

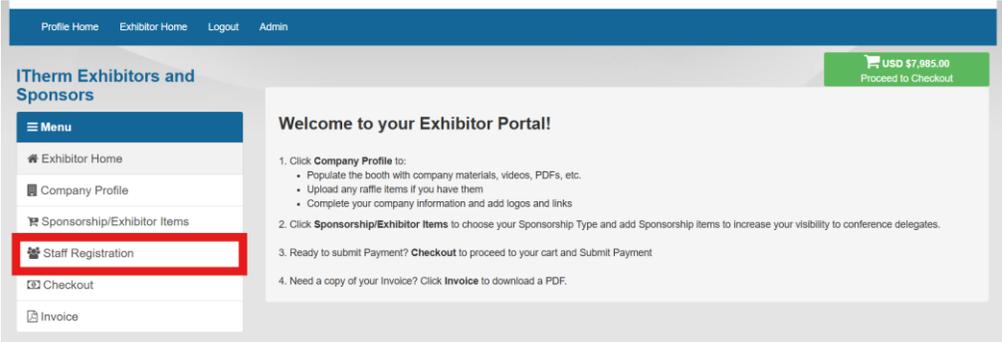


Redeeming your Free Registrations and Passes

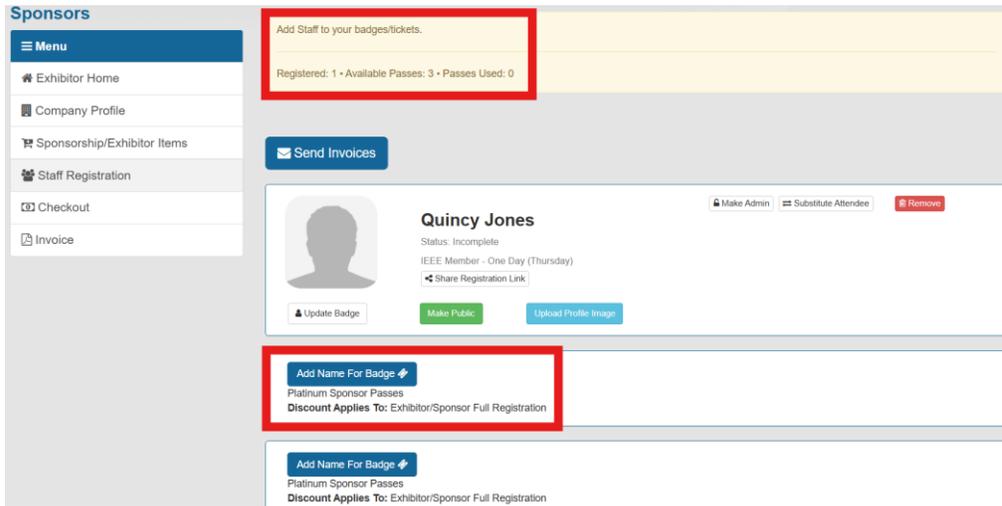
If you have a Platinum, Gold or Exhibitor Package you have access to free conference registrations and booth staff passes. Booth staff can attend meals (breakfast and lunch) but not attend technical sessions.

Important: You must use the process outlined below and not the standard registration process to redeem the free registration. If you have used all your free passes, then your staff/attendee must go to the [standard registration website](#) to process their registration and make the payment.

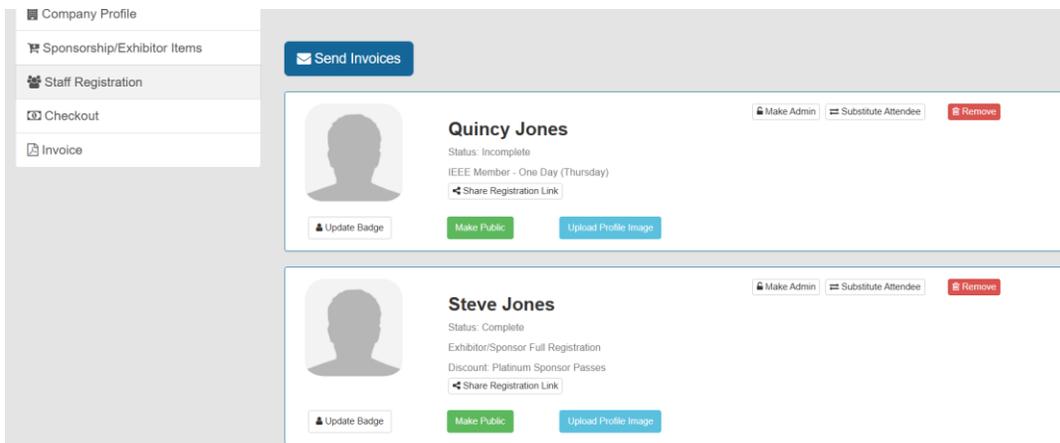
1. To redeem registrations and passes go to your [Exhibitor and Sponsor Portal](#). Then click on **Staff Registration** on the left panel.



2. The box in yellow will indicate how many passes are available in total (registrants + booth staff). To redeem a registration or booth pass click on the blue "Add Name for Badge" button. Note the "Discount Applies To" to determine if it is a registration or a booth pass.



3. You can then add an existing contact associated with the company registration or add a new contact. If the individual already has a contact profile with ITherm please use the same email ID. When you hit the button, the new badge will appear on your company page.



4. You can use the **substitute attendee** or **remove** buttons on the badge entry to substitute another individual or remove them from the registration database. You can also update the badge information or upload a profile image.
5. You can also click on the **share registration link** button and send the link to the individual. This link will take them to the regular attendee registration site where they can update their profile and provide additional information. The Exhibitor/Sponsor discount should automatically be applied to their registration record. This is a good way to have your staff update their profile.