

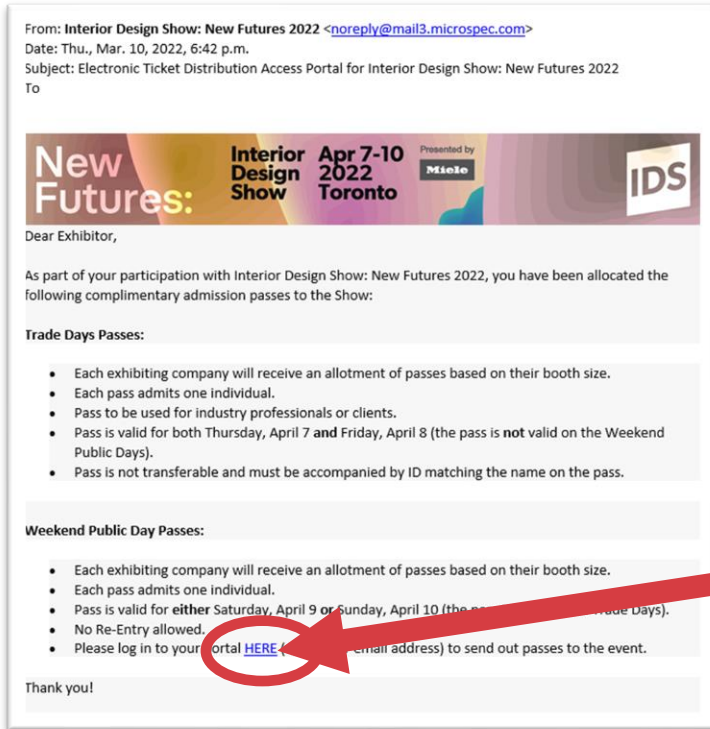
# How to Use the Electronic Pass Distribution Portal

V1 – March 15, 2022

## Step 1

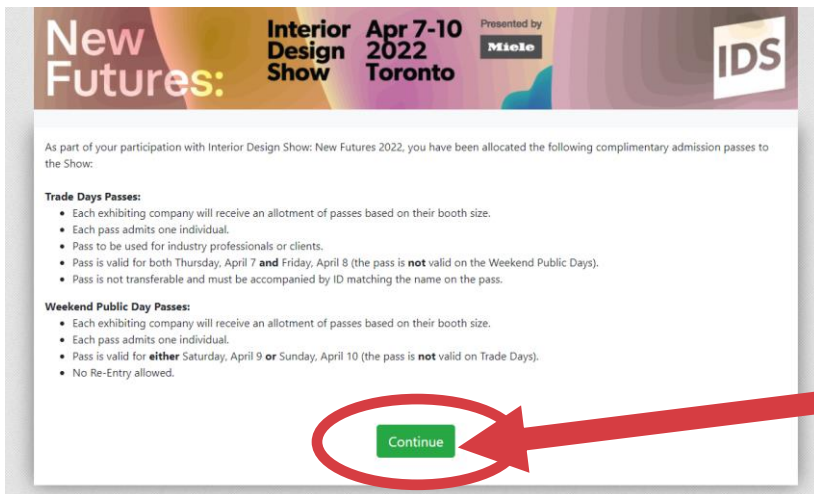
To access your electronic pass distribution portal, click the link in the email you received from **Interior Design Show: New Futures 2022** ([noreply@mail3.microspec.com](mailto:noreply@mail3.microspec.com)). If you need this email re-sent to you, please contact [info@interiordesignshow.com](mailto:info@interiordesignshow.com).

Here is an example of the email invitation:



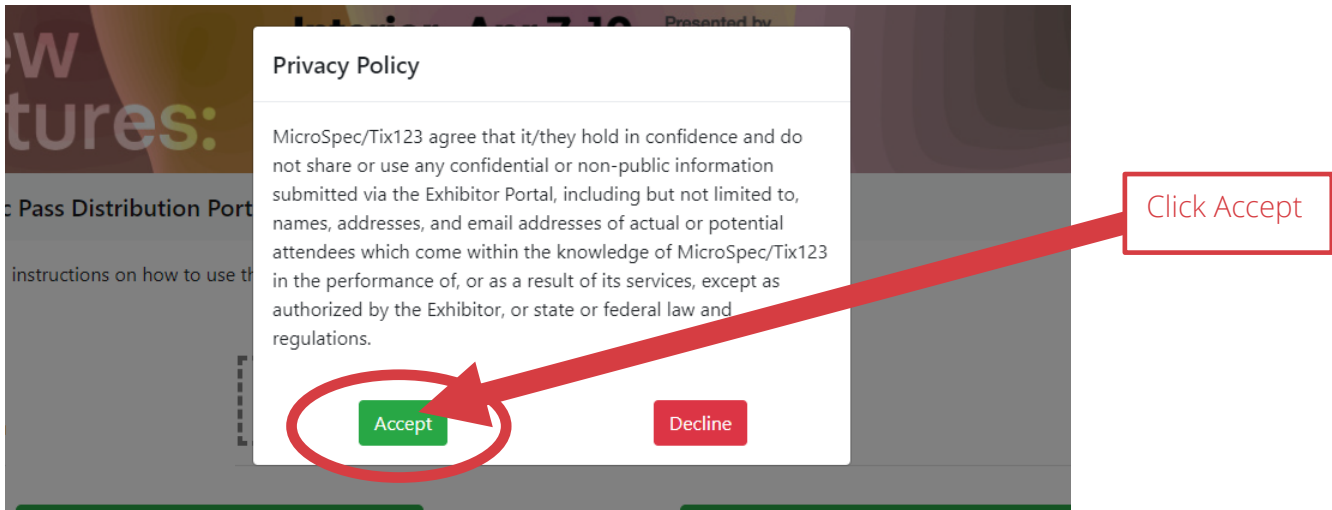
## Step 2

You will arrive at this web page; after reviewing the details about the two types of passes click “Continue”:



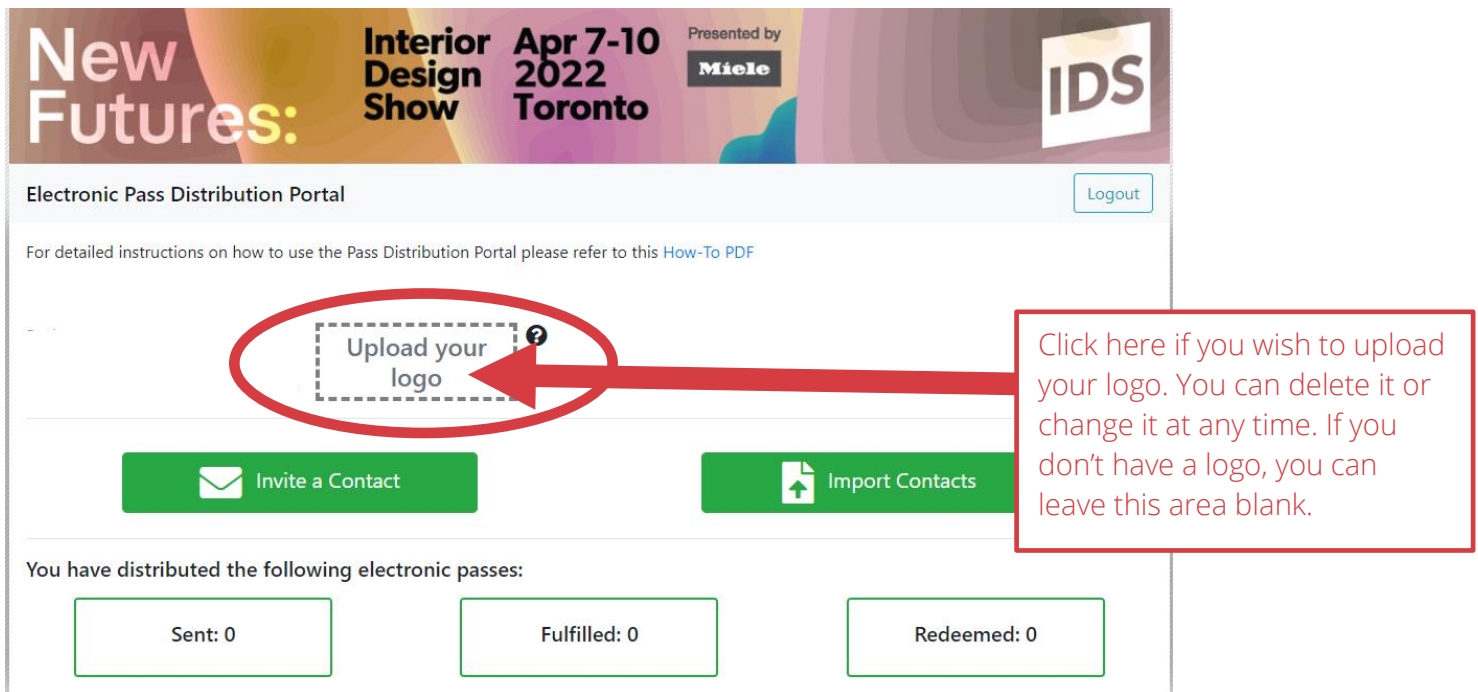
# Step 3

Next, read and accept the portal's privacy policy:



# Step 4 (optional)

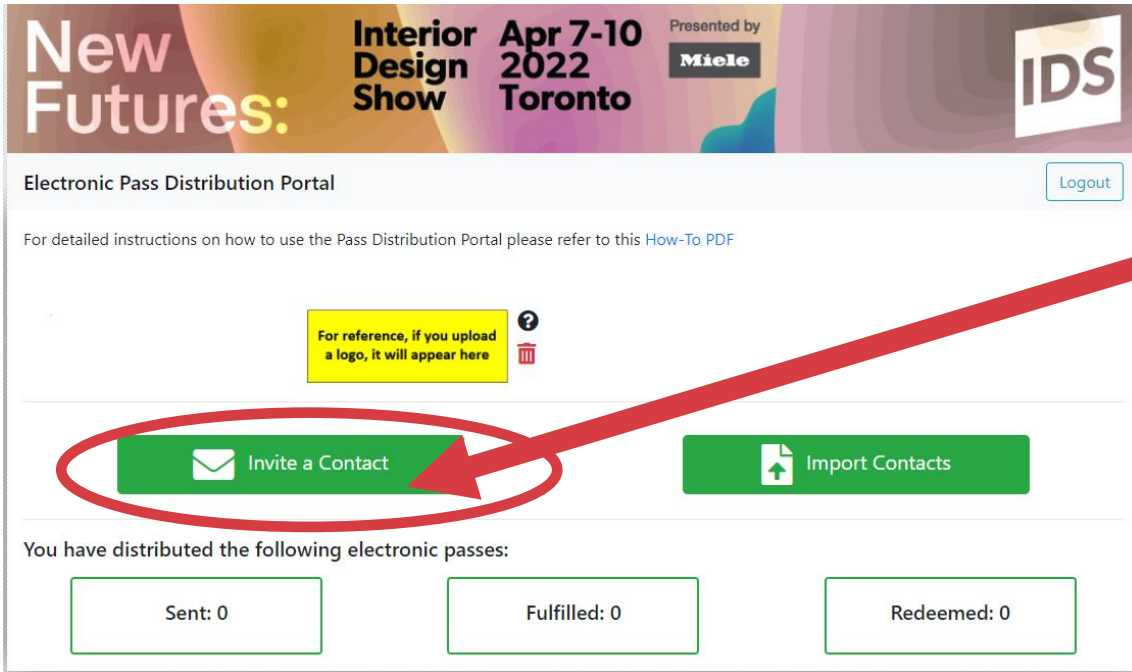
You have the option of uploading your logo which will appear in the invitation emails sent out to your guests.



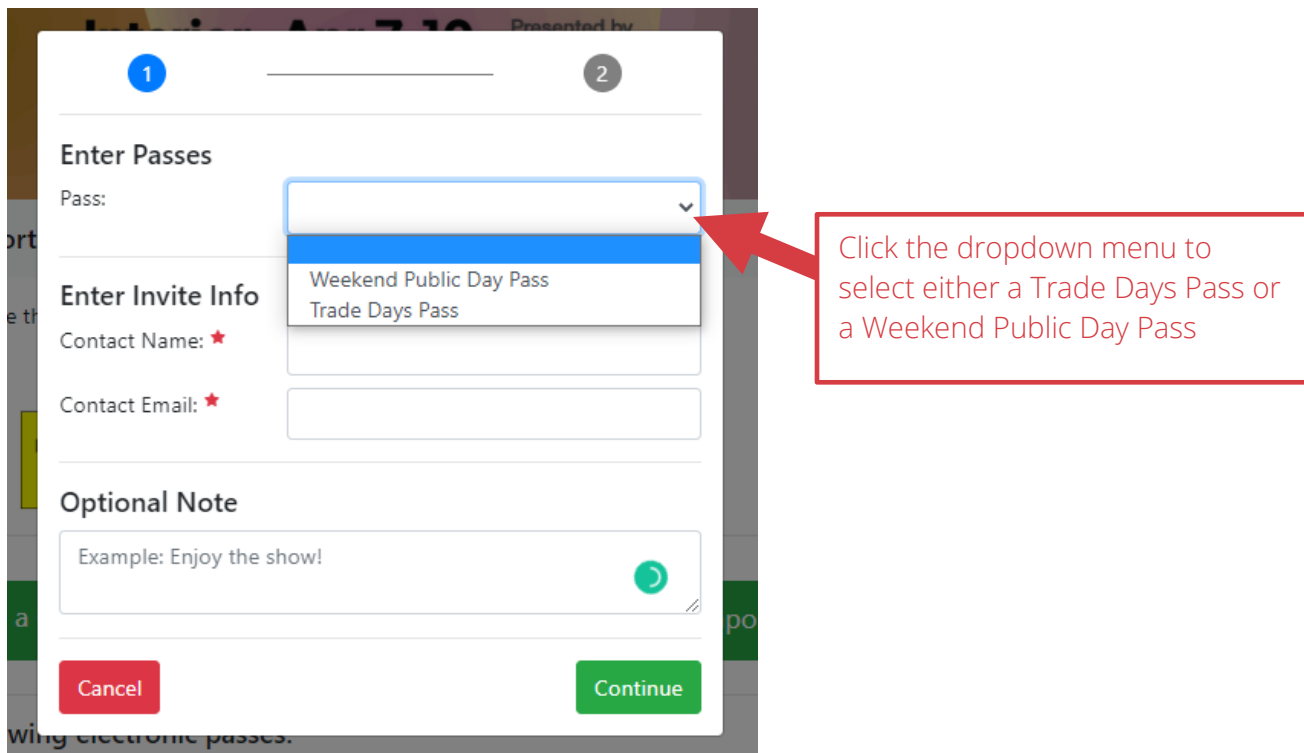
# Step 5

You have two options for sending out your passes: one person at a time or as a batch by uploading a list of contact names.

**Option #1: To send to one person at a time click on “Invite a Contact”:**



Next, select the type of pass from the dropdown menu:



Then, enter the quantity, fill in your guest's details and include a note if you wish. **Note, only one Trade Days pass can be sent at a time to an individual, however, multiple Weekend Public Day passes can be sent at a time to an individual:**

This is where to look to see how many passes you have remaining (in this example, there were a total of 15 Trade Days Passes allotted to the exhibitor of which they've already sent out 4).

Enter your guest's name & email address.

You can personalize the invitation by adding a note here. Alternatively, you can leave it blank.

Click "Continue" to see a preview of the email invitation.

Depending on the type of pass you selected, you'll see one of the following message previews:

**Sample message preview for Trade Days pass recipients:**

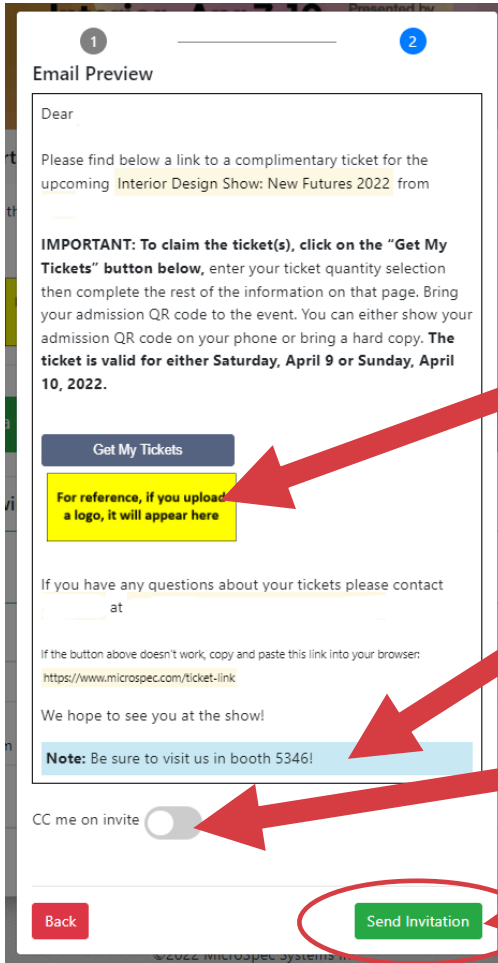
If you uploaded your logo, this is where it will appear.

If you added an optional note, this is where it will appear.

Toggle this button if you wish to be cc'd on the invitation email to your guest.

"Click "Send Invitation" to have the email sent out to your guest. Your guest will receive the email within a few minutes.

## Sample message preview for Weekend Public Day pass recipients:



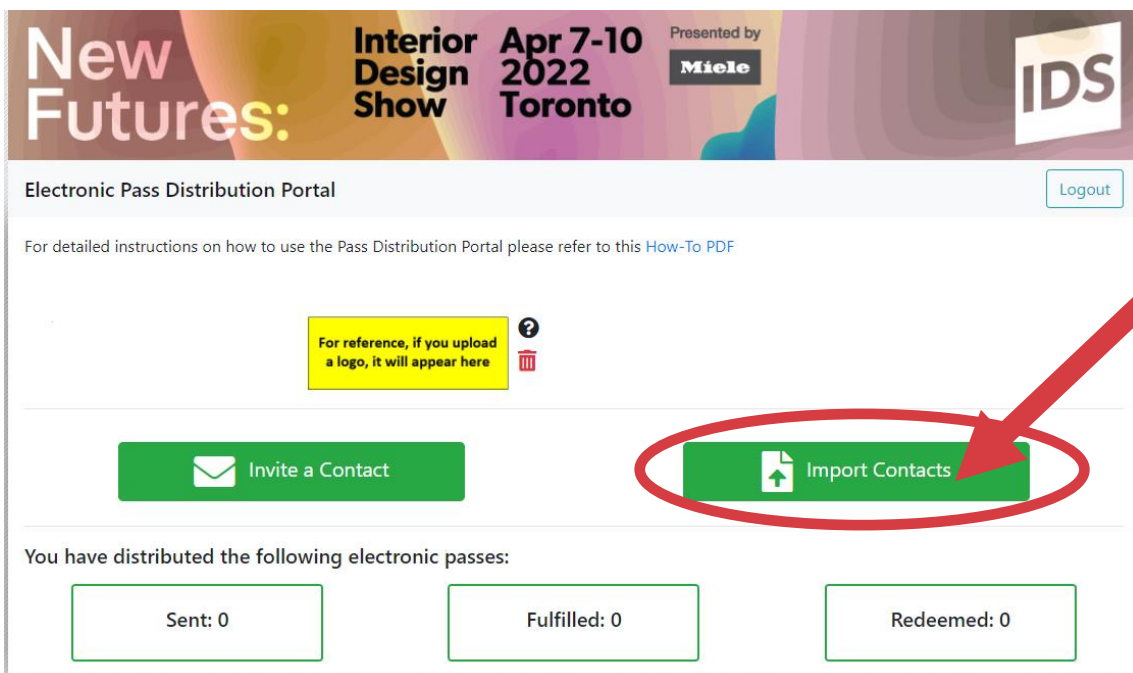
If you uploaded your logo, this is where it will appear.

If you added an optional note, this is where it will appear.

Toggle this button if you wish to be cc'd on the invitation email to your guest.

"Click "Send Invitation" to have the email sent out to your guest. Your guest will receive the email within a few minutes.

## Option #2: To send out passes to a list of names all at once click on "Import Contacts"



Next, follow the steps on the pop-up window: start with downloading the sample CSV file:

**Contact Import Tool**

Ticket:

**Step 1)**

- **Download** the sample CSV file. DO NOT clear or change the header information in the first row of the spreadsheet.
- Enter your guests' First and Last names on the "name" column, enter their email address, and ticket quantity.
- If you wish, you may enter a personalized note for each guest in the "note" column.
- Save the CSV file and upload it in your portal (see Step 2 below)

**Step 2)**

- From the dropdown menu above, select the type of Ticket to be sent
- Upload the CSV by clicking the button below.
- Verify the information
- click "import and email" to send tickets to your guests

Choose file No file chosen

Then add your contact names, email addresses and pass quantities to the spreadsheet. Everyone you add will receive the same type of ticket (ie. either all will receive Trade Days passes or all will receive Weekend Public Day passes). You will need to create and save two different spreadsheets if you plan to send out two types of passes. **Note, only one Trade Days pass can be sent at a time to an individual, however, multiple Weekend Public Day passes can be sent at a time to an individual:**

File Home Insert Page Layout Formulas Data Review View

Paste Clipboard Font Alignment

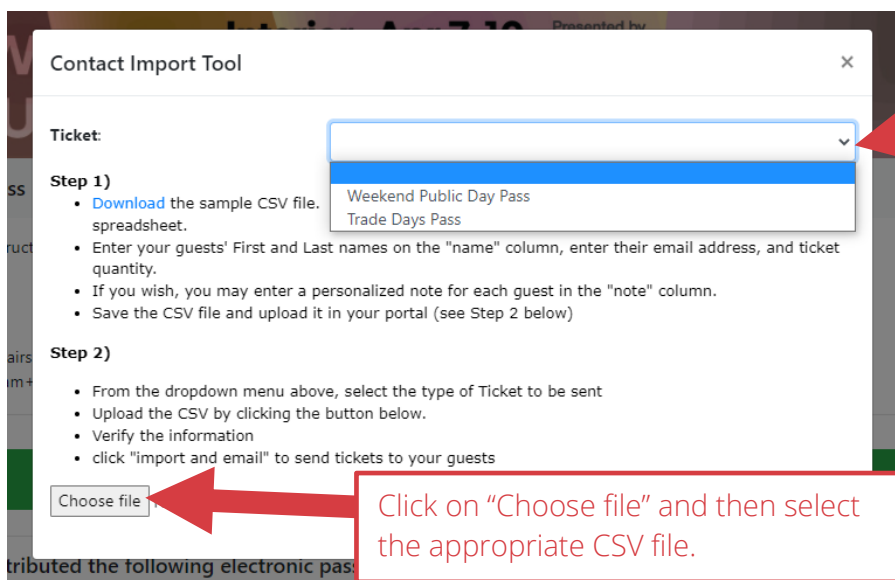
POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-de

	A	B	C	D	E	F	G	H
1	name	email	qty	note				
2	John Smit	john.smit	1	Note attached to invite email.				
3								
4								
5								
6								
7								
8								

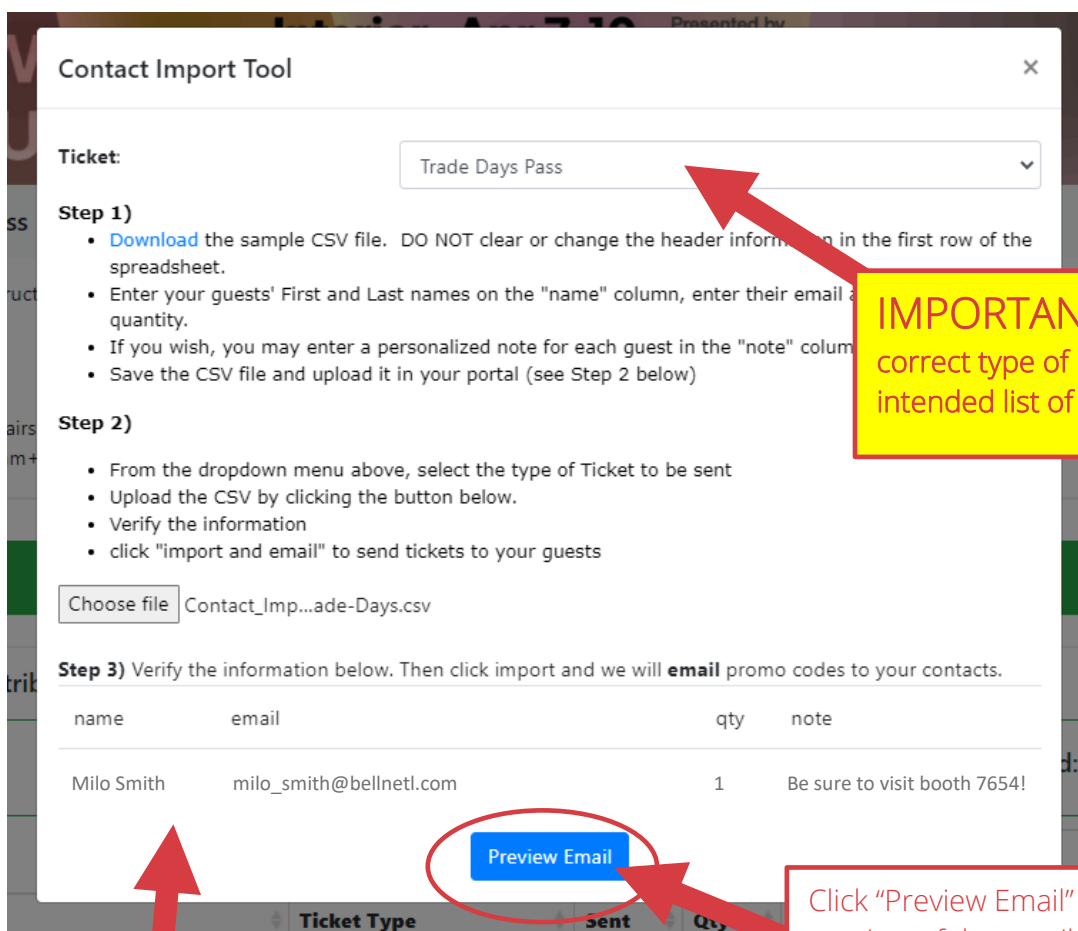
Remove the sample data row before adding in your own guest names (but keep the header row, line 1).

Notes are optional. You can leave this column blank if you prefer.

Once you've added all your contacts, save the file and upload it to the portal by clicking on the green Import Contacts button. Then select from the drop-down menu the type of pass the contacts on your saved spreadsheet will receive. Tip: when saving the CSV file, add the type of pass to the name you give the file to help ensure you'll upload the correct spreadsheet for a given pass type! eg. "Contact\_Import\_Trade-Days.csv"

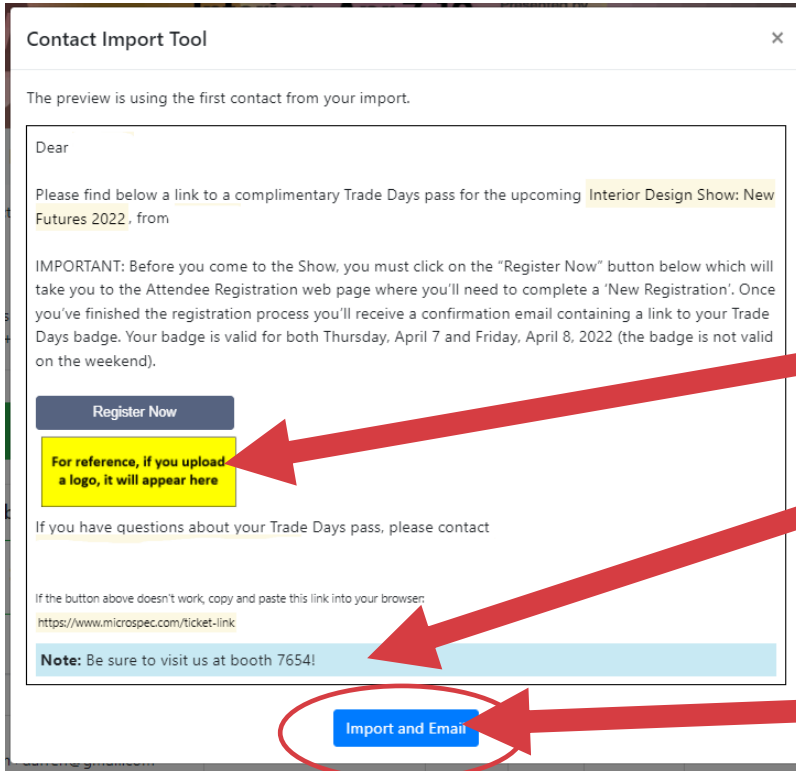


Once you've uploaded your CSV file you'll see a confirmation window – be sure to check you've selected the correct Ticket Type (ie. that you aren't about to send Weekend Public Day passes to a list intended for Trade Days passes!)



Depending on the type of pass you selected, you'll see one of the following message previews:

### Sample message preview for Trade Days pass recipients

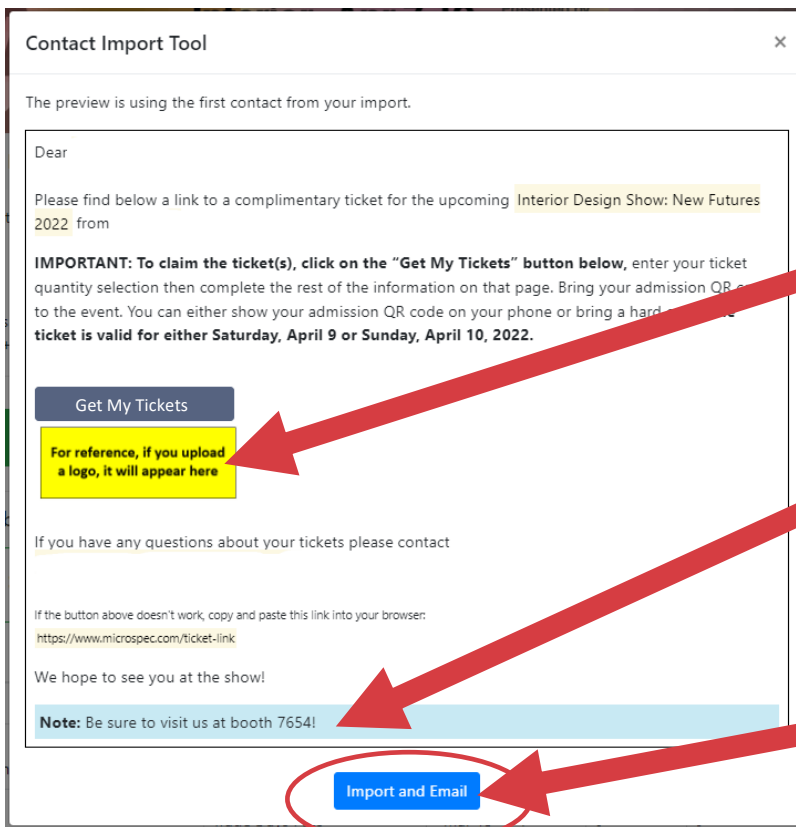


If you uploaded your logo, this is where it will appear.

If you added a note in the note column, this is where it will appear.

"Click "Import and Email" to complete the import and send out messages.

### Sample message preview for Weekend Public Day pass recipients:



If you uploaded your logo, this is where it will appear.

If you added a note in the note column, this is where it will appear.

"Click "Import and Email" to complete the import and send out messages.



# Step 6

Track your invitations:

**New Futures: Interior Design Show Apr 7-10 2022 Toronto** Presented by **Miele** **IDS**

Electronic Pass Distribution Portal Logout

For detailed instructions on how to use the Pass Distribution Portal please refer to this [How-To PDF](#)

<your name> For reference, if you upload a logo, it will appear here ?  
<your email address> 🗑️

✉️ Invite a Contact 📄 Import

You have distributed the following electronic passes:

Sent: 2 Fulfilled: 0 Redeemed: 0

Search

Contact	Ticket Type	Sent	Qty	Ful. ?	Rdm. ?	
borris.treads@hotmail.com	Weekend Public Day Pass	Mar 15	1	0	0	<span>✏️</span> <span>🚫</span> <span>🔄</span>
milo_smith@bellnetl.com	Trade Days Pass	Mar 15	1	0	0	<span>✏️</span> <span>🚫</span> <span>🔄</span>

Showing 1 to 2 of 2 rows

“Resend” allows you to send the invitation email again to your guest if they tell you they didn’t receive it or have misplaced it.

Here you’ll see a list of the guests you’ve sent passes to.

“Fulfilled” means your guest received your email invitation, clicked the “Get Tickets” or “Register Now” button in the message and completed the registration process.

Once your guest has completed the process, you are not able to give that pass to someone else.

“Redeemed” means your guest went to the Show and had their pass scanned at the door.

“Edit” allows you to change the email address of your guest if you typed it incorrectly or if the guest hasn’t already “fulfilled” the pass by completing the registration process then you can re-issue the pass to a different guest.