

Guides and help

Creating an IMEX account

Even if you have attended IMEX in the past you now need to set up an IMEX account. You only need to create an IMEX account once and you can use it to manage your participation at this, and future IMEX shows.

STEP 1

Select the blue box 'Create your IMEX account'.

The screenshot shows the IMEX registration page. At the top, it says "First time here and ready to register for FREE? Click 'Create your IMEX account' below and then you can register your attendance at each IMEX show." Below this, there are fields for "Email Address", "Password", and "Forgot your password?". At the bottom, there are buttons for "Sign in" and "Create your IMEX account". A red box highlights the "Create your IMEX account" button, and a yellow arrow points to it.

STEP 2

Enter the email address you wish to use for your show attendance into the box marked 'Email Address' then click 'Send Verification Code'.

You will then receive an email containing a code to verify your email address.

The screenshot shows the "Create your IMEX account" page. It asks for an email address and a password. A red box highlights the "Send Verification Code" button, and a yellow arrow points to it. Below the button, there are fields for "New Password", "Confirm New Password", "First Name", "Surname", "Organisation name", and "Country".

STEP 3

You should type or paste this code into the 'Verification Code' box on the screen and hit the 'Verify Code' button to verify your email address.

You must do this within 10 minutes of being sent the verification code

The screenshot shows the "Create your IMEX account" page. It asks for a verification code. A red box highlights the "Verify Code" button, and a yellow arrow points to it. Below the button, there are fields for "New Password", "Confirm New Password", "First Name", "Surname", "Organisation name", and "Country".

STEP 4

Once the code has been verified you will need to enter and confirm a new password for your IMEX account as well as complete the 'First Name', 'Surname', 'Organization Name' and 'Country' fields and the click 'Create account'.

You can now access your IMEX account to Register for the show and manage your IMEX show experience.

The screenshot shows the "Create your IMEX account" page. It asks for a new password and personal details. A red box highlights the "Create account" button, and a yellow arrow points to it. Below the button, there are fields for "First Name", "Surname", "Organisation name", and "Country".