

## 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.

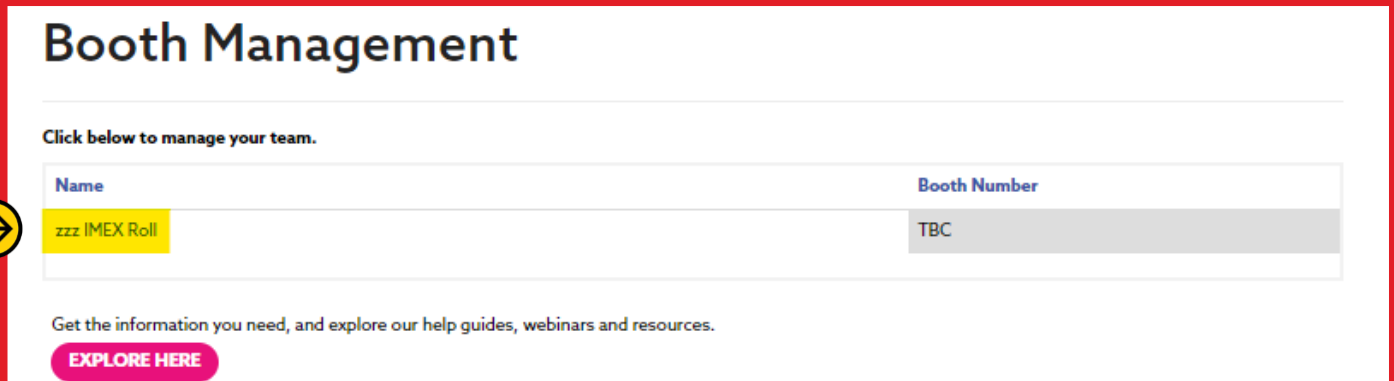
There are two types of exhibitor: A booth team member is anyone from the booth coordinator's company; Booth partners are from other companies exhibiting on the same booth, e.g. if a hotel from Brighton was exhibiting on the IMEX booth, they would be added as a partner organization and their representatives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

First, click your company name, then follow the steps below:



**Booth Management**

Click below to manage your team.

Name	Booth Number
zzz IMEX Roll	TBC

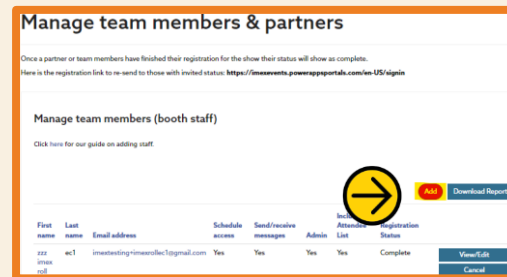
Get the information you need, and explore our help guides, webinars and resources.

[EXPLORE HERE](#)

## Managing booth team members

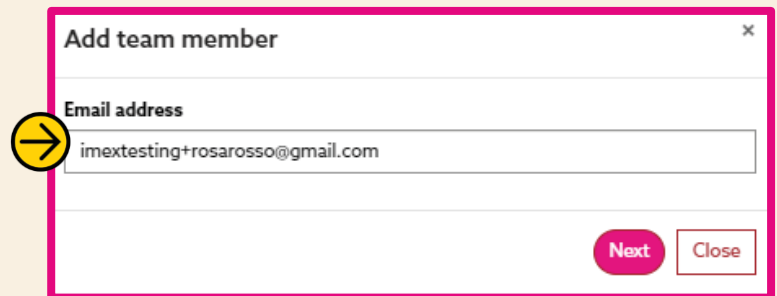
### ➔ STEP 1

To add a team member, click Add in the area highlighted.



### ➔ STEP 2

Input your team member's email. We'll check to make sure they're not already registered.



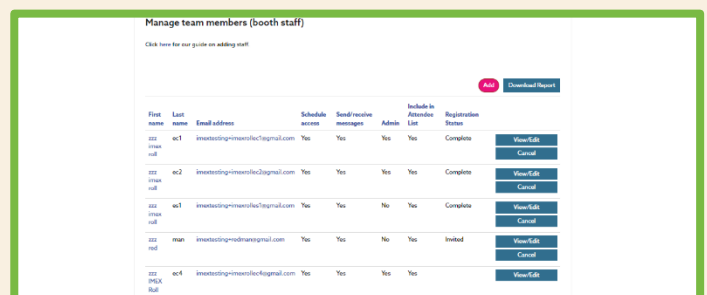
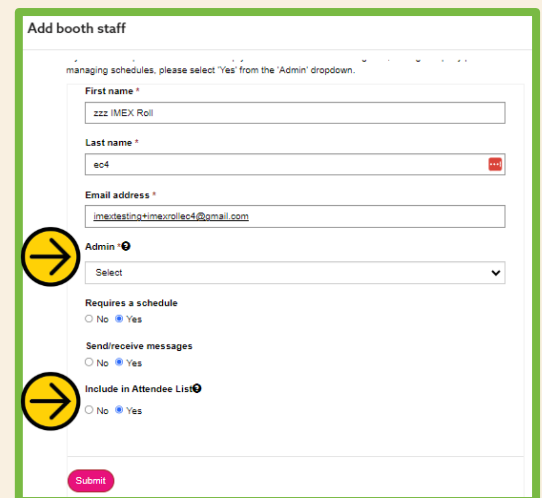
### ➔ STEP 3

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. You also have the option to include their presence as an attendee within the show platform by selecting **Include in Attendee List**.

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**.

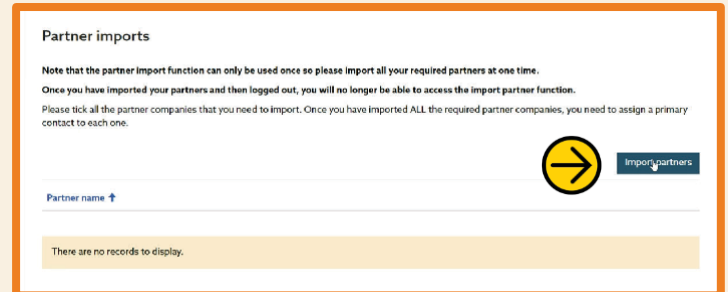
**\*full details of admin privileges can be found at the bottom of this PDF**



## 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.

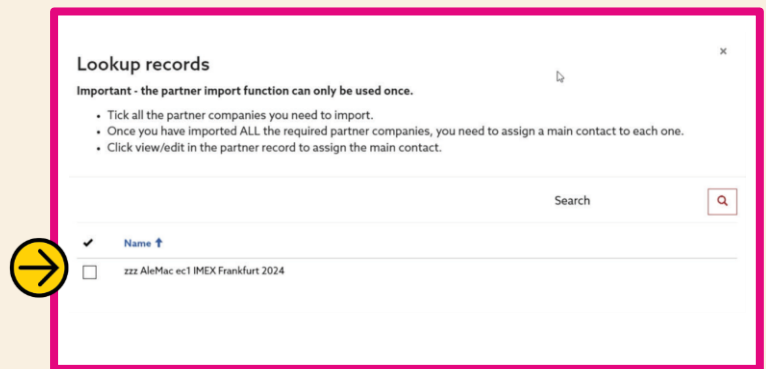


### ➔ STEP 2

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.

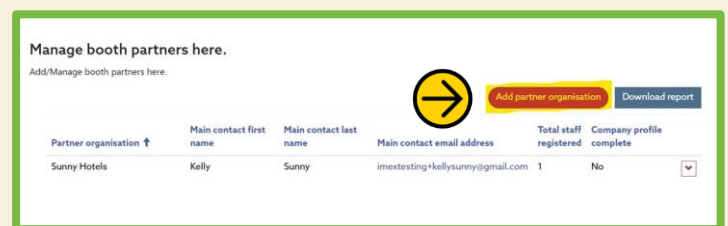
Once you've imported ALL the partner companies, you need to assign a main contact to each one. Click **View/Edit** in the partner record to action this.



### ➔ STEP 3

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

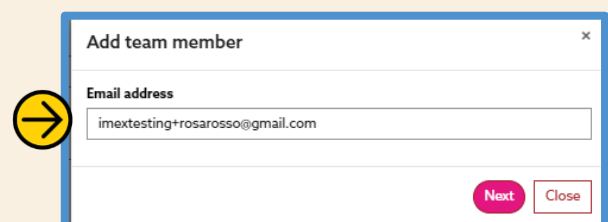
To add a partner company, click on **Add Partner Organization**, as highlighted:



### ➔ STEP 4

Input their email address.

We'll check to make sure they're 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.

## ➔ 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.

### \*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