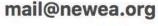




Today at 11:44 AM







To: Janice Moran

New England Water Environment Association Annual Conference & Exhibit 2018 Invites You to Edit: NEWEA







1 event found in this email: January 21, 2018





Greetings,

You have been invited to edit the "NEWEA" exhibitor profile for the following event: New England Water Environment Association Annual Conference & Exhibit 2018

Click here to get started.

Current Booth Assignment(s): 216

You're receiving this email because your company has signed up to exhibit at NEWEA's 2018 Annual Conference & Exhibit, January 21-24th, Boston, MA.

As an exhibitor, you can log into our New ONLINE Exhibitor Center to:

Add Booth Personnel

Add Your Company Contact Information

Create a Separate Administrative Contact to receive booth information

Upload a company logo

Provide a description about your company

If you have any questions, please contact Janice Moran, NEWEA at 781-939-0908 or jmoran@newea.org

This is a copy of the email you will receive after you've registered for a booth.

Click the link to get started.

Exhibitor Plus Account Creation

Welcome to the Exhibitor Plus Account Creation wizard.

Please use the form below to create your account and begin editing your exhibitor profile.

Step 1: Verify Your Email

To get started, please type in the email address where you received the invitation into the box below.

Enter the invitation email address in this box

Submit & Verify

Enter the email address where you received the invitation. You can change to a different email in the settings if needed.

Exhibitor Plus Account Creation Welcome to the Exhibitor Plus Account Creation wizard. Please use the form below to create your account and begin editing your exhibitor profile.

Croato a

Step 2: Create	e a Password for Your New Account	password	
Passwords must be longe	r than 6 characters and contain at least one number and one letter.	for your exhibitor	
New Password:		account.	
Confirm Password:			
	Create Password		

Exhibitor Plus Account Creation

Welcome to the Exhibitor Plus Account Creation wizard.

Please use the form below to create your account and begin editing your exhibitor profile.

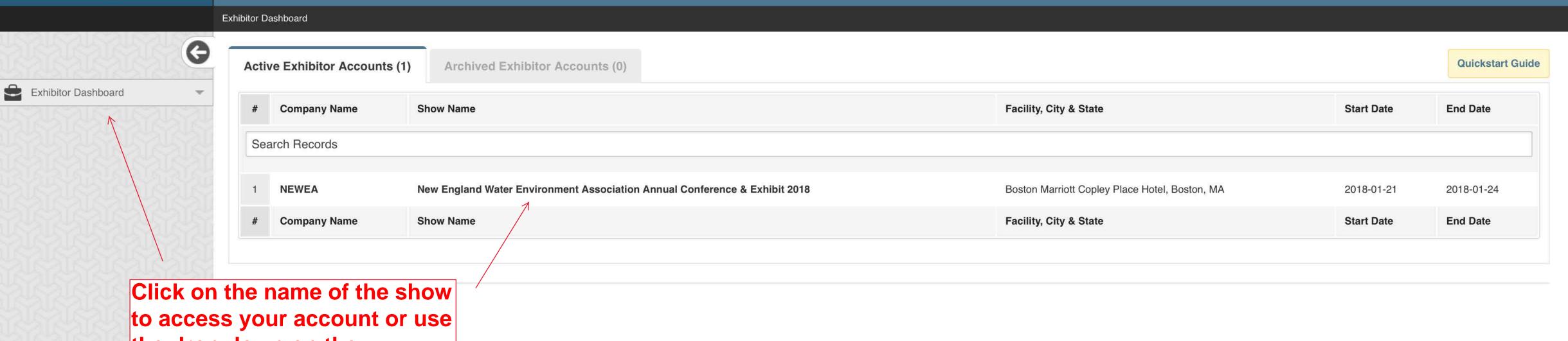


Success!

Your account has been created and you are ready to get started. Click the button below to continue to the admin editor and login.

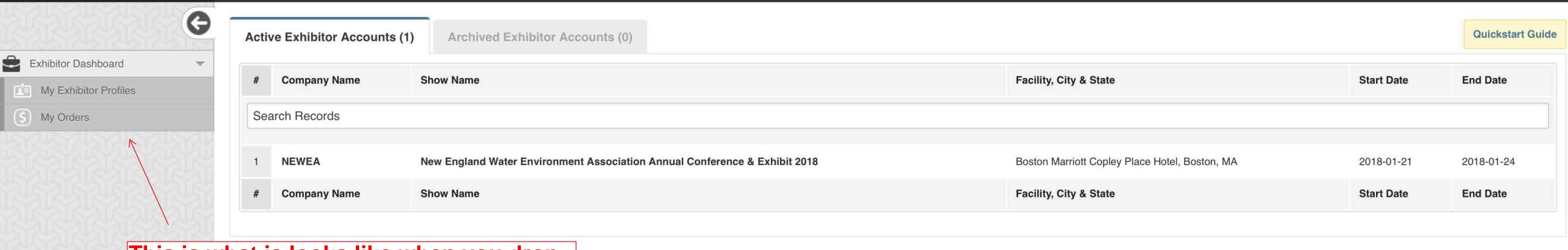
Continue to the Admin Login Screen

Event Manager

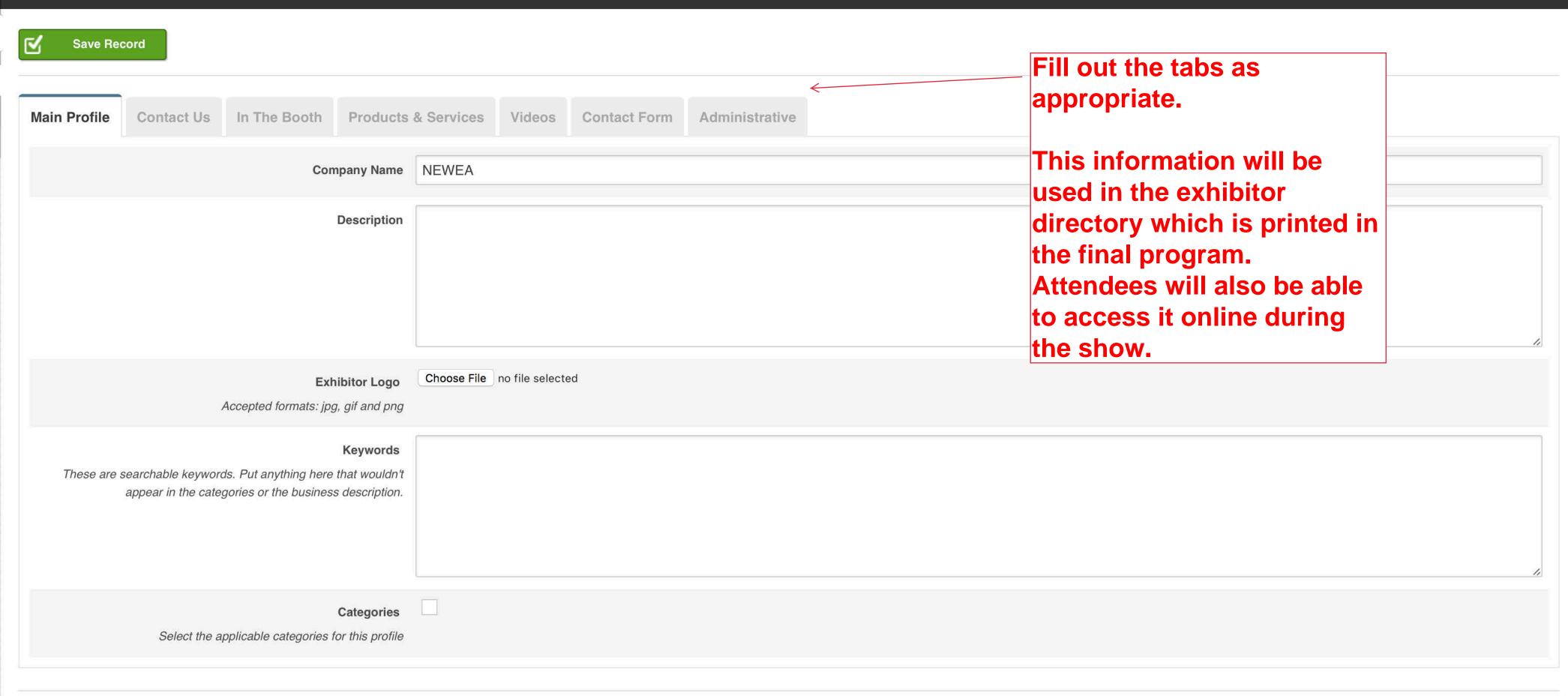


Event Manager

Exhibitor Dashboard

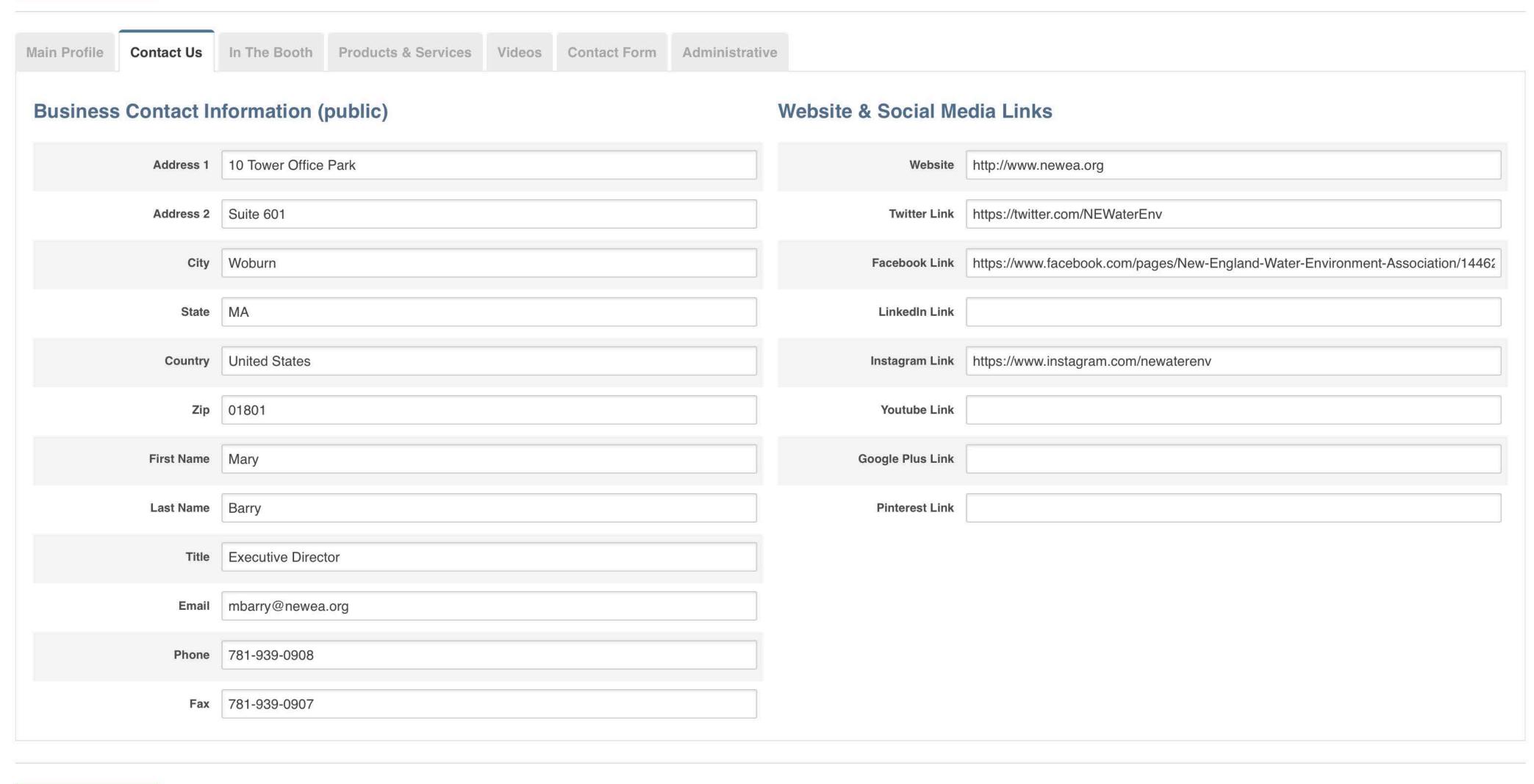


This is what is looks like when you drop down the Exhibitor Dashboard Menu



Save Record

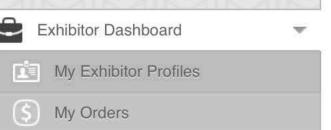


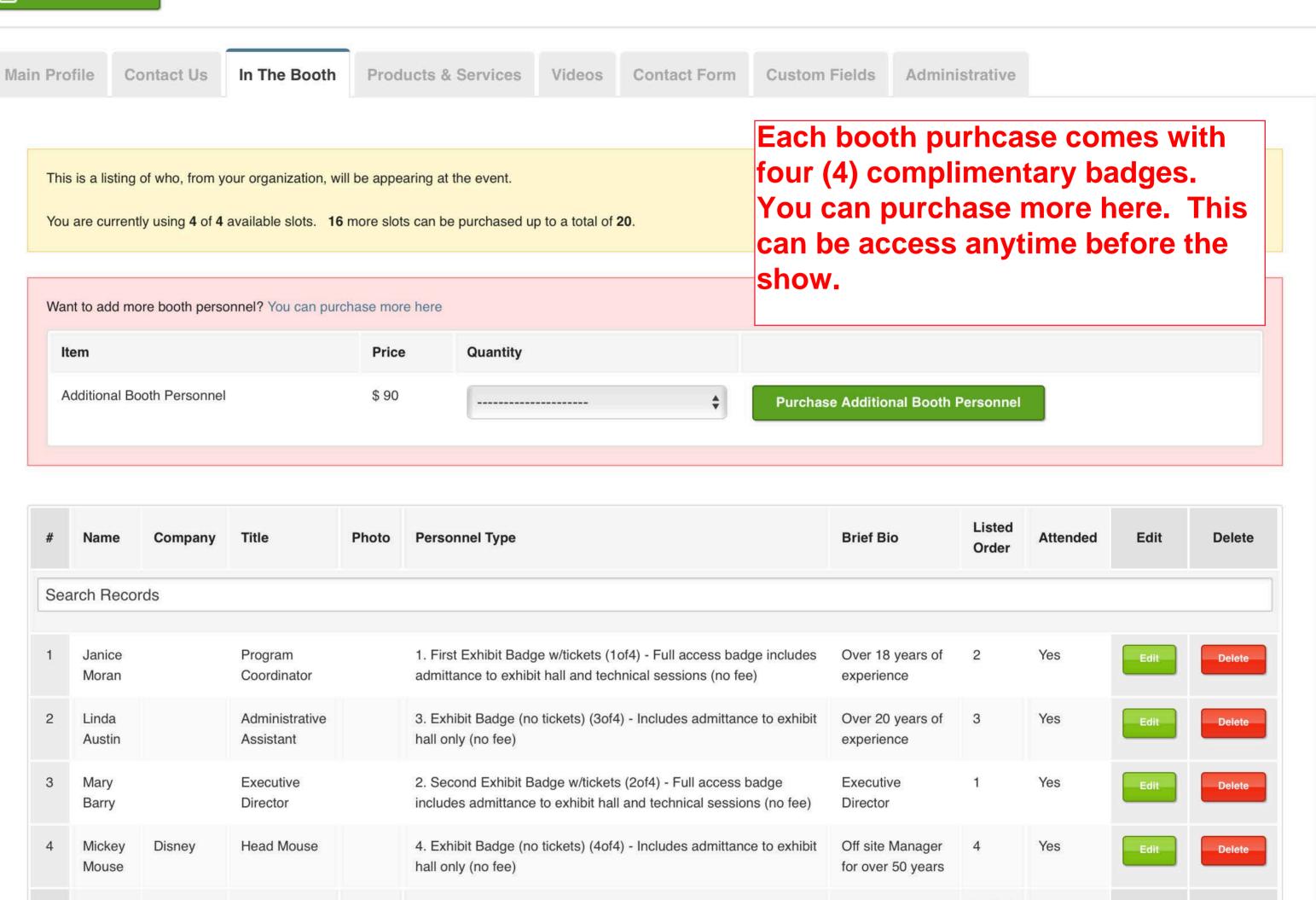






Save Record





Brief Bio

Attended

Order

Edit

Delete

Personnel Type



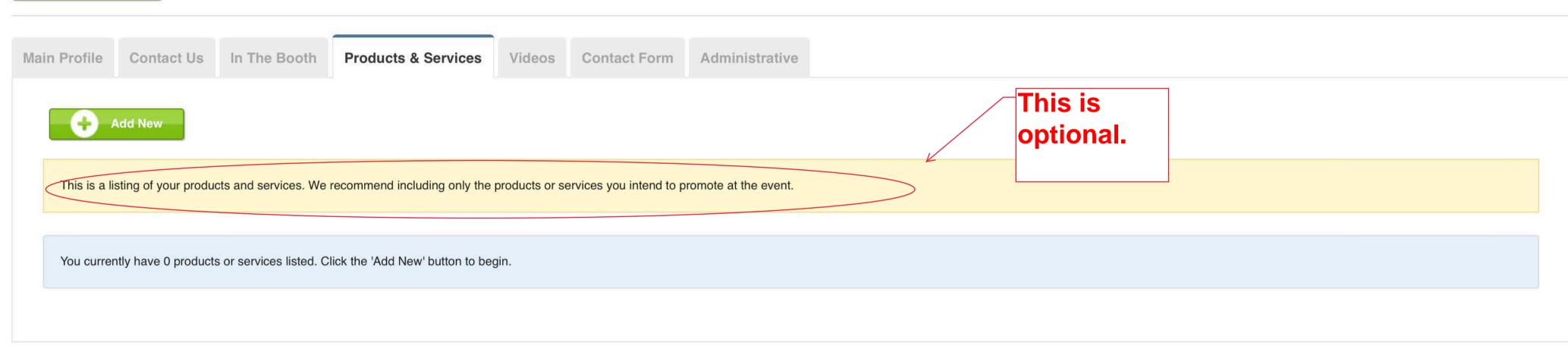
Save Record

Record Edit History (click to view)

Company

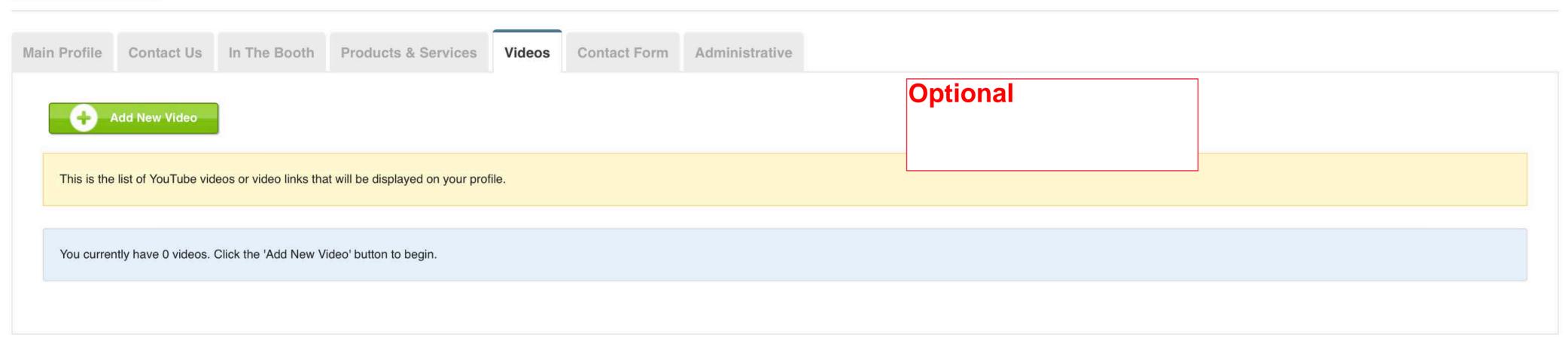
Enter Information	
Name *	Janice Moran
Only enter if this individual represents another organization.	
Title	Program Coordinator
Photo	Choose File no file selected
Personnel Type	First Exhibit Badge w/tickets (1of4) - Full access badge includes admittance to exhibit hall and technical sessions (no fee)
Brief Bio	Over 18 years of experience
Email	jmoran@newea.org
Phone	781-939-0908
Listed Order Determine the order in which you'd like the personnel to be displayed.	2
Internal Memo Internal use only. Displays in the admin and on the personnel export	
Attended	● Yes ○ No





Save Record









Main Profile Contact Us In The Booth Products & Services Videos **Contact Form** Administrative Use this tab if you want attendees to be able to **Contact Form Settings** contact your company for Contact Form Yes No more information. Would you like to turn the contact form on? **Contact Form Email** What email address should all contact submissions be sent to? **Contact Submissions** These are contact submissions that came through either the desktop or mobile app and have been emailed to the above email address. There are currently no contact submissions to display.

Save Record



dministrative Informat	You can add an	
Admin First Name	Janice	administrative p
Admin Last Name	Moran	to receive billing invoices and rec
Admin Title	Program Coordinator	Invoices/Receipt
Admin Email	1	be emailed to the
Admin Phone		contact and the administrative c
Admin Fax		(if provided).
Internal Memo		
This displays only in the admin and only to show managers.		

Videos Contact Form Administrative

erson eipts.

ts will e show ontact

Save Record

Record Edit History (click to view)

You may log into your exhibitor account anytime to update the company information, make changes, add badges or to pay invoices.