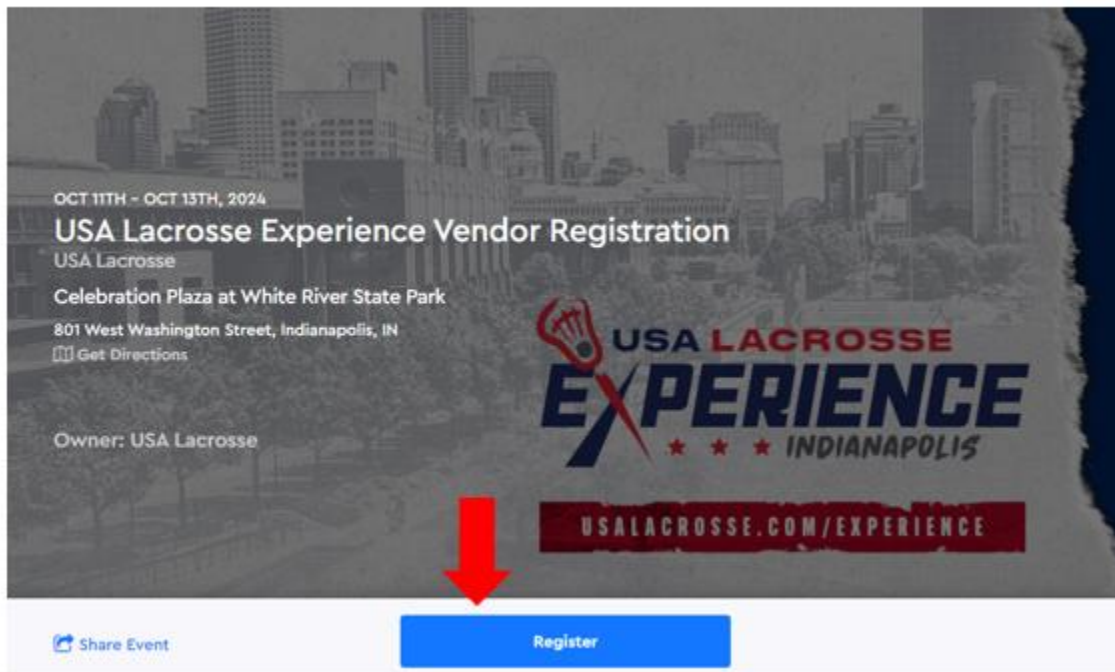


# VENDOR REGISTRATION GUIDE

## REGISTERING FOR ON-SITE ACTIVATION

### Step 1: Visit the Event Registration Page

Go to <https://app.eventconnect.io/events/31113/registration-type/create?nav=hidden>. From here, click on the **Register** button and enter your e-mail address. If you have used the EventConnect platform before, simply enter your password. If not, it will prompt you to **Create an Account** to get started.



### Step 2: Registration Page

Once on the registration screen – select “Register Participant.”

# USA Lacrosse Experience Indianapolis Volunteer Registration

INDIANAPOLIS, OCTOBER 11, 2024 – OCTOBER 13, 2024



## Step 3: Create Your Participant

Here you'll be able to enter your basic demographic information.

### Create Your Participants close x

First Name *	Last Name *	Date of Birth *			Gender *
<input type="text"/>	<input type="text"/>	Year <input type="text"/>	Month <input type="text"/>	Day <input type="text"/>	N/A <input type="text"/>

#### Participant Information

Email Address *	Phone Number *
<input type="text"/>	US +1 <input type="text"/>
Country *	Zip / Postal *
United States <input type="text"/>	<input type="text"/>

## Step 4: Selecting the Division/Booth Activation

Here you'll simply select the checkbox next to the Booth Size (10x10 or 10x20) and Location (International Games or Youth Festival).



## Select Your Participants Division(s)

close

0 divisions selected

Search Sport [All](#)

### Field Lacrosse

#### 10x10 Booth Activation – INTERNATIONAL GAMES

10x10 Booth Activation – International (Launch Rate) \$1,500.00 USD   
Open until: Apr 14, 2024 at 7pm EST

10x10 Booth Activation – International (General Rate) \$2,000.00 USD  
Opens on: Apr 14, 2024 at 7pm EST

10x10 Booth Activation – International (Last Minute) \$3,000.00 USD  
Opens on: Sep 30, 2024 at 7pm EST

#### 10x10 Booth Activation – YOUTH FESTIVAL

10x10 Booth Activation – Festival (Launch Rate) \$1,500.00 USD   
Open until: Apr 14, 2024 at 7pm EST

10x10 Booth Activation – Festival (General Rate) \$2,000.00 USD  
Opens on: Apr 14, 2024 at 7pm EST

10x10 Booth Activation – International (Last Minute) \$3,000.00 USD  
Opens on: Sep 30, 2024 at 7pm EST

### Step 5: Filling Registration Requirements

Fill out the registration questions as well as review and agree to the Vendor Terms & Conditions.

### Step 6: Completing Registration

Now you will see a summary of your registration saying **1 participant registered** to review. To register another company, click **Add Another Registration**. You can select **Cancel Registration** if you wish to cancel your vendor registration or Select **Continue** to proceed to payment.

Summary:  1 participant registered  
\$1,500.00 USD Total: \$1,500.00 USD

## Event Registration

### Participants



[Add Another Registration](#)

PARTICIPANT NAME	DATE OF BIRTH	GENDER	TOTAL
Shannon Minter	08/06/1985	Female	\$1,500.00 USD









[Cancel Registration](#)

[Continue](#)

### Step 7: Purchasing Add-ons

You also have the option to purchase any add-ons such as Power, ½ or Full Page Program Ad, Video Board Rotation, Additional Badges, etc. You can also purchase these add-ons later after registration via your dashboard. If you do not want any add-ons or want to wait a while, you can choose **Skip Step** to proceed further.

### Available Add-Ons

<p>WI-FI ACCESS \$100.00 USD</p>  <p>WIFI</p> <p>Select</p>	<p>POWER ACCESS \$1,000.00 USD</p>  <p>POWER</p> <p>Select</p>	<p>1/2 PAGE DIGITAL PROGRAM AD \$300.00 USD</p>  <p>1/2 PAGE DIGITAL AD</p> <p>Select</p>
<p>FULL PAGE DIGITAL PROGRAM AD \$500.00 USD</p>  <p>FULL PAGE DIGITAL AD</p> <p>Select</p>	<p>VIDEO BOARD ROTATION \$3,000.00 USD</p>  <p>VIDEO BOARD</p> <p>Select</p>	<p>STATIC SCOREBOARD AD ROTATION \$2,000.00 USD</p>  <p>STATIC BOARD</p> <p>Select</p>



## Step 8: Order Summary & Payment

Now you can review your order and select **Next** to proceed. You will be taken to the **Checkout Page** where you'll enter credit card information and select **Complete Registration**.

### Review your order

#### Review your order

#### Participants

Shannon Minter

10x10 Booth Activation – YOUTH FESTIVAL – 10x10 Booth Activation – Festival (Launch Rate)	Field Lacrosse	\$1,500.00 USD
<b>Total</b>		<b>\$1,500.00 USD</b>

**Total Registration Fees: \$1,500.00 USD**

#### Add-Ons

Video Board Rotation

Base Cost	QTY: 1 x \$3,000.00	\$3,000.00 USD
<b>Subtotal</b>		<b>\$3,000.00 USD</b>

**Total Add-On Fees: \$3,000.00 USD**

#### Order Summary

Registrations Fees: \$1,500.00 USD

Enter coupon here

Subtotal: \$1,500.00 USD

Add-On: \$3,000.00 USD

Subtotal: \$4,500.00 USD

Convenience fee (3%): \$45.00 USD

**Due Today : \$4,545.00 USD**

You have now successfully registered to activate at the USA Lacrosse Experience and will be directed to **View Your Dashboard**. This is where you're able to purchase any additional add-ons that were not purchased at the time of registration.

**Note:** If you're experiencing difficulties while registering your company, feel free to email Support at [support@eventconnect.io](mailto:support@eventconnect.io).

## NAVIGATING YOUR DASHBOARD

After [logging into your account](#), click on the **My Reservations** card at the top of the page. This will populate your registered events below.

Hi, [blurred name]

Welcome to EventConnect



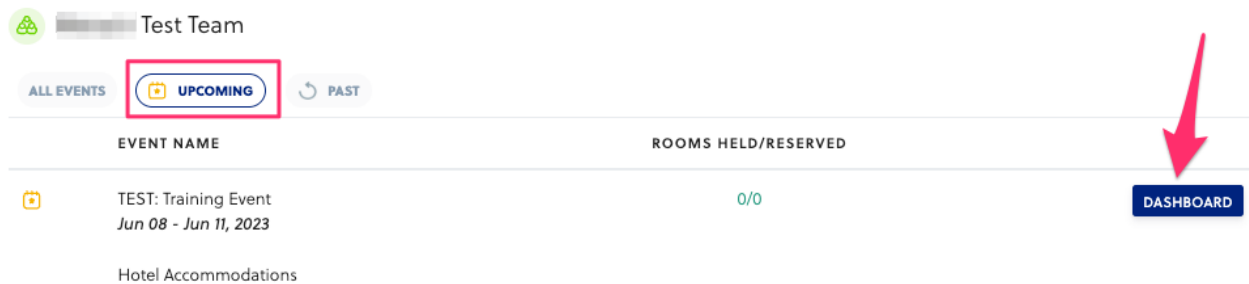
0 My Reservations >

2 My Registrations

1 My Holds/Requests >


 My Registrations

Next, click on the **View Events** button to the far right. Here it shows All Events, Upcoming Events and Past Events. Once you find the event you're attending, select the **Dashboard** button to the far right.



Test Team

ALL EVENTS **UPCOMING** PAST

EVENT NAME	ROOMS HELD/RESERVED
 TEST: Training Event Jun 08 - Jun 11, 2023 Hotel Accommodations	0/0

DASHBOARD

### Arriving at Your Dashboard

After clicking on the Dashboard option, you will see a pop-up box that says, “Welcome to your dashboard!” Please click on the “Onward” button to go to your dashboard.