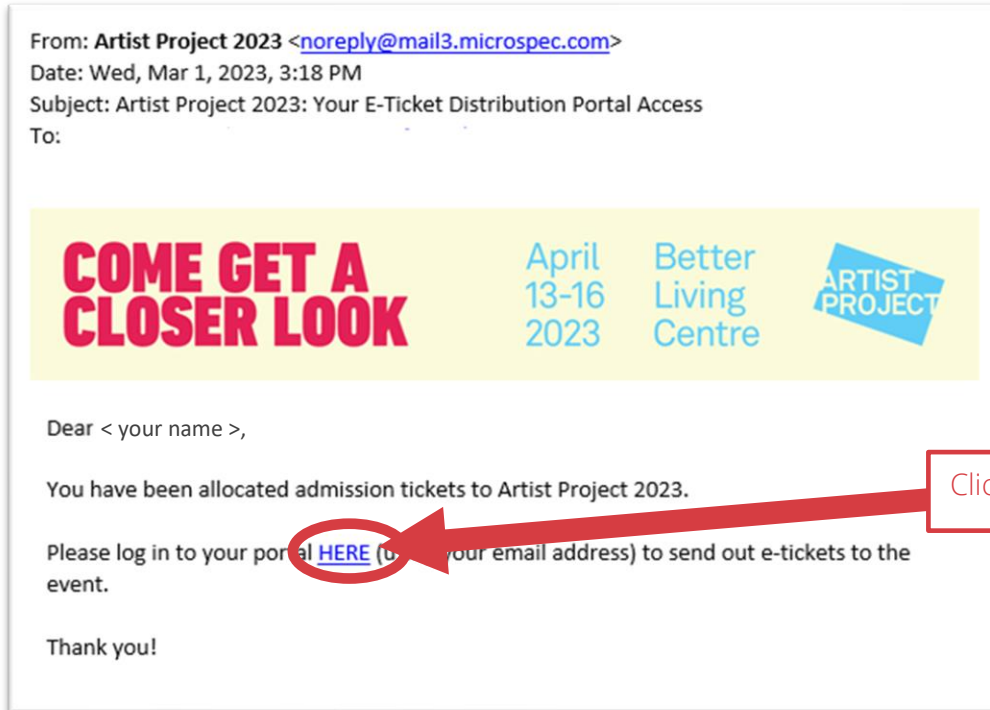# How to Use the Electronic Ticket Distribution Portal
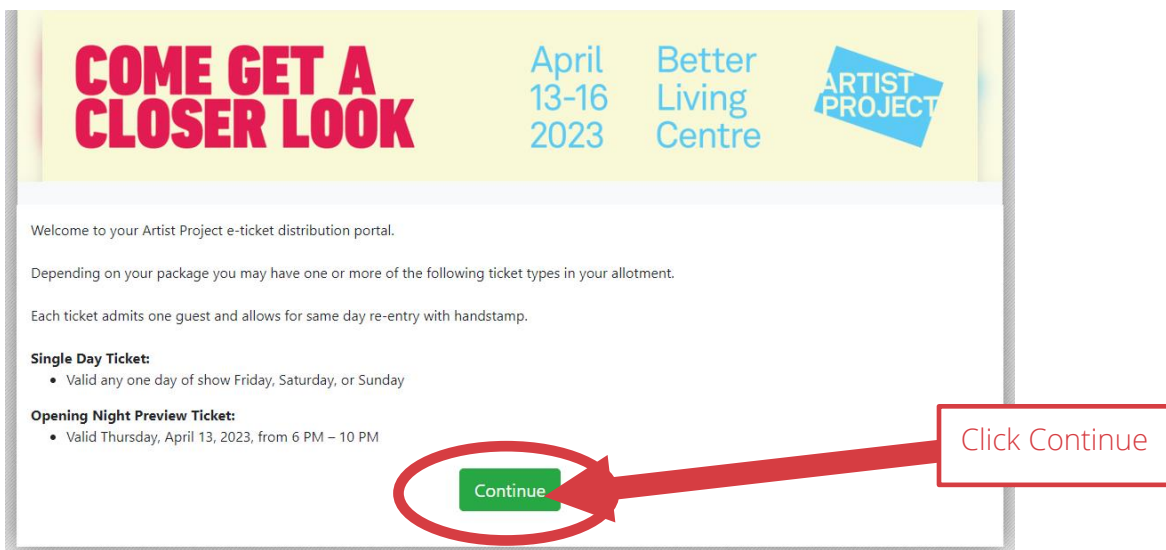
V1 – March 3, 2023

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.
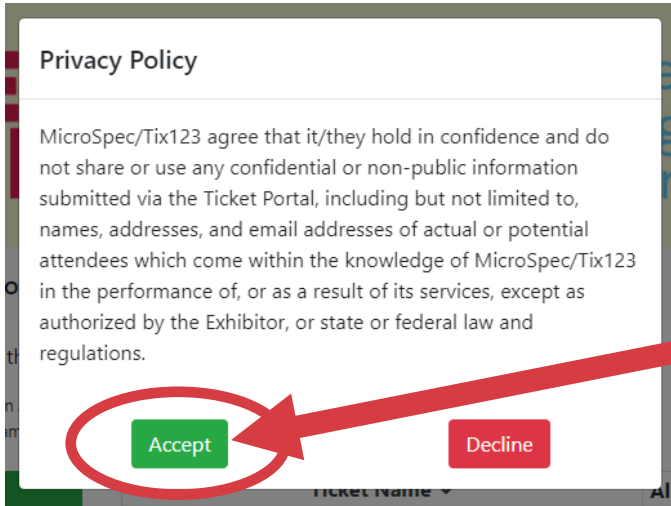
Here is an example of the email invitation:

Step 2

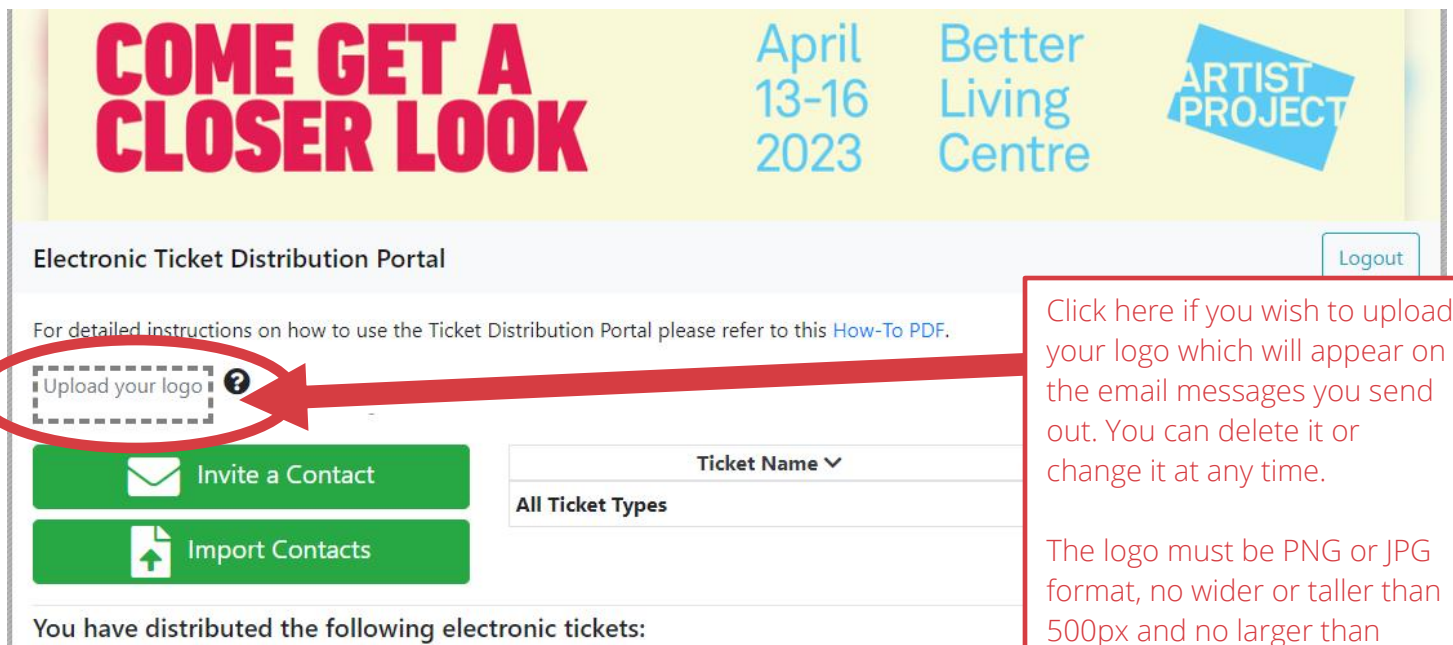Clicking the link in the email will take you to this web page; click "Continue":

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.

COME GET A CLOSER LOOK

April 13-16 2023   Better Living Centre   ARTIST PROJECT

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

Ticket Name ⌄
All Ticket Types

You have distributed the following electronic tickets:

Click here if you wish to upload your logo which will appear on the email messages you send out. You can delete it or change it at any time.

The logo must be PNG or JPG format, no wider or taller than 500px and no larger than 500KB.

If you don't have a logo, you can leave this area blank.

Step 5

You have two options for sending out your passes: one person at a time or as a batch by uploading a list of contact names.

Option #1: To send to one person at a time click on "Invite a Contact":

Next, select the type of pass from the dropdown menu:

Click the dropdown menu to select the type of pass you wish to send out.

Depending on your allotment, your own list may vary from what is shown here.

Then, enter the ticket quantity, fill in your guest's details and include a note if you wish.

Enter Tickets

Ticket: Opening Night Preview Tick...

0 of 4 sent.

This is where to look to see how many passes you have remaining (in this example, there were a total of 4 Opening Night Preview Tickets allotted of which 0 have already been sent out.

Ticket Qty: 1

Enter Invite Info

Contact Name: *

Contact Email: *

Enter your guest's name & email address.

Optional Note

Be sure to visit me at booth 1214!

You can personalize the invitation by adding a note here. Alternatively, you can leave it blank.

Cancel   Continue

Click "Continue" to see a preview of the email invitation.

Depending on the type of pass you selected, you'll see one of the following message previews:

Sample message preview for Single Day Ticket recipients:

Email Preview

Dear

Please find below a link to claim your complimentary ticket for the Artist Project, from

IMPORTANT: To claim your ticket(s) you must click on the "Get My Tickets" button below, complete the form, and then bring your admission QR code to the event. You can either show it on your phone or bring a hard copy.

The ticket is valid on Thursday, April 13, 2023, from 6 PM – 10 PM. Each ticket admits one guest and allows for same day re-entry with handstamp.

Get My Tickets

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

If you have any questions about your tickets please contact

at

If the button above doesn't work, copy and paste this link i your browser:

https://www.microspec.com/#ticket-link

We hope to see you at the show!
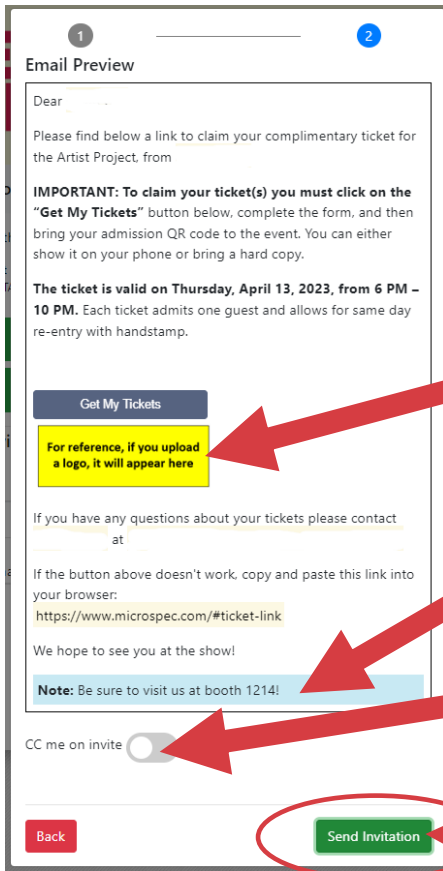
CC me on invite

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 guest.

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

Sample message preview for Opening Night Preview Ticket recipients:

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 guest.

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

Option #2: To send out passes to a list of names all at once click on "Import Contacts"
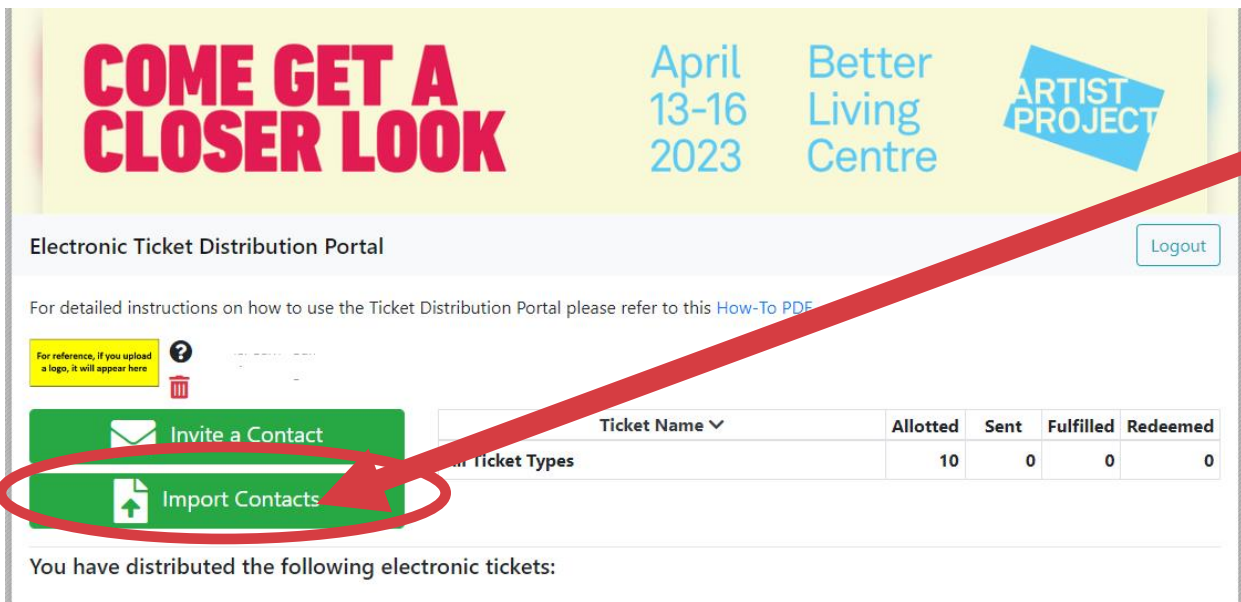
Next, follow the steps on the pop-up window: start with downloading the sample CSV file:
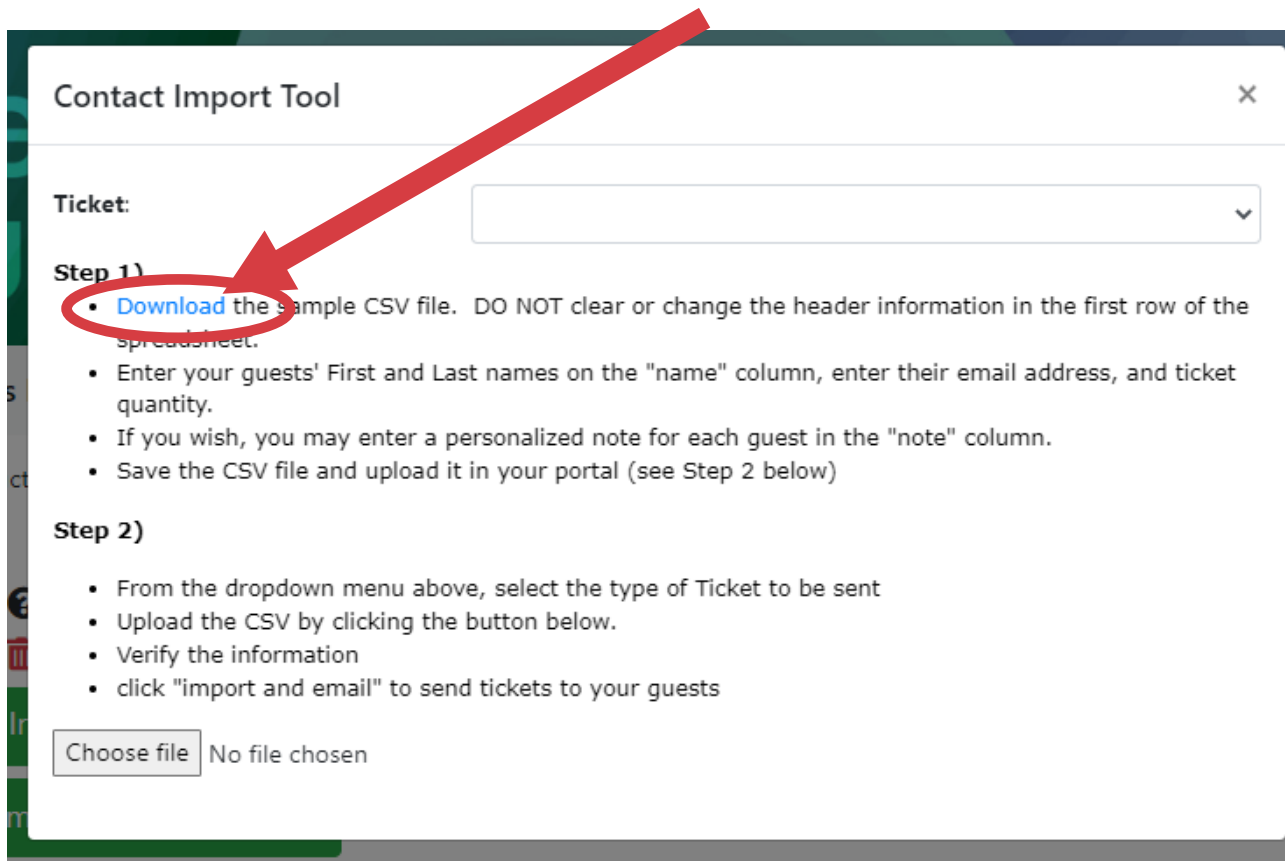
Then add your contact names, email addresses and pass quantities to the spreadsheet. Everyone you add will receive the same type of ticket (ie. either all will receive VIP Passes or all will receive Collector's Passes). You will need to create and save two different spreadsheets if you plan to send out two types of passes.
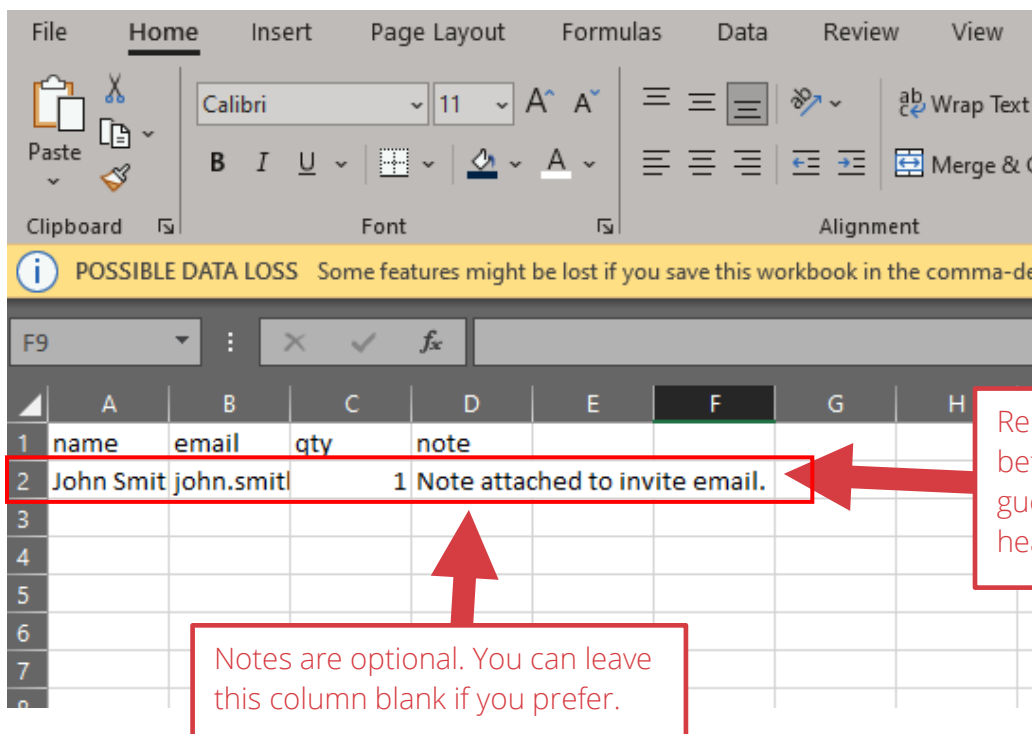
Once you've added all your contacts, save the file, and upload it to the portal by clicking on the green Import Contacts button. Then select from the drop-down menu the type of pass the contacts on your saved

spreadsheet will receive. Tip: when saving the CSV file, add the type of pass to the name you give the file to help ensure you'll upload the correct spreadsheet for a given pass type! eg. "**Contact_Import_Opening-Night.csv**"

Contact Import Tool   ×

Ticket:

> Single Day Ticket (Fri, Sat or Sun)
> Opening Night Preview Ticket

Select the type of pass that is to be sent to your list of contacts.

Step 1)
- Download the sample CSV file.
  spreadsheet.
- Enter your guests' First and Last names on the "name" column, enter their email address, and ticket quantity.
- If you wish, you may enter a personalized note for each guest in the "note" column.
- Save the CSV file and upload it in your portal (see Step 2 below)

Step 2)
- From the dropdown menu above, select the type of Ticket to be sent
- Upload the CSV by clicking the button below.
- Verify the information
- click "import and email" to send tickets to your guests

[Choose file] N

Click on "Choose file" and then select the appropriate CSV file.

Once you've uploaded your CSV file you'll see a confirmation window – be sure to check you've selected the correct Ticket Type (ie. that you aren't about to send Single Day Tickets to a list intended for Opening Night Preview Tickets!)

Contact Import Tool   ×

Ticket: Single Day Ticket (Fri, Sat or Sun)

Step 1)
- Download the sample CSV file. DO NOT clear or change the header information the first row of the spreadsheet.
- Enter your guests' First and Last names on the "name" column, enter their email address quantity.
- If you wish, you may enter a personalized note for each guest in the "note" column.
- Save the CSV file and upload it in your portal (see Step 2 below)

IMPORTANT: be sure this is the correct type of pass that matches your intended list of recipients!

Step 2)
- From the dropdown menu above, select the type of Ticket to be sent
- Upload the CSV by clicking the button below.
- Verify the information
- click "import and email" to send tickets to your guests

[Choose file] Import_singl...ay-tickets.csv

Step 3) Verify the information below. Then click import and we will **email** promo codes to your contacts.

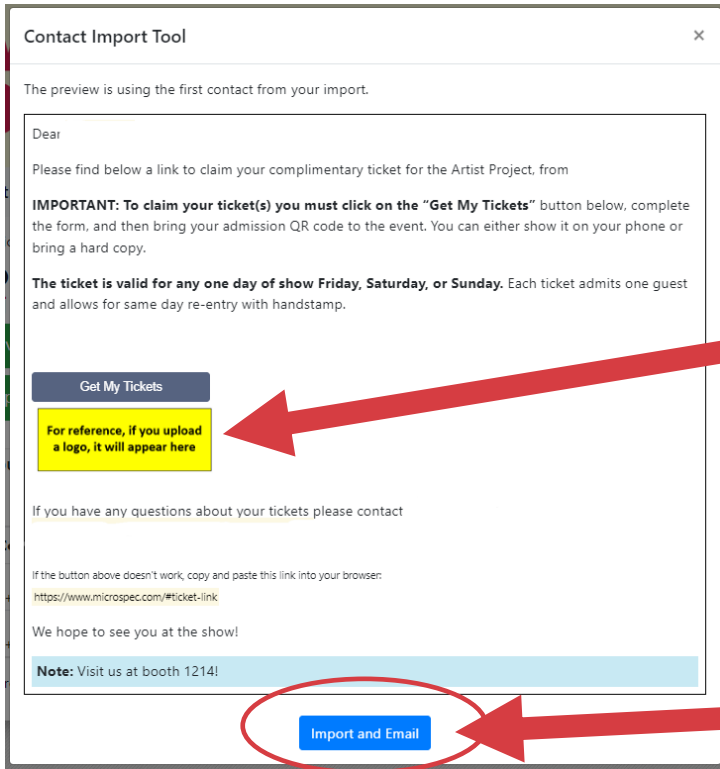| name	email	qty	note
Milo Smith	milo_smith@bellnetl.com	2	Visit us

Click "Preview Email" to see a preview of the email invitation.

[Preview Email]

Verify the correct contacts are appearing here.

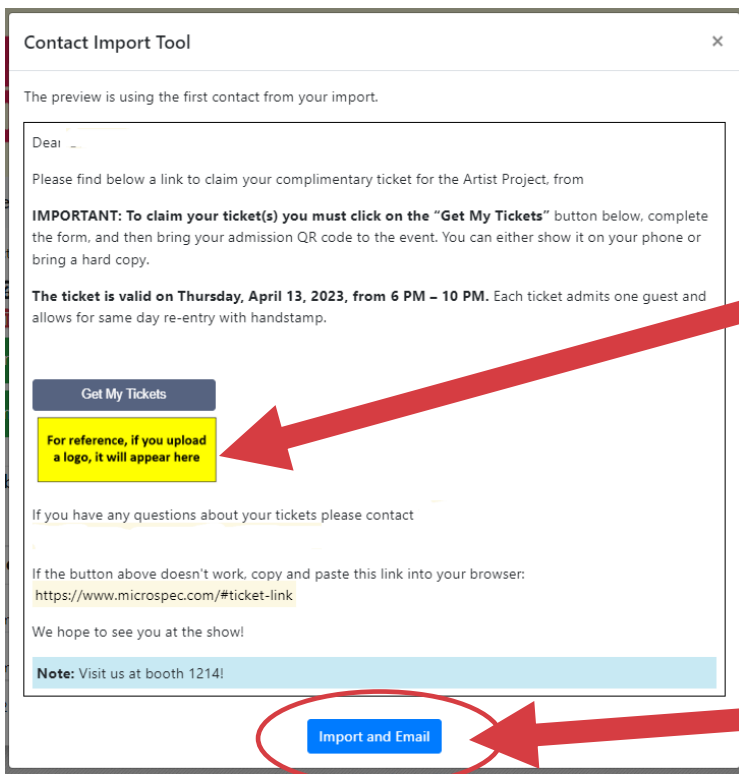Depending on the type of pass you selected, you'll see one of the following message previews:

Sample message preview for Single Day Ticket recipients:

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

"Click "Import and Email" to complete the import and send out messages.

Sample message preview for Opening Night Preview Ticket recipients:

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

"Click "Import and Email" to complete the import and send out the Tickets.

Step 6

Track your invitations:

Electronic Ticket Distribution Portal

For detailed instructions on how to use the Ticket Distribution Portal please refer to this How-To PDF.

<your name>
<your email address>

[Invite a Contact]
[Import Contacts]

Ticket Name ∧				
Single Day Ticket (Fri, Sat or Sun)				
Opening Night Preview Ticket	4	2	0	0
All Ticket Types	**10**	**4**	**0**	**0**

Click on "Ticket Name" to see a drop-down list of your allotted ticket types, the number you've sent out and those that have been fulfilled or redeemed. Definitions are in the red boxes below.

You have distributed the following electronic tickets:

Contact	Ticket Type	Sent	Qty	Ful. ❓	Rdm. ❓	
milo_smith@bellnetl.com	Opening Night Preview Ticket	Mar 3		0	0	[✏️] [🚫] [↪️]
estherreez@yahooo.com	Single Day Ticket (Fri, Sat or Sun)	M...	2	0	0	[✏️] [🚫] [↪️]

Showing 1 to ... of 2 rows

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 claimed the ticket.

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

"Redeemed" means your guest went to the Fair 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 completing the registration process then you can re-issue the ticket to a different guest.

"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.