TicketCenter – Invitation Management
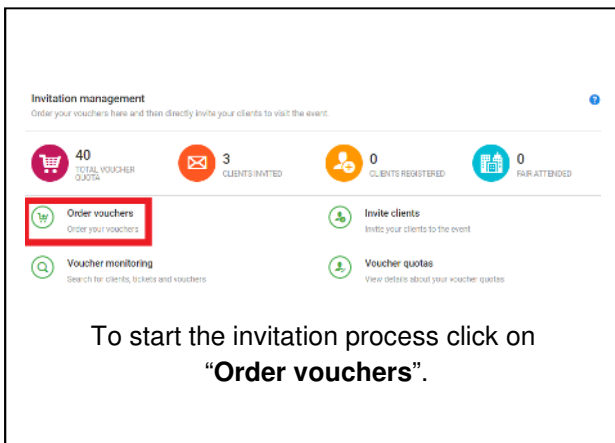
The vouchers come at **no cost** to you or your customers!

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**:
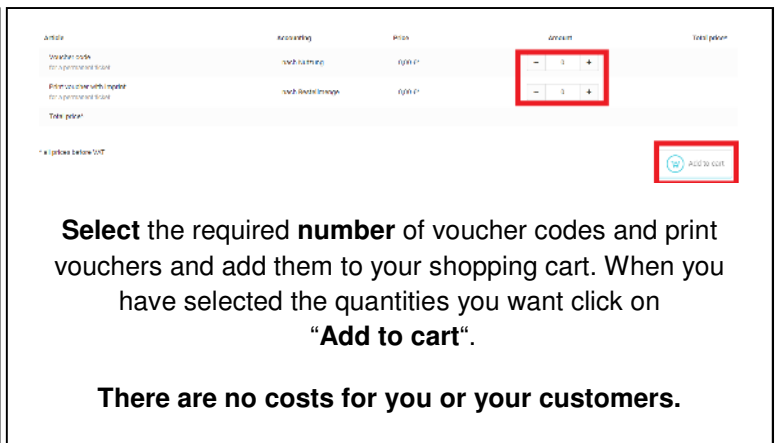
To start the invitation process click on
"Order vouchers".
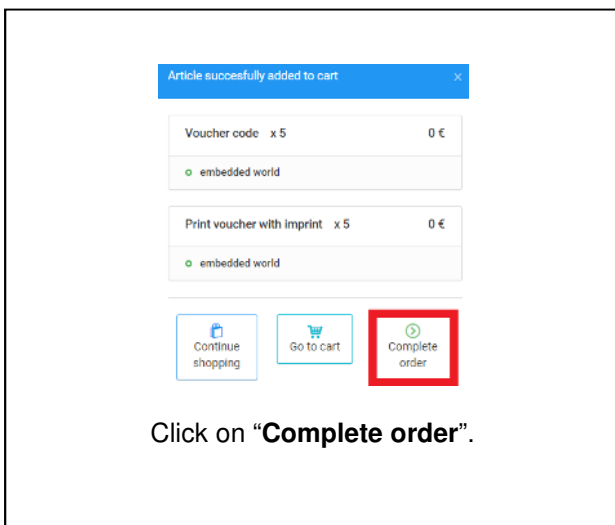
Select the required **number** of voucher codes and print vouchers and add them to your shopping cart. When you have selected the quantities you want click on
"Add to cart".
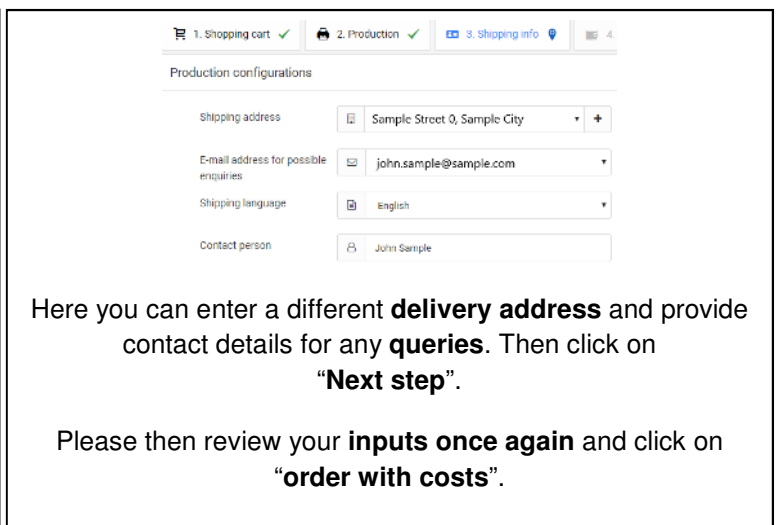
There are no costs for you or your customers.

Click on **"Complete order"**.
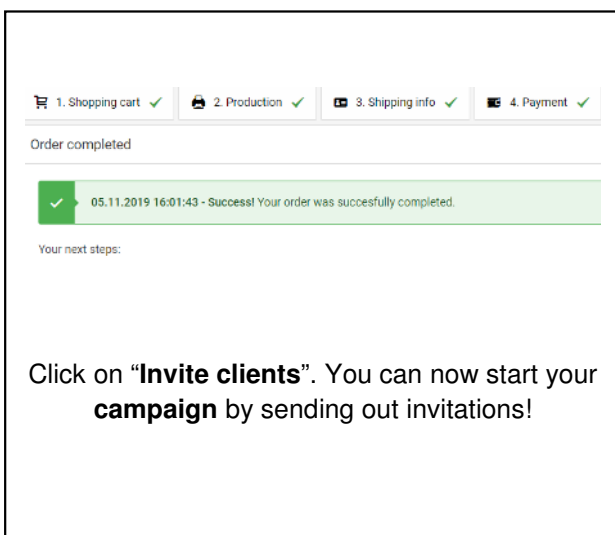
Here you can enter a different **delivery address** and provide contact details for any **queries**. Then click on
"Next step".

Please then review your **inputs once again** and click on
"order with costs".
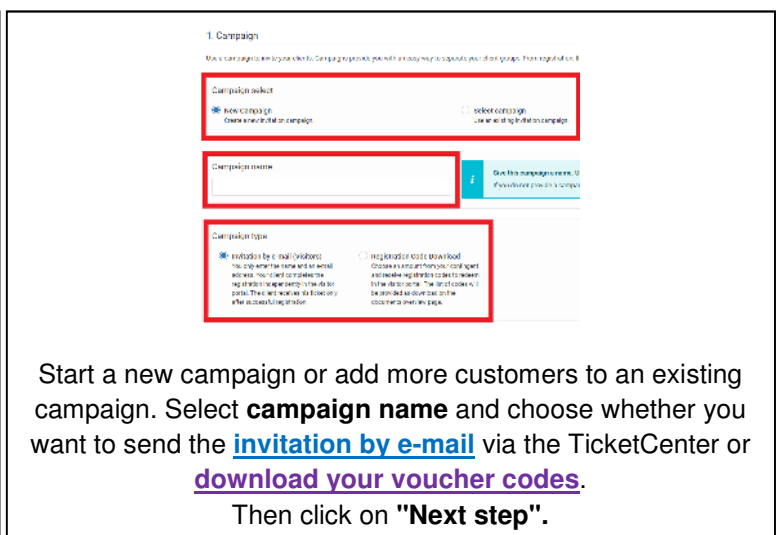
Click on **"Invite clients"**. You can now start your **campaign** by sending out invitations!

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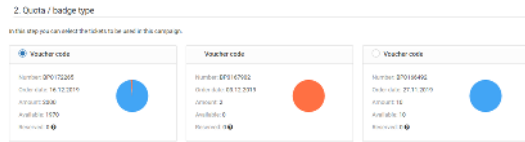
You can now see **how many** vouchers you have not sent. Select a contingent and click on **"Next step"**. Now please follow the respective guidelines depending on your chosen campaign type:

Campaign type "Invitation by e-mail (visitors)"	Campaign type "Downloading registration codes"

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

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

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.

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

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**".

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)"

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

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.

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!