

Instructions below on how to look up your Registration if you have already registered your badges. ([Here are instructions if you have not registered your booth personnel](#))

1. Log In to the Exhibitor Portal.

Log in: <https://midyear24.myexpoonline.com/home>

If you don't already have a login and password, you'll need to create one by following the instructions [here](#). If you don't receive a reply email with your password, please contact leah.polk@spargoinc.com.

2. Once you log in, Click the Registration is Now Open tab.

DASHBOARD EXHIBITORS ▾ COMPANY PROFILE FLOOR PLAN PREMIUM EXHIBITORS ENHANCED EXHIBITORS EXHIBITOR MANUAL

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Welcome to the New ASHP Midyear Clinical Meeting & Exhibition 2024 Exhibitor Resource Center

We are looking forward to you joining us as an exhibitor for ASHP Midyear Clinical Meeting & Exhibition being held December 8-12, 2024 in New Orleans, LA.

This new Exhibitor Resource Center is your one stop for information pertaining to your participation.

REGISTRATION IS NOW OPEN

3. Scroll down to the **Booth Personnel Summary** section and select **View List of Registered Booth Personnel and Send Confirmation Emails**.

Booth Personnel Summary

[View List of Registered Booth Personnel and Send Confirmation Emails](#)

[Send Email Confirmation to Booth Personnel Manager](#)

[Update Booth Personnel Manager Information](#)

4. From this section, you can **view registration IDs and send confirmation emails** to your booth staff. Registration IDs can also be found on the booth personnel list or their receipt.

Please note: Confirmation emails will be sent to all registrants on Thursday, December 5.

Booth Personnel List

Company: SPARGO

Booth Personnel Allotment:	No. Allotted: 2	No. Booked: 0	No. Available: 2
Booth Personnel Within Allotment	No. Allotted: 1	No. Booked: 0	No. Available: 1
Booth Personnel Over Allotment			

[Add Additional Booth Personnel](#)
[Send All Email Confirmations](#)
[Return to Main Menu](#)

REG ID	Edit/Receipt	Name	Status / Reg Fee	Badge Preview
606485	Print Receipt	EXH1 EXH1 Send confirmation email to exh1@spargoinc.com	Cancelled	
606486	Print Receipt	EXHtest FULL Conference Send confirmation email to exh@spargoinc.com	Cancelled	

Questions? If you have questions about the badge submission process, contact: ASHP Customer Registration Center, 866-849-9828, ashpregistration@spargoinc.com