



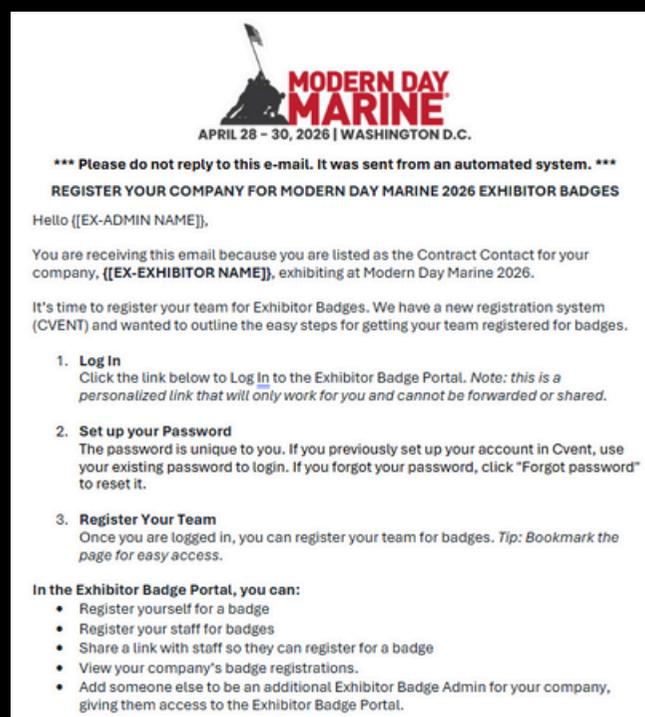
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Using MDM's New Registration System - CVENT

Get ready for MDM 2026 with our all-new, streamlined registration system! Check out the details below to make your registration quick and effortless.

Registering for MDM

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address MarineShowTeam@marinemilitaryexpos.com.



Follow the link under "Register for Exhibitor Staff Badges Now" to access registration.

Note: Only the contract contact will receive this email, to resend or adjust the recipient of this automated email, contact your account executive.



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Create a Password for your Account

Upon following the link in the email, you will be brought to the Exhibitor Registration Portal to create your password.

The screenshot displays the 'Exhibitor' registration portal. On the left, a form titled 'Finish setting up your account.' includes fields for 'First Name' (Cynthia), 'Last Name' (Meyersohn), 'Create a Password' (Required), and 'Confirm Password' (Required). A blue arrow points from the password field to a preview of the 'Exhibitor Portal' dashboard. The dashboard shows 'Badge Registration - ASD Market Week August 2025' with details for '7 Carats', '5 staff members', and '142' booth locations. The footer contains copyright information for Cvent OnArrival, Inc. (© 2000-2021) and links to Terms of Use and Privacy Policy.

There are features of the Cvent Exhibitor Registration Portal that MDM is not utilizing. These instructions will focus solely on the areas exhibitors need to register for the upcoming show. Information you enter in any other area of the Cvent portal will not be tracked or used by MDM.



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Accessing Your Company Registration

To access exhibitor registration, go to the *Team* tab on the left hand side of the Cvent Exhibitor Portal.

The screenshot shows the 'Exhibitor Portal' interface. On the left, a navigation menu includes 'Overview', 'Profile', 'Team', and 'Reports - Not Applicable'. The 'Team' tab is selected and highlighted with a blue box. An arrow points from this box to the 'Booth Staff' section of the main content area. The 'Booth Staff' section has a blue border and contains a summary of registrants: '55 registrants left', '5 Exhibitor - Comp', and '50 Exhibitor - Paid'. Below this is a list of staff members, including 'Anne Gvildys' and 'Denise Carroll', each with their email, registration type, and confirmation number. An 'Options' dropdown menu is visible next to each staff member's details. Another arrow points from the 'Options' dropdown to a callout box.

Registration Types

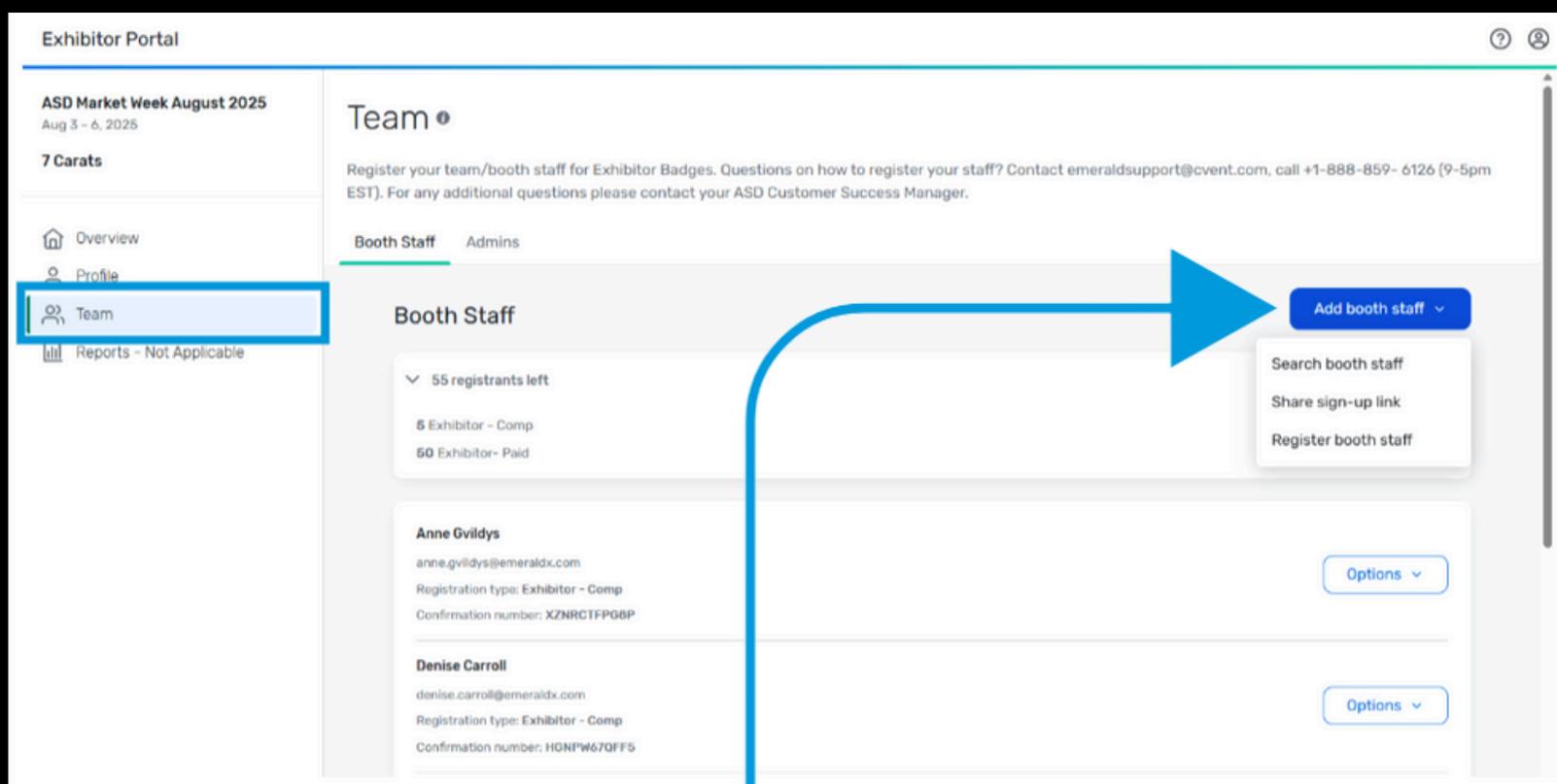
- Exhibitor - Comp: your free allotment of badges.
- If you need more badges, please contact Jaymie at jaymie.nielsen@emeraldidx.com

Registered Staff

Summary of your company's registered staff members

Registering Staff

To register booth staff select *Add Booth Staff* from the *Team* page on the Cvent Exhibitor Registration Portal



The screenshot shows the 'Exhibitor Portal' interface for 'ASD Market Week August 2025' (Aug 3 - 6, 2025) with '7 Carats'. The left sidebar has 'Team' selected. The main content area is titled 'Team' and includes a 'Booth Staff' tab. A blue arrow points from the 'Add booth staff' button to a dropdown menu with options: 'Search booth staff', 'Share sign-up link', and 'Register booth staff'. Below this, two staff members are listed: Anne Gvildys and Denise Carroll, each with an 'Options' button.

Select How to Register Your Staff

- *Share sign-up link* will generate a unique link that you can share with your team to register on their own.
- *Register booth staff* will bring you to the registration portal to register yourself or the entire team



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Registration Form

Complete all required fields throughout the registration form.

The screenshot displays the registration process in two stages. The first stage, 'Personal Information', includes fields for First Name, Last Name, Email Address, Re-enter Email Address, Company, Country/Region, State/Province, City, and Mobile. The second stage, 'Terms and Conditions', features three checkboxes for agreement: 'I agree' for the general terms, 'I have read and fully agree to the Terms & Conditions of the ASD Market Week Show Policies', and 'I agree to the Emerald Privacy Policy'. A blue arrow points from the 'Email Address' field in the first stage to the 'I have read and fully agree...' checkbox in the second stage. A 'Next' button is visible at the bottom of both stages.

This screenshot shows the 'Personal Information' section of the registration form with a modal dialog box titled 'Already registered?'. The dialog box prompts the user to 'Enter your confirmation number or return to the event website to register.' It contains fields for 'Email Address' and 'Confirmation Number', a 'Forgot your confirmation number?' link, and a 'Log in' button. The background form is dimmed, showing the 'Next' button at the bottom.

Unique Email Address Required

Unique email addresses are required for each individual registering for MDM. If the email address you entered has already been used, you will receive the following message. Reach out to your account executive for assistance on how to proceed.



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Registration Form

Complete all required fields throughout the registration form.

The image displays two screenshots of the registration process. The left screenshot shows the 'Registration Summary' form for James Shannon, with fields for personal information, company, and work phone number. It includes a 'Register Another' button and 'Previous', 'Cancel', and 'Submit' buttons. The right screenshot shows the 'Congratulations, you are now registered!' confirmation screen, displaying a confirmation number and options to 'Transfer Your Registration to Another Employee' or 'Edit Your Registration'. Blue arrows indicate the flow from the registration form to the confirmation screen and back to the registration form via the 'Add Group Member' button.

Registrations For Additional Staff Members

Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.



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Adjusting Registration from Confirmation Page

From the Confirmation Page you can transfer your registration to another staff member or make changes to your existing registration.

Congratulations, you are now registered!

Your Confirmation Number is:
[Confirmation Number]

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Edit Your Registration](#)

Registration Summary
Review your registration information below

test test

Company: test | Work Address: test, Connecticut, United States
Mobile: 333-333-3333

Questions

SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.
I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.
I agree

I agree to the Emerald [Privacy Policy](#).
I agree

Transfer Registration

Who are you transferring your registration to?
Enter the person's information so we can send it to them.

* First name: [Input Field]
* Last name: [Input Field]
* Email address: [Input Field]

[Submit](#)

Transfer Registration

Follow the prompt to transfer your exhibitor registration to another staff member.

Modify Registration

Will bring you to the first page of the registration form to edit your details. Do not use this if you are entering another persons details - this will impact your teams access to the Mobile App. If sending to another team member use the Transfer feature.



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Modifying Existing Registrations

From the *Team* page on the Cvent Exhibitor Portal you can modify existing staff registrations.

ASD Market Week August 2025
Aug 3 - 6, 2025
7 Carats

Overview
Profile
Team
Reports

register your team/booth staff for exhibitor badges. Questions? Contact emerad@support@cvent.com, call +1-888-857-0120 (7-5pm EST) or contact your ASD Customer Success Manager.

Booth Staff Admins

Booth Staff Add booth staff

> 50 registrants left

James Shann
james.shannon+te
Registration type: Exhibitor - Comp
Confirmation number: Options

Tess Test
james.shannon
Registration type: Exhibitor - Comp
Confirmation number: Options

Test Test
james.shann
Registration type: Exhibitor - Comp
Confirmation number: Options

Remove
Hide
Modify registration

Options

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Modify Registration

Copy or write down the Confirmation Number associated with the staff member you are modifying, then select *Option* and *Modify Registration*, this will open the Exhibitor Registration form in a new window, where you will enter the Confirmation Number to proceed.

*Note: Do not exit the Confirmation Number pop-up on the registration form. This will bring you to the buyer registration flow. You will **not** be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a buyer registration type.*



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Additional Support

As we get used to this new registration program, we're here to support you and your team with any registration inquiries. Below you'll find contact information for additional support.

Modify Registration

Email: emeraldsupport@cvent.com

Phone: (883) 859-6126

Available 9AM - 5PM EST

Other Point of Contact

Joshua Johnson

Email: Joshua.Johnson@emeraldtx.com