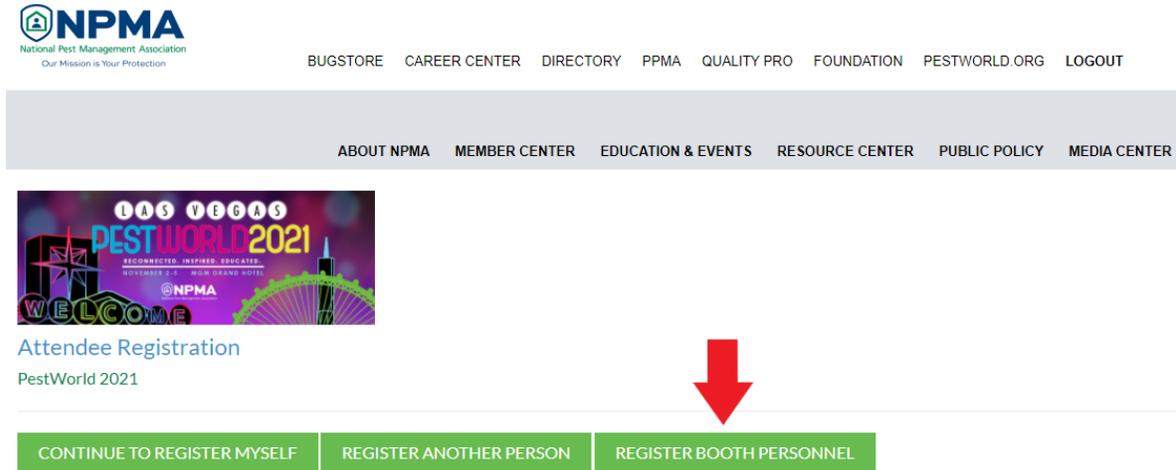


How to Register Booth Personnel

1. You can access the booth personnel registration portal on the [PestWorld 2021 Exhibitor](#) webpage and selecting the “Register Your Booth Personnel” link on the right hand side. You will be prompted to sign into your NPMA account first. If you do not remember your username and password please email Alison Lindley, alindley@pestworld.org, for assistance resetting your information.
2. Once you log into your NPMA account you should see the screen shown below. From this point you’ll select **Register Booth Personnel**.



The screenshot shows the NPMA website header with navigation links: BUGSTORE, CAREER CENTER, DIRECTORY, PPMA, QUALITY PRO, FOUNDATION, PESTWORLD.ORG, LOGOUT, ABOUT NPMA, MEMBER CENTER, EDUCATION & EVENTS, RESOURCE CENTER, PUBLIC POLICY, MEDIA CENTER. Below the header is a banner for 'LAS VEGAS PESTWORLD 2021' with the tagline 'RECONNECTED. INSPIRED. EDUCATED.' and the dates 'NOVEMBER 2-5 MGM GRAND HOTEL'. Below the banner is the text 'Attendee Registration PestWorld 2021'. At the bottom of the banner area are three green buttons: 'CONTINUE TO REGISTER MYSELF', 'REGISTER ANOTHER PERSON', and 'REGISTER BOOTH PERSONNEL'. A red arrow points to the 'REGISTER BOOTH PERSONNEL' button.

3. In the next step you will search for the person you want to register for a badge. You can search for your name or another colleagues name. As being typing you’ll see a list of possible records appear below the search bar, once you see the person you are looking for select their name from list **Note:** Try searching first by last name, if the person you are looking for does not show up then search by their email address – if the email address is in our system their record will appear below the search.



The screenshot shows the same banner as above. Below the banner is the text 'Attendee Registration PestWorld 2021'. Below the text is a search bar with the text '*Search for Registrants: mmoloney@p'. Below the search bar is a list of search results: 'Megan Moloney mmoloney@pestworld.org'.

*Search for Registrants:

Megan Moloney mmoloney@pestworld.org

- Once you find the person you're searching for click the **Add Searched Attendee** button. If the person you are looking for does not show up in our system you have the option to add them by selecting the **Create New Person** button.



Attendee Registration

PestWorld 2021

*Search for Registrants :

Add Searched Attendee

Couldn't find who you were looking for ?

Create new Person

Cancel

- Once you add your searched attendee you'll be able to review their badge information and add any additional tours or events for that person. Next you will either need to add another person to your order by selecting the **Register Another Person** button or finish your order by selecting the **Proceed to Checkout** button.

Attendee Registration

PestWorld 2021

Badge Information

*Badge Name(First Name Only) :

*City :

*State/Province :

Company Name : National Pest Management Association

*Country :

Job Title :

Attendee Preferences

Dietary Restriction :

First Time Attendee

NPMA makes its registration list available to our exhibitors and sponsors. If you do not wish your information to be distributed check here.

Session Selection for Megan Moloney - Exhibitor

Event	Start Date	End Date	Price	Add to Cart
PestWorld 2021: PestVets Gives Back	Nov 05, 2021	Nov 05, 2021	Free	<input type="checkbox"/>
PestWorld 2021: CEO Forum Tues., Nov. 11 7:30 am - 10:30 am	Nov 02, 2021	Nov 02, 2021	\$225.00	<input type="checkbox"/>
PestWorld 2021: PWIPM 5K Fun Run/Walk	Nov 05, 2021 7:00 AM	Nov 05, 2021 8:30 AM	\$50.00	<input type="checkbox"/>
Freemont Foodie Brunch Tour	Nov 03, 2021 10:30 AM	Nov 03, 2021 1:30 PM	\$195.00	<input type="checkbox"/>
Hoover Dam Tour & Rail Ride Experience	Nov 04, 2021 11:00 AM	Nov 04, 2021 4:30 PM	\$165.00	<input type="checkbox"/>
Meow Wolf Experience	Nov 05, 2021 9:00 AM	Nov 05, 2021 12:00 PM	\$190.00	<input type="checkbox"/>

REGISTER ANOTHER PERSON

PROCEED TO CHECKOUT

- Our online registration will recognize how many of your badges should be complimentary and any additional badges will be shown at \$250/badge. Enter your payment information and hit submit. After your order processes you will receive a receipt by email.

If you run into any issues with your registration or you believe you are being incorrectly charged for your badges please contact Megan Moloney, mmoloney@pestworld.org.