

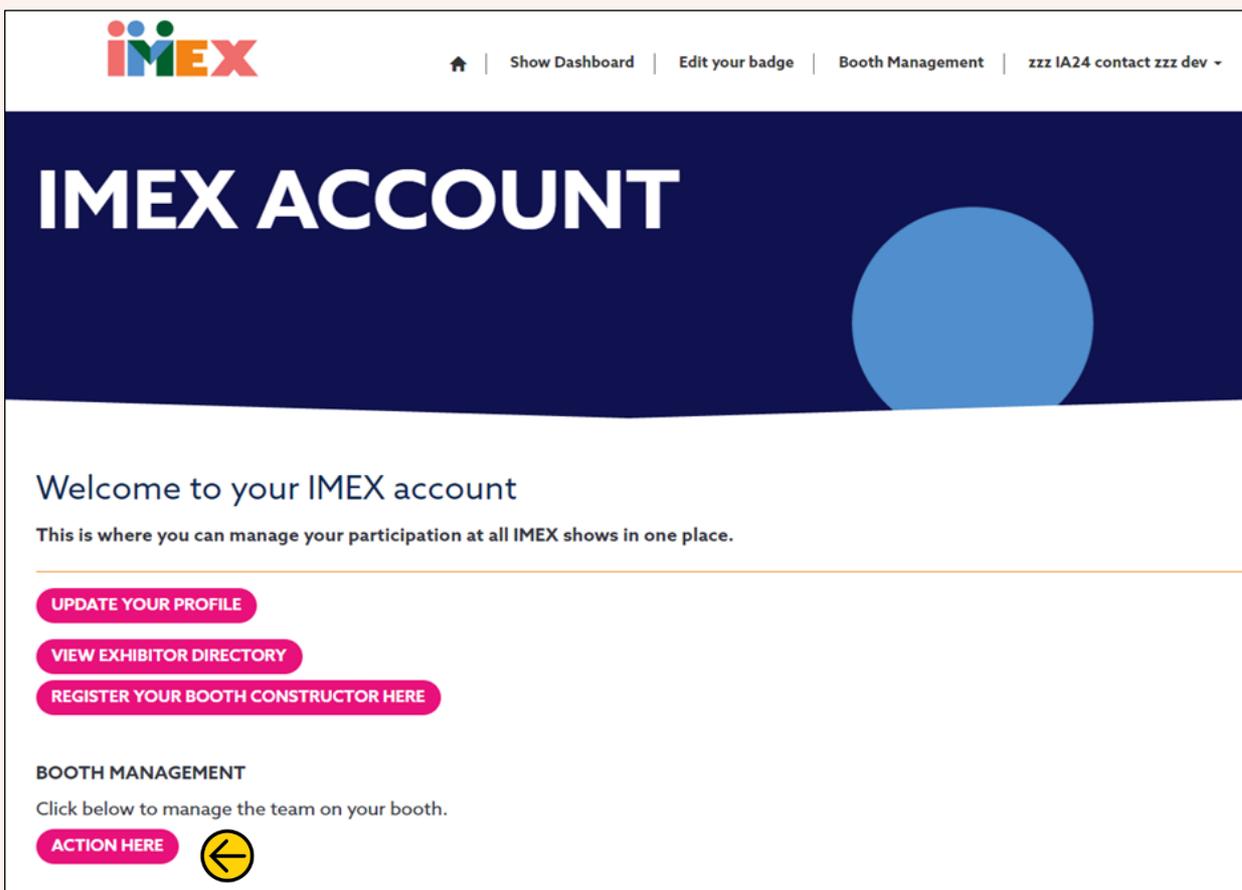
Booth Management

How to cancel a member of your team

If at any point you need to cancel the attendance of one of your team, just follow the steps below:

➔ STEP 1

Ensure you are signed in to your IMEX account and on the Booth Management page:



The screenshot shows the IMEX account dashboard. At the top, there is a navigation bar with the IMEX logo on the left and a menu on the right containing a home icon, "Show Dashboard", "Edit your badge", "Booth Management", and "zzz IA24 contact zzz dev". Below the navigation bar is a dark blue header with the text "IMEX ACCOUNT" in white. The main content area is white and contains a welcome message: "Welcome to your IMEX account" followed by "This is where you can manage your participation at all IMEX shows in one place." Below this are three pink buttons: "UPDATE YOUR PROFILE", "VIEW EXHIBITOR DIRECTORY", and "REGISTER YOUR BOOTH CONSTRUCTOR HERE". Underneath these is a section titled "BOOTH MANAGEMENT" with the instruction "Click below to manage the team on your booth." and a pink button labeled "ACTION HERE" next to a yellow circular icon containing a left-pointing arrow.

How to cancel a member of your team

➔ STEP 2

Click onto your company name:

Home > Booth Management

Booth Management

Click below to manage your team.

Name	Booth Number
ZZZ Iraccount3101	1

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

[EXPLORE HERE](#)

Upcoming webinars

- Checklist
- Book travel and accommodations
- Exhibitor manual
- Request an invitation letter for a visa application

➔ STEP 3

Select the cancel option next to the attendee's name:

Manage team members (booth staff)

[Click here for our guide on adding staff.](#)

[Add](#) [Download Report](#)

First name	Last name	Email address	Schedule access	Admin	Registration Status	
zzz IA24 contact	zzz dev	imextesting+ia24contact@gmail.com	No	Yes	Complete	View/Edit Cancel
zzz	testpzetmc	imextesting+testpzetmc@gmail.com	Yes	No	Invited	View/Edit Cancel
zzz etmaia24	zzz dev	imextesting+etmaia24@gmail.com	Yes	Yes	Cancelled	View/Edit Cancel
zzz etmia24	zzz dev	imextesting+etmia24@gmail.com	Yes	No	Cancelled	View/Edit Cancel

How to cancel a member of your team

➔ STEP 4

Select Yes from the popup to confirm the cancellation:

➔ STEP 5

The team member's record will be removed, and a confirmation of the removal will be displayed across the top of the screen:

Team member has been removed successfully

Once a partner or team members have finished their registration for the show their status will show as complete.
Here is the registration link to re-send to those with invited status: <https://imexevents.powerappsportals.com/en-US/signin>

Manage team members (booth staff)

[Click here for our guide on adding staff.](#)

[Add](#) [Download Report](#)

First name	Last name	Email address	Schedule access	Admin	Registration Status	
zzz IA24 contact	zzz dev	imextesting+ia24contact@gmail.com	No	Yes	Complete	View/Edit Cancel
zzz etmaia24	zzz dev	imextesting+etmaia24@gmail.com	Yes	Yes	Cancelled	View/Edit Cancel
zzz etmia24	zzz dev	imextesting+etmia24@gmail.com	Yes	No	Cancelled	View/Edit Cancel

How to cancel a partner team member

➔ STEP 1

If you need to cancel a partner team member, click onto the view/edit button next to the partner organization name:

Manage booth partners

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 so they can have their own company profile page.

If you have imported partner companies, you need to assign a main contact. Click "View/Edit" in the partner record to take action.

[Click here for our guide on adding partners.](#)

[Add partner organisation](#)
[Download report](#)

Partner organisation ↑	Main contact first name	Main contact last name	Main contact email address	Total staff registered	
Partner Organisation 3	zzzpo3	p1	imextesting+po3p1@gmail.com	2	VIEW/EDIT
Sunny Hotels	zzzsunny	ptm1	imextesting+sunnyp1@gmail.com	2	VIEW/EDIT
zzz criky	zzz criky	ec1	imextesting+crikyec1@gmail.com	4	VIEW/EDIT
ZZZ Webster inc				0	VIEW/EDIT

➔ STEP 2

You can then cancel the attendee by clicking the cancel option:

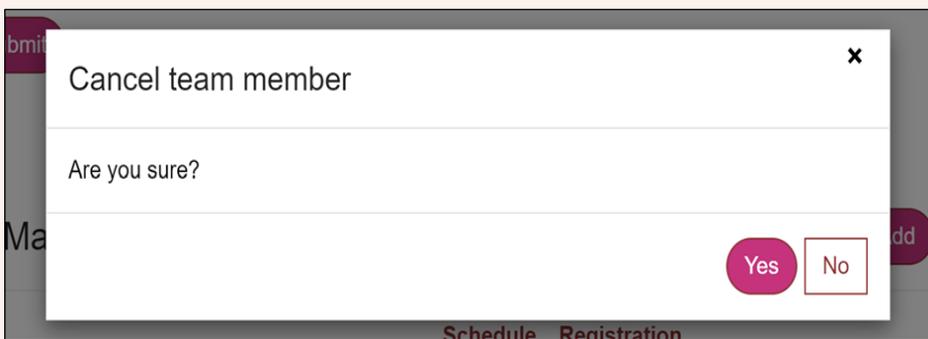
Manage partner team members [Add](#)

Email address	Admin	Schedule access	Registration Status	
imextesting+crikyec1@gmail.com	Yes	No	Complete	VIEW/EDIT CANCEL
imextesting+crikyptm2@gmail.com	No	Yes	Invited	VIEW/EDIT CANCEL
imextesting+crikyec2@gmail.com	Yes	Yes	Invited	VIEW/EDIT CANCEL

How to cancel a partner team member

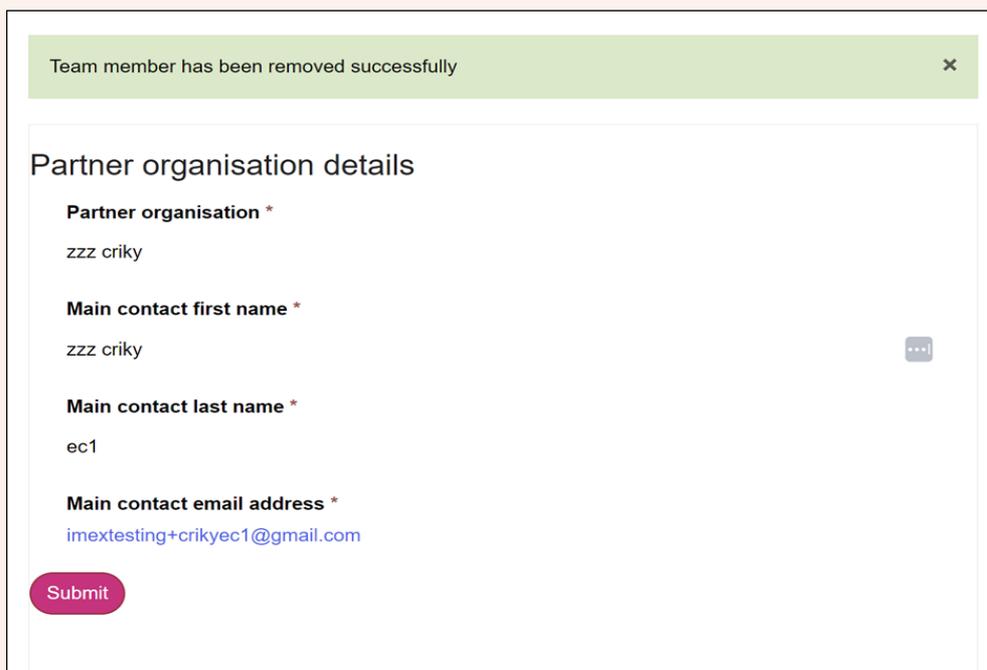
➔ STEP 3

Select yes from the popup to confirm cancellation:



➔ STEP 4

The attendee's record will be removed and a confirmation of the removal will be displayed across the top of the screen



How to change an email address

➔ STEP 1

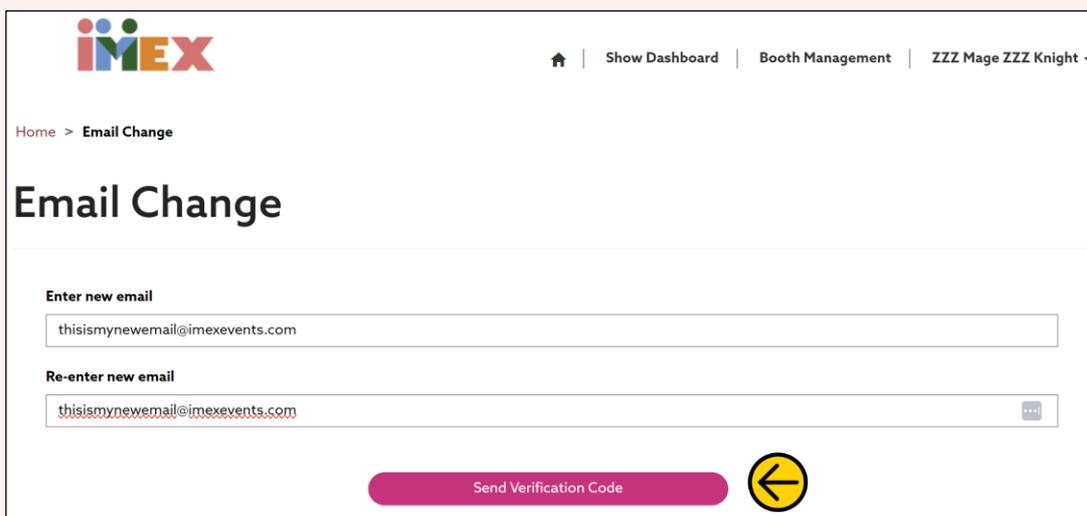
If you need to change an email address in your account, sign into your account and click on the Change Email Address button on the home page

Need to change your email address?

[CHANGE EMAIL ADDRESS](#)

➔ STEP 2

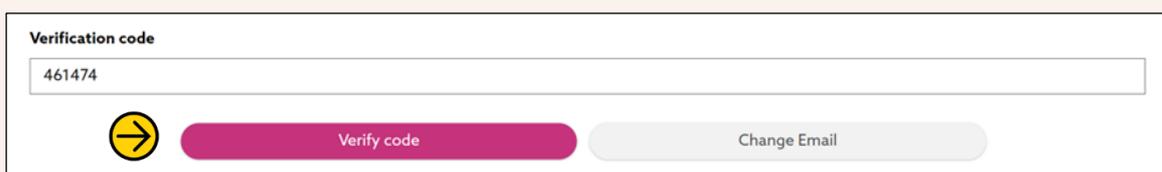
Enter and re-enter the new email address, then click the Send Verification Code button



The screenshot shows the iMEXhibitor dashboard with the 'Email Change' form. The form includes two input fields: 'Enter new email' and 'Re-enter new email'. Both fields contain the email address 'thisismynewemail@imexevents.com'. Below the fields is a pink 'Send Verification Code' button and a yellow circular arrow icon.

➔ STEP 3

A verification code will be sent to the new email address. Enter this into the verification code box and click Verify Code:



The screenshot shows the 'Verification code' form. It features a text input field containing the code '461474'. Below the field are two buttons: a yellow circular arrow icon and a pink 'Verify code' button. A grey 'Change Email' button is also visible to the right.

A confirmation message will be displayed at the top of the screen, confirming the change, and the new email will be assigned to your account. The new email address will then need to be used to sign in.