

How to Use the Exhibitor Staff Badge Registration Portal

V1 – October 13, 2022

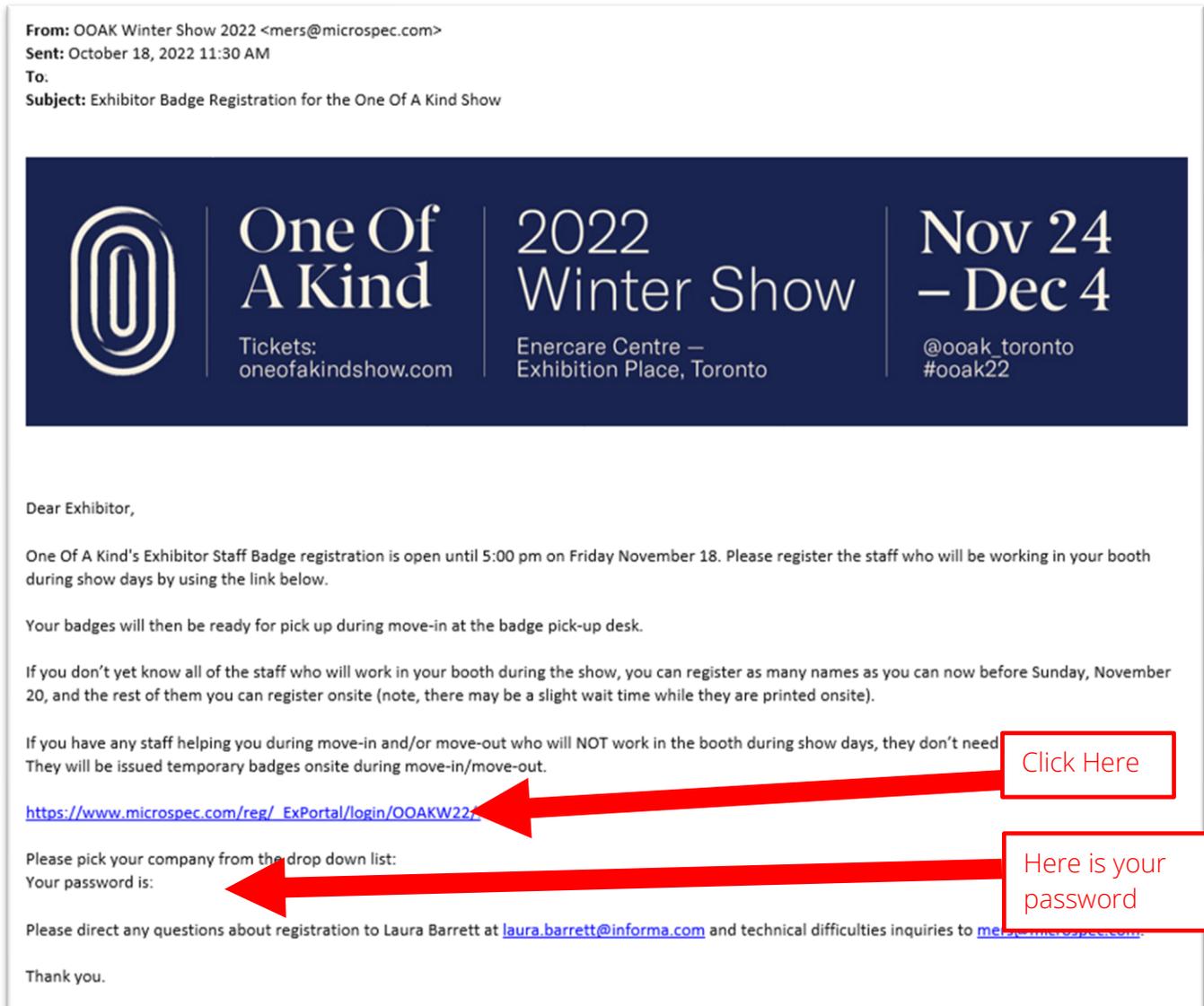
**DEADLINE to register names for staff badges is
5:00pm Friday, November 18, 2022**

After this date, exhibitors can add/change names by visiting the onsite Exhibitor Badge Desk.

Step 1

To access the exhibitor registration portal, click the link in the email you received from the **OOAK Winter Show 2022** (mers@microspec.com) or go here: <https://www.microspec.com/exreg/login/OOAKW22>

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



Step 2

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, click the "I forgot my password" under the green Login button:

The screenshot shows the registration portal for the 2022 One Of A Kind Winter Show. At the top, there is a dark blue header with the show's logo, dates (Nov 24 - Dec 4), and location (Energize Centre - Exhibition Place, Toronto). Below the header, the page title is "2022 One Of A Kind Winter Show". The main heading reads "To access your Exhibitor Staff Badge Registration Portal choose your company and enter your password below." There are three red callout boxes with arrows pointing to specific parts of the page:

- The first box points to the "Company:" dropdown menu, which is currently set to "Type to search".
- The second box points to the "Password:" input field.
- The third box points to the "Login" button and the "I forgot my password" link below it.

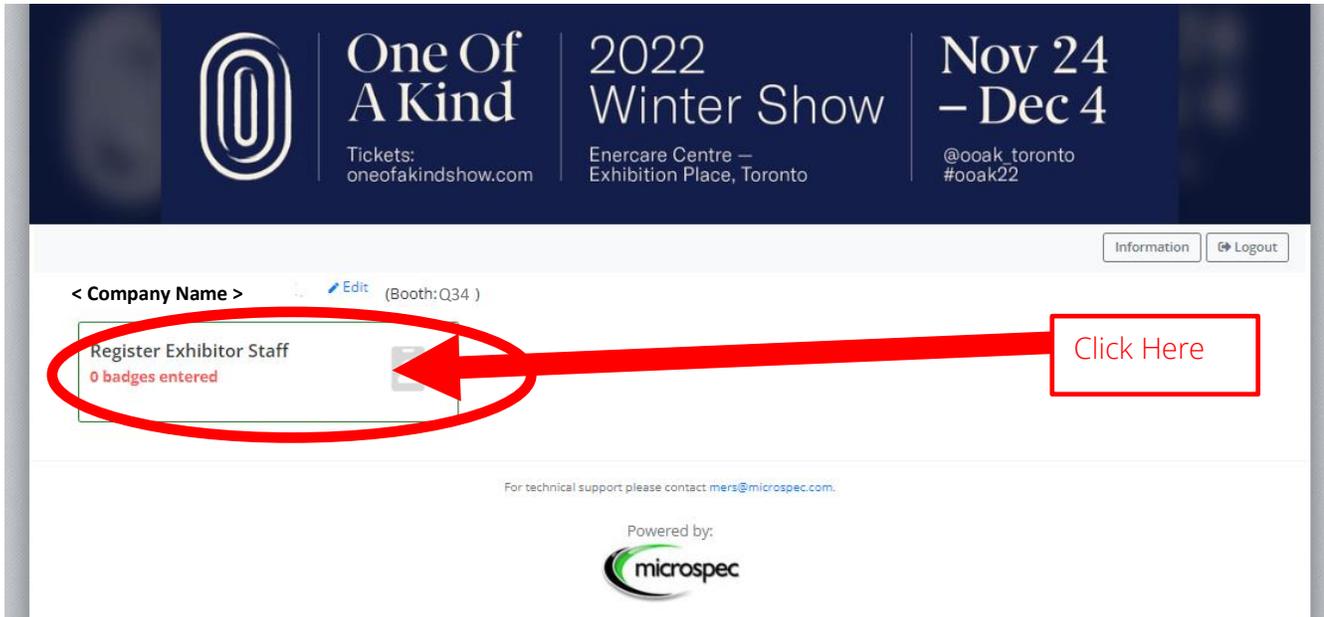
Below the login form, there is a section titled "Exhibitor staff badges are exclusively for Exhibitors. If you wish to bring a family member or customer to visit the show, please use one of the complimentary admission tickets provided by Show Management via the electronic ticket distribution portal. 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.
- Each badge must have a staff name listed on it.
- 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 staff 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: \$18.00/ea.

Exhibitor Staff Badge Registration Portal
2022 One Of A Kind Winter Show

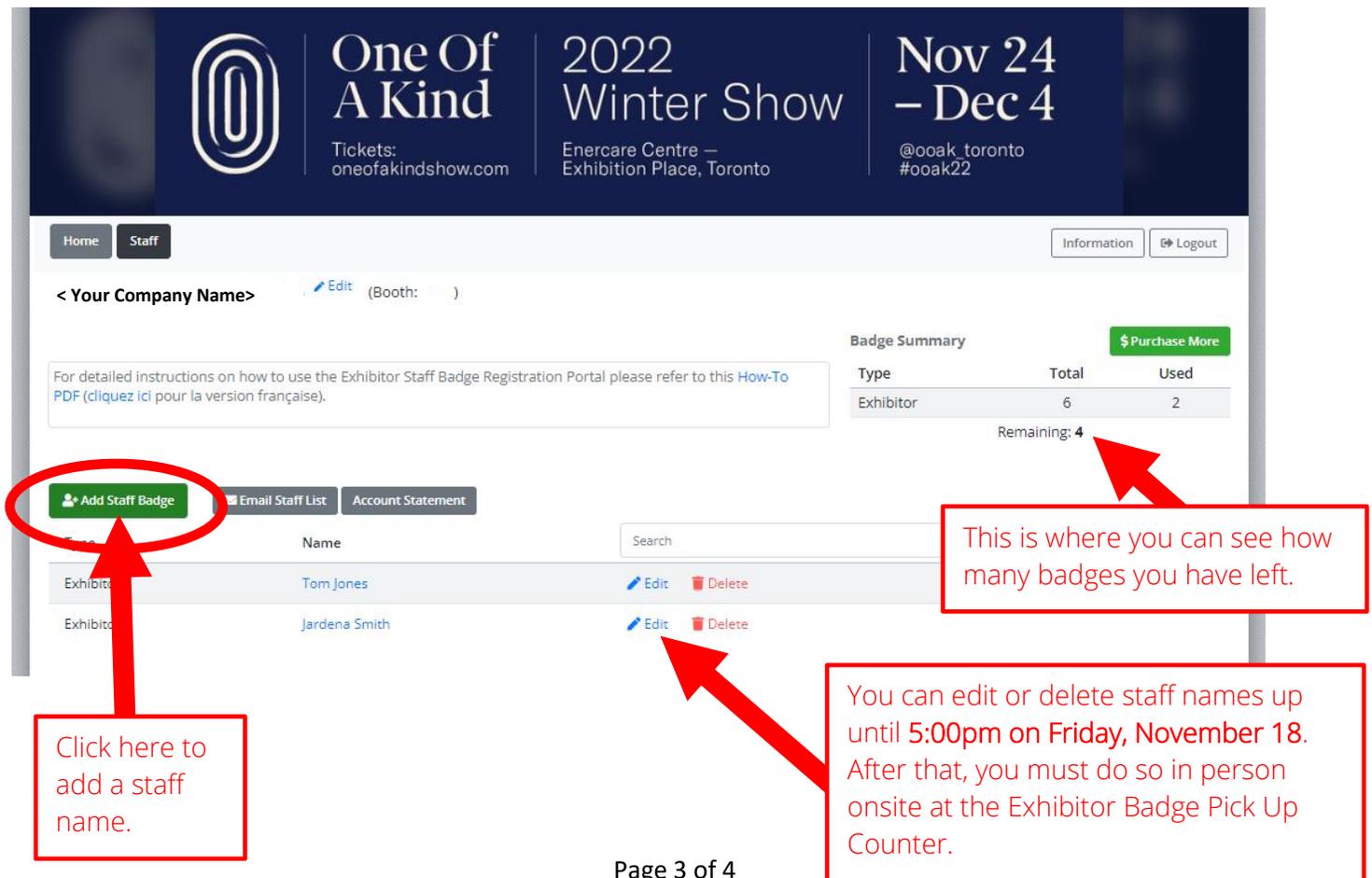
Step 3

Click on "Register Exhibitor Staff" to begin:



Step 4

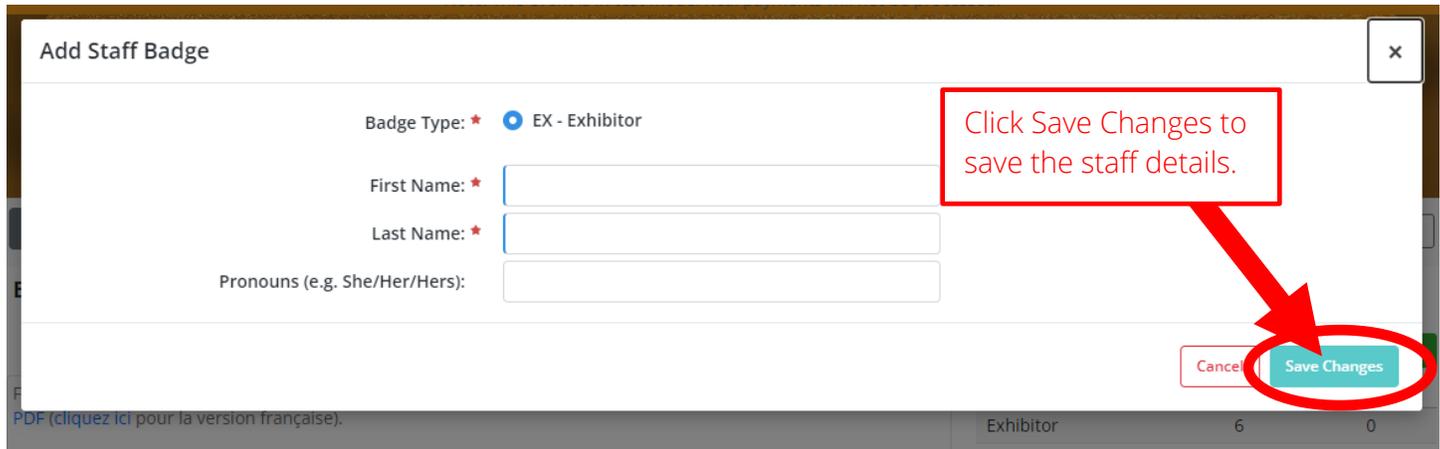
Click the green "Add Staff Badge" to add a name:



Step 5

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

Important note: each badge must have a different name. Badges that say “Staff” or where multiple badges have the same name listed on them will not be printed.



The screenshot shows a web form titled "Add Staff Badge" with a close button (X) in the top right corner. The form contains the following fields:

- Badge Type: * EX - Exhibitor
- First Name: *
- Last Name: *
- Pronouns (e.g. She/Her/Hers):

At the bottom right of the form, there are two buttons: "Cancel" and "Save Changes". A red callout box with the text "Click Save Changes to save the staff details." has a red arrow pointing to the "Save Changes" button, which is also circled in red. At the bottom of the page, there is a footer with the text "PDF (cliquez ici pour la version française).", "Exhibitor", "6", and "0".

Step 6

Remember to register your staff names by **5:00pm Friday, November 18**. Printed badges will be available for pick up during move-in at the Exhibitor Badge Desk during move-in. If you don't yet know all of the staff who will work in your booth during the show, you can register some names now before November 20 and the rest of them onsite during move-in.

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.