

HOW TO GET YOUR EXHIBITOR E-BADGE

– Step-by-step Instructions

如何取得參展商電子入場證

– 詳細步驟說明

Video Instructions:

教學短片：



Link 連結	English 英語	Cantonese 廣東話	Mandarin (YouTube) 普通話	Mandarin (Xiao e) 普通話 (小鵝通)
QR Code 二維碼				

HOW TO GET YOUR EXHIBITOR E-BADGE - Flow

如何取得參展商電子入場證 – 簡化程序

***Your Exhibitor Account is the one you used for booth application.*

***參展商登入帳戶為
您於申請展位時使用的
帳戶*



Exhibitor - Core Staff

(Administrator /
Holder of the Exhibitor Account)

參展商 - 核心員工

(公司代表 / 參展商登入帳戶持有人)

- 1 Download app
下載應用程式
- 2 Login exhibitor account
登入參展商帳戶
- 3 Manage exhibitor e-Badge
管理參展商入場證
- 4 Send QR Code to Other Staff
發送二維碼予其他員工



Exhibitor - Other Staff

(Staff who do not have the
Exhibitor Account)

參展商 – 其他員工

(沒有參展商登入帳戶之員工)

- 1 Download app
下載應用程式
- 2 Scan redemption QR code
掃描領取入場證二維碼
- 3 Redeem exhibitor e-Badge
取得參展商電子入場證

HOW TO GET YOUR EXHIBITOR E-BADGE – Download HKTDC Marketplace App

如何取得參展商電子入場證 – 下載 HKTDC Marketplace 程式

Available in below app stores:

可於以下應用商店下載：



[Apple App Store](#)
[\(iOS\)](#)



[Google Play Store](#)
[\(Android\)](#)



[百度](#)



[360手机助手](#)

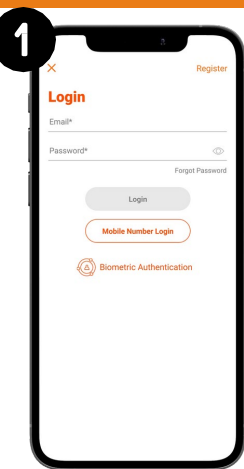


[华为应用商店](#)

(以上適用於中國內地安卓手機用戶)

CORE STAFF / ADMINISTRATOR - Login and Redeem e-Badge

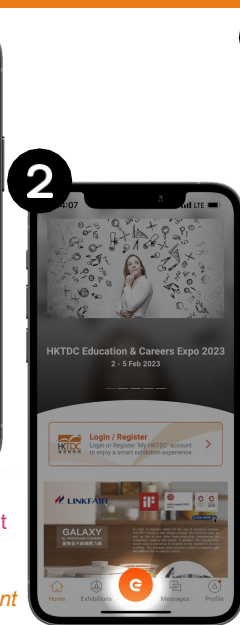
核心員工 / 公司代表 – 登入並領取電子入場證



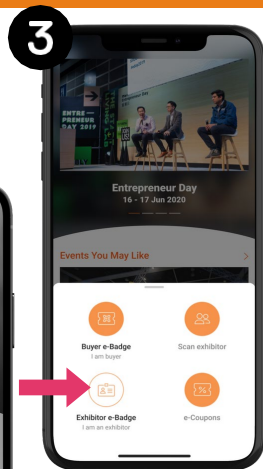
Login exhibitor account
登入參展商帳戶

****Your Exhibitor Account is the one you used for booth application.**

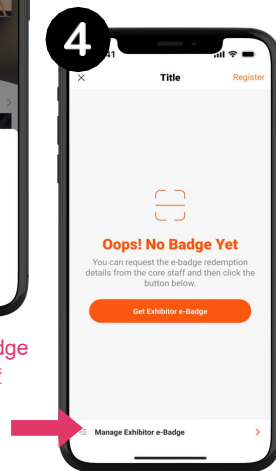
****參展商登入帳戶為您於申請展位時使用的帳戶**



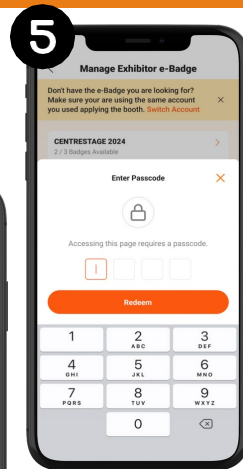
Click e-Badge button
點擊電子入場證



Click Exhibitor e-Badge
點擊參展商入場證



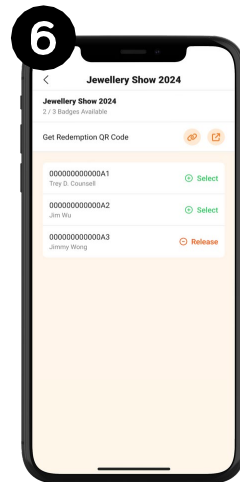
Click Manage Exhibitor e-Badge
點擊管理參展商入場證



Input passcode (PIN)
輸入識別碼 (PIN)

****The passcode has been sent to your email used for booth application.**

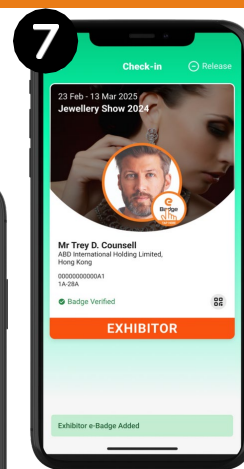
****密碼已於較早前發送至您的電郵**



Select your own e-Badge
選擇自己的入場證

*** Please note that each device (e.g. mobile phone) can only redeem one badge.**

*** 請注意：每台電子設備 (如手機) 只能兌換一個工作證。**



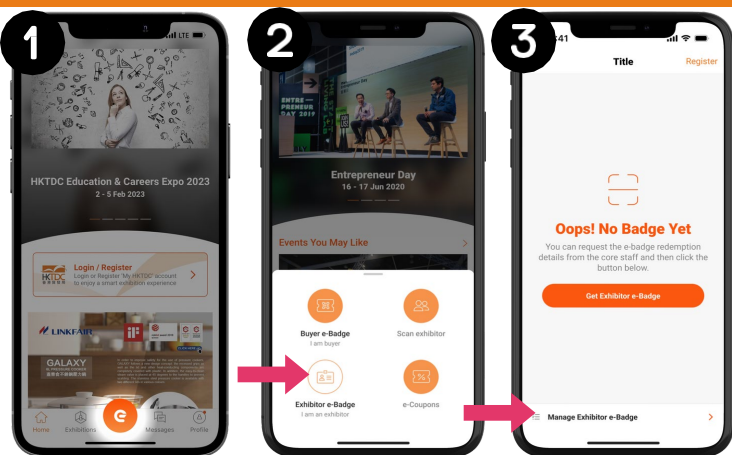
You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



Hall Admission
入場

CORE STAFF / ADMINISTRATOR – Manage or Share Redemption QR Code to Other Staff

核心員工 / 公司代表 – 管理或分享領取入場證的二維碼予其他員工



Two options to share the redemption QR code to other staff:

透過以下兩個途徑分享領取入場證的二維碼予其他員工：

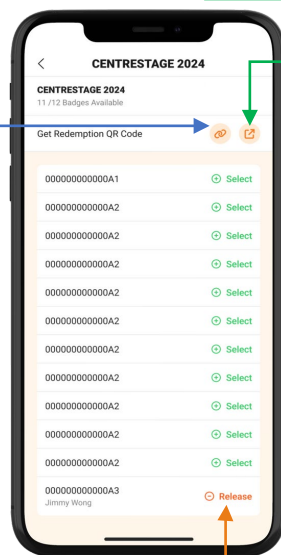
Option 1 方法一

Copy the link of redemption QR code web page
複製領取入場證網頁的網址

Option 2 方法二

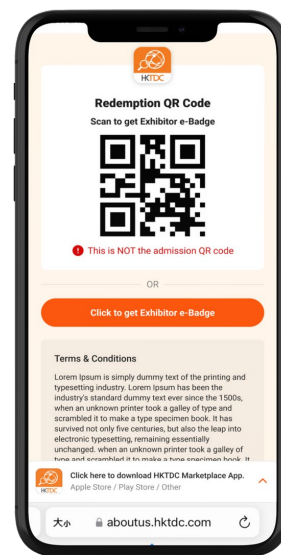
Open the link of redemption QR code web page
打開領取入場證網頁的網址

Take screenshot of this page
截圖此頁



***Other staff would also need to enter the PIN when downloading the e-badge, please send it separately to them.*

***其他員工下載入場證時亦需要輸入識別碼(PIN) · 請單獨發送予他們 ·*



Manage Exhibitor e-Badge 管理參展商電子入場證

Release e-Badge from the redeemed user / device.
Then the badge will become available again.

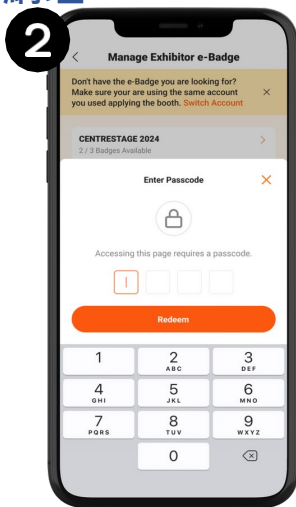
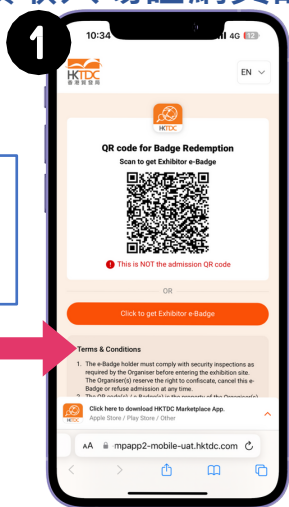
回收入場證 · 入場證會從現時用戶中移除 · 該入場證可以讓其他用戶重新領取

OTHER STAFF - Login and Redeem e-Badge

其他員工 – 登入並領取電子入場證

Option 1: Open redemption web page link

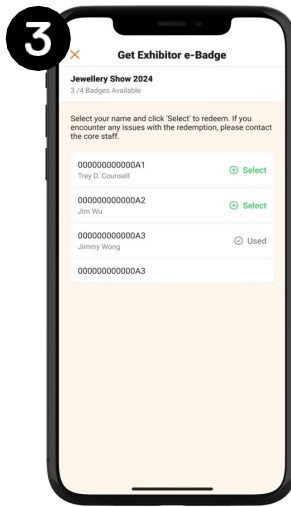
方法一：打開領取入場證網頁的網址



Input passcode (PIN)
輸入識別碼 (PIN)

****Please obtain the PIN from your company's administrator**

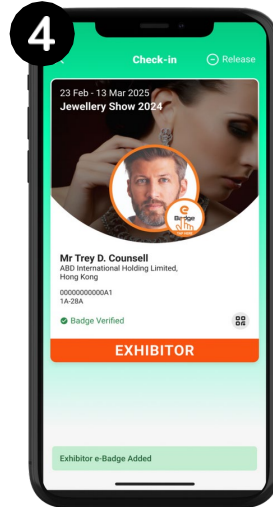
****請向您的公司代表獲取識別碼(PIN)**



Select your own e-Badge
選擇自己的入場證

*** Please note that each device (e.g. mobile phone) can only redeem one badge.**

*** 請注意，每台電子設備 (如手機) 只能兌換一個工作證。**



You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



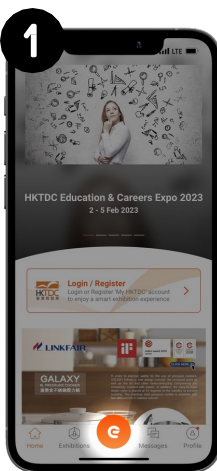
Hall Admission
入場

OTHER STAFF - Login and Redeem e-Badge

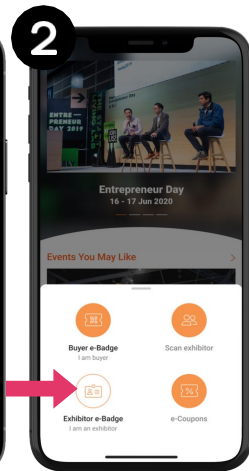
其他員工 – 登入並領取電子入場證

Option 2: Use QR Code

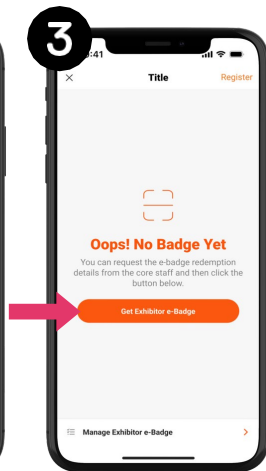
方法二：使用二維碼



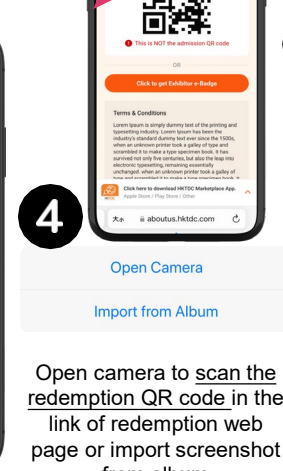
Click e-Badge button
點擊電子入場證



Click Exhibitor e-Badge
點擊參展商入場證

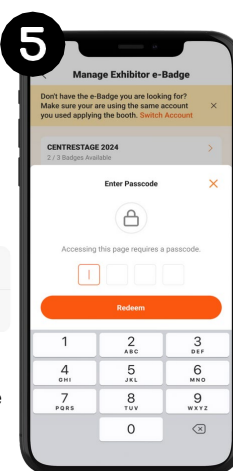


Click Get Exhibitor e-Badge
點擊領取參展商入場證

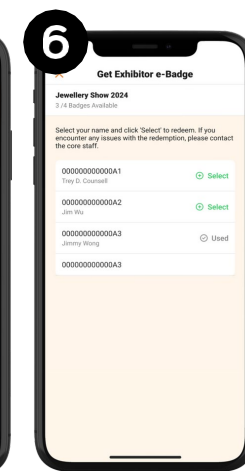


Open camera to scan the redemption QR code in the link of redemption web page or import screenshot from album

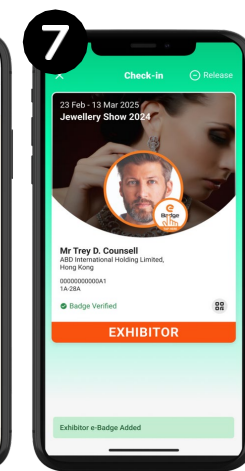
打開相機掃描領取入場證網頁中的二維碼，或從相冊選擇二維碼的截圖



Input passcode (PIN)
輸入識別碼 (PIN)



Select your own e-Badge
選擇自己的入場證



You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



Hall Admission
入場

****Please obtain the PIN from your company's administrator**

****請向您的公司代表獲取識別碼(PIN)**

*** Please note that each device (e.g. mobile phone) can only redeem one badge.**

*** 請注意：每台電子設備(如手機)只能兌換一個工作證。**