

## Adding team members and partners

Once you've created your IMEX account or been invited to sign into your account, as a booth coordinator (or if you've been given admin privileges), you can invite team members to the show. You can do this under 'Booth Management'.

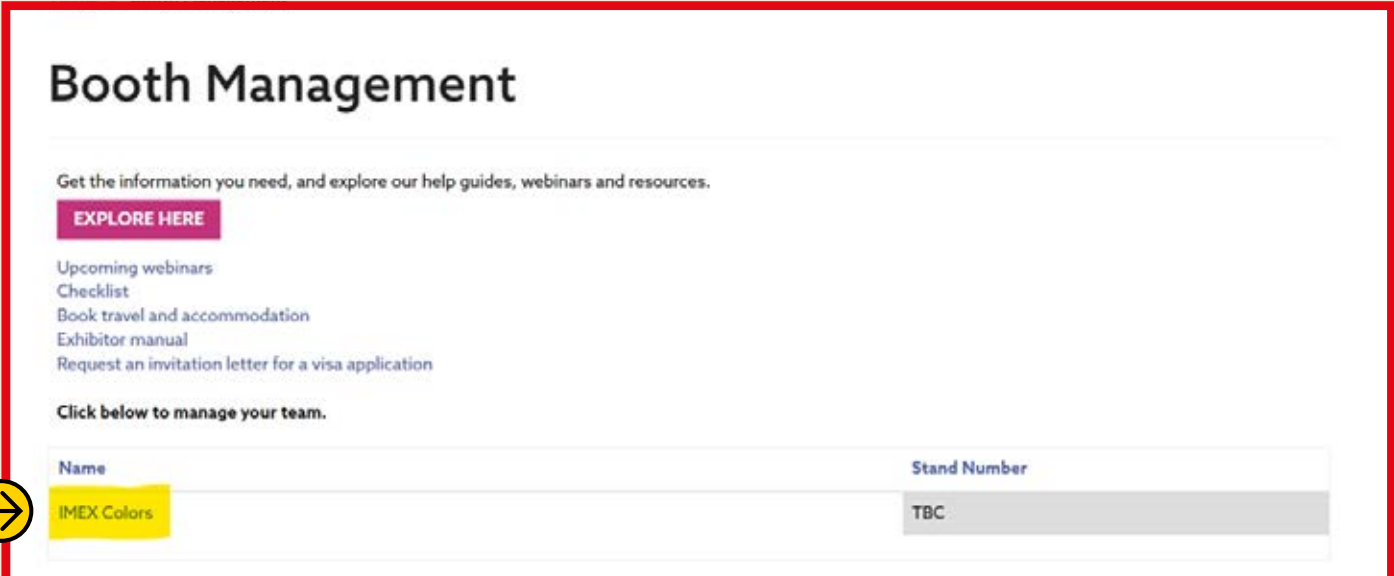
There are two types of exhibitors: 1. A booth team member is anyone from the booth coordinator's company, 2. Booth partners are from other companies exhibiting on the same booth, eg if a hotel from Brighton was exhibiting on the IMEX booth, they would be added as a partner organization and their representatives would be added as partner staff.

Who you can add to your booth depends on your role at the show.

Booth coordinators and those given admin privileges by a booth coordinator can add booth team members, booth partners and support staff (such as catering or maintenance).

Booth partners and those given admin privileges by a booth partner can add booth partner team members by clicking 'Partner Management'.

Firstly, click your company name then follow the steps below.



**Booth Management**

Get the information you need, and explore our help guides, webinars and resources.

[EXPLORE HERE](#)

Upcoming webinars  
Checklist  
Book travel and accommodation  
Exhibitor manual  
Request an invitation letter for a visa application

Click below to manage your team.

Name	Stand Number
IMEX Colors	TBC

## Managing booth team members

### STEP 1

To add a team member. click 'Add Staff' in the area highlighted in yellow.

Manage booth staff here.

Click 'Add staff'. On the pop-up form, simply add your staff member's details and click 'Submit'.

You cannot cancel a staff member who has active appointments. If you try to cancel a staff member who has appointments in their schedule you will see an error message saying, "we're sorry but something went wrong".

**Add staff**

First name	Last name	Email address	Schedule access	Admin	Registration Status	Individual profile complete?	
123	Rosa	imextesting*rosarosso@gmail.com	Yes	Yes	Complete	No	<b>View/Edit</b> <b>Cancel</b>

### STEP 2

Insert their email address.

We'll check to make sure their email address is not already registered.

**Add team member**

Email address

imextesting\*rosarosso@gmail.com

**Next** **Close**

### STEP 3

Add their 'First Name', 'Last Name' and 'Email Address' and decide whether to give them 'admin privileges'. You can also choose whether they have a show schedule and if they need to send /receive messages on the show platform.

Once you have completed the form and are ready to continue, 'Click Submit'.

They will now appear on your team member page with a Registration Status of 'Invited'. When they register for the show, this will change to 'Complete'.

This person will receive an email invitation to create an iMEX account and register for the show.

If you want this person to be able to help you with tasks such as adding staff, editing company profiles and managing schedules, please select 'Yes' from the 'Admin' dropdown.

First name \*

123 Rosa

Last name \*

Rosso

Email address \*

imextesting\*rosarosso@gmail.com

Admin \*

Yes

Requires a schedule

No  Yes

Send/receive messages

No  Yes

**Submit**

\*full details of admin privileges can be found at the bottom of this PDF

Manage booth staff here.

Click 'Add staff'. On the pop-up form, simply add your staff member's details and click 'Submit'.

You cannot cancel a staff member who has active appointments. If you try to cancel a staff member who has appointments in their schedule you will see an error message saying, "we're sorry but something went wrong".

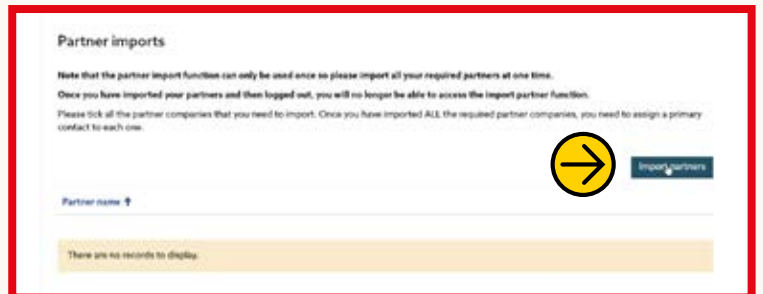
**Add staff**

First name	Last name	Email address	Schedule access	Admin	Registration Status	Individual profile complete?	
123	Rosa	imextesting*rosarosso@gmail.com	No	Yes	Invited	No	<b>View/Edit</b> <b>Cancel</b>
123	Rosa	imextesting*rosarosso@gmail.com	Yes	Yes	Complete	No	<b>View/Edit</b> <b>Cancel</b>

## Managing booth partners

### STEP 1

You can easily import partners who exhibited at previous shows using the Partner Import function. Simply click the 'Import partners' button to select the partners to include.

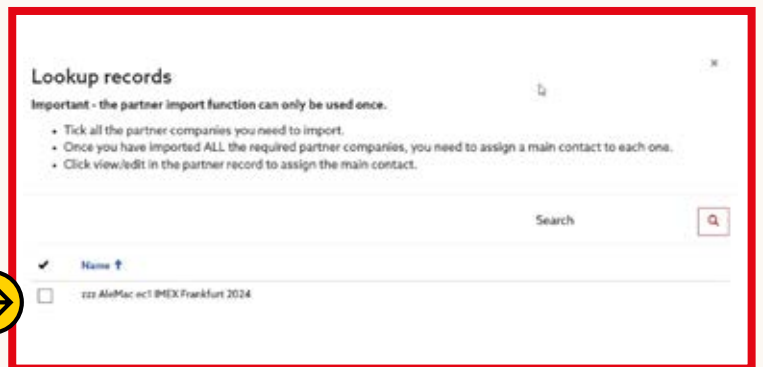


### STEP 2

Please tick all the partner companies that you need to import (these may be displayed across more than one page).

**IMPORTANT:** This function can only be used once so please import all your partners at one time.

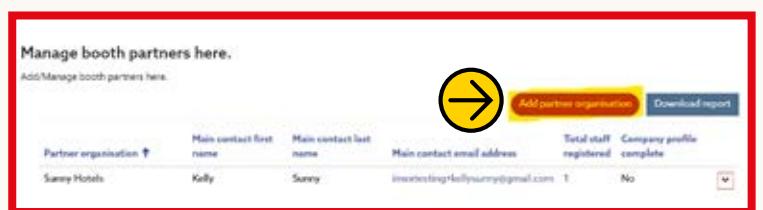
Once you have imported ALL the partner companies, you need to assign a main contact to each one. Click **view/edit** in the partner record to action this.



### STEP 3

As a coordinator (or a user given admin rights by a coordinator), you can also add partner company details.

To add a partner company, click on '**Add partner organization**', as highlighted:



### STEP 4

Insert their email address.

We'll check to make sure their email address is not already registered.



## STEP 5

Add their 'Partner Organization', 'Main Contact First Name', 'Main Contact Last Name' and 'Main Contact Email Address'. As the booth partner main contact, they'll automatically receive admin privileges.

Click 'Submit'.

**\*full details of admin privileges can be found at the bottom of this PDF**

Partner organisation details

Partner organisation \*

IMEX Verde

Main contact first name \*

zzz Vini

Main contact last name \*

Verde

Main contact email address \*

imextesting-viniverde@gmail.com

Manage partner staff

Submit

## STEP 6

The booth partner company name and main contact details will then appear in the Manage Booth Partners table.

This table includes details of the booth partner company profile so you can see how many booth partner team members have been added to the booth partner. And monitor their company profile status.

Manage booth partners here.

Add/Manage booth partners here.

Add partner organisation Download report

Partner organisation	Main contact first name	Main contact last name	Main contact email address	Total staff registered	Company profile complete
Sunny Hotels	Kelly	Sunny	imextesting-kaliysunny@gmail.com	1	No

## \*Admin privileges for each exhibitor attendee type:

	Exhibitor attendee type			
	Coordinator*	Staff	Partner admins	Partner staff
Add coordinating booth staff	✓			
Add partners companies	✓			
Add partner company staff	✓		✓	
Company profile	✓		✓	
Individual profile	✓	✓	✓	✓
Team schedule	✓		✓	
Individual schedule**	✓	✓	✓	✓
Products & services	✓		✓	
Messaging**	✓	✓	✓	✓
Favouriting/feeds	✓	✓	✓	✓
Recommendations	✓	✓	✓	✓
Lead scanning/downloads	✓	✓	✓	✓

\*Coordinator or main booth staff with admin privileges

\*\*Schedules and messaging can be disabled as required