



Booth Staff Badging Instructions—Exhibit & Career Fair Contacts/Admins

Getting Started

This year all Contact/Admins will use the Cvent Exhibitor Portal to manage staff in Main Hall and at Career Fair.

Create Your Portal Password

The Contact/Admins should follow the link below to create an initial password. The same link may be used to replace the password later should you need to.

<https://onsite.cvent.com/exhibitor/#/forgotPassword>

Log In

After creating the password the all Contact/Admin you should be brought to the login screen in Cvent. If not, please follow the link below to log in to the Cvent exhibitor portal.

<https://onsite.cvent.com/exhibitor/#/login>

Creating Booth/Table Staff Badges

Beginning this year, assigning staff to your exhibit booth and/or career fair table will be a process you'll share with the staff person:

- The staff person will register themselves for the meeting in the Cvent system. If they are not registering to attend the meeting sessions there is no charge for registration but the process will need to be completed as instructed below. Once registered you will add the person to your staff list using the same email address they used to register.
- If the staff person is already registered for the full meeting (to attend or present in the technical sessions), you can add them to your staff list immediately.

Confirm with Staff/Ask Staff to Register for the Meeting

A registration is required whether the staff person is attending the meeting or just participating as booth or table staff. Staffers may choose a paid admission option (to attend session or short course) or a free admission option to only staff your booth or table- *either way they must register as directed below.*

Ask your staff to visit this URL and follow the instructions there to register.

<https://annual.ametsoc.org/index.cfm/2022/exhibitors/booth-staff-instructions/>

Ask them to provide you with the email address they used to complete their registration.

Asking staff to register will let us provide them with a single, consolidated badge and check-in process. Staff who are attending the meeting will no longer need to check-in separately as both an attendee and an exhibitor or manage two badges.

Please make note of the following:

- It's important that each staff person is registered using their own email address. **Please do not use your email address to register staff.**
- Also be aware staff may choose to register using a personal email address rather than the email address associated with your organization. You will be able to add them to your staff list regardless of which email address they choose for registration.
- All quotas for complimentary staff badges will still apply according to the contracted space purchased. As the booth contact/admin you have complete control over who is officially registered as booth staff by completing the steps below.

Add Registered Staff to Your Booth or Table

1. If you haven't yet created your password for the Cvent exhibitor portal please do so at <https://onsite.cvent.com/exhibitor/#/forgotPassword>

Once your password has been created access the Cvent exhibitor portal at <https://onsite.cvent.com/exhibitor/#/login> and log in.

Click on the **Find Booth Staff** button or click the **Team** link in the left-hand navigation bar:

The image shows a screenshot of the Cvent exhibitor portal. On the left side, there is a white box with a header icon of a person with a checkmark and the text "Booth Staff". Below this, it says "Right now, you have 0 booth staff. Finish creating your booth staff." At the bottom of this box is a blue button labeled "Find booth staff". To the right of this box is a dark blue navigation sidebar. The sidebar has a header "102nd Annual Me..." and a list of menu items: "Tasks" (with a checkmark icon), "Exhibitor Profile" (with a person icon), "Team" (with a group icon), "Licenses" (with a document icon), "Reports" (with a bar chart icon), and "Lead Collection" (with a document icon).

Please note: in the Cvent exhibitor portal you may ignore the **Tasks** and **Exhibitor Profile** tabs. This portal is used exclusively for staff badges and lead collection and no other data entry is required here.

2. Click the **Add booth staff** button and then **Search attendee list**:



Booth Staff

Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

+ Add booth staff

Search attendee list

3. Enter email address of the staff person used to register and click Search:

Look Up and Import Registered Team Members

susan_smith@myorganization.com

Search

Search for your booth staff by confirmation number, ticket reference ID, or email address

Check with your booth staff if you need their confirmation code, ticket reference ID, or to verify the email address they used during registration.

4. If a registration is found it will appear. Check the box next to the name and click Import Selected to add the name to your staff list. If a registration is not found, check with the staffer to be sure they have registered and have provided you with the email address they used for registration.

Look Up and Import Registered Team Members

susan_smith@myorganization.com

Search

Susan Smith

susan_smith@myorganization.com

Import selected

Switching Between Your Main Hall Booth and Career Fair Table

If you are exhibiting in both Main Hall and Career Fair, and if you are the Primary Contact for both, you may switch between the two programs to manage your staff list for each.

1. From the left navigation bar select **Switch Event**:



2. View **2022 Events** and click on the event you wish to switch to:

View Another Event You're Exhibiting At

2022 Events

23 - 27 [102nd Annual Meeting](#)
JAN Main Hall-Marissa Welch Inc.

23 - 27 [102nd Annual Meeting](#)
JAN Career Fair-Marissa Welch Inc.

Please note: Main Hall and Career Fair are separate programs in separate, secure spaces. If you are participating in both, placing staff on your Main Hall list does not grant them access to Career Fair. Please be sure to complete your staff list for both programs.

Staff Entry Deadline and Quota

We're committed to providing a safe meeting for your staff, and due to Covid-19 protocols **your staff list must be complete by midnight (eastern time) on Wednesday 1-19-2022**. Staff added to your list after this date will not have access to the exhibit space during setup and breakdown hours, and we cannot accommodate changes onsite.

We encourage you to survey your organization to be sure all staffers are included on your list by midnight on Wednesday 1-19-2022.

Thank you for your participation in the AMS Exhibit Program at the AMS 102nd Annual Meeting. In spite of the challenges arising from Covid-19 protocols, with your help we can provide easy and secure exhibit hall access for all those attending.