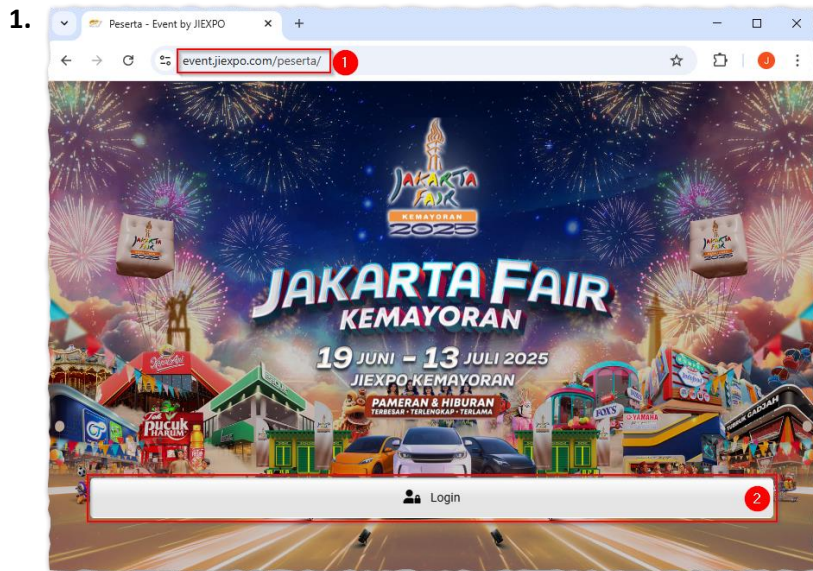


PANDUAN REGISTRASI TENANT MEMBER

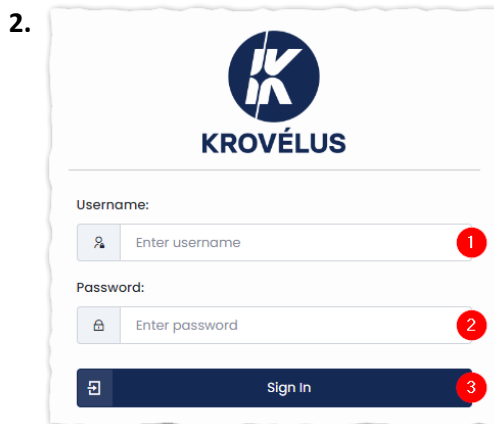
DAFTAR ISI

I. Registrasi Member	2-3
II. Mengganti Token	4
III. Mencetak ID	5

I. REGISTRASI MEMBER

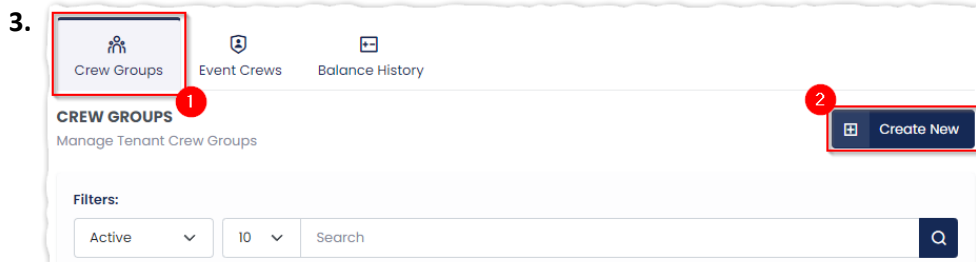


1. Buka browser dan masukkan alamat <https://event.jiexpo.com/peserta>
2. Tekan tombol **Login**

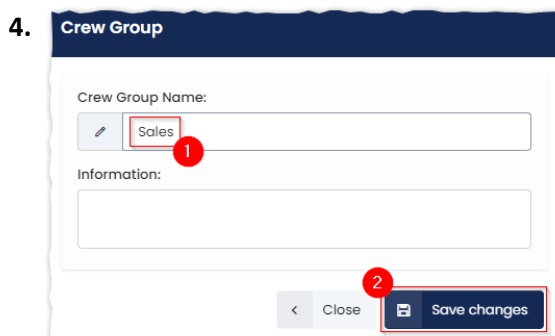


1. Isi kolom **username**
2. Isi kolom **password**
3. Tekan tombol **Sign In**

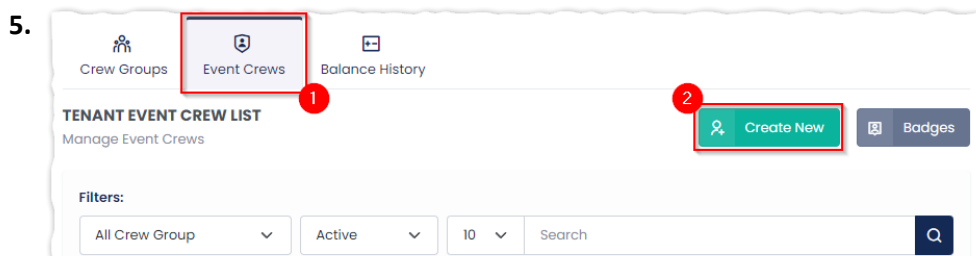
* *username & password dapat diperoleh dari Counter Pelayanan Fasilitas*



1. Pilih menu **Crew Groups**
2. Tekan tombol **Create New**



1. Isi **Crew Group Name** : Menambah group kategori
2. Tekan tombol **Save changes** : Menyimpan group kategori



1. Pilih menu **Event Crews**
2. Tekan tombol **Create New**

6. Tenant Crew

Crew Group: Sales

Crew Name: SPG A

Gender: Female

Phone: [input] Email: [input]

Information: [input]

Tenant Token Remaining: 96 Allocated Crew Token: 12

< Close Save changes

1. Pilih **Crew Group** :
Pilih kategori member
2. Isi **Crew Name** :
Masukkan nama member
3. Pilih **Gender** :
Pilih jenis kelamin (*opsional*)
4. Isi **Phone** :
Masukkan nomor handphone member (*opsional*)
5. Isi **Email** :
Masukkan alamat email member (*opsional*)
6. Isi **Information** :
Masukkan informasi tambahan lainnya (*opsional*)
7. Isi **Allocated Crew Token** :
Jumlah Tiket Masuk Digital
8. Tekan tombol **Save changes** :
Menyimpan data member

* **PENTING** : Nama tidak dapat diganti setelah tersimpan

7. Tenant Event Crew List

No	Event Crew Name	Token Status			Status	Action
		Total	Used	Remaining		
1	SPG A Sales ♀	12	0	12	Active	Access Log

Total Data: 1 • Page 1 from 1

First 1 Last

Pilih bagian Foto

8. Tenant Crew Photo

Take Photo
Take photo using your camera

Upload Photo
Upload existing crew photo file

< Close

Pilih **Upload Photo** sebagai metode input foto

9. Tenant Crew Photo

SPG A

Choose File No file chosen

Minimum image dimension is 640px height to 640px width

< Close Save changes

Pilih **Choose File** untuk upload foto


* **PENTING** : Foto tidak dapat diganti setelah tersimpan

10. Tenant Crew Photo

SPG A

Choose File File Foto SPG A.jpg

Minimum image dimension is 640px height to 640px width



< Close Save changes

Tekan tombol **Save changes** untuk menyimpan foto


11. Ulangi langkah 5 sampai 10 untuk semua member

II. MENGGANTI TOKEN

1.

Filters: All Crew Group Active 10 Search

Tenant Event Crew List

No	Event Crew Name <small>Click on the Crew photo to view badge individually</small>	Token Status			Status
		Total	Used	Remaining	
1	 SPG A Sales	12	0	12	Active

Total Data: 1 • Page 1 from 1


First 1 Last

Manage Balance
Balance Log
Modify
Crew Badge
Deactivate
Access Log

1. Pilih Icon Gear
2. Tekan tombol **Manage Balance**

2.

Tenant Crew Token

 SPG A
Sales

Tenant Token Remaining: 84

Current Crew Token: 12


New Crew Token: 8

Close Save changes

1. Isi **New Crew Token** : Token baru untuk member terpilih
2. Tekan tombol **Save changes** : Menyimpan Token baru

III. MENCETAK ID

1. Tenant Event Crew List

No	Event Crew Name <small>Click on the Crew photo to view badge individually</small>	Token Status			Status	Actions
		Total	Used	Remaining		
1	 SPG A Sales	8	0	8	Active	Manage Balance Balance Log Crew Badge Deactivate Access Log View Badge

Total Data: 1 • Page 1 from 1

First ← 1 → Last

1. Pilih Icon Gear
2. Tekan tombol Crew Badge

2. Tenant Crew Event Badge **Pilih View Badge**

SPG A
Sales

Badge URL:
<https://krovelus.loket.id/ebadge/crew/4197blea-c6db-454d-8eaf-253387edf0091/2137454374>

[Copy Badge URL](#) [View Badge](#)

Crew Email Address:
 [Send to Email](#)

Please fill Crew email address with proper format

[Close](#)

- 3.
- Badge dicetak & digunakan untuk masuk ke area Event dengan cara scan barcode
 - Jumlah Token yang tersimpan disetiap ID akan terpotong sesuai jumlah hari penggunaan (Bukan jumlah scan)

