



# Exhibitor Registration

## How-To Guide

Last updated: December 2022

# Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the AONL 2023 Exhibitor Portal. Within this email, you will find a unique link with access to your company portal page.
- From here, you will be prompted to login or create a new login password.
- If you have previously exhibited in any AONL events, please ensure you are logged into the correct event, “AONL 2023: Inspiring Leaders”. If you are not, select from the drop down.
- If available, select the 2023 Events followed by AONL 2023: Inspiring Leaders. If not available, paste the link <https://onsite.cvent.com/exhibitor> into your browser. If needed, the AONL 2023 event code is: 2FNM7D9LSFM.



# Register Your Onsite Staff

- Once logged in to your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.
- To register yourself and/or onsite staff, select “Team” from the left side navigation bar or select “Find Booth Staff” on the landing page.

Exhibitor Portal

Sproat, Kourtney (ksproat@aha.org) is signed in  
AONL 2023: Inspiring Leaders  
May 1 - 4, 2023

AONL  
May 1, 2023 at 7:30 AM - May 4, 2023 at 7:00 PM  
Anaheim

Welcome to AONL 2023: Inspiring Leaders

Tasks

- Exhibitor Tasks**  
You have 0 tasks to complete  
[View tasks](#)
- Manage lead retrieval**  
Right now, you have 2 LeadCapture licenses assigned to you. You can buy more licenses before the event starts.  
[Manage lead retrieval](#)
- Assign Licenses**  
You have 2 licenses available to assign. Assign licenses to get your booth staff ready to go.  
[Assign licenses](#)
- Lead Qualification Questions**  
Qualify your leads with questions. Find out more about attendees than just a lead score.  
[View questions](#)
- Booth Staff**  
Right now, you have 0 booth staff. Finish creating your booth staff.  
[Find booth staff](#)

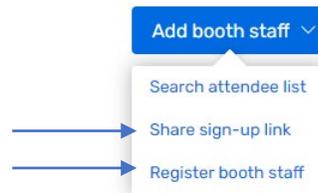


# Register Your Onsite Staff

- To begin, select the **Add booth staff** button. Here you will select your process forward by selecting either **Share sign-up link** OR **Register booth staff**.
- Do not select **Search attendee list** since you are newly registering your team.

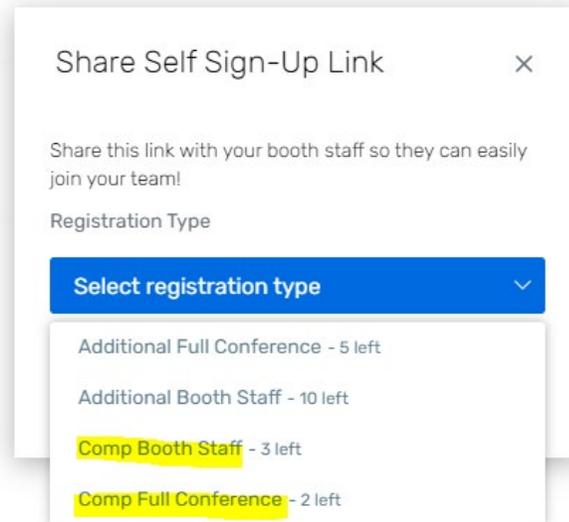


Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.



# Select Registration Type

- If you choose to do the **Share sign-up link option**, you will be asked to select your staff's registration type. Then, copy the registration link so your booth staff can register themselves.
- If you choose to do the **Register booth staff option**, you will be taken through the registration process to register your team individually.
- Special note: The options that read **Comp** are your team's allotments. Be sure to use the comp badges first.



Share Self Sign-Up Link ×

Share this link with your booth staff so they can easily join your team!

Registration Type

Select registration type ▾

- Additional Full Conference - 5 left
- Additional Booth Staff - 10 left
- Comp Booth Staff - 3 left
- Comp Full Conference - 2 left

- **Additional Full Conference** = An additional Full Conference registration you would like to pay for (\$1500)
- **Additional Booth Staff** = An additional Booth Staff registration you would like to pay for (\$200)
- **Comp Booth Staff** = Your Booth staff allotment. (4 per 10x10)
- **Comp Full Conference** = Your Full Conference attendee allotment. (1 per 10x10)

*\*\*\*Full Conference attendees can attend sessions and collect CNEs.*

# Personal Information

**Admins:** if registering on behalf of your booth staff, please remember to use the “CC Email Address” option if you would like to be copied on your staff’s confirmation email.

The “CC Email Address” will come in handy if you would like to modify or make hotel reservations for your registrant.

All this information can be found only within the confirmation email.

## Personal Information

Fill out the information below, then click Next to continue.

Salutation

\* First Name

Middle Name

\* Last Name

Suffix

\* Preferred Badge Name

\* Email Address

→ CC Email Address

# Registration Confirmation

- Upon completion, the individual and whomever is in the CC field will receive a confirmation email which includes:
  - Link to modify the registration
  - Print receipt
  - Confirmation number
  - Link to book housing



Dear Kourtney,

Thank you for registering for **AONL 2023: Inspiring Leaders to be held May 1-4 in Anaheim**. Please save this message for future reference and carefully review the information below.

**Event:** AONL 2023: Inspiring Leaders  
**Registrant:** Kourtney Sproat  
**Confirmation Number:** P3NZ7BXZDV8

[Click here](#) to view or modify your registration. You will need your confirmation number above to view/modify.

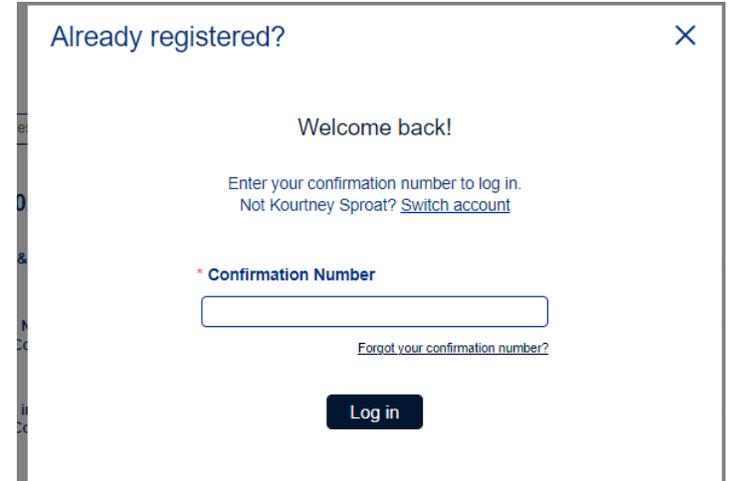
**Amount paid:** \$0.00  
**Amount due:** \$0.00  
[Download invoice/receipt](#)

If paying by check, please see specific instructions below.



# Modify an Existing Registration

- To modify an existing registration, locate the “**Click here**” link within the registration confirmation email.
- The link will direct you to the “Already registered?” landing page. Enter the registrant’s confirmation number and click “**Log in**”.
- On the Confirmation page, scroll down until you see the “**Modify Registration**” button.
- Complete the required fields and select “**Submit**” to process the modification.
- **\*\*To switch/swap team members, you must first cancel your previous team member. Then, you will have the opportunity to register the new team member using the available badge allotment.**



Already registered? ✕

Welcome back!

Enter your confirmation number to log in.  
Not Kourtney Sproat? [Switch account](#)

\* Confirmation Number

[Forgot your confirmation number?](#)

Log in

# Contact Us

- For questions regarding exhibitor registration or space logistics, please contact [aonlexhibitorcare@tradeshowlogic.com](mailto:aonlexhibitorcare@tradeshowlogic.com).
- For additional exhibitor resource information, such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource Page](#).

If you encounter any issues with registering, you may have old browser cookies. This may happen when a computer is recognizing previous logins. Please clear your cookies or you can go into Incognito mode. Shortcuts below by browser:

- Chrome: Press Ctrl + Shift + N
- Microsoft Edge: Press Ctrl-Shift-N
- Firefox: Press Shift + CTRL + P
- Safari:
  - For Windows: Press Ctrl-Shift-N
  - For macOS: Press ⌘ -Shift-N

