Exhibitor Bulk Registration
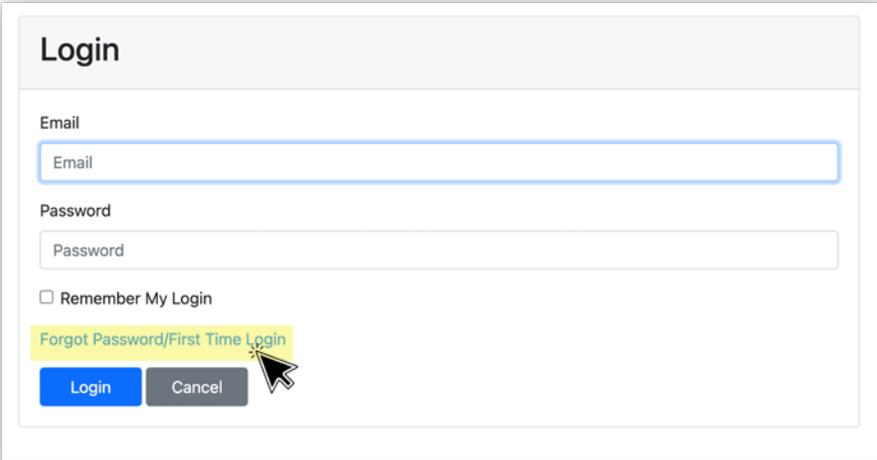
1. Go to the EVENT PORTAL LOGIN page.

*If you have logged into the Event Portal before, skip to step 7.

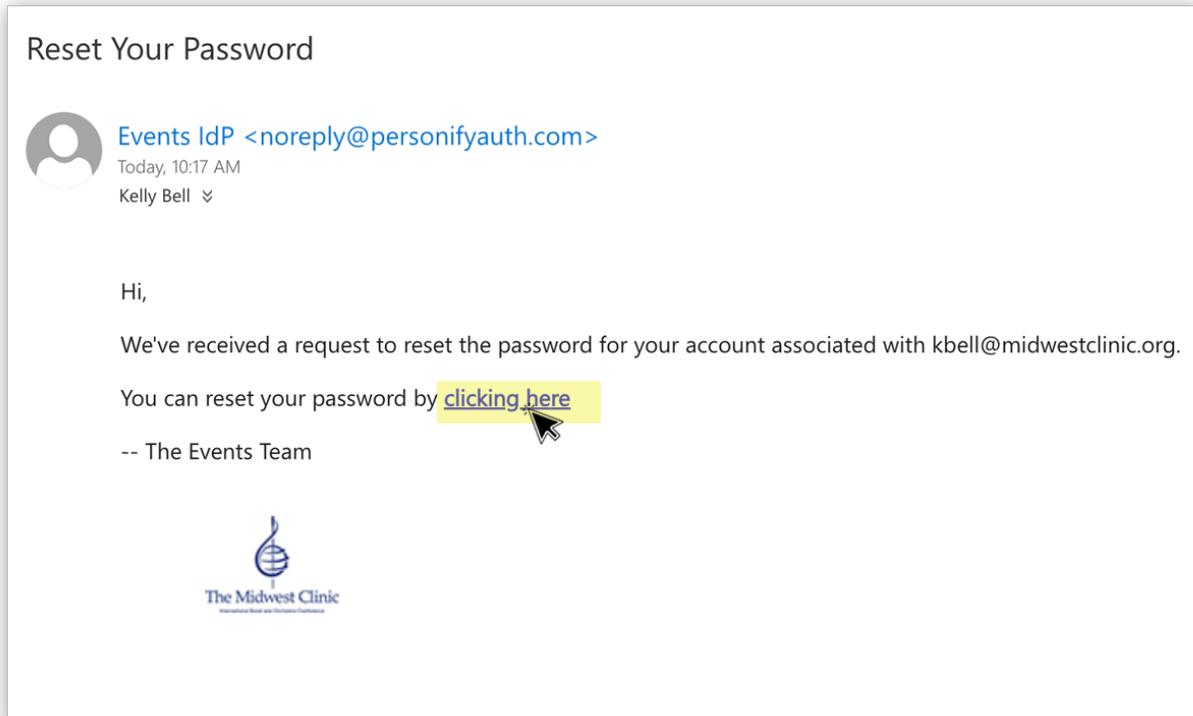2. Select "Forgot Password/First Time Login" to set your password

3. Enter your email and click submit

**If this email is not associated with one of your Exhibitor Contacts, you will not receive the password reset email. If you would like to have an email added to your exhibitor contacts, send the name of the person and the email address you would like added to info@midwestclinic.org.
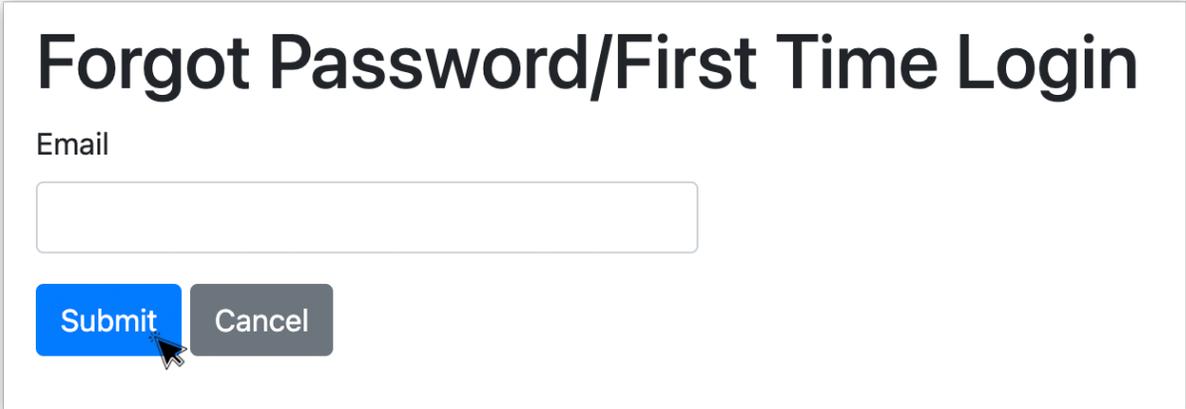
4. You should receive a password reset email from Events IdP shortly after you click submit. Click the link to reset your password.

Reset Your Password

Events IdP <noreply@personifyauth.com>
Today, 10:17 AM
Kelly Bell ⌄

Hi,

We've received a request to reset the password for your account associated with kbell@midwestclinic.org.

You can reset your password by clicking here

-- The Events Team

The Midwest Clinic
International Band and Orchestra Conference

5. Create your new password and click submit.

Reset Password

Password

Confirm Password

Submit

6. Once your password has been confirmed, click in the login link.

Reset Password Confirmation

Your password has been reset successfully! Please click here to log in.
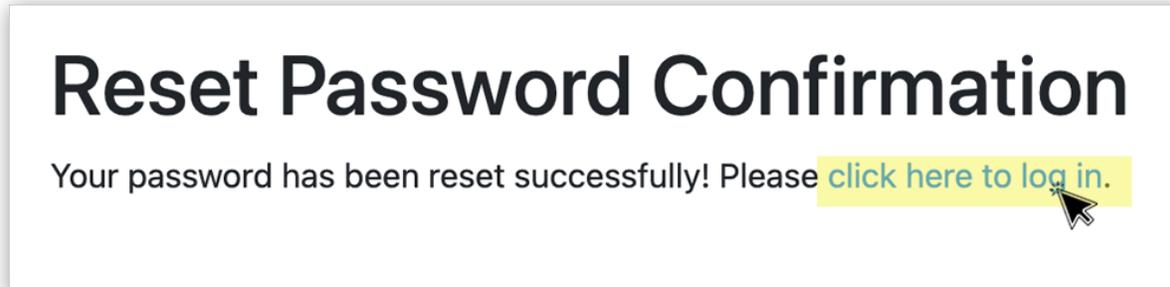
7. Enter your Email and Password. Click "Login"
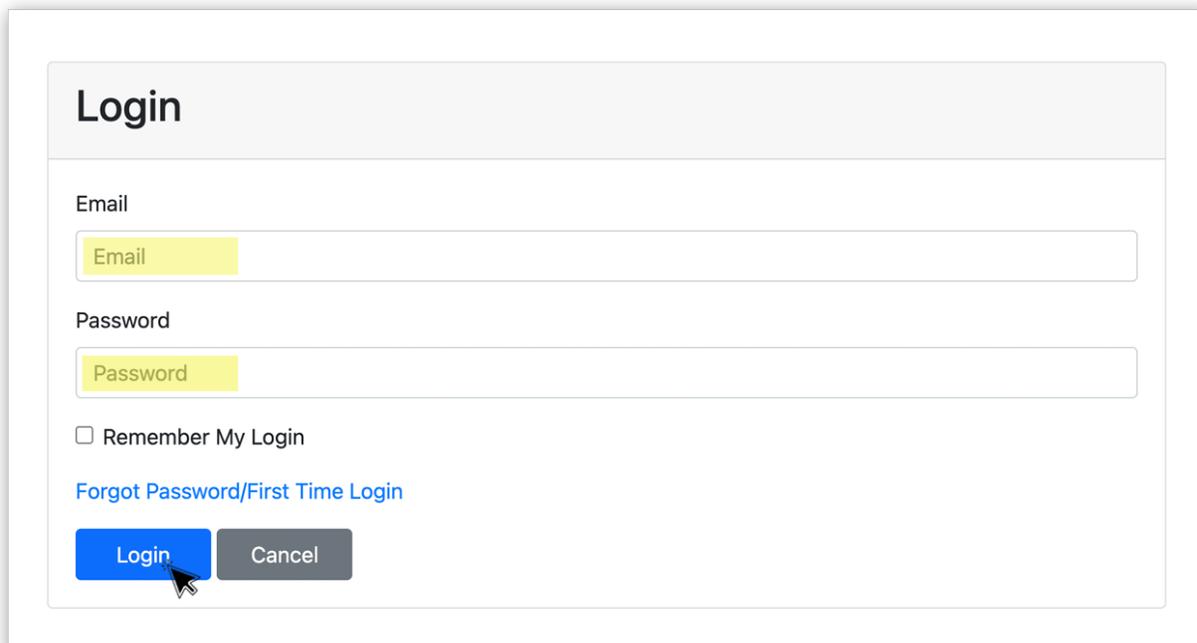
Login

Email

Email

Password

Password

☐ Remember My Login

Forgot Password/First Time Login

Login   Cancel

8. This will take you to the Event Portal Dashboard. Click on the "EXHIBITOR HUB" page.
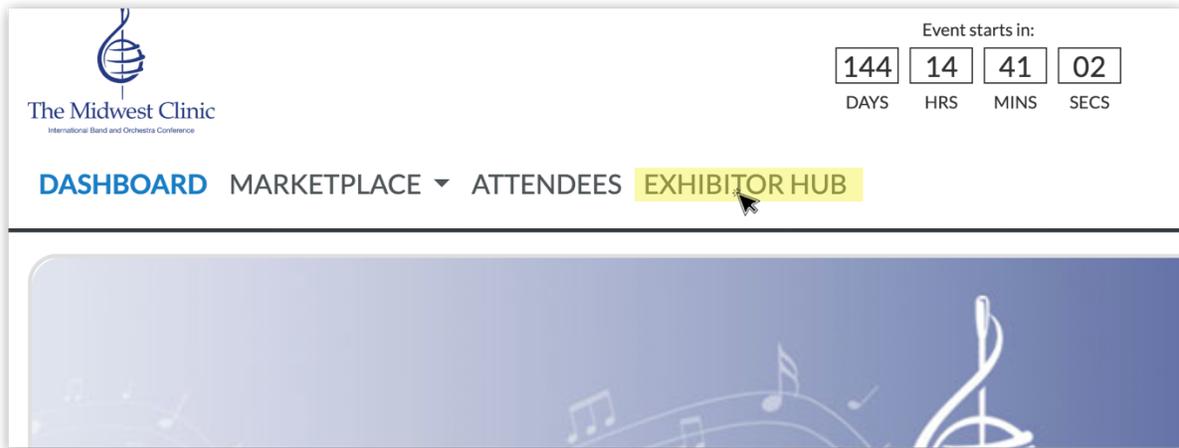
9. Once in the HUB, scroll down to TASKS and click on Bulk Register Your Staff
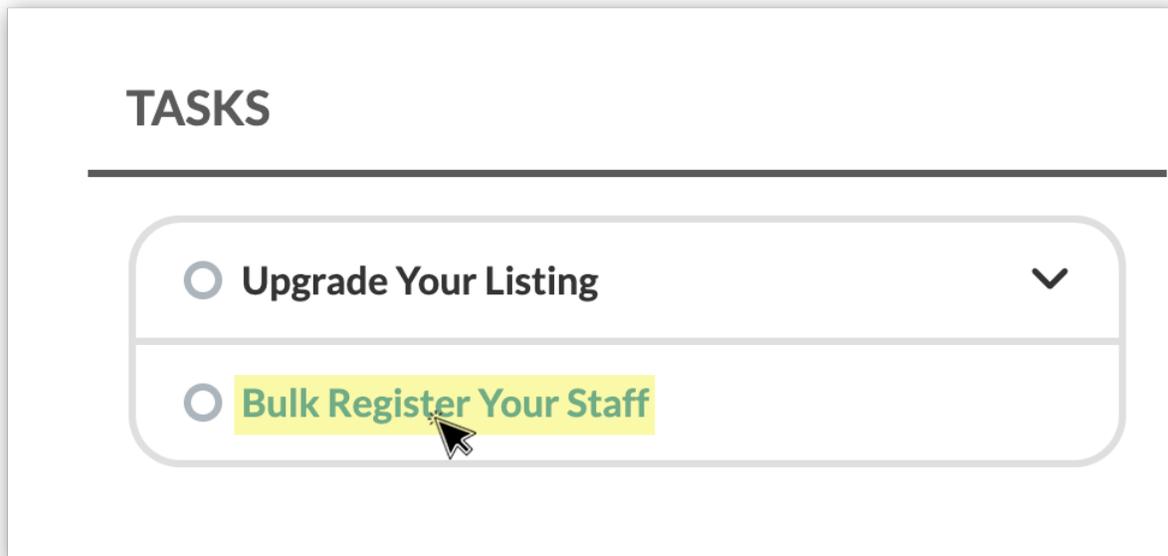
10. This will take you to the registration site. Your name should be listed as the first contact and there should be a star as well as a circle with a checkmark next to your name. The star means you are the parent contact and the circled checkmark means you are editing your registration.

Your Group:
You and 3 others

Kelly Bell ★ ⊘	$0.00
Attendee1 Attendee1	$0.00
Attendee2 Attendee2	$0.00
Attendee3 Attendee3	$0.00

11. Select "Exhibitor" for your registration type.

Registration Type*
- ○ Professional Details
- ○ College Student Details
- ◉ Exhibitor Details
- ○ Chaperone/Guests Details
- ○ Primary/Secondary Student Details

12. Your contact information should already be filled in, so you can proceed down to Attendance Information. Answer the three required questions and click Next.

Attendance Information

Are you currently pursuing an undergraduate degree or in your first five years of teaching?*

○ Yes

◉ No

Media release:*

◉ I have read and accept The Midwest Clinic Media Release Policy

The Midwest Clinic Release Policy

We don't want you to miss out on conference updates, teaching documents, discounts or other promotional materials from Midwest and our partners. All emails will include an unsubscribe link so you may opt-out at any time. Select an option below:*

◉ I would like to receive all Midwest Clinic updates and emails.

○ I would only like to receive communications regarding my registration

Next

13. You should now see a registration fee next to your name (don't worry….we'll take care of that later). Click on the next attendee box.

Kelly Bell ★ ⊘ Exhibitor	$195.00
Attendee1 Attendee1	$0.00
Attendee2 Attendee2	$0.00
Attendee3 Attendee3	$0.00
	Total: $195.00

Please click the next Attendee's record then click the edit icon to update the next registrant's information. Once all registrants are updated, you can select the save and finish button to finalize the registration.

14. This will open a pop-up box. Click on the edit icon located on the right side of the pop-up box.

Attendee1 Attendee1
REPLACE_EMAIL_1@example.com

15. This will take you back to the registration information page for the second attendee. Notice, the circled checkmark is now next to the next attendee.

Kelly Bell ★ Exhibitor	$195.00
Attendee1 Attendee1 ⊘	$0.00
Attendee2 Attendee2	$0.00
Attendee3 Attendee3	$0.00
	Total: $195.00

16. Select "Exhibitor" for Registration Type

Registration Type*

○ Professional **Details**

○ College Student **Details**

◉ Exhibitor **Details**

○ Chaperone/Guests **Details**

○ Primary/Secondary Student **Details**

17. You will need to update the generic Contact Information for the remainder of your attendees. Simply click in the text box and update the information.

Contact Information

First Name*
Tom

Last Name*
Moore

Email*
tmoore@midwestclinic.org

Company/Institution*
test_a2z

18. Complete the three required Attendance Information questions and click next.

Attendance Information

Are you currently pursuing an undergraduate degree or in your first five years of teaching?*

○ Yes

⊙ No

Media release:*

⊙ I have read and accept The Midwest Clinic Media Release Policy

The Midwest Clinic Release Policy

We don't want you to miss out on conference updates, teaching documents, discounts or other promotional materials from Midwest and our partners. All emails will include an unsubscribe link so you may opt-out at any time. Select an option below:*

⊙ I would like to receive all Midwest Clinic updates and emails.

○ I would only like to receive communications regarding my registration
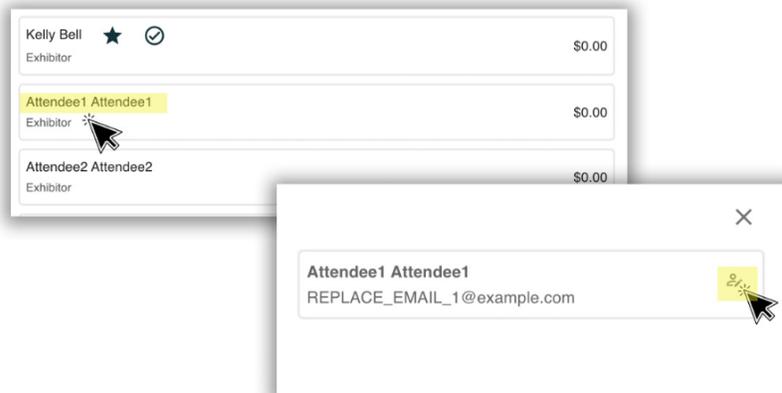
Next

19. Repeat steps 13 – 18 until you have updated all of your attendees. You will need to complete all of your attendee registration pages before you can proceed to the next step in the registration process.
Click Next to proceed to the next section.

| Kelly Bell ★ | $195.00 |
| Exhibitor | |

| Tom Moore | $195.00 |
| Exhibitor | |

| Amanda Cantlin | $195.00 |
| Exhibitor | |

| John Bowes ⊘ | $195.00 |
| Exhibitor | |

| | Total: $780.00 |

Please click the next Attendee's record then click the edit icon to update the next registrant's information. Once all registrants are updated, you can select the save and finish button to finalize the registration.

Kelly Bell ★ ⊘	$0.00
Exhibitor	
Attendee1 Attendee1	$0.00
Exhibitor	
Attendee2 Attendee2	$0.00
Exhibitor	

✕

Attendee1 Attendee1
REPLACE_EMAIL_1@example.com

Previous   Next   Save & Finish

20. This will take you to the Promotional Code page. Select Yes.

Do you have a promocode?*

○ Yes

○ No

21. Enter the Group Promo Code from your original informational email and click "Apply".

Do you have a promocode?*

● Yes

○ No

Please enter your Promocode*

ZZZTESTE

Apply

Previous   Next

22. This should change all of your registration fees to $0.00. Click Next to finalize your registrations. All registrants should receive a confirmation email as well as an email with an invoice attached.

Your Group:
You and 3 others

Kelly Bell ★
Exhibitor $0.00

Tom Moore
Exhibitor $0.00

Amanda Cantlin
Exhibitor $0.00

John Bowes ✓
Exhibitor $0.00

                                            Total: $0.00

Do you have a promocode?*
● Yes
○ No

Please enter your Promocode*
ZZZTESTE   Apply

                              Previous   Next