

# InFlavour:

29-31 OCTOBER 2023, RIYADH, SAUDI ARABIA



## Registering your Staff Guide

Supporting Partners

وزارة البيئة والمياه والزراعة  
Ministry of Environment Water & Agriculture

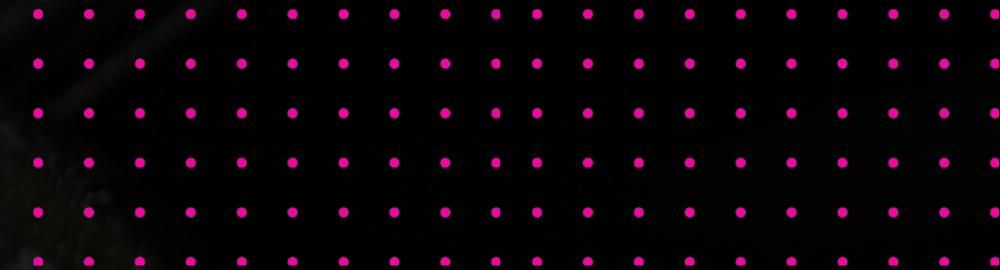


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# Content

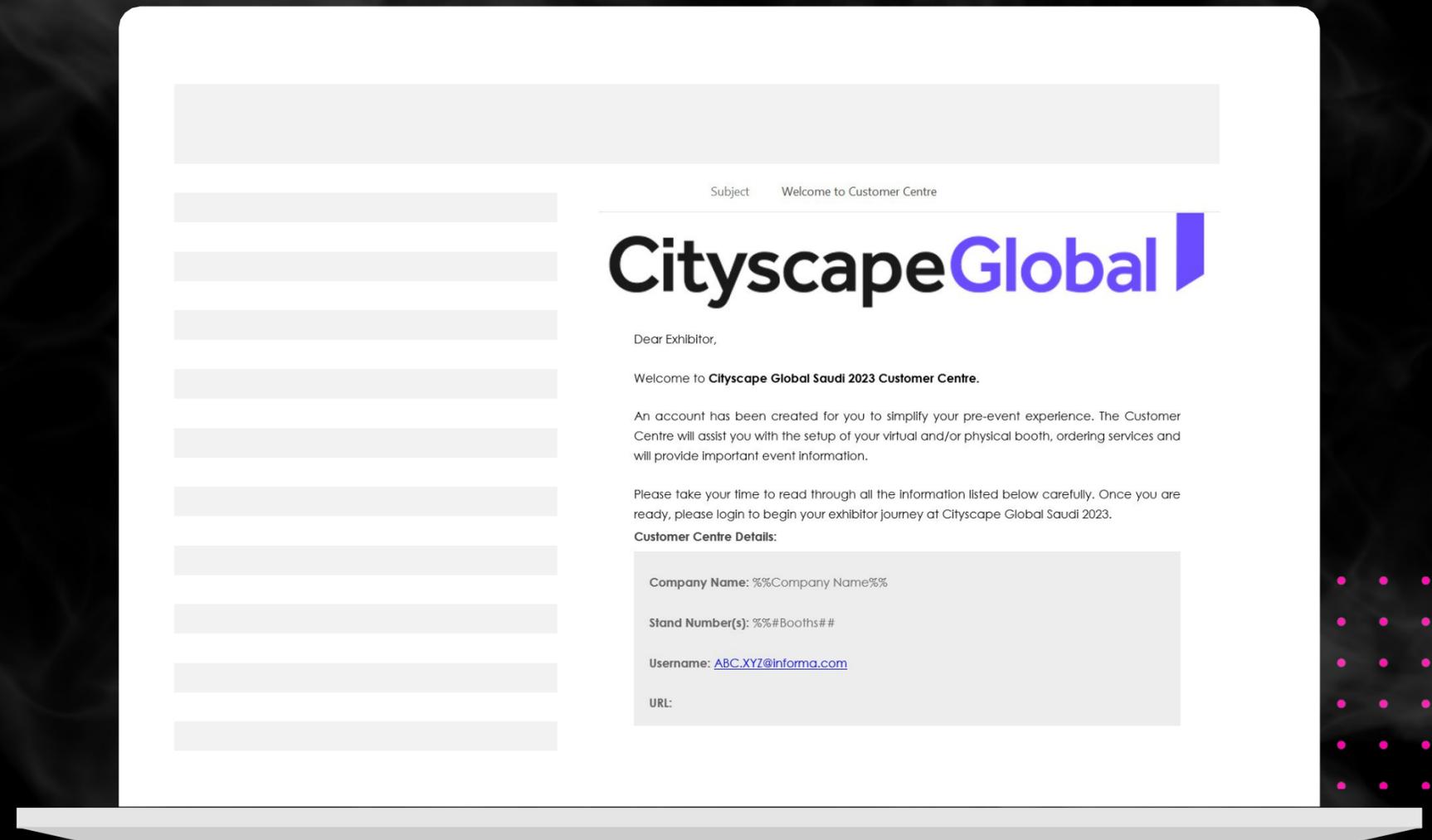
1. Customer care
2. Registering your staff
3. Contact



# Customer Care

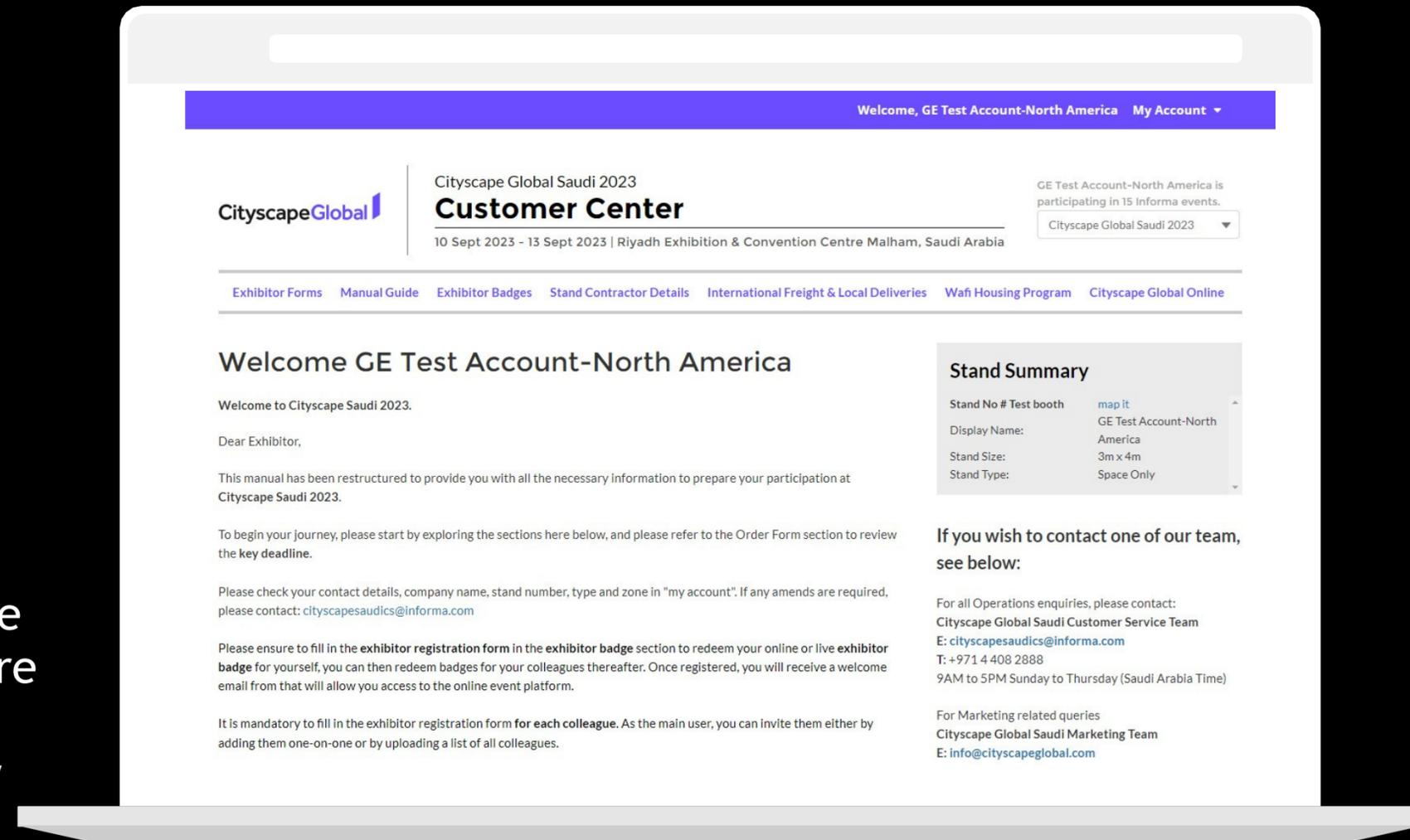
# Welcome Email

Once your contract is signed, an automated email will be sent to you with login details to access the Customer Center.



# Customer Center - Platform Features

- The Customer Center has all the information and tools you need for a successful show.
- Through the Customer Center you will be able to order services & utilities from all vendors, add badges, register for staff badges, find a checklist, and other helpful information and hints.
- Through the VISIT Connect Portal, Cityscape Global exhibitors will be able to register their live and online representatives and manage their leads.
- Please note that the VISIT connect account is only accessible by the “Operations Contact” that’s listed in the contract. The link is unique to your company and if you are a new user, you will have to create a new account with the email that’s registered in the system. If you need any assistance regarding your login, please email: [cityscapesaudics@informa.com](mailto:cityscapesaudics@informa.com)



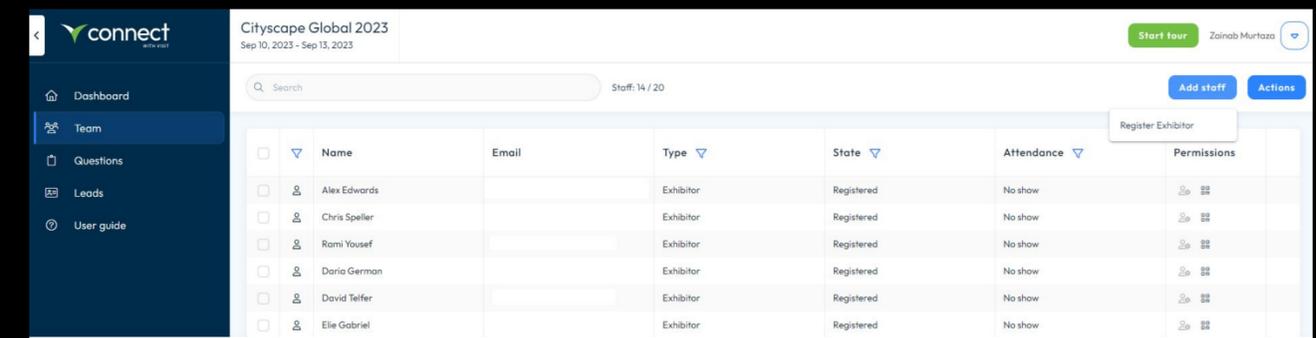
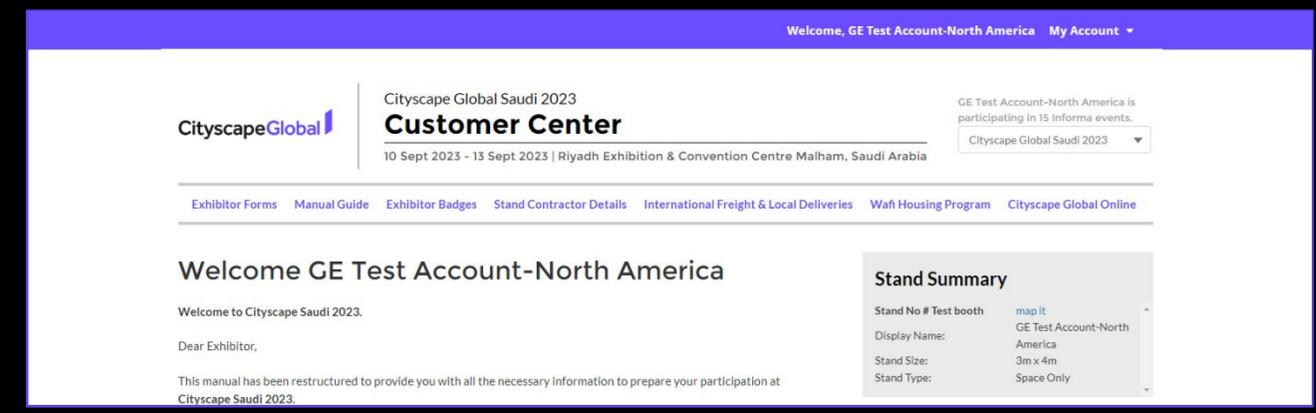
# Registering your staff

# Registering your staff

**Step 1:**  
Once you have accessed Customer Center, click on “Exhibitor Badges”

**Step 2:**  
Navigate to the bottom of the page and click the green button “Navigate to GES/Visit to manage badges”

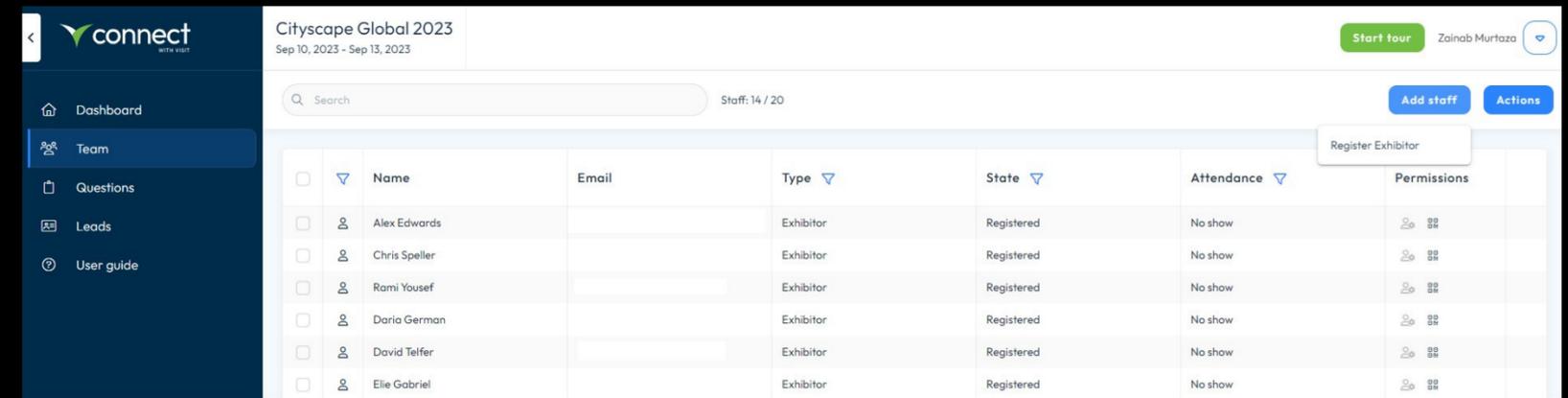
**Step 3:**  
You will be redirected to the Visit Connect dashboard. Please click on “Team” and then on “Add Staff” to add any representatives for the show



# Granting permissions to your staff

Once you have registered your staff, you can then grant them permissions such as:

- Admin permissions
- Show all leads
- Allow capture leads
- Allow export leads



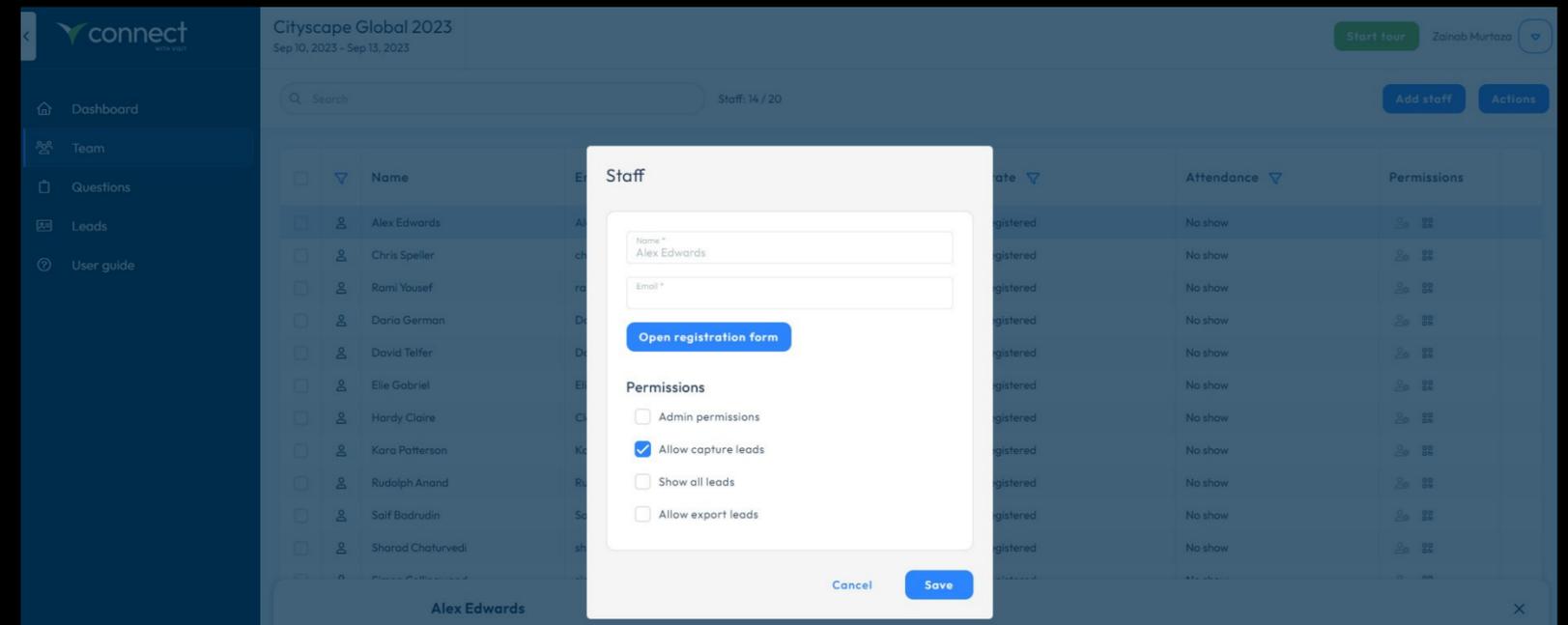
	Name	Email	Type	State	Attendance	Permissions
<input type="checkbox"/>	Alex Edwards		Exhibitor	Registered	No show	
<input type="checkbox"/>	Chris Speller		Exhibitor	Registered	No show	
<input type="checkbox"/>	Rami Yousef		Exhibitor	Registered	No show	
<input type="checkbox"/>	Daria German		Exhibitor	Registered	No show	
<input type="checkbox"/>	David Telfer		Exhibitor	Registered	No show	
<input type="checkbox"/>	Elie Gabriel		Exhibitor	Registered	No show	



In order to set permissions, follow the steps below

**Step 1:**  
Under the permissions section within the “Team” tab of the visit dashboard, click edit

**Step 2:**  
A pop-up window will appear where you can change that staff’s permission



**Staff**

Name \*  
Alex Edwards

Email \*

[Open registration form](#)

**Permissions**

Admin permissions

Allow capture leads

Show all leads

Allow export leads

[Cancel](#) [Save](#)

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Thank you for taking the time to read this presentation.

If needed, you can contact our support team  
[inflavourcustomerservice@informa.com](mailto:inflavourcustomerservice@informa.com)  
for any assistance

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