



Exhibitor Registration

How-To Guide

Last updated: November 2023

Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the AONL 2024 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 2024: Inspiring Leaders”. If you are not, select from the drop down.
- If available, select the 2024 Events followed by AONL 2024: Inspiring Leaders. If not available, paste the link <https://onsite.cvent.com/exhibitor> into your browser. If needed, the AONL 2024 event code is: JRN9HWQZ7NK.

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.

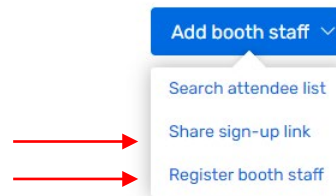
The screenshot displays the AONL 2024 Exhibitor Portal. The left sidebar contains a navigation menu with the following items: Overview, Tasks, Profile, Team (highlighted with a red box), Licenses, Sponsored Sessions, Reports, and Lead Collection. The main content area features a header with the event title 'AONL 2024: Inspiring Leaders' and dates 'Apr 8 - 11, 2024'. Below the header is a banner for 'AONL 2024 INSPIRING LEADERS' with the location 'NEW ORLEANS | APRIL 8-11'. The 'Tasks' section contains six cards: 'Exhibitor Tasks' (0 tasks to complete), 'Exhibitor Profile' (create profile to share with event planners), 'Get Lead Retrieval' (0 licenses assigned), 'Assign Licenses' (0 licenses available), 'Lead Qualification Questions' (qualify leads with questions), and 'Booth Staff' (0 booth staff, with the 'Find booth staff' button highlighted by a red box).

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.

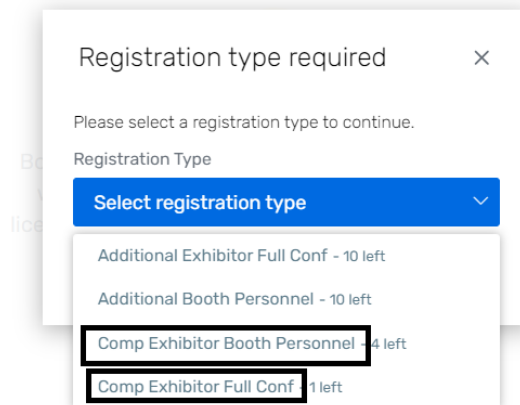


Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.



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.**



The screenshot shows a modal window titled "Registration type required" with a close button (X). Below the title, it says "Please select a registration type to continue." and "Registration Type". A dropdown menu is open, showing the following options:

- Select registration type (dropdown arrow)
- Additional Exhibitor Full Conf - 10 left
- Additional Booth Personnel - 10 left
- Comp Exhibitor Booth Personnel - 4 left
- Comp Exhibitor Full Conf - 1 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 (\$225)
- **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 contact hours.*

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. The information provided is what will appear on your name badge.

Salutation

* First Name

Middle Name/Initial

* Last Name

Suffix

* Email Address

CC Email Address



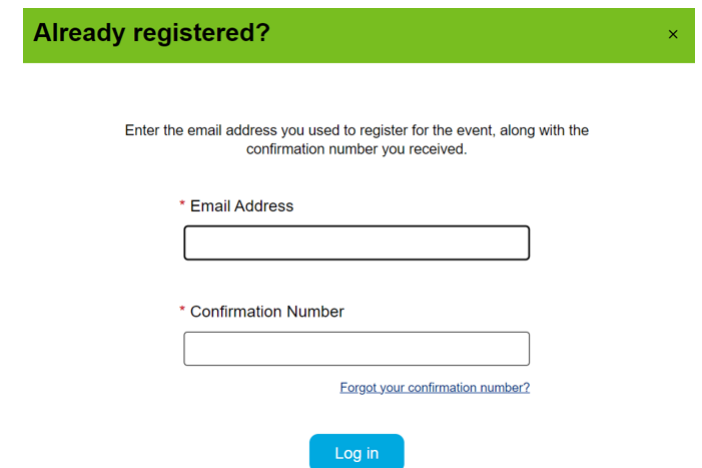
Registration Confirmation

- Upon completion, the individual and whomever is in the CC field will receive a confirmation email from AONL Conference (aonlannualconference@aha.org) which includes:
 - Confirmation number
 - Link to book housing
 - Link to modify the registration
 - Print receipt

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.**



The screenshot shows a web form titled "Already registered?" with a close button (x) in the top right corner. Below the title, there is a prompt: "Enter the email address you used to register for the event, along with the confirmation number you received." The form contains two input fields: "Email Address" and "Confirmation Number", both marked with a red asterisk. Below the "Confirmation Number" field is a link that says "Forgot your confirmation number?". At the bottom of the form is a blue "Log in" button.

Contact Us

- For questions regarding exhibitor registration or space logistics, please contact 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

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INSPIRING LEADERS