



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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# Exhibitor Management System User Guide

## How to Manage Your Exhibit Purchase

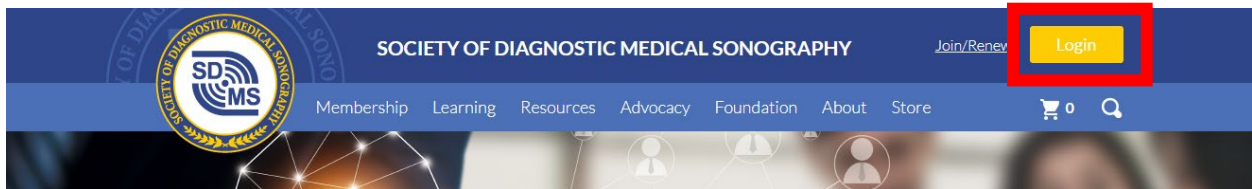
This user guide exists to guide SDMS members and non-members to successfully manage their exhibit purchase for the *SDMS Annual Conference* through the SDMS Exhibitor Management System.

## 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.

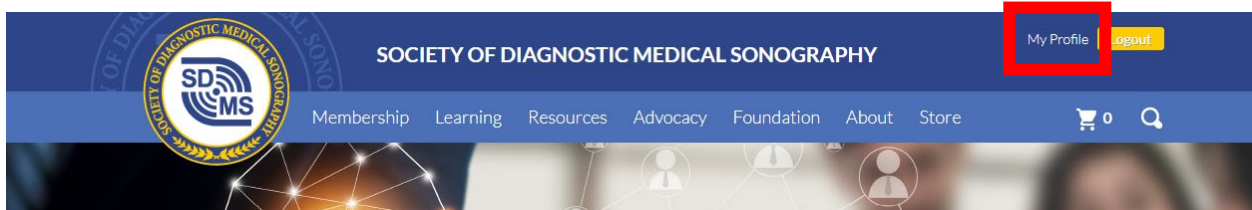
The SDMS Exhibitor Management System is available and listed on the Organization profile. As the Primary Contact or Exhibits Manager for the organization, you will have access to view/edit the organization profile. Follow these steps to access your organization profile.

### Step One: Login to SDMS.org



Note: if you currently do not have login credentials, contact [events@sdms.org](mailto: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](mailto: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](#)

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#### 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<br>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 an Exhibit Booth](#) 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](mailto: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 | <a href="#">Manage</a> |

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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    | <a href="#">Edit</a> <a href="#">Remove</a> |
| Scott Farmer | <a href="#">Edit</a> <a href="#">Remove</a> |

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**Leads**

Your organization did not purchase access to the Lead Retrieval System, please contact [events@sdms.org](mailto: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   | <a href="#">Download</a> |

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