

# SAPPHIRE NOW and ASUG Annual Conference

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EXHIBITOR CONSOLE AND REGISTRATION MANAGEMENT

DEC 2019

# Log In

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Exhibitor Homepage: <https://events.sap.com/sapandasugexhibitors/en/home>

The Console can be reached through the “Manage My Presence” dropdown in the black navigation bar at the top of the page

Console Log-In page: <https://sap.wegone.com/go/sponsor.login/?l=234>

You will log in with your e-mail address and personal password. If you do not recall your password, you can re-set from the Log-In page, above.

# Console Dashboard

Log out - 3Webevents1047 LV SA18100591

**Dashboard** Company Profile Manage Registrations Purchase Marketing Opportunities Manage Sessions My Documents

Exhibitor information Web Site

Dashboard

test\_z\_1App (z\_1Webevents 1047 LV)

Welcome to your Exhibitor Management Console!

This console is customized for your company and will help you stay on track with the deliverables for SAPPHIRE NOW and ASUG Annual Conference. Please be sure to check back as the task list will be updated as new information becomes available.

Please contact your exhibit manager if you have any questions.

Ellen Stangroom  
SAP Global Marketing  
Phone: 508.461.7683  
Cell Phone: 9167596337  
E-mail: e.stangroom@sap.com

Task	Due Date	Status
Company		
Company Description	Now	Completed
Company Logo	Now	Completed
Exhibit Package - Payment	February 26, 2018	<a href="#">Link to Invoice</a>

### NAVIGATION TABS

**Dashboard** – houses the exhibitor task list

**Company Profile** – view/edit your company’s public-facing profile as used in event marketing materials

**Manage Registrations** – view/extend registration invites to your booth staff and customers

**Purchase Marketing Opportunities** – view/purchase additional marketing opportunities

**Manage Sessions** – submit your company’s sponsored sessions, including timeslot preference, session title, speaker, etc.



**My Documents** – view, print, and send your company’s official exhibitor documents

### TASK LIST

Used to manage your sponsorship – current exhibitor tasks, action items, and informational materials

# Task List

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Task	Due Date	Status
<b>Company</b>		
 Company Description	Now	Completed
 Company Logo	Now	Completed
Exhibit Package - Payment	February 26, 2018	<a href="#">Link to Invoice</a>
Exhibit Package - Signed Agreement	Now	Completed
Social Media - GET Social!		<a href="#">For Your Information</a>
<b>Manage My Exhibit Space</b>		
Exhibitor Resource Guide		<a href="#">Link to Guide</a>
Booth Layout Options	February 28, 2018	<a href="#">Complete Now</a>
Exhibitor Conference Schedule		<a href="#">Link to Schedule</a>

## Manage your sponsorship package using the Task List

Each task is an action item and sometimes also includes associated task materials. Tasks are separated by area, and include Company, Manage My Exhibit Space, Required Forms, Vendor Services, and more. Most tasks will include a due date, listed in the Due Date column. The Action column will include one of the following: link to a form, link to informational PDF, link to email your package level manager, or text stating COMPLETED if task is complete and not editable.



Information bubble – click for more details regarding a specific task

# Marketing Opportunities

Additional marketing opportunities are available to conference exhibitors. To view/purchase available opportunities, click the Marketing Sponsorships tab in the top navigation bar.

**Shopping Cart page** – view entire opportunities inventory, add inventory to your exhibitor record

NOTE: submitting only this page does not purchase your selections. You must complete the full MO flow as detailed on the next slide.

Dashboard Company Profile Manage Registrations **Purchase Marketing Opportunities** Manage Sessions My Documents

[View the Marketing Opportunities Prospectus](#)

Please select your desired marketing opportunity by selecting a quantity and then clicking Purchase Now at the bottom of the page.

Marketing Opportunities	Fee	Available	Purchased	Quantity
TEST	\$1,500.00	49	1	0 ▼
SAP Meeting Center Networking Lounge	\$20,000.00	1	0	0 ▼
Best-Run Theater Ad	\$20,000.00	Sold Out	0	
Shuttle Service Signage	\$15,000.00	Sold Out	0	
Show Floor Conference Rooms	\$14,000.00	12	0	0 ▼
Concourse Staircase Banner Ad	\$10,000.00	Sold Out	0	
Escalator Runner	\$10,000.00	Sold Out	0	
Pedestrian Bridge Ad	\$9,000.00	Sold Out	0	
Window Cling Ad	\$9,000.00	Sold Out	0	

# Marketing Opportunities (cont.)

**Payment page** – select your method of payment and submit credit card details if applicable

Marketing Opportunities

TEST	( 1 x \$1,500.00 )	\$1,500.00
TEST	( 1 x \$1,500.00 )	\$1,500.00

**Total Fees**  
Fee: \$3,000.00  
Paid: \$0.00  
Due: \$3,000.00

If you will be making a future credit card payment, select Bank Transfer to continue.

**Method of Payment\***

- Credit Card
- Check
- Bank Transfer

WebEvents Global provides proprietary software to SAPPHIRE NOW and ASUG Annual Conference. In this capacity, WebEvents Global provides online solutions for managing the event. Information captured during the course of this event may be transmitted via API for SAPPHIRE NOW and ASUG Annual Conference to integrate to their ERP equivalent.  
WebEvents Global, 9081 Foothills Blvd., Roseville, California, U.S.A.

**Initials\***

**Continue**

**Confirmation page** – Reaching this page locks in your marketing opportunities selections. You will receive confirmation and invoice e-mails immediately via e-mail.

Thank you for purchasing a marketing opportunity. A summary of your marketing opportunities to date is below.

**Marketing Opportunities:**

TEST ( 1 x \$1,500.00 ) \$1,500.00

TEST ( 1 x \$1,500.00 ) \$1,500.00

**Summary of charges: \$3,000.00**

**Total paid to date: \$0.00**

**Due: \$3,000.00**

# My Documents

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Click the appropriate link next to any document to view, print, save to PDF, or send via e-mail

<a href="#">Dashboard</a>	<a href="#">Company Profile</a>	<a href="#">Manage Registrations</a>	<a href="#">Purchase Marketing Opportunities</a>	<a href="#">Manage Sessions</a>	<a href="#">My Documents</a>
<h2>My Documents</h2>					
<p>A list of self-serve documents is below. You may take any of the following actions: E-mail, Preview, Print, Save as a PDF.</p>					
Package   Agreement document	<a href="#">E-mail</a>	<a href="#">Preview</a>	<a href="#">Print</a>	<a href="#">PDF</a>	
Package   Exhibit Package Invoice	<a href="#">E-mail</a>	<a href="#">Preview</a>	<a href="#">Print</a>	<a href="#">PDF</a>	
Package   Exhibit Package Receipt	<a href="#">E-mail</a>	<a href="#">Preview</a>	<a href="#">Print</a>	<a href="#">PDF</a>	

# Manage Registrations

## Registration Summary [↗](#)

Pass Type Description	Allotment	Unused Allotment	Invited	Incomplete	Active	Declined	Attended
Package-Included	10	10	0	0	0	0	0
Purchasable   Exhibitor	∞	0	0	0	0	0	0
Purchasable   Customer	∞	0	0	0	0	0	0
<b>Pass Allocation Totals</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

To Add an Attendee | [Show/Hide](#)

Add Attendee

Download Your Registration Report

### Attendees

Name	Company	E-mail	Registration Type	Hotel sub-block	Attendee Type	Invites Sent	E-mail Sent	Status	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 1 of 0 | 1000

No records to view

## REGISTRATION SUMMARY

Current badge allotment and usage counts, separated by badge type

## DOWNLOAD YOUR REGISTRATION REPORT

Excel download of comprehensive list of your company's registrations. This includes partner and customer records.

## ADD ATTENDEE

Complete this form completely to create a new attendee record. NOTE: adding an attendee does **not** automatically trigger their registration invitation e-mail



# Manage Registrations (cont.)

## Add Attendee Record

- Enter data for all fields, and be sure to use a corporate e-mail address (domains like Gmail, AOL, etc. are not accepted)
- If you would like another person to be copied on all registration e-mails sent to this attendee, you can enter their address here, or check the box directly above if the PLC should be cced (note they will be copied on ALL comms, including blasts like Agenda Builder Launch, Know Before You Go, Post-event Survey, etc.)
- If applicable, you will see a checkbox to assign one of your package-included GPS passes. Once assigned, this will update the Add-On Summary grid at the top of the Manage Registrations tab
- If the registrant is an exhibitor, you will be prompted to choose from the Hotel sub-block dropdown. If you select “Yes”, the registrant will NOT be able to access the event housing portal. Only select “Yes” if you or someone on your team is managing the exhibitor’s hotel reservations directly. *Contact your SAP/ASUG exhibit manager to arrange a sub-block for your onsite team.*

### Add Record ✕

First Name \*

Last Name \*

E-mail \*   
Use a corporate e-mail address.

Select checkbox to add the Primary Logistic Contact (PLC) as the cc on all event communications related to this invitee.  
If you would like to cc anyone else, enter below.

CC E-mail

Registration Type \*





Attendee Type \*

Add-On  Add SAP Global Partner Summit to this conference registration (US\$0)

Hotel Sub-Block \*   
Select “No” if arrangements **have not been** made and this person should have the option to book a conference hotel room during registration.  
Select “Yes” if hotel arrangements **have been** made for this person through a hotel sub-block or other means.

# Manage Registrations (cont.)

To submit payment for a purchasable record, click the credit card icon in the Actions column next to the attendee's name. This will open a new window where you can submit secure payment online – once submitted, a receipt will be emailed to the cardholder and your console will refresh, and the invite action will be clickable.





Actions	Name	Company	E-mail	Registration Type	Relationship	Invites Sent	Last Sent	Status
	friday3							
   	Ellen Z_1Friday3	z_1 1 WEG Sapphire	Z_1Friday3@te...	\$1,800.00: Purchasable   Exhibitor \$1800 Due: \$1,800.00	SAP Partner	1	December 6, 2019 06:15	Invited

If you would like to submit registration payment by company check or bank transfer, contact [payments@sapandasug.com](mailto:payments@sapandasug.com). Please note, you should still add the attendee to your console prior to reaching out to the payments team. Additionally, the same attendee deadline applies for receipt of payment by check or bank/wire.

# Manage Registrations (cont.)

Type-to-filter function to locate specific record

Record count dropdown to view by page or view all

Actions	Name	Company	E-mail	Registration Type	Relationship	Invites Sent	Last Sent	Status
	friday3							
   	Friday3	WEG Sapphire	Z_1Friday3@te...	\$1,800.00: Purchasable   Exhibitor \$1800 Due: \$1,800.00	SAP Partner	1	December 6, 2019 06:15	Invited

Page 1 of 1 | 1000 ▾ | 1 - 1 of 1 items

## ACTIONS ICONS

E-Mail – click the envelope icon to preview and send this record’s registration invitation email

Credit Card – click the card icon to submit payment for the record

Edit – click the pencil icon if you need to change a field (last name, phone, regtype, etc) for a record

Cancel – click the trashcan icon to delete a record

 Click the paper icon to view the attendee record’s payment confirmation

NOTE: do not use the Edit function to substitute a record. If no payment has been submitted yet, please cancel the original record and add the replacement as a new attendee. If payment has already been submitted, please contact [payments@sapandasug.com](mailto:payments@sapandasug.com) for a copy of the substitution form.

# Questions?

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Contact your package level manager  
or [exhibitors@sapandasug.com](mailto:exhibitors@sapandasug.com).

We look forward to seeing you in Orlando!