

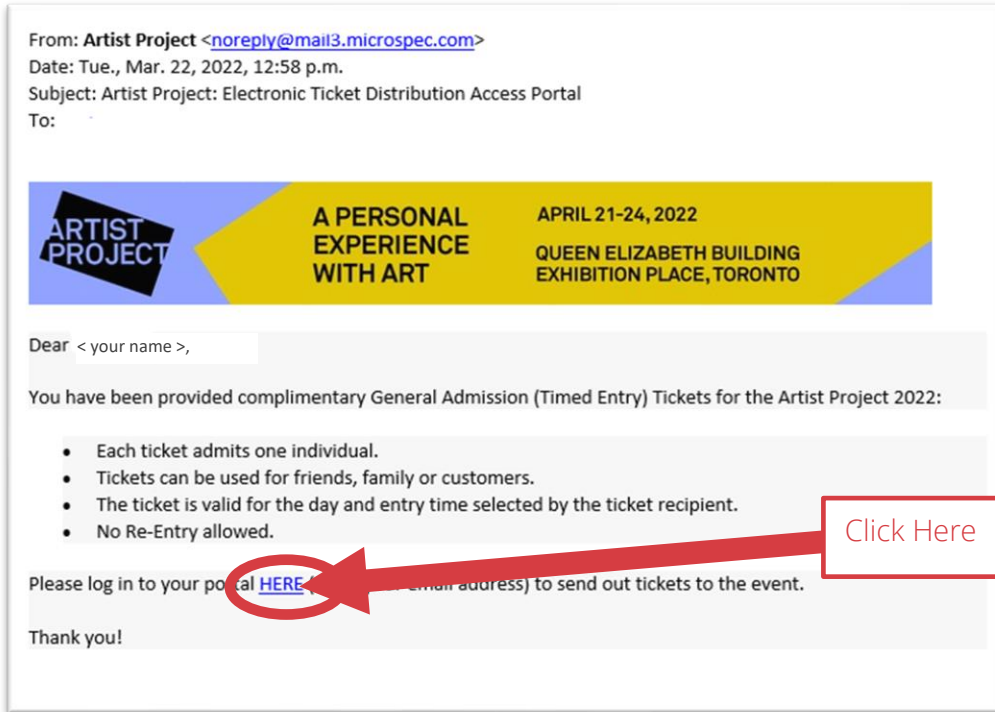
How to Use the Electronic Ticket Distribution Portal

V1 – March 22, 2022

Step 1

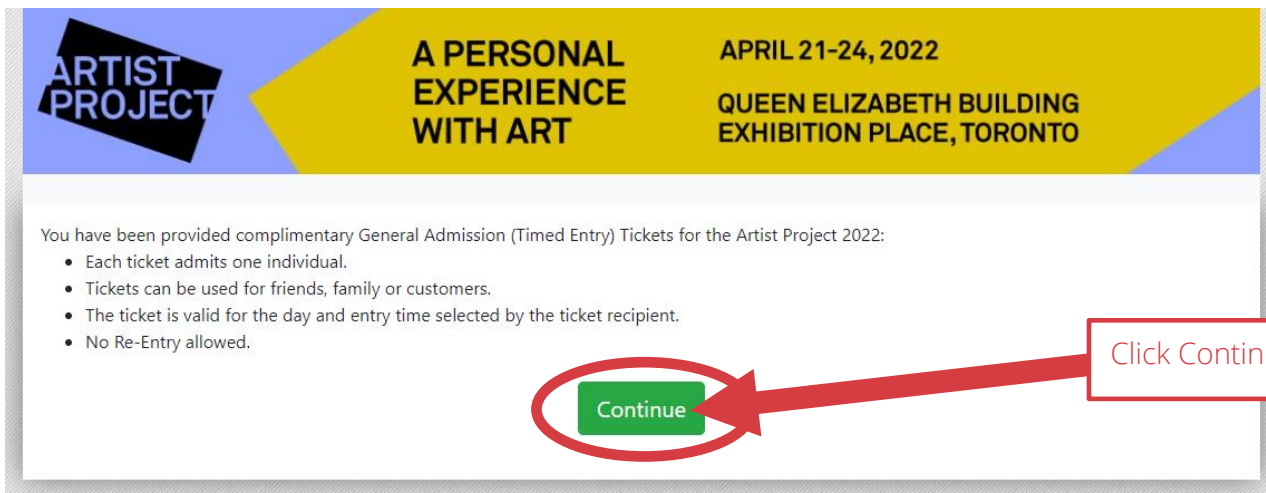
To access your electronic ticket distribution portal, click the link in the email you received from **Artist Project** (noreply@mail3.microspec.com). If you need this email re-sent to you, please contact info@theartistproject.com.

Here is an example of the email invitation:



Step 2

Clicking the link in the email will take you to this web page; click “Continue”:



Step 3

Next, read and accept the portal's privacy policy:

Privacy Policy

MicroSpec/Tix123 agree that it/they hold in confidence and do not share or use any confidential or non-public information submitted via the Ticket Portal, including but not limited to, names, addresses, and email addresses of actual or potential attendees which come within the knowledge of MicroSpec/Tix123 in the performance of, or as a result of its services, except as authorized by the Exhibitor, or state or federal law and regulations.

Accept **Decline**

Click Accept

Step 4 (optional)

You have the option of uploading your logo which will appear in the invitation emails sent out to your guests.

ARTIST PROJECT **A PERSONAL EXPERIENCE WITH ART** **APRIL 21-24, 2022**
QUEEN ELIZABETH BUILDING EXHIBITION PLACE, TORONTO

Electronic Ticket Distribution Portal Logout

For detailed instructions on how to use the Ticket Distribution Portal please refer to this [How-To PDF](#).

Upload your logo ?

Invite a Contact **Import Contacts**

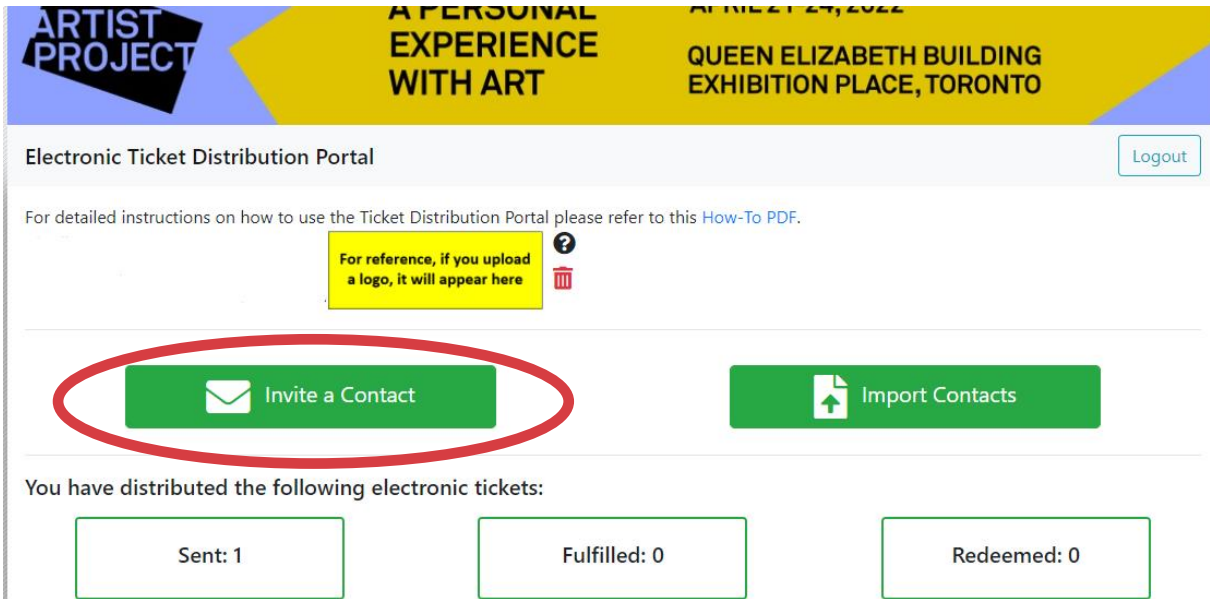
You have distributed the following electronic tickets:

Sent: 0	Fulfilled: 0	Redeemed: 0
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Click here if you wish to upload your logo. You can delete it or change it at any time. If you don't have a logo, you can leave this area blank.

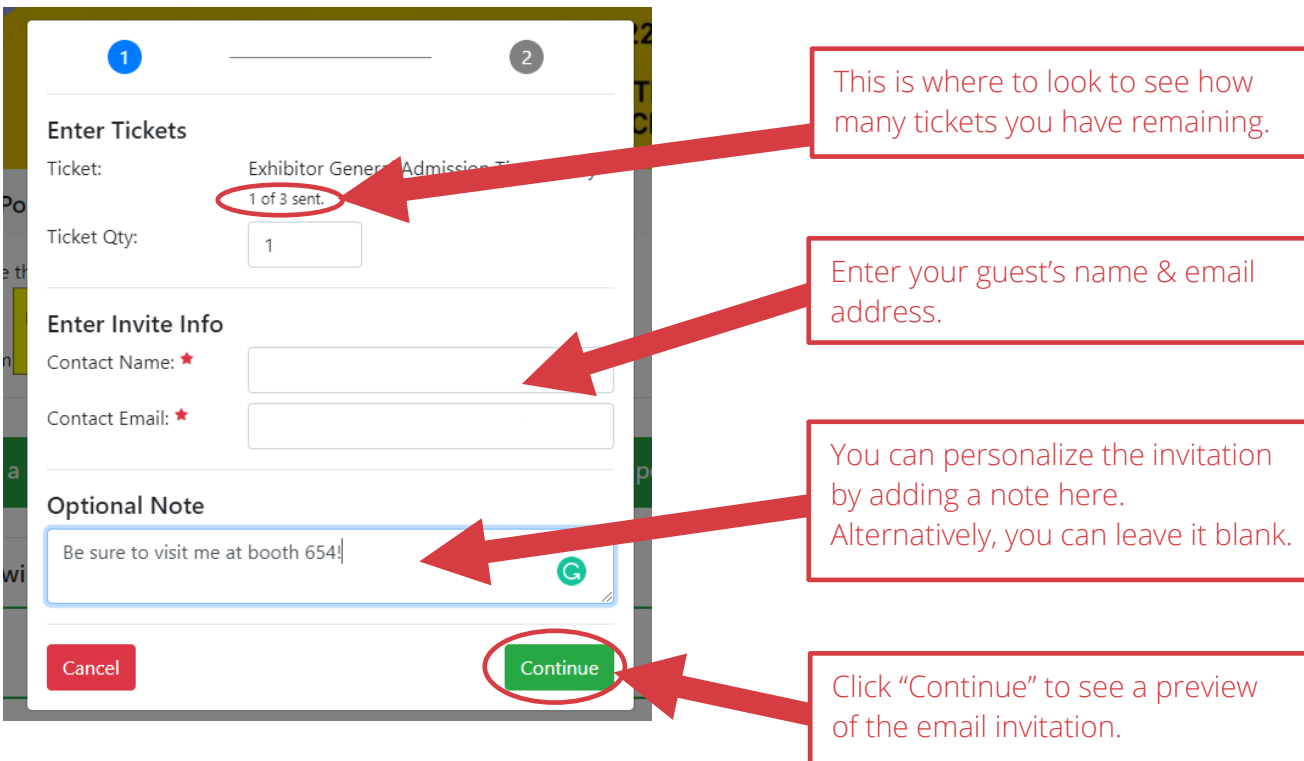
Step 5

You can send out your tickets to one person at a time or you can upload a list of contact names. To send a ticket to one person at a time click on "Invite a Contact":



Step 6

Select the number of tickets you would like to send then fill out the recipient's contact name and email address. You can add an optional note or leave that field blank.



Step 7

Review and send the email invitation:

1

2

Email Preview

Dear <your guest's name>

Please find below a link to a complimentary ticket for the upcoming [Artist Project](#), from <your name>.

IMPORTANT: You must select your day and entry time in advance to redeem the ticket(s). Click on the "Get My Tickets" button below, then click on the "Select Time" button next to "General Admission" to make your choice. Complete the rest of the information on that page, and then bring your admission QR code to the event (you can either show your admission QR code on your phone or bring a hard copy).

Get My Tickets

For reference, if you upload a logo, it will appear here

If you have any questions about your tickets please contact <your name> at <your email address>.

If the button above doesn't work, copy and paste this link into your browser:
<https://www.microspec.com/ticket-link>

We hope to see you at the show!

Note: Be sure to visit me at booth 654!

CC me on invite

Back

Send Invitation

If you uploaded your logo, this is where it will appear.

If you added an optional note, this is where it will appear.

Toggle this button if you wish to be cc'd on the invitation email to your

"Click "Send Invitation" to have the email sent out to your guest. Your guest will receive the email within a few minutes.

Step 8

Track your invitations:

ARTIST PROJECT

A PERSONAL EXPERIENCE WITH ART

APRIL 21-24, 2022

QUEEN ELIZABETH BUILDING EXHIBITION PLACE, TORONTO

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<your name> For reference, if you upload a logo, it will appear here ?
<your email address> 🗑️

✉️ Invite a Contact 📄 Imp

You have distributed the following electronic tickets:

Sent: 3 Fulfilled: 1 Redeemed: 0

Search ⌵

Name	Email	Sent	Qty	Ful. ?	Rdm. ?	
Otto Man	ottomannnn@bellnetl.com	Mar 22	2	0	0	✎ 🗑️ 🔄
Huey Tree	huey_t@yahoo.com	Mar 22	1	1	0	✎ 🗑️ 🔄

Showing 1 to 2 of 2 rows

“Resend” allows you to send the invitation email again to your guest if they tell you they didn’t receive it or have misplaced it.

Here you’ll see a list of the guests you’ve sent tickets to.

“Fulfilled” means your guest received your email invitation, clicked the “Get Tickets” button in the message and completed the ticket selection process.

Once your guest has completed the process, you are not able to give that ticket to someone else.

“Redeemed” means your guest went to the Show and had their ticket scanned at the door.

“Edit” allows you to change the email address of your guest if you typed it incorrectly or if the guest hasn’t already ‘fulfilled’ the ticket by selecting their ticket and completing their info on the ticketing page then you can re-issue the ticket to a different guest.