

IAUG Annual Conference

Exhibitor Registration Instructions

You will register for your company's exhibitor badges through a Vendor Administrator Portal. As the vendor administrator, you will access this portal to complete a number of activities related to your IAUG registrations, including: view number of badge allotments, complete registrations, view all of your company's registered attendees, and edit or make changes to badges. Also in the portal you will find your company's vendor registration codes. If you will not be registering your attendees yourself you can distribute these codes and have each person register themselves on the public exhibitor site. You are still encouraged to manage your registrations through the Admin Portal if choosing this second option. Please review the instructions below, and contact registration@iaug.org with any questions.

VENDOR ADMINISTRATOR PORTAL

1) To begin registration, follow this direct link to the Vendor Administrator Login: <http://www.iaug.org/e/ev/eid=368>. Note: this link is not posted on the public IAUG website.

2) Enter your admin login. The email address is that of your Vendor Administrator. Your initial password is welcome1. When you use this temporary password to login the first time, you will be asked to change it. If you've forgotten your password you can use Password Help.

Vendor Administrator Login	
Email Address: (required)	<input type="text" value="name@exhibitor.com"/>
Password: (required)	<input type="password" value="....."/>
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

→ Password Help

3) After logging in, confirm all Vendor Information. If changes need to be made, use the "Edit" button.

Profile	Allotments	Registered Users
Vendor Information		
Vendor Name:	Exhibitor Name	
Vendor Type:	None	
Vendor Description:		
Address 1:	ADD1	
Address 2:		
City:	CITY	
Country:	US	
State/Province:		
Postal Code:	11111	
Vendor Administrator Information		
First Name:	First	
Last Name:	Last	
Email:	registration@iaug.org	
Phone:		
Fax:		

4) Click on the “Allotments” tab to register new attendees. On this page you can also view how many complimentary badges you receive and how many badges have been used by looking at the Discount column.

If you would like your company’s attendees to register for their own badge you may give them your company’s code that corresponds to an Exhibitor Full Conference or Exhibit Hall Only pass. They can use that code to register here: <http://www.iaug.org/e/in/eid=368&req=VENDOR>. Please view the Vendor Code Registration instructions located on page 5 of this document. You can share these instructions with your attendees to assist them with registration.

Profile Allotments Registered Users

Registration/Discount Allotment

When registering users with the Register link below, you must complete an entire registration before starting a new one

	Quantity	Registration Type	Discount	Code
<input type="button" value="Register"/>	99 (Used: 1)	Exhibitor-Full Pass	Exhibitor Full Pass (Quantity: 2) (Used: 1)	testFC
<input type="button" value="Register"/>	999 (Used: 0)	Exhibitor Exhibit Hall Only	Exhibitor Exhibit Hall Only (Quantity: 2) (Used: 0)	testEHO

5) Click the Register button next to the type of badge (Full Conference or Exhibit Hall Only) you would like the registrant to have.

Profile Allotments Registered Users

Registration/Discount Allotment

When registering users with the Register link below, you must complete an entire registration before starting a new one

	Quantity	Registration Type	Discount	Code
<input type="button" value="Register"/>	99 (Used: 1)	Exhibitor-Full Pass	Exhibitor Full Pass (Quantity: 2) (Used: 1)	testFC
<input type="button" value="Register"/>	999 (Used: 0)	Exhibitor Exhibit Hall Only	Exhibitor Exhibit Hall Only (Quantity: 2) (Used: 0)	testEHO

6) Enter the registrant’s information. The Vendor Code will auto-populate according to the type of badge you selected. When complete click “Ok.”

If you wish to register as a vendor please enter the vendor registration code you have been provided.

First Name: (required)	<input type="text" value="First"/>
Last Name: (required)	<input type="text" value="Last"/>
Email: (required)	<input type="text" value="name@exhibitor.com"/>
Vendor Code: (required)	<input type="text" value="testFC"/>
CC Email Address:	<input type="text"/>
This email address will be used to contact you regarding this registration, if necessary.	
Calculated Price:	0.00 <input type="button" value="Update Price"/>
Exhibitor-Full Pass	

7) Confirm all contact information and fill out any required fields that are blank. When complete click "Next."

8) Enter any applicable ADA information and personal preferences. Click "Next."

9) If purchasing a Companion Pass for this registrant: fill out the companion's First and Last Name, click the "Companion" check box, and then click "Add." When finished select "Next."

NOTE: Do not register additional booth personnel with the companion pass. This pass applies *to non-industry guests* of IAUG attendees, and provides access only to receptions and networking events where food and beverages are served.

Guests

Registration for: First Last (name@exhibitor.com) Registration Id: 16153
Registration type: Exhibitor-Full Pass Registration code:

You can enter your guest information here and pay for your guests with your registration, or you can enter your guest information after paying for your registration and pay for your guests separately.

Add Guest:

First Name: Last Name:

Companion [300.00 USD - limit 1 per registration] :

IMPORTANT: Guest registration includes access only to the evening receptions and networking events where food and beverages are served. This rate does not apply for end-users and/or business partners and is only available for non-industry companions.

Entered Guest(s):

< Back Next > Cancel

10) If purchasing Conference Proceedings or a Pre- or Post-Conference Workshop for this attendee, select the specific session and click "Add." When finished select "Next."

11) Review the Confirmation page. If using a complimentary badge select "Finish" and your registration is complete. If *purchasing* a badge select Pay and you will be taken to an invoice page.

Confirmation

Registration for: First Last (name@exhibitor.com) Registration Id: 16157
Registration type: Exhibitor-Full Pass Registration code:

Items	Price	Disc	Total
Event Registration : First Last - Exhibitor-Full Pass [Exhibitor-Full Pass] Sunday, April 27, 2014 Exhibitor Name name@exhibitor.com	1050.00	1050.00	0.00
Total Amount Due (USD)			0.00

Please confirm your selections above. If everything is correct, please continue by clicking the *Pay* button to begin the payment process. You may also click the *Back* button to modify your registration and options, or click *Cancel* to completely delete this registration and allow you to start over.

This is not your final invoice; that will be provided during the payment process.

< Back **Finish** Cancel

Confirmation

Registration for: First2 Last2 (name2@exhibitor.com)	Registration Id: 16158
Registration type: Exhibitor-Full Pass	Registration code:

Items	Price	Disc	Total
Event Registration : First2 Last2 - Exhibitor-Full Pass [Exhibitor-Full Pass] Sunday, April 27, 2014 Exhibitor Name name2@exhibitor.com	1050.00	0.00	1050.00
Total Amount Due (USD)			1050.00

Please confirm your selections above. If everything is correct, please continue by clicking the *Pay* button to begin the payment process. You may also click the *Back* button to modify your registration and options, or click *Cancel* to completely delete this registration and allow you to start over.

This is not your final invoice; that will be provided during the payment process.

12) On the invoice page you can submit a credit card payment or mail a check to the address listed. If mailing a check, please be sure to do so before May 9, 2016 to ensure delivery by the start of the conference.

13) To register another attendee, view your registered users, edit badges, view paid invoices, or submit payment for outstanding invoices navigate back to the Vendor Administrator Login: <http://www.iaug.org/e/ev/eid=368>. You can find all of this information on the Registered Users tab.

NOTE: To substitute registrants please use the Edit button to change the name and demographic information. To **cancel** a badge altogether please contact registration@iaug.org.

Registered Users					
Registration Status	Options	Name	Email	Registration Id	Registration Code
Exhibitor Exhibit Hall Only: testEHO (0/999)					
Exhibitor-Full Pass: testFC (2/99)					
Paid	<input style="margin-right: 5px;" type="button" value=" View "/> <input style="margin-right: 5px;" type="button" value=" Edit "/> <input style="margin-right: 5px;" type="button" value=" Cancel "/>	Last, First	name@exhibitor.com	16157	bme7khztr6
Invoiced	<input style="margin-right: 5px;" type="button" value=" View Invoice "/> <input style="margin-right: 5px;" type="button" value=" Cancel "/>	Last2, First2	name2@exhibitor.com	16158	

VENDOR CODE REGISTRATION

NOTE: These instructions apply only if your Vendor Administrator has given you a vendor code.

1) Navigate to this page: <http://www.iaug.org/e/in/eid=368&req=VENDOR>

2) Enter your information into all fields (registrant's first name, last name, e-mail address). Under 'Vendor Code', enter either the Full Conference or Exhibit Hall Only Registration Code that was given to you by your company's Vendor Administrator. If you do not know your Vendor Code, contact your Vendor Administrator. If you are unsure who this is at your company, contact Olivia Diehl with IAUG at odiehl@iaug.org.

NOTE: If you are a *Vendor Administrator* please [click here](#) to register your company's attendees. If you have been provided a Vendor Code from your Vendor Administrator you may use the form below.

First Name: <small>(required)</small>	<input type="text" value="First"/>
Last Name: <small>(required)</small>	<input type="text" value="Last"/>
Email: <small>(required)</small>	<input type="text" value="name@exhibitor.com"/>
Vendor Code: <small>(required)</small>	<input type="text" value="TestFC"/> 
Calculated Price:	---- <input type="button" value="Update Price"/>

3) In the next step, fill in your contact information and answer the questions. Click 'Next' to continue.

4) Enter Demographic information/ADA needs. Click 'Next' to continue.

5) To register a guest, enter their first and last name here. Select the check box and hit the Add button. Click 'Next' to continue.

NOTE: Do not register additional booth personnel with the companion pass. This pass applies to **non-industry guests** of IAUG attendees, and provides access only to receptions and networking events where food and beverages are served.

Guests

Registration for: First Last (name@exhibitor.com)	Registration Id: 16671
Registration type: Exhibitor-Full Pass	Registration code:

You can enter your guest information here and pay for your guests with your registration, or you can enter your guest information after paying for your registration and pay for your guests separately.

Guest:

First Name: Last Name:

Companion [300.00 USD - limit 1 per registration] :

IMPORTANT: Guest registration includes access only to the evening receptions and networking events where food and beverages are served. This rate does not apply for end-users and/or business partners and is only available for non-industry companions.

Entered Guest(s):

300.00 USD First Last [Companion]

6) Select the optional additional registration options that are offered on this screen. Click 'Next' to continue.

7) Confirm that all details for the registration are correct. If you are using a complimentary pass select 'Finish' to complete the registration process. If you are paying for an additional badge, select pay. You will be asked to select a payment method on the following screen.

Confirmation

Registration for: First Last (name@exhibitor.com)	Registration Id: 16671
Registration type: Exhibitor-Full Pass	Registration code:

Items	Price	Disc	Total
Event Registration : First Last - Exhibitor-Full Pass [Exhibitor-Full Pass] Sunday, April 27, 2014 Exhibitor Name name@exhibitor.com	1050.00	1050.00	0.00
Total Amount Due (USD)			0.00

Please confirm your selections above. If everything is correct, please continue by clicking the *Pay* button to begin the payment process. You may also click the *Back* button to modify your registration and options, or click *Cancel* to completely delete this registration and allow you to start over.

This is not your final invoice; that will be provided during the payment process.