

Managing Exhibitor Staff Members in WASB Portal

1. Log in to [WASB Portal](#)

- a. Login ID = your email address
- b. Password = Enter your WASB portal password.
- c. If you need help accessing the portal or navigating any of the following instructions, please email memberservices@wasb.org.

2. Viewing contacts associated with your organization, this is not the list of your registered staff.

- a. **All booth** attendees must be in your contact list.
- b. Hover over the “Manage Contact” tab and click “Add/Edit/Remove Exhibitor Staff Members.”

3. Manage your organization contacts

a. Add Contacts

- i. Hover over the “Manage Contacts” tab and click “Add/Edit/Remove Exhibitor Staff Members.”
- ii. Click the “+ Add” button at the top of the Exhibit Company Staff table.
- iii. Fill in the required fields. **All Contacts must have a unique email address.**
- iv. Press the blue “Submit” button.
- v. If you get an error message this email is already in use, contact memberservices@wasb.org
- vi. Repeat until all contacts are listed in the table.

b. Remove Contacts

- i. Go the bottom, **Remove Exhibit Company Inactive Staff** table.
- ii. Click on the pencil icon next to a contact to remove them.
- iii. Enter the stop date.
- iv. Press the blue “Submit” button.
- v. **Note:** these contacts will remain visible in the system until the following day.