



DE DIGITAL EXPO
云上会展
阿里巴巴集团旗下

Exhibitor Registration Manual



Process of Exhibitor



<p><u>1. Exhibitor Registration</u></p>	<p>Registration Through Exhibition Group Promotiom Link</p> <p>Individual Company Registration</p>			
<p><u>2. Registration for the Exhibition</u></p>	<p>Exhibition Management</p>	<p>Complete Information</p>	<p>Submit For Review</p>	
<p><u>3. Receive Payment Notice</u></p>	<p>Receive Payment Notice Via Message/Email</p>		<p>Online Payment</p>	
<p><u>4. Exhibition Booth Arrangement</u></p>	<p>Layout</p>	<p>Booth Goes Online</p>	<p>Modify Booth Content</p>	<p>Exhibits (Projects) Post /Remove</p>
<p><u>5. Pass Management</u></p>	<p>Input Contact Information Of Pass Administrator</p>		<p>Add Staff Information</p>	
<p><u>6. Other Operating Instructions</u></p>	<p>Business Opportunity Management</p>		<p>Visitor Management</p>	<p>Group Participation Management</p>
	<p>Order Center</p>	<p>Employee Management</p>	<p>Account Management</p>	<p>Exhibitor Information Modification</p>

FAQ

- 👉 [How to register for exhibitions?](#)
- 👉 [Can exhibitors complete the registration of system first and the registration of the exhibition later?](#)
- 👉 [Is there a reminder when the exhibitor is rejected?](#)
- 👉 [What if the registration review is rejected?](#)
- 👉 [How to check registration status?](#)
- 👉 [How to modify the enterprise information after submission?](#)
- 👉 [How to modify the account information after submission?](#)
- 👉 [How to arrange online booth ?](#)
- 👉 [How to modify displayed content on the online booth?](#)
- 👉 [How to set up permission for enterprise staff ?](#)
- 👉 [How to add staff who needs to apply for pass in batch?](#)
- 👉 [How to change staff belonging?](#)
- 👉 [How to check invitation from exhibition group?](#)
- 👉 [How to check order information?](#)

1、 Exhibitor Registration

(Note: Once you start to register for the system, you need to complete registration for the exhibition at the same time. If you drop out of the registration, it will be regarded as unfinished registration. And you are not qualified to attend exhibition.)

Registration Through Exhibition Group Promotion Link



1. Open the exhibition group promotion link(This page is a sample, the content of the promotion page is customized by the exhibition group). Click the "Sign Up "

The first time you log in to the exhibitor backstage, you need to complete the organization/company information.

Note: Before the exhibitor registration review is approved, if a registered **Individual Company** wants to join an exhibition group, it can start with registration and register through the promotion link provided by the exhibition group.



Registration Through Exhibition Group Promotion Link



2. Click “register” if it is the first time for you to sign up. You can log in directly if you already have an account.

A screenshot of a mobile application's "Enterprise Login" screen. The screen has a blue header with a back arrow and the text "Enterprise Login". Below the header, there are two input fields: "Enterprise Email" with the placeholder text "Enter the enterprise email", and "Verify code" with the placeholder text "Enter the verification code". To the right of the "Verify code" field is a link that says "Obtain verification code". Below the input fields is a large blue rounded button labeled "Login". Underneath the button is the text "Have no account and go [Register](#)". At the bottom of the screen, there is a language selector showing "Chinese / English".

Registration Through Exhibition Group Promotion Link



3. According to the country to which the enterprise belongs, choose the channel and enter.



Registration Through Exhibition Group Promotion Link



4. Fill in the enterprise information, confirm and then click "Next" to submit.

The screenshot shows a mobile application interface for filling in company information. The title bar is blue with a white back arrow and the text "Fill In Company Information". Below the title bar is a progress indicator with four steps: 1. Company Information (highlighted in blue), 2. Exhibitor Information, 3. Exhibit/Project, and 4. Confirm Information. The form contains the following fields:

- * Country/Area: Select >
- * Enterprise Name(CN): Enter
- * Enterprise Name(EN): Enter
- * Contact Name: Enter
- * Contact Position: Enter
- * Contact Mobile Phone: Enter
- * Contact Email: Enter
- * Enterprise Account: 1837479206@qq.com
- * Industry: Select >
- * Enterprise Type: Select >
- Enterprise Nature: Select >
- Registered Capital(10,000 yuan): Enter
- * Enterprise Phone: Enter
- * Fax: Enter
- Enterprise Website: Enter
- Enterprise Size: Select >
- Business license code: Enter
- Post Code: Enter
- * Address: Enter

At the bottom of the form, there is a radio button labeled "Read And Agreed" followed by a link to "Notices for Exhibitors". Below this is a large blue button labeled "Next".

Registration Through Exhibition Group Promotion Link



5. Please wait for the results after submitting. If the sign-up review is rejected, you can modify on the original content based on the reason and resubmit. The pictures below show the three status of review result.

Note: After the registration review is approved, enter <https://digital.caexpo.org/admin/user/login> on the PC to access the system backstage for arranging for exhibition.

Confirm The Exhibition Information

Review Status: **Checking**

Confirm The Exhibition Information

Review Status: **Approved**

Confirm The Exhibition Information

Review Status: **Rejected, modify it and re-submit it for review.**

Reason:

Individual Company Registration



1. Google Chrome 80 or above are recommended.
2. Backstage link: <https://digital.caexpo.org/admin/user/login>.
3. Open the login page and click "register" .



Individual Company Registration



Registration Process :

Enter an email address (Enterprise mailbox is recommended here) → Obtain and enter the verification code → Set your password → Tick the Read and Agreed 《User Service Agreement》 《On-line CAEXPO Privacy Policy》 → Click “register”

< Back to login Account register

Enter a email address for verificationCode

Verification Code Obtain

8 to 16 characters in length, contain numbers and ...

Confirm Password

The password must be 8 to 16 characters in length, contain numbers and letters.

Read and Agreed 《User Service Agreement》 《On-line CAEXPO Privacy Policy》

Register

Note: To ensure a better user experience, we recommend that you use Google Chrome.

Chinese / English

Individual Company Registration



1. Exhibitors choose the enrollment channels according to the actual situation. After selecting a channel, exhibitors will enter a page to fill in information.
2. If selecting a wrong channel, exhibitors need to return to the login page, log in again and then make the selection.



China



ASEAN Countries



Non-ASEAN Countries

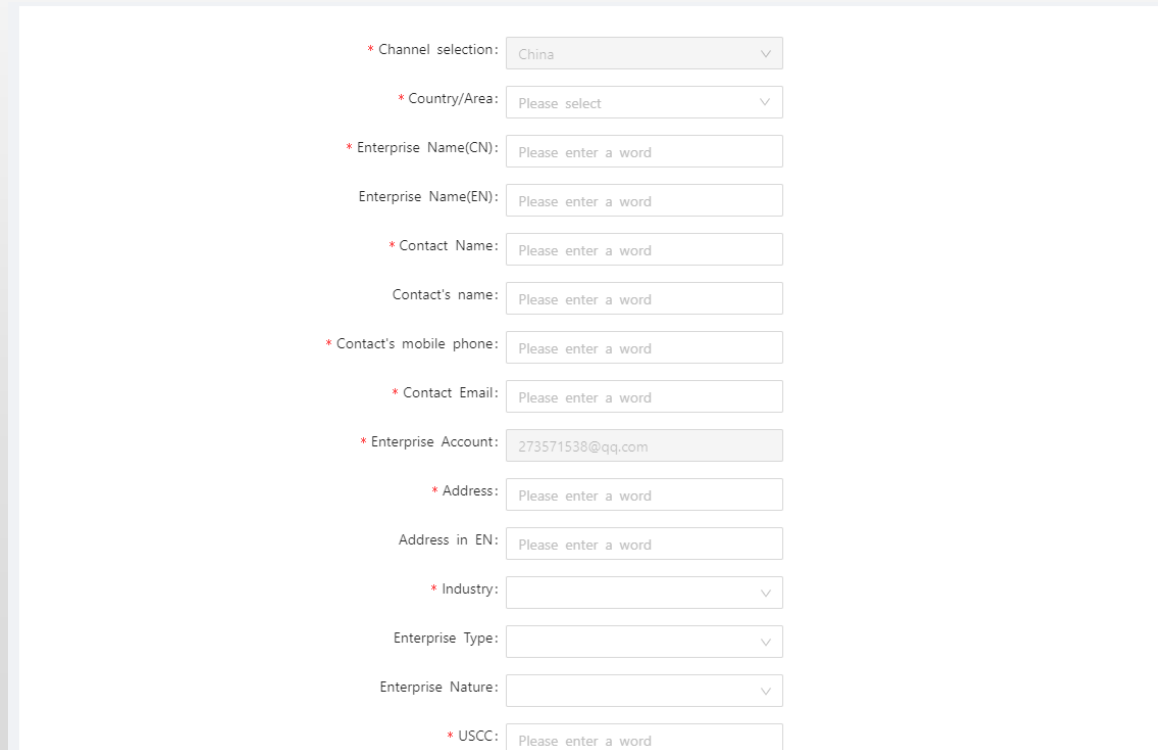
Individual Company Registration

You need to complete the organization/company information when you log in to the exhibitor backstage for the first time.

Note: 1.Information marked with * is required. If you do not enter, you will not able to submit your registrstion information.

2.Before the exhibitor registration review is approved, if a registered **Individual Company**wants to join the exhibition group, it needs to login the system through the promotion link provided by the exhibition group and start its registration again.

3.For the registration process, please refer to [“Exhibitor register through the exhibition group promotion link”](#) at P5.



The screenshot shows a registration form with the following fields:

- * Channel selection: China (dropdown)
- * Country/Area: Please select (dropdown)
- * Enterprise Name(CN): Please enter a word (text input)
- Enterprise Name(EN): Please enter a word (text input)
- * Contact Name: Please enter a word (text input)
- Contact's name: Please enter a word (text input)
- * Contact's mobile phone: Please enter a word (text input)
- * Contact Email: Please enter a word (text input)
- * Enterprise Account: 273571538@qq.com (text input)
- * Address: Please enter a word (text input)
- Address in EN: Please enter a word (text input)
- * Industry: (dropdown)
- Enterprise Type: (dropdown)
- Enterprise Nature: (dropdown)
- * USCC: Please enter a word (text input)

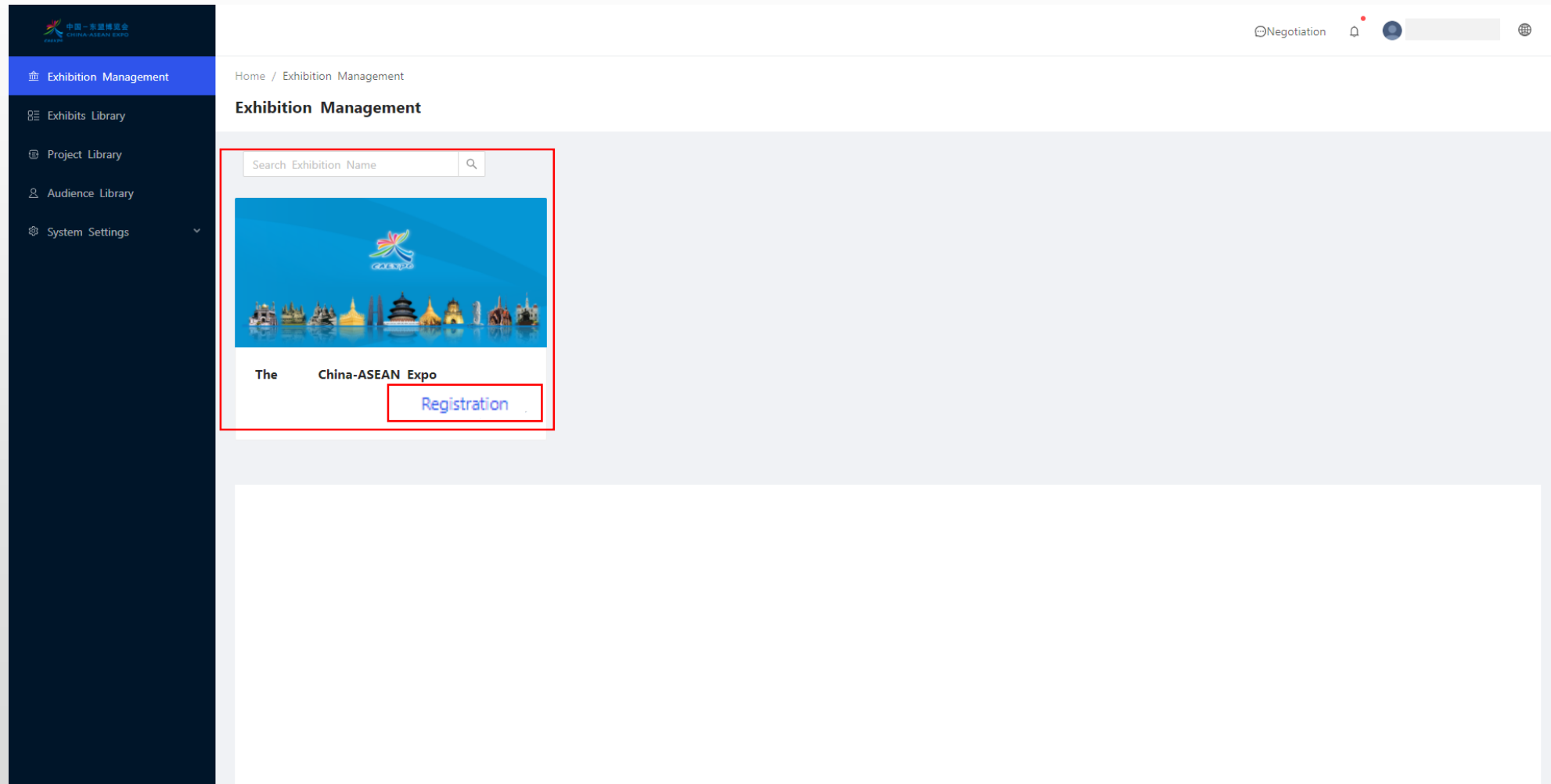
2、Registration of Exhibition

(Note: This step is a mandatory step to qualify for the exhibition. Please do not quit during the operation.)

Registration For Exhibition



After completing the registration of system, you can enter the system, select the exhibition you want to attend on the exhibition list, and click "Registration".



Registration For Exhibition



1. Confirm the Exhibitor information

2. Note: ①Make sure information with * is correct. ②Tick " I have read and agree to 《Notices for Exhibitors》 " before clicking Next.

1 Confirm Enterprise Info 2 Exhibitor Information 3 Exhibit/Project 4 Confirm Information

* Channel name:

* Enterprise Name(CN):

* Contact Name:

* Contact Email:

* Industry:

* Country/Area:

* Enterprise Account:

* Contact's mobile phone:

Address:

* Enterprise Overview:

I have read and agreed to 《Notices for Exhibitors》

Next

Registration For Exhibition



1. Complete the Exhibitor Information

2. Note: ① Make sure of ticking "Exhibitor" in the Identity Type, because the backstage of exhibitor and exhibition group are different; ② options marked with * should be filled in completely, or you are not able to submit your information; ③ The size of the exhibitor's logo should not exceed 1M, the recommended size is 400*400, in jpg, png format.

Progress: 1. Confirm Enterprise Information (checked) 2. Exhibitor Information (active) 3. Exhibit/Project 4. Confirm Information

* Identity Type: Exhibitor Exhibition Group

* Participation method: Online and Physical Exhibitor

* Theme:

* Booth:

- * Zone:
- * Booth Type:

Upload Files:

Formats: PDF File Size: ≤ 10 MB. JPEG, JPG and PNG. Size: ≤ 1 MB. Upload up to 10 attachments

Foreign exhibitors or pavilions need to upload:

1. Company business license and Chinese version (if any)
2. Proof of origin of the product
3. Customs declaration

Estimated value(CNY): 0.00 RMB

Remarks:

* Exhibitor Name:

* Exhibitor's Name Abbreviation:

* Exhibitor Logo:

Registration For Exhibition



Add exhibits from the exhibit warehouse or create new exhibits (or projects) according to the situation of you company.

Note: If you register for the system for the first time ,your exhibit warehouse is empty and you should click **Create Exhibit** or **Project** at this step ;if you have registered in previous years, you can choose to add form exhibit warehouse or create exhibits or projects.

You must enter all your exhibits. It is related to the customs.

The screenshot displays the registration process at step 3, 'Exhibit/Project'. The main interface includes a progress bar at the top with steps: 1. Confirm Enterprise Infor, 2. Exhibitor Information, 3. Exhibit/Project (active), and 4. Confirm Information. Below the progress bar, there are two tabs: 'Exhibit' and 'Project'. Under the 'Exhibit' tab, there are two buttons: 'Add from Exhibit Warehouse' and 'Create Exhibit'. Both buttons are highlighted with a red box, and red arrows point from them to two modal windows. The first modal window, titled 'Add from Exhibit Warehouse', contains a search bar with the placeholder 'Please enter a word', a dropdown menu with 'Please select', and 'Search' and 'Reset' buttons. Below the search bar, it shows '0 projects have been selected, and 0 projects in total' and a table with columns 'Exhibit Name', 'Exhibit Category', and 'Price (CNY)'. The second modal window, titled 'Create Exhibit', contains form fields for 'Exhibit Name (CN)', 'Exhibit Name (EN)', 'Exhibit Category' (a dropdown menu), and 'Price (CNY)'. It also features an 'Upload' button for a cover image and a note: 'Each image to be uploaded must be in JPG or PNG format and no larger than 5 MB (recommended pixel size: 800 x 800)'. Both modal windows have 'Cancel' and 'OK' buttons at the bottom.

Registration For Exhibition



After the information is confirmed to be correct, you can click *submit* and wait for the Sponsor/Exhibition Group to review.

Progress: Confirm Enterprise Infor Exhibitor Information Exhibit/Project **4** Confirm Information

Basic Information

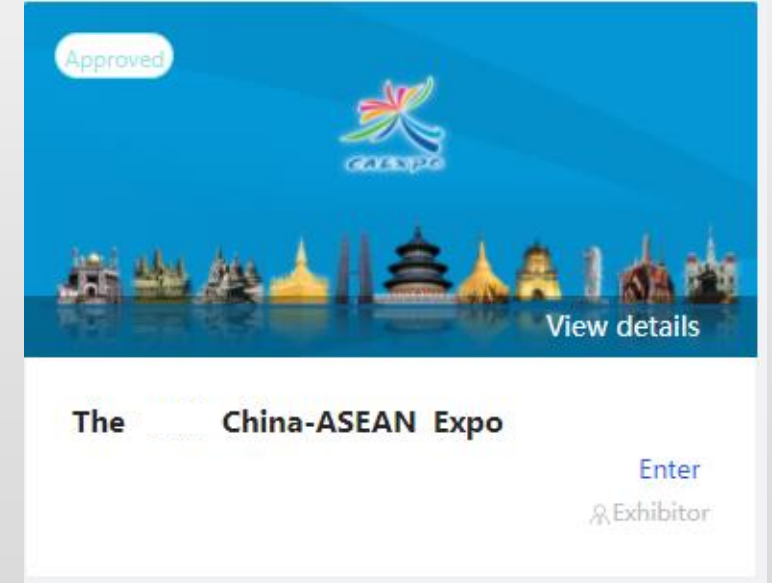
Exhibitor Channel: China	Country/Area: China-Guangxi-NanNing
Enterprise Name(CN): [REDACTED]	Enterprise Name(EN): -
Contact Name: [REDACTED]	Contact's name: -
Contact's mobile pho. [REDACTED]	Contact Email [REDACTED].com
Enterprise Account: [REDACTED]	Address [REDACTED]
Address in EN: -	Industry: informational transmission, software and IT services
Enterprise Type:	Enterprise Nature:
USCC: 00000000	Registered Capital(10,...): -
Contact Position: -	Enterprise Phone: -
Fax: -	Enterprise Website: -
Enterprise Size:	Post Code: -
Enterprise Code: -	

Registration For Exhibition

1. Please wait for the results after submitting. If the registration review is rejected, you can modify based on the reason and resubmit. The pictures below show the three status of review result.

2. If the registration review is approved, the review status should be shown as Picture 3, and exhibitors can click "Enter" to set up the exhibition.

Note: ① Exhibitors can not enter the exhibition in stages of "Under approval" and "Rejected". Only the registration review is approved can exhibitor enter the exhibition and operate; ② No matter the registration review is approved or not, exhibitors will receive the corresponding SMS/email reminder.



Registration For Exhibition



If the enterprise registration information is not passed, you need to re-edit the registration information and submit again according to the prompt of the reason for not passing.

Note: Before the exhibition registration review is approved, if a registered **Individual Company** wants to join the exhibition group, it needs to login the system through the recruitment link provided by the exhibition group and start its registration again.

For the registration process, please refer to [“Registration through the exhibition group promotion link”](#) at P5.

Not approved. Please modify and resubmit.

Reason: Lack of enterprise information

Basic Information

Exhibitor Channel: DefaultChannel Country/Area: Afghanistan

Enterprise Name(CN): Enterprise Account:

Contact Name: Contact's mobile pho...1

Contact Email: Industry: culture, sport and entertainment industries

Address: -

Exhibitor Information

Exhibitor status: Exhibitor Participation method: Online and Physical Exhibitor

Theme: electronic/phone

Zone: datangkaifazhanqu1sd

Booth Type: biaotan1

Booth Quantity : 1

Estimated value(CNY): 123.00 RMB

Zone: datangkaifazhanqu1sd

Booth Type: biaotan1

Booth Quantity : 1

Estimated value(CNY): 123.00 RMB

Exhibitor Name: Exhibitor's Na

Exhibitor Logo:

Exhibitor Description: 111111

Remarks:

Enclosure:

Exhibit / Project Info

Project Name: 1111 Project Type: bond investment Industry: transportation, warehousing and post

Edit Again

Check Registration Status



To check the registration status, you can click the "Message" button on the left side of your account to check.

The screenshot displays the CAEXPO user interface. On the left is a dark sidebar with navigation options: Exhibition Management, Exhibits Library, Project Library, Audience Library, and System Settings. The main content area is titled 'System Notification' and shows two notifications:

- Sign-up Review Approved.** 2021-06-30 08:43:55
Dear [redacted] congratulations! You have signed up. Please wait for the review result.
- login was successful** 2021-06-30 08:31:20
Dear users, Hello, congratulations on your successful registration.

At the bottom right of the notification list, there is a pagination control showing '2 in total' and a page number '1' in a blue box, with 'Go to' and an input field.

In the top right corner of the interface, there is a 'Negotiation' button and a bell icon representing messages. A red box highlights the bell icon, and a red arrow points to it from the right side of the page.

3. Receive Payment Notice And Online Payment


Receive Payment Notification Letter



Finishing review, the sponsor will send payment notification letter in form of short message/e-mail to exhibitor. The sponsor will allocate booth and send exhibition confirmation letter to exhibitors.

标题：缴费通知函

尊敬的用户：

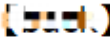
您申请加入的【】需进行展位缴费，可点击链接【<https://2i1i.cn/THts>】进行预览。

此为系统邮件，请勿回复，由此给您带来的不便请谅解！

2021/07/15。

Title: Payment Notification

Dear user,

You need to pay for the booth to participate in the 【】. You can click the link 【<https://2i1i.cn/THts>】 to preview.

You do not need to reply to this automated email. We apologize for any inconvenience caused.

2021/07/15。

Pay For Booth online



After receiving payment notification letter, exhibitors can check the payment order on page of "Order Center", and pay for booth and deposit online.

Note: After clicking "Pay", the page will jump to the payment page, and exhibitors can choose a suitable payment method for online payment.

The exhibition will start in 18 days 00 hour

Home / Exhibition management / back / Order Center

Order Center

Booth Order

Order Status Start date → End date

Booth Payment Deposit Payment

Export Order

Order Number	Commodity Name	Commodity specifications	Amount of Payment on...	Total Amount	Exhibitor/Group Name	Contact Details	Creation Time	Order Status	Action
								Awaiting payment	Pay

1 items in total

Receive The Booth Confirmation



After the payment is completed, the sponsor will assign the booth and issue the booth confirmation letter.

Note: The confirmation will be sent by email/SMS. In addition, exhibitors can also check the issue of the confirmation in the system message section.

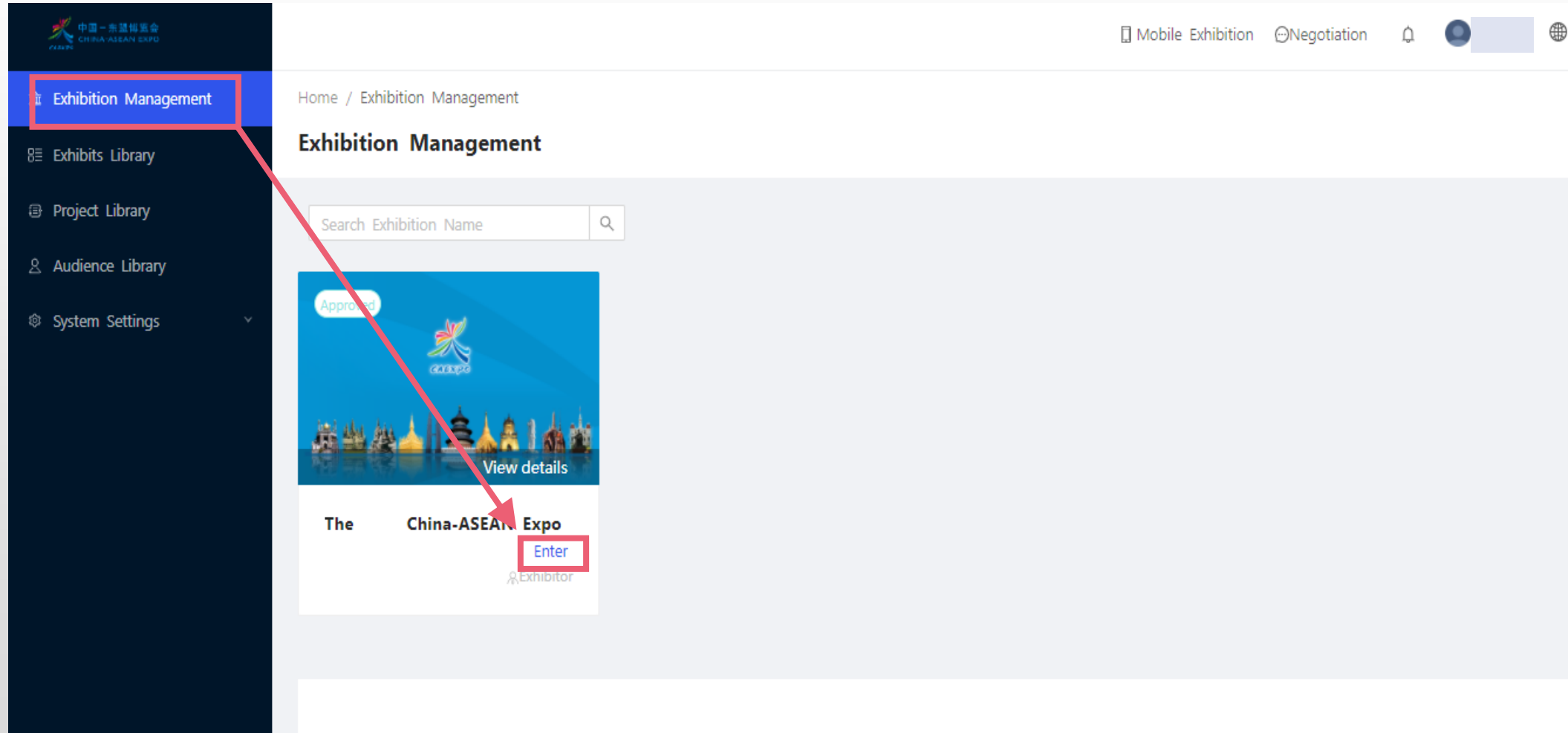
The screenshot displays a web application interface. On the left is a dark blue sidebar with navigation items: 'The [redacted] China-ASEAN E...' (2021.09.10-2021.09.13), 'Online Booth Management', 'Business Opportunity Man...', 'Visitor Management', 'Content Management', 'Group Participation Mana...', 'Pass Management', 'Order Center', and 'Exhibition Settings'. The main content area has a top status bar indicating 'The exhibition will start in 18 days 00 hour' and navigation links for 'Inquiry', 'Negotiation', and a notification bell icon (circled in red). Below this is a breadcrumb 'Home / System Notification' and a title 'System Notification'. A search bar with 'Start Time', 'End Time', and 'Fuzzy Keyword Search' is present. A notification message is highlighted with a red box: 'The Booth confirmation has been issued 2021-07-13 23:30:04. Your booth confirmation has been sent to the exhibitor's corporate email/contact phone or email after confirmation by the organizer. Please be aware.'

4、 *Exhibition Booth Arrangement*

Enter the exposition



After the registration review is approved, exhibitors can click “Enter” and get into the exhibition. Exhibitors can arrange online booth and take other operations.



Exhibition Booth Arrangement



On page of " Exhibition Booth Arrangement" , exhibitors can renovate the booth.

The exhibition will start in 59 days 08 hour

Mobile Exhibition Inquiry Negotiation

The 18th China-ASEAN Expo 2021.09.10~2021.09.13

Home / Exhibition management / The 18th China-ASEAN Expo / Exhibition Booth Management

Exhibition Booth Management Not opened Open

Please ensure that you have completed the decoration of the exhibition hall and the content (exhibits, live broadcast, conference) on the list, or your exhibition booth will be empty.

Showcase Basic info

Exhibitor Logo

Chinese Company Name

English Company Name

Chinese Company Description

English Company Description

Exhibition Hall Decoration

Your showcase is empty, please proceed to [Renovate](#) your showcase

Renovate

Exhibition Booth Arrangement



Exhibitors can edit content to be displayed on the online booth in this page. The form can be "picture" or "video". The size of the picture should not exceed 1M, the recommended size is 800*800, in JPG or PNG format; the size of the video should not exceed 100M and the length should not exceed 3 minutes. The recommended size is 16:9 ,in MP4 format. After uploading, click "Submit".

The exhibition will start in 59 days 08 hour

Home / Exhibition management / The 18th China-ASEAN Expo / Exhibition Booth Management / Edit Showcase

Edit Showcase

Showcase Basic info

Exhibitor Logo

Chinese Company Name

English Company Name

Chinese Company Description

English Company Description

Exhibition Hall Decoration

Templates

2D

2D Booth

Image Video

* Showcase Image

+ Upload

Cancel Submit

Modify Booth Content



If you need to modify the contents of the exhibition after finishing the arrangement of the exhibition, you can click "Edit" to modify and submit it again.

The exhibition will start in 59 days 07 hour

Mobile Exhibition Inquiry Negotiation

The 18th China-ASEAN Expo 2021.09.10-2021.09.13

Home / Exhibition management / The 18th China-ASEAN Expo / Exhibition Booth Management

Exhibition Booth Management Closed Open

Please ensure that you have completed the decoration of the exhibition hall and the content (exhibits, live broadcast, conference) on the list, or your exhibition booth will be empty.

Showcase Basic info

Exhibitor Logo	Chinese Company Name
	企业11
Chinese Company Description	English Company Name
	English Company Description

Exhibition Hall Decoration

Templates: 2D

2D Booth: Image

Showcase Image:

Edit

Booth Goes Online



After confirming the contents of the booth, the exhibitor can click "Open" button then the booth goes online .

The exhibition will start in 59 days 07 hour

Mobile Exhibition Inquiry Negotiation

The 18th China-ASEAN Expo / Exhibition Booth Management

Exhibition Booth Management Closed

Please ensure that you have completed the decoration of the exhibition hall and the content (exhibits, live broadcast, conference) on the list, or your exhibition booth will be empty.

Showcase Basic info

Exhibitor Logo	Chinese Company Name
	企业11
Chinese Company Description	English Company Name
	English Company Description

Exhibition Hall Decoration

Templates: 2D

2D Booth: Image

Showcase Image:

Edit

Open

Exhibits (Projects) Post /Remove



Exhibitors can post/remove,delete,label or group together the approved exhibits and projects on page of "Content Management" .

Note: Move cursor to the last icon "... " and the "group" button will appear.

The screenshot displays the 'Content Management' section of the CAEXPO system. The left sidebar shows a navigation menu with 'Content Management' and 'Exhibits' highlighted. The main content area shows a list of exhibits with columns for Name, Category, Price, Update Time, Review Status, and Operation. The 'Operation' column for each exhibit includes buttons for 'Post', 'Delete', 'Labeling', and a three-dot menu icon. The 'Group' button is visible in the dropdown menu for the second exhibit. The interface also includes a search bar, filters, and a pagination control at the bottom.

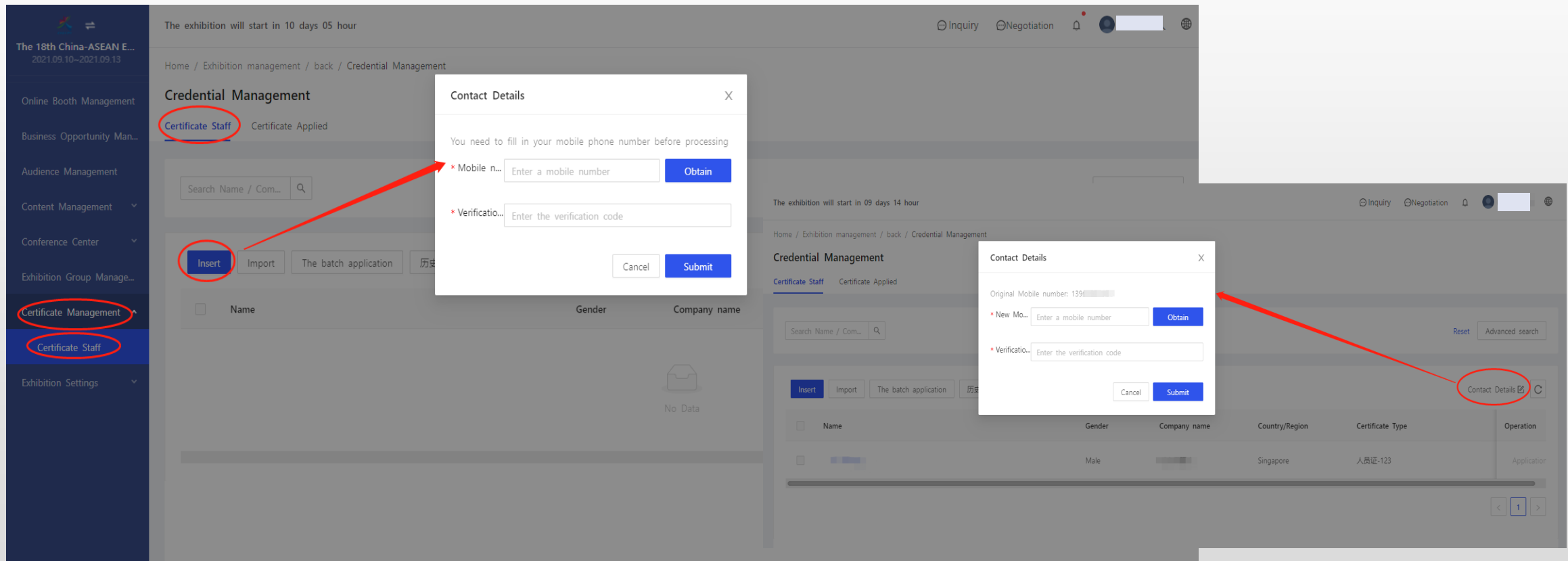
Exhibit Name	Category	Price (yuan)	Update Time	Review Status	Operation
[Redacted]	Investment...	-	2021-07-12	Approved	Post Delete Labeling ...
[Redacted]	Investment...	-	2021-07-12	Approved	Post Delete Labeling ...

5、 **Pass Management**

Input Contact Information Of Pass Administrator

1. Procedure: Pass Management → Pass Staff → Insert → You need to fill in your mobile phone number when applying certificate for the first time.

2. Note: You can click “Contact Details” to modify.



The screenshot displays the 'Credential Management' interface. The left sidebar shows 'Certificate Management' and 'Certificate Staff' highlighted. The main area shows the 'Insert' button circled in red. A 'Contact Details' modal is open, prompting for a mobile number and verification code. A second screenshot shows the 'Contact Details' modal with a red circle around the 'Contact Details' link in the table, with a red arrow pointing to it.

Name	Gender	Company name	Country/Region	Certificate Type	Operation
					Application
	Male		Singapore	人员证-123	

Add Staff Information(Manually Adding)



1. Two ways: manually adding and applying in batch.
2. Manually add staff information who needs to apply for pass : Click Pass Staff → Insert → enter the staff's information → click "Submit"

Note: 1. The information of staff who needs to apply for pass needs real-name verification.

2. All items with * are required. Please fill in carefully.

The screenshot displays the 'Pass Management' interface. On the left sidebar, 'Certificate Management' and 'Certificate Staff' are highlighted with red boxes. In the main content area, the 'Pass Management' section has an 'Insert' button highlighted with a red box. A red arrow points from this button to the 'Insert' modal form. The modal form includes a warning message: 'The name of the group will be printed when the group applies for the certificate, and the company name will be printed when the individuals certificate is prepared'. Below this, there are several required fields marked with an asterisk (*): Name, Gender, Phone, Email, Country/Area, Identity Card, Company Name, Position, and Photo. The 'Photo' field has an '+Upload' button and a note: 'Size 100-200K. The recommended size is 240 * 320 or 480 * 640 in JPG, PNG and JPEG formats'. At the bottom of the modal, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted in red.

Add Staff Information(Applying In Batch)



Follow these steps to import pass staff in batch :

Step 1 : click "Import" →Download the import templat

The screenshot shows the 'Pass Management' interface. On the left sidebar, 'Pass Management' and 'Pass Staff' are circled in red. In the main area, the 'Import' button is also circled in red. A red arrow points from the 'Import' button to a modal dialog box titled 'Import'. The dialog box contains the text 'Approval information:' followed by a blue button that says 'Please upload the template format file'. Below this, it says 'Supported formats: xls, xlsx'. A blue link 'Download the import template' is circled in red. At the bottom of the dialog are 'Cancel' and 'Send' buttons. The background shows a table with columns: Name, Gender, Company name, Country/Region, Pass Type, and Operation. The first row has a checkbox, '办证人员2', '女', '展商印尼', 'Bulgaria', '全体成员证件-全体成员证', and 'Application'.

Add Staff Information(Applying In Batch)



Step 2: fill in the template with information of certificate staff.(The * items are required to be filled in, or it will fail to import.)

姓名 (Name)	性别 (Gender)	国家/地区 (Country/Area)	身份证件类型 (Identity Card Type)	证件号 (Identity Card Number)	生日 (birthday)	公司名称 (Company Name)	账号 (Account Number)	手机 (Phone)	邮箱 (Email)	照片 (Photo)
【必填项】 最多50个 字符	【必填项】 选择	【必填项】 如果是国 内, 请填写城市(比如苏 州市, 北京城区, 重庆郊	【必填项】 选择	【必填项】 最多60个 字符	【必填项】 生日格式 yyyy-MM-dd或者 yyyy/MM/dd 生日的	【必填项】 最多150 个字符	【必填项】 最多50个 字符, 使用手机号码和 邮箱规则校验	【必填项】 手机格式 校验, 注意国内国外	【必填项】 最多50个 字符, 邮箱规则校验	【必填项】 图片格 式: jpg/png/jpeg; 图片尺寸: 480*640;

Add Staff Information(Applying In Batch)



Step 3: click "Please upload the template file" , upload the completed file and submit it.

The exhibition will start in 09 days 07 hour

Home / Exhibition management / back / Credential Management

Credential Management

Certificate Staff Certificate Applied

Search Name / Com... 🔍

Import The batch application

<input type="checkbox"/>	Name	Gender	Company name	Country/Region
<input type="checkbox"/>	Lu Guang	Male	时光代理人	Singapore

Import

Approval information: **Please upload the template format file**

Supported formats: xls xlsx

[Download the import template](#)

Cancel Send

prompt

The import task has been submitted successfully. We will inform you in the form of website mail after completion. Please note that check.

Submit

successful import

Cancel Send

Add Staff Information(Applying In Batch)



As the type of pass is not recorded in the template,the operator should apply for the type of pass according to the requirements of the pass staff.

Methods:

- ①. Click “Applicator” and choose exhibition certificate type. Click “send” to finish application.
- ②. You can tick pass staff to go on batch application.

The screenshot shows a web application interface for managing exhibition passes. At the top, it indicates 'The exhibition will start in 17 days 14 hour'. The main area is divided into 'Pass Staff' and 'Pass Applied' tabs. A modal dialog titled 'Applicate' is open, showing 'Exhibition Pass Type' with a radio button for 'Visitor'. The dialog has 'Cancel' and 'Send' buttons. In the background, a table lists staff members with columns for 'Country/Region', 'Pass Type', and 'Operation'. The 'Application' button in the 'Operation' column is circled in red, with a red arrow pointing to it from the 'Send' button in the modal dialog.

Name	Gender	Company	Country/Region	Pass Type	Operation
吴六			Indonesia		Application
吴七			Indonesia		Application
吴八			Indonesia		Application
办证人员2	女	展商印尼	Bulgaria	全体成员证	Application

Change Staff Belonging



When you insert certificate staff who has been entered by other enterprise, you can apply for changing staff belonging. After the enterprise agree to change, you can apply for certificate for the staff.

Home / Exhibition management / My Exhibition / infrlgogogo710 / Certificate Management / Certificate Staff

Pass Management

Pass Staff Pass Applied

Search Name / Com...

<input type="checkbox"/>	Name
<input type="checkbox"/>	胡大林1157
<input type="checkbox"/>	714PM1



Tips

The user has been entered into the system by other units. If you need to change the certificate-issuing unit, please click to initiate a replacement unit application, and contact your unit for processing in the station letter Credentials administrator contact information: 22222222 (131 79000876)

Basic Information

* Name: IDENTITY_CARD_ADDED_BY_OTHERS [Click to view](#) * Gender:

* Phone: Email:

* Country/Area: * Identity Card ...:

* Identity Card ...: * birthday:

* Company Na...:

Administrative L...: * Photo:

Size 100-200K. The recommended size is 240 * 320 or 480 * 640 in JPG, PNG and JPEG formats

6、 Other operating instructions

Business Opportunity Management



Exhibitors can check inquiry message and inquiry hall on page of “Business opportunity management” - “Inquiry” .

The screenshot shows a web interface for the 18th China-ASEAN Expo. The left sidebar contains navigation options: Online Booth Management, Business Opportunity Management (circled in red), Inquiry (circled in red), Audience Management, Content Management, Exhibition Group Manage..., Certificate Management, Order Center, and Exhibition Settings. The main content area displays a notification: "The exhibition will start in 59 days 05 hour". Below this is a breadcrumb trail: Home / Exhibition management / My Exhibition / The 18th China-ASEAN Expo / Business Opportunity Management / Inquiry. The "Inquiry" section has two tabs: "Inquiry Message" (selected) and "Inquiry Hall". There are filters for "Not Finished" and "Finished". A search bar contains "Category" and "Please enter the inq...". Below the search bar is a table header with columns: Inquiry Title, Purchase Quantity, Purchase Type, Desired Delivery Date, Desired Delivery Address, Inquiry Category, Status (with a dropdown arrow), and Operation. The table body is empty, showing a "No Data" message with a folder icon.

Visitor Management



Exhibitors can check visitor information on page of "Visitor Management" .

The screenshot shows a web application interface for "Audience Management". On the left is a dark blue sidebar with navigation options: "Online Booth Management", "Business Opportunity ...", "Audience Management" (highlighted with a red circle), "Content Management", "Exhibition Group Manage...", "Certificate Management", "Order Center", and "Exhibition Settings". The main content area has a top status bar indicating "The exhibition will start in 59 days 05 hour" and navigation links for "Mobile Exhibition", "Inquiry", "Negotiation", and user profile. Below this is a breadcrumb trail: "Home / Exhibition management / The 18th China-ASEAN Expo / Audience Management". The main heading is "Audience Management". A search bar contains filters: "Choose the degree of...", "Select the category", and "Fuzzy Keyword Sear...". Below the search bar is a table with columns: "Name", "Mobile number", "Email Address", "Degree of cooperatio...", "Mobile number(Card)", "Email Address(Card)", and "Company/Organization'Name". The table is currently empty, displaying a "No Data" message with a folder icon.

Group Participation Management



Exhibitors can accept or decline invitation from exhibition group and check information of accepted exhibition group on page of "Group Participation Management" .

The exhibition will start in 58 days 14 hour

Mobile Exhibition Inquiry Negotiation

Home / Exhibition management / My Exhibition / The 18th China-ASEAN Expo / Exhibition Group Management

Exhibition Group Management

I joined [Invited information](#)

No.	Exhibition Group Name	Exhibition Group Introduction	Status	Invitation time	Operation
1			To be Accepted	2021-07-13 09:09	Accept Decline

Total 1 items < 1 > 10 / page

Staff Management



Click "*System Settings*" → "*Permission Management*". On this page, you can work on Staff Management, Role Management and Customer Service Management.

Note: You can add and edit staff and set role permission in "*Staff Management*". "*Role Management*" allows you to customize the roles of new staff.

Home / System Settings / Permission Management

Permission Management

[Employee Management](#) [Role Management](#) [Customer Service Management](#)

[Add Staff](#)

ID	Name	Phone number/email address	Role	Status	Operation
1			marketing and operation	Activated	Edit

Account Management



1. Move the cursor on the exhibitor's name → click “Account Information” .

The screenshot shows the CAEXPO Account Management interface. On the left is a dark navigation sidebar with the following menu items: Exhibition Management (highlighted), Exhibits Library, Project Library, Audience Library, and System Settings. The main content area is titled 'Exhibition Management' and includes a search bar for 'Search Exhibition Name'. Below the search bar is a card for 'The China-ASEAN Expo' with a 'View Review Progress' link and an 'Exhibitor' role indicator. In the top right corner, a user profile dropdown menu is open, showing 'Account Information' (highlighted with a red box) and 'Sign out' options.

Account Management

2. You can modify the account information.

A screenshot of the CAEXPO user interface showing the "Account Information" page. On the left is a dark blue sidebar with navigation options: "Exhibition Management", "Exhibits Library", "Project Library", "Audience Library", and "System Settings". The main content area has a header "Account Information" with a back arrow. Below is a "Basic Information" section with the following fields:

- Avatar:** A circular placeholder with a person icon and a "Change" link. Below it, the text reads "JPG or PNG image of 5 MB or less and 400 x 400".
- Name:** A text input field with a "Change" link to its right.
- Login Account:** A text input field with a "Modify Account" link to its right.
- Password:** A text input field with asterisks and a "Change Password" link to its right.

Exhibitor Information Modification



Click "System Settings" → "Enterprise Information". Exhibitors can edit enterprise information here.

Note: The enterprise name (Chinese) and login email cannot be modified.

Home / System Settings / Enterprise Information

Enterprise Information

[Company Information](#) Packages (Including Extension Packages)

Basic Information

Enterprise Logo	Country/Area
	China-Guangxi-NanNing
Enterprise Name(CN)	Enterprise Name(EN)
<input type="text"/>	-
Contact's name	Enterprise Account
-	<input type="text"/>
Address	Address in EN
南宁市民族大道100-1	-
Industry	Enterprise Type
informational transmission, software and IT services	
Enterprise Nature	USCC
	000000000
Registered Capital(10,000 yuan)	Contact Position
-	-
Enterprise Phone	Fax
-	-
Enterprise Website	Enterprise Size
-	

[Edit](#)

Q & A



If you have any questions, please scan the QR code to join the DingTalk group or call +86 - 771 - 12343 to contact.

CAEXPO Online Traini...



3 People



 Scan the QR Code to Join the Group

How to use DingTalk



1. Scan the QR code to download DingTalk

PC: <https://www.dingtalk.com/en?spm=a3140.8196062.0.0.6f4c5c3d6Dnytl>



Android



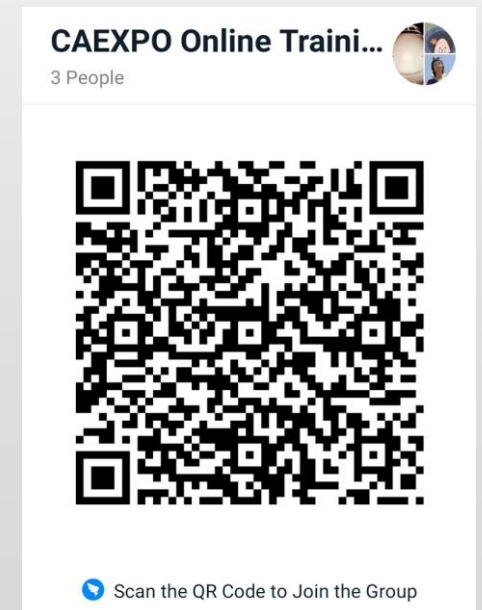
IOS

2. Register DingTalk Account

- A. Open the DingTalk APP and enter the user login interface;
- B. Click "Register" ;
- C. Complete account registration according to the system process.

3. Use DingTalk to scan the QR code to join the group.

4. If you have any questions, , please enter the group and leave a message in the group for interaction.



THANKS