



## **CES 2023 Exhibitor Personnel Registration Instructions and Best Practices**

Follow these step-by-step instructions to register staff for your Exhibitor Showcase.

### **Primary Contact Assigns a Registration Coordinator**

The **Primary Contact** must assign a **Registration Coordinator** to manage the exhibitor personnel registration allotment within the Exhibitor Dashboard. To assign a Registration Coordinator:

- Click on the Contact Information button
- Click on the Registration Coordinator button.
- Fill in the necessary details and assign a Registration Coordinator. (If the Primary Contact is managing exhibitor registration, they must enter their name as the Registration Coordinator.)
- Once assigned, the Registration Coordinator will receive an email to onboard into the Exhibitor Dashboard.
- If a change is required to the Registration Coordinator, the Primary Contact may clear the information and make the necessary updates. Please email [exhibitorsupport@CTA.tech](mailto:exhibitorsupport@CTA.tech) for additional assistance. Please note, if you make changes to the Registration Coordinator assignment, you may also need to make additional changes within registration.



## Registration Coordinator Accesses Registration Dashboard

- When a Registration Coordinator is assigned from the Exhibitor Dashboard, the Registration Coordinator will receive an email alerting them of their role with a link to access the Exhibitor Dashboard. Proceed to sign in using the instructions provided in your email.

- To reset your CTA/CES Account password, click on “I need help signing in.”, select “Forgot Password” and enter your email address to reset via email.



- Registration Coordinators who do not have a CTA/CES Account, will receive a temporary password in their notification email. You will be prompted to create a new password after signing in the first time.

Consumer Technology Association CES

Sign In

Email  
This is your communication email address.

Password

Remember me

Sign In

OR

Create Account

I need help signing in.

Consumer Technology Association CES

Your password has expired

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

Old password

New password

Repeat password

Change Password

Sign Out

- Within the Exhibitor Dashboard, the Registration Coordinator will see a “Register” tile. This tile is only visible to Registration Coordinators.



\*

Contact Us | CES.tech | Logout

Booth(s):

FIRST-TEST LAST-TEST  
@gmail.com

**Company Details**  
Provide core company details to display in your exhibitor showcase.

**Exhibitor Checklist**  
Keep track of important deadlines and actions items. The checklist will be updated throughout the year.

**Planning Resources**  
Find planning tools, resources and tutorials for creating an engaging exhibitor experience.

**Register**  
Register yourself and your exhibitor personnel for CES.

**Global Opportunities Directory**  
OPENING IN FALL  
Include your company in the Global Opportunities Directory listed on CES.tech.

**Logo Download**  
COMING SOON  
Download the CES logo and review usage guidelines.



- After selecting the “Register” tile, you will be redirected to the Registration Dashboard.

From the dashboard you may:

- Register yourself for CES 2023.
- View complimentary and paid badge allotments associated with your booth.
- Invite Exhibitor Personnel to complete their own registration.
- Search, filter or download your listing of invited Exhibitor Personnel.
- Cancel Exhibitor Personnel.
- Send email reminders to Exhibitor Personnel.
- Invite your customers to CES using the Top Ten or 1000 Customer Invitation promotional codes.
- Order Lead Retrieval to scan CES badges and capture leads on-site.

*Additional Digital Event functionality will be announced in the fall.*

## Registration Dashboard

MANAGE GROUP		ADD/EDIT PERSONNEL →	
Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor - Comp	unlimited	0	unlimited
Exhibitor - Paid	unlimited	0	unlimited

<b>CONTACT PROFILE</b>	<b>EDIT →</b>
FIRST-TEST LAST-TEST	

<b>INVITE ATTENDEES</b>
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### ▼ Allotment Calculations

**Complimentary:** 5 per 100 sq ft

**Paid:** Half the total of comp badges



### Registration Coordinator Registers Themselves for CES 2023

- If you are attending CES 2023, you must complete your own registration by clicking on the “Register” button under the Exhibitor Personnel Overview section within the Manage Group option. You will need to select your registration type (Comp/Paid) before continuing.

## Exhibitor Personnel Overview

DASHBOARD

As the Registration Coordinator, you are managing NaN exhibitor personnel for the following company: \*  
You are not automatically registered for CES. To register yourself, click 'Register' by your name in the grid below.

Refer to the Registration Activity on your Dashboard for allotment overview.

- > Initiate Personnel Registration
- > Import Personnel
- > Export Personnel
- > Filter

Results Total: 1

SEND REGISTRATION CONFIRMATIONS

To send an Initiation email to a specific individual, check the box next to their name in the grid and click Send Initiation email(s).

SEND INITIATION EMAIL(S)

Reg.ID	First Name	Last Name	Company	Registration	Balance Due?	<input type="checkbox"/> Initiation Email
+ 31417	FIRST-TEST	LAST-TEST	*	REGISTER		

- Select “Manage Individual Registration” and you will be redirected to the “About You” page of registration.

Reg.ID	First Name	Last Name	Company	Registration	Balance Due?	<input type="checkbox"/> Initiation Email
+ 31417	FIRST-TEST	LAST-TEST	*	EXHIBITOR - COMP MANAGE INDIVIDUAL REGISTRATION		



## About You

DASHBOARD

Please complete the following fields.  
\* indicates required fields.

### Acknowledge Event Requirements

- I understand that CES is a trade-only event for individuals affiliated with the consumer technology industry who are 18 years of age or older and that I meet these eligibility requirements to attend. \*
- I understand I will be required to follow all health and safety protocols and requirements implemented before and at the time of CES 2023, which may include, but not be limited to, any or all of the following: proof of COVID-19 vaccination, testing and/or wearing masks. CTA reserves the right to change health related protocols and requirements to attend CES. I understand that failure to comply with applicable health protocols and requirements may result in forfeiture of my registration and any associated fees. \*
- I understand that participation in events and travel to and around Las Vegas may increase the risk of exposure and contraction to communicable diseases and viruses. I agree to release and hold harmless the Consumer Technology Association, the facilities and their employees and representatives from and against damages, liability, claims and expenses arising from the contraction or spread of diseases and viruses, including but not limited to COVID-19, due to my travel to or participation in any aspects of CES. This agreement is binding on me and my successors and heirs. \*



### Registration Coordinator Invites Exhibitor Personnel to Complete their own Registration

- As the Registration Coordinator, you are managing exhibitor personnel for your company. Click on the “Manage Group” button, this will take you to the Exhibitor Personnel Overview page.

## Registration Dashboard

**MANAGE GROUP**
**ADD/EDIT PERSONNEL** →

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor - Comp	unlimited	0	unlimited
Exhibitor - Paid	unlimited	0	unlimited

▼ **Allotment Calculations**

**Complimentary:** 5 per 100 sq ft  
**Paid:** Half the total of comp badges

**CONTACT PROFILE** **EDIT** →

*FIRST-TEST LAST-TEST*

**INVITE ATTENDEES**

## ➔ Exhibitor Personnel Overview

🏠 DASHBOARD

As the Registration Coordinator, you are managing NaN exhibitor personnel for the following company: \*  
You are not automatically registered for CES. To register yourself, click 'Register' by your name in the grid below.

Refer to the Registration Activity on your Dashboard for allotment overview.

- **Initiate Personnel Registration**
- **Import Personnel**
- **Export Personnel**
- **Filter**

Results Total: 3

**SEND REGISTRATION CONFIRMATIONS**

To send an Initiation email to a specific individual, check the box next to their name in the grid and click Send Initiation email(s).

**SEND INITIATION EMAIL(S)**


Reg ID	First Name	Last Name	Company	Registration	Balance Due?	<input type="checkbox"/> Initiation Email
31417	FIRST-TEST	LAST-TEST	*	EXHIBITOR - COMP		<input checked="" type="checkbox"/>



- To individually invite Exhibitor Personnel, click on “Initiate Personnel Registration” option from the Exhibitor Personnel Overview page.


As the Registration Coordinator, you are managing NaN exhibitor personnel for the following company: \*  
You are not automatically registered for CES. To register yourself, click 'Register' by your name in the grid below.

Refer to the Registration Activity on your Dashboard for allotment overview.

-  > **Initiate Personnel Registration**
- > Import Personnel
- > Export Personnel
- > Filter

- Once the “Initiate Personnel Registration” option expands, enter the necessary contact details including first and last name, communication email address and select registration type (comp or paid).

Note, if you select paid as the allotment type, you will need to enter cc information and process payment on the spot.



**Initiate Personnel Registration**

Send Initiation email to individual Exhibitor Personnel to complete their own registration.

\* indicates required fields.

First Name \*

Last Name \*


Company / Organization

Email \*

Email CC

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**Registration Required for Badge:**

 [VIEW ALLOTMENT SUMMARY](#)

\* Reg Type: **PLEASE SELECT >**





- After you add an individual, an invite will automatically be sent to the personnel asking them to complete their registration.
- From the Exhibitor Personnel Overview page, you can view updated allotment, the list of invited exhibitor personnel, resend initiation emails and remove personnel from your registration list.
- For larger groups, you have the option to create and upload a list of Exhibitor Personnel using the provided template.

Note, the template header fields should not be altered and limited to 200 rows.

› Initiate Personnel Registration

↙ Import Personnel

**Step 1: Download the template provided below**

- Create a list of Exhibitor Personnel to send Initiation emails to complete their own registration.  
*\*Lists should be limited to 200 rows for optimal performance.*
- Do not edit the header fields on the template. Editing the headers will result in an error.
- Enter all required fields in the template.

[↓ DOWNLOAD TEMPLATE](#)

**Step 2: Click the 'Choose File' button to search and upload your file**

[Choose File](#) No file chosen

**Step 3: Upload file**

- Once the file is selected, click **Upload file** to submit your file.
- Once upload is complete, the Exhibitor Personnel will receive a confirmation email from [ExhReg@CTA.tech](mailto:ExhReg@CTA.tech). You may check the status of each personnel on this overview page.
- If a personnel's registration is incomplete, you may instruct your personnel to sign in to their CES Account and update their registration.

[CANCEL](#) [↓ UPLOAD FILE](#)

- To invite more exhibitor personnel, repeat the process by selecting the “Initiate Personnel Registration” or “Import Personnel” options.





## **Exhibitor Personnel Completes Their Individual Registration**

Once the Registration Coordinator sends an invite to an exhibitor personnel, the personnel will need to complete their registration.

- Click on the secure link embedded within your CES 2023 registration invitation email.
- Sign into your CTA/CES Account or create a new account. When signing in or creating a new account, you must use the email address you were invited with. If you use a different email address when signing in or creating your CES/CTA Account, you will not be recognized as an exhibitor and you will be charged the standard rate for your badge.
- Complete all the required fields including uploading a headshot photo. Photos are required to be uploaded during registration.
- Once your registration is complete, you will see your own registration dashboard. You may use your personal registration dashboard to make any updates or changes to your registration, resend confirmation email, download a Visa Letter of Invitation (if needed), access CES hotels and more.



Consumer  
Technology  
Association

**CES 2023**  
JAN 5-8, 2023  
LAS VEGAS, NV & DIGITAL

## Notes

- Exhibitor Personnel **MUST** complete their registration prior to arriving Las Vegas. **Registration Coordinators will not be able to register on behalf of the Exhibitor Personnel and registration services will not be available on-site.**
- All exhibitor personnel and attendees of CES 2023 must pick up their own badge on-site.
- If the Registration Coordinator, or any other Exhibitor Personnel, have already registered for CES as Industry Attendees, please email [exhreg@CTA.tech](mailto:exhreg@CTA.tech) for assistance.

Need registration assistance? Email [exhreg@CTA.tech](mailto:exhreg@CTA.tech)