

Instructions for Registering your Attendees and Building Your Profile

As mentioned in the email, NCRA is using the Cvent Attendee Hub to support our face-to-face 2024 Annual Conference. Attendees will use the hub to review the agenda, download handouts and learn about our vendors.

You were sent a link to register your attendees and build your profile earlier today. Please register your staff and complete your profile. This is the same link you will use to add a few items to your profile. The subject line reads: "Welcome to the 2024 NCRA Annual Conference".

When you login you will need to pick the event. Please pick "2024 NCRA Annual Conference".

Our goal is to provide access to the conference mobile app on Monday, March 4.

If you would like someone else to register your attendees and/or build your exhibit hall profile, you must log in and add them as an admin. You must be an admin to ensure you have access to the exhibit hall information closer to the conference. **Do NOT forward the email to someone else.** This invitation is unique to your email. To add another admin, you will need to:

- Click on Team in the left column
- Click on the Admin tab
- Click Add Admin
 - Enter their information and send an email.

Registering Your Attendees - To add Booth Staff (your representatives attending the conference) you have two options. One, you can register them yourself or two, you can email them the link discussed below. See instructions below for link or you registering everyone.

If you share the link, remember you have a limited number of free registrations based on your corporate member level or sponsor/exhibitor level. The number of registrations available will be seen when you click Registration Type – Vendor. For example, if you are allowed four attendees and you send it to four people and they share with others, the first four that register will be all that are allowed to represent your organization for free. You also have a limited number of additional booth staff you can add for a price.

- Ensure that you are on the booth staff tab in Cvent if you added an admin
- Click "Add booth staff"
 - Ignore the option to search attendee list
- OPTION 1 - To share the link with your representatives, click on "Share Sign-up Link"
 - Select Registration Type – Vendor (for free registrations)
 - copy link
 - send in an email to your representatives; it is very important to tell them not to share the link
 - To add additional attendees – select Registration Type – Vendor Additional Attendee
 - copy link
 - send in an email to your representatives
 - additional attendees will have to pay to register for the conference
- OPTION 2 - To register your team yourself, click on "Register your booth staff"
 - Select Registration Type -Vendor
 - Launch Event Site
 - Complete the registration form
 - To add additional attendees – select Registration Type – Vendor Additional Attendee

- Launch Event Site
- Complete the registration form
- Pay for additional attendees

Do not add your booth staff (your representatives) as admins. I will remove them, and they will not have access to the conference.

Building Profile on Mobile App Used by Conference




To prepare to build the profile on conference app, ensure that you have the following information:

- Virtual Banner (recommend an image that is 1872X320 pixels with a ratio of 936X160 pixels)
- Corporate Description (max 5000 characters including spaces and no links)
- Person you wish to list as contact person (optional)
 - Phone
 - Email
- Website (optional)
- Social Media URLs (optional)

Content for profile/booth, ensure that your items meet the following guidelines

- Documents
 - Files size: less than 20MB
 - Format accepted: .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .ppt, .pptx, .txt, .xls, .xlsx.
- Videos
 - File size: less than 5GB
 - Must be in .mov or .mp4 format
 - If you have a URL rather than the extra video, you can upload as a link
 - You will want a video thumbnail (if there is no thumbnail, the middle slide of video will be used as default)
 - recommended size 640X360 pixels
 - file size: less than 2MB

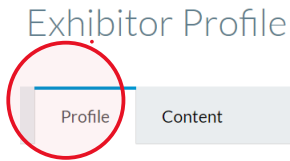
Instructions to Build Profile & Add Content - After you login to the website, click on Finish Profile under Exhibitor Profile in the center of the page.

<div style="text-align: center;">  <p>Exhibitor Tasks</p> <p>You have 2 tasks to complete</p> <p>View tasks</p> </div>	<div style="text-align: center;">  <p>Exhibitor Profile</p> <p>Create an exhibitor profile to share with the event planners. This can include a company logo, description, and contact information.</p> <p>Finish profile</p> </div>	<div style="text-align: center;">  <p>Booth Staff</p> <p>Right now, you have 0 booth staff. Finish creating your booth staff.</p> <p>Find booth staff</p> </div>
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Build Profile

This is basic information about your organization

- Logo
- Banner (if desired)
- Description (NCRA will add 50 word or less description provided for magazine) You may provide a longer description.
- Tax Id (optional)

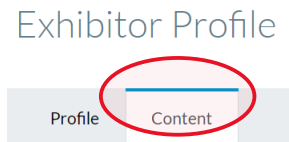


To edit the profile information, click the blue option button (upper right corner) then click edit profile.

Add Content

This is optional and we recommend you add limited items as the conference is face to face (F2F)

1. Click the Content tab at top of page
2. Click the blue add content button (scroll down it is under the picture)
3. Then click on the type of content you would like to add



- a. Documents (Max of 50 documents. We recommend no more than 5 if any.)
 - i. Items appear in order uploaded
 - ii. Click on upload files
 1. Either browse for files or drag files to field
 2. Click upload. Click done.
 - a. When you upload files you are given the opportunity to change the display text. This is important if your file name is not appropriate.
 3. Click save in lower right corner
 4. Click upload for your next document. Click done. Change text if necessary. Click save.
- b. Links (We recommend no more than 5 if any)
 - i. Link 1
 1. Provide Website URL
 2. Create Display Text
 - ii. To add additional links
 1. Click add link
 2. Follow steps above
 - iii. When done, click save in lower left corner
- c. Videos
 - i. Upload the video file - must have file not URL
 1. If you only have URL, add as a link
 - ii. Enter title of video
 - iii. Upload the thumbnail
 - iv. Decide if you want this video to be feature
 1. Feature video means that it would be at the top of your profile within the Attendee Hub
 2. You may only have 1 featured video
 - v. Continue steps to upload additional videos.

Additional Features:

- Attendee Hub Analytics - your administrator will be able to gather information from the exhibitor management platform. You will be able to learn how many of the face to face (F2F) attendees accessed the content you provided.
- Please note: NCRA is not enabling the virtual features such as chat, meet now, schedule, etc.

Virtual Options:

Attendee Hub was created to host F2F, Virtual and Hybrid Events. When building your profile, you can ignore the following as we are F2F:

- Virtual Meeting URL
- Virtual Host Key

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