## **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 sent to you via email. If you cannot find this link, please contact your Operations Manager and they can resend it.
- 2. Once you click on your unique link you will be taken to a page where you will be asked for a code that has been sent to your email address.

We have sent a code to log in to @gmall.com
CODE

3. Once you enter your code you will get the following pop up to accept Visit Connect Terms and Conditions



4. Please click **Team** from the menu on the left side of the screen to start registering your passes:

AFR/CA Including Anchor Events Africa Africa	Total registered staff: 0 of 30					
Africa Africa Com Tech	□ ∇ Name Email					
Africa Tech Festival 2022 TEST ONLY Informa Tech						
ඬ Dashboard						
🖞 Questions						
A Leads						
⑦ User guide						
420.57						

5. Please click **Add staff** in the bottom right corner of the screen 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:

AFRICA Including Anchor		Total registered staff: 0 of 30 🕜						Q Search				
Africa A Com	lfrica Tech		$\bigtriangledown$	Name	Email	Туре	$\bigtriangledown$	State	$\bigtriangledown$	Attendance/	Permissions	
Africa Tech Festival 2022 TEST ONLY Informa Tech								No users				
යි Dashboard												
绺 Team												
🗂 Questions										Register S	ponsor & Exhibitor Delegate	
🛤 Leads											itand Staff with Lunch	
⑦ User guide										Register S		
	4.20.57									Import sta	If	
											Add staff	Actions

6. Please complete the information required for your attendee and then click **Next**:

Please fill out the requested fields. Fields marked with an * are mandatory.  Tur  Fill  Fill Fill  Fill  Fill  Fill  Fill Fill  Fill  Fill  Fill  Fill  Fill  Fill  Fill  Fill  Fill  Fill  Fil	tegister staff Total registered staff: 0 of 10 (?)	Q, Search
First Name	Please fill out the requested fields. Field	is marked with an * are mandatory.
Value is required and cart to entropy         Last Name =         'splue is required and cart to entropy         Work E-Mail =         'splue is required and cart to entropy         County =         'splue is required and cart to entropy         County =         'splue is required and cart to entropy         jub Title =         'splue is required and cart to entropy         Jub Title =         'splue is required and cart to entropy	Title	
Lass Name + Visite it regulared and cars to entrypy Visite it regulared and cars to entrypy Country + Country + Visite it regulared and cars to entrypy Job Tris + Visite it regulared and cars to entrypy Job Tris + Visite it regulared and cars to entrypy Visite it regulared and cars to	First Name *	
Wate is required and cart be empty         Wate is required and cart be empty         Country •         Company •         Value is required and cart be empty         Dab Title •         Value is required and cart be empty         e.g. +1 20 120407		Value is required and can't be empty
Work E Mail 1         Value 1s required and cart is empty         Country *         Campany =         Table 1s required and cart is empty         Job Title *         Value 1s required and cart is empty         Value 1s required and cart is empty         Job Title *         Value 1s required and cart is empty         value 1s required and cart is empty </th <th>Last Name *</th> <th></th>	Last Name *	
Volue is required and card to empty County * County * Co	No. 1 7 10 - 7	Value is required and can't be empty
Company = Value is required and cartilize empty Job Telle = Value is required and cartilize empty Work Phone = = g = 1123 1234827	WOLK L'INDI	Value is required and can't be empty
Value is required and carritise empty Jub Trile = Value is required and carritise empty Work Phone e.g 17 21 1234877	Country *	
Jub Title * Value is required and carst be energy Work Phone <pre></pre>	Company *	
Value is required and caritie entropy           Wark Phone           e.g. < 31 23 1234887		Value is required and carit be empty
Work Phone	Job Title *	
4.g 41.23.123.6487		Value is required and can't be empty
	Work Phone	eg. +31 23 1234567
VISIT THE WEBSITE		
Close Next	Chao	_

## **Information Classification: General**

7. When you see the below screen, you are all set! You will receive a confirmation message confirming your pass has been registered and the individual will receive a confirmation email:

Register staff		
Total registered staff: 0 of 30 ⑦	U, Search	_
	Including Anchor Events Africa Africa BACKIN	7
	AFRICA TECH Com Tech CAPETOWN	
	FOR 2022!	
	7-11 NOVEMBER 2022	
	CAPE TOWN	
	Thank you for registering for Africa Tech Festival!	
	You will shortly receive a confirmation email with more information. Please be sure to also check your junk	
	mail.	
	We look forward to welcoming you to the event soon!	
	Return to the Africa Tech Festival homepage	

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

.

9. If you would like to register multiple passes at the same time, In the **Team** section, from the **Add staff** dropdown menu, click **Import staff** 



• Click **Download**, to download the template which needs be filled in with the necessary information.



• From **Registration Type**, select the type of pass for which you want your colleagues to be registered.

Import staff		
<ol> <li>Download template</li> <li>Select registration</li> </ol>	type	Download
REGISTRATION TYPE Sponsor & Exhibitor Del	egate	
Upload your staff		Upload
	can send a confirmation e on the Send confirmatior	, ,
		Close

- Open the template you have downloaded and follow the instructions on how to fill in the form
  - Please be aware that all the people mentioned in one file will be registered for the same pass type which you have selected. You will need to upload different files if you want to add colleagues for different pass types (1 file for Sponsor & Exhibitor Delegate passes, 1 file for Stand Staff with Lunch passes, or 1 file for Stand Staff passes)
- Once you have saved and closed the file, use the **Upload** button and select your file to import the information about your colleagues.