

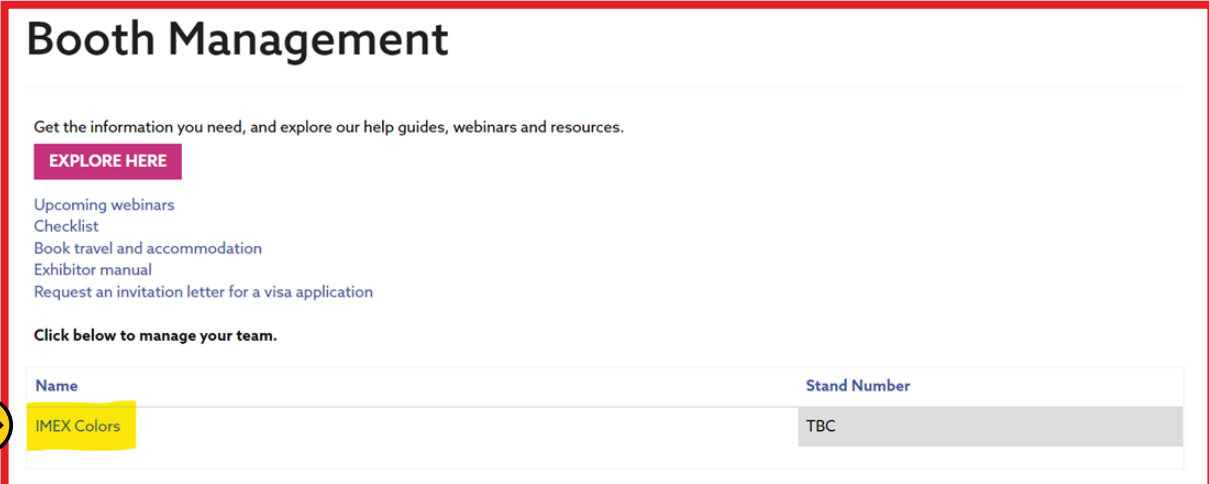
Guides and help

Adding staff and partners

Once you've created your IMEX account or been invited to sign into your account, as a coordinator (or if you have been granted admin privileges), you will have access to invite team members to the show. You can do this from the 'Booth Management' screen.

There are two types of booth attendees: 'Booth staff' refers to any representative from the booth coordinator's company, e.g. If IMEX was an exhibitor, each IMEX team representative would be added under 'Booth Staff'; Booth partners are the attendees from other organizations who are exhibiting on the same booth, e.g. If a hotel from Brighton was exhibiting on the IMEX booth, they would be added as a partner organization and their representatives would be added as partner staff.

Firstly, click into your company name as highlighted below:



Booth Management

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

[EXPLORE HERE](#)

- Upcoming webinars
- Checklist
- Book travel and accommodation
- Exhibitor manual
- Request an invitation letter for a visa application

Click below to manage your team.

Name	Stand Number
IMEX Colors	TBC

Your role at the show will determine who you can add to your booth.

Just like a booth coordinator, a user given admin access by a coordinator can add booth staff, booth partners and supplementary attendees, such as catering or maintenance staff. Users given admin access by a booth partner can add attendees for the partner company by clicking 'Partner Management'.

Guides and help

Managing booth staff



Step 1



To add a member of staff as a coordinator, click 'Add staff' in the area highlighted in yellow.

Manage booth staff here.

Click 'Add staff'. On the pop-up form, simply add your staff member's details and click 'Submit'.

You cannot cancel a staff member who has active appointments. If you try to cancel a staff member who has appointments in their schedule you will see an error message saying, "we're sorry but something went wrong"

First name	Last name	Email address	Schedule access	Admin	Registration Status	Individual profile complete?	
zzz Rudi	Rosso	imextesting+rudiroso@gmail.com	Yes	Yes	Complete	No	 


Step 2



You'll be asked to provide the email address of the team member you would like to invite.

The system will then check to ensure the email address is not already associated with another booth.

Add team member

Email address



Step 3


If the email is currently unregistered, you will proceed to the screen below, where you can add the 'First name', 'Last name' and 'Email address' of the person you'd like to add. You can also choose at this stage whether to give the attendee *admin privileges, e.g. if they need a meeting schedule for the show/require the ability to send and receive messages on the show platform.


Once you have completed the form and are ready to continue, click 'Submit'.

The staff member's details will appear on the staff page with a Registration Status of 'Invited' – this will remain until the attendee has completed their registration for the show, after which the status will change to 'Complete'.

This person will receive an email invitation to create an IMEX account and register for the show.



If you want this person to be able to help you with tasks such as adding staff, editing company profiles and managing schedules, please select 'Yes' from the 'Admin' dropdown.



Admin  Yes

Requires a schedule
 No Yes

Send/receive messages
 No Yes


 





***full details of admin privileges can be found at the bottom of this PDF**

Manage booth staff here.

Click 'Add staff'. On the pop-up form, simply add your staff member's details and click 'Submit'.

You cannot cancel a staff member who has active appointments. If you try to cancel a staff member who has appointments in their schedule you will see an error message saying, "we're sorry but something went wrong"



First name	Last name	Email address	Schedule access	Admin	Registration Status	Individual profile complete?	
zzz Rosa	Rosso	imextesting+rosarosso@gmail.com	No	Yes	Invited	No	 
zzz Rudi	Rosso	imextesting+rudiroso@gmail.com	Yes	Yes	Complete	No	 

Guides and help


Managing booth partners

Step 1

As a coordinator (or a user given admin rights by a coordinator), you can also add partner company details.

To add a partner company, click on 'Add partner organization', as highlighted:


Manage booth partners here.
Add/Manage booth partners here.

 **Add partner organization** Download report

Partner organisation ↑	Main contact first name	Main contact last name	Main contact email address	Total staff registered	Company profile complete
Sunny Hotels	Kelly	Sunny	imextesting+kellysunny@gmail.com	1	No

Step 2

You'll be asked to provide the email address of the initial partner team member you would like to invite:

 **Add team member** ✕

Email address


Next Close

Step 3

If the email is currently unregistered, you will proceed to the screen below, where you can add the 'Partner organization', 'Main contact first name', 'Main contact last name' and 'Main contact email address' for the user you're adding. The main contact details provided will receive *admin privileges for the partner organization by default.

Once you have completed the form and are happy to continue, click 'Submit'.

***full details of admin privileges can be found at the bottom of this PDF**

 **Partner organisation details**


Partner organisation *

Main contact first name *

Main contact last name *

Main contact email address *


Manage partner staff

 **Submit**

Step 4

The partner organization name and primary team member details will then appear.



 **Manage booth partners here.**
Add/Manage booth partners here.

Add partner organization Download report

Partner organisation ↑	Main contact first name	Main contact last name	Main contact email address	Total staff registered	Company profile complete
Sunny Hotels	Kelly	Sunny	imextesting+kellysunny@gmail.com	1	No

This also includes key details of the partner organization profile information, so you can easily see how many staff have been assigned to that organization and monitor the completion status of the company profile.

Guides and help



IMEX
LAS VEGAS OCTOBER 17-19 2023

See you there!

*Admin privileges for each exhibitor attendee type:

	Exhibitor attendee type			
	Coordinator*	Staff	Partner admins	Partner staff
Add coordinating booth staff	✓			
Add partners companies	✓			
Add partner company staff	✓		✓	
Company profile	✓		✓	
Individual profile	✓	✓	✓	✓
Team schedule	✓		✓	
Individual schedule**	✓	✓	✓	✓
Products & services	✓		✓	
Messaging**	✓	✓	✓	✓
Favouriting/feeds	✓	✓	✓	✓
Recommendations	✓	✓	✓	✓
Lead scanning/downloads	✓	✓	✓	✓

*Coordinator or main booth staff with admin privileges

**Schedules and messaging can be disabled as required