

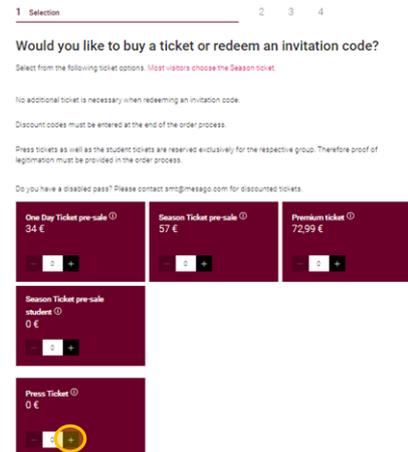
How to get your press ticket for SMTconnect

Step 1: Select ticket

Please click [here](#) to access the SMTconnect Ticketing system.

Please select **Press Ticket** by clicking on the *plus symbol*.

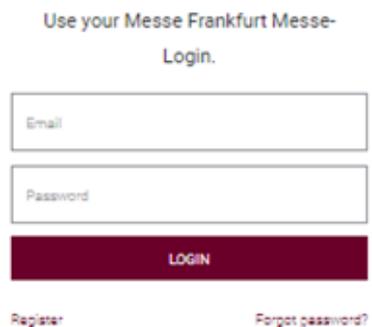
By clicking *Next* you will be taken to the next step.



Step 2: Login or registration

Please now log in with your existing trade fair login. This is made up of your e-mail address and your personal password.

If you are registering for the first time, please click on *Register* and fill in all mandatory fields marked with an asterisk (*).



Step 3: Customize your tickets

As soon as you are logged in, you can start to customize your ticket. First of all, the stored order and invoice data will be displayed for your review.

Then select whether you want to order the ticket for yourself or for someone else.

The screenshot shows a progress bar with four steps: 1, 2 (Personalize), 3, and 4. Below the progress bar is a link '< back to Selection'. The main heading reads 'Please choose for whom you are ordering tickets.' There are three tabs: 'Ticket Preview', 'For myself', and 'For others'. Under 'For myself', there is a selected radio button. The ticket details are: '1 x Press Ticket', 'Selected day(s): 05/10/2022, 05/11/2022, 05/12/2022'. A 'NEXT' button is located at the bottom right.

Continue with the personalization of the ticket now:

- If you selected *For me* in the previous step, you will now see a ticket pre-filled with the data of your trade fair login. Click on *Check data* to complete or change the personalization data.

The screenshot shows a preview of the ticket with the 'smtconnect' logo. The name 'Nora Dávila Flores' is entered in the name field. Below the name field is a 'NEXT STEP' button and a 'CHECK DATA' button.

- To create a ticket for someone else, select *Customize your ticket*.

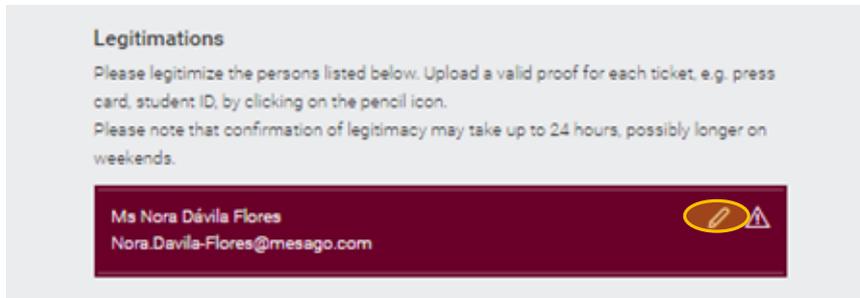
Now enter the data of the person the ticket is intended for. Once the order has been placed, the ticket holder will receive a link by e-mail with a request to activate and fill in the trade fair login.

The screenshot shows a preview of the ticket with the 'smtconnect' logo. Below the name field is a 'CUSTOMIZE YOUR TICKET' button.

Click *Next Step* to proceed to the next step to verify your order. If everything is accurate, you can upload the legitimization document.

Step 4: Legitimation

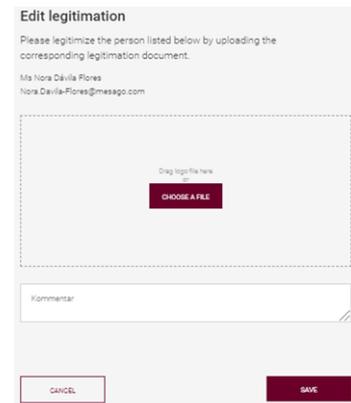
The persons to be legitimized are listed under the heading *Legitimation*. Please note that uploading a valid legitimation document for each person is mandatory. This is done by clicking on the *pencil icon*.



Drag and drop or click *Choose a File* to upload your valid legitimation document to the upload window that opens.

Save the uploaded document and add a note under *comment* if necessary. When ordering for several people, repeat this step by opening the respective upload area for each ticket by clicking on the *pencil icon*.

As soon as a legitimation document is uploaded, the warning sign next to the pen icon will disappear. During the verification of your legitimation document it is not necessary to stay in the Online Ticketing System.



Note: A valid press pass, an imprint with your name or similar can be presented as proof. Further information on the general accreditation guidelines can be found [here](#).

Step 5: Send your order

To complete your order, please agree to the processing and use of your data, accept the terms and conditions and send your order by clicking the *Send Order* button.

The legitimation data of your order will now be checked. If your order is approved, you will receive an order confirmation with your tickets by e-mail.

If there are problems with the legitimation verification, you will receive a corresponding email with the request to update your legitimation information. Please note that the verification process may take up to 24 hours, possibly longer on weekends.