able to log onto the registration portal.

To update either point of contact, please email <u>exhibiting@afponline.org</u> and provide, the first and last name, email address, phone number, and mailing address of the new POC and the full name of the person they are replacing.

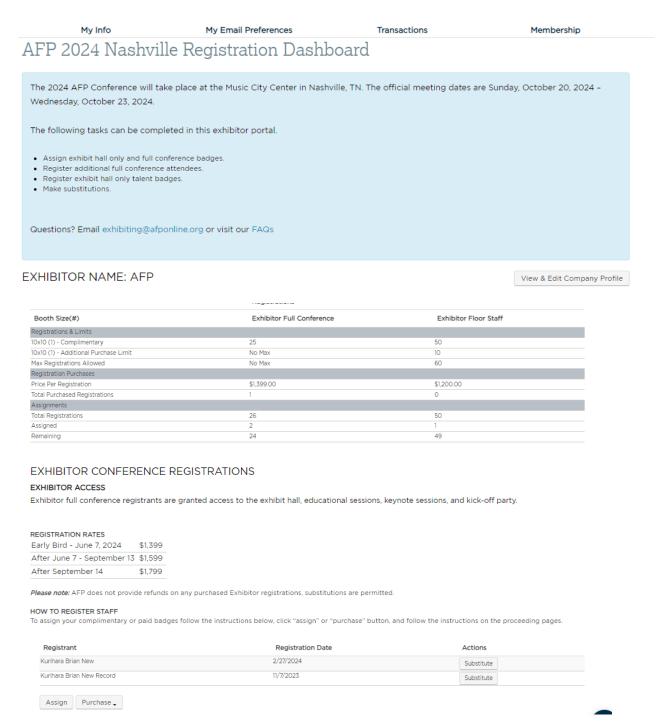
Step 1: Click here to access the Exhibitor Registration Portal.

Step 2: Use your email address and AFP password to log in



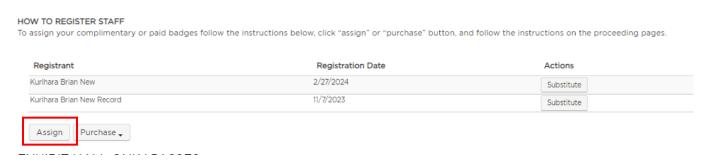


Step 3: Once you have successfully logged in to the portal you should see the 2024 Nashville Registration Dashboard. If you see a full list of your available Exhibit Show(s), select AFP 2024 Nashville Registration Dashboard. You should see the dashboard below.



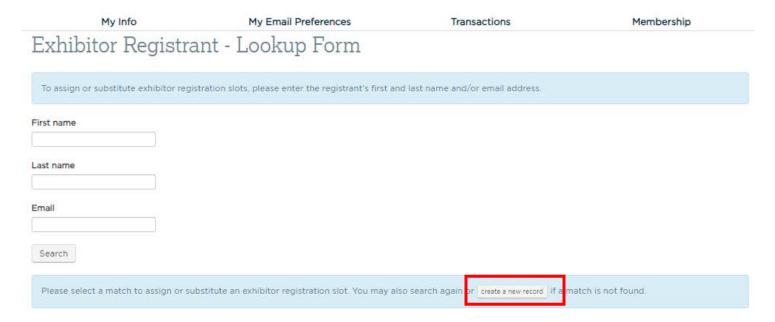


Step 4: To assign complimentary badges, click the "Assign" button.

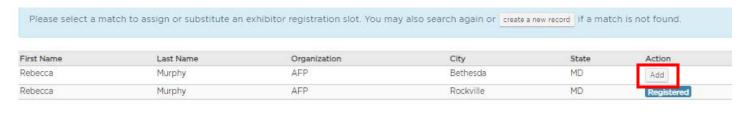


Step 5: Enter the registrant's email address or first and last name and click the "Search" button.

If the registrant is not in the system, click the "create a new record" button and follow the steps on the proceeding page(s).



Step 6: Under Action, click the "Add" button to add the person you are registering.



Continue with steps 4-6 until all your booth staff are registered.



PURCHASE ADDITIONAL REGISTRATION PASSES - HELPFUL HINTS

- 1. The primary booth contact must first assign the complimentary registrations that come with the booth to colleagues until there are no longer left to assign.
- 2. Purchase the registration. During the checkout process, make sure to enter the email address of the person who needs to receive a receipt which will have the name and address of the primary booth contact on the receipt—not the information of the person for whom the pass is being purchased. This is a blank registration slot that needs to be assigned.
- 3. Assign the blank registration pass that was just purchased to one of your colleagues by searching for his/her name. Follow the instructions/prompts.
- 4. Once you have successfully assigned a representative under the appropriate Exhibit Show they will be listed along with the date you registered them creating a comprehensive list of all those currently registered under your org within the dashboard. They will immediately receive a confirmation email letting them know you have registered them.

If you are having trouble logging in or need assistance, please email exhibiting@afponline.org.