

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 other companies exhibiting on the same booth,. These partners will have their own company profile page in the exhibitor directory. 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 team member in the area highlighted.

Manage team members & partners

Once a partner or team member has finished their registration, their status will show as complete.
Here is the registration link to be used to those with invited status: <https://imexevents.com/appointments/ten-05/invite>

Linking team members report | Linking complete report

Manage team members (booth staff)

Click here for our guide on adding team members.

Add team member

➔ STEP 2

Input your team member's email. ➔

We'll check to make sure they're 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. 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**.

Add booth staff

managing schedules, please select "Yes" from the "Admin" dropdown.

First name *

zzz IMEX Roll

Last name *

ec4

Email address *

imextesting+imexrollec4@gmail.com

Admin

Select

Requires a schedule

No Yes

Send/receive messages

No Yes

Include in Attendee List

No Yes

Submit

Manage team members (booth staff)

Click here for our guide on adding staff

Add Download Report

First name	Last name	Email address	Schedule access	Send/receive messages	Admin	Include in attendee List	Registration Status	
zzz	ec1	imextesting+imexrollec1@gmail.com	Yes	Yes	Yes	Yes	Complete	View/Edt Cancel
zzz	ec2	imextesting+imexrollec2@gmail.com	Yes	Yes	Yes	Yes	Complete	View/Edt Cancel
zzz	ec3	imextesting+imexrollec3@gmail.com	Yes	Yes	No	Yes	Complete	View/Edt Cancel
zzz	ec4	imextesting+imexrollec4@gmail.com	Yes	Yes	No	No	Invited	View/Edt Cancel
zzz	IMEX Roll	imextesting+imexroll@gmail.com	Yes	Yes	Yes	No		View/Edt Cancel

*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 previous partners** button to select the partners to include.

➔ STEP 2

Please review the Partner Imports that are available. You can choose to import the organization with the previous contact or add a new main contact for the show.

➔ 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 new partner organization**, as highlighted:

➔ STEP 4

Input their email address.

We'll check to make sure they're not already registered.



Partner organization	Main contact first name	Main contact last name	Main contact email address	Import partner organization with list of existing main contact
000 partner 1	000 partner	1	partner@partner.com	Import with previous contact Import with existing main contact
000 partner 2	000 partner	1	partner@partner.com	Import with previous contact Import with existing main contact
000 Partner Import	blue	green	partner@partner.com	Import with previous contact Import with existing main contact
000 partner 3	000 partner	20	partner@partner.com	Import with previous contact Import with existing main contact




➔ 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

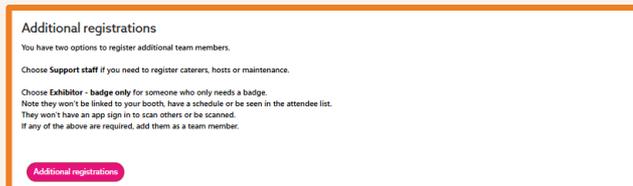
**Schedules and messaging can be disabled as required



Managing Additional registrations

➔ STEP 1

You can easily add attendees who do not require a show profile by clicking onto Additional registrations on the booth management page.



➔ STEP 2

You can choose to add an attendee as Support staff or as Exhibitor – badge only.

➔ STEP 3

Support staff should be used for catering/maintenance staff. Exhibitor – badge only should be selected for exhibitors who just need a badge but do not need a schedule or any access to the show platform.



➔ STEP 4

Any attendees added as an Additional registration will have their badges emailed directly to the booth coordinator for distribution without the need to create an account.