Process for Submitting Booth Personnel

As an exhibitor that has registered for an event, you can access your registration record by logging into MyASNT using the email address and password used to submit the registration.

- If you have have never logged into MyASNT before, you'll need to use the 'Forgot Password' feature to set up a password, and then you will be able to use the site.

Under MyASNT, there is a section called "My Events." This will show any event registrations and exhibitor registrations for the last five years.

Under the heading "Exhibitor Registrations," you'll see a listing for their event and a button to **Update**. When you click on update, it will take you to an update screen which allows you to assign booth their booth personnel and process any free registrations for which they might be eligible.

To assign someone, you can type in the email address of the person you want to add in the search bar. If that email is in the system, you can select them and that person will appear on the booth personnel list.

- If that email is not in the system, you will have an option to add that person's information, including name, badge name, address and phone number.

Generally, any personnel on the list will have a Remove button which allows you to take that person off the list.

There is also a column that tells you if that person is registered for the conference (either on their own or free with the booth). If there are free registrations available, you can click the Register button and register that person for the conference.

Anyone who was registered with the exhibit cannot be taken off the booth personnel list on this page; you will have to contact Ruth Staat at ASNT at 614/274-6003 x227 or by email at rstaat@asnt.org.

Lastly, make sure you hit "Save Changes"!