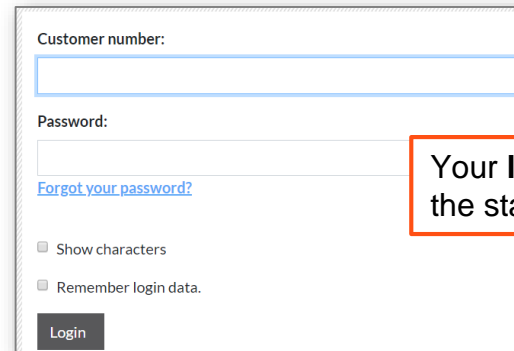
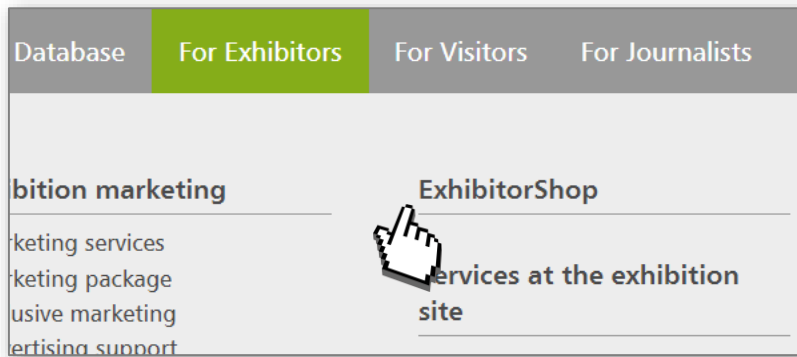


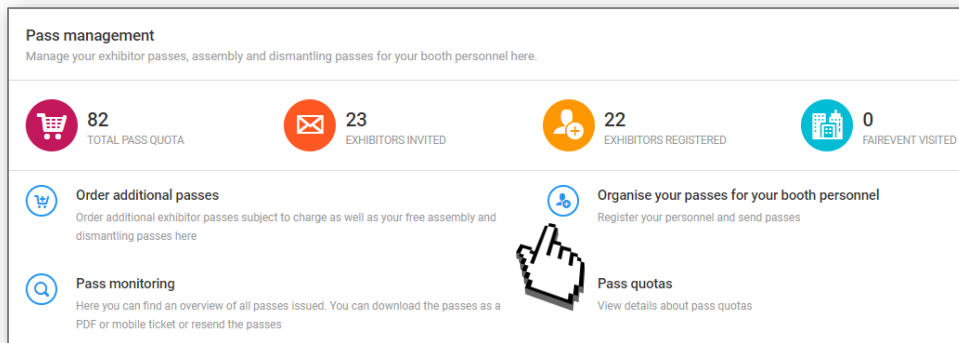
## Your way to the TicketCenter

- Via **direct link** by e-mail from the event team
- Or via the **event homepage**:



Your **login data** are included in the stand confirmation e-mail

## Organise your passes for your booth personnel



Your **free quota for exhibitor passes** is visible in the header

**Step 1**

Select the appropriate  
**registration process**

## Campaign type

 Invitation by e-mail (Visitors)

You only enter the name and an e-mail address. Your client completes the registration independently in the visitor portal. The client receives his ticket only after successful registration.

## useful, if

- you **know** the **personal data** of your employees

 Provide Registration Codes

Choose an amount from your quota and receive registration codes to redeem. The list of codes will be provided as a download in the header under "Orders and Downloads".

## useful, if

- you do **not know** the **personal data** e.g. of service personnel or booth builders

## Step 1a – Invitation by email

Select e-mail template

In this step please select your e-mail template in German or English.

1. Registration invitation for your customer  
HTML GERMAN

2. Registration invitation for your customer  
HTML

ExampleCompany invites you to TestFairDigital - Register your ticket now!

Dear Sir Doe,

We will be taking part in **TestFairDigital** and are inviting you to a free visit! Therefore we reserved a ticket for you which you only need to activate by registering it online. Please use the link below: EXP20P

After successful personalisation you are registered as a participant of the TestFairDigital and will receive an e-mail in good time before the event to register on the online platform and start the onboarding.

From this point on, you will receive access to the virtual event, you can then complete your participant profile and add the appropriate matching criteria. To prepare your virtual trade fair visit, you can already put together your own agenda and arrange appointments with other participants and exhibitors of the virtual event in advance. The chat and video call functions are available during the virtual trade fair.

During the onboarding notification you will receive further tips on how to handle the platform and functions so that you can prepare and experience your virtual visit to the trade fair and the congress in a relaxed manner.

With kind regards  
ExampleCompany

The e-mail template is available in German and English

Terms and conditions and privacy policies  Manual Input Excel-Import Preview 1

Allow duplicates

#	Salutation *	Title	First name *	Last name *	Company *	Street	House number	Postal code	City	Country *	E-Mail *	Postcode / Town / country (information)
1	Mx.		Max	Muster	Muster					Ger...	max.muster@	12345 Muster
2												

Please agree to the **General Terms and Conditions** and the **privacy policy terms**


### Manual Input



- Suitable for **few data sets**
- **Important:** Click on the „Save“ button


### Excel-Import


- Suitable for **many data sets**
- **Important:** do not change downloaded template and fill in **all mandatory fields without spaces or special characters**

- **Check** the entered data once again for correctness and then click on **“Complete”**

Personal data 

	1	Max	Muster	max.muster@muster.de
	2	Max	Muster	max.muster@muster.de

**Complete** 




## Step 1b – Provide Registration Codes


- Select the required **amount** of passes

Amount

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


Total: 50   Still available: 29   Now: 10

Amount  









- After completion the **list with registration codes** is available for further use

Summary

 Done! The registration is now in progress. Depending on the size of the campaign this can take several minutes. Once your documents are ready, you can download them [here](#).

Your next steps:

-  **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
-  **Order additional passes**  
Order additional exhibitor passes subject to charge as well as your free assembly and dismantling passes here
-  **Document overview**  
Here you can download all PDF documents which have been created





In the list you will also find a **link** that leads directly to the **ticketshop** for ticket personalisation


### In the Pass monitoring you will find all registered passes


#### Pass management


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


 **82**  
TOTAL PASS QUOTA


 **23**  
EXHIBITORS INVITED


 **22**  
EXHIBITORS REGISTERED

 **0**  
FAIREVENT VISITED


 **Order additional passes**  
Order additional exhibitor passes subject to charge as well as your free assembly and dismantling passes here

 **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

#### Registered passes



PDF-Download 

Overview → Pass management → Registered passes

Suche  Contains

Actions	First Name	Last Name	E-Mail	Company	Article	Registration Code
   	TicketCenter	Testing	ticketcenter.support@nuernbergmesse.de	NürnbergMesse GmbH		

With the **blue icons on the left side** you can:

  resend passes by e-mail or cancel them