

2015

TSLWebReg Basic User Guide

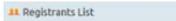


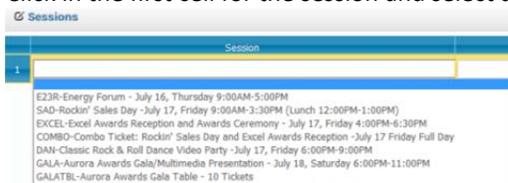
TSL WEB REG
EVENT REGISTRATION SOFTWARE

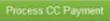
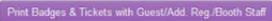
Francine Demers
Trade Show Leads
11/1/2015

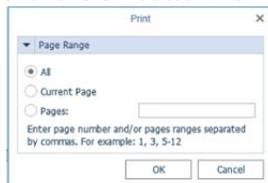
TSL Web Reg – Basic User Guide

Adding a new Exhibitor

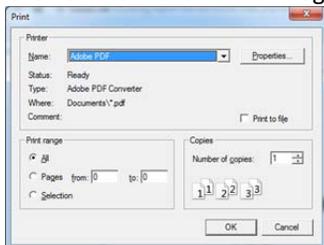
- 1- Go in the Registrants List page. 
- 2- Verify if the exhibitor is already registered. If not continue to the next step.
- 3- Find the exhibitor in the printed list that was provided to you. If you didn't find the exhibitor, please check with a show management staff. If you found it, check if it is a premium exhibitor or not and continue to the next step.
- 4- Click the "Add New Registrant" button. 
- 5- Scroll down to the "Registrant Information" section. 
- 6- Select the registration type "Exhibitor" or "PREMEXH" for premium exhibitor.
- 7- Enter the email you found in the list from step #3 in the email field.
- 8- Enter the rest of the information (first, last, company, address, city, state, zip, phone, fax, etc.) and click the "Save Changes" button. 
- 9- Scroll down to the "" section. 
- 10- If they have any additional registrant (booth staff), click one of the "+" button (5th button from the left) to add a new row. 
- 11- Select the "Additional Registrant" for the Type column.
- 12- Enter the first name, last name, phone and email address and click the floppy disk icon to save the row. 
- 13- Enter any other additional registrant by following the same steps 10-12.
- 14- Scroll down to the "Sessions" section. 
- 15- If they want to purchase any sessions tickets, click the "+" button.
- 16- Click in the first cell for the session and select an item.



- 17- Enter the quantity if more than 1. The total will be automatically calculated based on the default session's price.
- 18- Click the "Save" button.
- 19- Scroll back up to the top of the page to verify if there is an amount due.
- 20- If there is an amount due, scroll down to the "Process Credit Card Payment or Refund" section. 
- 21- Enter the total amount due in the amount field and enter the information of all other fields. Leave the Country field blank if United States.
- 22- Click the "Process CC Payment" and wait for the response. 
- 23- After processing successfully the credit card payment, scroll back up the page and click the "Send Email Confirmation" button. 
- 24- Print the badges by clicking the purple button. 
- 25- Once the print preview window or tab appears, click the print button in the tool bar of the report.  DO NOT use the print menu from the browser.
- 26- Click the OK button from the popup window.



- 27- Click OK from the Print Dialog popup.

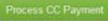


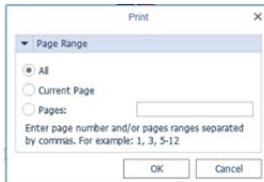
- 28- Get the print out from the printer and give it to the exhibitor.

Adding a new Registrant

- 1- Go in the Registrants List page. 
- 2- Verify if the registrant is already registered. If not continue to the next step.
- 3- Click the "Add New Registrant" button. 
- 4- Scroll down to the "Registrant Information" section. 
- 5- Enter the registrant's information and select the desired registration type.
- 6- Click the "Save Changes" button. 
- 7- Scroll down to the "Guests and Additional Registrants" section. 
- 8- If they have any additional registrant, click one of the "+" button (5th button from the left) to add a new row. 
- 9- Select the "Additional Registrant" for the Type column.
- 10- Enter the first name, last name, phone and email address and click the floppy disk icon to save the row. 
- 11- Enter any other additional registrant by following the same steps 10-12.
- 12- Scroll down to the "Sessions" section. 
- 13- If they want to purchase any sessions tickets, click the "+" button.
- 14- Click in the first cell for the session and select an item.



- 15- Enter the quantity if more than 1. The total will be automatically calculated based on the default session's price.
- 16- Click the "Save" button.
- 17- Scroll back up to the top of the page to verify if there is an amount due.
- 18- If there is an amount due, scroll down to the "Process Credit Card Payment or Refund" section. 
- 19- Enter the total amount due in the amount field and enter the information of all other fields. Leave the Country field blank if United States.
- 20- Click the "Process CC Payment" and wait for the response. 
- 21- After processing successfully the credit card payment, scroll back up the page and click the "Send Email Confirmation" button. 
- 22- Print the badges by clicking the purple button. 
- 23- Once the print preview window or tab appears, click the print button in the tool bar of the report.  DO NOT use the print menu from the browser.
- 24- Click the OK button from the popup window.



- 25- Click OK from the Print Dialog popup.



- 26- Get the print out from the printer and give it to the registrant.

Tips and Tricks

Grid's Options

There are 2 types of search function:

Search with the filter bar: (Shown here with the highlighted yellow box)

- Simply type a few characters in one of the white box and the search will be automatically done after 2 seconds. A green loading label will appear when the search started and will disappear when the search is done.
- When typing in the grid's filter bar, make sure to watch for the green loading label, if it is displayed and you type some other characters in the filter bar, those characters will not be considered in the search.

Search with the Search Dialog box: (Click the magnified glass icon to open the search dialog box)

- You can search on 1 or more field and use different criteria to search. Enter the text to search in the text box on the right of each row and click Find when ready.
- If you need to search on another field simply select a different field in the drop down box on the left of each row.
- If you need to search on multiple fields, simply click the + button and a new row will appear.

Page Timeout

The page will auto time out if there is no activity in the web page for more than 10 minutes.

- After that a message box will appear asking you if you want to continue working. If you do not click anything in that message box for more than 30 seconds, the web page will automatically log you off.
- To avoid being logged off when not using the web page simply move the mouse a little and the timer will be reset.

Onsite/Print Registrants

Use this page to only search and print existing registrants.

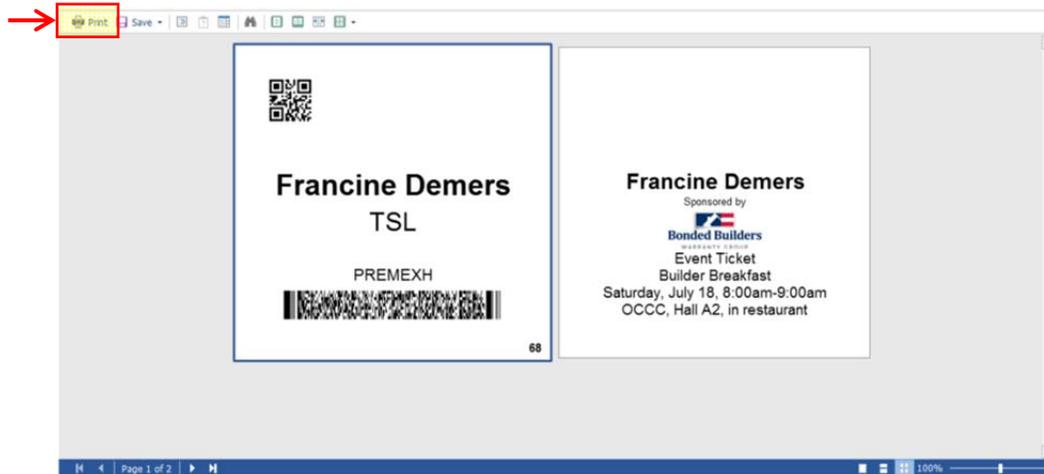
Registrants List

Use this page to search registrants, add new registrant and view/edit registrants.

Printing Badges

DO NOT use the print menu from the browser.

To print click the print button in the tool bar of the report.



Exhibitors Free Staffs

Each exhibitor is allowed a few booth staff for free depending on their booth size. The exhibitor will be charged a fee per additional booth staffs after they reach the free staffs' number they are allowed to. To view the number of allowed free staff and the fee for an exhibitor, go in the "Exhibitors List" page. [Exhibitors List](#) Find the exhibitor and double click on the row to access the exhibitor's info page.

The screenshot shows the 'Exhibitor Info' page. The page has a header 'Exhibitor Info' and a 'Go back to exhibitors list' button. Below the header, there are several fields: 'Exhibitor ID' with the value '948', 'Status' with a dropdown menu set to 'Active', 'Free Staff' with the value '1', 'Price Per Extra Staff' with the value '79', and 'Other 1' with an empty text box.

Balance Due

It is recommended to not print the badges if there is a balance due. The registrant should pay the remaining balance before getting badges. In the "Registrant Info" page a floating label will appear at the bottom if there is an amount due.

The screenshot shows the 'Registrant Info' page. The page has a header 'Registrant Info' and a 'Go back to registrants list' button. Below the header, there are several buttons: 'Print Badges Only', 'Print Badges & Tickets', 'Print Badges & Tickets with Guest/Alt Tag (Blank Staff)', and 'Print Badges (No Tickets) with Guest/Alt Tag/Blank Staff'. Below these buttons, there is a 'Summary and Totals' section with a table of amounts:

Reg Amount	=	0.00
Guests Amount	=	0.00
Additional Registrants Amount	=	79.00
Services	=	0.00
Discount	=	0.00
Special Discount	=	0.00
Service Amount	=	0.00
Taxes	=	0.00
Grand Total	=	79.00
Cancelled Amt	=	0.00
Cancellation Fee	=	0.00
Total Paid	=	79.00
Total Balance	=	79.00

A red alert box at the bottom right says 'ALERT!!! Amount Due of \$79.00'.