

# Exhibitor Portal Name Badge Instructions

## NAME BADGES POLICIES

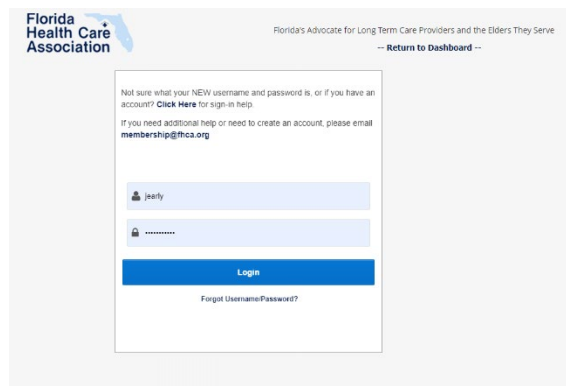
Each booth is allotted 8 name badges. If you have more than one booth, your allotted amount will adjust accordingly. Exhibiting companies must request and obtain name badges for distribution only to the exhibiting company's employees who will staff their booth during show hours. Name badges will include the name of the employee along with the name of the exhibiting company. No credentials or titles will be displayed.

**Exhibitor Badge Policy:** Only current employees of the exhibiting company may acquire a badge! All employees of an exhibiting company must be prepared during show hours to show proof of employment with a business card. The failure of an employee to demonstrate proof of employment with a business card will result in confiscation of the unauthorized name badge and immediate escorting of the nonemployee individual off of the trade show floor. In addition, should it be discovered that a nonemployee of an exhibiting company is wearing a name badge or that the exhibiting company obtained a name badge for a nonemployee or participated in a scheme to obtain a name badge for a nonemployee, the exhibiting company will be prohibited from exhibiting at the following year's FHCA Annual Conference Trade Show.

## STEP 1

- **[Log into your account Dashboard.](#)**
- When prompted, enter your new membership credentials. \*As a reminder, email addresses are no longer being used as usernames.
- If you have not already done so, you can reestablish your credentials or request a password reset [here](#).

If you have trouble logging into your account, please contact [Robin Erb](#) with the membership department who will be able to assist you.



The screenshot shows the login page for the Florida Health Care Association. At the top left is the logo with the text "Florida Health Care Association". To the right, it says "Florida's Advocate for Long Term Care Providers and the Elders They Serve" and a link "-- Return to Dashboard --". The main content area contains a login form with the following text: "Not sure what your NEW username and password is, or if you have an account? [Click Here](#) for sign-in help." and "If you need additional help or need to create an account, please email [membership@fhca.org](mailto:membership@fhca.org)". Below this is a username field containing "jeerly", a password field with masked characters, and a blue "Login" button. At the bottom of the form is a link "Forgot Username/Password?".

**IMPORTANT:** Only the company administrator will have access to add exhibitor booth personnel as the booth and Exhibitor Portal will only appear on the company's Dashboard. The company administrator is who we, FHCA, have listed as the primary contact for the company. If you need temporary access to the portal to register the names and do not know who the company administrator is, please contact [Robin Erb](#) with the membership department who will be able to assist you.

## STEP 2

- Select the **'Exhibitor Portal Entry'** on the left-hand side of the Dashboard.



Florida's Advocate for Long Term Care Providers and the Elders They Serve

[-- Return to Dashboard --](#)

### MENU

**Personal Information**  
[My Profile](#)  
[Change Password](#)  
[My Bio](#)  
[My Saved Accounts](#)  
[Manage My License](#)

**Company Information**  
[Employee Management](#)  
[Invoice History](#)  
[Pay Open Invoices](#)  
[Exhibitor Portal Entry](#)

**Membership Management**  
[Renew Membership](#)

**FHCA Store**  
[Bookstore](#)

[Log Off](#)

### INVOICES

**Show**  
 Paid Invoices  Unpaid Invoices  All Invoices  
[See All Invoices](#)

### Messages to View

5  
[view all](#)

### Message History Report

Date Sent	Subject	Me Det
05/26/2022	FHCA - Abandoned Cart	

## STEP 3

- Once inside the Exhibitor Portal, your trade show registration will be present with two icons next to it.



Florida's Advocate for Long Term Care Providers and the Elders They Serve

[-- Return to Dashboard --](#)



### My Expo Events

ID: 123456  
Name: Jenny Early

### My Available Companies

ABC Company

### Events

1 - 1 of 1

Description	Expo Date	Location	Action
2022 Tradeshow	08/01/2022	Hyatt Regency Orlando in Orlando, FL	

1 - 1 of 1

- Select the people icon

## STEP 4

- Select the 'Add Personnel' button. You will also see how many name badges you have available. This is based on the number of booths you have as well as once you start entering your names, your available name badge options will adjust accordingly.



Florida's Advocate for Long Term Care Providers and the Elders They Serve

[-- Return to Dashboard --](#)

### Expo Booth Personnel

No Personnel Setup

[Add Personnel](#) [Purchase Additional Badges](#) You have 8 of 8 available personnel remaining.

- The window that pops up will ask you if you would like to add an existing employee or create a new employee record. Select 'Add Existing' first to see if the employee records already exist.
- Under the Add Existing Personnel, you will see a drop-down menu for the Employee Name which will list all employees on record with your company at this moment. *Please note, this is a new system. During the conversion from our previous system, all data was carried over included old employees that may no longer be with your company. Do not be alarmed by this. You can always go to your main company dashboard and adjust your employees there to erase them from showing up.*

#### Add Existing Personnel

Employee Name	Title	Company
<input type="text"/>		ABC Company
Type	Primary Contact	
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	

If updates need to be made to the personnel name or title, please contact customer service.

[Cancel](#) [Save](#)

- Select the employee's name you want. Then in the next drop-down box, select the booth personnel option.
- You will be given the opportunity to select them as the primary contact or not. Only one person can be designated as the primary contact for this event. When finished hit, Save.

#### Add Existing Personnel

Employee Name	Title	Company
Jenny Early	Senior Vice President	ABC Company
Type	Primary Contact	
Booth Personnel	<input checked="" type="radio"/> Yes <input type="radio"/> No	

If updates need to be made to the personnel name or title, please contact customer service.

[Cancel](#) [Save](#)

## STEP 5

- Repeat this step for all of your name badge requests.
- If one of your employees are not listed in the drop-down box, select the 'Add New' option and complete the information.

### Add Personnel

Would you like to add an existing employee or create a new employee record?

**Add Existing** **Add New**

#### Add/Edit Record

First Name  Last Name

Email  Title  Company ABC Company

Type  Primary Contact  Yes  No

**Cancel** **Save**

## PURCHASING ADDITIONAL BADGES

- If you need to purchase additional badges past your allotted amount, you may do this for \$75 per badge.

**Purchase Additional Badges** You have 0 available personnel remaining.

- Select the Purchase Additional Badges option.
- On the new window, select the 'Additional Personnel Badges \$75 Available' so it is highlighted and click the 'Add' button to move it into your cart.

### 2022 Tradeshow

**Additional Items**

Additional Personnel Badges \$75 Available(999)

**My Cart**


Additional Items: \$0  
Order Total: \$0  
Additional Booth Personnel: 0













**Checkout**

- Check out as normal by completing the payment information.
- Once the additional name badge is paid for, return to your Exhibitor Portal and select the people icon again. You will see that the additional name badge option is now available, and you can complete the same process of selecting the existing employee or creating a new one for what is printed for the name badge.

## EDITING NAME BADGES/PERSONNEL

- Should your personnel change and you need to remove one of your originally submitted name badges, simply go back into your Exhibitor Portal.
- Select the people icon once again.
- You will see the booth personnel that is currently registered for a name badge.



Expo Booth Personnel					
Name on Badge	Title	Company	Type	Primary Contact	Action
Jenny Early	Senior Vice President	ABC Company	Booth Personnel	Yes	 
Flamingo Joe	Sales Executive	ABC Company	Booth Personnel	No	 
Jane Doe		ABC Company	Booth Personnel	No	 
Jon Smith	Senior Vice President	ABC Company	Booth Personnel	No	 
Some Rando	Executive Vice President - Sales	ABC Company	Booth Personnel	No	 
Some Rando #2	Vice President Healthcare	ABC Company	Booth Personnel	No	 

1 - 6



- Select either the trashcan icon next to the name badge you want to remove or the pencil icon to edit the name if needed under the Action column.

## NAME BADGE DEADLINE

**All name badge requests must be made by July 1 for printing purposes.** After July 8, all name badges and edits will need to be made onsite at the Exhibitor Registration Desk.

## EXHIBITOR PORTAL COMPANY INFORMATION

- If you select the pencil icon under the action column on your Exhibitor Portal main screen, your will see your reservation which includes your booth number and any sponsorships you may have.
- In addition to seeing your booth number under this screen, you can get to the booth personnel screen or print a receipt if needed.

Events : Current				Action
Description	Expo Date	Location		
2022 Tradeshow	08/01/2022	Hyatt Regency Orlando in Orlando, FL	 	

1 - 1 of 1

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**2022 Tradeshow Edit Reservation** [Return to Exhibitor Portal](#) [Return to Exhibit Details](#)

My Purchases

[Add New](#)

QTY	Item	Price
1	Booth 123	\$1,100.00
1	OS Sponsorship	\$1,500
Total Order.		

- Booth Personnel [Edit](#)
- Receipt [Print](#)