



## BOOTH STAFF REGISTRATION

Register your booth staff by visiting:

<https://en.oreilly.com/webexny2009/public/register>

If you are with a company that is sponsoring **and** exhibiting, use discount code **webny09etsc**

If you are with a company that is exhibiting only, use discount code **webny09etxb**

1. Select "Register as an attendee online"
2. If this is the first time you've registered you will be required to create a registration account. Every time you need to add a new registration you will need to login to this account.
3. Add an attendee – You will need first name, last name, unique email address, job title, and company name.
4. Select "Expo Hall Pass" and enter the discount code from above.
5. Select "add this attendee" at the bottom of the page
6. Review your registration
7. If you would like to add another attendee click the link, otherwise select "complete registration"
8. Complete demographic information and select "complete registration"
9. You will be able to review all attendees you've just registered.
10. If you would like to review all registered attendees within your account select "Review Order History"

## HELPFUL HINTS

- Please remember the exhibitor codes will **ONLY** work with the **Expo Hall Only** pass.
- You can register up to 5 people on one registration.
- If you wish to register 6 or more people, you will need to create a new registration.
- Please try to use the email address of the person you wish to register.

## TROUBLESHOOTING TIPS

**I tried to register an attendee, and I received an error message stating that the attendee is already registered?**

Chances are, the person is already registered for Expo NY. In other circumstances, the email address used on the registration has already been used. Our registration system recognizes individual attendees by their email address. Many times, when someone registers more than one attendee, the individual who registers the group will use their own email address. Try to use the email address of the individual you are registering.

**I would like to receive registration confirmations for each attendee that I register.**

Our registration system sends out one registration confirmation to the email address supplied on the registration. If you wish to receive the confirmation, please use your email address. Please note that the attendee will not receive the confirmation. If you are registering multiple attendees, you can receive each registration confirmation. However, you will need to use a different email address each time. A common trick is to add a “+” symbol to your email address (IE: [test+1@email.com](mailto:test+1@email.com)).

**What if I wish to upgrade my registration?**

If you are planning on upgrading your registration, you will need to create a new registration.

You can register online at: <https://en.oreilly.com/webexny2009/public/register>

Make sure to use a different email address. If you use the email address that was used when you originally registered, you will receive an error message. If you have a discount code, don't forget to use it.

**What if I wish to transfer a registration?**

You can transfer a registration up to one week before the conference. Please send your transfer

request to: [confreg@oreilly.com](mailto:confreg@oreilly.com)