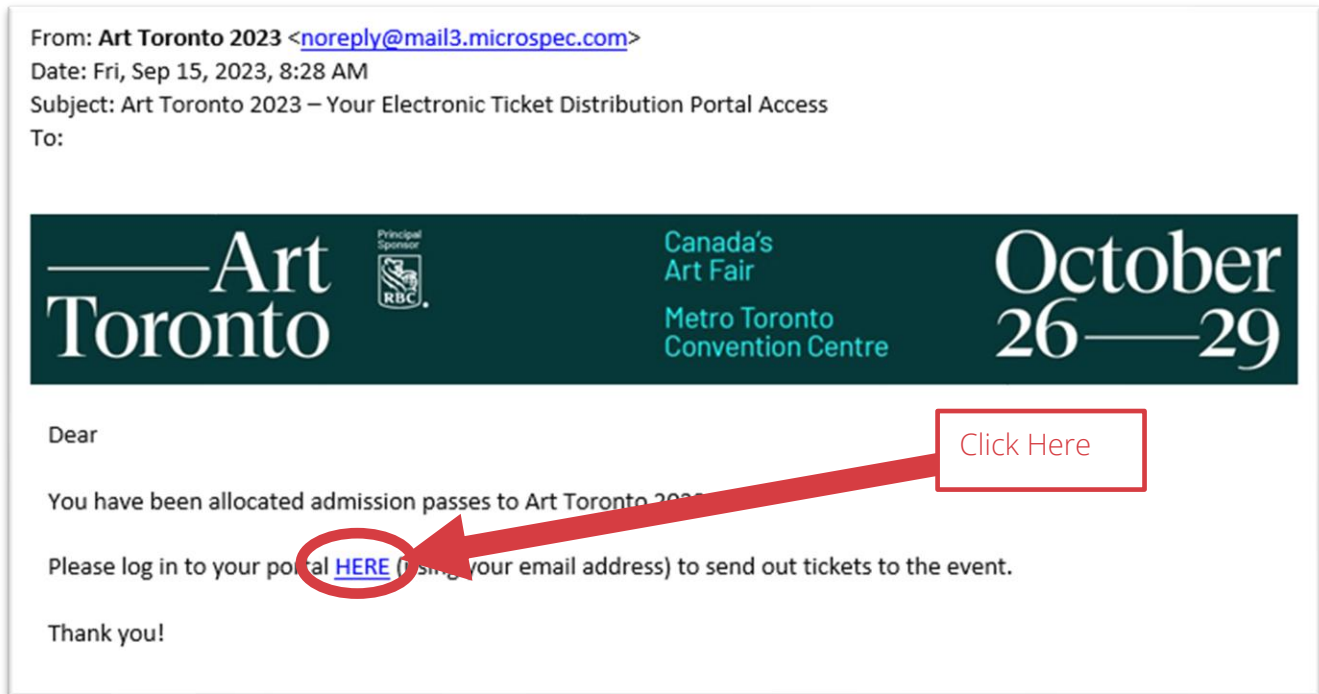# How to Use the Electronic Pass Distribution Portal

V1 – September 14, 2023

Step 1

To access your electronic pass distribution portal, click the link in the email you received from **Art Toronto 2023** (noreply@mail3.microspec.com). If you need this email re-sent to you, please contact Savannah.Morin@informa.com.

Here is an example of the email invitation:

.

Step 2

You will arrive at this web page; after reviewing the details about the two types of passes click "Continue":
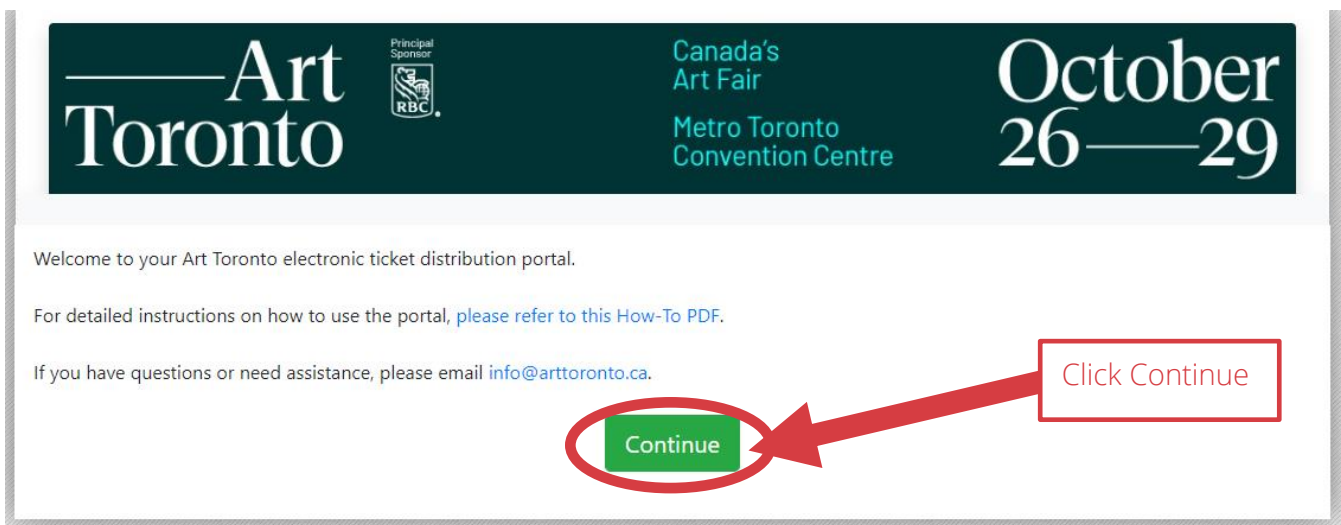
Step 3

Next, read and accept the portal's privacy policy:

Privacy Policy

MicroSpec/Tix123 agree that it/they hold in confidence and do not share or use any confidential or non-public information submitted via the Distribution Portal, including but not limited to, names, addresses, and email addresses of actual or potential attendees which come within the knowledge of MicroSpec/Tix123 in the performance of, or as a result of its services, except as authorized by the Exhibitor, or state or federal law and regulations.

Accept   Decline

Click Accept

Step 4 (optional)

You have the option of uploading your logo which will appear in the invitation emails sent out to your guests.

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Art Toronto

Canada's Art Fair

Metro Toronto Convention Centre

October 26—29

Electronic Ticket Distribution Portal   Logout

Upload your logo

For detailed instructions on how to use the Ticket Distribution Portal please refer to this How-To PDF.

Invite a Contact

Import Contacts

All Ticket Ty

You have distributed the following electronic ticket

Click here if you wish to upload your logo which will appear on the email messages you send out. You can delete it or change it at any time.

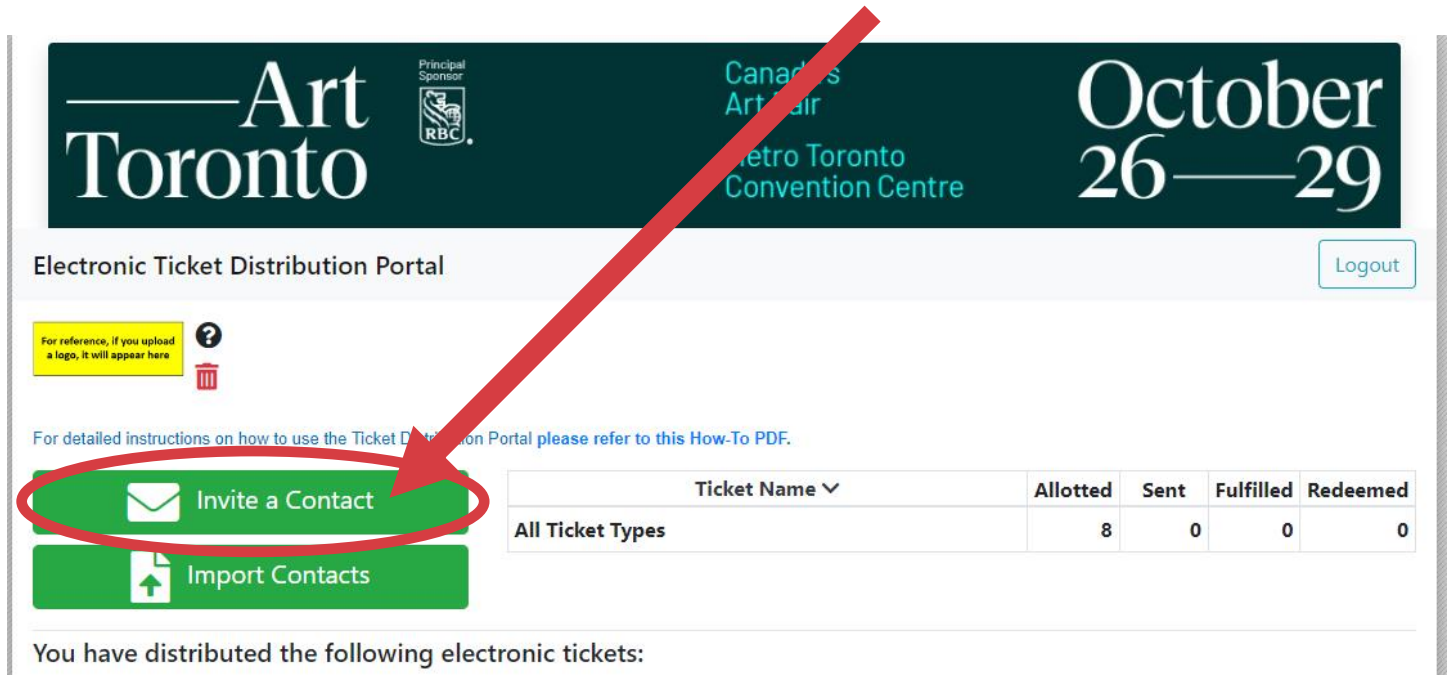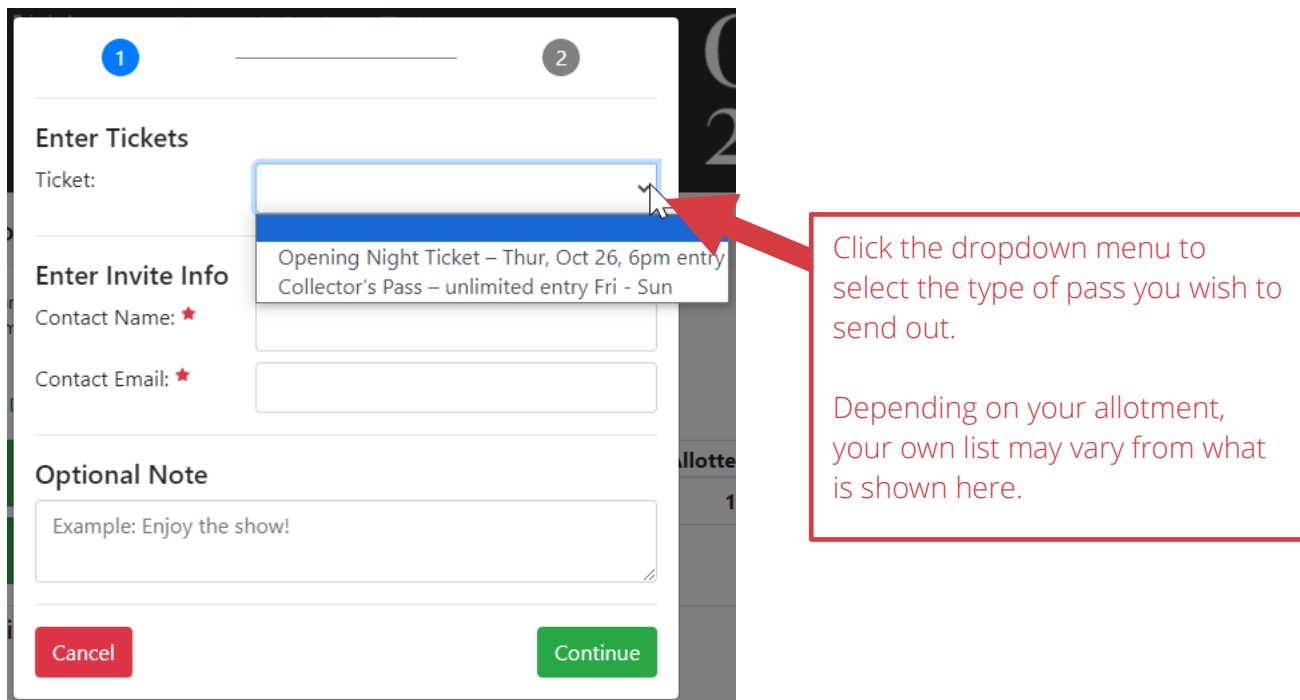The logo must be PNG or JPG format, no wider or taller than 500px and no larger than 500KB.

If you don't have a logo, you can leave this area blank.

Step 5

You have two options for sending out your passes: one person at a time or as a batch by uploading a list of contact names.

Option #1: To send to one person at a time click on "Invite a Contact":

Next, select the type of pass from the dropdown menu:

Click the dropdown menu to select the type of pass you wish to send out.

Depending on your allotment, your own list may vary from what is shown here.

Then, enter the quantity, fill in your guest's details and include a note if you wish.

This is where to look to see how many passes you have remaining (in this example, there were a total of 4 Opening Night Tickets allotted of which 0 have been sent out.

Enter your guest's name & email address.

You can personalize the invitation by adding a note here (a limit of 100 characters). Alternatively, you can leave it blank.

Click "Continue" to see a preview of the email invitation.

Depending on the type of pass you selected, you'll see one of the following message previews:

Sample message preview for Opening Night Ticket recipients:

If you uploaded your logo, this is where it will appear.

If you added an optional note, this is where it will appear.

Toggle this button if you wish to be cc'd on the invitation email to your guest.

"Click "Send Invitation" to have the email sent out to your guest. Your guest will receive the email within about 15 minutes.

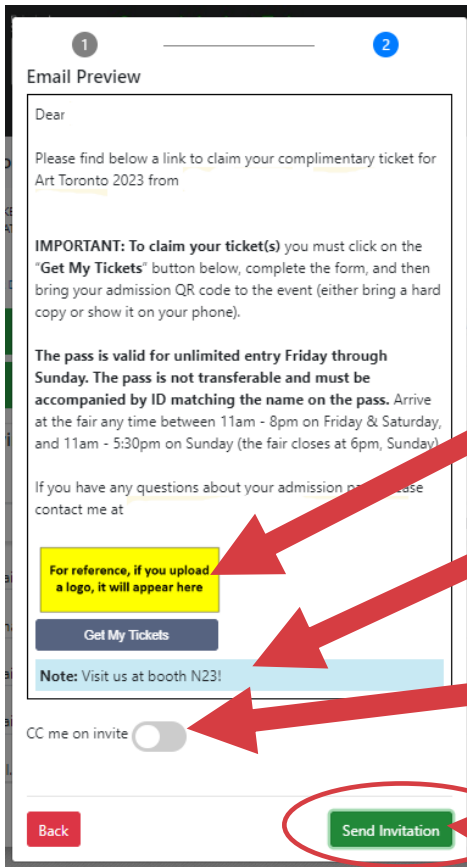**Sample message preview for Collector's Pass recipients:**

If you uploaded your logo, this is where it will appear.

If you added an optional note, this is where it will appear.

Toggle this button if you wish to be cc'd on the invitation email to your guest.
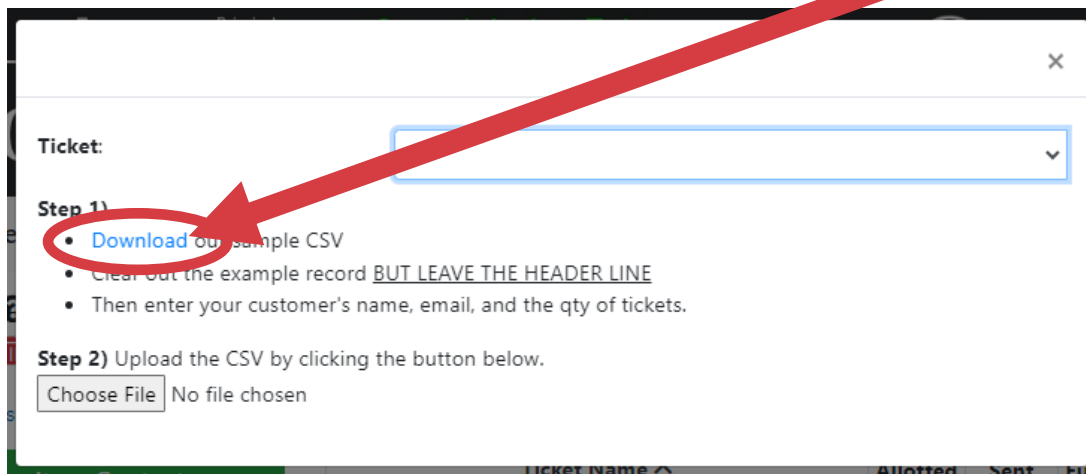
"Click "Send Invitation" to have the email sent out to your guest. Your guest will receive the email within a few minutes.

Option #2: To send out passes to a list of names all at once click on "Import Contacts"

Next, follow the steps on the pop-up window: start with downloading the sample CSV file:

Then add your guest names, email addresses and pass quantities to the spreadsheet. Everyone you add will receive the same type of ticket (eg. either all will receive Opening Night Tickets or all will receive Collector's Passes). **You will need to create and save two different spreadsheets if you plan to send out two types of passes.**
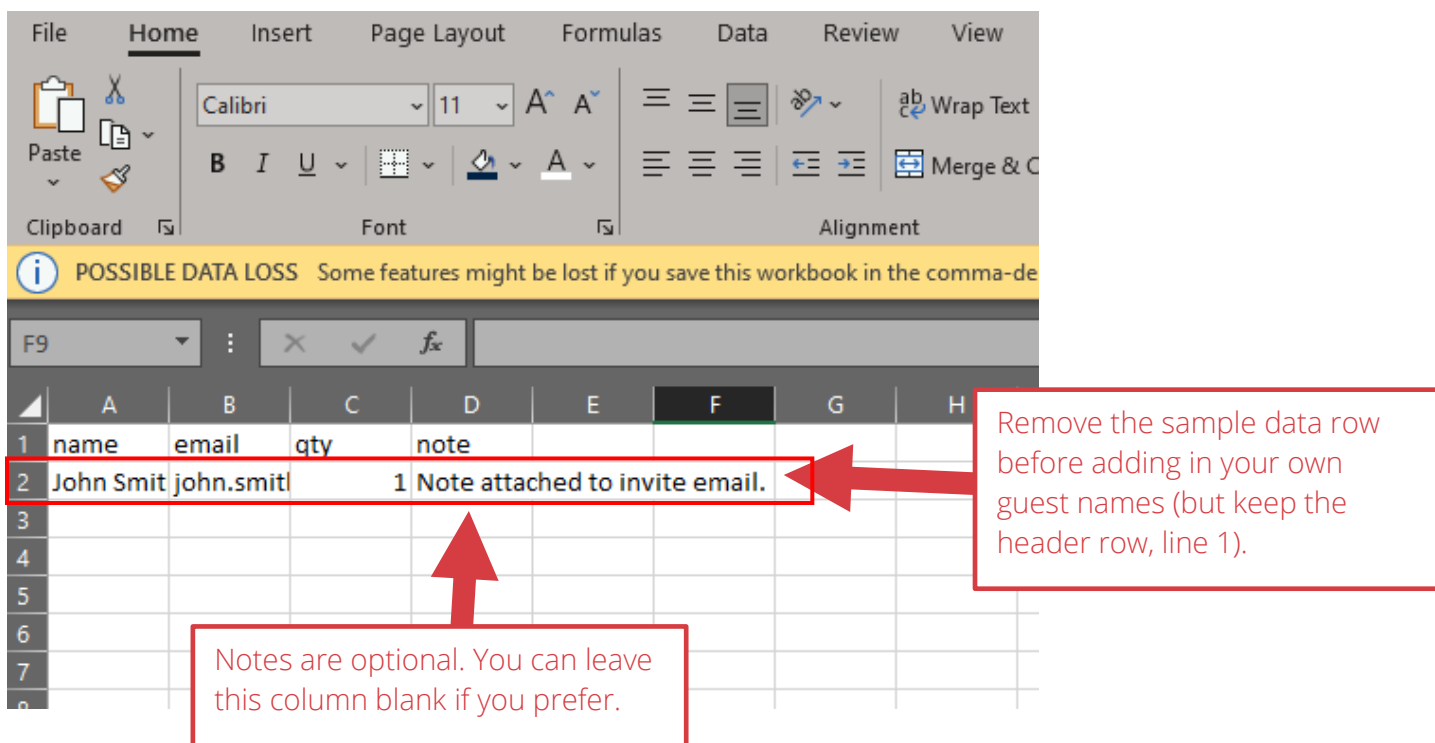
Once you've added all your contacts, save the file, and upload it to the portal by clicking on the green Import Contacts button. Then select from the drop-down menu the type of pass the contacts on your saved spreadsheet should receive. Tip: when saving the CSV file, add the type of pass to the name you give the file to help ensure you'll upload the correct spreadsheet for a given pass type! eg. "**Contact_Import_Collector-Pass.csv**"
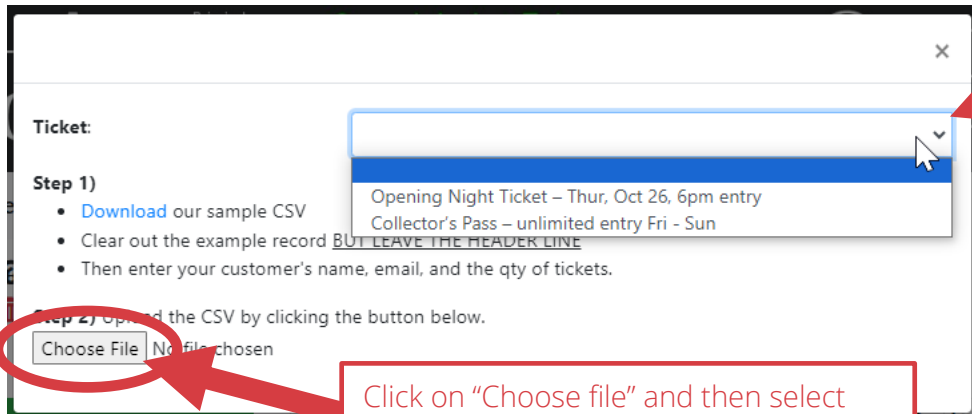
Once you've uploaded your CSV file you'll see a confirmation window – be sure to check you've selected the correct Ticket Type (ie. that you aren't about to send VIP Passes to a list intended for Collector's Passes!)
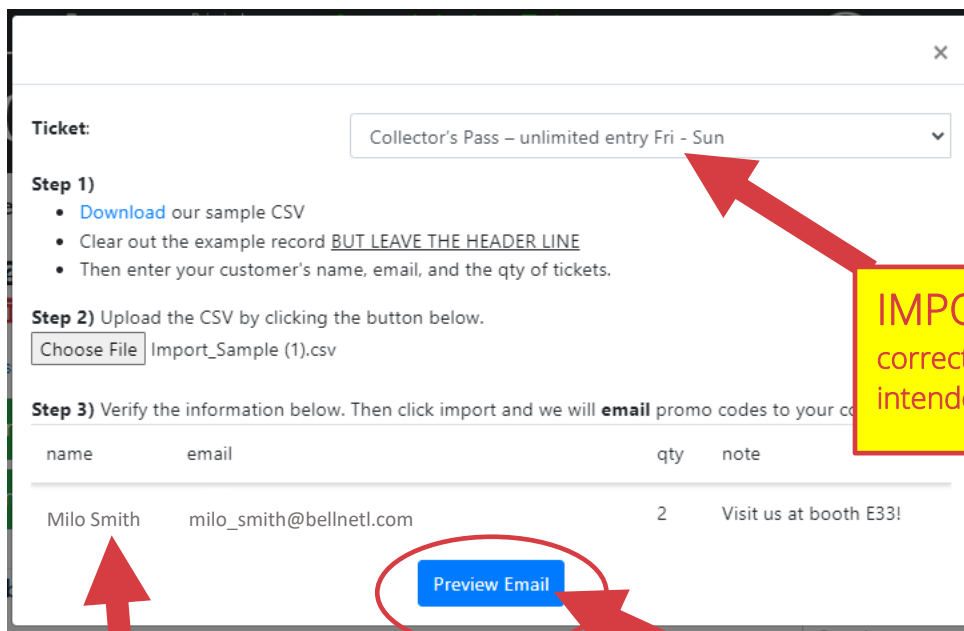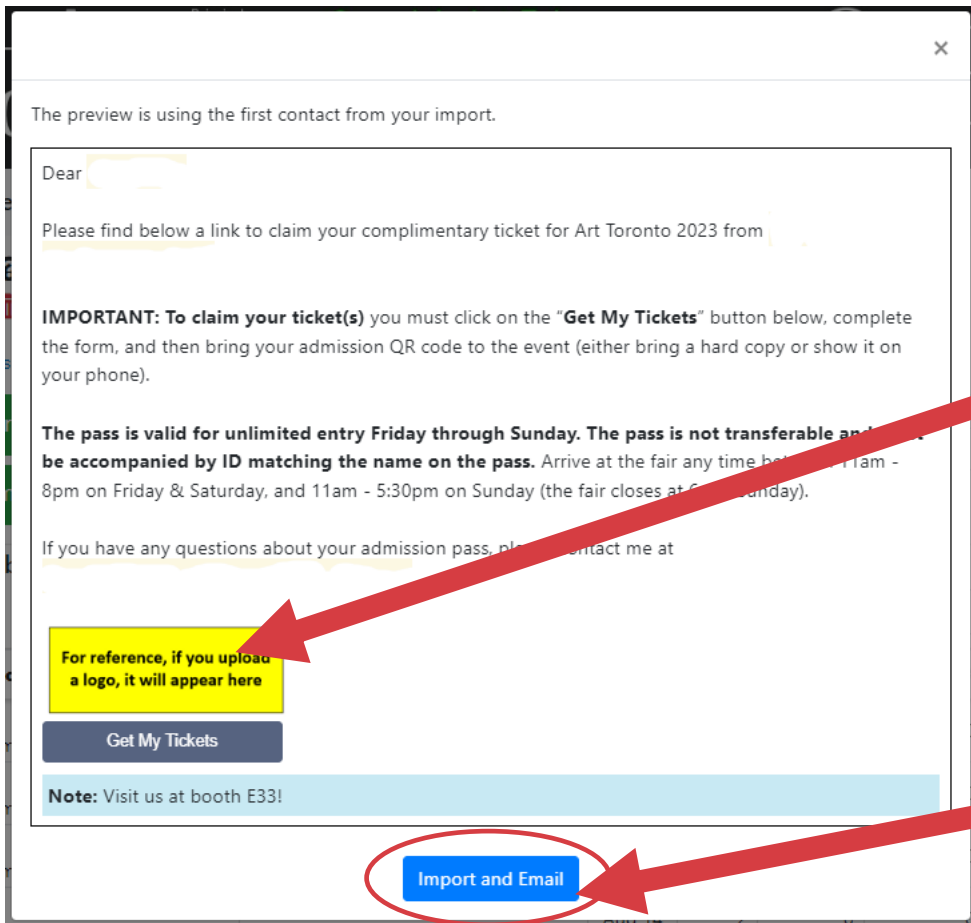
Depending on the type of pass you selected, you'll see one of the following message previews:

Sample message preview for Collector's Pass recipients:

The preview is using the first contact from your import.

Dear

Please find below a link to claim your complimentary ticket for Art Toronto 2023 from

IMPORTANT: To claim your ticket(s) you must click on the "**Get My Tickets**" button below, complete the form, and then bring your admission QR code to the event (either bring a hard copy or show it on your phone).

The pass is valid for unlimited entry Friday through Sunday. The pass is not transferable and be accompanied by ID matching the name on the pass. Arrive at the fair any time ___ 11am - 8pm on Friday & Saturday, and 11am - 5:30pm on Sunday (the fair closes at ___ Sunday).

If you have any questions about your admission pass, ___ ntact me at

For reference, if you upload a logo, it will appear here

Get My Tickets

Note: Visit us at booth E33!

Import and Email

If you uploaded your logo, this is where it will appear.

"Click "Import and Email" to complete the import and send out messages.

Step 6

Track your invitations:

Art Toronto
Principal Sponsor RBC®

Canada's
Art Fair

Metro Toronto
Convention Centre

October 26—29

Electronic Ticket Distribution Portal

For reference, if you upload a logo, it will appear here ❓ 🗑

\<your name\>
\<your email address\>

For detailed instructions on how to use the Ticket Distribution Portal **please refer to this How-To PDF.**

[✉ Invite a Contact]

[⬆ Import Contacts]

Click on "Ticket Name" to see a drop-down list of your allotted pass types, the number you've sent out and those that have been fulfilled or redeemed. See definitions below.

Ticket Name ∧	Allotted	Sent	Fulfilled	Redeemed
Collector's Pass – unlimited entry Fri - Sun	4	2	2	0
Opening Night Ticket – Thur, Oct 26, 6pm entry	4	2	0	0
All Ticket Types	**8**	**4**	**2**	**0**

You have distributed the following electronic tickets:

Search [   ]   ▦▾

Contact	Ticket Type	Sent	Qty	Ful. ❓	Rdm. ❓	
Elton Johnny	Collector's Pass – unlimited entry Fri - Sun	Sep 15	2	2	0	📤
Milton Smith	Opening Night Ticket – Thur, Oct 26, 6pm entry	Sep 15	2	0	0	✏ 🚫 📤

Here you'll see a list of the guests you've sent passes to.

"Fulfilled" means your guest received your email invitation, clicked the "**Get Tickets**" button in the message and claimed the ticket.

Once your guest has completed the process, the number displayed here will change from 0 to the number that appears in the 'Qty' column, and you are <u>not</u> able to give that ticket to someone else.

"Redeemed" means your guest went to the Fair and had their pass scanned at the door.

"Edit" allows you to change the email address of your guest if you typed it incorrectly or if the guest hasn't already 'fulfilled' the pass by completing the registration process then you can re-issue the pass to a different guest.

"Resend" allows you to send the invitation email again to your guest if they tell you they didn't receive it or have misplaced it.