

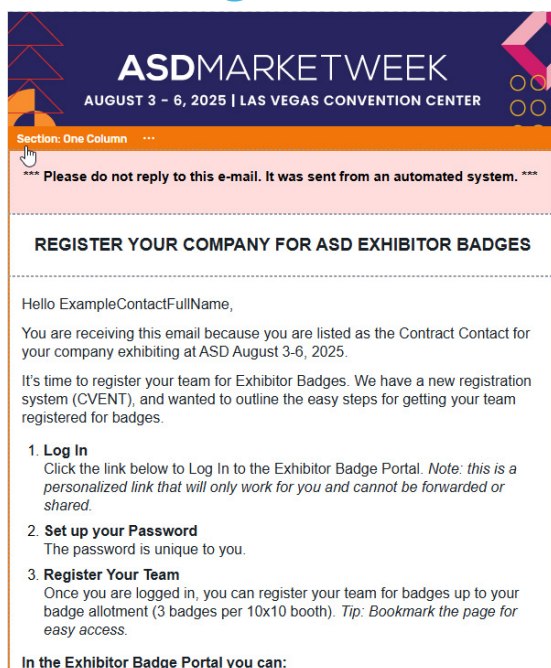
ASDMARKETWEEK

Using ASD's New Registration Platform

Starting for the August 2025 ASD Market Week,
our registration partner is Cvent.

Registering for ASD

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address asdshowteam@asdonline.com.



Follow the link under "In the Exhibitor Badge Portal" to
access registration

Only the contract contact will receive this email, to resend or adjust the recipient
of this automated email, contact your Customer Success Manager.

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Create a Password for your Account

Upon following the link in the email, you will be brought to the Exhibitor Badge Portal to create your password.



Finish setting up your account.

First Name

Cynthia

Last Name

Meyersohn

Create a Password

Required

- Minimum 8 characters
- One uppercase letter
- One number
- One lowercase letter
- One special character
- Maximum 20 characters

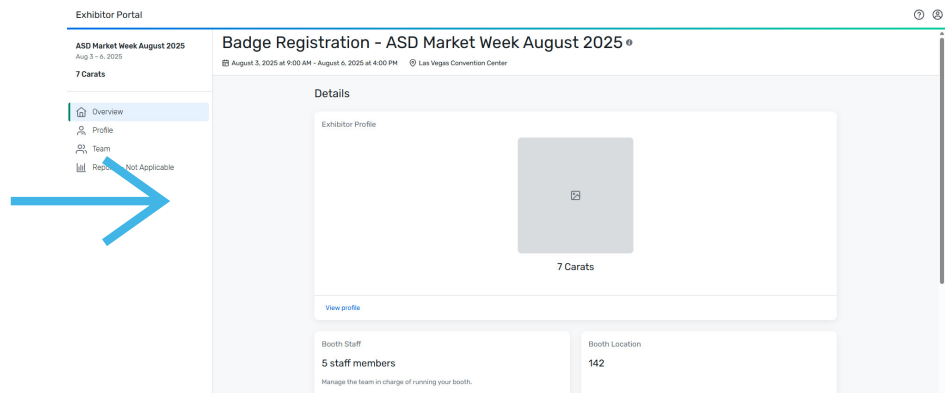
*Note: Your new password can't be the same as your last five passwords.

Confirm Password

Required

Join

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There are many different facets of the Cvent Exhibitor Badge Portal that ASD is not utilizing. These instructions will focus solely on the areas exhibitors need to register for the upcoming show. Information you enter in any other area of the Cvent portal will not be tracked or used by ASD.

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Accessing Your Company Registration

To access exhibitor registration, go to the *Team* tab on the left hand side of the Exhibitor Badge Portal.

The screenshot shows the 'Exhibitor Portal' interface. On the left, a sidebar contains navigation links: Overview, Profile, Team (highlighted with a blue box), and Reports - Not Applicable. The main content area is titled 'Team' and includes a sub-header 'Booth Staff' with an 'Add booth staff' button. Below this, a summary box shows '55 registrants left', with '5 Exhibitor - Comp' and '50 Exhibitor- Paid'. A list of registered staff follows, including 'Anne Gvildys' and 'Denise Carroll', each with their email, registration type, confirmation number, and an 'Options' button. Blue arrows point from the 'Team' link in the sidebar to the 'Booth Staff' section, and from the 'Options' button to the 'Registered Staff' callout box.

Registrations Types

- Exhibitor - Comp: your free allotment of badges. 3 badges per 10x10 space.
- Exhibitor - Paid: additional badges for purchase beyond your allotment. Default value 50.

This section will show you your total available registrations remaining.

Registered Staff

Summary of your companies registered staff members

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Registering Staff

To register booth staff select *Add Booth Staff* from the *Team* page on the Exhibitor Badge Portal

The screenshot shows the 'Exhibitor Portal' interface. On the left, a sidebar contains links for 'Overview', 'Profile', 'Team' (highlighted with a blue box), and 'Reports - Not Applicable'. The main content area is titled 'Team' and includes a sub-header 'Booth Staff' and 'Admins'. Below this, there's a summary of registrants: '55 registrants left', '5 Exhibitor - Comp', and '50 Exhibitor- Paid'. A list of staff members is shown, including 'Anne Gvildys' and 'Denise Carroll', each with their email, registration type, and confirmation number. An 'Options' button is next to each staff member. A blue arrow points from the 'Add booth staff' button in the top right corner to a dropdown menu that contains the options: 'Search booth staff', 'Share sign-up link', and 'Register booth staff'.

Select How You Are Registering Your Staff

- *Share sign-up link* will generate a unique link that you can share with your team to register on their own.
- *Register booth staff* will bring you to the registration portal to register yourself or the entire team

Note: after selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use, Comp or Paid. It will then open a new window with the registration form. You can not switch between Comp/Paid in the registration form, you must go back to the Team portal to do so. If using a shared link, you must generate a new link.

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Registration Form

Complete all required fields throughout the registration form.



Personal Information

Fill out the information below, then click Next to continue.

* First Name

* Last Name

* Email Address

* Re-enter Email Address

* Company

Work Address

* Country/Region

* City

* State/Province

* SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

☒ Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

☐ No, I do not wish to opt-in to the communications allowances for ASD Market Week as described above.

* Mobile

By opting in, you agree to receive relevant show related text messages from ASD Market Week and understand that standard message data rates may apply. You may opt out at any time by texting "STOP".

Next



Terms and Conditions

* I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

☒ I agree

* I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

☒ I agree

* I agree to the Emerald [Privacy Policy](#).

☒ I agree

Previous

Cancel

Next

Unique Email Address Required
Unique email addresses are required for each individual registering for ASD Market Week. If the email address you entered has already been used, you will receive the following message. Reach out to your Customer Success Manager for assistance on how to proceed.

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Registration Form

Complete all required fields throughout the registration form.

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Previous Cancel Submit

Registration Summary
Please review your information before submitting.

James Shannon
James Shannon

Edit

Company Test Title Test

Work Phone Number test

Questions

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.
I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.
I agree

I agree to the Emerald [Privacy Policy](#).
I agree

Agenda

Item	Price
Admission Item	
Event Registration	Free

Register Another

Previous Cancel Submit

Congratulations, you are now registered!

Your Confirmation Number is:

You will receive an email with your registration details.

Transfer Your Registration to Another Employee Edit Your Registration

Registration Summary
Review your registration information below

test test

Company test Work Address test, Connecticut United States

Mobile 333-333-3333

Questions

SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.
Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.
I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.
I agree

I agree to the Emerald [Privacy Policy](#).
I agree

Add Group Member

Registering Additional Staff Members

Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.

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Adjusting Registration from Confirmation Page

From the *Confirmation Page* you can transfer your registration to another staff member or make changes to your existing registration.

The diagram illustrates the process of adjusting registration. It starts with a 'Confirmation Page' titled 'Congratulations, you are now registered!'. This page displays 'Your Confirmation Number is:' followed by a masked number. Below this, it states 'You will receive an email with your registration details.' and provides two buttons: 'Transfer Your Registration to Another Employee' and 'Edit Your Registration'. A blue arrow points from the 'Transfer' button to a 'Transfer Registration' modal window. Another blue arrow points from the 'Edit' button to a 'Registration Summary' page. The 'Registration Summary' page is titled 'test test' and contains fields for 'Company', 'Work Address', 'Mobile', and 'Questions'. The 'Questions' section includes an SMS opt-in notice and three checkboxes for agreement to terms, policies, and privacy.

Confirmation Page

Congratulations, you are now registered!

Your Confirmation Number is:

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Edit Your Registration](#)

Registration Summary

test test

Company: test, Work Address: test, Connecticut, United States, Mobile: 333-333-3333

Questions

SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

I agree

I agree to the Emerald [Privacy Policy](#).

I agree

The 'Transfer Registration' modal window is titled 'Transfer Registration' and contains the question 'Who are you transferring your registration to?'. Below this, it asks the user to 'Enter the person's information so we can send it to them.' and provides three input fields: 'First name', 'Last name', and 'Email address'. A 'Submit' button is located at the bottom of the form.

Transfer Registration

Who are you transferring your registration to?

Enter the person's information so we can send it to them.

* First name

* Last name

* Email address

[Submit](#)

Transfer Registration

Changes the individual registered. Follow the prompt to transfer your exhibitor registration to another staff member.

Modify Registration

Used for editing registration details, does not change the individual registered. If you are changing the person on the registration, you must use the transfer feature as this creates a new Badge ID that is needed to access the Mobile App.

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Adjusting Existing Registrations from Exhibitor Badge Portal

From the *Team* page on the Exhibitor Badge Portal you can modify or transfer existing staff registrations.

The screenshot displays the ASD Market Week August 2025 Exhibitor Badge Portal. The left sidebar shows the navigation menu with 'Team' selected. The main content area is titled 'Booth Staff' and shows a list of staff members. The first staff member, James Shann, is highlighted. A blue arrow points from the 'Options' dropdown menu to the 'Modify registration' option. The 'Options' menu also includes 'Remove' and 'Hide' options. The 'Booth Staff' section indicates 50 registrants left.

ASD Market Week August 2025
Aug 3 - 6, 2025
7 Carats

Overview
Profile
Team
Reports

Booth Staff Admins

Register your team/booth staff for Exhibitor Badges. Questions? Contact emeraldssupport@cvent.com, call +1-888-859-0120 (9-5pm EST) or contact your ASD Customer Success Manager.

Booth Staff Add booth staff

> 50 registrants left

James Shann
james.shannon+te
Registration type: Exhibitor - Comp
Confirmation number: [text input]

Tess Test
james.shannon
Registration type: Exhibitor - Comp
Confirmation number: [text input]

Test Test
james.shann
Registration type: Exhibitor - Comp
Confirmation number: [text input]

Options
Remove
Hide
Modify registration

Options

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Adjusting Registration

Copy or write down the Confirmation Number associated with the staff member you are modifying, then select *Option* and *Modify Registration*, this will open the Exhibitor Registration form in a new window. Enter the confirmation number and then follow the instructions on the previous page.

Note: Do not exit the Confirmation Number pop-up on the registration form. This will bring you to the buyer registration flow. You will not be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a buyer registration type.

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Additional Support

As we get used to this new registration program, we're here to support you and your team with any registration inquiries. Below you'll find contact information for additional support.

Cvent Registration Support

Email: emeraldsupport@cvent.com

Phone: 1-833-859-6126
(Available 9 AM – 5 PM EST.)

Customer Success Managers

Anne Gvidlys

Email: anne.gvildys@emeraldx.com

Phone: 323-817-2205

Cathi Obrien

Email: cathi.obrien@emeraldx.com

Phone: 914-421-3204

Denise Carroll

Email: denise.carroll@emeraldx.com

Phone: 646-668-3766