

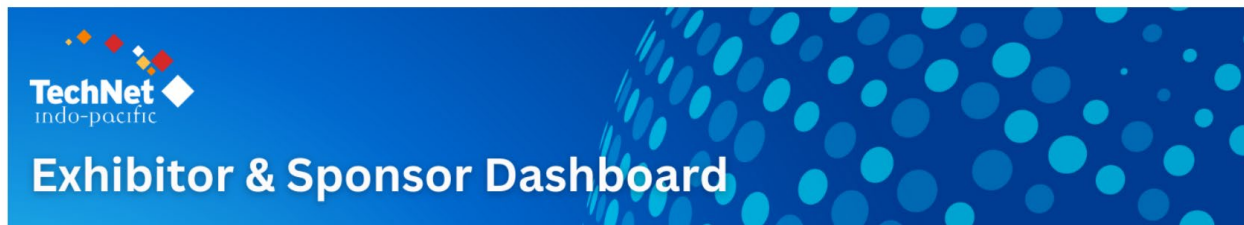


INSTRUCTIONS ON HOW TO REGISTER YOUR STAFF

Step 1: Go to <https://tip24.myexpoonline.com/home>

If you haven't already created a login, please follow the instructions [here](#).




Step 2: Once you're logged in, click the yellow *"EDIT YOUR COMPANY LISTING AND REGISTER FOR BADGES"* button.



Step 3: Then you'll click on the blue *"TO VIEW YOUR ACCOUNT AND REGISTER FOR BADGES CLICK HERE"* button.



Step 4: You'll be redirected to a new page where you'll click the "Personnel Registration" button.

<p> Exhibitor Hub</p> <hr/> <p>Note, the first time you visit the Exhibitor Hub you will need to use the Forgot Password link and set a password of your preference before you will be able to login.</p>	<p> My Account</p> <hr/> <p>Print a copy of your account statement, see when the next payment is due or make a payment through the website.</p>
<p> Personnel Registration</p> <hr/> <p>Now Open</p>	

Step 5: Fill out your Exhibitor contact information. Once it's completed, you'll hit the "Continue" button and begin registering your staff.

Exhibitor Contact Information

Please provide the following profile information. Items noted with an asterisk (*) are required.

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Company/ Organization	AFCEA INTERNATIONAL
*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
*City	<input type="text"/>
*State/ Province	-- select <input type="button" value="v"/>
*Country	USA <input type="button" value="v"/>
*Postal Code	<input type="text"/>
*Phone Number	<input type="text"/>
*Email	<input type="text"/>
*Confirm Email	<input type="text"/>

Continue

For questions regarding registration, please contact:
SPARGO, Inc.
Attn: Customer Service
Phone: 703-631-6200
Email: hawaiiregistration@spargoinc.com