

Step 1

Create Password for your portal.

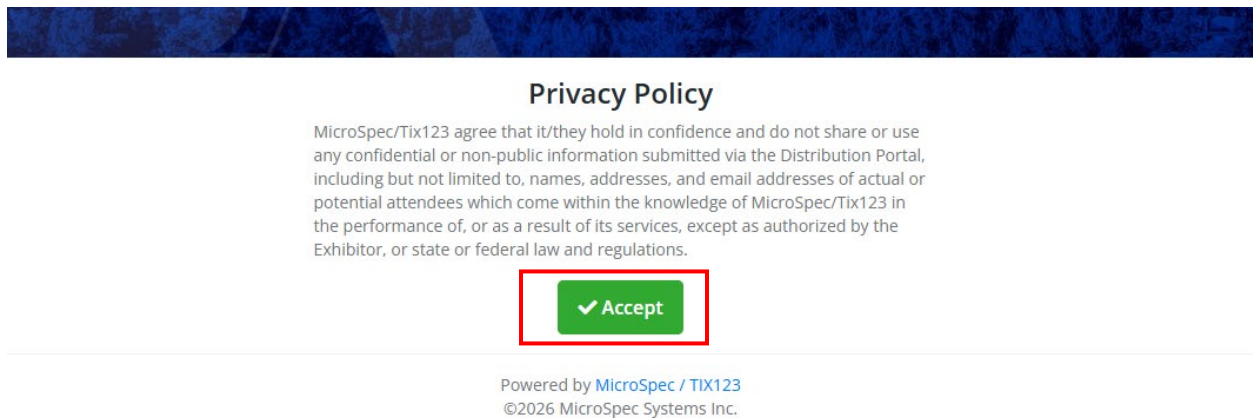


The screenshot shows a web form titled "Create Your Password". Below the title is a welcome message: "Welcome! You don't yet have a password so please create one now." There are two input fields: "Create Password" and "Confirm Password". The "Create Password" field has a hint below it: "At least 8 characters long, and contain at least 3 of: lower case letter, upper case letter, number, symbol". Below the input fields is a blue button labeled "Create & Continue", which is highlighted with a red rectangle. At the bottom of the form, there is a link for "Having problems logging in?" with the email "E-mail: customerservice@microspec.com". The footer of the form states "Powered by MicroSpec / TIX123" and "©2025 MicroSpec Systems Inc."

Click Create and Continue.

Step 2

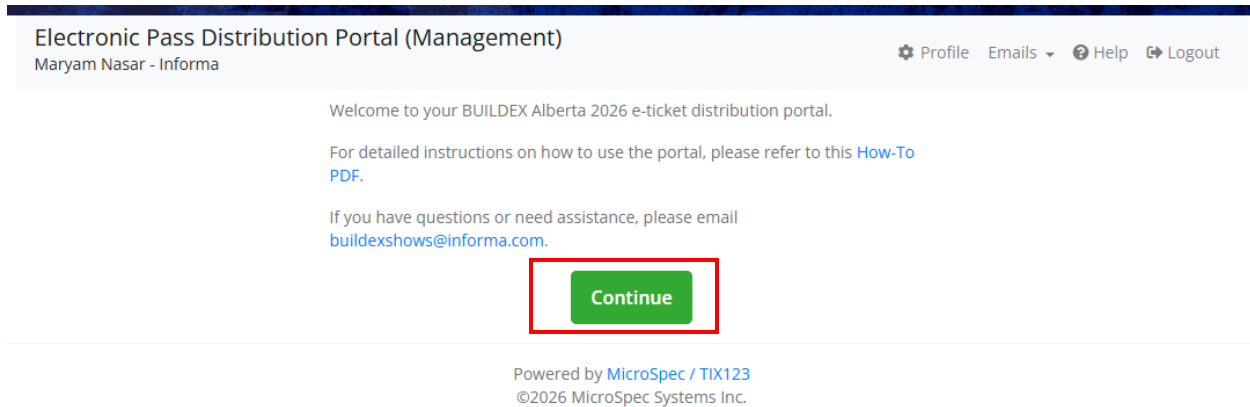
Read and accept the portal's privacy (this will be done on your first visit)



The screenshot shows a "Privacy Policy" screen. The title "Privacy Policy" is centered. Below it is a paragraph of text: "MicroSpec/Tix123 agree that it/they hold in confidence and do not share or use any confidential or non-public information submitted via the Distribution 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." Below the text is a green button with a checkmark and the word "Accept", which is highlighted with a red rectangle. At the bottom of the screen, it says "Powered by MicroSpec / TIX123" and "©2026 MicroSpec Systems Inc."

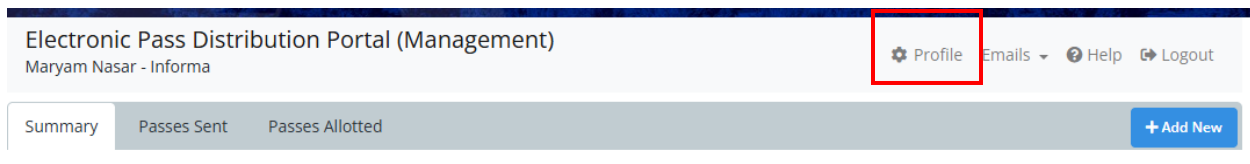
Step 3

Then Click continue.



Step 4

Update your **Profile**, if necessary.



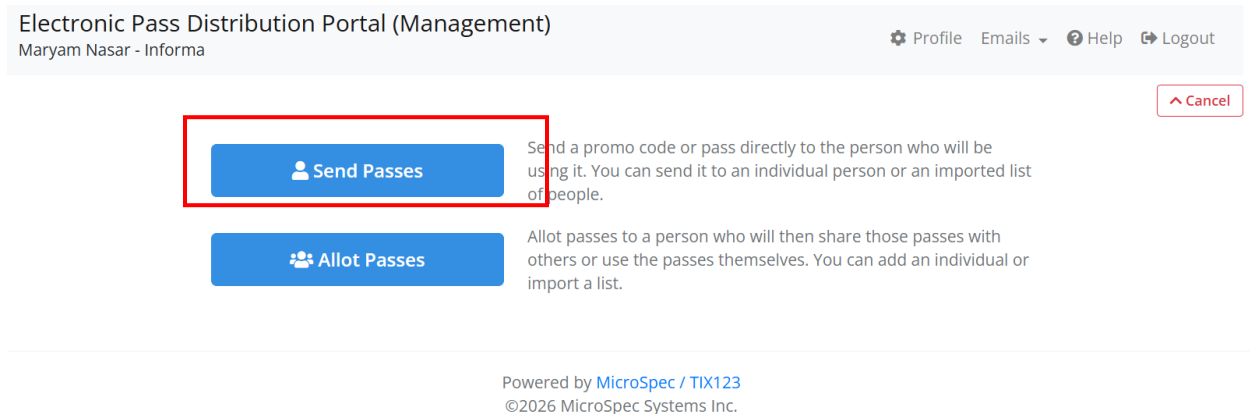
Step 5

Click on Add New to begin sending passes



Step 6

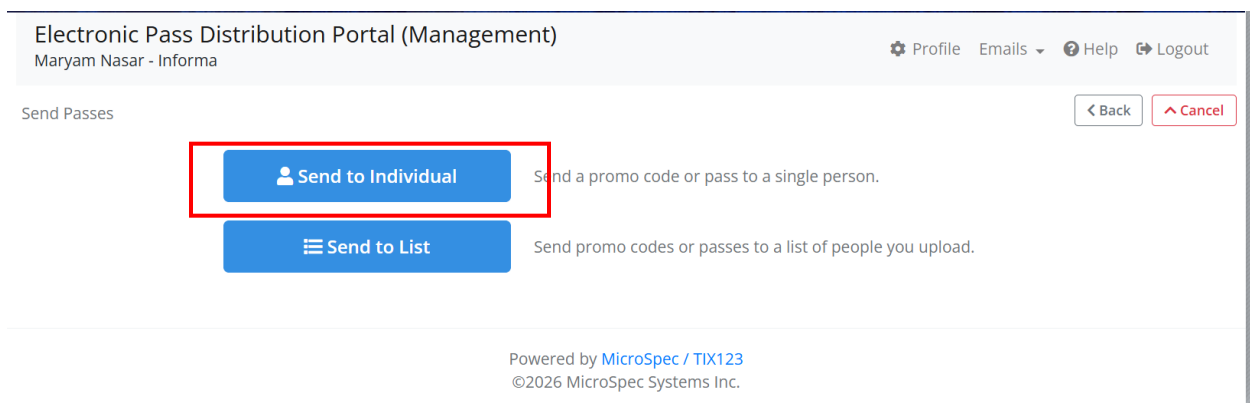
Select send passes.



Step 7

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 “Send to Individual”:



Choose pass type since we are sending to an individual, 1 pass is auto selected and press continue.

ivayam nasar - info@na

Send Passes / Send to Individual / Choose Pass Type

< Back

Cancel

Choose a pass type:

☐ VIP All Access Pass

☐ All Access Pass

☐ Any Single Conference Day Pass

☐ Wednesday Conference Day Pass

☐ Thursday Conference Day Pass

☒ Expo Hall Only

Or an additional type:

How many passes do you want to send?

1

Continue

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Enter the person's details and click on preview invitation.

Send Passes / Send to Individual / Choose Pass Type / Contact's Details

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Cancel

Sending 1 *Expo Hall Only*

This person will receive a promo code to create a free pass

Please enter the person's details

Expo Hall Only

First Name *

Last Name *

Email Address *

Mobile Phone

Optional Message

Preview Invitation

Review all the details, double check email address and name and once checked hit send invite button

nd Passes / Send to Individual / Choose Pass Type / Contact's Details

< Back

Cancel

Sending 1 Expo Hall Pass

This person will receive a promo code to create a free pass

Preview the email

To: Maryam Nasar <maryam.8n@hotmail.com>
From: Maryam Nasar <noreply@microspec.com>
Reply-To: Maryam.Nasar@informa.com
Subject: Your complimentary Expo Hall Pass for The Buildings Show 2026

Dear Maryam Nasar ,

Please find below a link to claim your complimentary **Expo Hall Pass** for the upcoming The Buildings Show 2026, from Maryam Nasar .

IMPORTANT: Before you come to the Show, you must click on the "Register Now" button below, which will take you to the Attendee Registration web page where you'll need to complete your registration. Once you've finished the registration process, you'll receive a confirmation email containing a link to your Expo Hall Pass.

Register Now

For assistance, please contact Customer Service at customerservice@microspec.com or 1-888-780-9825.

Promo Code: **EXAMPLEPROMO**

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Send Invite

Attendee will receive the email within 5 to 10 mins.

Option 2 – Sent to list

Electronic Pass Distribution Portal (Management)

Maryam Nasar - Informa

Profile Emails Help Logout

Send Passes

Send to Individual

Send a promo code or pass to a single person.

Send to List

Send promo codes or passes to a list of people you upload.

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Choose a pass type and click Continue.

Send Passes / Send to List / Choose Pass Type

Choose a pass type:

☐ VIP All Access Pass

☐ All Access Pass

☐ Any Single Conference Day Pass

☐ Wednesday Conference Day Pass

☐ Thursday Conference Day Pass

☒ Expo Hall Only

Or an additional type:

Continue

Step 1: Download the CSV template.

Send Passes / Send to List / Choose Pass Type / Import Contact

Contact Import Tool

Sending *Expo Hall Only*

These people will each receive a promo code to create a free pass

Step 1 - Download Template

- In the template CSV, DO NOT clear or change the header information in the first row.
- Enter your guests' names in the *First Name* and *Last Name* columns, enter their *Email*, and pass *Quantity*.
- If you wish, you may enter a personalized note for each guest in the *Note* column (maximum 200 characters).
- Cell column can be left blank.

Download Template CSV

Step 2 - Upload Template

Step 3 - Preview Import

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Step 2: Once you've added all your contacts, save the file (.CSV format), and upload it to the portal by clicking on the Browse button.

[Step 1 - Download Template](#)

[Step 2 - Upload Template](#)

Upload CSV

Browse

Step 3 - Preview Import

Step 3 Once you've uploaded your CSV file, you'll see your contacts appear on the screen – be sure to check you've selected the correct list. When you're ready, click on "Preview Invitation"

Contact Import Tool

Sending *Expo Hall Only*

These people will each receive a promo code to create a free pass

[Step 1 - Download Template](#)

[Step 2 - Upload Template](#)

Step 3 - Preview Import
Please review your list and continue with the button at the end of the list.

↓ Jump to End

First Name	Last Name	Email	Cell	Qty	Note
John	Smith	john.smith@example.com	+14165551111	1	See you at...

Preview Invitation

Double check everything looks good, and then click on “**Send Invitations Now**”

Send Passes / Send to List / Choose Pass Type / Import Contact

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Cancel

Preview the email

To: John Smith <john.smith@example.com>
From: Maryam Nasar <noreply@microspec.com>
Reply-To: Maryam.Nasar@informa.com
Subject: Your complimentary Expo Hall Pass for The Buildings Show 2026

Dear John Smith,

Please find below a link to claim your complimentary **Expo Hall Pass** for the upcoming The Buildings Show 2026, from Maryam Nasar .

IMPORTANT: Before you come to the Show, you must click on the “Register Now” button below, which will take you to the Attendee Registration web page where you’ll need to complete your registration. Once you’ve finished the registration process, you’ll receive a confirmation email containing a link to your Expo Hall Pass.

Register Now

Note: See you at the show!

For assistance, please contact Customer Service at customerservice@microspec.com or 1-888-780-9825.

Promo Code: **EXAMPLEPROMO**

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Send 1 Invitations Now

Once the pass/passes are sent the screen will prompt that you are done

Done!

You've given 1 *Expo Hall Only* to Maryam.

What do you want to do next?

 See Sent Passes

+ Give More Passes

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Step 8

Click on See Sent Pass to see the summary.

Track your invitations by going to the Summary tab to see an overview of the number of passes still available, how many guests have used their passes, etc.

Summary	Passes Sent	Passes Allotted					+ Add New
Pass Type	Your Allotment		Used		Available	Fulfilled ?	Redeemed ?
	Free	Sent	Allotted				

Free: this means you have passes to send to guest.

Sent: this means you have sent this quantity to guests.

Available: this is the summary of how many are still available. Free minus Sent = Available.

Fulfilled: your guest received your email invitation, clicked the “Get Passes” or “Register Now” button in the message and filled out the appropriate information to register for The Buildings Show

Redeemed: your guest attended The Buildings Show and had their pass scanned at the door.

Need help? Please contact customerservice@microspec.com or call 1-888-780-9825.

