

# The Buildings Show 2025 - Distribution Portal How-To

## Step 1

You will receive an email invitation to the distribution portal:

The Buildings Show 2025 – Your Pass Distribution Portal Access ▾ Inbox x

The Buildings Show <noreply@mail3.microspec.com>  
to me ▾



Dear

You have been allocated admission passes to the The Buildings Show 2025.

Log in to your portal [HERE](#) to send out passes to the event.

Thank you!

For assistance, please contact Customer Service at [customerservice@microspec.com](mailto:customerservice@microspec.com) or [1-888-780-9825](tel:1-888-780-9825).

## Step 2

Read and accept the privacy policy (this will only be done on your first visit). *Please note Informa will not see your invitees' data until they have registered for our event:*

### 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 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.

✓ Accept

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### Step 3

Create a login. You're now logged into your electronic pass distribution portal. Click **Continue** to begin distributing passes

Electronic Pass Distribution Portal

Welcome to your The Buildings Show 2025 e-ticket distribution portal.

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

If you have questions or need assistance, please email [tbs@informa.com](mailto:tbs@informa.com).

If you are an exhibitor and need to register staff working in your booth, please visit the [staff badge portal](#).

**Continue**

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To send out a pass, click on **+Add New**

|                 | Your Allotment | Used | Available | Fulfilled <sup>?</sup> | Redeemed <sup>?</sup> |
|-----------------|----------------|------|-----------|------------------------|-----------------------|
| All Access Pass | 4              | 0    | 4         | 0                      | 0                     |

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Select **Send Passes**

**Send Passes** Send a promo code or pass directly to the person who will be using it. You can send it to an individual person or an imported list of people.

**Cancel**

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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, select **Send to Individual**

Send Passes [← Back](#) [↗ Cancel](#)

**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 how many passes to send to the individual (usually just one) and click **Continue**

Send Passes / Send to Individual / Choose Pass Type [← Back](#) [↗ Cancel](#)

Choose a pass type:

All Access Pass  
*(you've used 0 of 4)*

How many passes do you want to send?

**Continue**

---

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# Enter in your guests personal details, an optional message, and select **Preview Invitation**

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

< Back

Cancel

## Sending 1 All Access Pass

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

### Please enter the person's details

|                  |   |
|------------------|---|
| First Name       | <input type="text" value="Guest"/>  |
| Last Name        | <input type="text" value="Name"/>   |
| Email Address *  | <input type="text" value="test@gmail.com"/>   |
| Mobile Phone     | <input type="text"/>  |
| Optional Message | <input type="text" value="Please be our guest at The Buildings Show, December 3 - 5, courtesy of COMPANY NAME."/> |

Preview Invitation

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## Ensure all details look correct, and select **Send Invite**

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

< Back

Cancel

### Sending 1 All Access Pass

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

### Preview the email

To: Guest Name <test@gmail.com>  
From:  
Reply-To:  
Subject: Your complimentary All Access Pass for The Buildings Show 2025

Dear **Guest Name**,

Please find below a link to claim your complimentary **All Access Pass** for the upcoming The Buildings Show 2025, from

**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 a 'New Registration'. Once you've finished the registration process, you'll receive a confirmation email containing a link to your All Access Pass.**

**Register Now**

**Note:** Please be our guest at The Buildings Show, December 3 - 5, courtesy of COMPANY NAME.

For assistance, please contact Customer Service at [customerservice@microspec.com](mailto:customerservice@microspec.com) or 1-888-780-9825.

Promo Code: **EXAMPLEPROMO**

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Send Invite


Your guest should receive this email within 5 - 10 minutes of sending.

## Option #2: to send out passes to a batch of names, select **Send to List**


Send Passes

< Back

Cancel

 **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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## Download the CSV template (ensure on-screen instructions are followed):

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

< Back

Cancel

### Contact Import Tool

#### Sending *All Access Pass*

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.
- *Cell* column can be left blank.

Download Template CSV

##### Step 2 - Upload Template

##### Step 3 - Preview Import

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Fill in the CSV template with the requested information and upload the CSV template by selecting **Browse**

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

< Back

Cancel

### Contact Import Tool

#### Sending *All Access Pass*

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

##### Step 1 - Download Template

##### Step 2 - Upload Template

Upload CSV

Browse

##### Step 3 - Preview Import

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## Confirm the import information is correct, and select **Preview Invitation**

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

< Back

Cancel

### Contact Import Tool

#### Sending *All Access Pass*

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 | 416-555-1111 | 1   | See you at... |

[Preview Invitation](#)

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## Confirm all information is correct in the email, and select **Send “x” Invitations Now**

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

< Back

Cancel

### Preview the email

To: John Smith <john.smith@example.com>  
From:  
Reply-To:  
Subject: Your complimentary All Access Pass for The Buildings Show 2025

Dear **John Smith**,

Please find below a link to claim your complimentary **All Access Pass** for the upcoming The Buildings Show 2025, from

**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 a ‘New Registration’.** Once you’ve finished the registration process, you’ll receive a confirmation email containing a link to your All Access Pass.

[Register Now](#)

**Note:** See you at the show!

For assistance, please contact Customer Service at [customerservice@microspec.com](mailto:customerservice@microspec.com) or 1-888-780-9825.

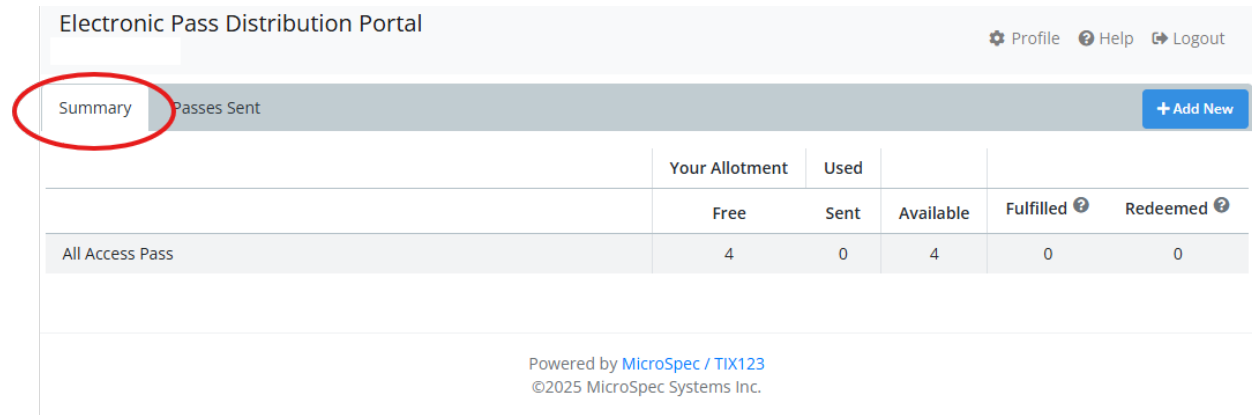
Promo Code: **EXAMPLEPROMO**

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Send 1 Invitations Now

Your guests will receive their invitation within 5 - 10 minutes.

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.



The screenshot shows the 'Electronic Pass Distribution Portal' interface. At the top, there are links for 'Profile', 'Help', and 'Logout'. Below the header, there are two tabs: 'Summary' (which is circled in red) and 'Passes Sent'. A blue '+ Add New' button is located on the right side of the tab bar. The main content area contains a table with the following data:

|                 | Your Allotment |      | Used | Available | Fulfilled ? | Redeemed ? |
|-----------------|----------------|------|------|-----------|-------------|------------|
|                 | Free           | Sent | Sent |           |             |            |
| All Access Pass | 4              | 0    | 0    | 4         | 0           | 0          |

At the bottom of the page, it says 'Powered by MicroSpec / TIX123' and '©2025 MicroSpec Systems Inc.'

**Free:** this means you have passes to send to guests.

**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](mailto:customerservice@microspec.com) or call 1-888-780-9825.

We look forward to having you at The Buildings Show 2025 - thank you again for your sponsorship!