

# Wealth Management EDGE

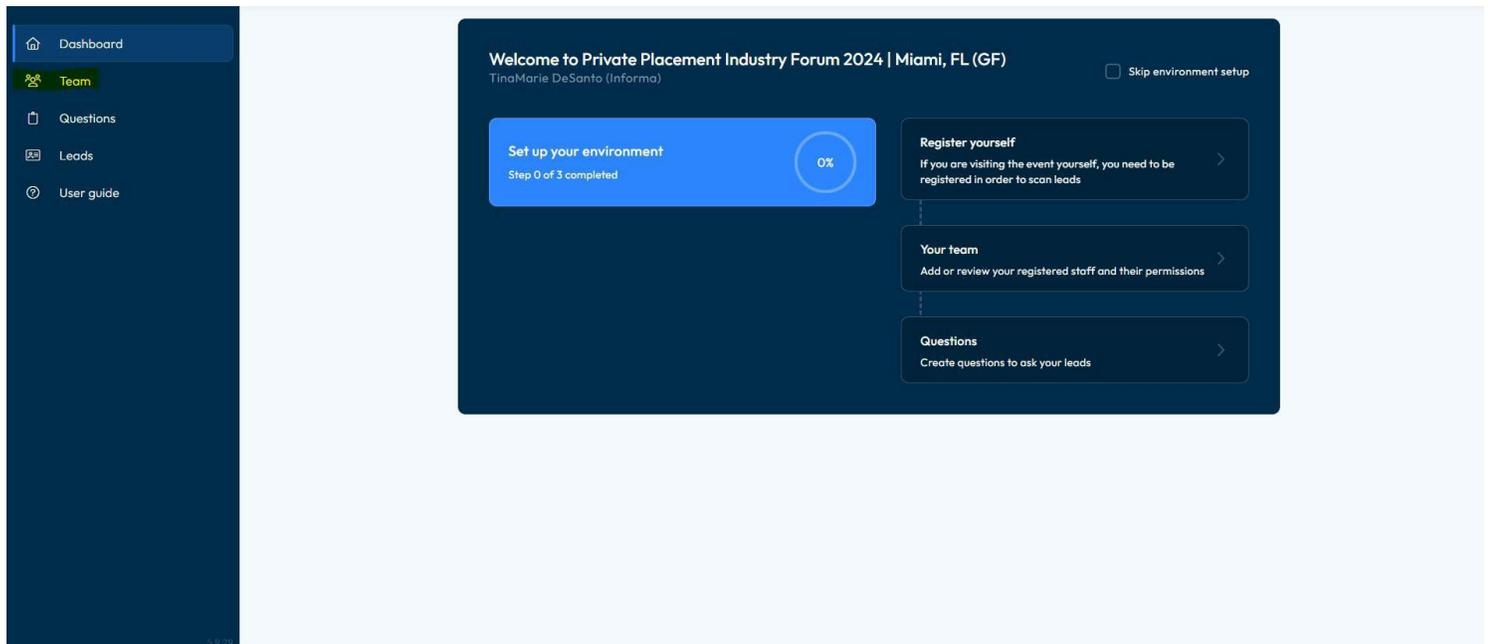
Please follow the steps below to register a staff member coming to the event. Please note- all individuals attending the event must be registered prior to arriving onsite. Any individuals arriving onsite are not guaranteed to any contract allocated passes.

## STEP 1

Log on to the sponsor registration dashboard. To find the email, search your inbox for the email titled: "Register your passes for Wealth Management EDGE 2025."

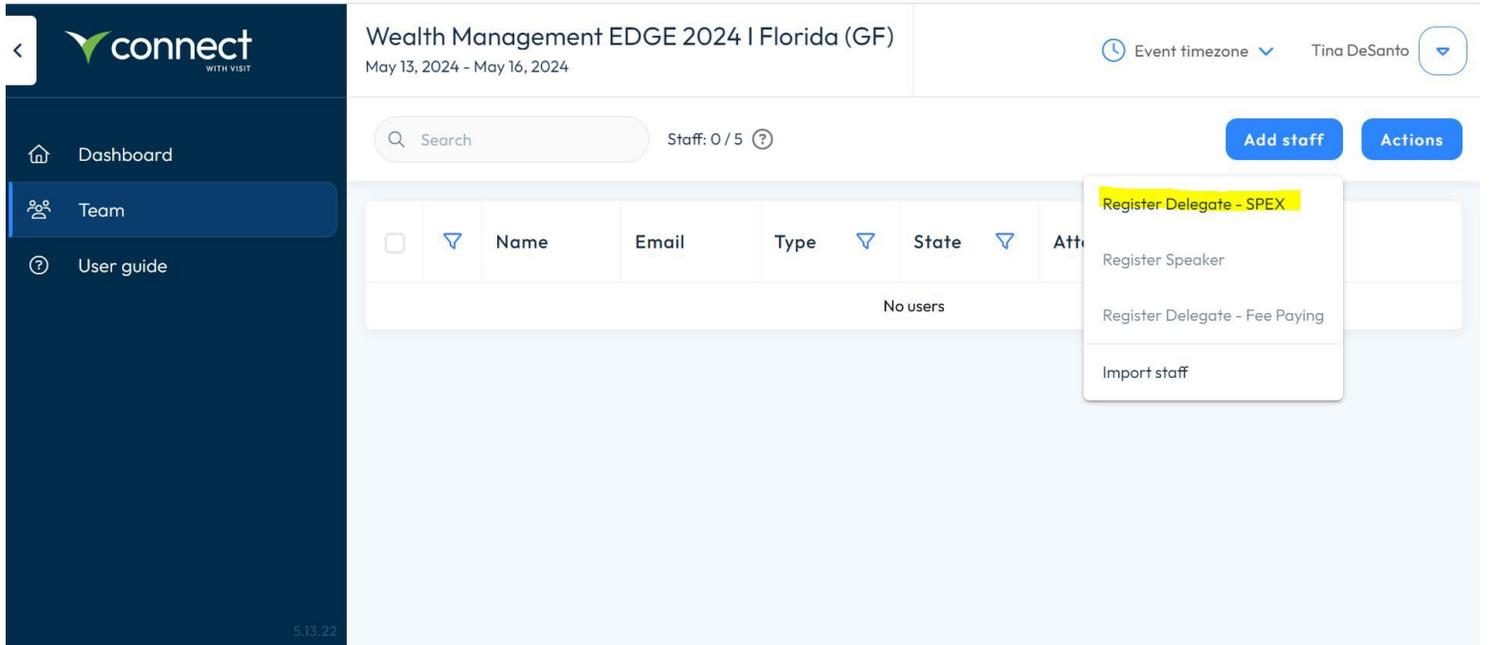
## STEP 2

Once on the dashboard, click on the Team button on the left-hand side of the page.



### STEP 3

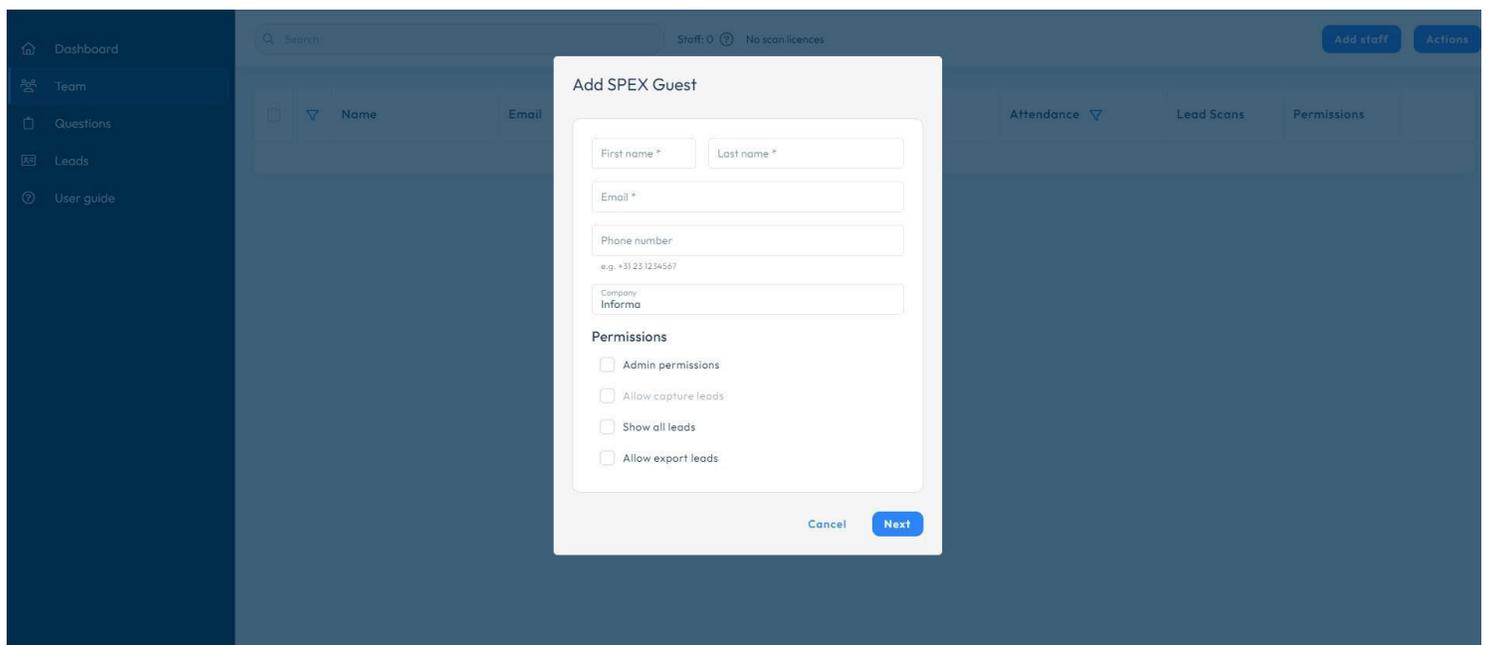
Within the Team section, click on the Add Staff button on the top right-hand side of the page, and then the Register Delegate - SPEX option.



The screenshot shows the 'connect WITH VISIT' interface. The left sidebar contains 'Dashboard', 'Team', and 'User guide'. The main header displays 'Wealth Management EDGE 2024 | Florida (GF)' and 'May 13, 2024 - May 16, 2024'. The top right shows 'Event timezone' and 'Tina DeSanto'. A search bar and 'Staff: 0 / 5' are visible. The 'Add staff' button is highlighted, and a dropdown menu is open, showing the 'Register Delegate - SPEX' option selected. Other options in the menu include 'Register Speaker', 'Register Delegate - Fee Paying', and 'Import staff'. The table below the menu is empty, showing 'No users'.

### STEP 4

Complete the required fields, without clicking any of the boxes at the bottom of the registration page. Once completed, click the Next button to finish the registration process.



The screenshot shows the 'Add SPEX Guest' registration form. The form includes fields for 'First name \*', 'Last name \*', 'Email \*', 'Phone number' (with an example: 'e.g. +31 23 1234567'), and 'Company' (with an example: 'Informa'). Below these are checkboxes for permissions: 'Admin permissions', 'Allow capture leads', 'Show all leads', and 'Allow export leads'. The 'Next' button is highlighted.