

How to register staff included with booth rental



Go to <http://www.diahome.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:

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

[Back to My Exhibits](#)

[Add](#)

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

[Add](#)

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

► **Add Personnel**

Required Information

Badge Type: *

Prefix:

First Name: *

Middle Name:

Last Name: *

Name Suffix:

Degrees: Edit Degrees

Job Title:

Company: *

Country: *

Address Line 1: *

Address Line 2:

Address Line 3:

Address Line 4:

City: *

State/Province: *

Zip/Postal Code:

Phone: *

Fax:

Email: *

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

Manage Badges Add

► **Booth Personnel**

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Delete Switch

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

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

► **Booth Personnel**

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Delete Switch

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