

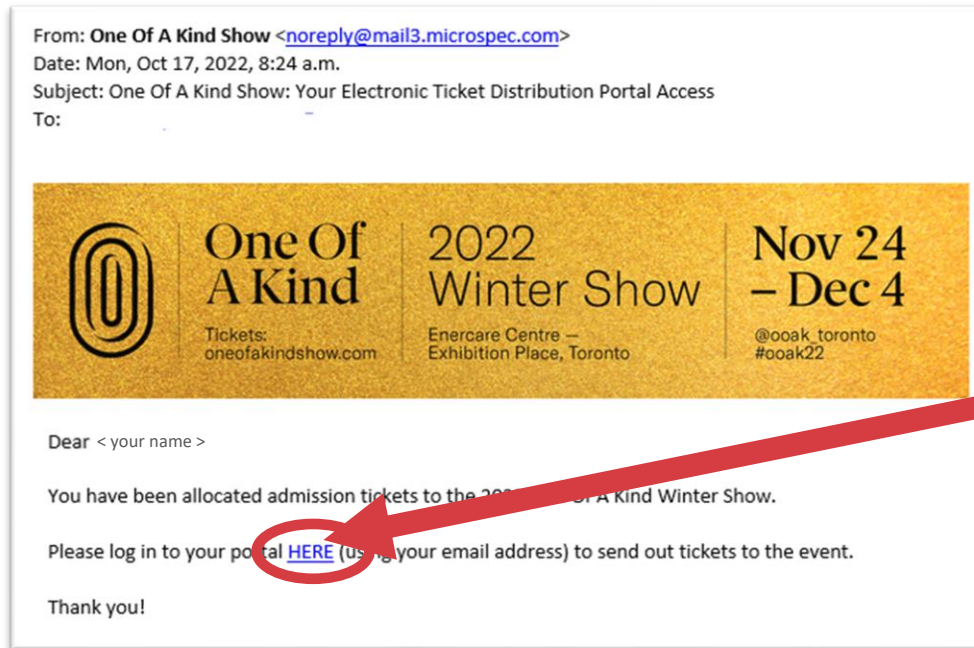
How to Use the Electronic Ticket Distribution Portal

V1 – October 18, 2022

Step 1

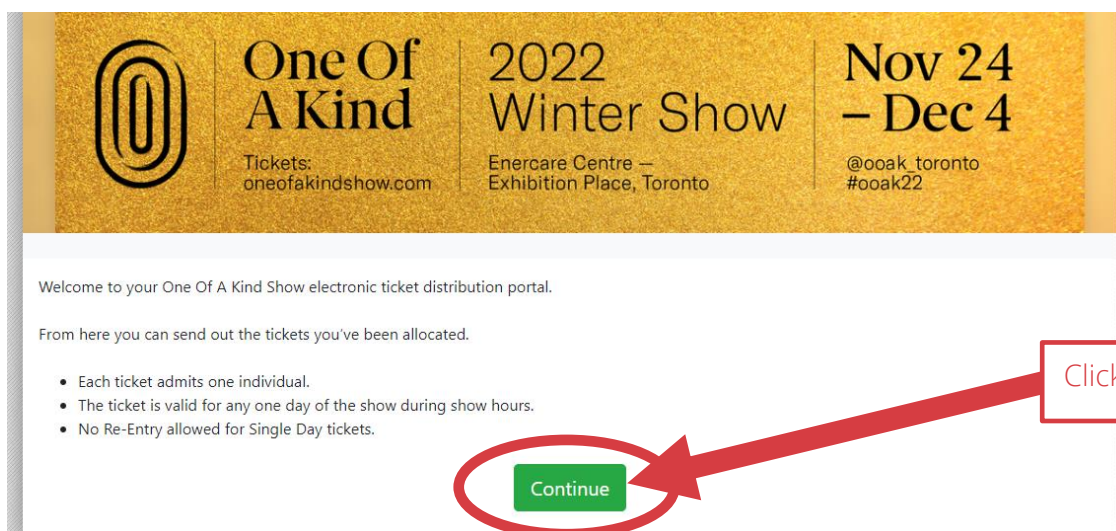
To access your electronic ticket distribution portal, click the link in the email you received from One Of A Kind Show (noreply@mail3.microspec.com). If you need this email re-sent to you, please contact Laura.Barrett@informa.com.

Here is an example of the email invitation:



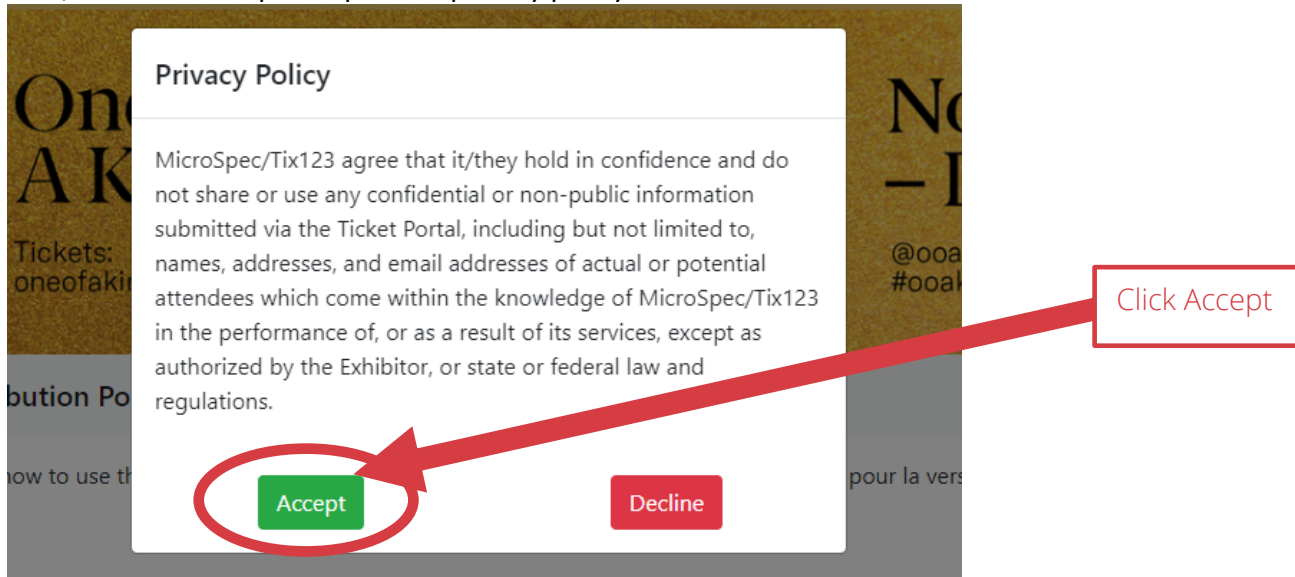
Step 2

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



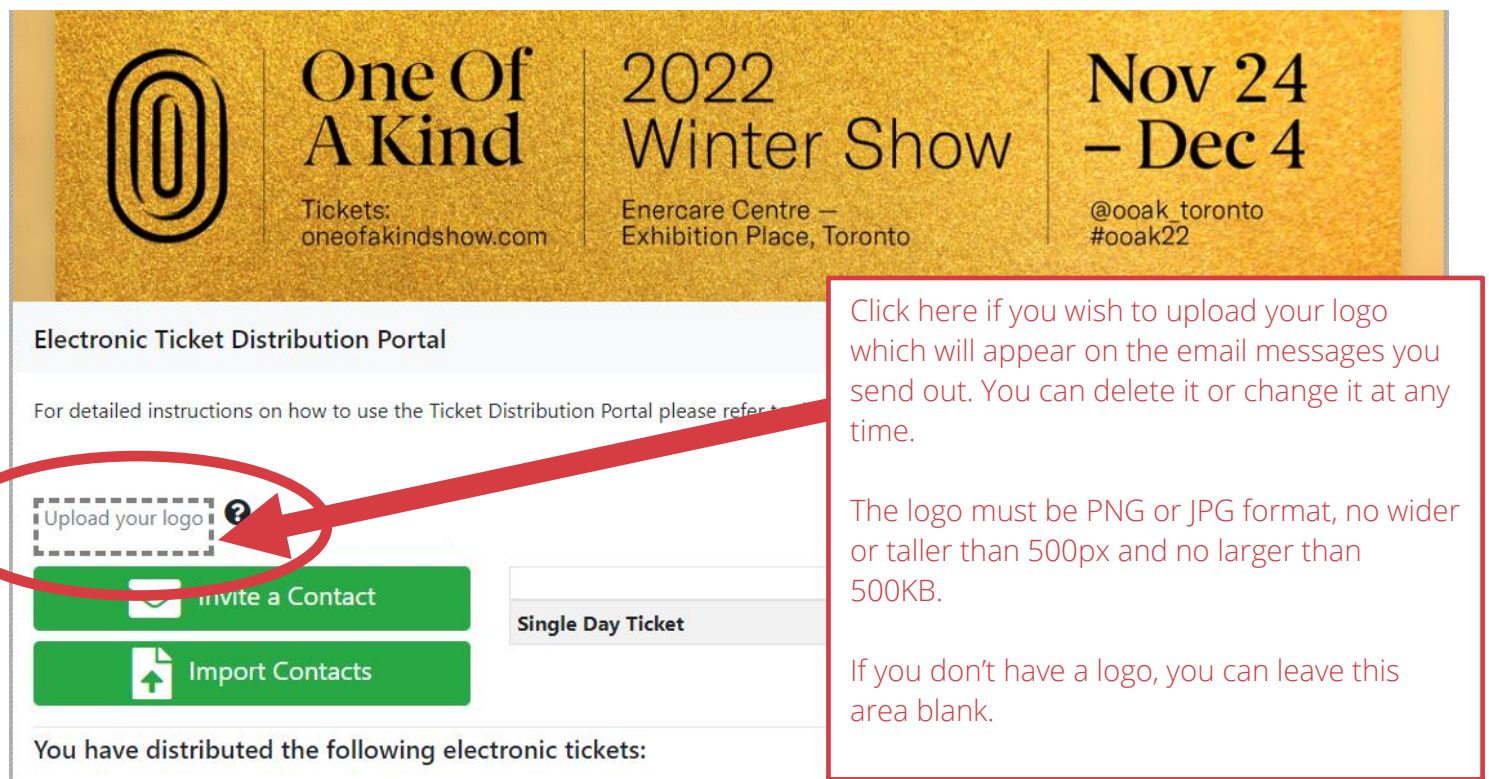
Step 3

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 guests.



Step 5

You have two options for sending out your passes: one person at a time or as a batch by uploading a list of contact names.

Option #1: To send to one person at a time click on “Invite a Contact”:

The screenshot shows the 'Electronic Ticket Distribution Portal' for the 'ONE OF A Kind 2022 Winter Show' running from Nov 27 to Dec 4. It includes a 'Logout' button and a link to a 'How-To PDF'. Below a help icon, the 'Invite a Contact' button is circled in red. Below it is the 'Import Contacts' button. A table shows ticket distribution status:

	Allotted	Sent	Fulfilled	Redeemed
Single Day Ticket	10	2	0	0

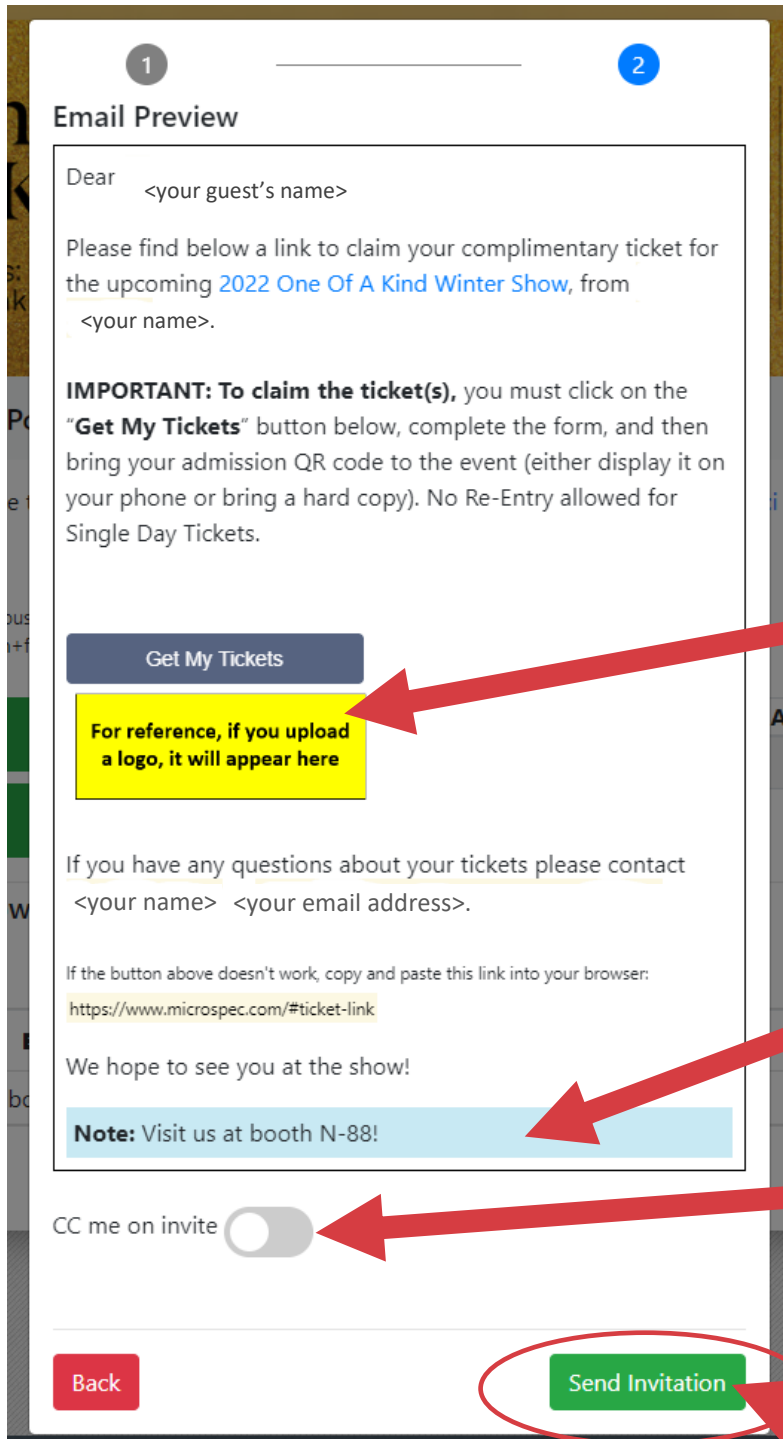
Below the table, it says 'You have distributed the following electronic tickets:'.

Next, 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.

The screenshot shows a two-step form. Step 1, 'Enter Tickets', has a 'Ticket' dropdown set to 'Single Day Ticket' and a 'Ticket Qty' input set to '1'. The text '2 of 10 sent' is circled in red. Step 2, 'Enter Invite Info', has fields for 'Contact Name' and 'Contact Email', both marked with red stars. Below these is an 'Optional Note' field with the example text 'Example: Enjoy the show!'. At the bottom are 'Cancel' and 'Continue' buttons. The 'Continue' button is circled in red. Red callout boxes provide instructions:

- Points to '2 of 10 sent': This indicates how many tickets you have remaining.
- Points to 'Contact Name' and 'Contact Email': Enter your guest's name & email address.
- Points to 'Optional Note': You can personalize the invitation by adding a note here. Alternatively, you can leave it blank.
- Points to 'Continue': Click “Continue” to see a preview of the email invitation.

Review and send the email invitation:



The image shows a web interface for reviewing and sending an email invitation. It features a preview of the email content, a 'Get My Tickets' button, a yellow box for logo placement, a contact information section, a link to the ticket page, a note about booth location, a 'CC me on invite' toggle, and 'Back' and 'Send Invitation' buttons at the bottom. Red arrows point from text boxes to specific elements: the 'Get My Tickets' button, the yellow logo box, the note area, the 'CC me on invite' toggle, and the 'Send Invitation' button.

1

2

Email Preview

Dear <your guest's name>

Please find below a link to claim your complimentary ticket for the upcoming [2022 One Of A Kind Winter Show](#), from <your name>.

IMPORTANT: To claim the ticket(s), you must click on the **"Get My Tickets"** button below, complete the form, and then bring your admission QR code to the event (either display it on your phone or bring a hard copy). No Re-Entry allowed for Single Day Tickets.

Get My Tickets

For reference, if you upload a logo, it will appear here

If you have any questions about your tickets please contact <your name> <your 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!

Note: Visit us at booth N-88!

CC me on invite ☐

[Back](#) [Send Invitation](#)

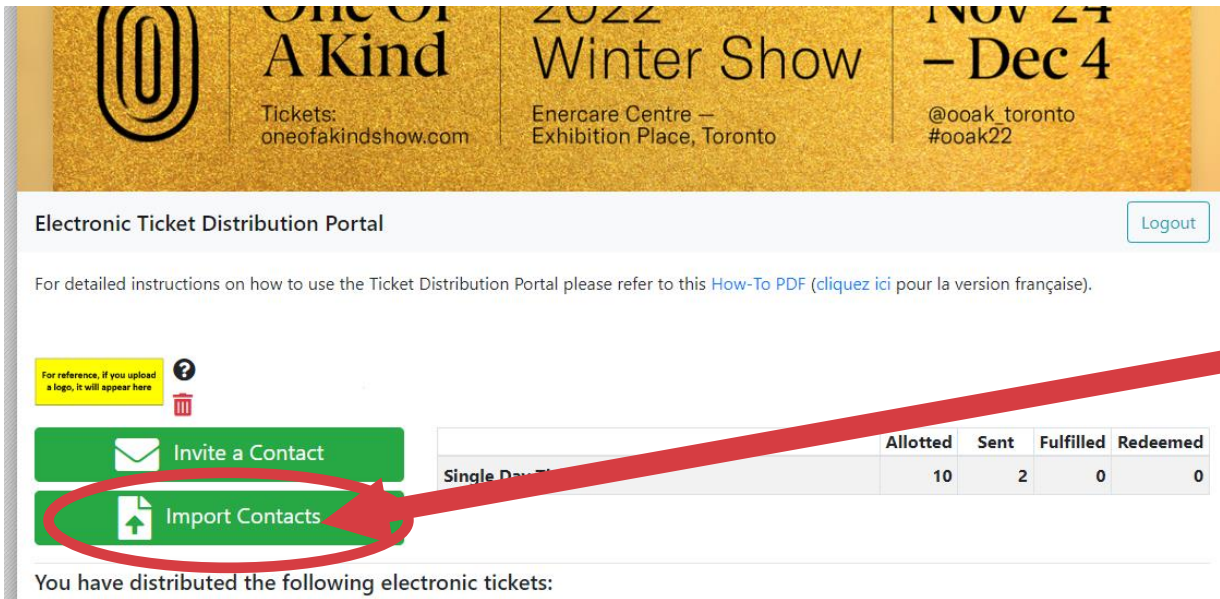
If you uploaded your logo, this is where it will appear.

If you added an optional note, this is where it will appear.

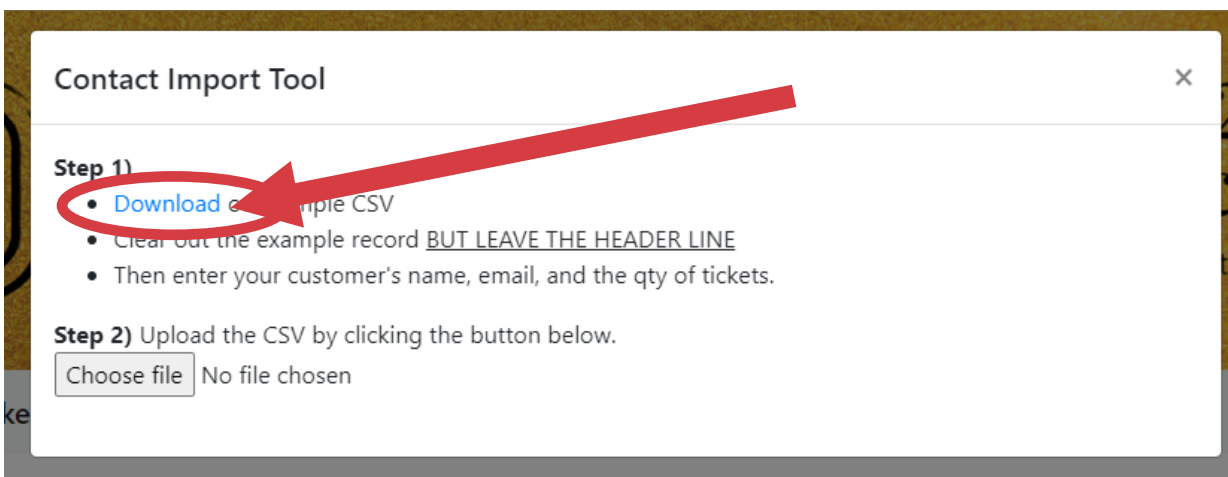
Toggle this button if you wish to be cc'd on the invitation email to your

"Click "Send Invitation" to have the email sent out to your guest. Your guest will receive the email within a few minutes.

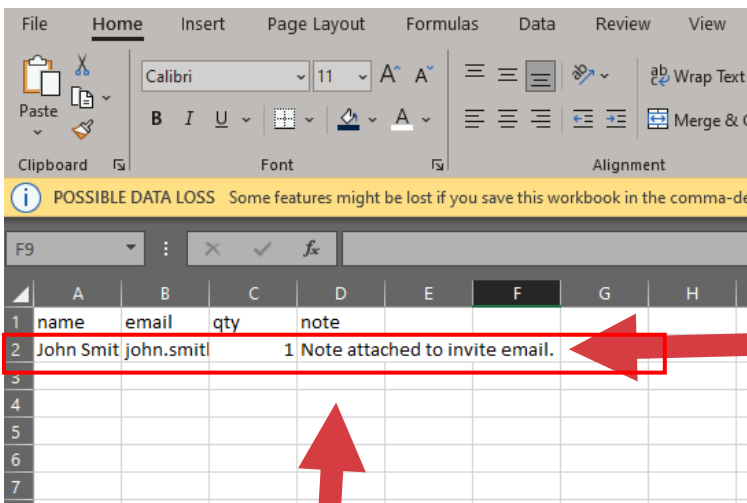
Option #2: To send out passes to a list of names all at once click on “Import Contacts”



Next, follow the steps on the pop-up window: start with downloading the sample CSV file:



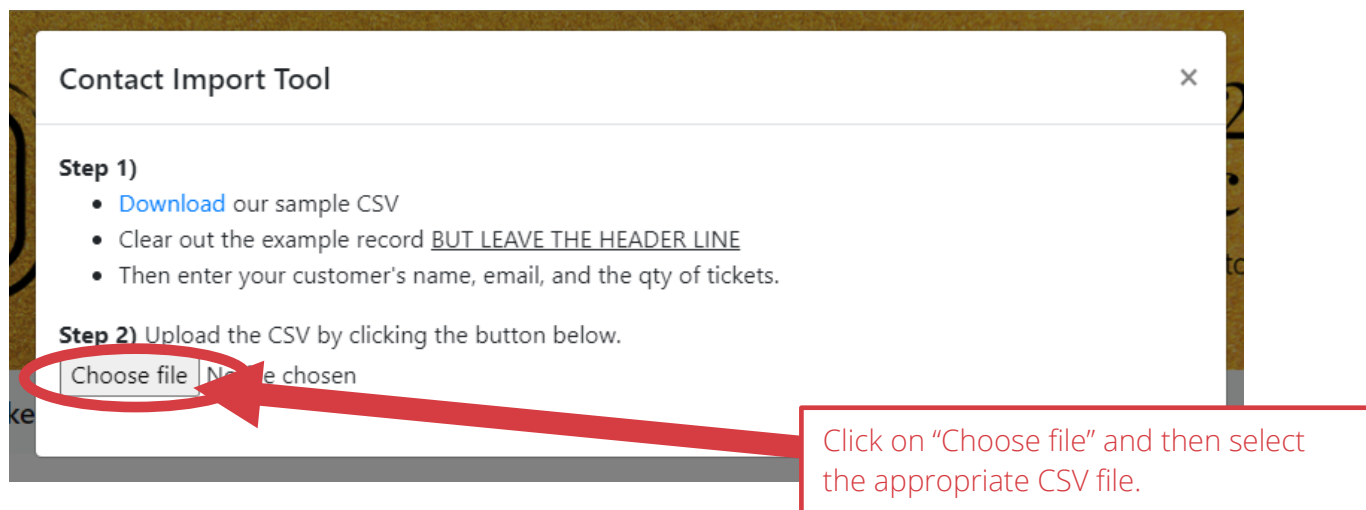
Then add your contact names, email addresses and pass quantities to the spreadsheet.



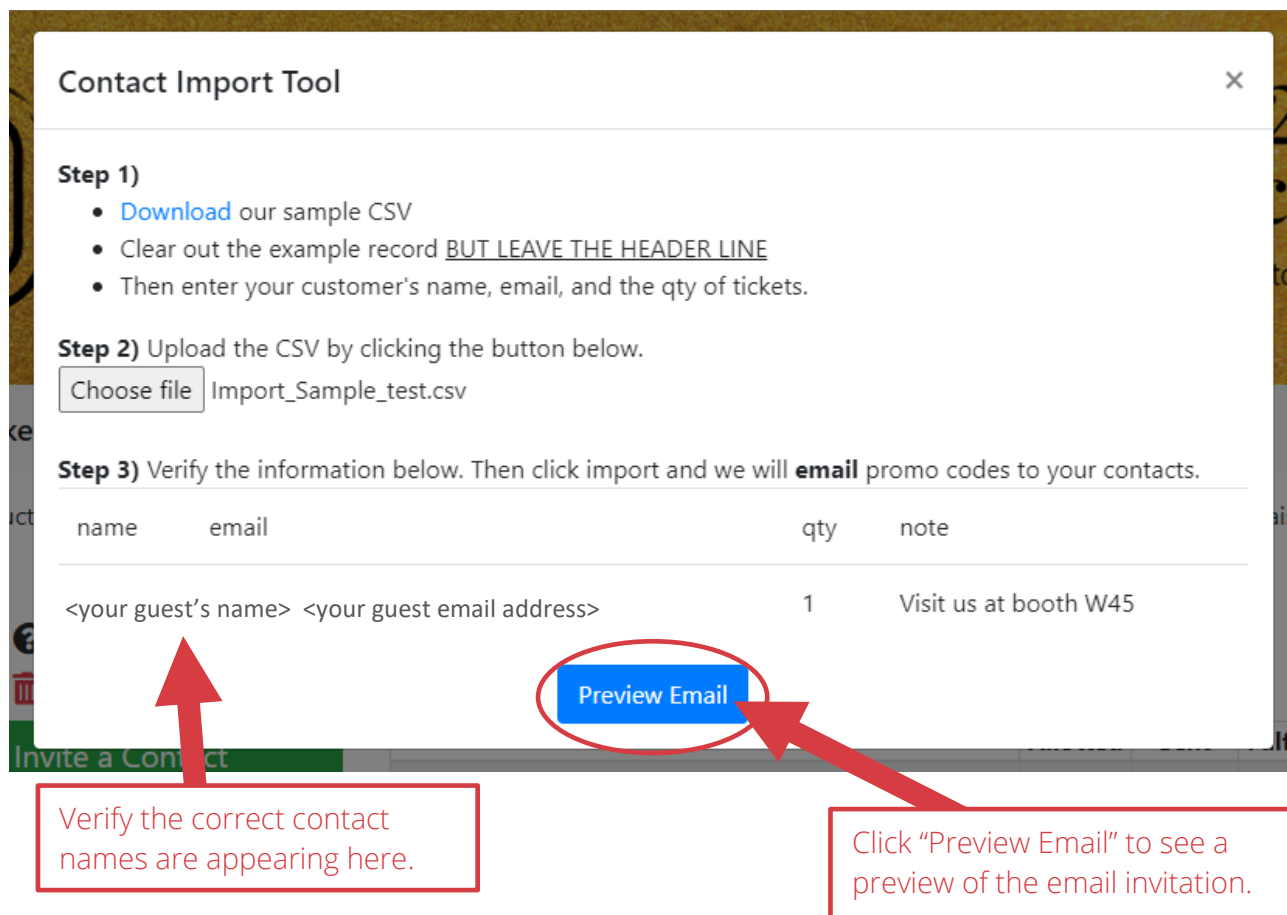
Remove the sample data row before adding in your own guest names (but keep the header row, line 1).

Notes are optional. You can leave this column blank if you prefer.

Once you've added all your contacts, save the file, and upload it to the portal by clicking on the green Import Contacts button. Then click on "Choose file" to select your saved CSV file.



Once you've uploaded your CSV file, you'll see a confirmation window like the one below.



Sample message preview for Single Day Ticket recipients:

The screenshot shows a 'Contact Import Tool' window with a close button (X) in the top right corner. The main text area contains a message preview. A red arrow points from a text box to a yellow placeholder box in the message. Another red arrow points from a text box to the 'Import and Email' button at the bottom of the window.

Contact Import Tool [X]

The preview is using the first contact from your import.

Dear [Redacted]

Please find below a link to claim your complimentary ticket for the upcoming [2022 One Of A Kind Winter Show](#), from [Redacted]

IMPORTANT: To claim the ticket(s), you must click on the **"Get My Tickets"** button below, complete the form, and then bring your admission QR code to the event (either display it on your phone or bring a hard copy). No Re-Entry allowed for Single Day Tickets.

[Get My Tickets](#)

For reference, if you upload a logo, it will appear here

If you have any questions about your tickets please contact [Redacted]

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!

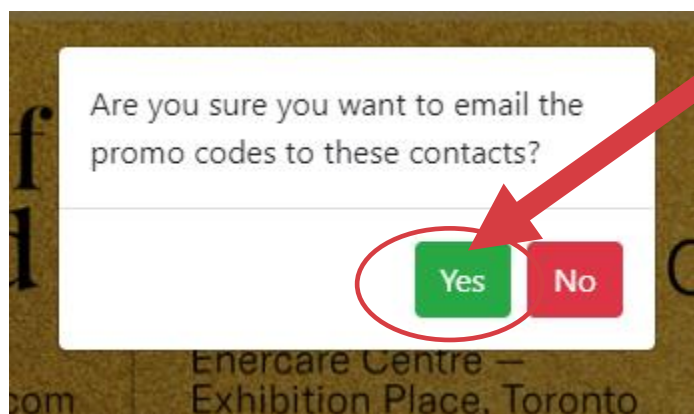
Note: Visit us at booth W45

[Import and Email](#)

If you uploaded your logo, this is where it will appear.


"Click "Import and Email" to complete the import and send out messages.

Then, click on "Yes":



Step 6

Track your invitations:



One Of A Kind

Tickets:
oneofakindshow.com

2022 Winter Show

Energare Centre —
Exhibition Place, Toronto


Nov 24 – Dec 4


@ooak_toronto
#ooak22


Electronic Ticket Distribution Portal

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

For reference, if you upload a logo, it will appear here

 <your name>
<your email address>










 Invite a Contact

 Import Contacts

	Allotted	Sent	Fulfilled	Redeemed
Single Day Ticket	10	4	0	0

You have distributed the following electronic tickets:

Search

Name	Email	Sent	Qty	Ful. ?	Rdm. ?	
Myra	MTorp1985@bellnetl.com	Oct 17	1	0	0	  
Borris Treads	borris.treads@hotmail.com	Oct 17	1	0	0	  
Milo Smith	milosmith@bellnetl.com	Oct 17	2	0	0	  

"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.

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

"Fulfilled" means your guest received your email 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 selecting their ticket and completing their info on the ticketing page then you can re-issue the ticket to a different guest.

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