

Enlit Europe

29 November – 1 December 2022 | Frankfurt, Germany

Exhibitor Registration & Leads

QUICK GUIDE

www.enlit-europe.com/exhibitor-portal

exhibitor@enlit-europe.com

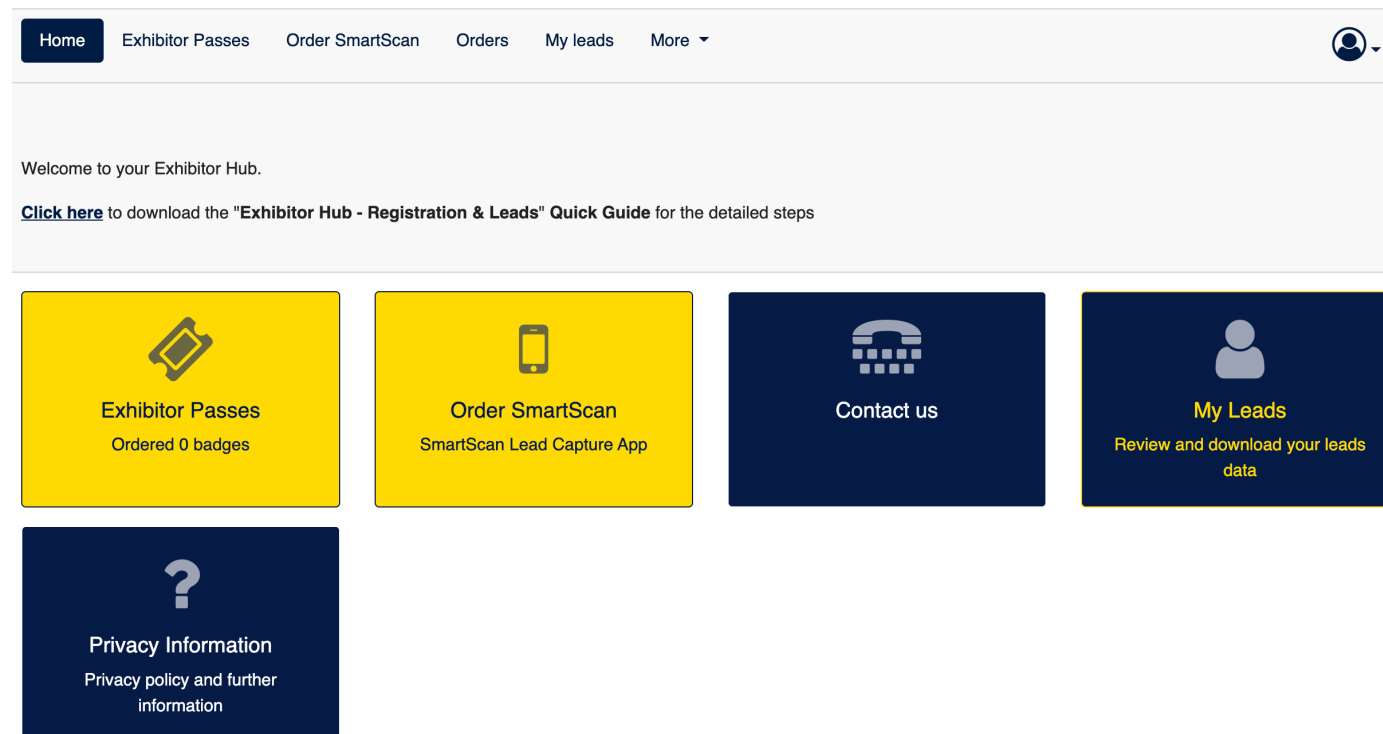
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Registration Hub

Your **Registration Hub** allows you to register all your colleagues or share a link for them to register, send invites to your network and manage your leads.

You'll be able to **log in without a username or password** simply by clicking on the links available on your [Exhibitor Portal](#) (check out the "Register & Invite" menu).



Register for Exhibitor Passes

Click on the 'Exhibitors Passes' menu / box to register for your Exhibitor Pass and to upgrade your Exhibitor Passes to Exhibitor Delegate passes.

The screenshot shows the top navigation bar with 'Home', 'Exhibitor Passes', 'Order SmartScan', 'Orders', 'My leads', and 'More'. Below the navigation bar, there is a welcome message and a link to a quick guide. At the bottom, there are four main action buttons: 'Exhibitor Passes' (highlighted with a red border), 'Order SmartScan', 'Contact us', and 'My Leads'.

Home **Exhibitor Passes** Order SmartScan Orders My leads More ▾

Welcome to your Exhibitor Hub.

[Click here](#) to download the "Exhibitor Hub - Registration & Leads" Quick Guide for the detailed steps

Exhibitor Passes
Ordered 0 badges

Order SmartScan
SmartScan Lead Capture App

Contact us

My Leads
Review and download your leads data

Register for Exhibitor Passes

Single Registration

If you want to register yourself or a colleague individually:

- click on the “Create Exhibitor Pass” button;
- fill out the form:
 - choose whether you need a VISA letter, or if you want to upgrade for an Exhibitor Delegate pass at the special exhibitor rate, and submit;
 - If you’re upgrading to an Exhibitor Delegate pass, you’ll be taken to the Checkout / Order page, where you will be able to pay for your pass;
- you will see your name or your colleagues’ on the registration list under “Exhibitor Passes”;
- check your inbox (or ask your colleague to check theirs) for the confirmation email (where a link to the VISA letter will be included if you requested it).

Exhibitor Passes

Exhibitor passes must only be allocated and used by the staff working on your stand or attending the event on your behalf.

For Build up passes, please check the ["Build up passes"](#) section on this hub.

You can register yourself or your colleagues by clicking the buttons below, by sending an email to your colleagues from this platform with a link they can use or by copying the link and sending it via your internal comms.

Please note: if your contract includes free delegates passes, please register below under "Free Exhibitor Delegate Passes".

Once the order is placed, a confirmation email will be sent to the email address provided for each individual exhibitor pass at the time of ordering.

Exhibitor passes

 CREATE EXHIBITOR PASS

EMAIL PASS LINK TO STAND STAFF

Link <https://enlit-europe-2022-exhibitor.reg.buzz> COPY

Register for Exhibitor Passes

Share the registration link with your colleagues

- Send them an email from the platform
 - Click on “Email pass link to stand staff”
 - Fill out the email address of your colleague and click on “Send Invite”
 - Your colleague will receive an email invitation where it’s only necessary to click on “Complete Registration”
- Copy the registration link and send them the link yourself
 - Click on “Copy” next to the link and share it via email with your colleagues

Exhibitor Passes

Exhibitor passes must only be allocated and used by the staff working on your stand or attending the event on your behalf.

For Build up passes, please check the "[Build up passes](#)" section on this hub.

You can register yourself or your colleagues by clicking the buttons below, by sending an email to your colleagues from this platform with a link they can use or by copying the link and sending it via your internal comms.

Please note: if your contract includes free delegates passes, please register below under "Free Exhibitor Delegate Passes".

Once the order is placed, a confirmation email will be sent to the email address provided for each individual exhibitor pass at the time of ordering.

Exhibitor passes

 CREATE EXHIBITOR PASS

EMAIL PASS LINK TO STAND STAFF

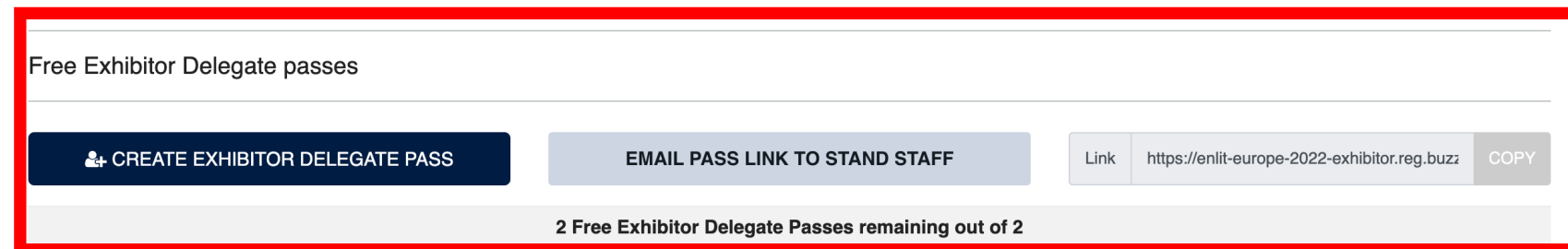
Link <https://enlit-europe-2022-exhibitor.reg.buzz> COPY

Register for Exhibitor Passes


Registering for Free Exhibitor Delegate Passes

If you have Free Delegate Passes included in your contract, you can register them under the “Free Exhibitor Delegate passes” section.

- check how many Free Passes you have left;
- click on “Create Exhibitor Delegate Pass” button
- fill out the form
- choose whether you need a VISA letter, and submit;
- you will see your name or your colleagues’ on the registration list under “Free Exhibitor Delegate Passes”;
- check your inbox (or ask your colleague to check theirs) for the confirmation email (where a link to the VISA letter will be included if you requested it).



Free Exhibitor Delegate passes

 CREATE EXHIBITOR DELEGATE PASS

EMAIL PASS LINK TO STAND STAFF

Link <https://enlit-europe-2022-exhibitor.reg.buzz> COPY

2 Free Exhibitor Delegate Passes remaining out of 2

Register for Exhibitor Passes

Additional notes:

- You can edit details on your registration or your colleagues' by clicking "Edit";
- You can resend the confirmation email by clicking "Resend email";
- You can download your VISA invitation letter or your colleagues' by clicking "View visa";

Exhibitor passes

[+ CREATE EXHIBITOR PASS](#) [EMAIL PASS LINK TO STAND STAFF](#) [Link](#) <https://enlit-europe-2022-exhibitor.reg.buzz> [COPY](#)

Customer	Email	Pass type	
		Exhibitor Delegate	✈ View visa ✎ Edit ✉ Resend email

Invite Clients

You can invite your clients and network using the exhibitor / partner invitation link available on your Exhibitor Portal.

Go to “Invite My Clients” under “Register & Invite” to copy this link.

You can use our promotional banners and link them to this Invite Link to make your invitation look better! Check out all the banners available on the 'Promotion - Banners' page under 'Marketing & Promotion' on your Exhibitor Portal.


Orders

Under “Orders” you will be able to see what you have ordered so far, including Exhibitor Delegate Passes and SmartScans, and you will be able to download the corresponding invoices.

For Exhibitor Delegate Passes not paid yet, you can choose to pay by Credit Card on this page.

Orders

Review your orders and download invoices

Order Number:	ORDCONF-ENLIT-EUROPE22-C0-61	 
Date:	2022-06-08 11:03:07	
Paid:	No	

Lead Capture: Order SmartScan

Order SmartScan

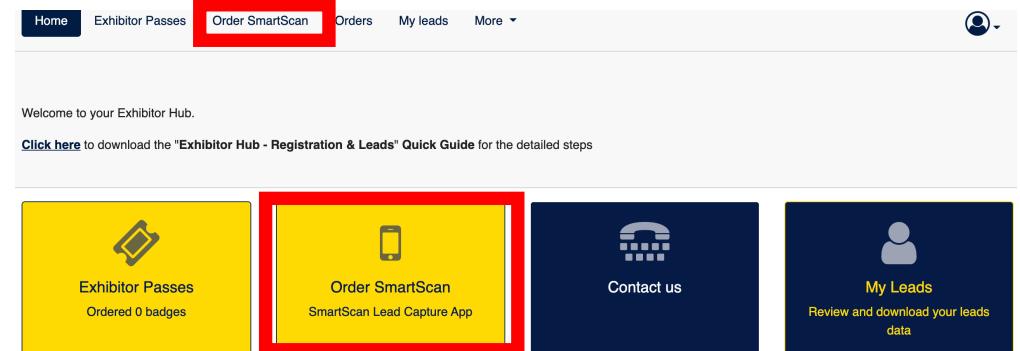
You will only need one license to be able to use the lead capture app on multiple devices.

Purchasing a License

- Once you are on the Order SmartScan page, click on the yellow button “Order SmartScan Now”
- On the next screen, read the Terms & Conditions and click on the blue button “Submit”
- On the checkout page, fill out your details, your company details and choose Credit/Debit Card as a payment option
- Click on the green button “Place Order” and enter your payment details
- Once you have successfully paid, you can review your order confirmation

▪ Complimentary License

If you have a free license included in your contract, you will see this yellow banner on the page.
You just need to retrieve your activation code to set up your devices (please refer to the next page).



Your SmartScan leads capture licence is ready to use. [Click here](#) to setup your devices.

Lead Capture – Order SmartScan

Order SmartScan

- Using your License

Whether you have purchased a license or have a complimentary license, you will see a message on the “Order SmartScan” page as the ones to the right.

Clicking on this message will take you to the “Set up SmartScan” page.

On this page you can:

- Retrieve your activation code
- Set up & manage your Questionnaire

- Activation Code

Make sure you download the “SmartScan” app from your app store.

Enter the activation code on the app, on as many devices as you need.

The app is ready to start scanning at Enlit Europe.

- Questionnaire

Create as many questions as you wish to ask your leads during the event. Sync your devices to access the questionnaire. It will be accessible every time you scan a badge.

You have purchased SmartScan leads capture licence. [Click here](#) to setup your devices.

Your SmartScan leads capture licence is ready to use. [Click here](#) to setup your devices.



Activation Code

Your stand's unique code and step
by step guide



Questionnaire

Manage your SmartScan
questionnaire

Lead Capture – Order SmartScan

Using the SmartScan app on site

Once your device is set up, you just need to click on “Scan” to start scanning badges on the show.

Tracking your leads

You can keep track of your leads or download all of them post-event on the ‘My leads’ page.

Remember to sync your devices (on each device, open the app, go to Leads and click on Sync) so all the leads from your colleagues become available online.

Please check the “Set up SmartScan” page on your Registration hub for more detailed information on how to use your SmartScan.

Exhibitor Hub - Registration & Leads



Questions?

Email us at exhibitor@enlit-europe.com.