

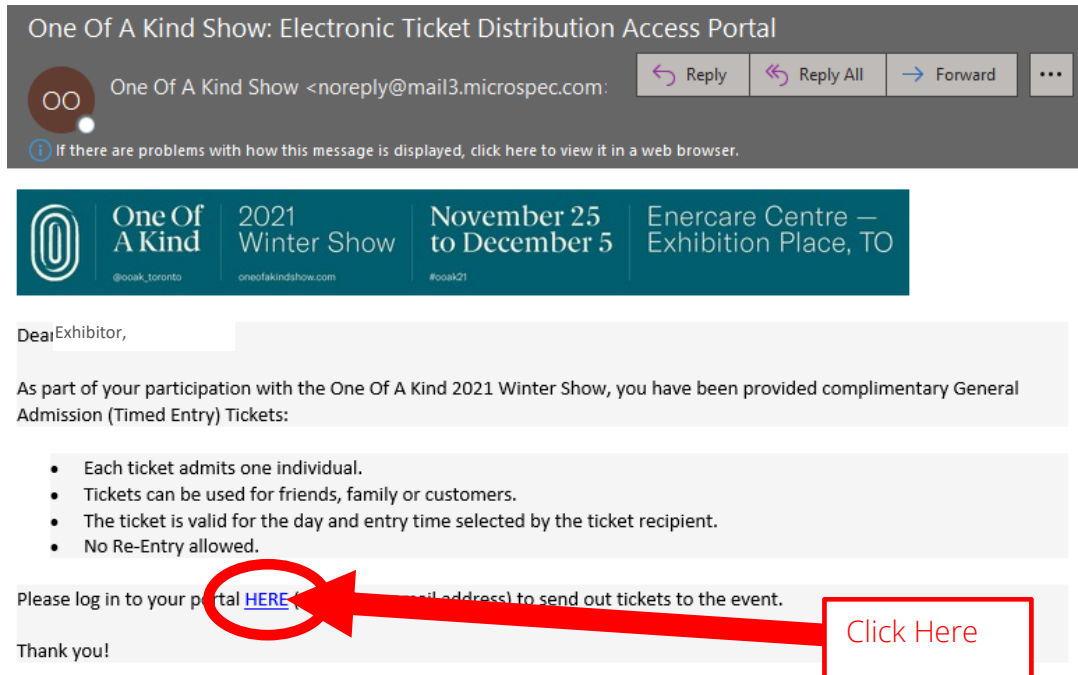
How to Use the Electronic Ticket Distribution Portal

V1 – November 9, 2021

Step 1

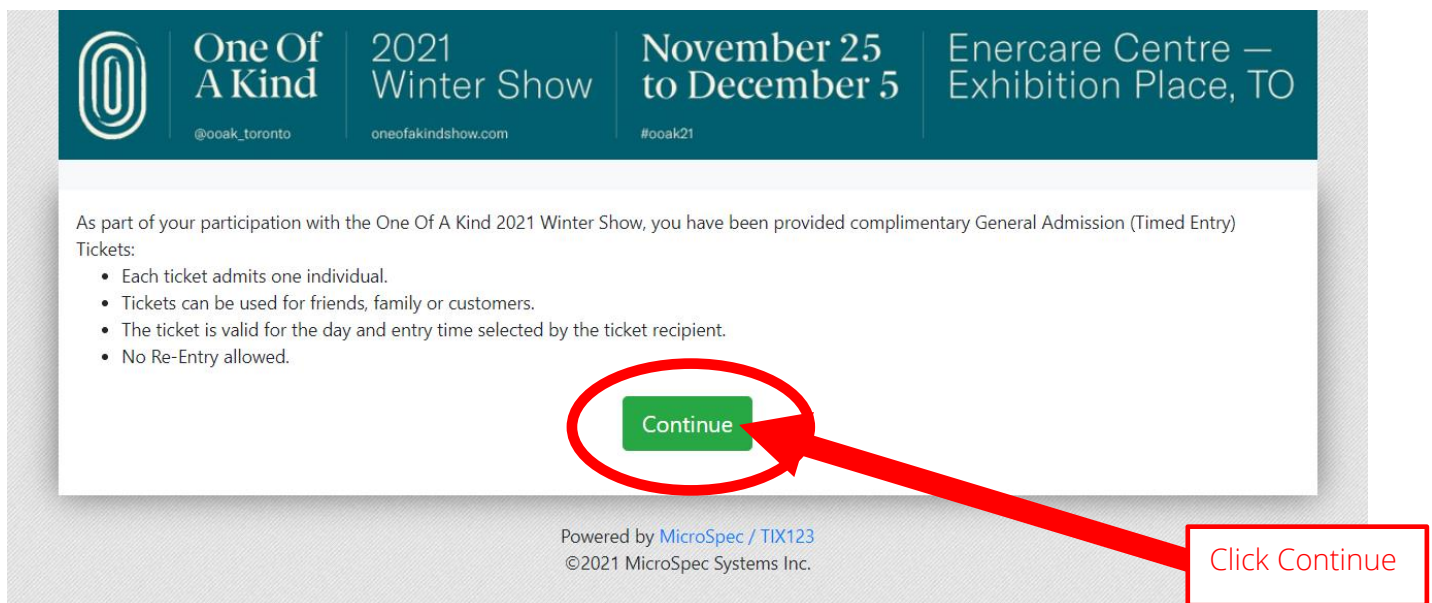
To access your electronic ticket distribution portal, click the link in the email you received from One Of A Kind Show (noreply@mail3.microspec.com). If you need this email re-sent to you, please contact Laura.Noftle@informa.com.

Here is an example of what the email invitation looks like:



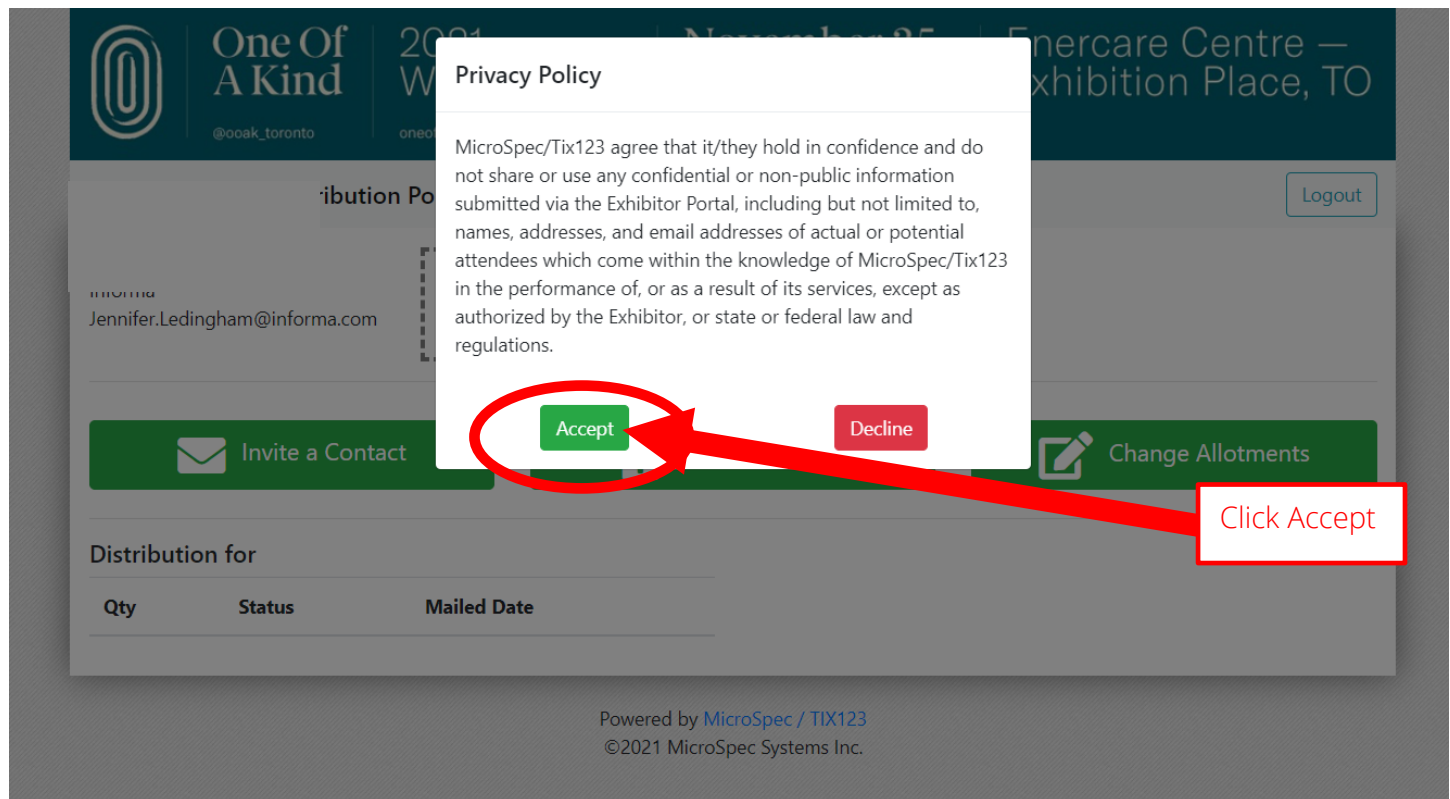
Step 2

Clicking the link in the email will take you to this web page; click "Continue":



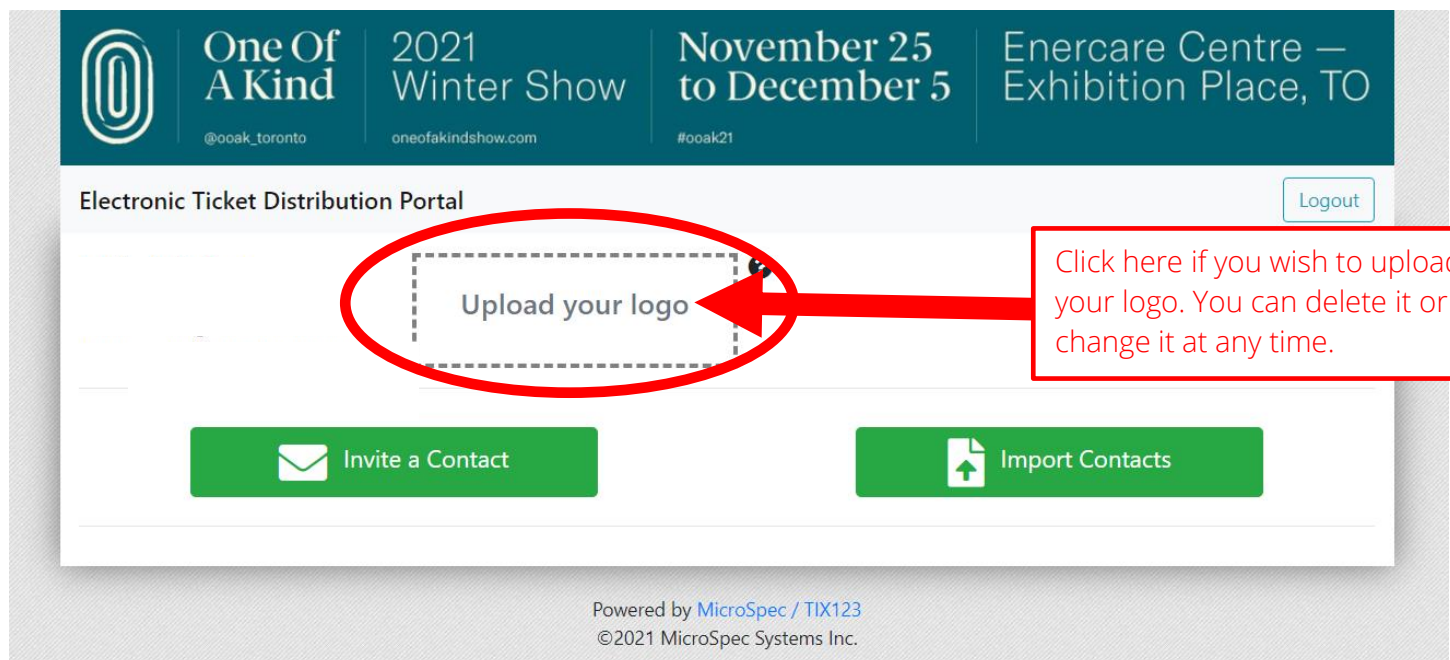
Step 3

Next, read and accept the portal's privacy policy:



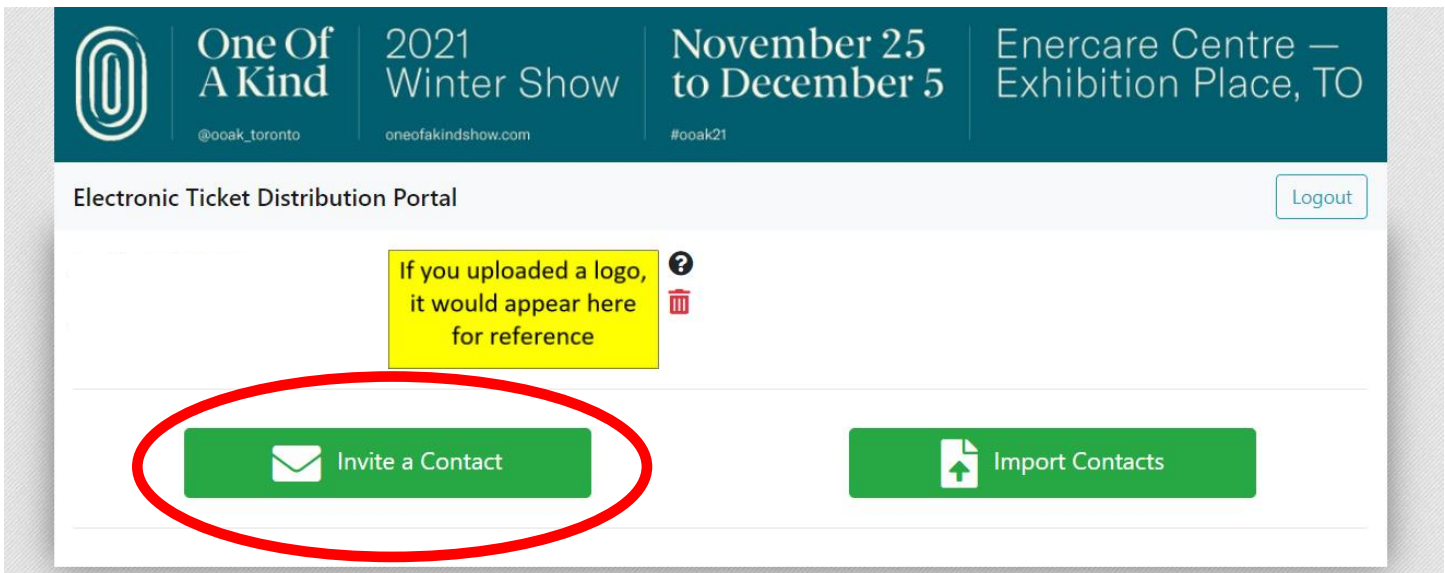
Step 4 (optional)

You have the option of uploading your logo which will appear in the invitation emails sent out to your customers.



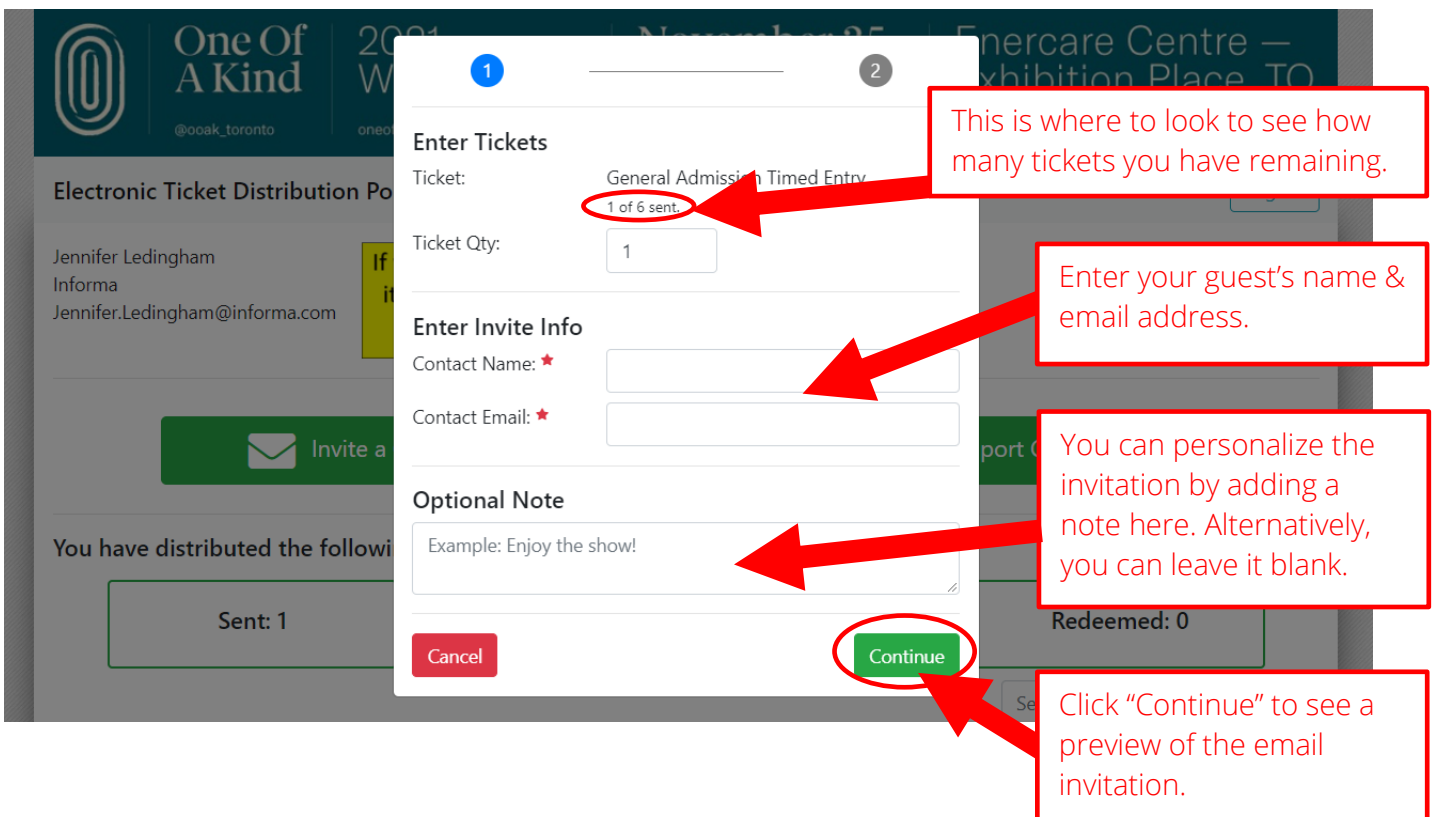
Step 5

You can send out your tickets to one person at a time or you can upload a list of contact names. To send a ticket to one person at a time click on "Invite a Contact":



Step 6

Select the number of tickets you would like to send then fill out the recipient's contact name and email address. You can add an optional note or leave that field blank. Important note: all tickets sent to your guest must be redeemed for the same day/time slot. For example, if you send Mr. Smith 2 tickets, he will need to redeem them both for the same day and time slot; he can't redeem one ticket for Saturday at 2pm and the 2nd ticket for Monday at 6pm. To be able to do that you would need to send Mr. Smith one ticket at a time and not together in one transaction.



Step 8

Review and send the email invitation:

The screenshot shows an 'Email Preview' window with two numbered tabs at the top: '1' (selected) and '2'. The preview content is as follows:

Dear **Jordan Smith**

Please find below a link to a complimentary ticket for the upcoming **One Of A Kind Winter Show**, from <your first name> <last name> at <your company>

IMPORTANT: You must select your day and entry time in advance to redeem these tickets. Click on the "Get My Tickets" button below, then click on the "Select Time" button next to "General Admission" to make your choice. Complete the rest of the information on that page, and then bring your admission QR code to the event (you can either show your admission QR code on your phone or bring a hard copy).

The Ontario government has mandated that all visitors to One Of A Kind will be required to show proof of vaccination. [Click here](#) to learn more about this requirement and all of the health and safety measures that will be in place for the Show.

Get My Tickets

If you uploaded a logo, it would appear here for reference

If you have any questions about your tickets please contact <your name> at <exhibitor email address>.

If the button above doesn't work, copy and paste this link into your browser:
<https://www.microspec.com/ticket-link>

We hope to see you at the show!

CC me on invite ☐


Back **Send Invitation**

Five red callout boxes with arrows point to specific elements:

- Box 1: Points to the 'Get My Tickets' button. Text: "If you uploaded your logo, this is where it will appear."
- Box 2: Points to the placeholder text "If you uploaded a logo, it would appear here for reference".
- Box 3: Points to the contact information placeholder. Text: "If you added an optional note, this is where it will appear."
- Box 4: Points to the 'CC me on invite' toggle switch. Text: "Toggle this button if you wish to be cc'd on the invitation email to your guest."
- Box 5: Points to the 'Send Invitation' button. Text: "Click 'Send Invitation' to have the email sent out to your guest. Your guest will receive the email within a few minutes."

Step 9

Track your invitations:



One Of A Kind
@oak_toronto

2021 Winter Show
oneofakindshow.com

November 25 to December 5
#oak21

Energicare Centre — Exhibition Place, TO

Electronic Ticket Distribution Portal

Logout

For detailed instructions on how to use the Ticket Distribution Portal please refer to this [How-To PDF](#).

<your name>
<your company>
<your email address>

If you uploaded a logo, it would appear here for reference

?

Invite a Contact

Import

You have distributed the following electronic tickets:

Sent: 3

Fulfilled: 1

Redeemed: 0

Search

Name	Email	Sent	Qty	Ful. ?	Rdm. ?	
Jordan Smith	jordan.smith234@gmail.com	Nov 9	1	1	0	
Borris Treads	borris.treads@hotmail.com	Nov 5	1			<div><div></div><div></div><div></div></div>
Meedu Torp	MTorp1985@bellnetl.com	Nov 5	1	0	0	<div><div></div><div></div><div></div></div>

Showing 1 to 3 of 3 rows

Here you'll see a list of the guests you've sent tickets to.

"Fulfilled" means your guest received your invitation, clicked the "Get Tickets" button in the message and completed the ticket selection process.

Once your guest has completed the process, you are not able to give that ticket to someone else.

"Redeemed" means your guest went to the Show and had their ticket scanned at the door.

"Edit" allows you to change the email address of your guest if you typed it incorrectly or if the guest hasn't already 'fulfilled' the ticket by choosing their day and time slot then you can re-issue the ticket to a different guest.

"Resend" allows you to send the invitation email again to your guest if they tell you they didn't receive it or have misplaced it.