**To Access and Send Exhibitor Invitations**

1. From your company’s Dashboard, click on the Booth Promotion tab or on Invite Exhibitor Guests in Registration Tools.



\*If you click on the Booth Promotion tab, you will see the page below where you can then click on Invite Exhibitor Guests or Get Registration Widgets.



1. You can either give your customer the code listed in Step 1 or in Step 2 you can send them an email that has a link for them to use to register via the attendee site using your company’s unique code.



1. When an attendee clicks on the registration link in your email, they will be taken directly to the attendee registration site where your unique code will pre-populate. If you didn’t send an email and gave your customer the code, they can enter it in the field shown below on the Attendee site.



1. From your company’s Dashboard, you can track who has registered using your code.

