

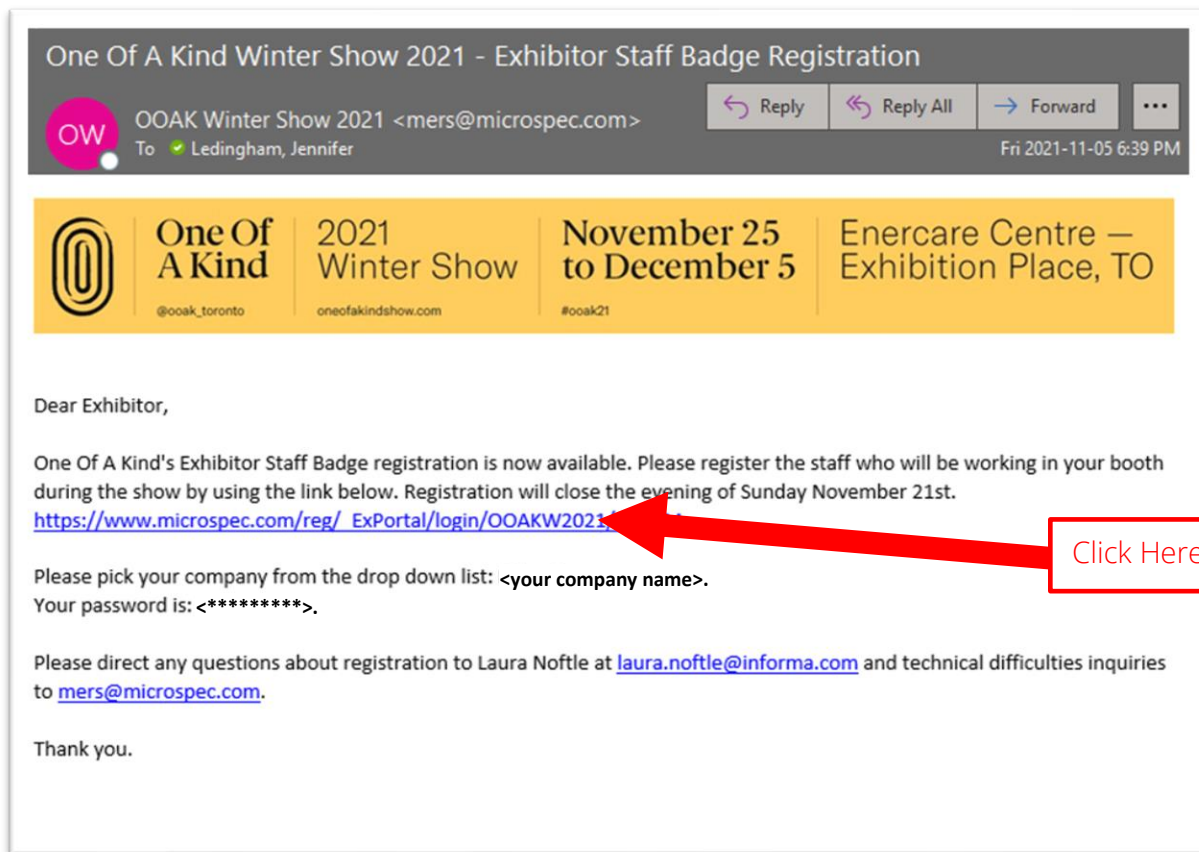
How to Use the Exhibitor Staff Badge Registration Portal

DEADLINE to register names for staff badges is Sunday, November 21, 2021

Step 1

To access the exhibitor registration portal, click the link in the email you received from OOA Winter Show 2021 (mers@microspec.com) or go here: <https://www.microspec.com/reg/ExPortal/login/OOAKW2021/>

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



Step 2

You will arrive at this web page; select your company name from the drop-down menu and enter the password that was included in your invitation email. If you don't know your password just click the "I forgot my password" under the green Login button:

The screenshot shows the registration portal for the One Of A Kind 2021 Winter Show. At the top, a yellow banner contains the event logo, name, dates (November 25 to December 5), and location (Enercare Centre — Exhibition Place, TO). Below the banner, the title "One Of A Kind 2021 Winter Show" is displayed, followed by the instruction: "To access your Exhibitor Badge Registration Portal choose your company and enter your password below." The form includes a "Company" dropdown menu with "MicroSpec" selected, a "Password:" text input field, and a green "Login" button with a right arrow icon. Below the login button is a blue link that says "I forgot my password". To the right of the form, there is a section titled "Exhibitor staff badges are exclusively for Exhibitors. If you wish to bring a family member or customer to visit the show, please use one of the complimentary admission tickets provided by Show Management via the electronic ticket distribution portal." Below this is another section titled "Please note the following about the Exhibitor staff badges:" followed by a bulleted list of rules. Three red callout boxes with arrows point to specific elements: the first points to the "Company" dropdown, the second points to the "Password:" field, and the third points to the "I forgot my password" link.

Select your company name from the drop-down menu.

Enter the password that was included in your email invitation. If you can't find the email, click the blue text below the green Login button to set a new password.

Be sure to review the badge information.

One Of A Kind 2021 Winter Show
To access your Exhibitor Badge Registration Portal choose your company and enter your password below.

Company: MicroSpec x

Password:

[Login](#)

[I forgot my password](#)

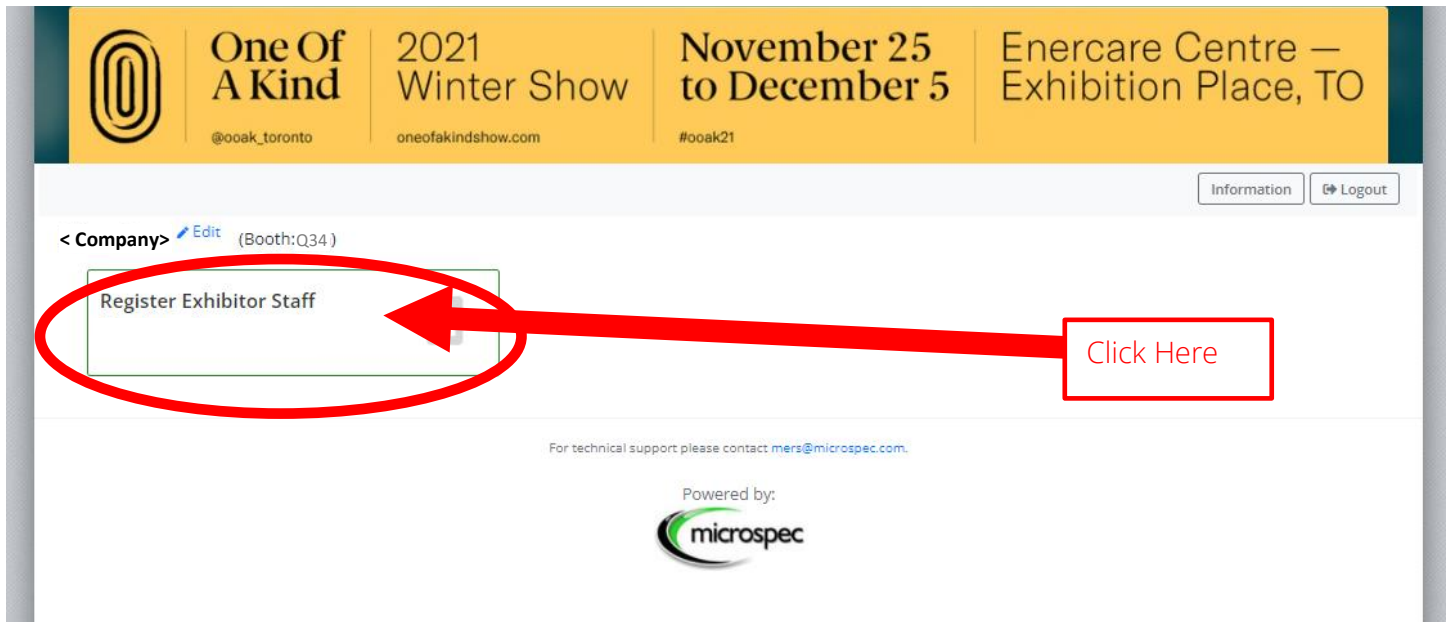
Exhibitor staff badges are exclusively for Exhibitors. If you wish to bring a family member or customer to visit the show, please use one of the complimentary admission tickets provided by Show Management via the electronic ticket distribution portal.

Please note the following about the Exhibitor staff badges:

- Exhibitor staff badges allow the bearer access to show facilities during show move-in, show days and move-out.
- Exhibitor staff badges are exclusively for staff who will be working in your booth over the course of the show.
- For COVID-19 contact tracing purposes each badge must have a staff name listed on it.
- New this year: Exhibitor staff badges will not only display First and Last Names along with Company Name but you have the option to include Pronouns (eg, She/Her/Hers etc.).
- Exhibitor staff badges must be worn at all times and be clearly visible to security personnel who will scan your badge each time you enter the exhibit hall.
- Each Exhibitor has been allotted 6 complimentary badges.
- If you have any staff helping you during move-in and/or move-out who will NOT work in the booth during show days, they don't need to be registered here. They will be issued temporary badges onsite during move-in/move-out.
- Lost staff badges are subject to the following replacement fee: \$15.00/ea.

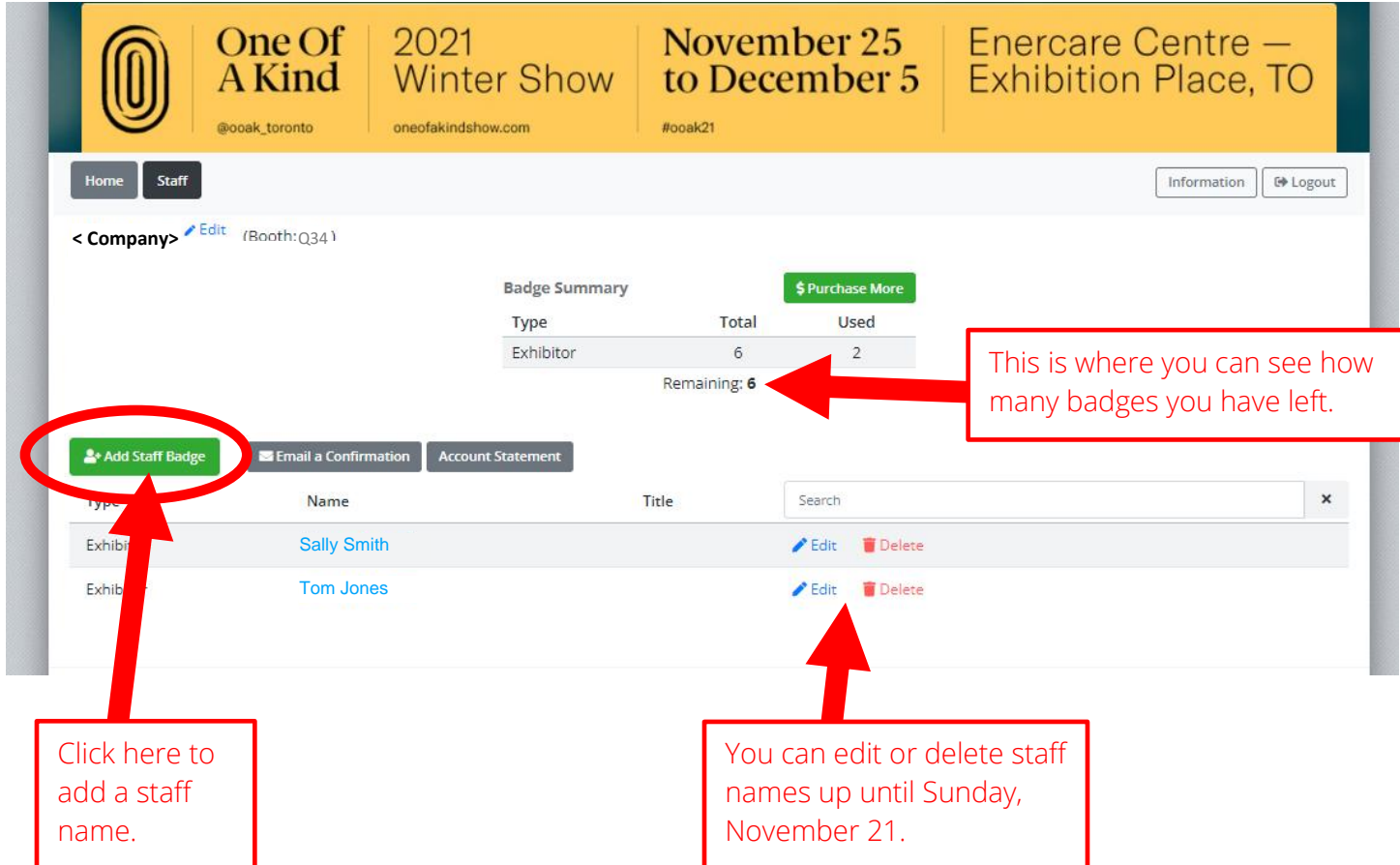
Step 3

Click on "Register Exhibitor Staff" to begin:



Step 4

Click the green "Add Staff Badge" to add a name:



Step 5

Clicking on the green “Add Staff Badge” button from the previous screen will open this window. Fill in the staff name, email and phone number (email and phone number are only for contact tracing purposes). Pronouns are optional (eg. she/her/hers, etc.) and if added, will appear on the printed badge. Click on “Save Changes” when done.

Note: This event is in test mode. Real payments will not be processed.

Add Staff Badge

Badge Type: ★ ☒ EX - Exhibitor

First Name: ★

Last Name: ★

Email: ★
Only unique email addresses will be permitted

Cell: ★

Pronouns:

Click Save Changes to save the staff details.

Step 6

Remember to register your staff names by end of day Sunday, November 21. Printed badges will be available for pick up during move-in at the south end of **row G** from 10am – 6pm on both Tuesday, November 23 and Wednesday, November 24.

Reminder: if you have staff helping you during move-in or move-out only (ie. they won't be working in your booth when the show is open) you don't need to register their names here. They will be issued temporary badges upon arrival at the venue.