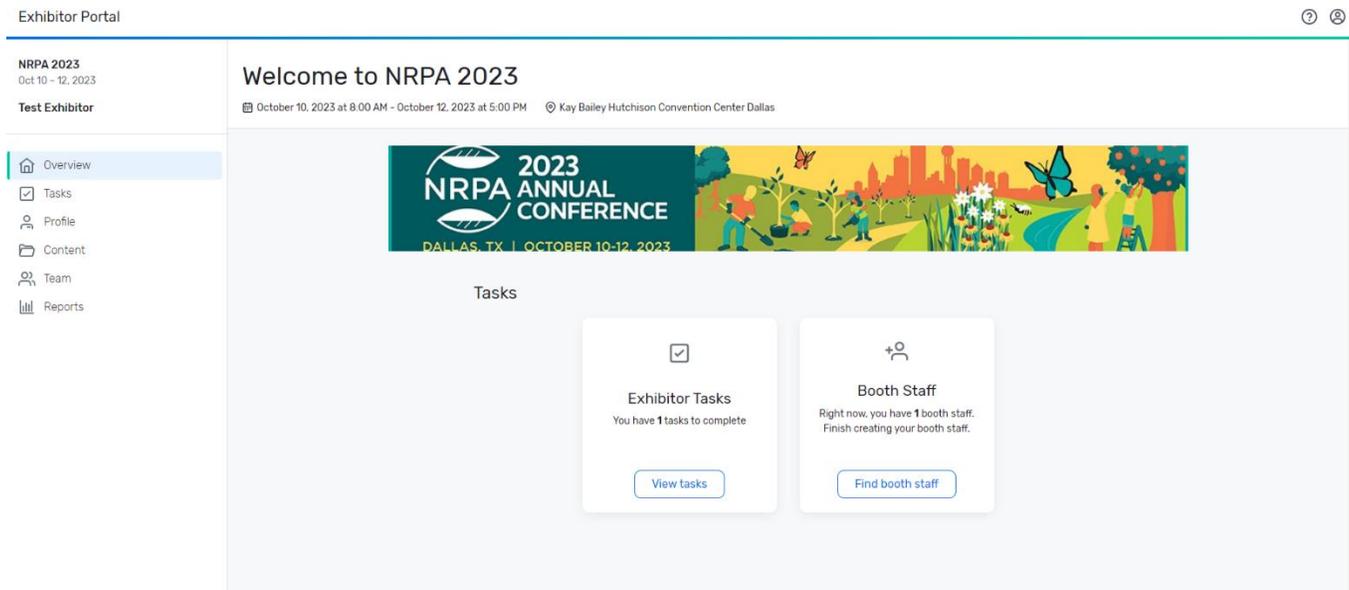


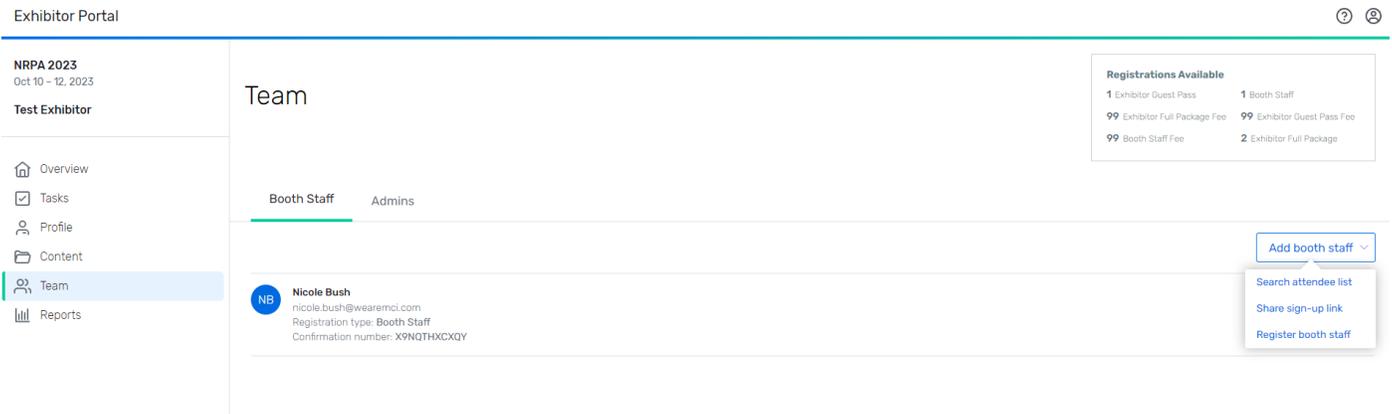


NRPA 2023 Exhibitor Registration Instructions

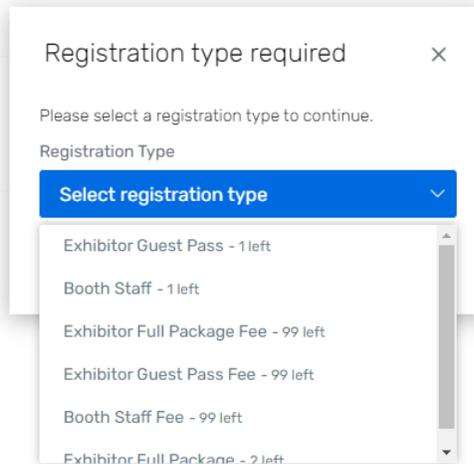
1. NRPA exhibitors will log into their a2z account and select “Register booth staff”. This will automatically take you to the registration portal, log you in, and land on the screen below.



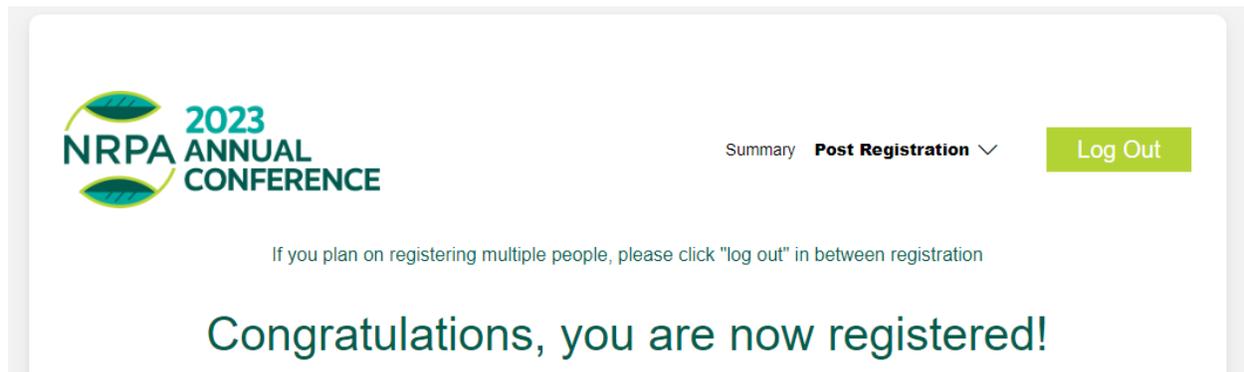
3. The next screen will show you a list of the booth staff you have already registered as well as allowing you to register more staff. You can also see (in the top right corner) how many registrations are still available based on your total allotments.



- To register more staff as the admin, click “Register booth staff” from the dropdown in the previous image. A pop-up will appear that allows you to select the reg type you wish to register this person with. If you are out of your allotted booth staff options, you can select the over allotment options that show “999 left”. These will have a cost associated with the badge type.



- Once you select a registration type, you will click “Launch event website” and register your booth staff. If you plan on registering multiple staff members, **remember to click the “Log Out”** button on the confirmation page.



- If you do not wish to register your staff, you also have the option to “Share sign-up link” from the portal. You will still select a registration type from the drop down above, but instead of launching the event website, you will copy the custom URL and share it with the attendee(s). This method will also count the registrations towards your allotments.

Registration Portal Items to Note

1. Don't forget to order your lead retrieval scanner! From the main portal page, you will see a box that says "Exhibitor Tasks". If you click on "View Tasks", you will see a task called "Order Lead Retrieval". This will provide you with a link to follow. (Also supplied here: <https://pluslead.mcievents.com/login>). To retrieve your code, click the "Forgot Code?" option and enter the email address associated with your a2z account. If you have any questions or are unable to order, you may email plusleads@wearemci.com for assistance.

Enter the email associated with the company.

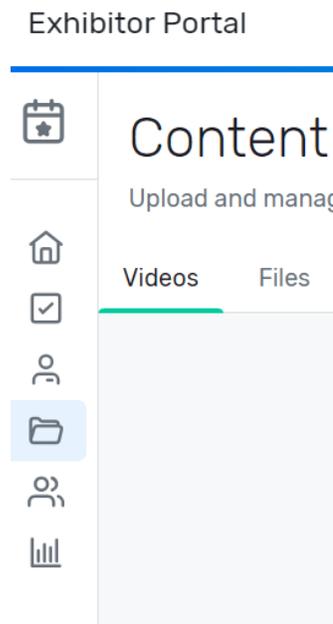
Email

[Back](#)

For additional support please contact us at pluslead@wearemci.com

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2. Within the portal, you may notice some additional functions that you have questions about. You will **NOT** need to take any action on these items. This portal is just used to register your staff and complete your lead retrieval task.
 - a. There is a file folder icon located on the left-hand navigation bar that brings up a content section. This is not needed for NRPA and you may disregard.
 - b. You will also see a person icon directly above the file folder. This would be to used to edit a company profile. This is also not a requirement and can be ignored.



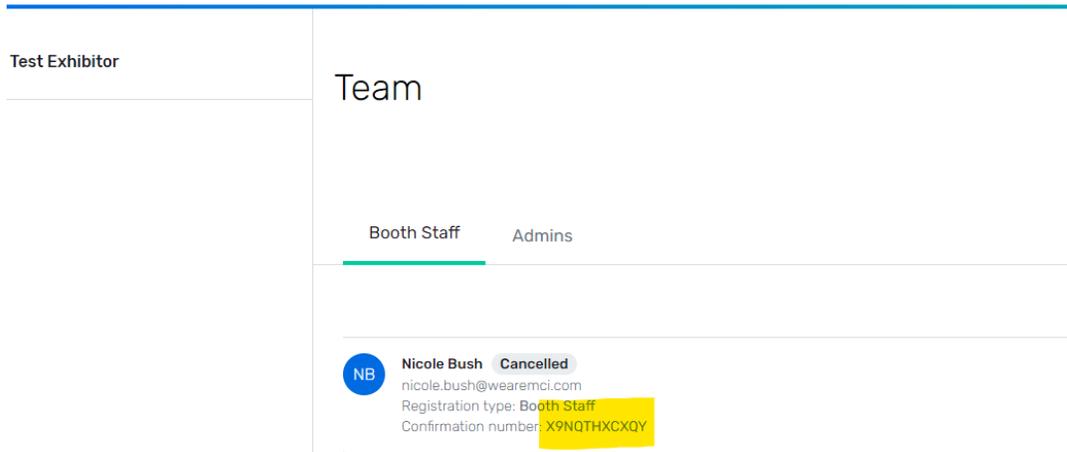
Modify Records POST Registration

If you need to update contact details or add sessions **after** registration has been completed, please follow the below steps.

1. After a registration is completed, the member will receive a confirmation email with their confirmation number and a link to log back in, if necessary.
2. Admins may also retrieve this confirmation number from the exhibitor portal and enter the credentials here if they wish to make modifications on behalf of their staff member.

<https://plus.mcievents.com/d/s0qmx5/>

Exhibitor Portal



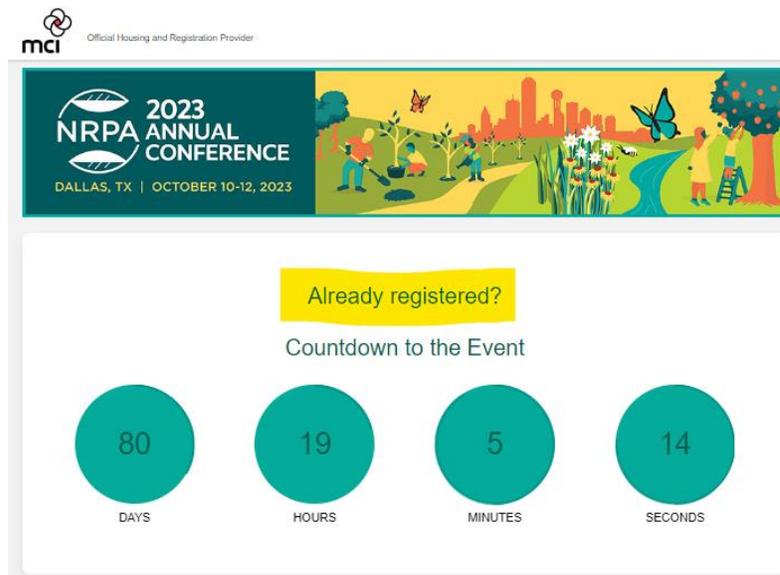
Test Exhibitor

Team

Booth Staff Admins

NB Nicole Bush **Cancelled**
nicole.bush@wearemci.com
Registration type: Booth Staff
Confirmation number: X9NQTHXCXQY

3. Once you click on the link above to modify a record, the page will look like the below, and you will click "Already Registered?"



mci Official Housing and Registration Provider

2023 NRPA ANNUAL CONFERENCE

DALLAS, TX | OCTOBER 10-12, 2023

Already registered?

Countdown to the Event

80 DAYS 19 HOURS 5 MINUTES 14 SECONDS

4. This allows for the admin or booth staff member to go through the registration process and make updates/add sessions as needed.