

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 2025 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 2025 NCRA Annual Conference". The email is from Tammala Bulger via e.solutions.crowdcompassmail.com

When you login you will need to pick the event. Please pick "2025 NCRA Annual Conference".

Our goal is to provide access to the conference mobile app on Monday, March 10.

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 register attendees and build profile. **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.

When registering your representatives please only note they are attending meals if they are actually going to be there. NCRA does not want food waste which is what occurs when you note the representative will be at all meals, yet is only working Saturday morning. If you share the link for them to register themselves, please ask them to accurately reflect the meals they will attend.

- Use the email to log-in.
 - If you were an admin last year and don't remember your password, click the reset password button and follow instructions.
 - If this is your first time with Cvent, then you will create your profile.
- Ensure that you are on the Team tab in the left column
 - If you need to add another admin, click on the Admins tab, click on Add Admin, complete the form and click Send Invitation
- To add both staff ensure you are on the Booth Staff tab
- Click "Add booth staff"
 - Ignore the option to search attendee list
 - You have two options for adding booth staff and they are detailed below.
- **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; it is very important to tell them not to share the link
 - 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 (for your free registrations)
 - Click Launch Event Site
 - Complete the registration form
 - Again, click vendor for your
 - To add additional attendees – select Registration Type – Vendor Additional Attendee
 - Launch Event Site
 - Complete the registration form
 - Pay for additional attendees

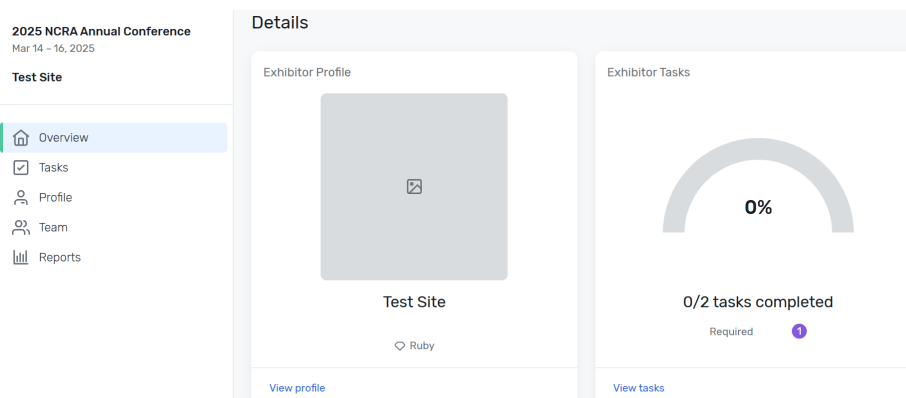
Do not add your booth staff (your representatives) as admins. I will remove them, and they will not have access to the conference.

Building Profile on Mobile App Used by Conference

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

- Logo (they recommend square images larger than 300 X 300 pixels. Supported formats: JPEG, JPG, PNG, GIF.
 - Your marketing team can assist with this.
- 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)
- Corporate Tag Line (max 120 characters including spaces and no links)
- Person you wish to list as contact person (optional)
 - Phone
 - Email
- Website (optional)
- Social Media URLs (optional)

Instructions to Build Profile & Add Content - After you login to the website, click on view profile under Exhibitor Profile in the center of the page. On the next page click edit in the upper right corner and you can add additional information.

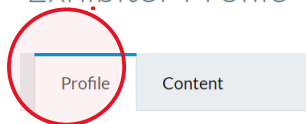


Build Profile

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)

Exhibitor Profile



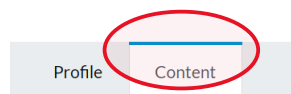
To edit the profile information, click the blue option button (upper right corner) then click edit profile.

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

Exhibitor Profile



- 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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