Instructions on Registering You and Your Clients for the PPAMS MidSouth PromoShow

For the final two hours of the show, distributors will be allowed to bring clients. This is not intended to be as big as our Road Show, in fact, we encourage distributors to escort their clients on the show floor (there's no way they can see it all in two hours). This will give you the opportunity to bring clients who have a big project in the works or may have missed the show in August.

- Distributor members, who are also show attendees, can invite clients to attend between 1-3 pm.
- Distributors will be charged $25 for each client who attends.
- You are responsible for escorting your clients and collecting all leads.
- For an additional fee you can provide complimentary parking or valet service for your clients. Please contact amanda@ppams.com or call 615-465-8109.

1. Go to www.ppams.com

2. Click on the Tradeshows tab at the top of the page

3. Select the PPAMS PromoShow

4. Review the show information and select the link to register
5. Select "Distributor" as your type.

6. Enter your phone number or email address and click on Search

7. If your company shows up under the search results, then click on Select. If it does not then select "click here" to enter your own information. ***Please note, if your company does not show up in the search results you will not be able to invite clients to the show. Call our office at 615-465-8109 to get set up.***

8. Verify that information in "Company Information" is correct (this is the main contact information for your company, not necessarily the attendee information). Enter your membership information and click Continue

9. The next screen will allow you to enter distributor attendees or clients. It will also allow you to invite clients with an email from you and a custom registration link that is linked to you.

10. Please register yourself (the distributor) first. *Please note that your registration is not complete until you click on "Submit" at the bottom of the page.* You can add multiple people from your company as attendees. Be sure to select which events they will be attending.

11. If you have already registered and need to manually register your client, be sure to click on the Client button under "Who will be attending?"

12. To invite your clients using a custom link associated with you, click on "Invite Clients." ***if you would like to have that custom link to use with other email marketing or on social media, you can invite yourself as a client and have the link emailed to you***

13. After selecting the "Invite Clients" option you will need to select your name and enter your email address. This will insure that anyone who registers with this link will be associated with you. It will also mean that the email your client receives shows that it is personally from you.

14. You can change the subject line and the wording of the email to something more personal if you'd like. ***if you make changes, be sure to leave the <RegLink> because that is where your custom registration URL will go.***

15. You can either upload your client email addresses from a CSV file or enter them directly on the page.

16. Type the spam verification text and then click on "Send Invitations Now."

17. Once you have clicked "Send Invitations Now," your invitations have been sent. ***Please note, as a distributor, you will need to click on "Submit Registration" to register yourself for the show if you haven't already***

If you have any questions, or need help with the registration process, please call 615-465-8109 or email mark@ppams.com