



CM Exhibition app

Participant registration

Introduction

The CM Exhibition app is a fast and efficient tool for registering participants' programme items and options at events managed with Conference Manager.

Participant registration

The CM Exhibition app makes it easy to register participants for their selected programme items and options during an event. Simply scan a participant's QR code or barcode, or search for their name to confirm sign-up and ensure they have access to the specific sessions or options.

This introduction will show you:

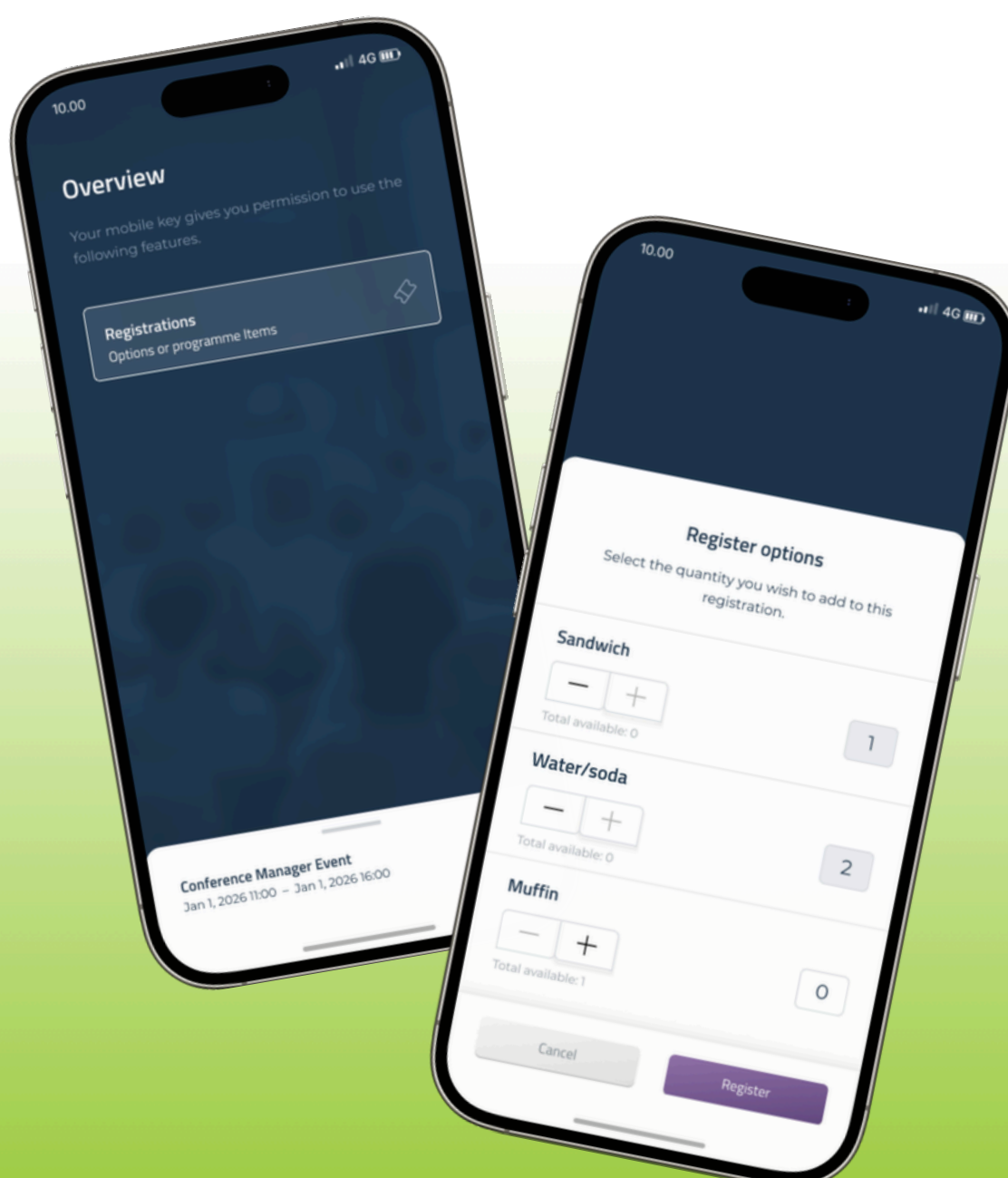
How to log in with your mobile key

If you are the organiser, you can find the mobile key under the External login setup in Conference Manager – click [here](#) to learn how to create a mobile key.

If you are a partner assisting the organiser, you will receive the mobile key by email from the organiser.

How to register participants' selected items

Register participants based on their scheduled programme or selected options to ensure they have access to the specific items.



Start by
downloading the
CM Exhibition app

Download on the
App Store



 iPhone

GET IT ON
Google Play

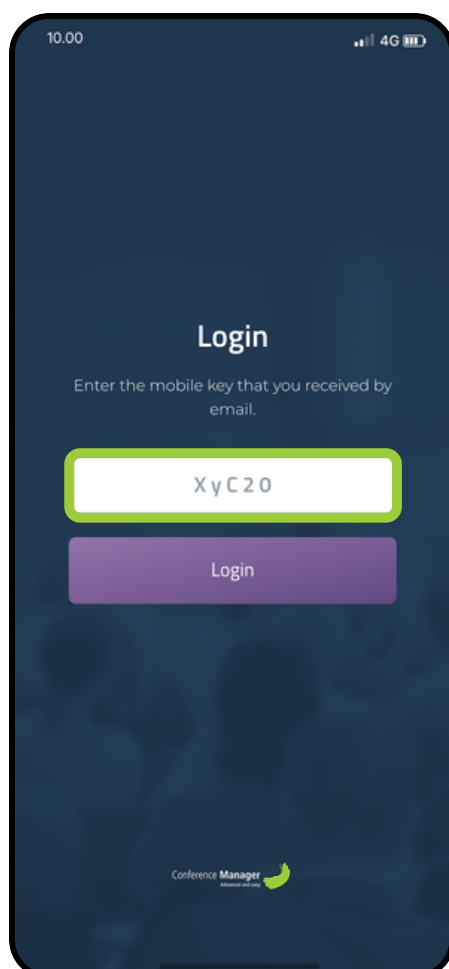


 Android

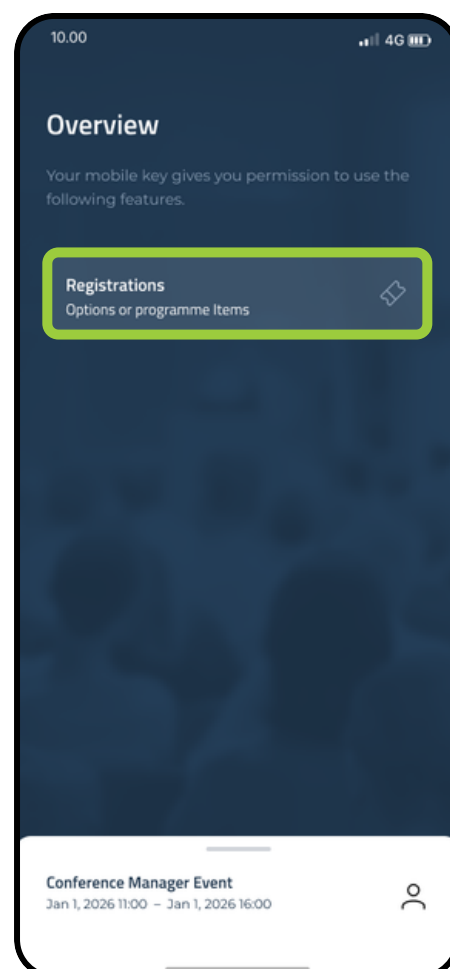
Log in and scan

Enter the mobile key and go to Registrations

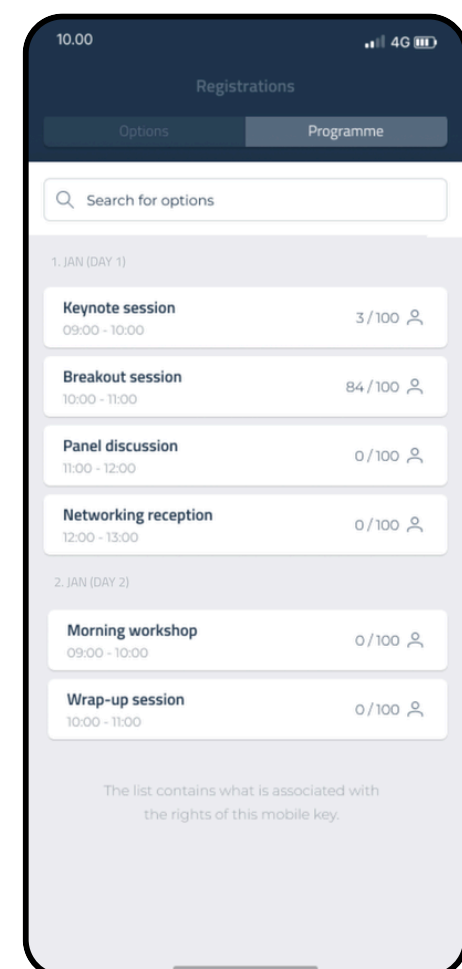
- 1:** Enter the mobile key on the login screen and click **Login**.
- 2:** Click on **Registrations** in the overview to view programme items and options.
- 3:** Register participants by their scheduled programme or chosen options.



Organisers find the mobile key under External login in Conference Manager. Partners receive the mobile key by email.



The overview page displays all the functions available to you. These can differ depending on your mobile key permissions.



Registration items can only be registered if your mobile key has the required permissions.

Tickets

Scan the participants' tickets to quickly register their items. Participants can access their ticket in the CM Events app or in their confirmation email.



Options and programme

Register participants for programme items and selected options.



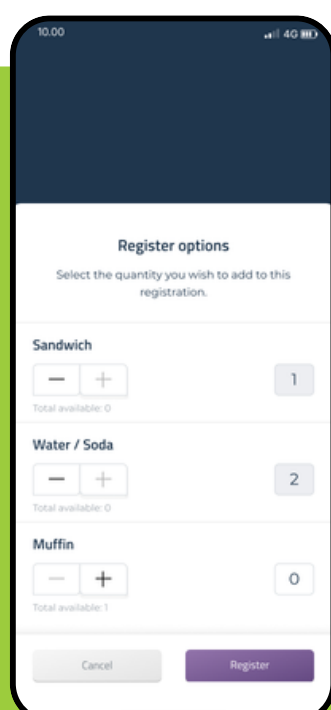
Items list

Click on **Options** or **Programme** and select the booked item you want to register.



Registration

Use the scanner or search manually in the search field to register participants' items.



+ Multiple quantities

If the participant has multiple quantities available for an option, you can select a specific amount per registration.