

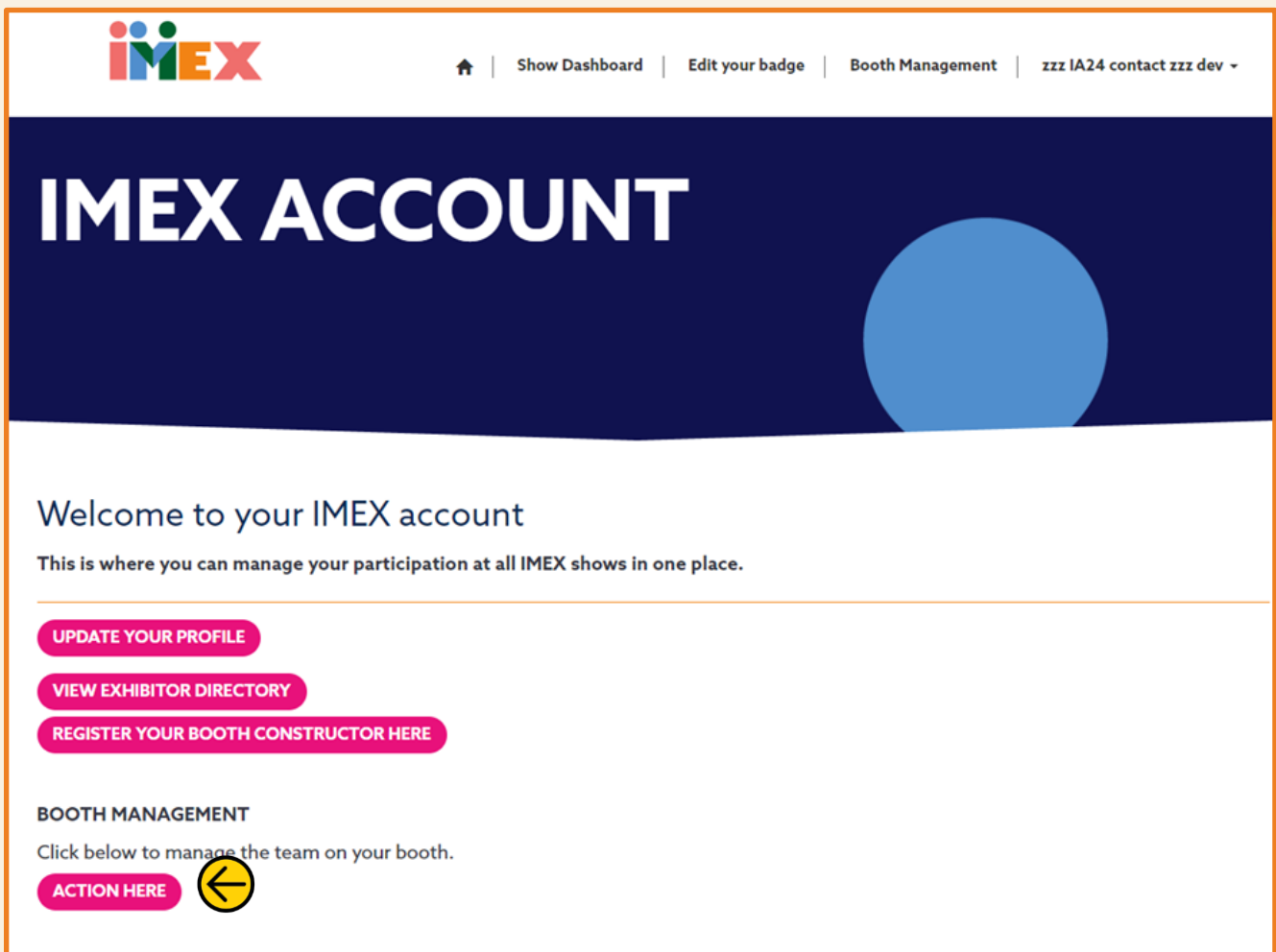
Booth Management

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

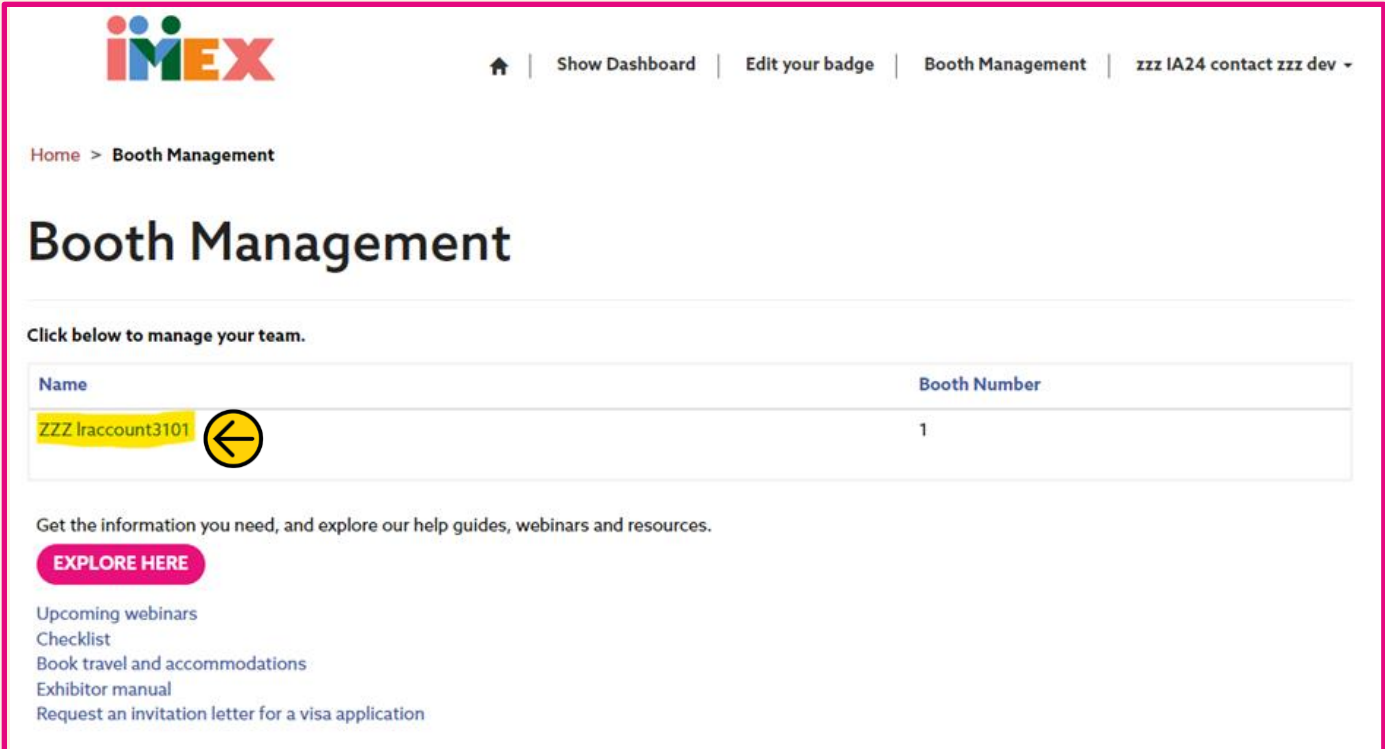
Ensure you are signed in to your IMEX account and on the Booth Management page:



How to cancel a member of your team

⇒ STEP 2

Click onto your company name:



The screenshot shows the iMEX Booth Management interface. At the top left is the iMEX logo. To the right are navigation links: a home icon, "Show Dashboard", "Edit your badge", "Booth Management", and "zzz IA24 contact zzz dev". Below the navigation is a breadcrumb "Home > Booth Management". The main heading is "Booth Management". Below this is the instruction "Click below to manage your team." and a table with two columns: "Name" and "Booth Number". The table contains one row with the name "ZZZ Iraccount3101" and booth number "1". A yellow arrow points to the name. Below the table is the text "Get the information you need, and explore our help guides, webinars and resources." followed by a pink "EXPLORE HERE" button. At the bottom left, there is a list of links: "Upcoming webinars", "Checklist", "Book travel and accommodations", "Exhibitor manual", and "Request an invitation letter for a visa application".

Name	Booth Number
ZZZ Iraccount3101	1

How to cancel a member of your team

➔ 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 etmia24	zzz dev	imextesting+etmia24@gmail.com	Yes	Yes	Cancelled	View/Edit Cancel
zzz etmia24	zzz dev	imextesting+etmia24@gmail.com	Yes	No	Cancelled	View/Edit Cancel

➔ STEP 4

Select Yes from the popup to confirm the cancellation:

Cancel team member ✕


Are you sure?

[Yes](#) [No](#)

How to cancel a member of your team

➔ 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+sunnyptm1@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:

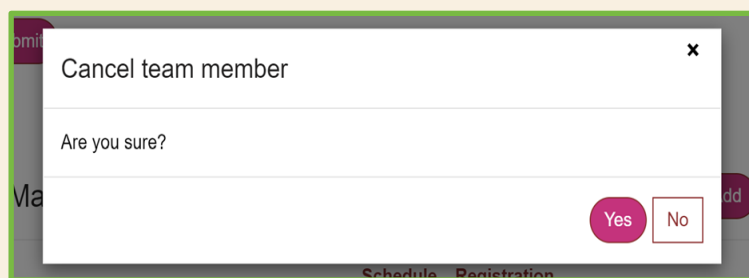
Manage partner team members Add

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

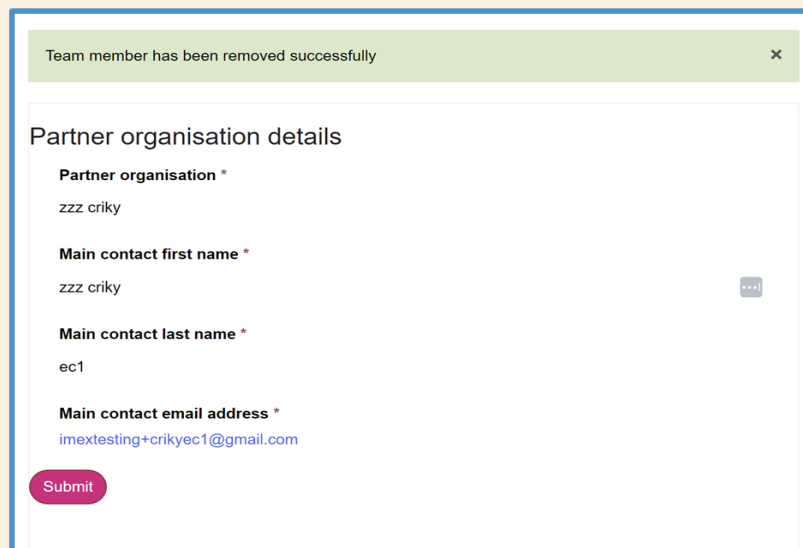
➔ STEP 3

Select yes from the popup to confirm cancellation:



➔ STEP 4

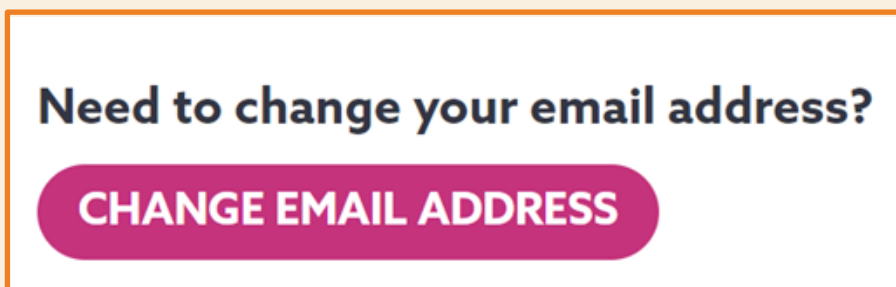
The attendee's record will be removed and a confirmation of the removal will be displayed across the top of the screen



How to change an email address

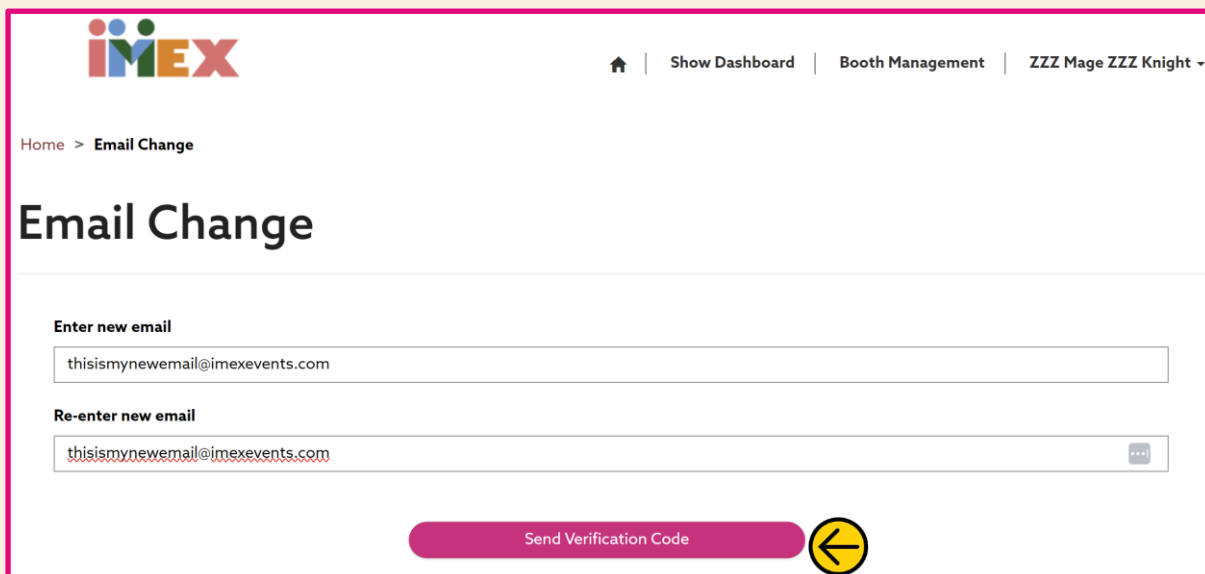
➔ STEP 1

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



➔ STEP 2

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


A screenshot of the iMEX user interface for changing an email address. At the top left is the iMEX logo. To the right are navigation links: a home icon, "Show Dashboard", "Booth Management", and "ZZZ Mage ZZZ Knight". Below the navigation is a breadcrumb "Home > Email Change". The main heading is "Email Change". There are two input fields: "Enter new email" with the value "thisismynewemail@imexevents.com" and "Re-enter new email" with the same value. A purple button labeled "Send Verification Code" is at the bottom, with a yellow circular arrow icon to its right.

How to change an email address

➔ STEP 3

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

Verification code



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.