



Instructions on Registering You and Your Clients for the PPAMS Trunk-R-Treat Shows

Distributors will be allowed to invite and bring their clients to these shows. Please see details on PPAMS.com/TrunkRTreat for specific rules that apply to each show respectively.

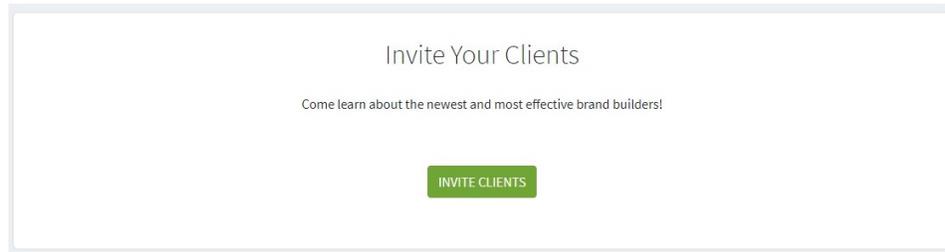
Registering yourself and your clients:

1. Go to www.ppams.com
2. Click on the Tradeshows tab at the top of the page
3. Select the "PPAMS Trunk-R-Treat" from the drop down menu
4. Review the show information and click the registration button under the PPAMS Trunk-R-Treat city you wish to attend.
5. Select "Distributor" from the drop down menu.
6. Enter your phone number or email address and click on Search
7. If your company shows up under the search results, then click on Select. If it does not then select "click here" to enter your own information. ***Please note, if your company does not show up in the search results you will not be able to invite clients to the show. Call our office at 615-465-8109 to get set up.***
8. Verify that information in "Company Information" is correct (this is the main contact information for your company, not the attendee information). Enter your membership information and click Continue
9. The next screen will allow you to manually enter Distributor Attendees and Client Attendees based on which way the type radio button is toggled
10. Click the "ADD ANOTHER PERSON" to repeat this process adding More people
11. Click "SUBMIT" when finished

A screenshot of a web form titled "Who will be attending?". The form is for "Person 1" and includes a "TYPE:" section with two radio buttons: "DISTRIBUTOR" (which is selected and circled in red) and "CLIENT". Below this are input fields for "First Name", "Last Name*", and "Suffix". There are also fields for "Title", "Job Role" (with a dropdown menu showing "-- Select --"), "Email*", and "Phone". At the bottom, there is a section "Which Events will this person be attending?" with a checked checkbox for "Show". A green button labeled "ADD ANOTHER PERSON" is located at the bottom right of the form.

Using the INVITE CLIENTS tool:

You can also invite your clients using the "INVITE CLIENTS" tool by clicking the "INVITE CLIENTS" button. This tool will email your clients a customizable email and registration link associated with you. When the client follows the link they can register themselves for the show under the umbrella of your company.

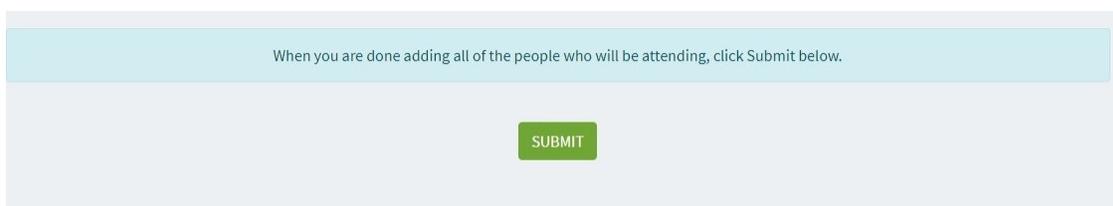


*****if you would like to have that custom link to use with other email marketing or on social media, you can invite yourself as a client and have the link emailed to you*****

1. After selecting the "Invite Clients" option you will need to select your name and enter your email address. This will insure that anyone who registers with this link will be associated with you. It will also mean that the email your client receives shows that it is personally from you.
2. You can change the subject line and the wording of the email to something more personal if you'd like. *****if you make changes, be sure to leave the <RegLink> because that is where your custom registration URL will go.*****
3. You can either upload your client email addresses from a CSV file or enter them directly on the page.
4. Type the spam verification text and then click on "Send Invitations Now."
5. Once you have clicked "Send Invitations Now," your invitations have been sent.

*****Please note you can log in and use this tool as many times as you like before the registration deadline*****

*****Remember to click "SUBMIT" at the bottom of the page when submitting your initial registration or when logging in to submit new registrations. You do not need to "SUBMIT" if you're only logging in to use the "INVITE CLIENTS" tool.***



If you have any questions, or need help with the registration process, please call 615-465-8109 or email rocky@ppams.com