# Adding Booth Staff to your Profile in the Exhibitor Portal

1. Log into the Exhibitor Portal under your Admin account. (GCSG assigns the person who purchased your sponsorship and/or exhibit tabletop as an Admin for your company. You can additional Admins if you like)

2. You will be taken to the Overview page of your company profile in the Portal. It will look something like this:
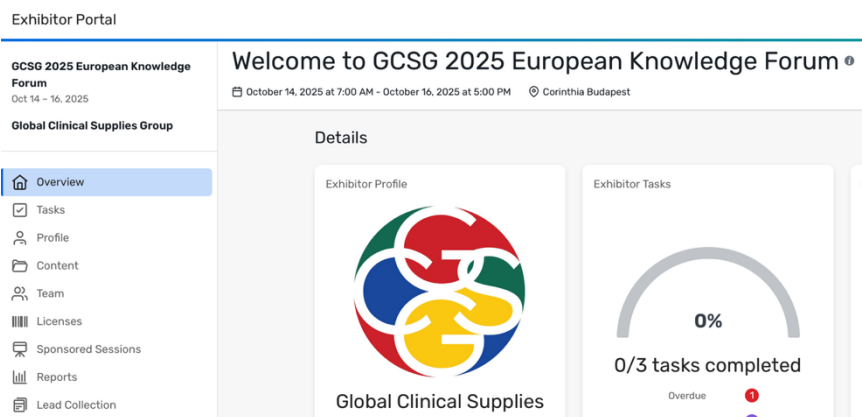
3. Click on "Team" in the column on the left side of the page to be taken to this page:
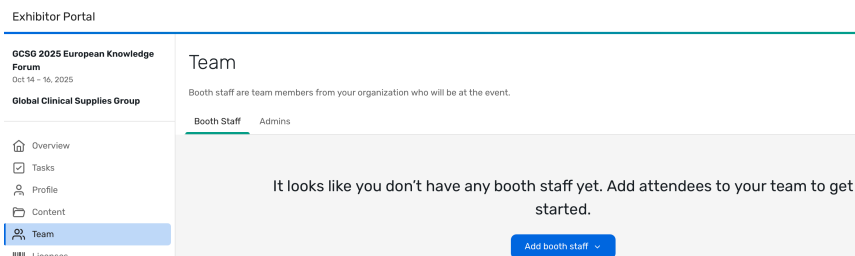
4. Click on the "Add booth staff" button to add the attendees who will be in attendance. If you didn't purchase a tabletop exhibit, you can still add the names of the people who will be representing your company at the event. You will need the confirmation number contained on the registration confirmation e-mail they received after registering. Please do NOT contact GCSG to obtain this number.

5. Enter the confirmation number of your first attendee in the pop-up box and hit return (Clicking on the magnifying glass to the right of that field will NOT bring up your attendee.)

6. You will get a pop-up that looks something like this:
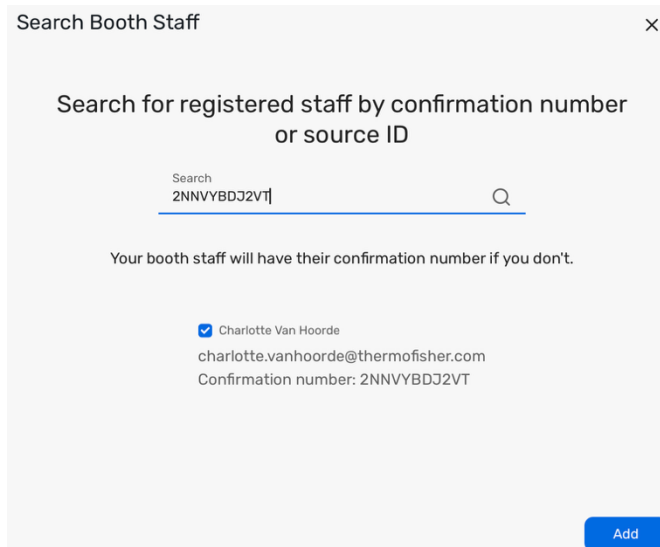
7. Click on the "Add" button in the lower right to add that person to your "Booth Staff" list.