Access Control – Session Registration

- 1. Go to Swiftium.co.
- 2. Log in to enter your Exhibitor Portal.
- 3. Select the show in question using the Select a Show dropdown.
- 4. Click on Manage Show Configuration.

	Filter Shows		
10	Select A Show	My Show	▼ A-Z
	Event has	never been accessed.	
			Advanced Setting
Manage Manage I I Se	FieldViews Show Configuration tup Barcode		Enter

5. Hover over *Registration Data* and click on *Third Party API*.

	Home	Sessions	Device Config	Registration Data	Configurations	More
Management Home	Page			Manual Entry Third Party API		

6. Using the Select Third Party Api dropdown, select eTouches - Session Access Control.

7. Enter you API Key and Account ID, then click Get Events.

8. Using the Select Event dropdown select the event in question. Then click Next.

9. You have the option to overwrite the SetupFile Sessions or use the current SetupFile Sessions. When you have made your choice, click *Next*.

10. Check off which sessions your would like to use using the checkboxes along the left side. If you would like everyone to have access to any one session use the *All Granted* checkbox on the right.

11. Click next at the bottom of the page.

12. Match the fields to the correct values using the dropdowns.

Badge ID	Registration ID	Additional Field Settings
Access Control	Hexadecimal Access Control Token	Additional Field Settings
First Name	First Name v	Additional Field Settings
Last Name	Last Name 🔻	Additional Field Settings
Company	Company	Additional Field Settings
City	Empty Field	Additional Field Settings
State	US State v	Additional Field Settings
Zip	Zip (Postal Code)	Additional Field Settings

13. Click Finish.