**Exhibitor Registration and Badge Pickup**

- Advance Registration
    - CSI offers multiple tools for registering exhibitor personnel via a secure exhibitor portal
        - Upload a File: upload an Excel file with all relevant exhibitor personnel data
            - Several hundred personnel can be registered via a single file load.
            - The file template can be customized to collect whatever information you require of your exhibitor personnel.
            - If exhibitor coordinators need their personnel to complete their own registration, CSI can send a customized email to the personnel with instructions for completing their registration.

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | First name (Given name)* | Last name (Surname/Family name)* | Business Job Title* | Communication Email Address* | CC Email Address |
| 2 | One | Tester | VP | one@csireg.com | ian@csireg.com |
| 3 | Two | Tester | COO | two@csireg.com | ian@csireg.com |
| 4 | Three | Tester | CFO | three@csireg.com | ian@csireg.com |
| 5 | Four | Tester | CTO | four@csireg.com | ian@csireg.com |
| 6 | Five | Tester | CEO | five@csireg.com | ian@csireg.com |

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        - Multi-up group registration: register a group of exhibitor personnel by entering their necessary information. The fields on this page can be customized.

**Note:** Fields with an ✱ are required to continue.

| First Name ✱ | Last Name ✱ | Business Job Title ✱ | Communication Email Address ✱ | CC Email Address |
|---|---|---|---|---|
| First Name **One** | Last Name **Test Out** | Title **Director** | Communication Email **one@csireg.com** | CC Email Address **ben@csireg.com** |
| First Name **Two** | Last Name **Test Out** | Title **VP** | Communication Email **two@csireg.com** | CC Email Address **ben@csireg.com** |
| First Name **Three** | Last Name **Test Out** | Title **CFO** | Communication Email **three@csireg.com** | CC Email Address **ben@csireg.com** |
| First Name **Four** | Last Name **Test Out** | Title **CTO** | Communication Email **four@csireg.com** | CC Email Address **ben@csireg.com** |

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    - Video tutorials
        - CSI can create video tutorials demonstrating the various exhibitor registration tools for the exhibitor coordinators to view. These videos can be embedded in every exhibiting company's registration portal.
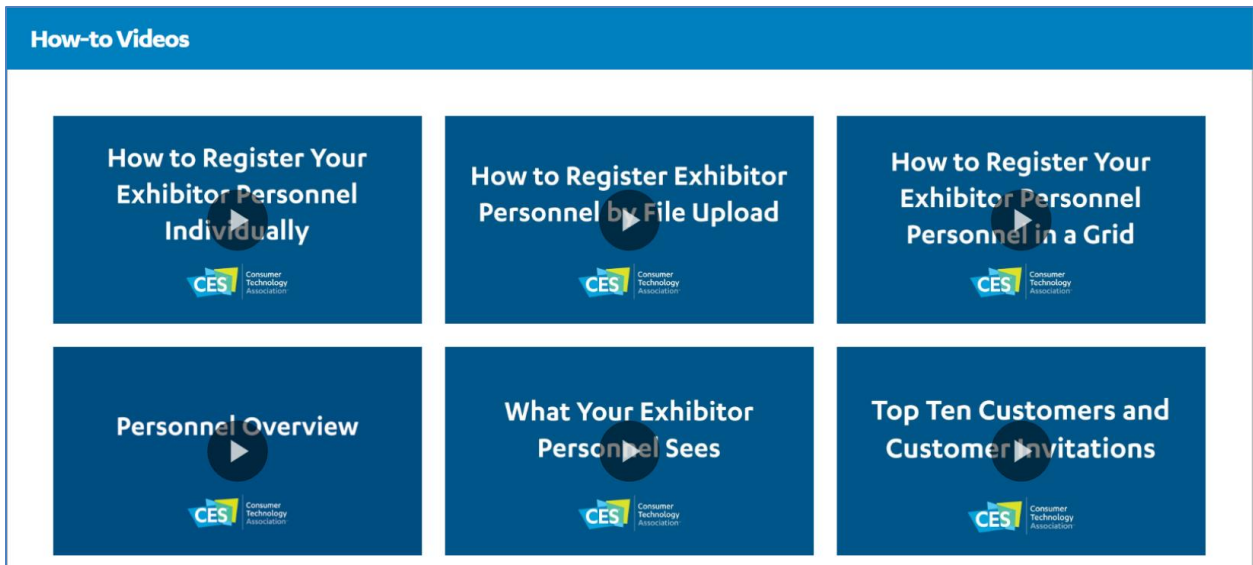
- Exhibitor Personnel Tracking
    - The exhibiting company portal includes a page (screenshot below) that lists all of the company's registered exhibitor personnel. The list can be sorted alphabetically by any field that appears in the list, such as date registered, first name, or last name.
    - The exhibitor coordinator can resend confirmation and/or reminder emails to their registered exhibitor personnel from this page.
    - CSI can highlight or flag registered exhibitor personnel who have picked up their badge. This can be tracked in real time.
    - The exhibitor coordinator can download an Excel file of all registered exhibitor personnel. The fields included in the Excel file can be customized.



- Onsite Badge Pickup
    - Exhibiting companies have several options for how badges can be distributed to their personnel onsite.
        - CSI can pre-print badges for onsite pickup.
        - Exhibitor personnel can pick up their own badges at a designated badge pickup location.
        - A designated contact can pick up badges for select personnel at a designated badge pickup location.