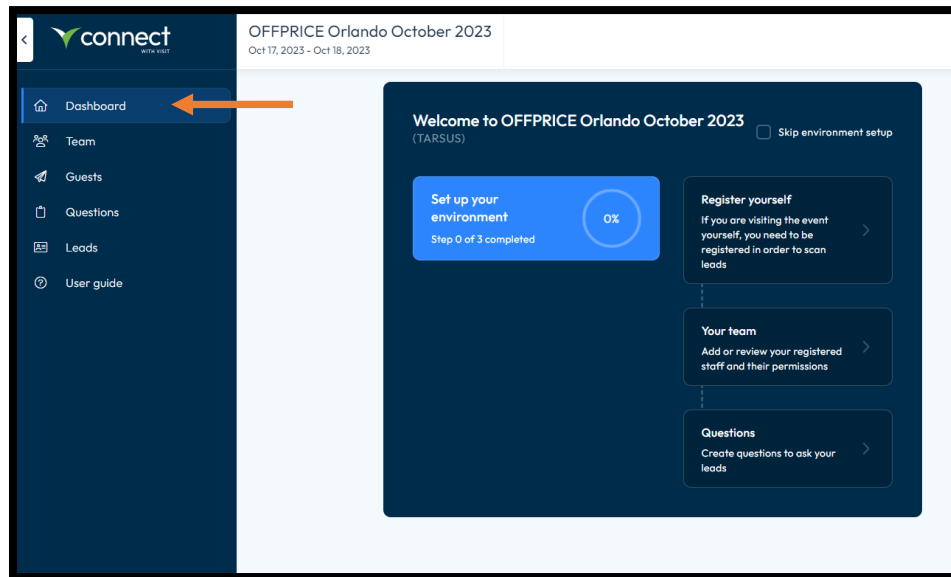


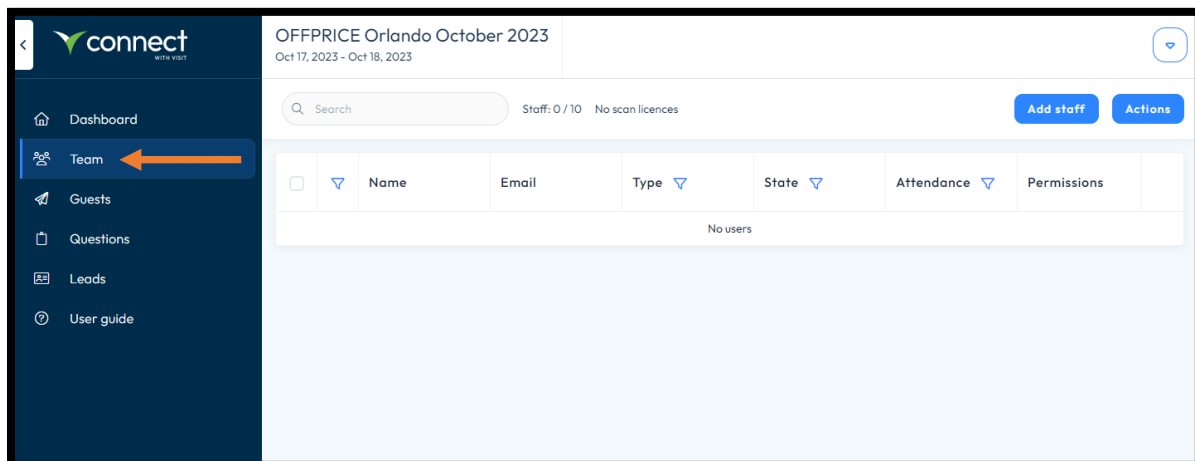
Your Visit Connect Dashboard



Team

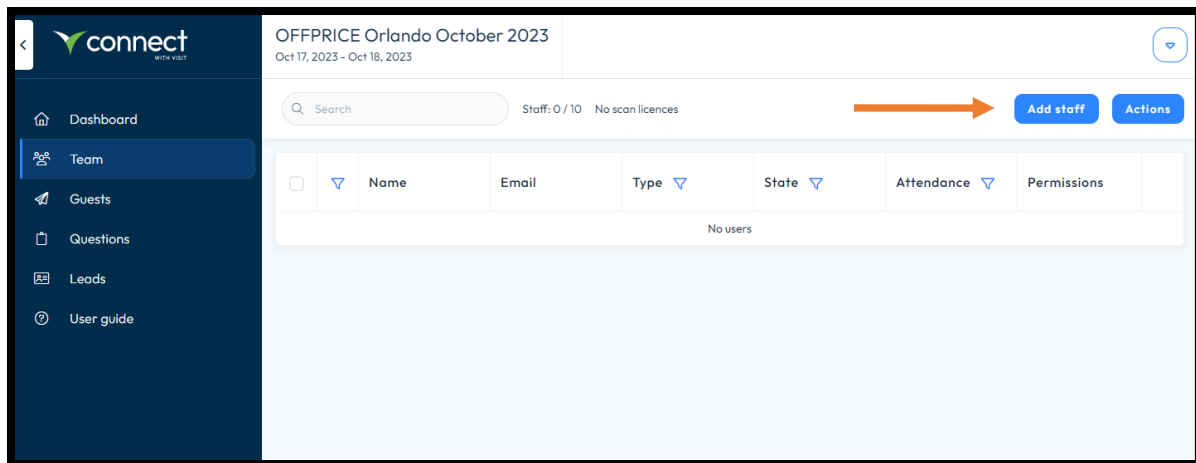
The Team section has two main purposes:

- It allows admin users to register staff or other team members for the event and email them their Visit Connect details.
- It gives an overview of the available BID licenses, registered staff members and available complimentary badges, staff permissions, and attendance status at the event.



Register staff

1. To register staff, click on **Team > Add Staff > Register Exhibitor.**



The screenshot shows the 'Staff' registration form. The form fields are filled with example data: First name 'Audrey', Last name 'Test', Email 'ataylor@offpriceshow.com', Phone number '262-754-6921', and Company 'TARSUS'. Below the form is a 'Permissions' section with four checkboxes: Admin permissions, Allow capture leads, Show all leads, and Allow export leads. The 'Save' button is highlighted with an orange arrow.

2. Enter the basic contact details for your staff member then click on **Save**.

3. Another window will appear. Confirm the individual's information and check the boxes to agree to our event policies.

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Email address

Please enter the email address of the person being registered.

Email *

Please use unique address

CONTACT DETAILS

Please complete all the details below. Fields marked with * are mandatory.
This information is used for your badge and to send you important information about your registration.

First name *

Last name *

Company *

Phone
e.g. +31 23 1234567

Mobile/Cell
e.g. +31 23 1234567

Website

Country *
▾

State *
▾

Town/City *

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Policies

Attendee terms and conditions *

By registering to attend this event, you agree to our [attendee terms and conditions](#). Please read this carefully as it explains our admissions policy, rules and code of conduct.

Privacy *

By completing this form, you understand that our team will contact you in an appropriate manner, either by telephone or email. We will use the details you give us to send you information about the products and services which we offer that we believe align with your business interests.

If you decide you no longer want to hear from us, we will make it easy for you to let us know. Tarsus Group does not share your information with any third parties for marketing purposes. If you would like to know more about how we look after your personal information, please refer to our [privacy notice](#).

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THANK YOU

Your registration is complete.

You should receive your confirmation email in a few minutes. We look forward to seeing you at the show!

Kind regards
The OFFPRICE Show team

4. After completing the registration form, the user will receive the e-ticket via e-mail for express check-in onsite.

Export Staff

5. To print your staff e-tickets click on Team > Actions > Print staff vouchers

