Access to the Digital Guest Tickets is through the Exhibitor Dashboard / Exhibitor Forms Tab.

NEED TO ORDER?

🔗 **Purchase Parking Passes (Visa/MasterCard)**

🔗 **Parking Pass Order Form (Check payment)**

🔗 **Digital Guest Tickets** ⬅

🔗 **Order Internet / Network Services**

You are now in a new Browser window in the Digital Guest Ticket platform.

Order Tickets: Click the blue "Place Your First Order" button.

With your first order, you will be required to pay a $30 non-refundable deposit and your card information will be securely saved. The deposit is the same regardless of how many tickets are ordered on your first order.

- When the show is over, we will send you a redeemed ticket report and charge your card for the redeemed tickets.

- After your initial order you can go back in and order more tickets and will not be asked for additional payment.

Complete the New Order information

Click *Continue*

Confirm Details and enter your Visa or MasterCard information (we cannot process American Express)

Click *Validate Card*

Check the box to agree to have your card saved for processing your redeemed tickets after the close of the show.

Click *Complete Order*

New Order – Receipt: please print this page for your receipt. One will be sent via email as well.

Click *Assign & Distribute Tickets*

Assign Tickets | Choose Guest
- You can add an individual customer by clicking on *(select one)* then *Add New Guest*.
- Complete the information and click *Assign Guest*.

- Fill in how many tickets you want to assign to this guest. You must have tickets available to assign tickets. If not, place another order.
- Click *Assign & Distribute*
- Click on either the *Email to* or *Text to* button to send your ticket(s)
- You are now on the Assign Tickets | Confirmation page. You can return to your tickets list or assign more tickets.
    - Import Guest List: If you have a large number of guests to add, you can import a guest list. This is accessed in the Guests tab.
    - Click on *Import Guests*
    - Download the sample CSV file. Once complete, save to your computer.
    - Click *Import Guests*

Across the top are tabs for Dashboard, Orders, Tickets and Guests.

Dashboard: This is a snapshot of your account. Includes Tickets Ordered, Assigned, Distributed, Available and Redeemed; financial status, Orders and activity history.

Orders: This is the list of all orders placed and includes date, Order Code, Senders First Name, Senders Last Name, Senders email, quantity of tickets ordered.

Tickets: This is the list of tickets that have been assigned to guests. You can preview your ticket, Order Tickets, Assign Tickets to Guests.

You can distribute and resend tickets from this page. You can send in bulk by clicking the box in front of the tickets you want to send in the column *Send Bulk Tickets"* - they all have to be sent the same way – all by email or all by text. After clicking all the tickets you want to send, under "Bulk distribute selected tickets via" click *(select one)*. Then click *Distribute Tickets*.

If you need to edit an email or cell number before resending it, click the guest's name, edit, click save. You are now on the Guests page and can manage the Ticket.

Guests: Here is the list of all your guests. You can search for a particular guest, Import a Guest list or Add a Guest. Click on *Edit Guest* to edit the guest's email or text number. Click on *Manage Tickets* to assign, distribute or resend tickets.