

Hi Exhibitor Admin,

Welcome to the **2024 National Comp Exhibitor Portal**. We are thrilled to have you as an exhibitor!

Once you log into your account, you'll be able to perform the following actions:

- Register and manage members of your onsite team
- Manage assigned tasks prior to the event
- Purchase your LeadCapture licenses - *note this can be purchased during the registration of any of your Premium Exhibitor Passes or Exhibit Booth Passes*
- Customize Lead Qualification Questions
- Export lead information from your event

Simply log in to get started.

Exhibitor Portal Login

After logging in, you can add another person to manage your account by inviting them as a new user. (It's important to note that this invitation is specific to your email address and cannot be used by anyone else.)

Hotel Reservations

Discounted hotel rooms will become available in April. We will notify you once the rooms are ready to be booked.

Need some extra guidance?

Registration Guide

Portal Help Guide

Video Tutorial

[Click here](#) if you need to modify, transfer, or cancel any of the attendees you have registered.

Step by Step instructions are linked [here](#).

Check out the links above for assistance. If you have questions please contact us at Conferences@TheInstitutes.org.

Let's Get Started!

1. Click [here](#) to log in and get started!

Need Help?

Use these links for help in the portal if needed.

Use the link [here](#) post registration of attendees if you need to make changes.

Step 1 is to create your account login:

NATIONAL COMP.
Affiliated with The Institutes

Exhibitor Portal

Log in to manage your organization's account for the events you're attending.

Email

Password

[Log in](#)

[Forgot your password?](#)

[Add your company](#)

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Ex Exhibitor

FINISH SETTING UP YOUR ACCOUNT.

First Name

Last Name

Create a Password Required

- Minimum 8 characters
- One number
- One special character
- One uppercase letter
- One lowercase letter
- Maximum 20 characters

*Note: Your new password can't be the same as your last five passwords.

Confirm Password Required

[Join](#)

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1. Use the email address the invite was sent to.
2. Set a password/create account if needed.
3. You can always click “Forgot your password” to reset or create one.

Only Admins of the account will be able to log into the portal. If you need another admin added to your portal, you can add them once you log into the portal.

<https://exhibitors.cvent.com/login>

Welcome to Your Portal Home Page!



2024 National Comp
Oct 15 - 17, 2024

Risk & Insurance

Overview

Tasks

Profile

Team

Sponsored Sessions

Reports



Details

Exhibitor Profile



Risk & Insurance

[View profile](#)

Exhibitor Tasks



0%

0/0 tasks completed

[View tasks](#)

Booth Staff

0 staff members

Manage the team in charge of running your booth.

[View booth staff](#)

Update your profile for our Mobile App!



This is where you will find your included passes!



Recommended to start HERE!



Exhibitor/Sponsor Tasks – Page 1



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Oct 15 – 17, 2024

Risk & Insurance

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Details

Exhibitor Profile



Risk & Insurance

[View profile](#)

Exhibitor Tasks



0%

0/0 tasks completed

[View tasks](#)



Booth Staff

0 staff members

Manage the team in charge of running your booth.

[View booth staff](#)

Exhibitor/Sponsor Tasks – Page 2

The screenshot shows the Exhibitor Portal interface. At the top left, it says '2024 National Comp' and 'Oct 15 - 17, 2024'. Below that is 'Risk & Insurance'. A sidebar on the left contains navigation options: Overview, Tasks (selected), Profile, Team, and Reports. The main content area is titled 'Tasks' and includes a summary box in the top right showing '0/4 Complete' and '0 Overdue'. Below the title are sorting and filtering options: 'Due Date' and 'Filters'. The task list shows four items, each with a 'View' button:

- ✓ **Edit/Update Exhibitor Profile for Mobile App** Required
No due date
- ✓ **Register Included Passes for Onsite Team** Required
No due date
- ✓ **Register Additional Attendees**
No due date
- ✓ **Purchase LeadCapture**
No due date

- Each task has instructions, links, and details to help you complete them.
- See the next page to view example task.

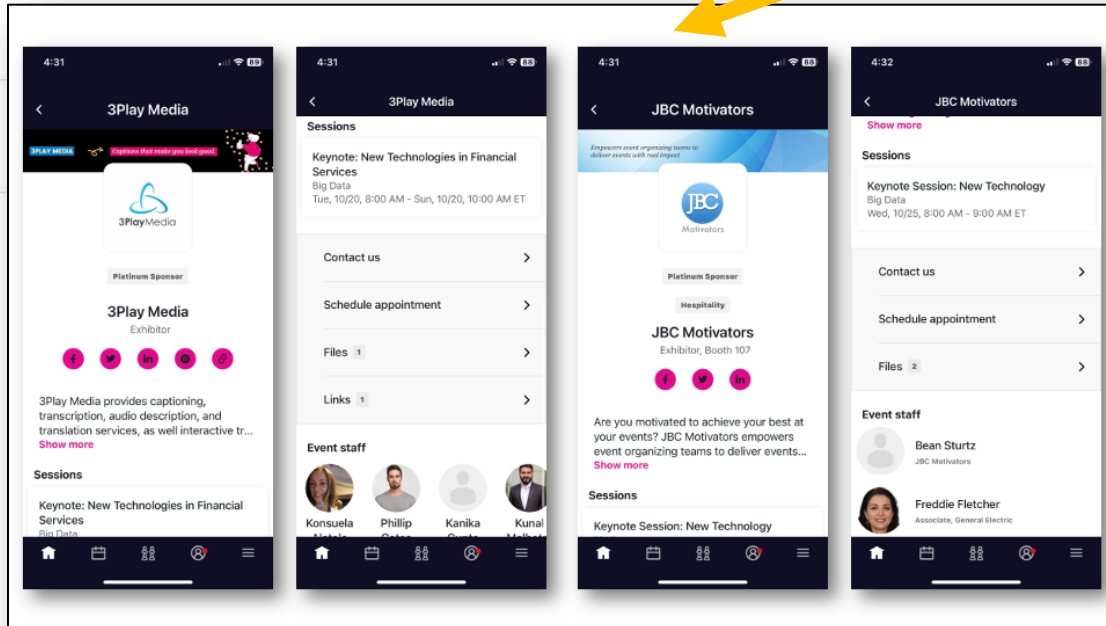
Exhibitor/Sponsor Tasks – Page 3

Tasks

☰ Due Date ▾ Filters ▾

Filters: None

- ☑ **Edit/Update Exhibitor Profile for Mobile App** Required
No due date
- ☑ **Register Included Passes for Onsite Team** Required
No due date
- ☑ **Register Additional Attendees**
No due date
- ☑ **Purchase LeadCapture**
No due date



Edit/Update Exhibitor Profile for Mobile App ✕

No due date **Required**

Please make any necessary updates to your profile for the Event Mobile App. Please reference the help article linked below as well as screen shot examples of how profiles can look from an attendee point of view.

Downloads

 Example Profiles.png
Uploaded: Apr 6 at 2:41 PM - 173KB 

Links

 <https://support.cvent.com/s/communityarticle/Managing-Your-Exhibitor-Virtual-Booth>

Mark task complete

Register Your Included Passes – Page 1


2024 National Comp
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Risk & Insurance

- Overview
- Tasks
- Profile
- Team
- Sponsored Sessions
- Reports



Details

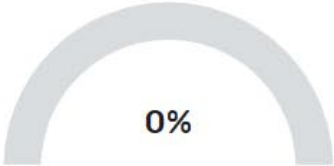
Exhibitor Profile



Risk & Insurance

[View profile](#)

Exhibitor Tasks



0%

0/0 tasks completed

[View tasks](#)

Booth Staff

0 staff members

Manage the team in charge of running your booth.

[View booth staff](#)



Register Your Included Passes – Page 2

2024 National Comp
Oct 15 – 17, 2024

Risk & Insurance

- Overview
- Tasks
- Profile
- Team
- Reports

Team

Booth Staff Admins

Matt Asherman
m_asherman@comcast.net
Registration type: Premium Exhibitor
Confirmation number: TQNPHTD837

ng
outlook.com
on type: Exhibitor Booth Staff
on number: MBNC3ZZJRBZ

TEST

Your allotment →

Registrations Available

- 6 Premium Exhibitor
- 3 Exhibitor Booth Staff

Step 1

Add booth staff

Step 2

Add booth staff

- Search attendee list
- Share sign-up link
- Register booth staff

Remove

Remove

Option 1

Option 2

Share Self Sign-Up Link

Share this link with your booth staff so they can easily join your team!

Registration Type

Select registration type

Copy link

Share Self Sign-Up Link

Share this link with your booth staff so they can easily join your team!

Registration Type

Select registration type

Premium Exhibitor - 6 left

Exhibitor Booth Staff - 3 left

Share Self Sign-Up Link

Share this link with your booth staff so they can easily join your team!

Registration Type

Premium Exhibitor - 6 left

https://register.wconference.cor

Copy link

Registration type required

Please select a registration type to continue.

Registration Type

Select registration type

Premium Exhibitor - 6 left

Exhibitor Booth Staff - 3 left

Register Your Included Passes – Page 3

Selected Option 1 - Allow attendees to register themselves:

- Simply, share the link generated below with them and they are all set to go!

Step 1

Add booth staff ▾
Search attendee list
Share sign-up link
Register booth staff

Step 2

Share Self Sign-Up Link ×

Share this link with your booth staff so they can easily join your team!

Registration Type

Select registration type ▾

Copy link

Step 3

Share Self Sign-Up Link ×

Share this link with your booth staff so they can easily join your team!

Registration Type

Premium Exhibitor - 6 left ▾

Exhibitor Booth Staff - 3 left

https://register.wccconference.co Copy link

Register Your Included Passes – Page 4

Selected Option 2 - Registering on Behalf of Attendee:

Step 3

Complete each page of registration on behalf of your attendee using their information.

Step 1

Registration type required ×

Please select a registration type to continue.

Registration Type

Select registration type ▾

- Premium Exhibitor - 6 left
- Exhibitor Booth Staff - 3 left



Attendee Personal Information

Fill out the information below, then click Next to continue.

* Registration Type

Premium Exhibitor

* First Name

* Last Name

* Email Address

* Confirm Email Address

* Title

* Company

Registration type required ×

Please select a registration type to continue.

Registration Type

Premium Exhibitor - 6 left ▾

Step 2 [Launch event site](#)

Purchase LeadCapture License

CONFERENCE REGISTRATION



- LeadCapture Purchase:
- Available on the 2nd page of registration for any of your included passes.
 - Please connect with your team before purchasing as to ensure you are not over purchasing.
 - Please select the number of LeadCapture Licenses you would like to purchase.
 - Please leave blank if you do not wish to purchase any LeadCapture licenses.

LeadCapture License

Select if you would like to purchase LeadCapture License for your booth.

Please consult with your administrator or team before purchasing a LeadCapture License for your booth to prevent duplicate purchases. Each license is individually linked to a mobile device, with a restriction of one license per device.

Please note that licenses are not automatically reflected in your Exhibitor Profile. They will be added to your account during the first week of October and periodically after that if licenses are purchased after the initial allocation. You will then be able to designate licenses to specific booth staff.

We encourage pre-ordering Lead Capture. The cost of LeadCapture Licenses will increase to \$500 on October 1st.

Lead Capture License

\$350.00 each

Please select the number of Lead Capture licenses you wish to order. If you do not require Lead Capture licenses, please click Next.

[Previous](#) [Cancel](#) [Next](#)

Register Additional Passes

Register additional attendees not included in your allotment of passes:



The screenshot shows a 'Tasks' section on the left and a 'Register Additional Attendees' modal window on the right. A yellow arrow points from the top-left text to the 'Tasks' header. Another yellow arrow points from the 'Register Additional Attendees' task in the list to the link in the modal window. The modal window contains instructions and a link to register additional attendees.

Tasks

Due Date ▾ Filters ▾

Filters: None

- ✓ **Edit/Update Exhibitor Profile for Mobile App** Required
No due date
- ✓ **Register Included Passes for Onsite Team** Required
No due date
- ✓ **Register Additional Attendees**
No due date
- ✓ **Purchase LeadCapture**
No due date

Register Additional Attendees ✕

No due date

Use the link below to register additional attendees outside of your included passes. These passes will require payment.

Links

<https://register.wcconference.com/A8zbw0>

Click the link to begin!

Modify, Cancel, or Transfer
Registration

Modify, Cancel, or Transfer Attendee Registrations:

- Use the link [here](#) or in your emails to begin.
- You will need your attendee's email address and confirmation number.

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Risk & Insurance

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Booth Staff Admins

MA **Matt Asherman**
m_asherman@comcast.net
Registration type: Premium Exhibitor
Confirmation number: TQNPXTD837

TT **Test Tesing**
samissa@outlook.com
Registration type: Exhibitor Booth Staff
Confirmation number: MBNC3ZZJRBZ

TT **TESTING TEST**
2@2.com
Registration type: Exhibitor Booth Staff
Confirmation number: 6VN3BDTLF7T

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Click the button below to log into your registration.

You will need the email address you registered with and your confirmation number that can be found in your confirmation email.

[Click Here to Modify Registration](#)

If you have questions please contact us at Conferences@TheInstitutes.org.

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Modify, Cancel, or Transfer Attendee Registrations

2024 National Comp
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- Team**
- Reports

Team

Booth Staff Admins

MA **Matt Asherman**
m_asherman@comcast.net
Registration type: Premium Exhibitor
Confirmation number: TQNPHTD837

TT **Test Tesing**
samissa@outlook.com
Registration type: Premium Exhibitor
Confirmation number: TQNPHTD837

TT **TESTING TEST**
2@2.com
Registration type: Premium Exhibitor
Confirmation number: TQNPHTD837

Click the button below to log into your registration.

Already registered?

Enter the email address you used to register for the event, along with the confirmation number you received.

Step 2

* Email Address

Email Address is required.

* Confirmation Number

[Forgot your confirmation number?](#)

Log in

Congratulations, you are now registered!

You will receive an email with your registration details.

Your Confirmation Number is:

G4NABCDEN2Z

Add to Calendar Modify Registration Transfer Registration Cancel Registration

Step 3 – Select one of the options.

Registration Summary

Take a moment to review your registration before continuing.

Edit Profile

Edit Profile – Page 1



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Details


Exhibitor Profile



Risk & Insurance

[View profile](#)

Exhibitor Tasks



0%

0/0 tasks completed

[View tasks](#)

Booth Staff

0 staff members

Manage the team in charge of running your booth.

[View booth staff](#)



Edit Profile – Page 2



2024 National Comp

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Risk & Insurance

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Exhibitor Profile

Options

Edit profile

Profile Content

Click here to get started.

Address


1234 Street
Town, NY 10715

Event/Booth Location

Booth #1 - TEST


Company Logo

We recommend square images larger than 300x300 pixels.



Virtual Booth Banner

This banner will appear on virtual booths in Attendee Hub. We recommend images that are 1872x320 pixels with an aspect ratio of 936x160 pixels.



Exhibitor Information

Company Name Required

Description

4,962 remaining

Tagline

90 remaining

Event/Booth Location

Tax ID/VAT Number

Edit Profile – Page 3



2024 National Comp

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Risk & Insurance

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Exhibitor Profile

Profile

Content

Want to add content like videos, documents, or links? Click here to begin

Options

Edit profile

Then click here to select the type of content.

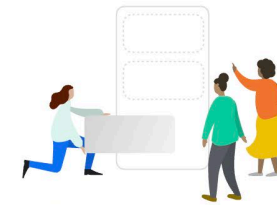
Exhibitor Profile

Profile

Content

Address

1234 Street
Town, NY 10015



Put your best foot forward

Add Exhibitor Content so that you can help attendees learn more about you.

Add content

Add documents

Create links

Upload videos