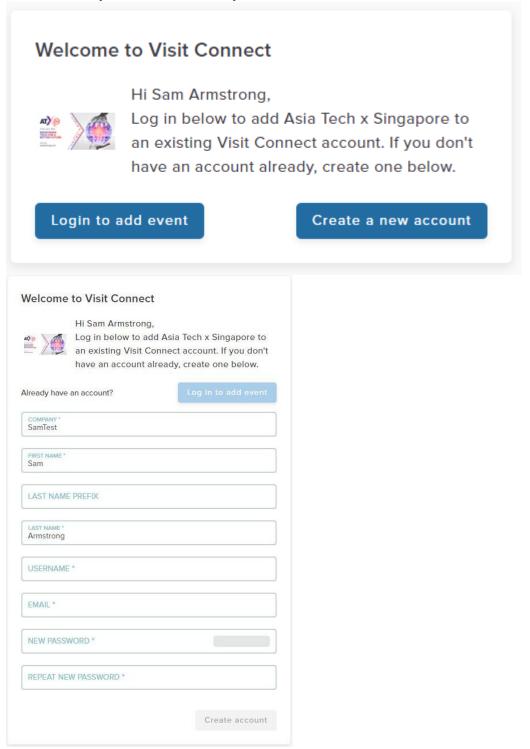
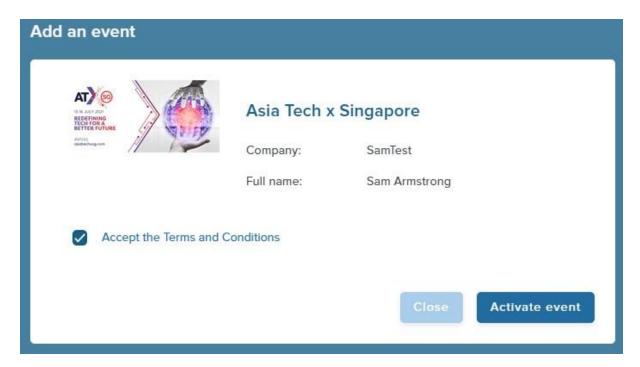
Pass Registration Instructions

Please follow the instructions below to register the passes included in your contract.

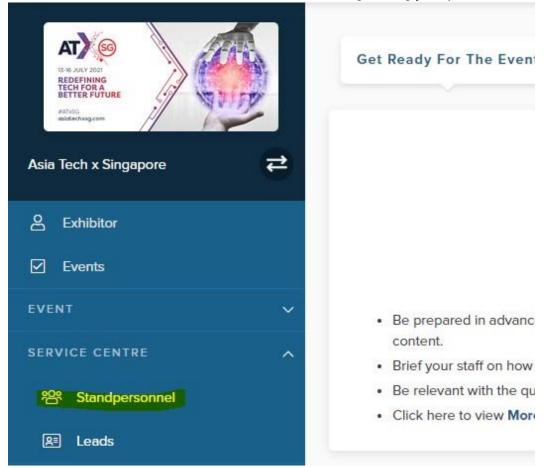
- 1. Please follow your **unique pass link** that was send to you via email. If you cannot find thislink please contact your Operations Manager and they will resend to you.
- 2. Once you click on this link you will need to **create an account**:



3. Once you have created your account you will be taken to the screen below:

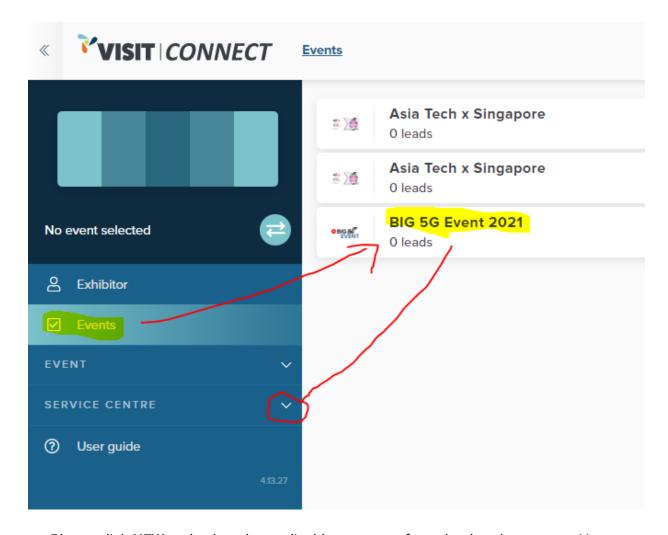


4. Please click **Service Centre > Personnel** to start registering your passes:

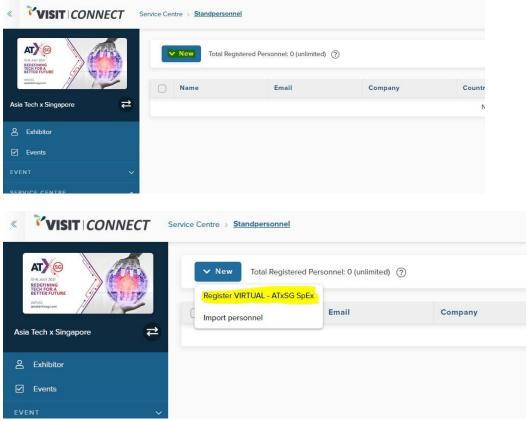


If for any reason you get to step 4 and it says "no events selected" or you do not have "standpersonnel" showing as an option under the service centre drop down, please try the below steps to fix:

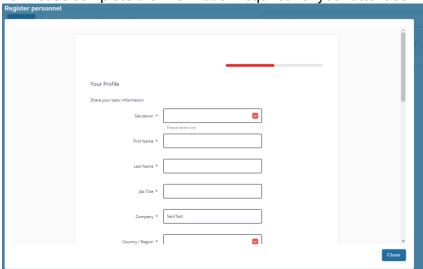
Click events as highlighted below, then you should see the event name show up. Click the event name then you can select service centre again and it should show "standpersonnel"



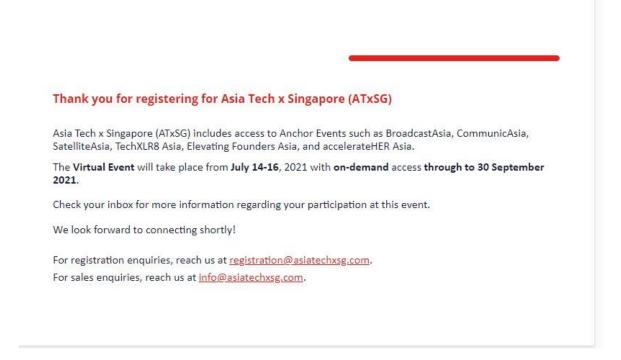
5. Please click **NEW** and select the applicable pass type from the dropdown menu. You can then see all of your pass entitlements. Please contact your Operations Manager if there are any discrepancies in your pass allocations:



6. Please complete the information required for your attendee:



7. When you see the below screen, you are all set! The individual will then receive a confirmation email:



8. Go back to step 4 to repeat this process to register more passes!

