



SAPPHIRE NOW and ASUG Annual Conference

EXHIBITOR CONSOLE AND REGISTRATION MANAGEMENT

DEC 2019

Log In

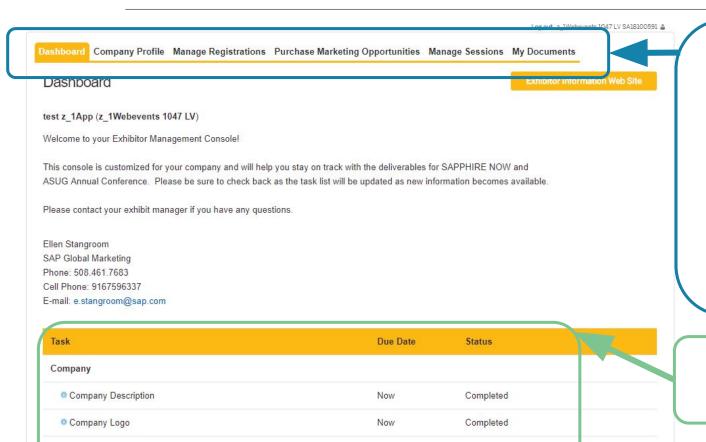
Exhibitor Homepage: https://events.sap.com/sapandasugexhibitors/en/home

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



February 26, 2018 Link to Invoice

Exhibit Package - Payment

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

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

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

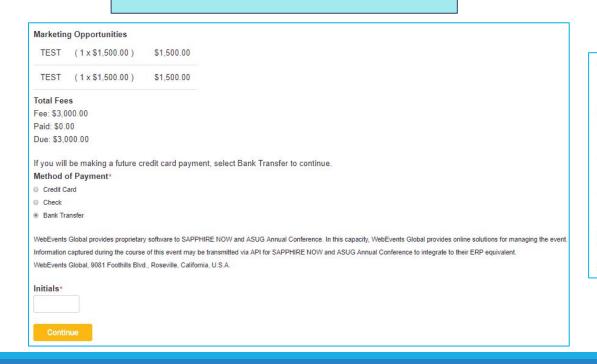
Please select your desired marketing opportunity by selecting a quantity and then clicking Purchase Now at the bottom of the page.

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.)

Due: \$3.000.00

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



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

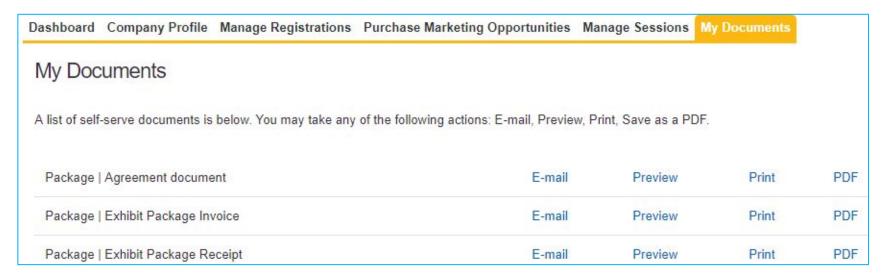
TEST (1 x \$1,500.00) \$1,500.00

Summary of charges: \$3,000.00

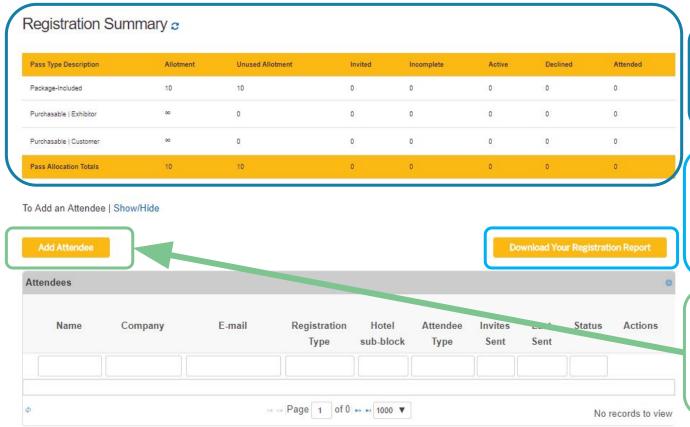
Total paid to date: \$0.00

My Documents

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



Manage Registrations



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.

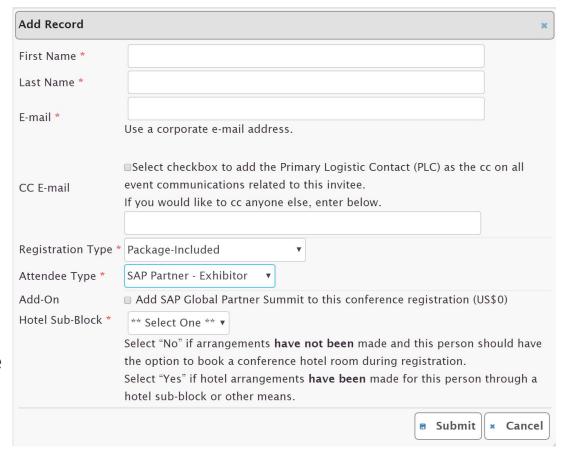
ADD ATTENDEE

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.



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.

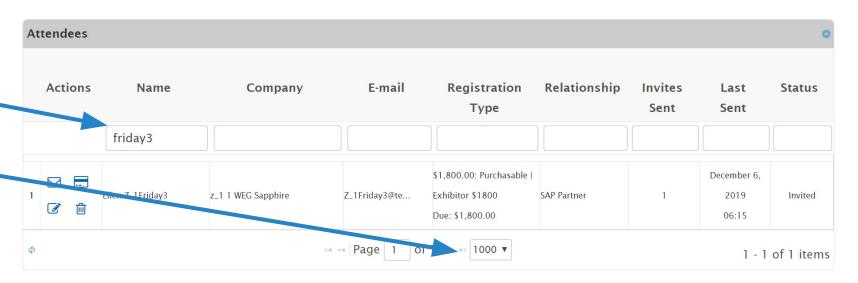


If you would like to submit registration payment by company check or bank transfer, contact payments@sapandasug.com. Please note, you should still add the attendee to your console prior to reaching out to the payments team. Additionally, the same attendee deadline applies for receipt of payment by check 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 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 for a copy of the substitution form.

Questions?

Contact your package level manager or exhibitors@sapandasug.com.

We look forward to seeing you in Orlando!