Workflow Order Vouchers in Exhibitor Cockpit

1. Log in to the [Exhibitor Cockpit](#)

2. Choose the Year of Event

3. Continue to the Order Center
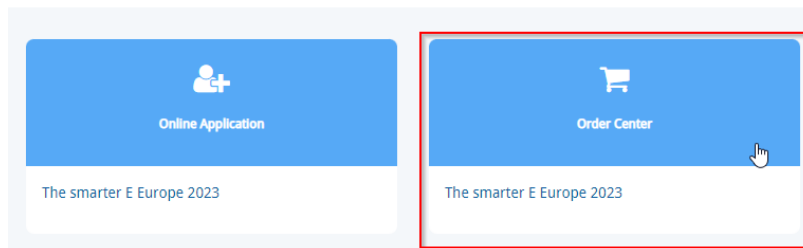
4. You will now see a list of all Exhibitors and Co-Exhibitors that you manage. Select the profile which you want to order the Vouchers for by clicking on the respective name.

5. Choose the option "Tickets & Vouchers"
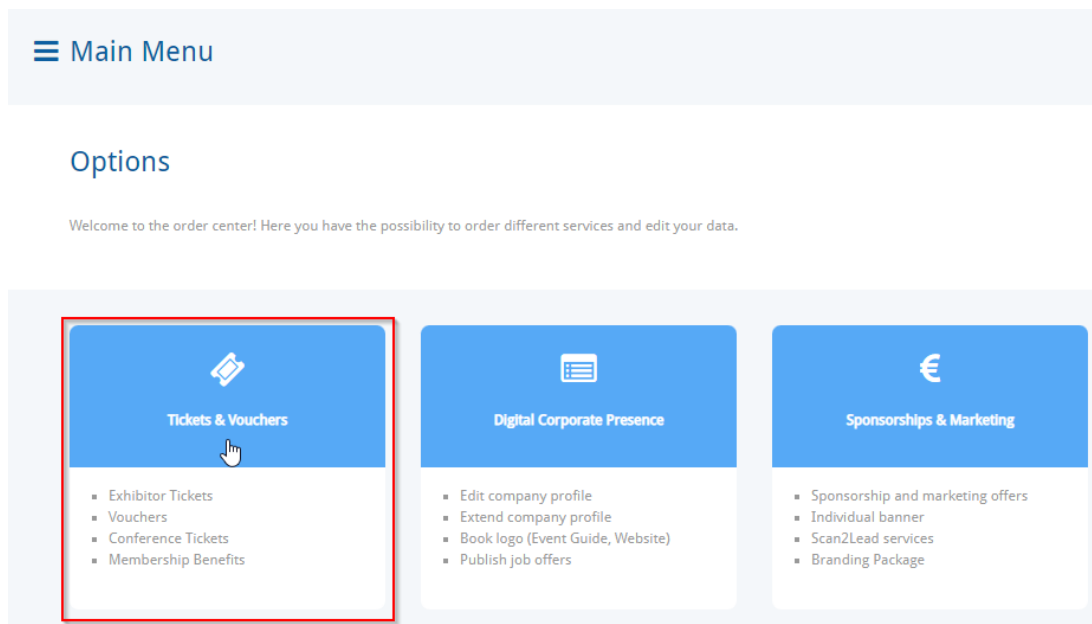
6. Now, proceed to "Vouchers"

Tickets & Vouchers

Please choose an option:

Back

Redeemed vouchers and tickets	Tickets	Vouchers
Check which vouchers and tickets were redeemed during the event.	Exhibitor tickets	Invite your customers to come and visit your booth. We provide electronic entry vouchers (day tickets).
Available after the exhibition		

7. Enter the number of Vouchers you want to order, then click "Add to shopping cart"

Order vouchers

Electronic Entry Vouchers for Visitors

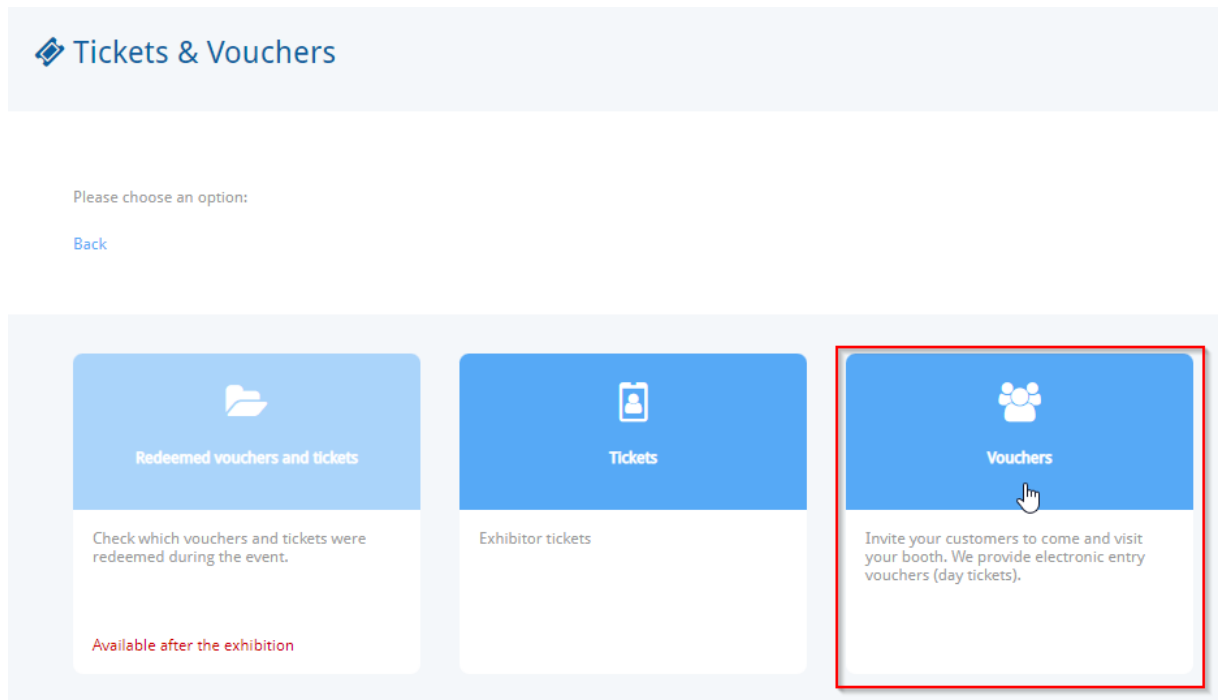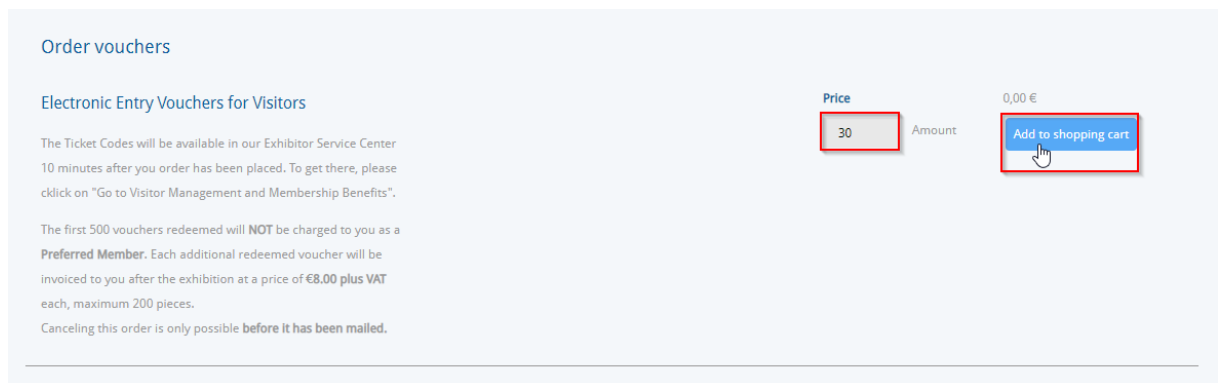The Ticket Codes will be available in our Exhibitor Service Center 10 minutes after you order has been placed. To get there, please cklick on "Go to Visitor Management and Membership Benefits".

The first 500 vouchers redeemed will **NOT** be charged to you as a **Preferred Member.** Each additional redeemed voucher will be invoiced to you after the exhibition at a price of **€8.00 plus VAT** each, maximum 200 pieces.

Canceling this order is only possible **before it has been mailed.**

Price 0,00 €

30 Amount   Add to shopping cart

8. Proceed to the shopping cart

Order vouchers

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The item "Electronic Entry Vouchers for Visitors" was placed into the shopping cart with the quantity of "30".

🛒 **To the shopping cart**

9. Confirm shopping cart

Selected items		30	Pieces	Electronic Entry Vouchers for Visitors	0,00 €	✕

↻ **Confirm shopping cart**

10. Enter the email address the order confirmation shall be sent to and place the order

1 x   Publish logo in the Event Guide (printed exhibitor list incl. hall plan, print edition: 75,000) - Available until May 8, 2023

Recipient

Please fill in all mandatory fields and accept the terms and conditions.
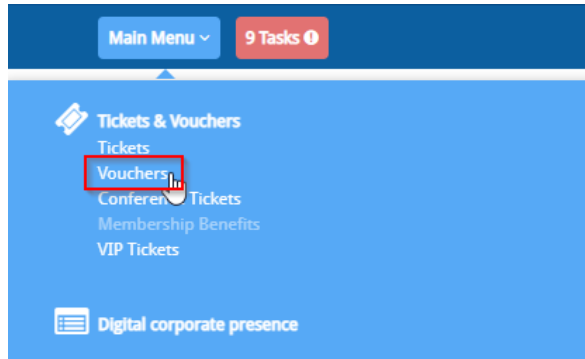
E-Mail *

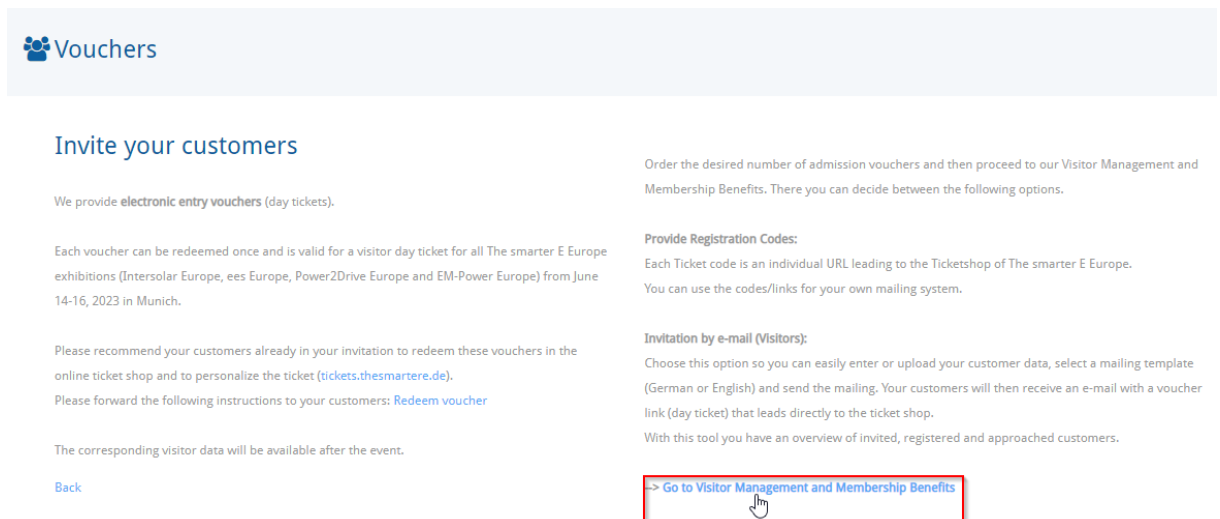☑ I hereby accept the terms and conditions of The smarter E Europe organizers.

Comments

Place order

11. Now, go back to "Vouchers". By using the button "Main Menu" in the top left corner you can go directly to the correct option.

12. Click "Go to Visitor Management and Membership Benefits". You will be forwarded to another website.

13. You will now see the following overview

14. Insert a campaign name and use either "Invitation by e-mail" or "Provide Registration Codes".

14.1. If you choose to have the Registration Codes provided, you will receive an email containing the list of codes. If you do not receive this email, you can find it in the "Documents overview".
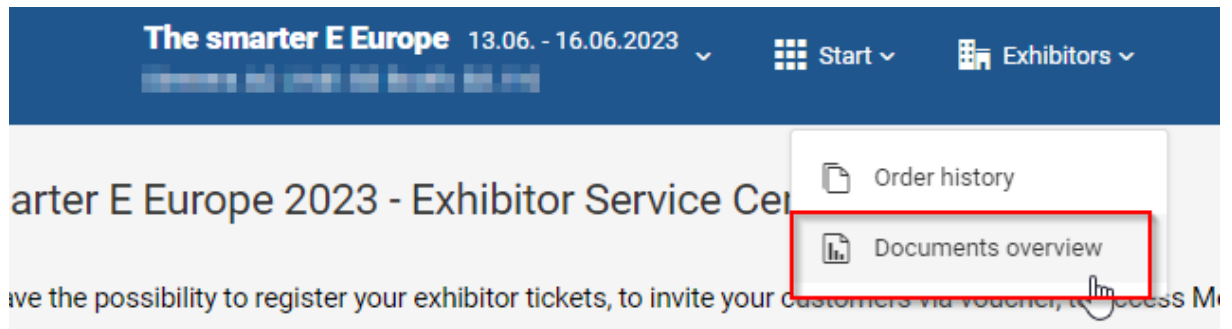
14.2. We recommend using the Invitation by email option as you can then manage the Voucher via the "Redeemed Vouchers" button on the start page. There, you can see for example who has already redeemed the Voucher.

14.2.1. If desired, you now have the possibility to customize the email template.

14.2.2. Add the personal data of the recipients. You can either do this manually or use the Excel-Import.
To use the Excel-Import, please click the tab "Ecvel-Import". You can then download the Excel Template, fill it with all information and then upload the list.

14.3. At the end, verify the data you entered and send the invitations to your customers.