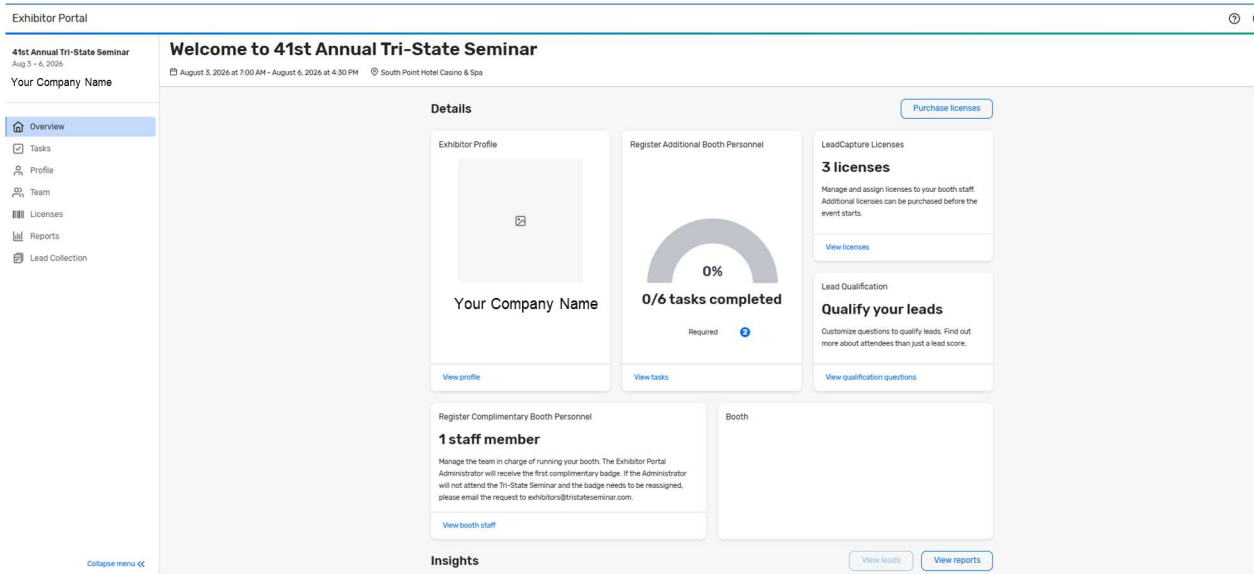


Adding ADDITIONAL BOOTH PERSONNEL to your team in the Exhibitor Portal is a Two-Part Process..

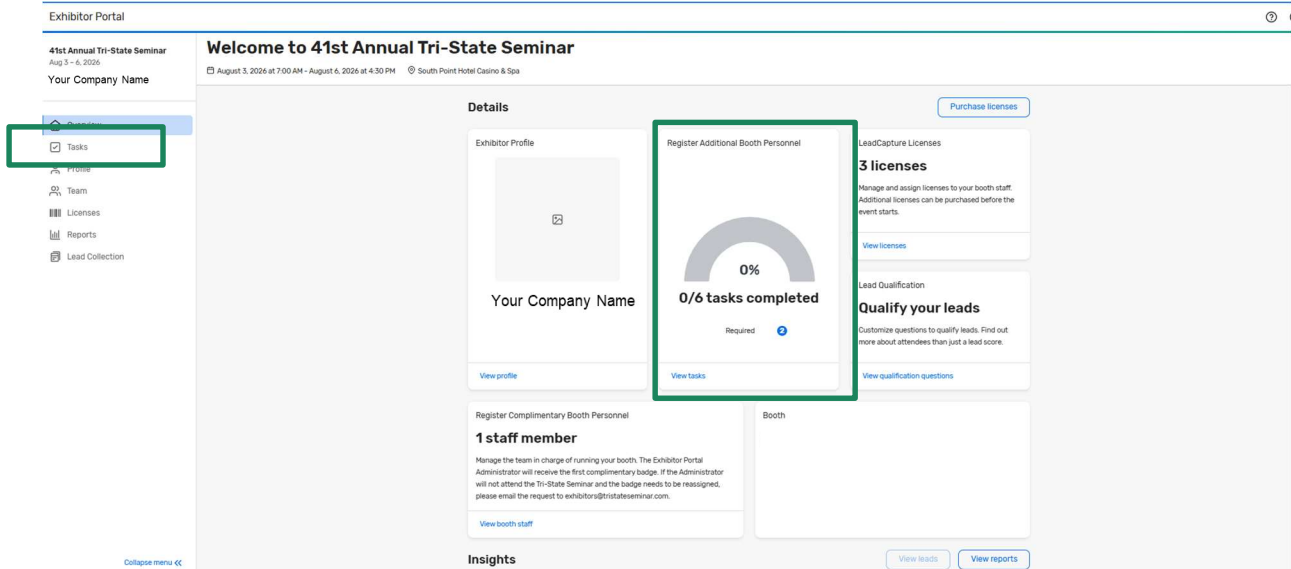
Your Dashboard will look like this when you log in.



PART 1 – Registering Additional Booth Personnel

You will register Additional Booth Staff by going to:

1. The **Register Additional Booth Personnel** Tile on the Dashboard and hitting “View tasks”
2. **Tasks** Tab on lefthand side of the Dashboard



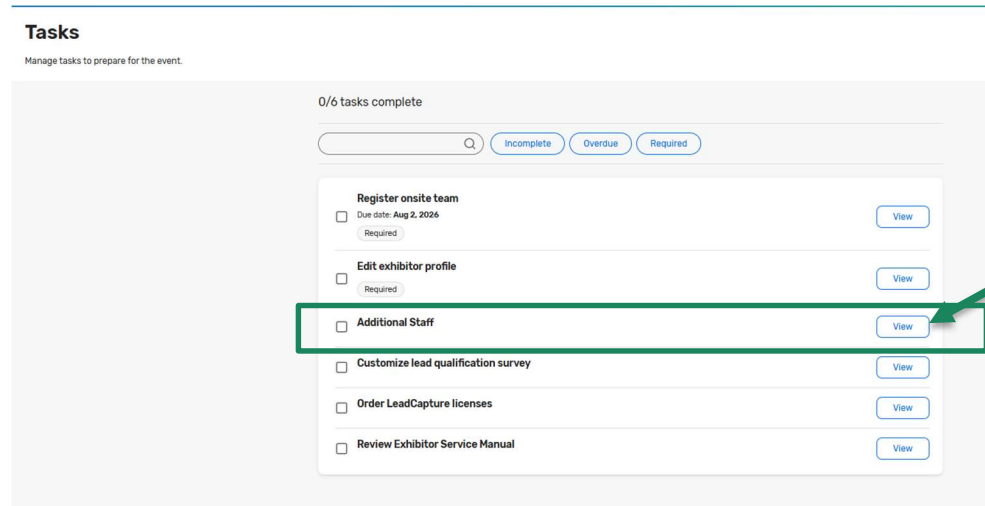
If you select either of the options above, you'll see this screen. The 3rd item is Additional Staff, select the View button on right side.

Tasks
Manage tasks to prepare for the event.

0/6 tasks complete

Q Incomplete Overdue Required

- Register onsite team
Due date: Aug 2, 2026
Required View
- Edit exhibitor profile
Required View
- Additional Staff View
- Customize lead qualification survey View
- Order LeadCapture licenses View
- Review Exhibitor Service Manual View



When you click View – the below will show up with a link for your company. Follow the link to register Additional Booth Personnel.

Additional Staff



Additional exhibit booth personnel registrations are \$98 per person/badge if purchased before August 2, 2026. Badges purchased on or after August 3, 2026 will be charged \$248 per person/badge.

Links

 <https://cvent.me/Oz4bg1>

PART 2 – Add Additional Booth Personnel to your Team

Once you add and pay for the additional personnel, you will go to the Team tab and add them to your team. The instructions are below:

The screenshot displays the Exhibitor Portal interface. On the left, a navigation sidebar lists 'Overview', 'Tasks', 'Team' (highlighted with a green box), 'Licenses', 'Reports', and 'Lead Collection'. The main content area is titled 'Welcome to 41st Annual Tri-State Seminar' and includes a 'Purchase licenses' button. Below this, the 'Details' section is divided into several cards: 'Exhibitor Profile' for 'USG Water Solutions', 'Register Additional Booth Personnel' showing a 0% progress bar for '0/6 tasks completed', 'LeadCapture Licenses' showing '3 licenses', and 'Lead Qualification' with a 'Qualify your leads' section. At the bottom, there are cards for 'Register Complimentary Booth Personnel' showing '1 staff member' and 'Booth' showing '2711'. A 'Collapse menu' link is visible at the bottom left of the main content area.

1. Go to the “Team” Page
2. Click the “Add booth staff” drop down
3. Select “Search attendee list”
4. Enter the email address of the additional staff that you added and click the magnifying glass to search. Their name should pop up with a blue checkbox. Click the Add button on lower right corner
5. The staff are now added to your Team