
Registration Data Management

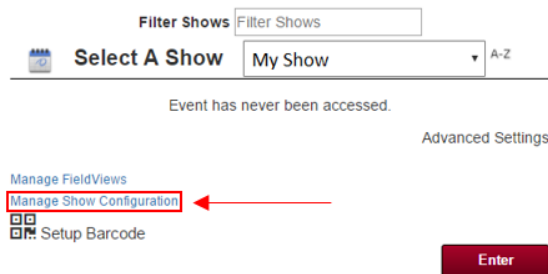
Allows you to manually enter registration data into the server

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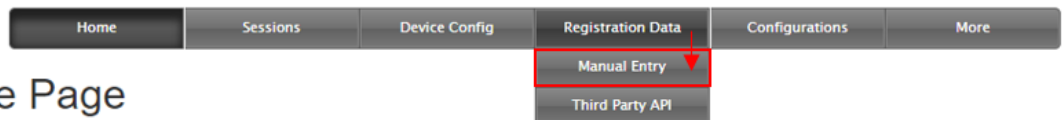
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I. Getting There:

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.



Management Home Page

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*.

Manual Data Entry

* Enter Attendee Registration Data

Maximum Records: 2000

III. Uploading Data

1. Download the template provided.

Upload Data Upload Records

Select Registration data source:

No file chosen

Excel (.xlsx) - Data must be present in the first sheet.

Comma Separated (.csv) - Must have record fields separated with a comma. Optionally, data fields may be surrounded with double quotes. (UTF-8 Encoding)

Text File (.txt) - Must have data fields separated with the barcode delimiter specified in the setup file. (UTF-8 Encoding)

Data Contains Headers Yes

Data Fields Surrounded By Quotes Yes
This will force the system to use the CSV parser instead of a string splitter.

	A	B	C	D	E	F	G	H	I	J
1	Badge ID	First Name	Last Name	Company	City	Zip	Phone	Address 1	Address 2	Address 3
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										

2. Enter the data into the excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	Badge ID	First Name	Last Name	Company	City	Zip	Phone	Address 1	Address 2	Address 3
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

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*.

Upload Data Upload Records

Select Registration data source:

No file chosen

Excel (.xlsx) - Data must be present in the first sheet.

Comma Separated (.csv) - Must have record fields separated with a comma. Optionally, data fields may be surrounded with double quotes. (UTF-8 Encoding)

Text File (.txt) - Must have data fields separated with the barcode delimiter specified in the setup file. (UTF-8 Encoding)

Data Contains Headers Yes

Data Fields Surrounded By Quotes Yes
This will force the system to use the CSV parser instead of a string splitter.

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.

Delete Registration Data

Like Clause Wild Card = %

Specify a like clause to delete any record that match the clause. An empty clause will delete all records.
Example: %@example.com% will delete any record that contains the text "@example.com"

* Confirmation Key

In order for any registration to be deleted from the system, a confirmation key will be emailed to an***@swftum.com

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 contain 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.

