



Using Our Registration Platform

Starting in 2025, JA New York's
registration partner is Cvent.

Registering for JA New York

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address JA New Yorkshowteam@JA New York.com

Follow the link under “Register for Exhibitor Staff Badges Now” to access registration

Only the contract contact will receive this email, to resend or adjust the recipient of this automated email, contact your Customer Success Manager



Create a Password for your Account

Upon following the link in the email, you will be brought to the Exhibitor Registration Portal to create your password.

The image shows two screenshots of the Exhibitor Registration Portal. The left screenshot is the 'Finish setting up your account' page, and the right screenshot is the 'Badge Registration' page. A green arrow points from the 'Create a Password' field on the left to the 'Badge Registration' page on the right.

Exhibitor

Finish setting up your account.

First Name

Cynthia

Last Name

Meyersohn

Create a Password Required

Minimum 8 characters
One number
One special character
One uppercase letter
One lowercase letter
Maximum 20 characters

*Note: Your new password can't be the same as your last five passwords.

Confirm Password Required

[Join](#)

© 2000-2021 Cvent OnArrival, Inc.
[Terms of Use](#) | [Privacy Policy](#)

Exhibitor Portal

ASD Market Week August 2025
Aug 3 - 6, 2025
7 Carats

Badge Registration - NYNOW Summer Market 2025

August 3, 2025 at 9:00 AM - August 6, 2025 at 4:00 PM
Las Vegas Convention Center

Details

Exhibitor Profile

7 Carats

[View profile](#)

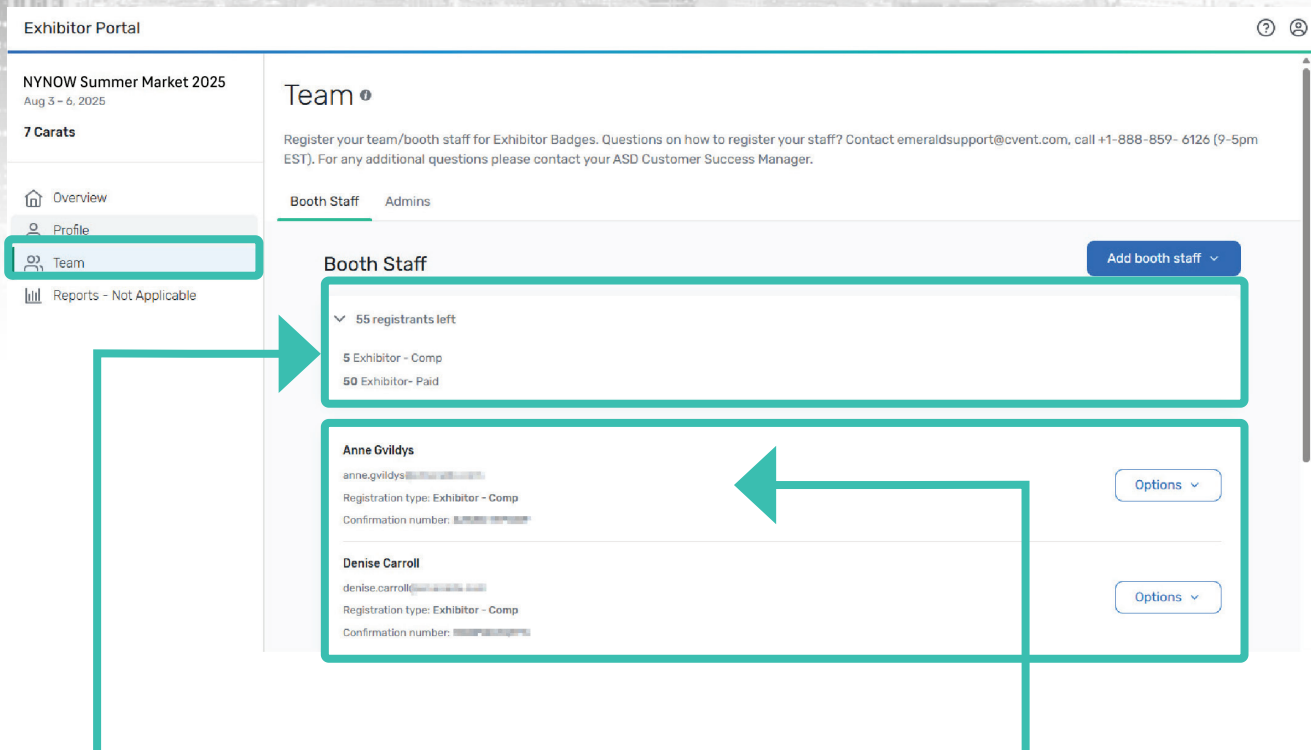
Booth Staff
5 staff members
Manage the team in charge of running your booth.

Booth Location
142

There are many different facets of the Cvent Exhibitor Registration Portal that JA New York is not utilizing. These instructions will focus solely on the areas exhibitors need to register for the upcoming show. Information you enter in any other area of the Cvent portal will not be tracked or used by JA New York.

Accessing Your Company Registration

To access exhibitor registration, go to the Team tab on the left hand side of the Exhibitor Badge Portal.



The screenshot shows the Exhibitor Portal interface. On the left, a sidebar contains navigation links: Overview, Profile, Team (highlighted with a red box), and Reports - Not Applicable. The main content area is titled 'Team' and includes a sub-header 'Booth Staff' with an 'Add booth staff' button. Below this, a summary box shows '55 registrants left', '5 Exhibitor - Comp', and '50 Exhibitor - Paid'. A table lists staff members, including Anne Gvildys and Denise Carroll, with their registration types and confirmation numbers. Red arrows indicate the flow from the 'Team' tab to the 'Booth Staff' section and then to the staff list.

Registrations Types

- Exhibitor - Comp: your free allotment of badges.
- Exhibitor - Paid: additional badges for purchase beyond your allotment. Default value 50.

This section will show you your total available registrations remaining.

Registered Staff

Summary of your companies registered staff members



Registering Staff

To register booth staff select Add Booth Staff from the Team page on the Exhibitor Badge Portal

A screenshot of the Exhibitor Portal interface. The left sidebar shows the 'Team' tab selected. The main content area is titled 'Team' and includes a sub-header 'Booth Staff'. A green arrow points from the 'Add booth staff' button in the top right corner to a dropdown menu that contains the options 'Search booth staff', 'Share sign-up link', and 'Register booth staff'. Below the 'Booth Staff' header, there is a summary of registrants and a list of team members with their contact information and registration details.

Exhibitor Portal

NYNOW Summer Market 2025
Aug 3 - 6, 2025

7 Carats

Overview
Profile
Team
Reports - Not Applicable

Team

Register your team/booth staff for Exhibitor Badges. Questions on how to register your staff? Contact emeraldsupport@cvent.com, call +1-888-859- 6126 (9-5pm EST). For any additional questions please contact your ASD Customer Success Manager.

Booth Staff Admins

Booth Staff

55 registrants left

5 Exhibitor - Comp
50 Exhibitor- Paid

Anne Gvildys
anne.gvildys@emeraldix.com
Registration type: Exhibitor - Comp
Confirmation number: XZNRCTFP08P

Denise Carroll
denise.carroll@emeraldix.com
Registration type: Exhibitor - Comp
Confirmation number: HONPW67QFF5

Add booth staff

Search booth staff
Share sign-up link
Register booth staff

Options

Options

Select How You Are Registering Your Staff

- Share sign-up link will generate a unique link that you can share with your team to register on their own.
- Register booth staff will bring you to the registration portal to register yourself or the entire team

Note: after selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use, Comp or Paid. It will then open a new window with the registration form. You can not switch between Comp/Paid in the registration form, you must go back to the Team portal to do so. If using a shared link, you must generate a new link.



Registration Form

Complete all required fields throughout the registration form.

The screenshot shows the 'Personal Information' step of the registration process. It includes fields for First Name, Last Name, Email Address, Re-enter Email Address, Company, Country/Region, State/Province, City, and Mobile. There is also a section for 'Work Address' and a 'SM'S OPT-IN' section with checkboxes for agreeing to receive show-related information and text messages. A 'Next' button is at the bottom.

The screenshot shows the 'Terms and Conditions' step of the registration process. It includes checkboxes for agreeing to the Terms & Conditions and the Emerald Privacy Policy. A 'Next' button is at the bottom.

The screenshot shows a modal dialog titled 'Already registered?'. It prompts the user to enter their confirmation number or return to the event website to register. It includes fields for Email Address and Confirmation Number, a 'Log in' button, and a 'Forgot your confirmation number?' link. A 'Next' button is visible at the bottom of the background form.

Unique Email Address Required

Unique email addresses are required for each individual registering for JA New York. If the email address you entered has already been used, you will receive the following message. Reach out to your Customer Success Manager for assistance on how to proceed.

Registration Form

Complete all required fields throughout the registration form.

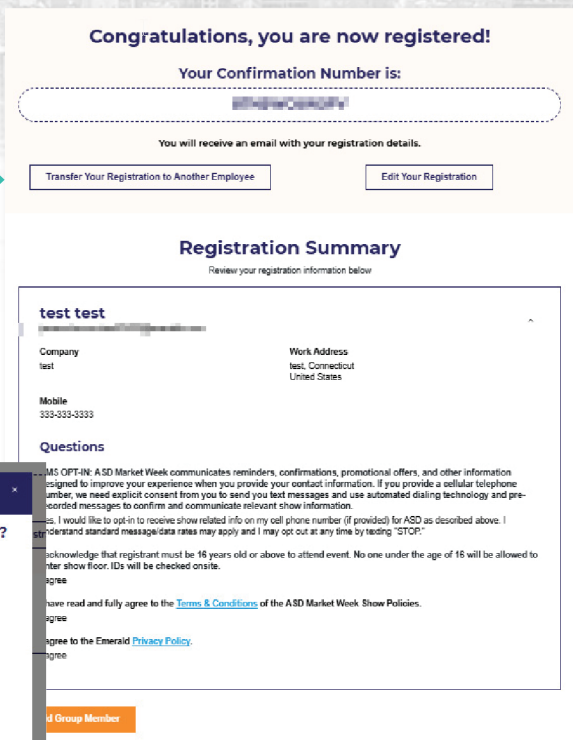
Registering Additional Staff Members

Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.

Adjusting Registration from Confirmation Page

From the Confirmation Page you can transfer your registration to another staff member or make changes to your existing registration.



Congratulations, you are now registered!

Your Confirmation Number is:

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Edit Your Registration](#)

Registration Summary
Review your registration information below

test test

Company: test, Work Address: test, Connecticut, United States

Mobile: 333-333-3333

Questions

ASD OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

I acknowledge that registrant must be 18 years old or above to attend event. No one under the age of 18 will be allowed to enter show floor. IDs will be checked onsite.

I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

I agree

I agree to the Emerald [Privacy Policy](#).

I agree

[Add Group Member](#)

Transfer Registration

Changes the individual registered. Follow the prompt to transfer your exhibitor registration to another staff member.

Modify Registration

Used for editing registration details, does not change the individual registered. If you are changing the person on the registration, you must use the transfer feature as this creates a new Badge ID that is needed to access the Mobile App.



Adjusting Existing Registrations from Exhibitor Badge Portal

From the Team page on the Exhibitor Badge Portal you can modify or transfer existing staff registrations.

A screenshot of the Exhibitor Badge Portal interface. On the left is a sidebar with navigation links: Overview, Profile, Team (highlighted), and Reports. The main content area is titled 'Booth Staff' and shows a list of staff members. The first staff member, James Shannon, has a confirmation number 'MNN1ZNM4HZBT' highlighted with a red box. A red arrow points from this box to a red box around the 'Modify registration' option in the 'Options' dropdown menu for the same staff member. The dropdown menu also includes 'Remove' and 'Hide' options. The interface is for the 'NYNOW Summer Market 2025' event, running from August 3-6, 2025. The user is logged in as 'Customer Success Manager'.

Adjusting Registration

Copy or write down the Confirmation Number associated with the staff member you are modifying, then select Option and Modify Registration, this will open the Exhibitor Registration form in a new window. Enter the confirmation number and then follow the instructions on the previous page.

Note: Do not exit the Confirmation Number pop-up on the registration form. This will bring you to the buyer registration flow. You will not be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a buyer registration type.



Additional Support

As we get used to this new registration program, we're here to support you and your team with any registration inquiries. Below you'll find contact information for additional support.

Cvent Registration Support

Email: emeraldsupport@cvent.com

Phone: 1-833-859-6126
(Available 9 AM - 5 PM EST.)

JA New York Customer Support

JAOperations@emeraldexpo.com