

INSTRUCTIONS ON HOW TO REGISTER YOUR STAFF

Step 1: Go to <u>https://afceacyber24.myexpoonline.com/home</u> If you haven't already created a login, please follow the instructions <u>here</u>.

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



EDIT YOUR COMPANY LISTING, VIEW/PAY INVOICE AND REGISTER FOR BADGES

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



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

Booths

Exhibitor Hub	O My Account
Note, the first time you visit the Exhibitor Hub you will need to use the Forgot Password link and set a password of your reference before you will be able to login.	Print a copy of your account statement, see when the next payment is due or make a payment through the website.
E Personnel Registration	
Register the individuals who will be working in your booth onsite.	

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

Exhibitor/Support Partner Contact Information

*First Name		
*Last Name		
*Company/ Organization	AFCEA INTERNATIONAL	
*Address Line 1		
Address Line 2		
*City		
*State/ Province	select	~
*Country	USA	~
*Postal Code		
*Phone Number		
*Email		
*Confirm Email		

For questions regarding registration, please contact:

SPARGO, Inc. Attn: Customer Service Phone: 571-549-4512 Email: <u>tncyberregistration@spargoinc.com</u>