

Registering your staff for exhibitors' passes

1. Select **Manage stand** > **Exhibitor Passes**.

The screenshot shows the UCAS Media dashboard with a navigation menu at the top. The 'Manage stand' menu is open, showing options: Exhibitor Passes, Exhibitor profile, Health and safety, and Risk assessment. A red arrow points from the 'Exhibitor Passes' option in the menu to the 'Exhibitor staff Registration Form' section below. The form has a message: 'No data has been defined. Use Edit Mode to add content to this section.' Below this are two input fields: 'Prefix (Mr, Mrs etc)' and 'First Name', both with a red 'x' icon to their left.

2. You have two options:
 - a. To register staff yourself.
 - b. To send staff an invitation for them to register themselves.

Register your staff

1. Click 'Register Here' to register your staff.

Exhibitor passes

The screenshot shows the 'Exhibitor passes' management page. At the top, there are three tabs: 'New Registration' (active), 'People Already Registered', and 'Email Invitations'. Below the tabs is a message: 'Please click "register here" to add your exhibitor pass registration. People can register themselves individually through an invitation or as booking leader, you can add all of your staff.' Below this is a table with two columns: 'Pass Type' and 'Registered / Max'. The first row shows 'Exhibitor staff' with '7 / unlimited' in the second column. A red arrow points from the 'Register Here' button in the table to the 'Register Here' text in the message above.

Pass Type	Registered / Max
Exhibitor staff	7 / unlimited

2. Complete the form for each staff member (you can add more events later if required). Click 'Submit' once you've entered all the information.
 - a. Please enter a mobile number in the 'Telephone Number' section – this will be used to text staff in the event of an emergency, for example, the event is cancelled due to adverse weather or force majeure.
 - b. Please ensure details are correct before submitting.
 - c. You will be able to register staff for all events in one go, or add additional events at a later date.

Exhibitor staff Registration Form

Please complete the contact details below. Please enter a mobile number as this will be used to contact each individual in the event of an emergency e.g. the event is cancelled due to adverse weather or force majeure.

* Prefix (Mr, Mrs etc)	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email Address	<input type="text"/>
* Organisation Name	<input type="text"/>
* Telephone Number	<input type="text"/>

Please select the events that you wish to attend. Please note you will receive an exhibitor pass/badge which should be used for all exhibitions that you have registered for below.

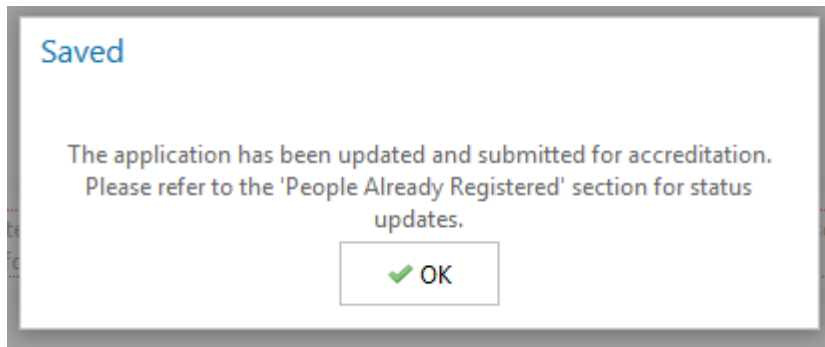
Current Registrations: None

<input type="checkbox"/> STemplate Exhibition 2019	<input type="checkbox"/> Bedfordshire	<input type="checkbox"/> Birmingham	<input type="checkbox"/> Cambridge
<input type="checkbox"/> Cardiff	<input type="checkbox"/> Cornwall	<input type="checkbox"/> Dorset	<input type="checkbox"/> East London
<input type="checkbox"/> East Midlands	<input type="checkbox"/> Edinburgh	<input type="checkbox"/> Essex	<input type="checkbox"/> Exeter
<input type="checkbox"/> Glasgow	<input type="checkbox"/> Hampshire	<input type="checkbox"/> Hereford and Worcester	<input type="checkbox"/> Humberside
<input type="checkbox"/> Kent	<input type="checkbox"/> Lancashire	<input type="checkbox"/> Lincolnshire	<input type="checkbox"/> Liverpool
<input type="checkbox"/> London	<input type="checkbox"/> Manchester	<input type="checkbox"/> Norfolk	<input type="checkbox"/> North and West Cumbria
<input type="checkbox"/> North East Wales	<input type="checkbox"/> North West Wales	<input type="checkbox"/> Northern Ireland	<input type="checkbox"/> Sheffield
<input type="checkbox"/> Staffordshire	<input type="checkbox"/> Suffolk	<input type="checkbox"/> Surrey	<input type="checkbox"/> Sussex
<input type="checkbox"/> Tees Valley	<input type="checkbox"/> Tyneside	<input type="checkbox"/> West and North Yorkshire	<input type="checkbox"/> West London
<input type="checkbox"/> West Wales			

Select [All](#) [None](#)

No data has been defined. Use Edit Mode to add content to this section.

- Once submitted, you will see the message below. Click 'OK' and the pass will be processed.



4. Click 'People Already Registered' on the menu, and you'll see if passes have been processed and accepted (which means the process is complete). It can take a few minutes for a pass/badge to change status to 'ACCEPTED'.

Exhibitor passes

New Registration **People Already Registered** Email Invitations

Please see below a list of staff and their status with regards to registering for exhibitor passes. Accepted - means that they have the passes allocated. Invited - means that you have sent them an invitation to register. You can export a list of those registered if needed.

Hide Cancelled Applications

Key to Actions Edit Record Cancel Pass Change Badge Details

Enter text to search... [Search](#) [Clear](#)

Name	Organisation	Type	Status
Justine Atkin	UCAS	Exhibitor staff	ACCEPTED

Export

Invite your staff to register themselves

1. Click on 'Email Invitations'.

Exhibitor passes

New Registration People Already Registered **Email Invitations**

Please click "register here" to add your exhibitor pass registration. People can register themselves individually through an invitation or as booking leader, you can add all of your staff.

Pass Type	Registered / Max	
Exhibitor staff	7 / unlimited	Register Here

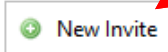
2. Click 'New Invite' to add an individual's details, i.e. name and email address, and they will be sent an invitation to complete their details.

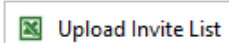
Exhibitor passes

New Registration People Already Registered **Email Invitations**


Please upload a list of exhibition stand staff and their email addresses. Alternatively enter their details by clicking "new invite". An email will be sent to them, which includes a link allowing them to register themselves for the exhibitions.

You can track your staff responses below.

 New Invite

 Upload Invite List

Name	Pass Type	Date Sent	Status	Action
Ash Test	Exhibitor staff	1/17/2019 10:32:31 AM	Waiting	Delete
Scott Warburton	Exhibitor staff	1/23/2019 11:28:02 AM	Waiting	Delete
Test Registration	Exhibitor staff	1/29/2019 1:28:20 PM	Waiting	Delete

 Export List

Or...

3. Click 'Upload Invite List' and import a list of staff you wish to be sent an invitation to book. They will receive a unique link (valid for 14 days) to allow them to book.
4. You can track who has registered through the 'People Already Registered' section.
5. Once staff have registered, they will receive a confirmation email and exhibitor pass, which they need to print and bring to each exhibition.

Please make sure your staff bring their exhibitor's pass/badge to every event.

- **Having their pass ready** will allow them to scan into each event and gain fast-track entry.
- We will scan the barcode so we know they have arrived.
- If they forget their pass, they will need to visit the exhibitor's registration desk. Please bear in mind, they may need to queue to reprint their pass.
- A lanyard and badge wallet will be provided on entry.
- The pass will be valid for all UCAS higher education exhibitions in 2019.

If you have any queries, please contact us on 01242 544 808, or at events@ucas.ac.uk.