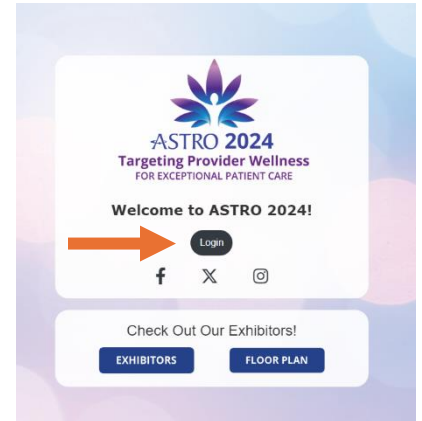


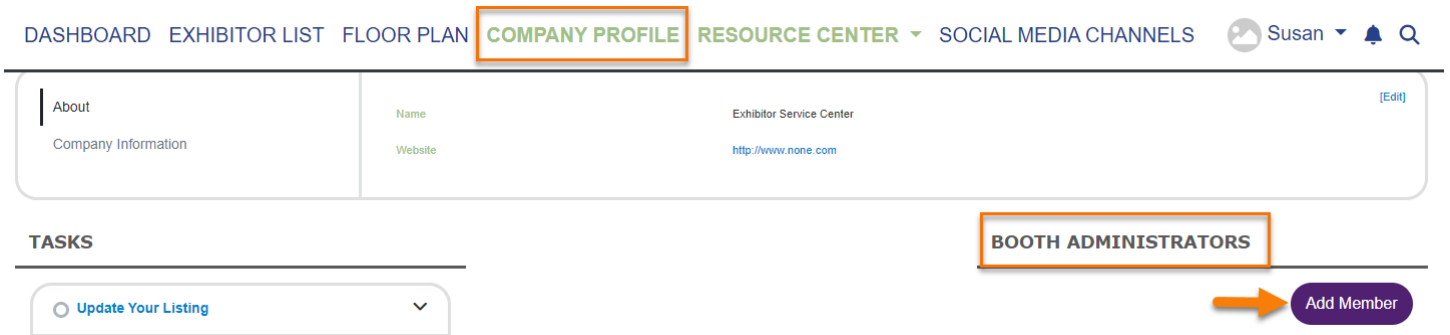


### Delegating Access to Staff Members

With the launch of the new Exhibitor Resource Center Platform only the Booth Contact will initially have access to the tools and forms within the portal. The Booth Contact may provide access to other individuals to complete particular tasks. This access to the portal may only be initiated by the Booth Contact. Once access has been granted, the individuals will then be able to manage all related tasks through the portal for their assigned task. To access the portal, please visit <https://astro24.myexpoonline.com/home>. Click the Exhibitor login button and enter your credentials. Please follow the below steps to set up access for individuals within your company.



1. Click “Company Profile” from the top banner menu. Next, scroll down to “Booth Administrators” located on the right-hand side of the page and click “Add Member”.



2. A pop-up box will appear, requesting the basic contact information for the person for whom you wish to provide access. The required fields include email address, first name and last name. Once you have completed this information scroll down to the bottom and check the appropriate box(es) under “Contact Types” for this individual. You may indicate more than one contact type for each name – i.e. if the same individual will facilitate the housing and registration process, select “ASTRO Housing Contact” and “ASTRO Registration Contact”. Once completed, click “Save”. While multiple options are listing for adding an additional staff contact, please note that only “ASTRO Housing Contact” and “ASTRO Registration Contact” may be used.

Add Member

Email Address \*

First Name \*

Last Name \*

Phone (please format xxx-xxx-xxxx)

Address

Line 1

Line 2

City

State/Province/Region

Postal Code

Country

Cancel Save

Contact Types \*

- 2024 ASTRO Annual Meeting - Booth Key Contact
- 2024 ASTRO Annual Meeting - Booth Key Contact 2
- 2024 ASTRO Annual Meeting - Sponsorship Contact
- ASTRO Housing Contact
- ASTRO Registration Contact
- General Contact

Cancel Save

3. This individual will receive an email from “ASTRO Annual 2024 <admin@smallworldlabs.com>” with instructions on how to create their login credentials to access the portal. Individuals will only have access to the areas specified by the Booth Contact.

Booth Contacts can also view those individuals successfully added under the “Staff List” on the Company Profile page. Any changes to access must be initiated by the Booth Contact within the portal.

**BOOTH ADMINISTRATORS**

Add Member

Required contact types: 2024 ASTRO Annual Meeting - Booth Key Contact 2, 2024 ASTRO Annual Meeting - Sponsorship Contact

**Susan Del Castillo**  
2024 ASTRO Annual Meeting - Booth Key Contact

Edit Member ▾

**Michele Donohue**  
ASTRO Housing Contact, General Contact

Edit Member ▾

**Jennifer Sfredo**

Edit Member ▾

**Questions?**

If you need help with your login process or adding additional staff members, please contact [Shirley Harris](#).