

## How to register staff included with booth rental

Go to <http://www.diahomes.org/Exhibiting-and-Advertising/My-Exhibits.aspx> and Login to My DIA.

Please note, only the login data for the person listed as primary contact will be able to access My Exhibits.

Once in, you will see a list of current exhibits that you are contact for in the Manage My Exhibits table:

My Exhibits			
Manage My Exhibits			
Company Name	Event	Start Date	End Date
DIA Patient Advocate Fellowship	DIA 2013 49th Annual Meeting Exhibit	Jun 24, 2013	Jun 26, 2013
DIA	DIA 2013 49th Annual Meeting Exhibit	Jun 24, 2013	Jun 26, 2013



Select the appropriate company/exhibit you want to add personnel to be taken to the Exhibitor Details page:

## Exhibitor Details

Directory Listing

DIA Patient Advocate Fellowship [/ Modify Entry](#)

DIA Patient Advocate Fellowship

Message Center

DIA 2013 49th Annual Meeting Exhibit  
Jun 24, 2013 - Jun 26, 2013  
Order Number: 9004866249

[/ Contact Us](#)

8 Total Badges Allotted | 2 Full Meeting Registrations available | 6 Booth Personnel available

Manage Badges [/ Add](#)

[/ Back to My Exhibits](#)

You may disregard the Directory Listing portion, as this information is being collected by J. Spargo and Associates for the DIA 2014 50<sup>th</sup> Annual Meeting.

Please note that the Exhibitor Details page will show you how many badges your booth is allotted, and how many of each type are still available to register:

8 Total Badges Allotted | 2 Full Meeting Registrations available | 6 Booth Personnel available

To register a staff person, click on the Add button on the far right of the Manage Badges header bar:

Manage Badges





Complete the required information, being sure to select the appropriate Badge Type (Full Meeting or Booth Personnel) and click the Submit button:

Manage Badges

Add Personnel

Required Information

Badge Type:*	Booth Personnel	Address Line 2:	
Prefix:	Mr.	Address Line 3:	
First Name:*	Jeffry	Address Line 4:	
Middle Name:		City:*	Horsham
Last Name:*	Korn	State/Province:*	PA-Pennsylvania
Name Suffix:	Select One	Zip/Postal Code:	19044
Degrees:		Phone:*	1 215-442-6184
Job Title:	Exhibits Associate	Fax:	1
Company:*	DIA	Email:*	jeff.korn@diahomes.org
Country:*	United States(USA)		
Address Line 1:*	800 Enterprise Rd		

**Submit**

**\*Please be sure to use a unique email for each registrant. This is the only way for your staff to access the Annual Meeting Mobile App and appear in the attendee list on the App.**

The system will keep track of how many badges you have left and show you who you currently have registered:

8 Total Badges Allotted	2 Full Meeting Registrations available	5 Booth Personnel available
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Manage Badges

Booth Personnel

Jeffry Korn  
DIA  
Exhibits Associate  
800 Enterprise Rd  
Horsham PA USA 19044

**Delete** **Switch**

You will be able to login and update your registrations as needed leading up to the DIA 2014 50<sup>th</sup> Annual Meeting.

The Delete button will cancel that person's registration (allowing you to replace them)

Booth Personnel

Jeffry Korn  
DIA  
Exhibits Associate  
800 Enterprise Rd  
Horsham PA USA 19044

**Delete** **Switch**

The Switch button will allow you to switch between badge types.