

Arrival registration

CM Exhibition is designed to be an efficient tool for events, managed with Conference Manager. You get access to scan the participant's name tags or tickets and hereby register their arrival at the event.

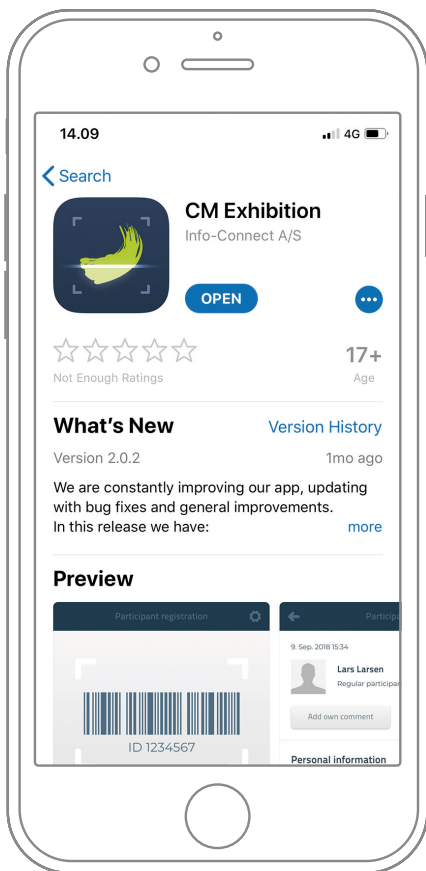
Download on the
App Store

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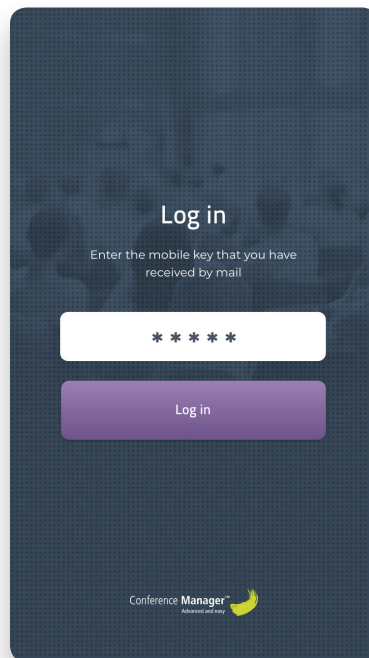
Conference **Manager**[™]
Advanced and easy 

App login

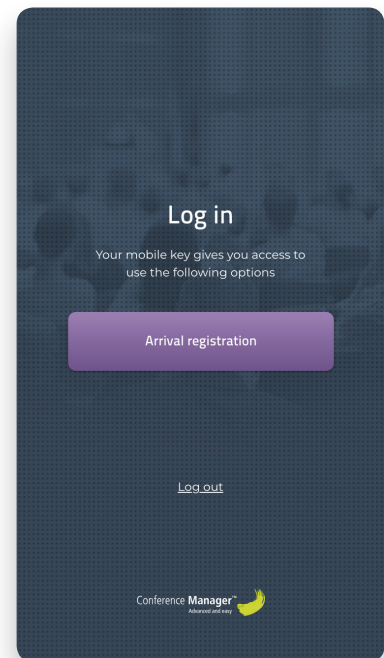
Download the CM Exhibition app for free to a smartphone or tablet and log in with the mobile key, which you have received in an e-mail from the organizer. If you haven't received the e-mail, please contact the organizer of the event.



- 1 Download the app**
Find CM Exhibition in the App Store or at Google Play



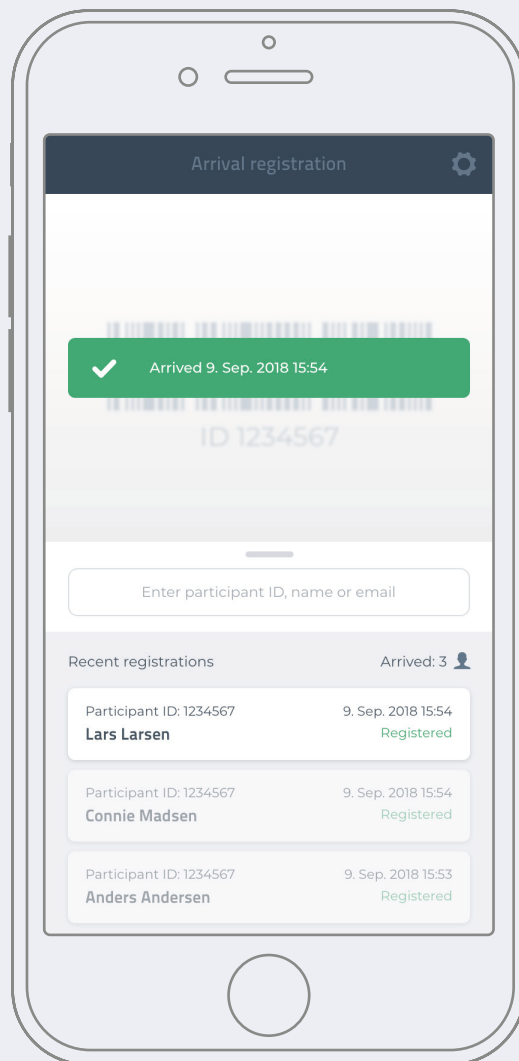
- 2 Enter the mobile key**
The mobile key has been sent to you in an e-mail from the organizer of the event.



- 3 Start registration**
Push the button 'Arrival registration' to start.

Arrival registration at the event

Scan the barcode on tickets or nametags upon arrival. The participants will then be registered on the arrival list in the app and into the Conference Manager system.



Barcode scanning

If the device can't capture the barcode, Try slowly to move the device closer and make sure the camera is in focus.

Search and register

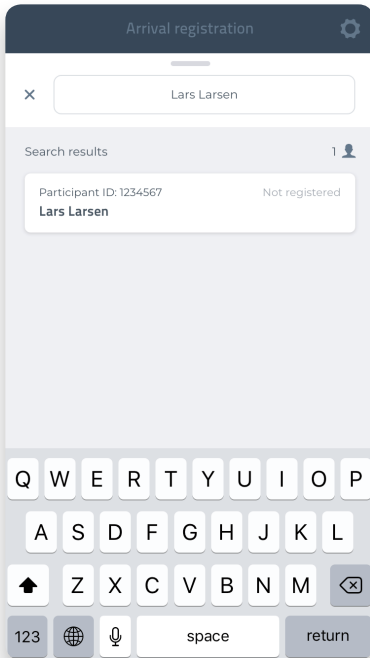
If the scanning can't be completed, use the searchfield. Type in the participant's Name, E-mail or Participant ID from the ticket.

Adjustable list

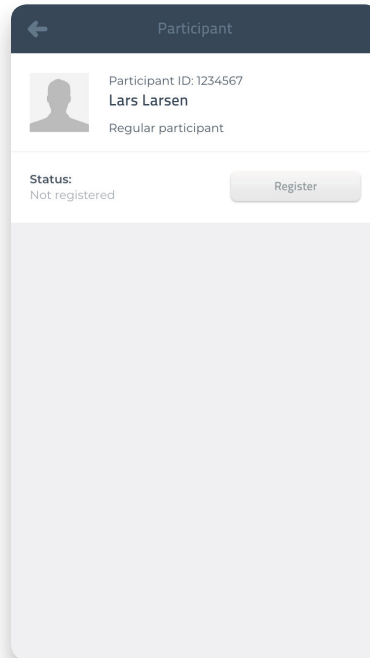
The list of recent registrations is adjustable. By dragging the list up or down you can get a full view of the list or a larger scanning area if needed.

Searching for participants

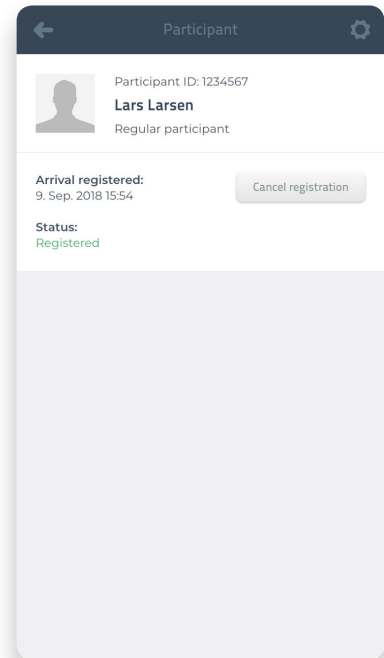
Search for participants who are registered for the event and then register the person for arrival manually, if the scanning fails or the ticket is lost.



- 1 Entry field**
Tap the field and type in a Name, Email or Participant ID from the ticket.



- 2 Registration**
Press "Register" to register the participant's arrival.



- 3 Cancel registration**
If you want to cancel an arrival registration, it can be done directly on the participant.

Missing payment

If there is payment on the event and a participant who hasn't yet paid is registered for arrival, you can decide whether you wish to complete the registration or not.

If the participant is registered despite a missing payment, a yellow status will be displayed on the screen and a negative balance will be indicated until the payment has been completed.

