Registration Data Management
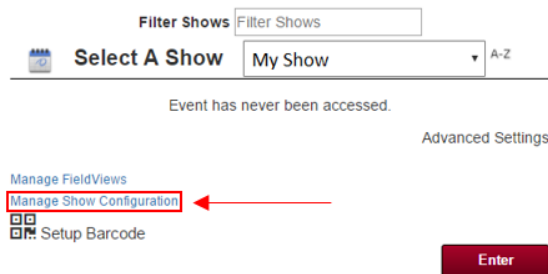
Allows you to manually enter registration data into the server

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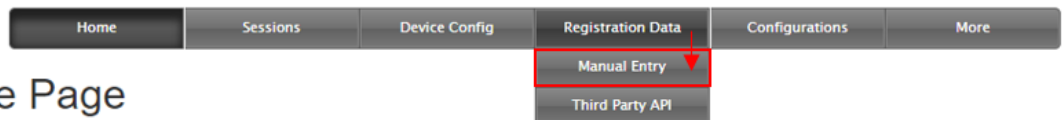
I. Getting There:

1. Sign into your account on the main page and enter the exhibitor portal.

2. Select the show you would like to access using the dropdown and click *Manage Show Configuration*.

3. Hover over *Registration Data* and select *Manual Entry* from the dropdown.

II. Manual Data Entry

1. Enter data into the Manual Data Entry text field in this form (make sure to start a new line for each attendee):

Badge ID^First Name^Last Name^Company^City^Zip^Phone^Address 1^Address 2^Address 3

Important Note: The "^" for this example is arbitrary. You must replace the "^" with your show's appropriate delimiter

2. Once you have typed in all the data you would like to enter, click *Insert Records*.

III. Uploading Data

1. Download the template provided.

2. Enter the data into the excel spreadsheet.

3. Save your excel sheet as a CSV (comma delimited) (*.csv) file.

4. Click *Choose File* and select the file you just saved, then click *Upload Records*.

5. You should see a confirmation in the upper left-hand corner of the page.

IV. Deleting Registration Data

1. For any data to be deleted, a confirmation key must be provided. If you would like a confirmation key, click the *Send Confirmation Key* button.

2. Once you have a key, type it into the confirmation key box and click *Delete*. Doing so will delete all of the registration data.

3. If you only want to delete select data, you can use the Like Clause text field.
      a. You must specify a word or phrase that matches the record you would like to delete and surround that word or phrase with "%"
      b. For example: %@example.com% will delete any records that contail the text "@example.com"
      c. Once again, for this to work, you must have a confirmation key and type it into the box prior to clicking delete.

V. Downloading Data

1. If you would like to view your registration data to confirm that everything is correct, you can do so by clicking the download button within the Download Show Registration Data section.