

TicketCenter – Invitation Management

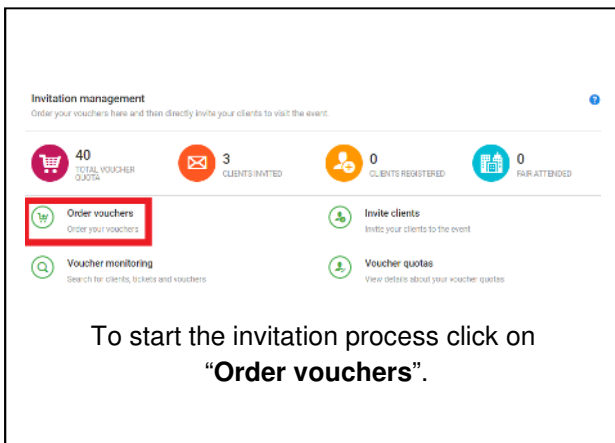
The vouchers come at **no cost** to you or your customers!

Using the invitation management tool in the TicketCenter you can order vouchers, invite customers, use the voucher monitoring function and see your voucher quotas.

Voucher monitoring = Lets you see which customers you have already invited and whether they have registered. After the fair you will see whether they actually attended embedded world.

Voucher quotas = The voucher quotas option shows you how many voucher codes and print vouchers you have already ordered and which customer the voucher was assigned to in each case.

Use the guidelines below to **order vouchers** and **invite customers**:



Invitation management
 Order your vouchers here and then directly invite your clients to visit the event.

40 TOTAL VOUCHER QUOTA
 3 CLIENTS INVITED
 0 CLIENTS REGISTERED
 0 FAIR ATTENDED

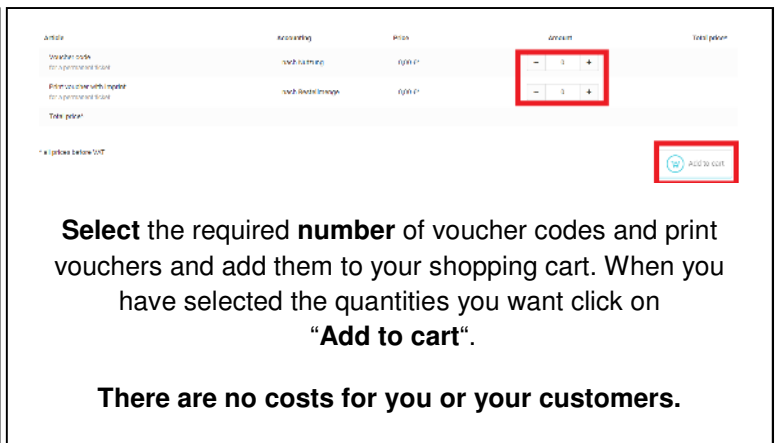
Order vouchers
 Order your vouchers

Invite clients
 Invite your clients to the event

Voucher monitoring
 Search for clients, tickets and vouchers

Voucher quotas
 View details about your voucher quotas

To start the invitation process click on **“Order vouchers”**.



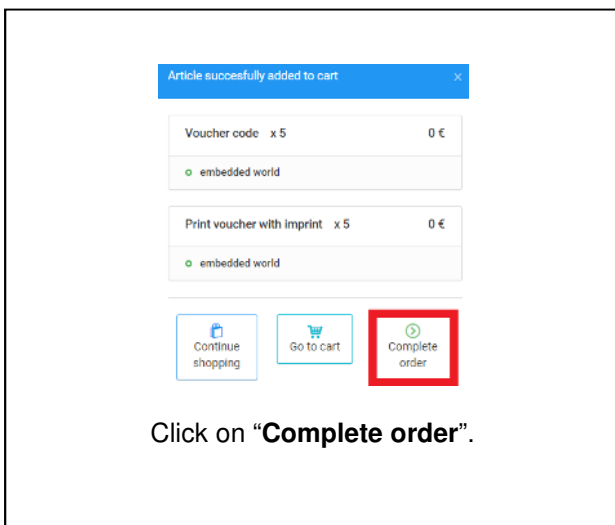
Article	Accounting	Price	Amount	Total price
Voucher code embedded world	web-sample	0,00 €	1	
Print voucher with imprint embedded world	web-sample image	0,00 €	3	

Total price: * (prices below VAT)

Add to cart

Select the required **number** of voucher codes and print vouchers and add them to your shopping cart. When you have selected the quantities you want click on **“Add to cart”**.

There are no costs for you or your customers.



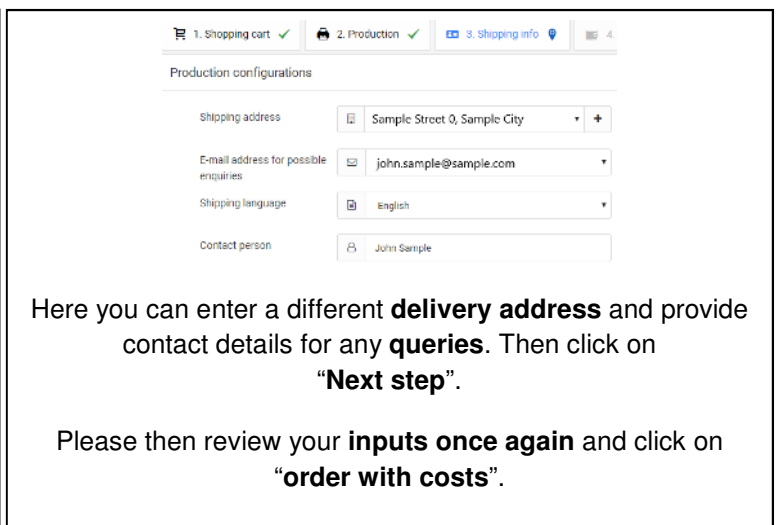
Article successfully added to cart

Voucher code x 5 0 €
 embedded world

Print voucher with imprint x 5 0 €
 embedded world

Continue shopping Go to cart **Complete order**

Click on **“Complete order”**.



1. Shopping cart ✓ 2. Production ✓ 3. Shipping info 4.

Production configurations

Shipping address: Sample Street 0, Sample-City

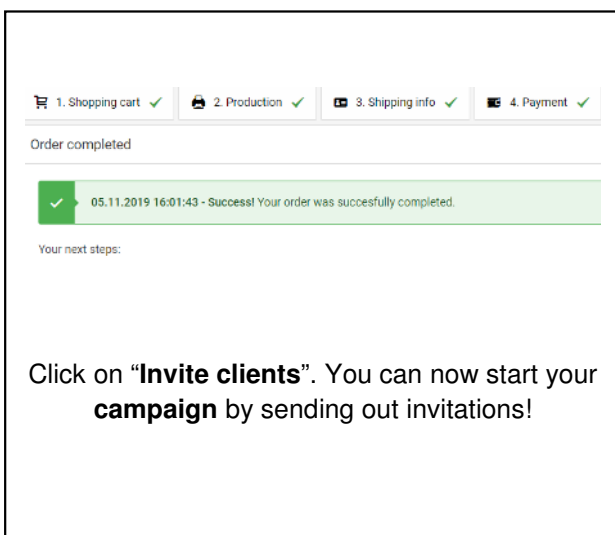
E-mail address for possible enquiries: john.sample@sample.com

Shipping language: English

Contact person: John Sample

Here you can enter a different **delivery address** and provide contact details for any **queries**. Then click on **“Next step”**.

Please then review your **inputs once again** and click on **“order with costs”**.



1. Shopping cart ✓ 2. Production ✓ 3. Shipping info ✓ 4. Payment ✓

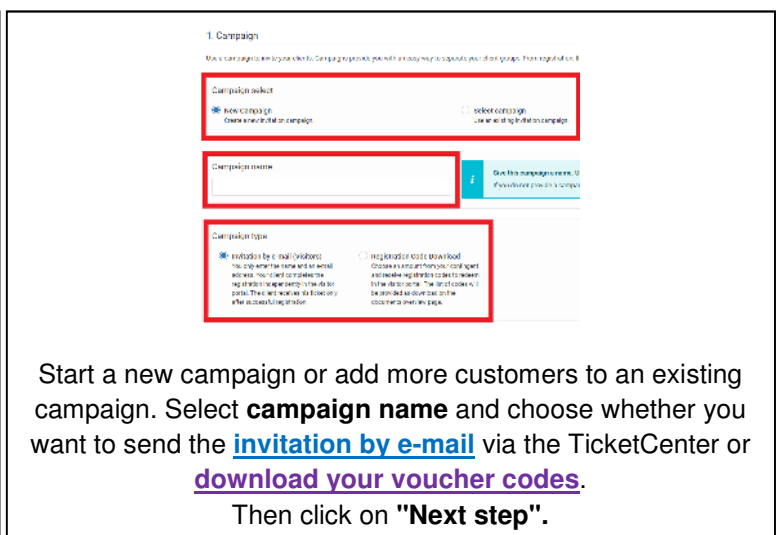
Order completed

05.11.2019 16:01:43 - Success! Your order was successfully completed.

Your next steps:

Invite clients

Click on **“Invite clients”**. You can now start your **campaign** by sending out invitations!



1. Campaign

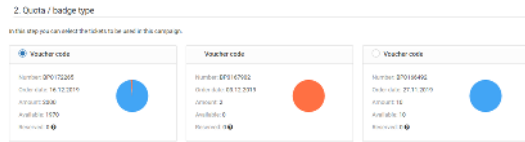
Campaign select: New campaign, Select campaign

Campaign name: Give this campaign a name if you have more than 1 campaign

Campaign type: Invitation by e-mail (invitation), Registered or code download

Next step

Start a new campaign or add more customers to an existing campaign. Select **campaign name** and choose whether you want to send the **invitation by e-mail** via the TicketCenter or **download your voucher codes**. Then click on **“Next step”**.



You can now see **how many** vouchers you have not sent. Select a contingent and click on **"Next step"**. Now please follow the respective guidelines depending on your chosen campaign type:

Campaign type
"Invitation by e-mail (visitors)"

3. Select e-mail template

In this step you have to choose the language option for your campaign.

1. Registration invitation for your customer
Next **Cancel**

7. Registration invitation for your customer
Next **Cancel**

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Exhibition & Conference
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Sie sind gewählter Herr Mustermann

Wir freuen uns an der embedded world 2020 teil und laden Sie zu einem kostenlosen Besuch ein. Hierfür haben wir ein Ticket für Sie reserviert, welches nur noch durch Sie registriert werden muss. Bitte füllen Sie bitte folgenden Link: [ES00P](#)

Nach erfolgreicher Registrierung erhalten Sie Ihr Ticket als PDF und Mobile Ticket für Ihr Smartphone. Damit haben Sie direkten Zutritt zur embedded world 2020. Beim Zutritt erhalten Sie Ihr persönliches

Wir freuen uns auf Ihren Besuch an unserem Stand

Mit freundlichen Grüßen
NürnbergMesse Testaussteller

Bei Rückfragen zur Ticketregistrierung kontaktieren Sie bitte den BesucherService der NürnbergMesse: besucherservice@nuernbergmesse.de

Select the German or English **email template** and click on **"Next step"**. The invitations to your customers will then be sent in this format.

4. Personal data

Here you can enter the data of the clients you would like to invite using this campaign. Please also check the language settings you have chosen. You can add as many data rows as you like, as long as you do not exceed your allocated quota. Alternatively, you can also upload the data as a list.

Terms and conditions and privacy policies Manual input Excel Import

Terms and conditions and privacy policies
All terms and conditions have been accepted - enter personal data by selecting „Manual input“ or „Excel Import“.

Terms and conditions (open in new window)
 Data privacy (open in new window)

Please read the **General Terms and Conditions of Business and the Data Privacy Guidelines** and confirm by checking the box.

You can now decide whether you will enter the customer details **manually** or use the convenient **Excel-Import** function to invite your customers collectively. You may also make use of **both options** in a campaign.

4. Personal data

Here you can enter the data of the clients you would like to invite using this campaign. Please also check the language settings you have chosen. You can add as many data rows as you like, as long as you do not exceed your allocated quota. Alternatively, you can also upload the data as a list.

Terms and conditions and privacy policies Manual input Excel Import **Preview**

Search

ID	Salutation*	Title	Firstname*	Lastname*	Company	Street	House number	Postal code
1	Mr.		John	Sample				

Showing 1 to 1 of 1 entries

If using **manual input** you can enter all customer details and then click on **"Add entries"**. Please note that all fields marked with a **red asterisk** are **mandatory**.

If using **Excel-Import** you will find the corresponding Excel file that you can then **populate** and **upload**.

With **both options** you can look at all the data input under **"Preview"**.

Campaign type
"Downloading registration codes"

4. Amount

You may choose an amount of tickets. Your free and selected contingent is displayed and refreshed after changing your selection below.

Amount

Choose **how many** voucher codes you want to send from your contingent. Then you can check your entries again and click on **"Start campaign"**.

embedded world 25.02. - 27.02.2020
NürnbergMesse Testaussteller | Hub - Booths

Invite clients

Start - Invitation management - Issued checks

6. Summary

Done! Leon1 campaign was created successfully. Once your documents are ready, you can download them [here](#).

Your next steps:

Invite your clients to the event

Search for clients, tickets and vouchers

Please go to the **upper navigation bar** of the TicketCenter and click on **"Exhibitor"**. Below you will find the point **"Document overview"**.

Document overview

Here you can download all PDF documents which have been created.

My download tasks

Download	File name
<input type="button" value="Download"/>	RegistrationCode_Voucher code permanent ticket_Leon1.xlsx
<input type="button" value="Download"/>	Registrierungscode_Gutschein- Code fuer eine Dauerkarte_Leon.xlsx

In the document overview, you will now find corresponding lists for all voucher codes you've ordered.

By clicking on you can download all voucher codes in an Excel list.

Campaign type "Invitation by e-mail (visitors)"

5. Verify

Please check that all data has been entered correctly before starting the campaign.

Campaign

Campaign name: Companies & IM
Campaign type: Invitation by e-mail
Person count: 1
Article: Voucher code (personalised ticket)

Personal data

1 | Done

Generate

Terms and conditions and privacy policies

Terms and conditions
 Data privacy

Verify your data and click on "Begin the campaign".
Your invitations will now be sent to the customers you have selected!

6. Summary

Done! Companies & IM campaign was created successfully.

Your next steps:

- Invite clients**
Invite your clients by e-mail
- Voucher monitoring**
Search for clients, tickets and vouchers
- Monitoring / Dashboard**
Find an overview of the usage of your voucher quotas

You can now leave the TicketCenter or choose one of the displayed options.

You can access the various options again at any time from the **home page** and order more vouchers, invite customers, search for specific customers or get an overview of your voucher quotas.

Campaign type "Downloading registration codes"

Now you can either ...

use only the registration codes

or you link with a personalised link directly to the website where your customer can redeem the personal voucher code immediately.

Invitation statistics
Visitor statistics, monitoring

- Visitors**
Information about your invited clients
- Monitoring / Dashboard**
Find an overview of the usage of your voucher quotas

Then use the **invitation statistics** and the **monitoring / dashboard** (on the main page under the boxes invitation management and badge management) to **view statistics and bar charts** for your invitation management for embedded world 2020!