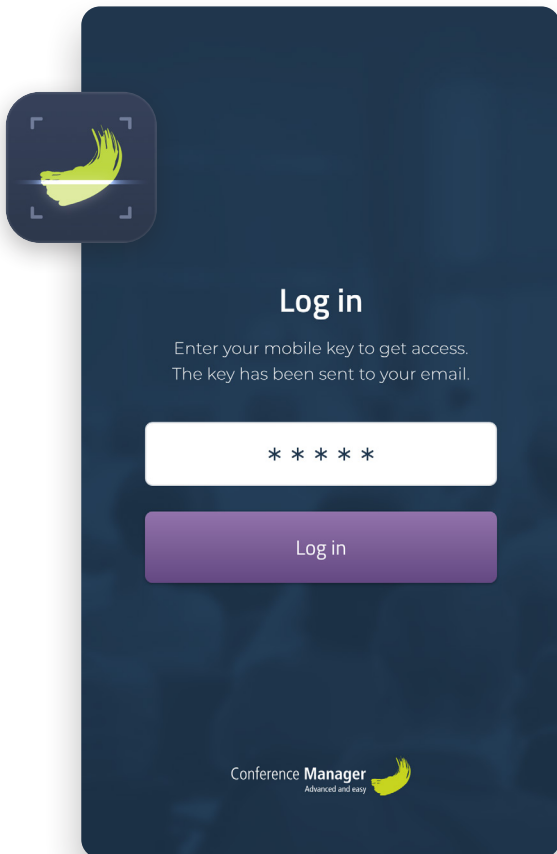


# On-site registrations at the event

CM Exhibition is designed to be an efficient tool for events managed with Conference Manager. As the event manager or organizer you get permit to scan tickets by the entrance, as well as register multiple options related to the participants signup choices.

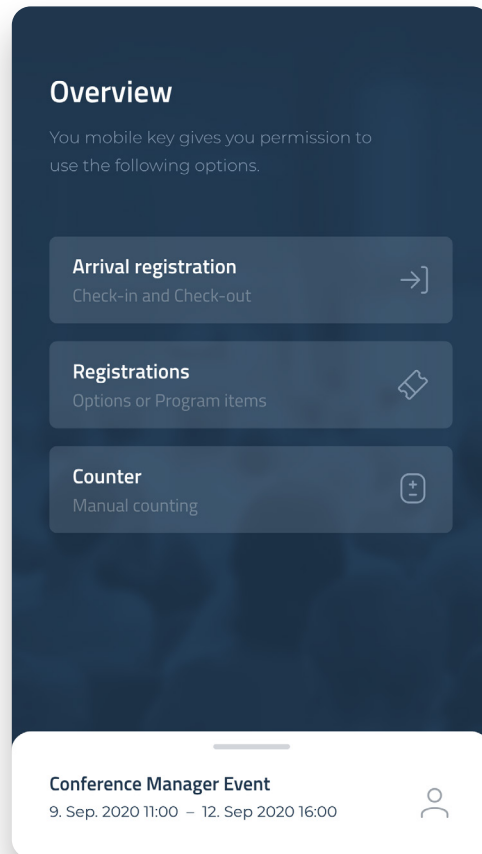
# User log in

Download the app on your smartphone or tablet and sign in with your personal mobile key, which you have received by email.



## Enter key

You'll find the Mobile Key in the email, sent by the event organizer.



## Choose function

The overview page contains all your accessible functions.

*Functions may vary depending on your Mobile Key permissions.*

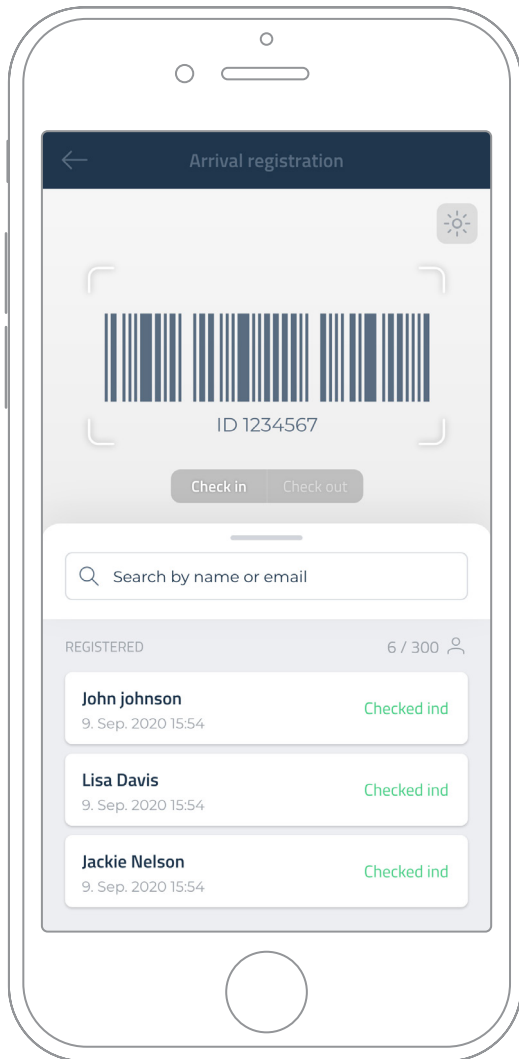


Get the app free for  
iOS and Android



# Arrival registration

Scan tickets by the entrance to collect personal data of the participants and keep track of all your registrations in the flexible list.



Go to Overview > Arrival registration

## 1 Check in and out

Switch between the Check in and Check out function, when participants arrive or leave the event.

## 2 Scan area

Place the ticket within the scan area where the barcode can be registered.

## 3 Registration list

The flexible list can be dragged up to expand the list, or down to minimize it for a larger scan area.

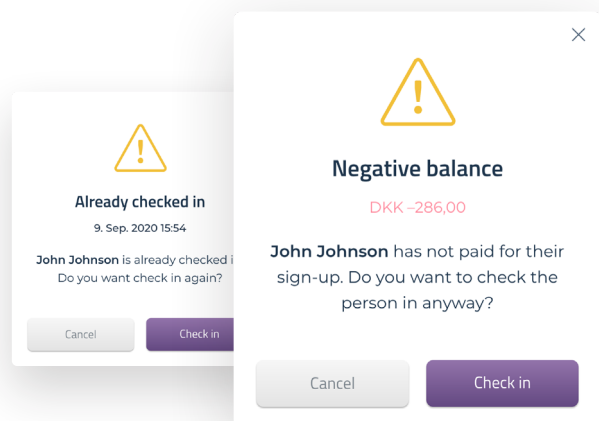


Activate the camera light to enhance the scan process in dark environments.

## Sounds and alerts

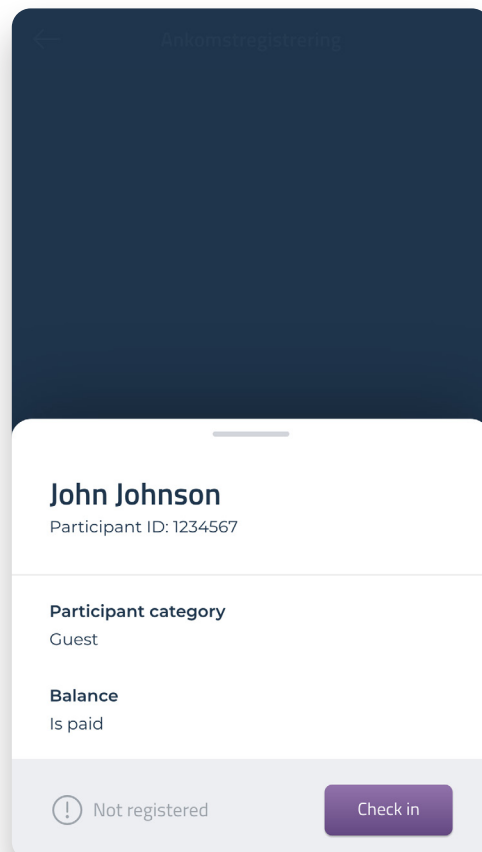
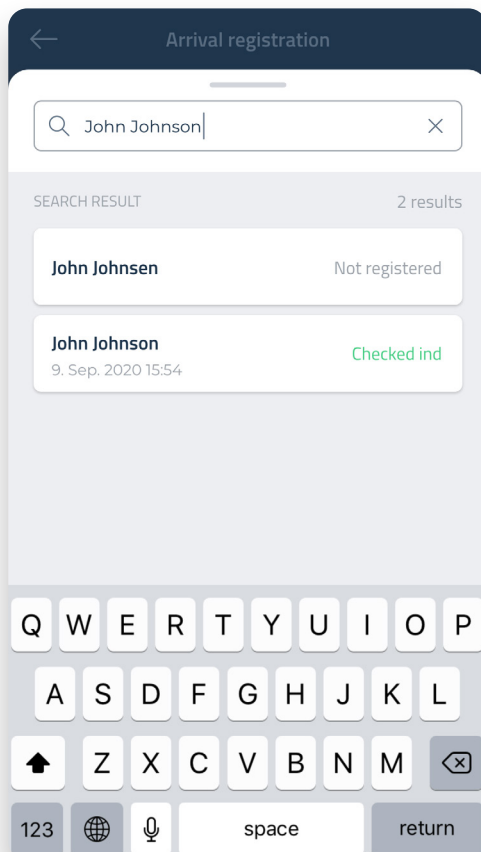
The app makes a sound and alerts you when the participant:

- *Is being checked in or out*
- *Hasn't payed yet*
- *Is already checked in or out*
- *Are using an invalid ticket*



# Register without tickets

Use the search field to find and manually register the participants, if the event tickets aren't available or isn't able to be scanned.



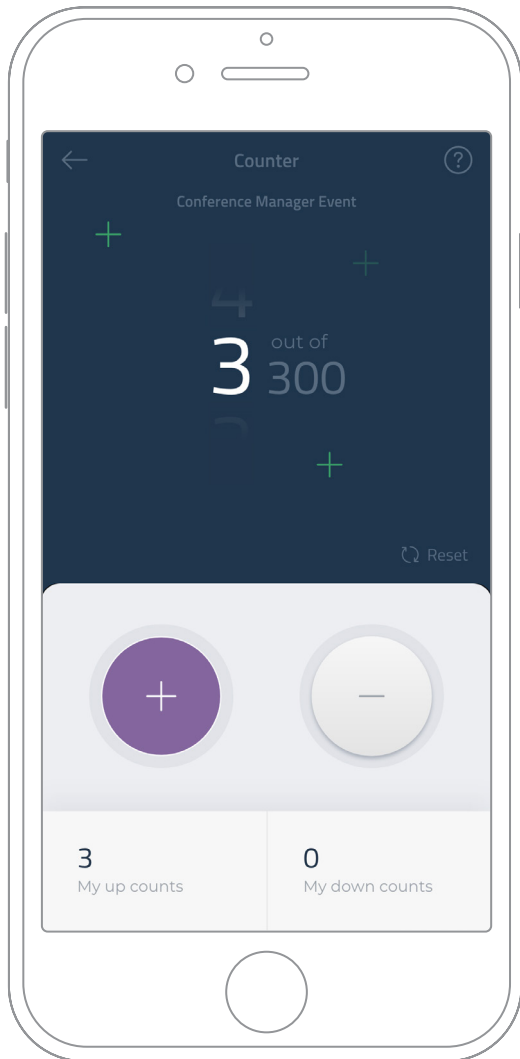
- 1 Search participant**  
Enter name or email and select the participant from the search results.

- 2 Manual registration**  
Ensure the participant data before pressing the Check in button.

**Note:** Please ensure that name or Participant ID matches the concerned participant before registration is made.

# Counting participants

The counter works like a digital click-counter, and helps you to keep track of the present participants at the event.



## Reset the counter

Please be aware that the reset will delete the total count of the event and cannot be undone.

Go to *Overview > Counter*

**Note:** The counter is a supplementary function to Arrival registration.

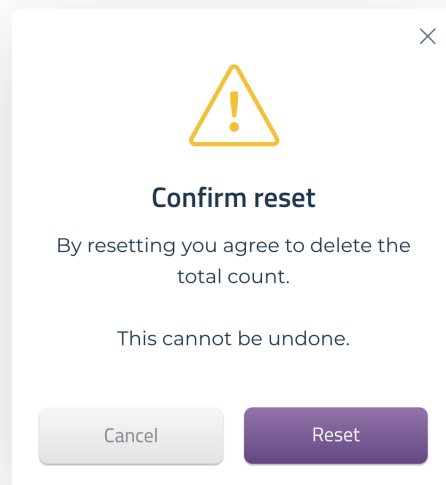
## 1 Counting participants

Press the **+** and **-** buttons to increment or decrement the counter.

*The counting updates automatically, if participants is being checked in or out with the Arrival registration function.*

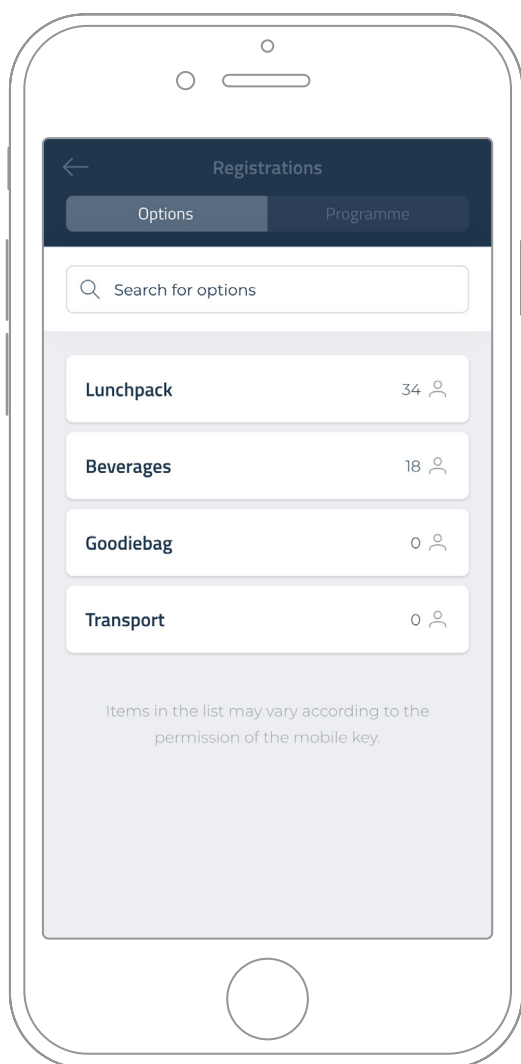
## 2 Other users is able to count

If multiple Mobile Keys are associated with the event, all registrations will be synchronized in the total Count.



# Options and Programme Items

Register participants by the scheduled programme and make sure they get their personal selected options.



## Option quantities

If the participant has multiple quantities available for an option, you can select a specific number per registration.

Go to *Overview > Registrations*

## 1 List items

Select Option or Programme and choose the item you want to register.

*Items in the list may vary depending on your mobile key permissions.*

## 2 Participant registration

Use the scanner or search field to register the choice of participants.

