



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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Exhibitor Management System User Guide

How to Manage Your Exhibit Purchase

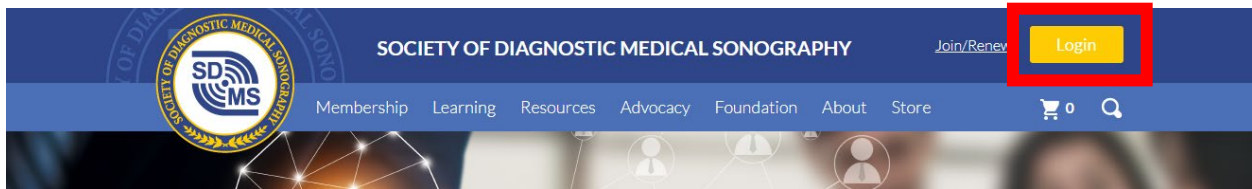
This user guide exists to guide SDMS members and non-members to successfully manage their exhibit purchase for the *SDMS Annual Conference* through the SDMS Exhibitor Management System.

Login & Access Your Organization Profile

NOTE: If you are already in the Organization Exhibits tab, skip this section and go straight to the Organization Exhibits Tab section.

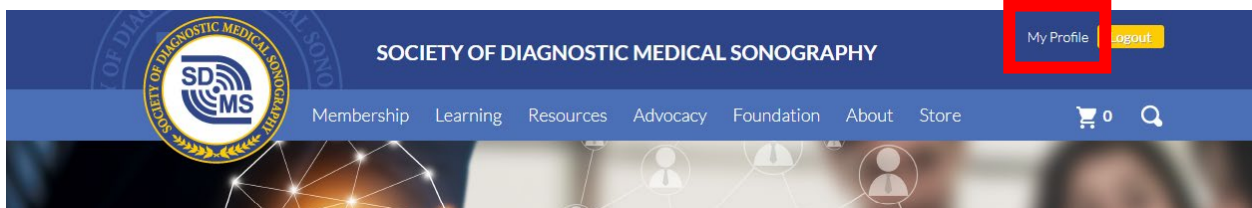
The SDMS Exhibitor Management System is available and listed on the Organization profile. As the Primary Contact or Exhibits Manager for the organization, you will have access to view/edit the organization profile. Follow these steps to access your organization profile.

Step One: Login to SDMS.org



Note: if you currently do not have login credentials, contact events@sdms.org.

Step Two: Click “My Profile”



Step Three: Scroll and Navigate to “My Organizations”



To purchase/manage exhibit booths on behalf of your organization, you will have to be listed as the **Exhibits Manager, Primary** or **Billing Contact**. If you do not have one of these options listed, please contact events@sdms.org.

Click **Organization Profile**.

Step Four: Access Organization Exhibits

Navigate to the **Organization Exhibits** tab to manage your exhibit purchase.


Organization Profile

Society of Diagnostic Medical Sonography

[Organization Profile](#) [Organization Staff](#) [Organization Billing](#) [Organization Exhibits](#)

Main Profile [Edit Main Profile Information](#)

Society of Diagnostic Medical Sonography (SDMS)



Organization Type	Primary Contact	Website
SDMS Vendor	Mr. Donald Eugene Kerns, JD,CAE dkerns@sdms.org	http://www.sdms.org/

Company Bio

The Society of Diagnostic Medical Sonography (SDMS) is a professional membership organization founded in 1970 to promote, advance, and educate its members and the medical community in the science of diagnostic medical sonography. The SDMS is the largest association of sonographers and sonography students in the world.

Organization Exhibits – Manage Your Purchase

Exhibits Home Page

Upon completion of your exhibit booth purchase, you will now see your exhibit purchase under the **My Exhibits** section. Click **Manage** to access your purchase.

NOTE: If you do not see a purchase listed and see a blue **Launch Exhibitor Registration Wizard** button, you have not yet completed a purchase and can reference the [EMS User Guide – Purchasing Exhibit Space](#) to guide you through the process.

Organization Exhibits

Society of Diagnostic Medical Sonography

[Organization Profile](#) [Organization Staff](#) [Organization Billing](#) **Organization Exhibits**

Welcome to the SDMS Exhibitor Management System

If you need assistance please contact exhibits@sdms.org.

Exhibitor Quick Links

- [SDMS Exhibitor Prospectus](#)
- [Freeman Quick Facts](#)
- [Freeman Full Exhibitor Kit](#)
- [Freeman Online](#)

My Exhibits

Exhibit	Event	Date	
2020 SDMS Annual Conference - Exhibit Hall	2020 SDMS Annual Conference	9/24/2020	Manage

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Exhibit Details

The following areas are available to manage on the Exhibit Details page.

1. Booth Personnel

Booth Personnel are those individuals who will be present in your exhibit booth during the *SDMS Annual Conference*. You can add, edit, or delete badges of exhibit booth personnel until the deadline indicated in the Exhibitor Rules and Regulations.

2. Leads

The Leads section refers to the SDMS Lead Retrieval System. This area will indicate whether you have access to the SDMS Lead Retrieval System. Refer to the *SDMS EMS User Guide: Utilizing the SDMS Lead Retrieval System* for further instructions.

3. Booths

View your booth number, booth type, and booth category. All purchased booths will be listed.

4. Open/Closed Invoices

You can manage your invoices by either downloading a copy of the invoice and submitting payment via check or adding to the cart and paying via credit card. Outstanding invoices will appear in the Open section and satisfied invoices will appear in the Closed section.

SDMS Exhibitor Management System User Guide: How to Manage Your Exhibit Purchase

Booth Personnel

Add Booth Personnel

Individual	
Eric Dean	Edit Remove
Scott Farmer	Edit Remove

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Leads

Your organization did not purchase access to the Lead Retrieval System, please contact events@sdms.org for more information.

Booths

Booth Number	Booth Type	Booth Category
1002	10 x 10	SDMS Pavilion

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Open Invoices

View Organization Cart

There are no Open Invoices to display

Closed Invoices

Past 12 Month ▼

	Number	Customer	Date	SubTotal	
▶	888012	Society of Diagnostic Medical Sonography	4/14/2022	\$0.00	Download

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