

TicketCenter – Pass management

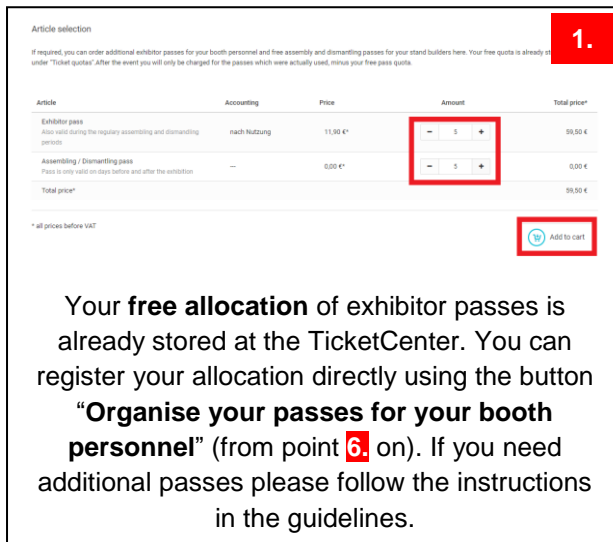
Using the pass management tool in the TicketCenter you can order passes, register booth personnel, use the pass monitoring function and see your pass quotas.

Pass monitoring = Provides an overview of all passes issued. You also have the option of downloading the tickets PDFs or on your mobile or resending them.

Pass quotas = The pass quotas option shows you how many passes you have already ordered and which stand personnel the badge has been assigned to each case.

New from this year on: exhibitor passes are also valid during the assembly and the dismantling!

Use the following guidelines to **order passes and register booth personnel**



Article selection

If required, you can order additional exhibitor passes for your booth personnel and free assembly and dismantling passes for your stand builders here. Your free quota is already stored under "Ticket quotas". After the event you will only be charged for the passes which were actually used, minus your free pass quota.

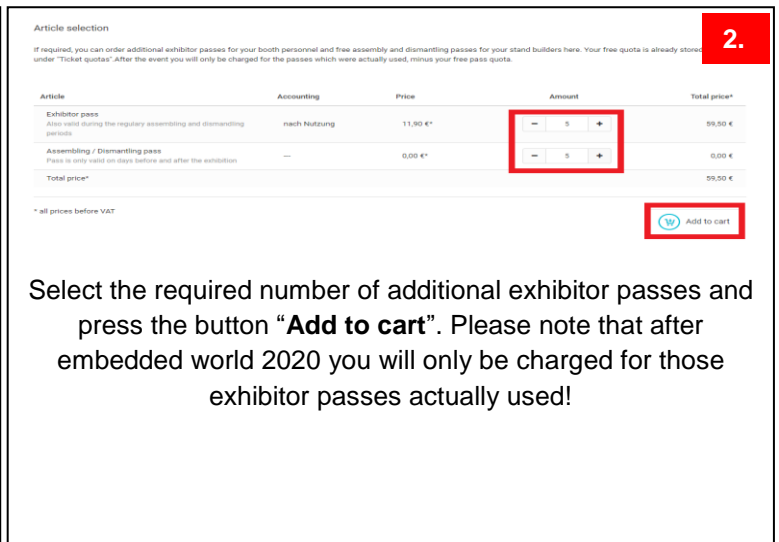
Article	Accounting	Price	Amount	Total price*
Exhibitor pass Also valid during the regular assembly and dismantling periods	nach Nutzung	11,90 €*	- 5 +	59,50 €
Assembling / Dismantling pass Pass is only valid on days before and after the exhibition	—	0,00 €*	- 5 +	0,00 €
Total price*				59,50 €

* all prices before VAT

Add to cart

1.

Your **free allocation** of exhibitor passes is already stored at the TicketCenter. You can register your allocation directly using the button **“Organise your passes for your booth personnel”** (from point 6. on). If you need additional passes please follow the instructions in the guidelines.



Article selection

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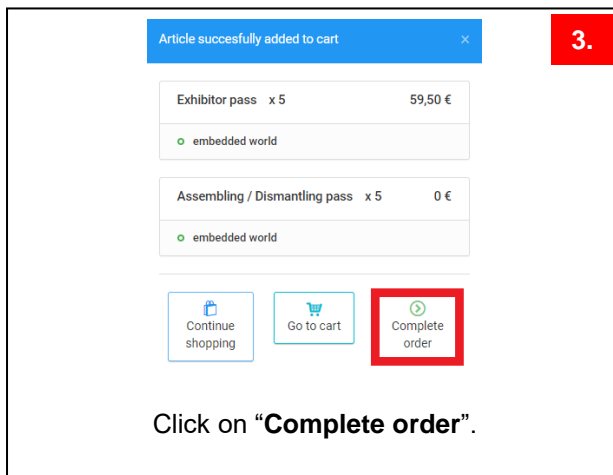
Article	Accounting	Price	Amount	Total price*
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Assembling / Dismantling pass Pass is only valid on days before and after the exhibition	—	0,00 €*	- 5 +	0,00 €
Total price*				59,50 €

* all prices before VAT

Add to cart

2.

Select the required number of additional exhibitor passes and press the button **“Add to cart”**. Please note that after embedded world 2020 you will only be charged for those exhibitor passes actually used!



Article successfully added to cart

Exhibitor pass x 5	59,50 €
embedded world	
Assembling / Dismantling pass x 5	0 €
embedded world	

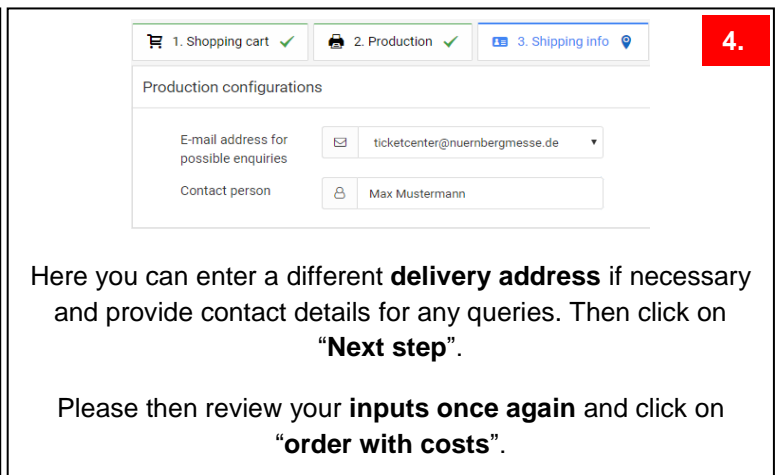
Continue shopping

Go to cart

Complete order

3.

Click on **“Complete order”**.



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

Production configurations

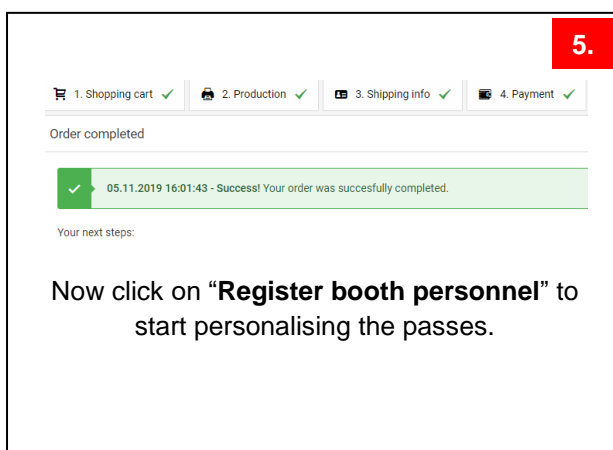
E-mail address for possible enquiries: ticketcenter@nuernbergmesse.de

Contact person: Max Mustermann

4.

Here you can enter a different **delivery address** if necessary 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 ✓

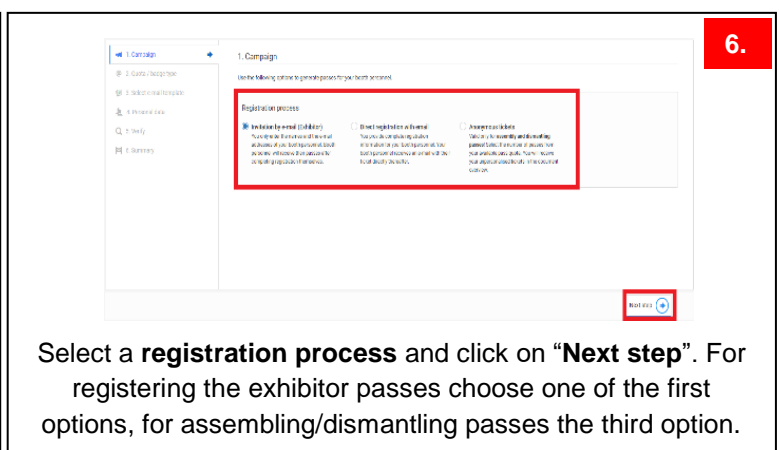
Order completed

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

Your next steps:

Now click on **“Register booth personnel”** to start personalising the passes.

5.



1. Campaign

Use the following criteria to generate personalization content

Registration process

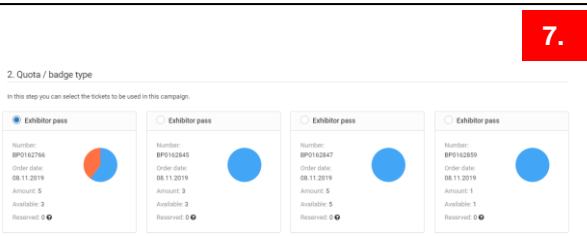
Include by email (public)

Direct registration at event

Anonymous visitor

6.

Select a **registration process** and click on **“Next step”**. For registering the exhibitor passes choose one of the first options, for assembling/dismantling passes the third option.

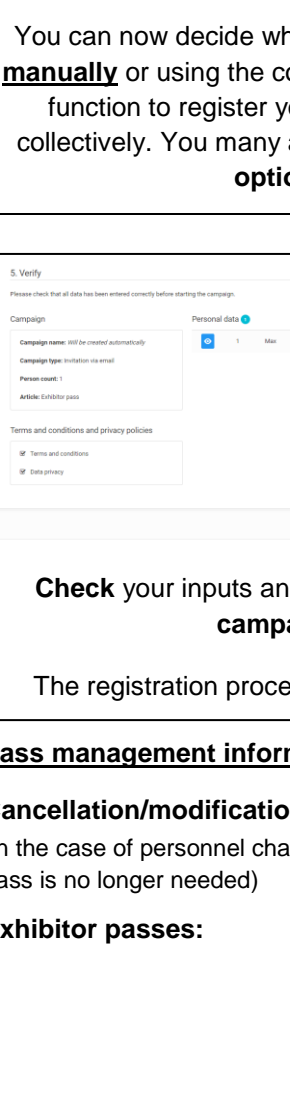


7.

2. Quota / badge type

In this step you can select the tickets to be used in this campaign.

You can now see **how many** passes you have already sent and how many you have left. Select an allocation and then click on **“Next step”**.

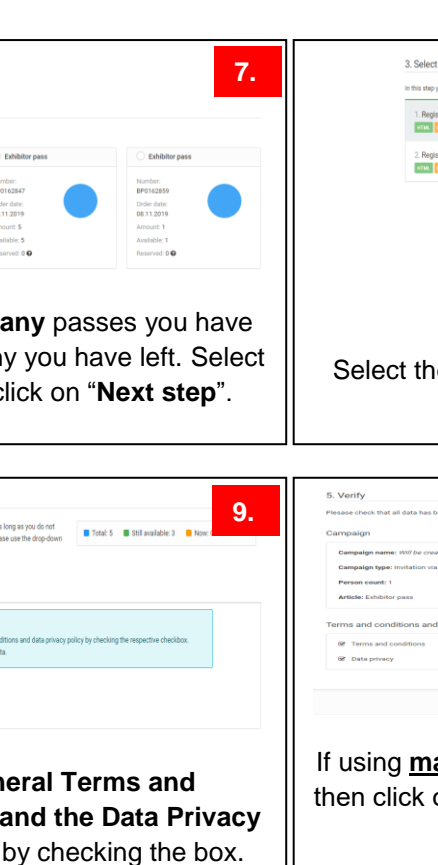


8.

3. Select e-mail template

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

Select the German or English **email template** and click on **“Next step”**.

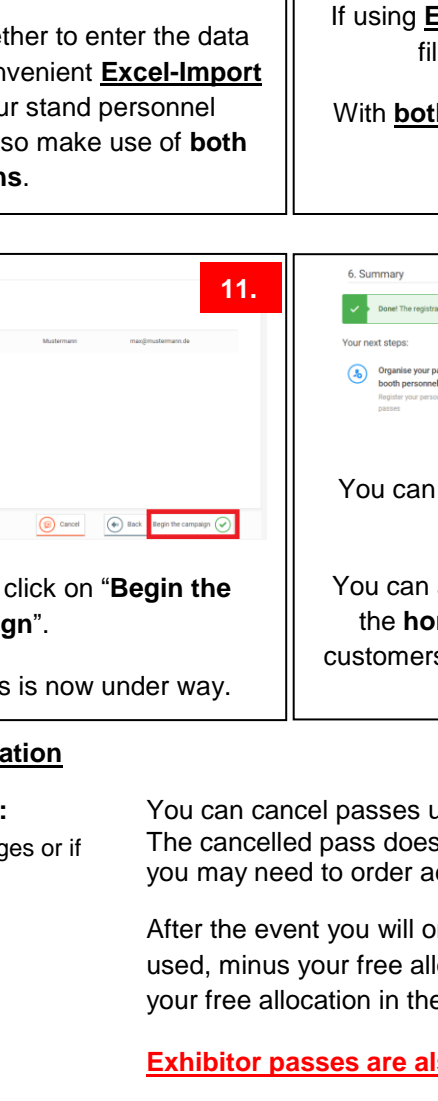


9.

4. Personal data

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 to enter the data **manually** or using the convenient **Excel-Import** function to register your stand personnel collectively. You may also make use of **both options**.



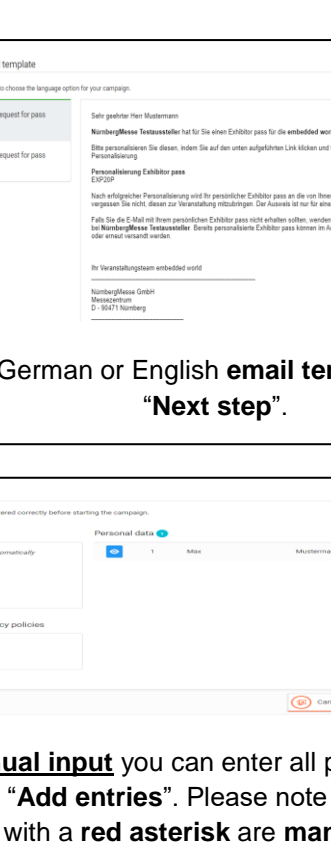
10.

5. Verify

If using **manual input** you can enter all personnel 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**.

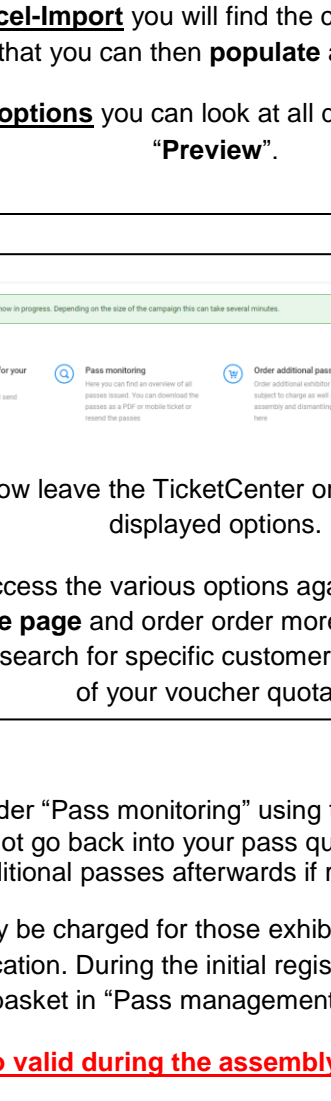
With **both options** you can look at all data captured under **“Preview”**.



11.

Check your inputs and click on “Begin the campaign”.

The registration process is now under way.




12.

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 order more vouchers, invite customers, search for specific customers or get an overview of your voucher quotas.

Pass management information

Cancellation/modification:
(in the case of personnel changes or if pass is no longer needed)

You can cancel passes under “Pass monitoring” using the “cancel” button . The cancelled pass does not go back into your pass quotas! This means that you may need to order additional passes afterwards if required.

Exhibitor passes:

After the event you will only be charged for those exhibitor passes actually used, minus your free allocation. During the initial registration you can see your free allocation in the basket in “Pass management”.

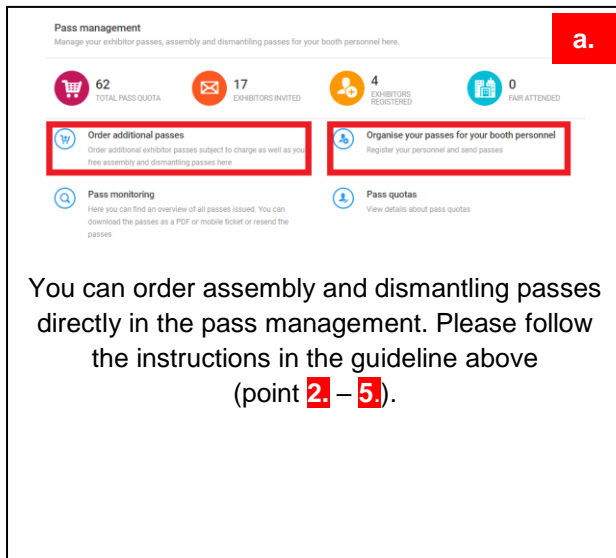
Exhibitor passes are also valid during the assembly and the dismantling!

Assembly and dismantling passes:

After registering the passes you can download them at the Pass monitoring as an PDF data or an mobile ticket (you will not receive the passes by e-mail!) Please find below a guideline for that.

TicketCenter – Pass management

Guideline assembly and dismantling passes



a.

Pass management
Manage your exhibitor passes, assembly and dismantling passes for your booth personnel here.

62 TOTAL PASS QUOTA | 17 EXHIBITORS INVITED | 4 EXHIBITORS REGISTERED | 0 FAIR ATTENDED

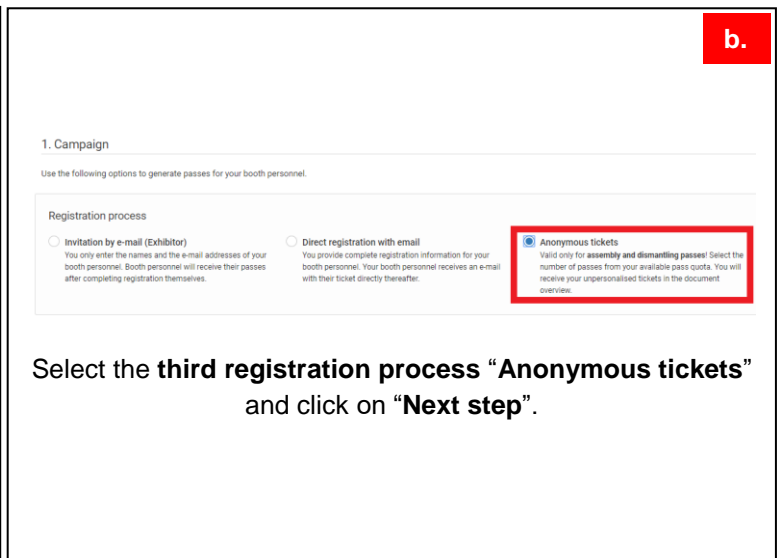
Order additional passes
Order additional exhibitor passes subject to charge as well as you download the passes as a PDF or mobile ticket or resend the passes

Organise your passes for your booth personnel
Register your personnel and send passes

Pass monitoring
Here you can find an overview of all passes issued. You can download the passes as a PDF or mobile ticket or resend the passes

Pass quotas
View details about pass quotas

You can order assembly and dismantling passes directly in the pass management. Please follow the instructions in the guideline above (point **2** – **5**).



b.

1. Campaign

Use the following options to generate passes for your booth personnel.

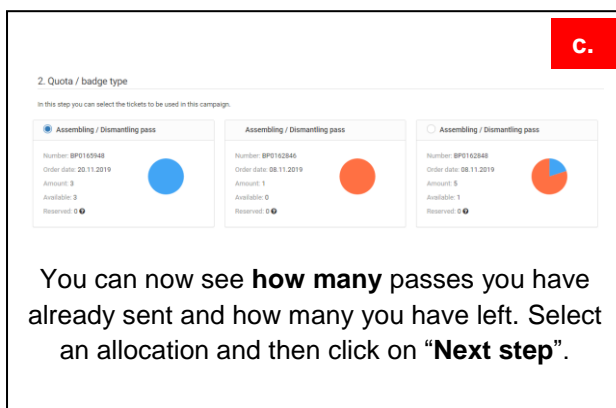
Registration process

Invitation by e-mail (Exhibitor)
You only enter the names and the e-mail addresses of your booth personnel. Booth personnel will receive their passes after completing registration themselves.

Direct registration with email
You provide complete registration information for your booth personnel. Your booth personnel receives an e-mail with their ticket directly thereafter.

Anonymous tickets
Valid only for assembly and dismantling passes! Select the number of passes from your available pass quota. You will receive your unpersonalised tickets in the document overview.

Select the **third registration process “Anonymous tickets”** and click on **“Next step”**.



c.

2. Quota / badge type

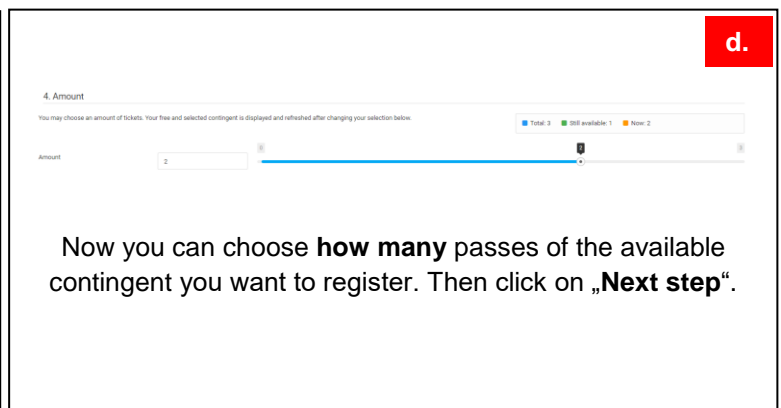
In this step you can select the tickets to be used in this campaign.

Assembling / Dismantling pass
Number: BP162848
Order date: 08.11.2019
Amount: 3
Available: 3
Reserved: 0

Assembling / Dismantling pass
Number: BP162846
Order date: 08.11.2019
Amount: 1
Available: 0
Reserved: 0

Assembling / Dismantling pass
Number: BP162848
Order date: 08.11.2019
Amount: 5
Available: 1
Reserved: 0

You can now see **how many** passes you have already sent and how many you have left. Select an allocation and then click on **“Next step”**.



d.

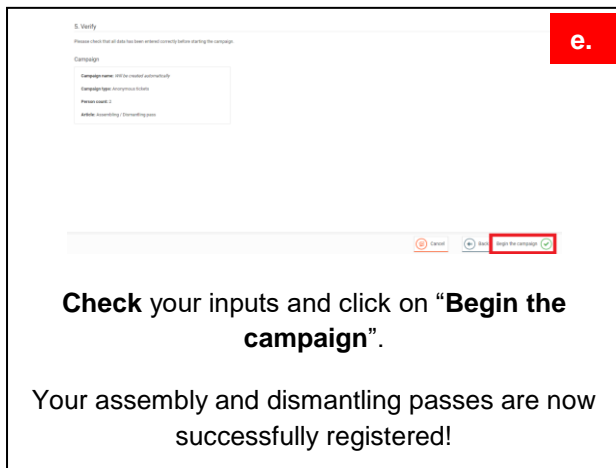
4. Amount

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

Total: 3 | Still available: 1 | Now: 2

Amount: 2

Now you can choose **how many** passes of the available contingent you want to register. Then click on **„Next step“**.



e.

5. Verify

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

Campaign: 001 (no model available)

Campaign type: Disassembly (0.00)

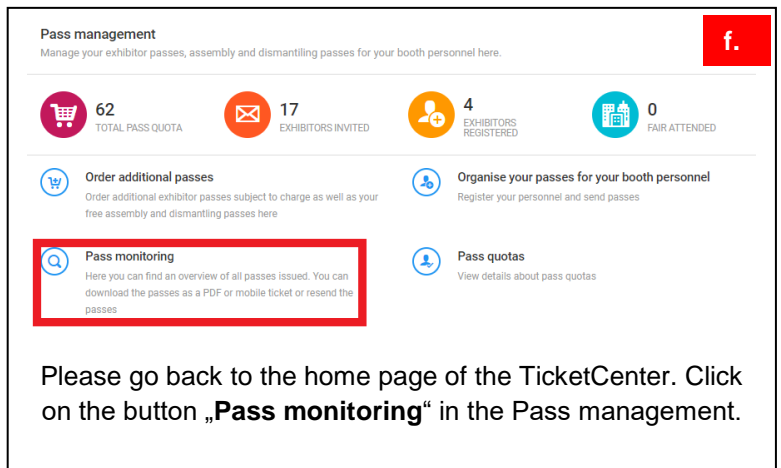
Passes used: 0

Website: www.embeddedworld.com

Begin the campaign

Check your inputs and click on “Begin the campaign”.

Your assembly and dismantling passes are now successfully registered!



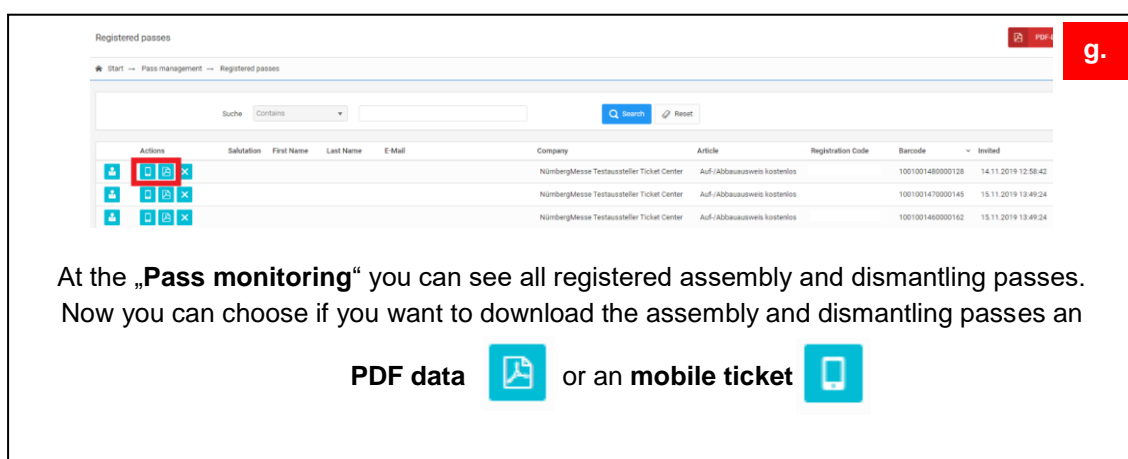
f.

Pass management
Manage your exhibitor passes, assembly and dismantling passes for your booth personnel here.

62 TOTAL PASS QUOTA | 17 EXHIBITORS INVITED | 4 EXHIBITORS REGISTERED | 0 FAIR ATTENDED

Pass monitoring
Here you can find an overview of all passes issued. You can download the passes as a PDF or mobile ticket or resend the passes

Please go back to the home page of the TicketCenter. Click on the button **„Pass monitoring“** in the Pass management.



g.

Registered passes

Start → Pass management → Registered passes

Suche: [input] [Search] [Reset]

Actions	Salutation	First Name	Last Name	E-Mail	Company	Article	Registration Code	Barcode	Issued
[Download] [PDF] [Mobile]					NürnbergMesse Testaussteller Ticket Center	Auf-/Abbaueinweis kostenlos	1001001480000128	14.11.2019 12:58:42	
[Download] [PDF] [Mobile]					NürnbergMesse Testaussteller Ticket Center	Auf-/Abbaueinweis kostenlos	1001001470000145	15.11.2019 13:49:24	
[Download] [PDF] [Mobile]					NürnbergMesse Testaussteller Ticket Center	Auf-/Abbaueinweis kostenlos	1001001460000162	15.11.2019 13:49:24	

At the **„Pass monitoring“** you can see all registered assembly and dismantling passes. Now you can choose if you want to download the assembly and dismantling passes as a **PDF data** or an **mobile ticket**.