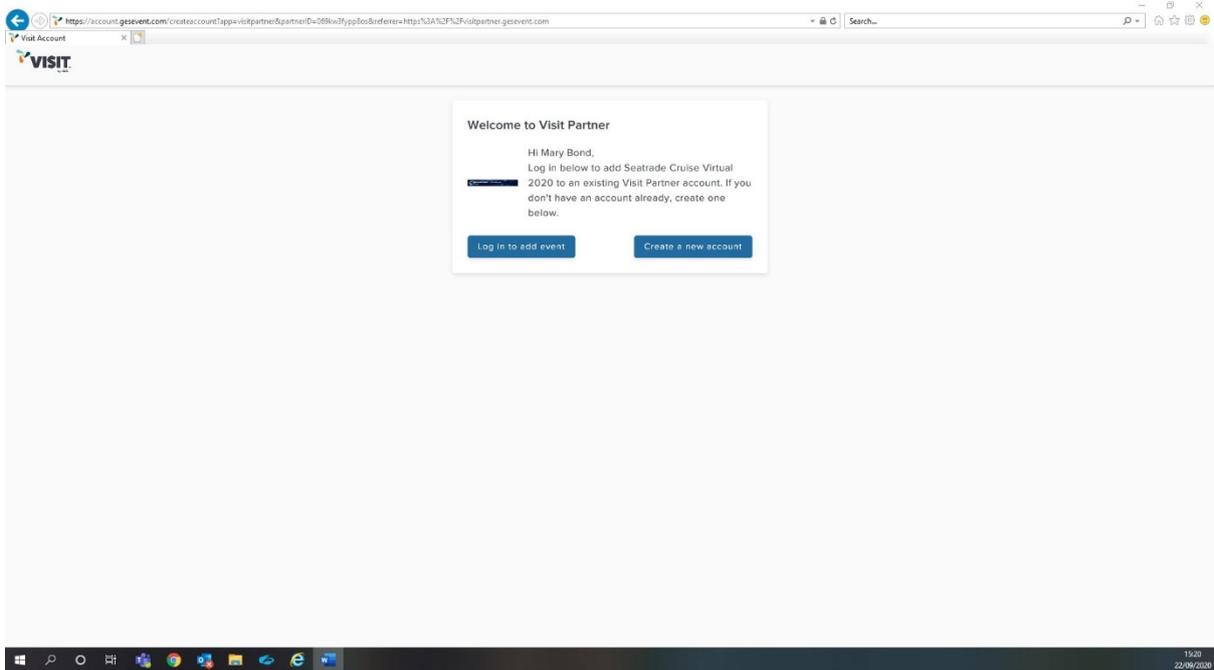
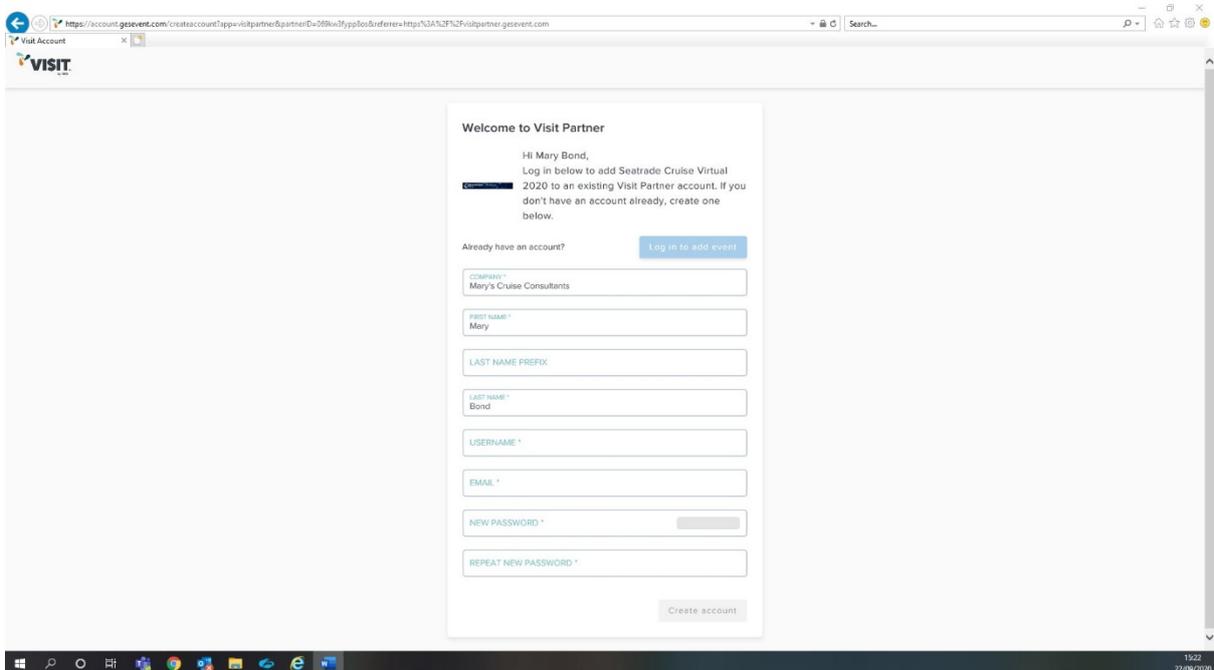


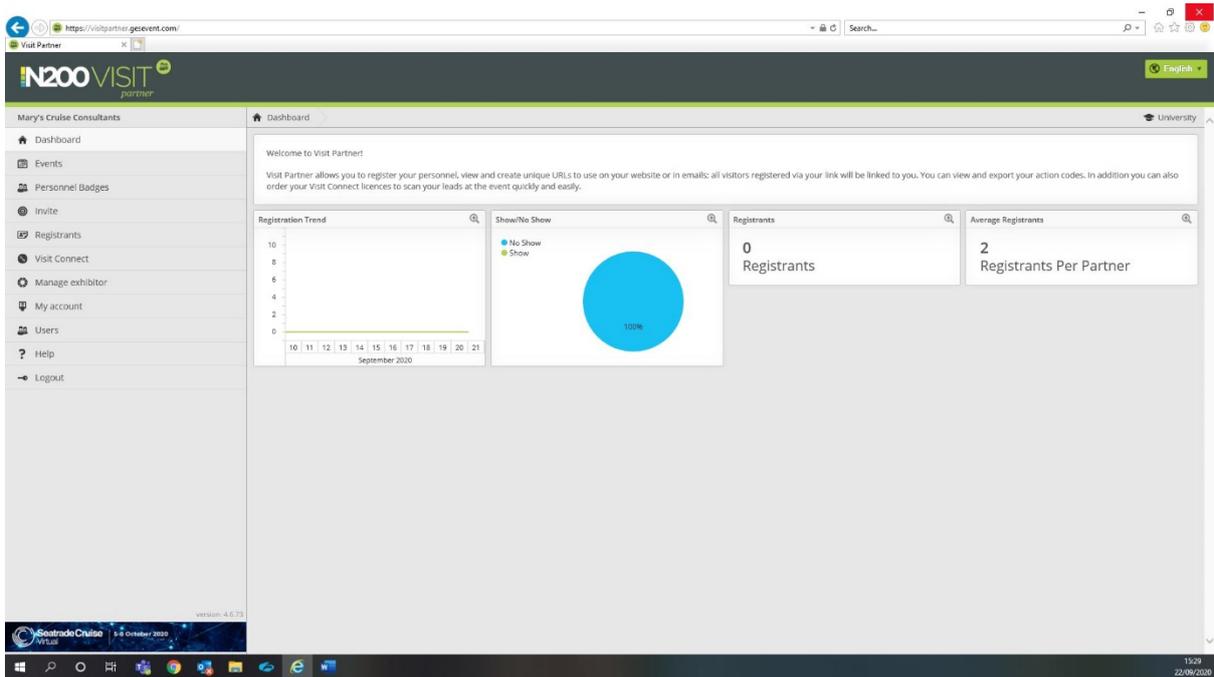
1. Once you click on your unique registration link the below screen will show.



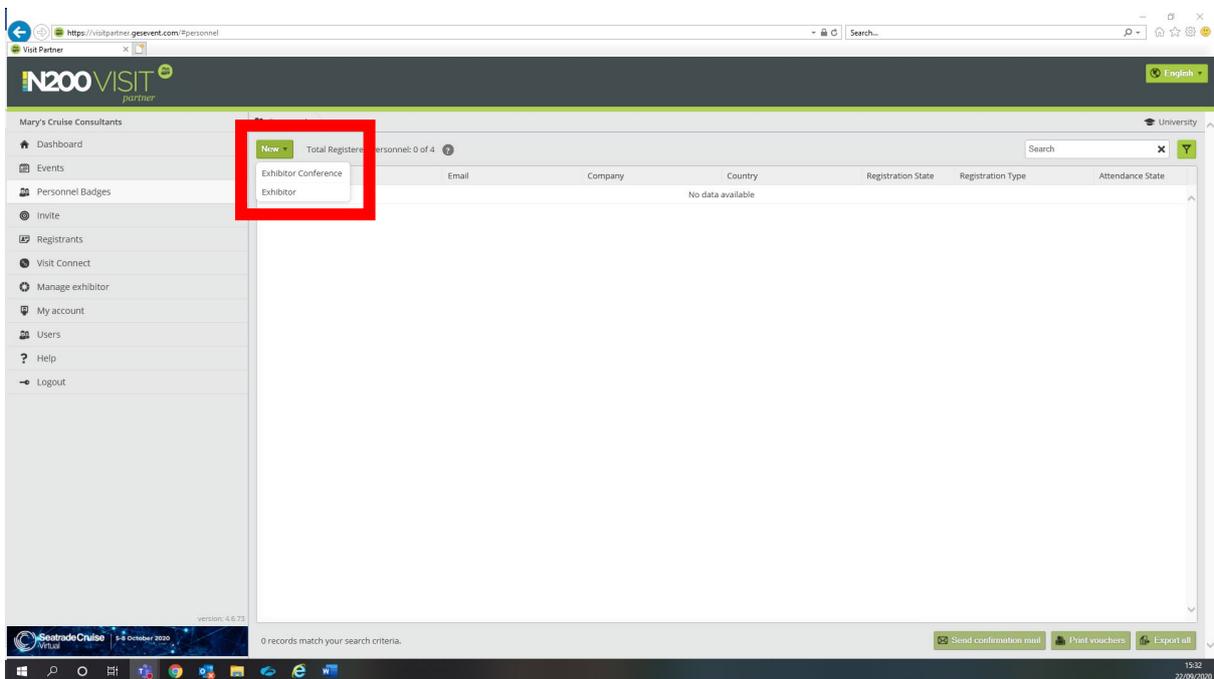
2. Click on 'Create a new account' and complete the form.



3. Once you have completed the form and clicked 'Create account' the below screen will show.



4. Then click on 'Personnel Badges' and go across to the 'New' button and click it. The below screen will show.



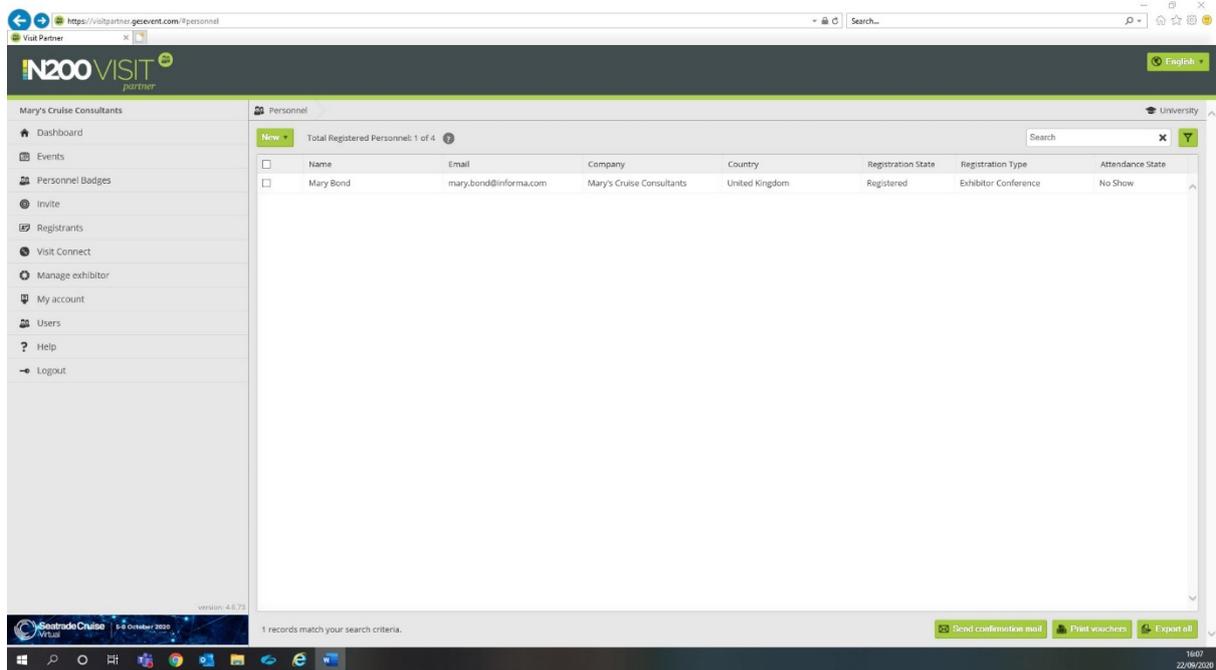
- Choose which badge type you would like to add and then the registration form to register that person will show as below.

The screenshot shows a web browser window with the URL <https://visitpartner.geevent.com/#personnel>. The page features a sidebar menu for 'Mary's Cruise Consultants' with options like Dashboard, Events, Personnel Badges, Invite, Registrants, Visit Connect, Manage exhibitor, My account, Users, Help, and Logout. The main content area is titled 'Register Personnel' and contains a form for 'Seatrade Cruise Virtual' on '5-8 October 2020'. The form is titled 'Your details' and includes a note: 'Please enter your details below. Fields marked with an \* are mandatory.' The form fields are: Title (with a dropdown arrow), First Name, Surname, and Company (pre-filled with 'Mary's Cruise Consultants'). A 'Close' button is located at the bottom right of the form. The background shows a search bar and a table with columns for 'Registration Type' and 'Attendance State'. At the bottom of the page, there are buttons for 'Send confirmation email', 'Print vouchers', and 'Export all', along with a status message '0 records match your search criteria.' and a timestamp '1948 22/09/2020'.

- Complete the registration form and click 'Submit'. You will then receive a confirmation message (seen below) and the person you have registered will receive a confirmation email.

The screenshot shows the same web browser window as above, but the 'Register Personnel' form is now a confirmation message. The message is titled 'Thank you for registering for Seatrade Cruise Virtual 2020' and includes the following text: 'Congratulations Mary, You are now a part of Seatrade Cruise Virtual 2020, taking place 5-8 October. We look forward to seeing you there! YOUR REGISTRATION KEY IS: 02almoh9bdav You will shortly receive a confirmation email with further details.' A 'Close' button is located at the bottom right of the message box. The background elements, including the sidebar menu, search bar, and table, remain the same as in the previous screenshot.

7. You can now keep adding badges into the system until you use up all your allocation and you can see who has already been registered on the main screen.



The screenshot shows a web application interface for 'N200 VISIT partner'. The main content area displays a table of registered personnel. The table has the following columns: Name, Email, Company, Country, Registration State, Registration Type, and Attendance State. One record is visible: Mary Bond, mary.bond@informa.com, Mary's Cruise Consultants, United Kingdom, Registered, Exhibitor Conference, and No Show. The interface includes a sidebar with navigation options like Dashboard, Events, Personnel Badges, and Registerants. At the bottom, there are buttons for 'Send confirmation mail', 'Print vouchers', and 'Export all'. The footer shows the date 22/09/2010 and the time 16:07.

Name	Email	Company	Country	Registration State	Registration Type	Attendance State
Mary Bond	mary.bond@informa.com	Mary's Cruise Consultants	United Kingdom	Registered	Exhibitor Conference	No Show