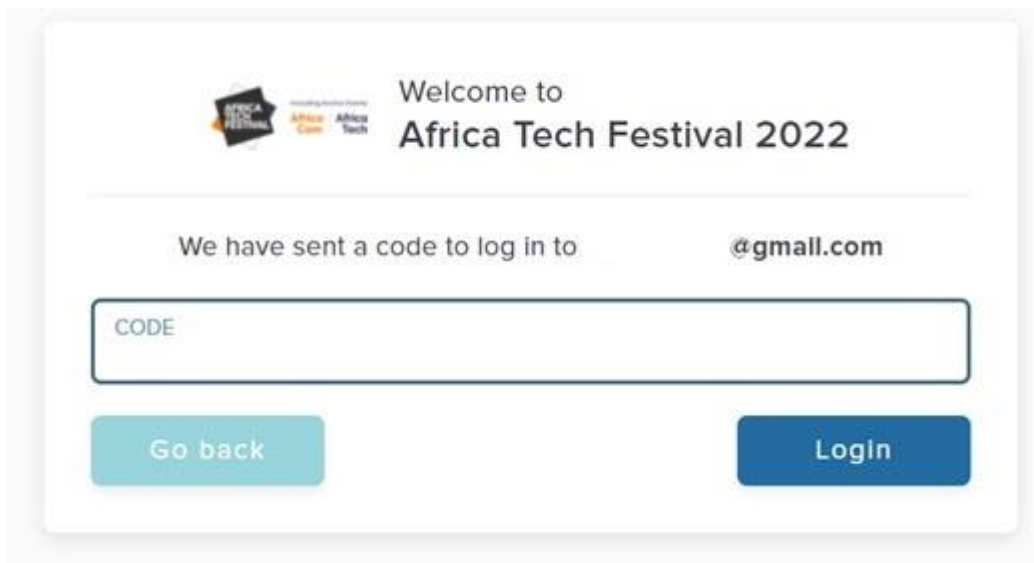


## Pass Registration Instructions

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.



Logo: Africa Tech Festival 2022

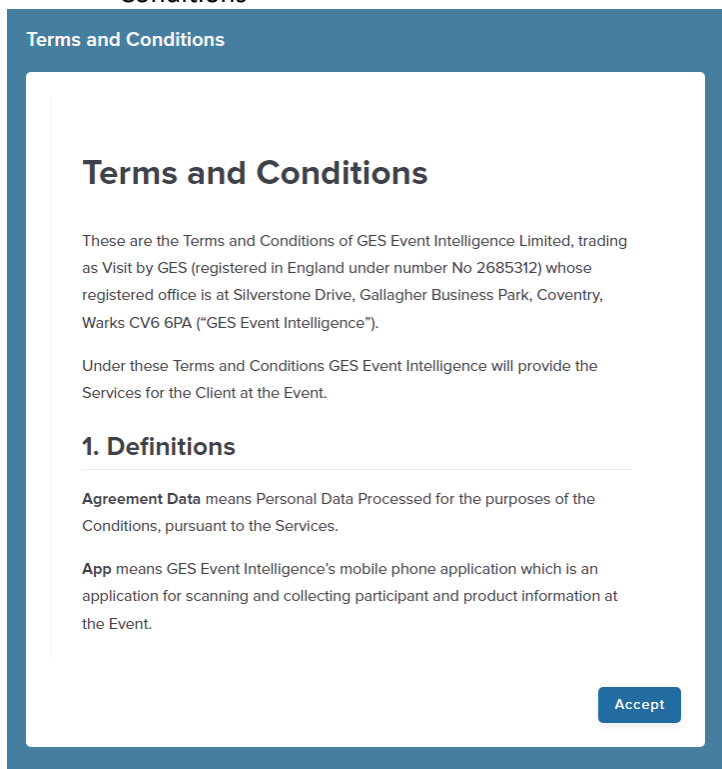
Welcome to  
Africa Tech Festival 2022

We have sent a code to log in to @gmail.com

CODE

Go back Login

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



Terms and Conditions

### Terms and Conditions

These are the Terms and Conditions of GES Event Intelligence Limited, trading as Visit by GES (registered in England under number No 2685312) whose registered office is at Silverstone Drive, Gallagher Business Park, Coventry, Warks CV6 6PA ("GES Event Intelligence").

Under these Terms and Conditions GES Event Intelligence will provide the Services for the Client at the Event.

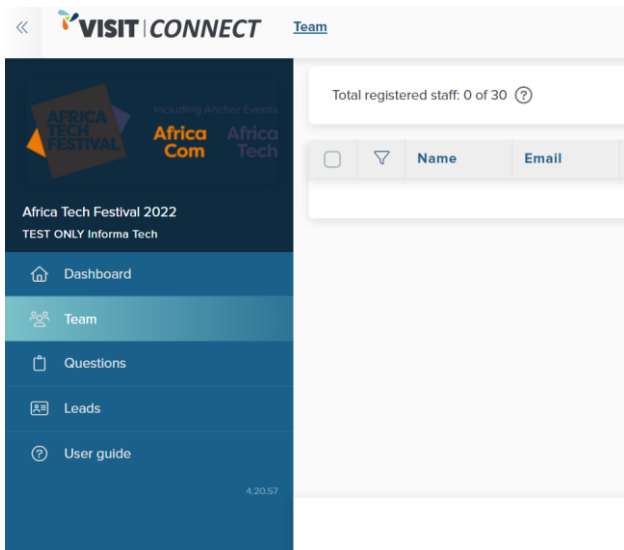
#### 1. Definitions

**Agreement Data** means Personal Data Processed for the purposes of the Conditions, pursuant to the Services.

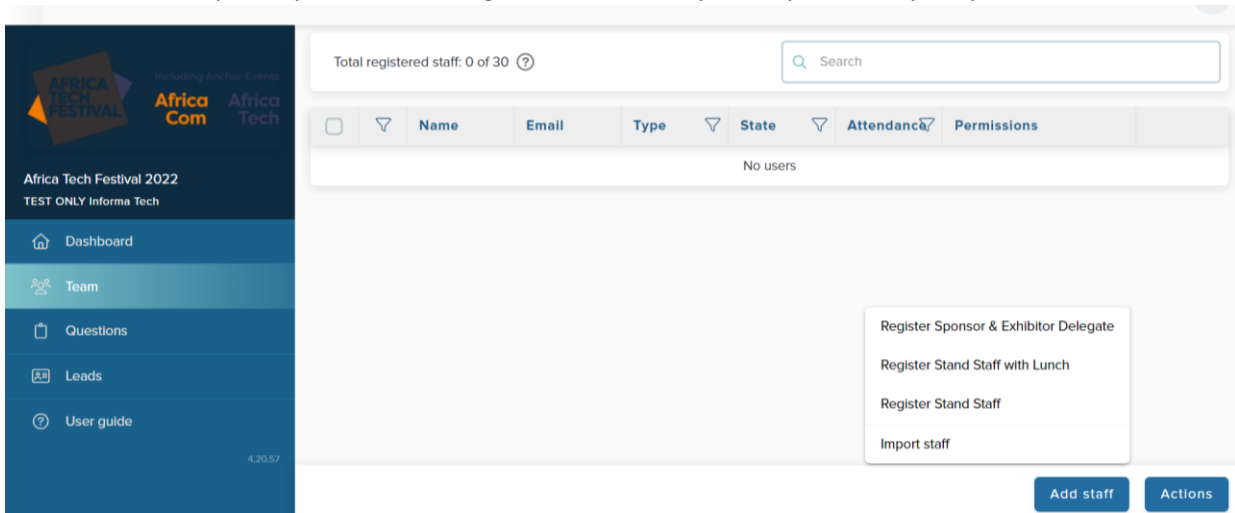
**App** means GES Event Intelligence's mobile phone application which is an application for scanning and collecting participant and product information at the Event.

Accept

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



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:



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.

Title

First Name \*

Last Name \*

Work E-Mail \*

Country \*

Company \*

Job Title \*

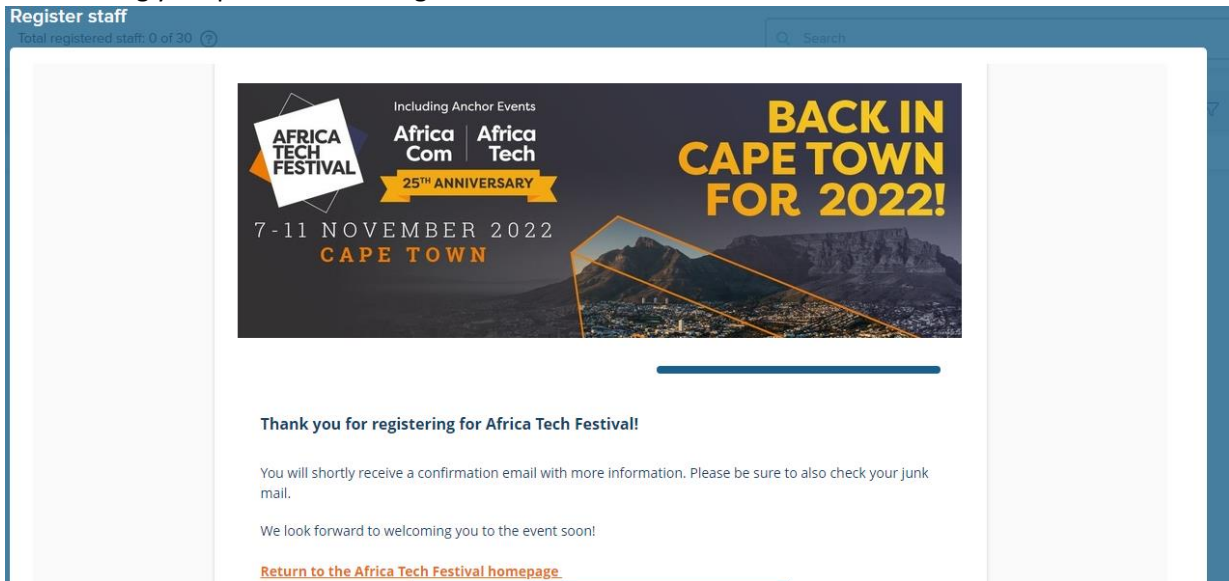
Work Phone

e.g. +31 23 1234567

VISIT THE WEBSITE

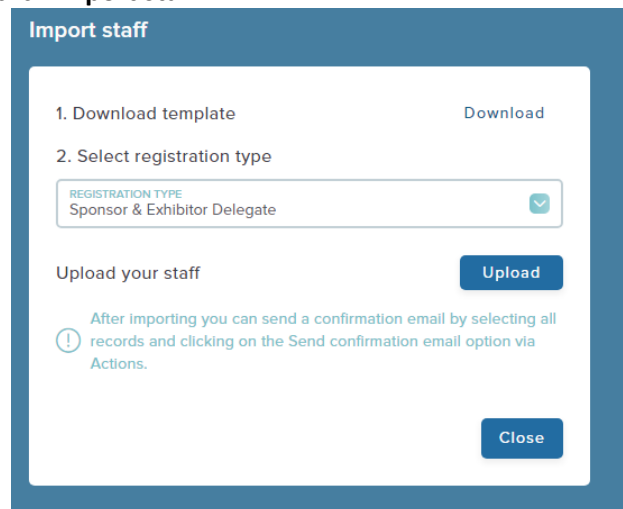
Close Next

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:

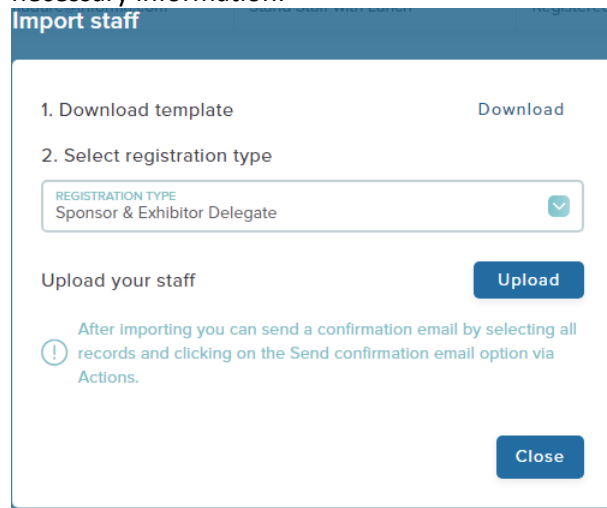


8. Go back to step 4 to repeat this process to register more passes!

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**

1. Download template Download

2. Select registration type

REGISTRATION TYPE  
Sponsor & Exhibitor Delegate

Upload your staff Upload

! After importing you can send a confirmation email by selecting all records and clicking on the Send confirmation email option via Actions.

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.