

## Register your exhibition stand staff and contractors.

1. Login to your ENet account using the details provided on your stand booking confirmation. For help please contact [events@ucas.ac.uk](mailto:events@ucas.ac.uk).
2. Select the event that you would like to register your staff, from the menu **Account > Change event** from the main menu. When you click **Change event** switch between events, you will also be able to switch between your bookings (organisations) by clicking on the exhibitor names.

The screenshot shows the top navigation bar with 'Account' selected. A dropdown menu is open, showing 'Order management', 'Change password', and 'Change event'. The 'Change event' option is highlighted in blue. A red arrow points to this option. On the right side, there is an 'Account' section with user details: Ashley Partington, D2i Systems, Admin, \$Template Exhibition. Below that is a 'Basket' section showing 0 items and a value of £0.00. At the bottom right, there is an 'Instructions' section with a red dashed box around the text: 'No data has been defined. Use Edit Mode to add content to this section.'

3. Select your organisation name, underneath the exhibition name (you may wish to register staff or contractors).

The screenshot shows the 'Select UCAS Event' page. The top navigation bar has 'Account' selected. The main content area shows 'You are currently managing Aberystwyth University at Cardiff higher education exhibition 2018'. A red box highlights 'Cardiff higher education exhibition 2018' and a red arrow points to it. Below this, there is a list of events: '2017-18 exhibition control event', 'Aberystwyth University (Exhibitor)', 'London higher education exhibition 2018', 'Aberystwyth University (Exhibitor)', 'Manchester higher education exhibition 2018', and 'Aberystwyth University (Exhibitor)'. A red arrow points to 'Aberystwyth University (Exhibitor)'. To the right, there is a 'Click to continue' button. A red arrow points to this button with the text 'Shows which event you are currently in'. Below the list of events, there is a text box that says 'Click on your organisation name' with two red arrows pointing to the exhibitor names.

4. Select from the menu **Manage stand > Exhibitor passes**.

The screenshot shows the top navigation bar with 'Manage stand' selected. A dropdown menu is open, showing 'Exhibitor profile' and 'Exhibitor passes'. The 'Exhibitor passes' option is highlighted in blue. A red arrow points to this option. Below the navigation bar, there is a 'Home Page' section with a 'Welcome to your' message. A red dashed box is around the 'Exhibitor passes' option in the dropdown menu.

5. Click **Register Here** to register staff and contractors at the event you're attending.

## Exhibitor passes

New Registration People Already Registered

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

Pass Type	Registered / Max	
Exhibitor Staff	1 / unlimited	<a href="#">Register Here</a>

## Registration Form

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

× 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"/>

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

Please note, you'll need to keep clicking **Register Here** for each person you wish to register for this event.

6. You can switch between the **New Registration** tab and **People Already Registered** tab to:
  - a. check who, or how many people you've registered
  - b. cancel a persons registration by selecting **Cancel Pass**.
  - c. edit a persons details by selecting **Edit Record**.


## Exhibitor passes


New Registration **People Already Registered**

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


Hide Cancelled Applications

Key to Actions

 Edit Record

 Cancel Pass

 Change Badge Details

Enter text to search...				<a href="#">Search</a>	<a href="#">Clear</a>
Name	Organisation	Type	Status		
Scott Test	D2i	Exhibitor Staff	ACCEPTED		

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

 Export

7. You can also export a list of those you've registered to Excel.
8. To register for other events, return to step two, and follow the instructions again.