

European
Utility Week



3 - 5 October 2017, Amsterdam

N200 Quick Guide

TRACKING REGISTRATIONS & REGISTERING FOR EXHIBITOR PASSES

How to read your personal event dashboard?

- Log into N200 using your personal login details via the link sent to you by our team (Didn't receive a link? [Contact us](#))
- The first time you access, create your Username and Password
- Once you log in to N200 navigate the tabs on the left side
- The tab **REGISTRANTS** allows you to see who has registered as a Guest to visit you at the event - via your e-ticket
- The tab **PERSONNEL** allows you to check who has registered for Exhibitor Passes and register multiple colleagues at once, by uploading an Excel file

TIP: N200 seems to work best using Internet Explorer

HELP: contact us at service@european-utility-week.com

Tab REGISTRANTS

This section informs you about who registered to visit you via your e-ticket .

- The online list (on the right) quickly shows you company, name and country.

The screenshot displays the N200 VISIT partner web application interface. The top navigation bar includes the N200 VISIT partner logo on the left and an 'English' language selector on the right. A left-hand sidebar menu lists various navigation options: 'EUV General', 'Dashboard', 'Personnel', 'Invite', 'Registrants', 'Visit Connect', and 'Logout'. A red arrow points to the 'Registrants' menu item. The main content area is titled 'Registrants' and features a search bar with the text 'Search' and a close icon. Below the search bar is a table with three columns: 'Name', 'Country', and 'Registration Source'. The table is currently empty. At the bottom of the page, the text '430 records match your search criteria.' is visible. The footer contains the 'European Utility Week' logo and the URL 'https://visitpartner.n200.com/#registrants'. A version number 'version: 3.24.46245' is also present in the bottom left corner. An 'Export all' button is located in the bottom right corner.

N200 VISIT partner

English

EUV General

Dashboard

Personnel

Invite

Registrants

Visit Connect

Logout

Registrants

University

Search

Name	Country	Registration Source
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version: 3.24.46245

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430 records match your search criteria.

Export all

https://visitpartner.n200.com/#registrants

- If you want more details click on the 'Export all' button (right, bottom) to download an Excel file.
- In the Excel file, the column 'Action Code Name' informs you about their registration type.
- The Excel file only mentions email address if the person has allowed exhibitors and sponsors who invited them to see their email address. However, all these people have been invited by you, so they should already be in your database.

The screenshot shows the N200 VISIT partner web application interface. The top navigation bar includes the N200 VISIT partner logo, a language selector set to 'English', and a user profile for 'University'. A left-hand sidebar contains navigation options: 'EUV General', 'Dashboard', 'Personnel', 'Invite', 'Registrants' (highlighted), 'Visit Connect', and 'Logout'. The main content area is titled 'Registrants' and features a search bar with the text 'Search' and a close button. Below the search bar is a table with columns for 'Name', 'Country', and 'Registration Source'. The table is currently empty. At the bottom of the page, there is a footer with the 'European Utility Week' logo and the text '430 records match your search criteria.' In the bottom right corner, there is a green button labeled 'Export all' with a download icon, which is highlighted by a red arrow.

version: 3.24.46245

430 records match your search criteria.

Export all

Tab PERSONNEL

This section allows to check who has registered for an Exhibitor Pass and register multiple colleagues at once.

The screenshot displays the N200 VISIT partner web application interface. The top navigation bar includes the logo, a language selector set to English, and the user's role as University. The left sidebar menu contains options for Dashboard, Personnel, Invite, Registrants, Visit Connect, and Logout. A red arrow points to the Personnel menu item. The main content area shows the Personnel management page with a '+ New' button, a search bar, and a table with columns for Name, Email, Company, Country, Registration State, Registration Type, and Attendance State. The table is currently empty, displaying 'No data available'. At the bottom, there are buttons for 'Email badge vouchers', 'Print badge vouchers', and 'Export all', along with a status message: '0 records match your search criteria.'

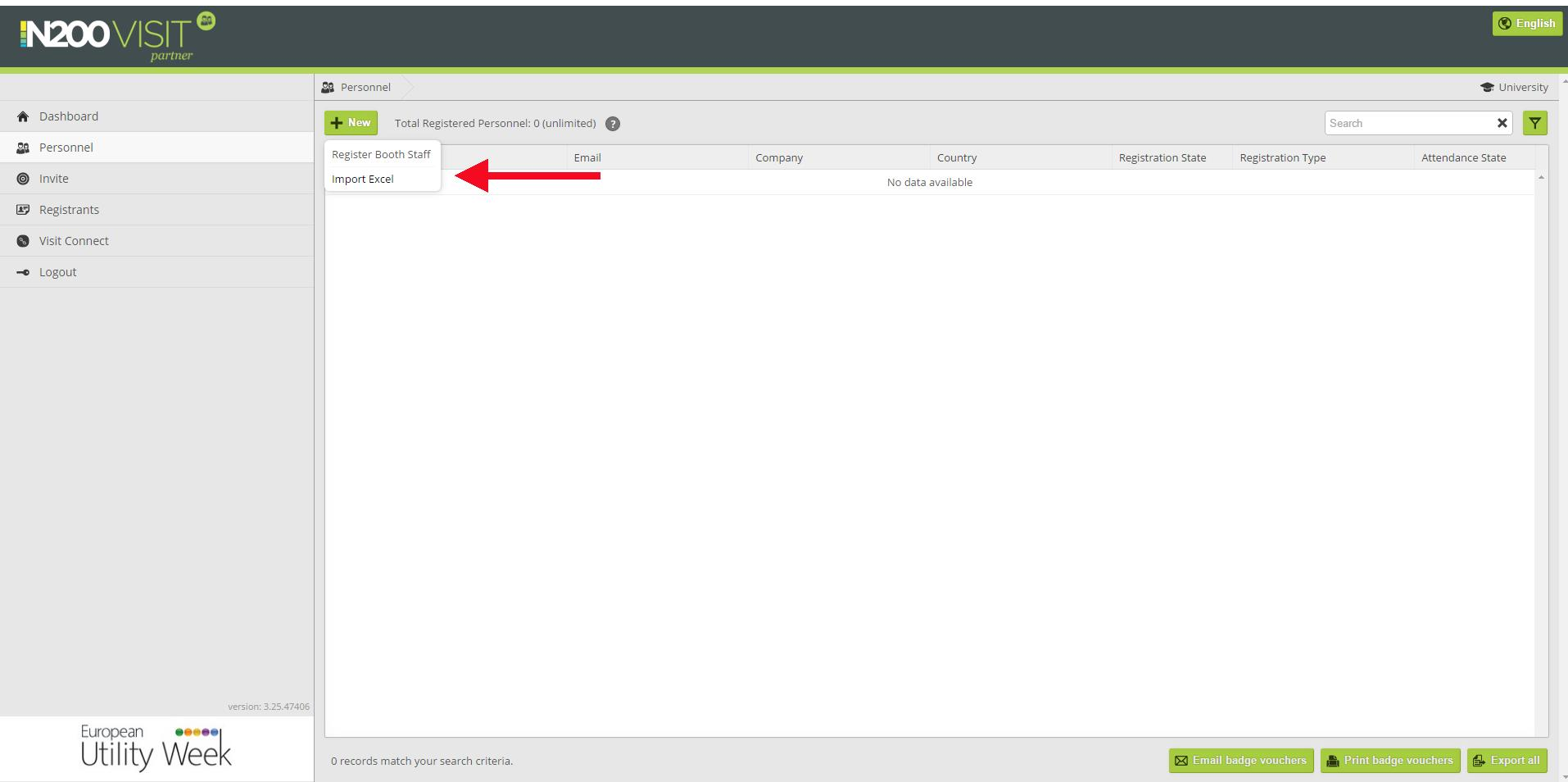
version: 3.24.46245

Name	Email	Company	Country	Registration State	Registration Type	Attendance State
No data available						

You can register colleagues either one by one or via the import of an Excel file.

- Click on the 'New' button on the top left corner and then click on 'Import Excel'
- Click on the 'Download template' button
- Open the 'personnel_import_template' file, read the instructions carefully & fill in the 'StandPersonnel Import Template' tab
- Save your file
- Go back to N200 and click on the 'Next' button and then on the 'Upload Personnel' button

Please note, colleagues that register for the conference, will be listed on the tab Registrants.



The screenshot displays the N200 VISIT partner web application interface. The top navigation bar includes the N200 VISIT partner logo on the left and an 'English' language selector on the right. A left-hand sidebar contains navigation links for Dashboard, Personnel, Invite, Registrants, Visit Connect, and Logout. The main content area is titled 'Personnel' and shows 'Total Registered Personnel: 0 (unlimited)'. A search bar is located in the top right of this section. Below the search bar, a table header is visible with columns: Register Booth Staff, Email, Company, Country, Registration State, Registration Type, and Attendance State. The 'Import Excel' option in the dropdown menu under the '+ New' button is highlighted with a red arrow. The table body is currently empty, displaying 'No data available'. At the bottom of the page, there is a footer with the 'European Utility Week' logo and version information 'version:3.25.47406'. A status bar at the very bottom indicates '0 records match your search criteria.' and provides buttons for 'Email badge vouchers', 'Print badge vouchers', and 'Export all'.