

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

參展商 - 核心員工

(Administrator /
Holder of the Exhibitor Account)

(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

參展商 – 其他員工

(Staff who do not have the
Exhibitor Account)

(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](#)

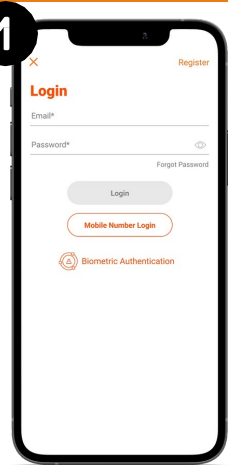


[华为应用商店](#)

(以上適用於中國內地安卓手機用戶)

CORE STAFF / ADMINISTRATOR - Login and Redeem e-Badge

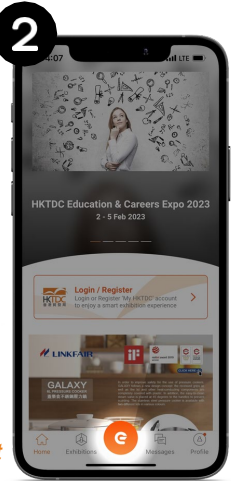
核心員工 / 公司代表 – 登入並領取電子入場證



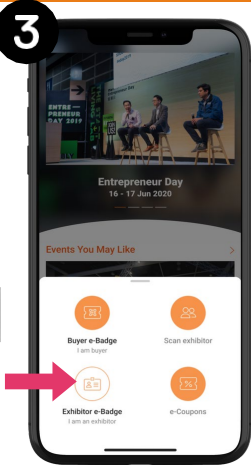
Login exhibitor account
登入參展商帳戶

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

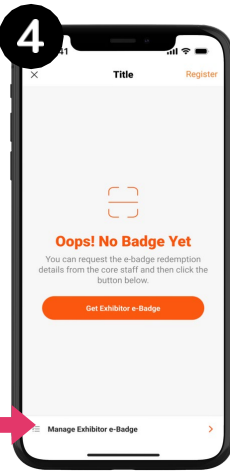
****參展商登入帳戶為您於申請展位時使用的帳戶**



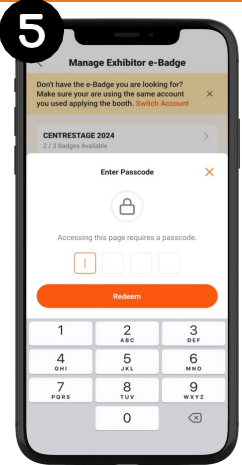
Click e-Badge button
點擊電子入場證



Click Exhibitor e-Badge
點擊參展商入場證



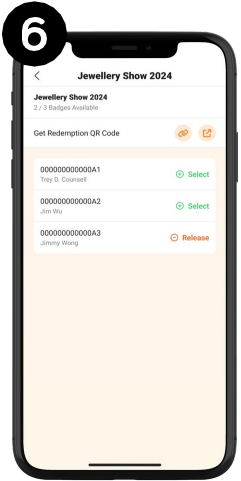
Click Manage Exhibitor e-Badge
點擊管理參展商入場證



Input passcode (PIN)
輸入識別碼 (PIN)

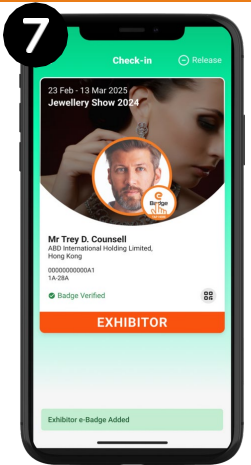
****The passcode has been sent to your email used for booth application.**

****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。**



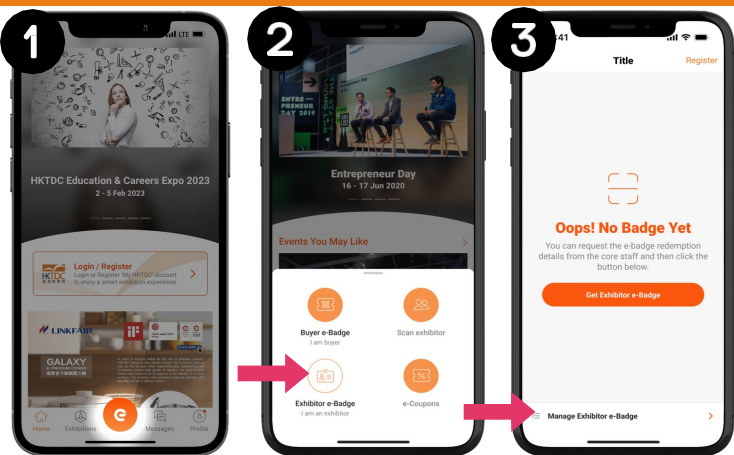
You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



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



Click e-Badge button
點擊電子入場證

Click Exhibitor e-Badge
點擊參展商入場證

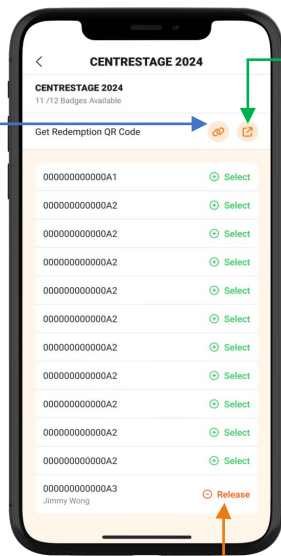
Click Manage Exhibitor e-Badge
點擊管理參展商入場證

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

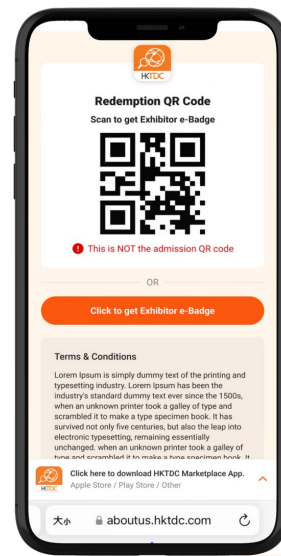
Option 2 方法二
Open the link of redemption QR code web page
打開領取入場證網頁的網址

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

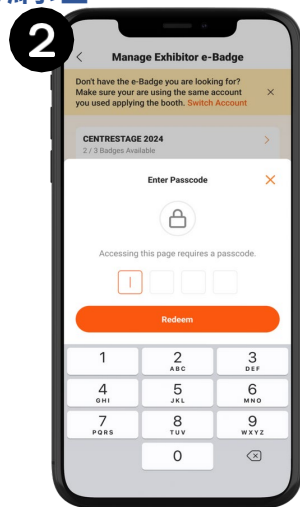
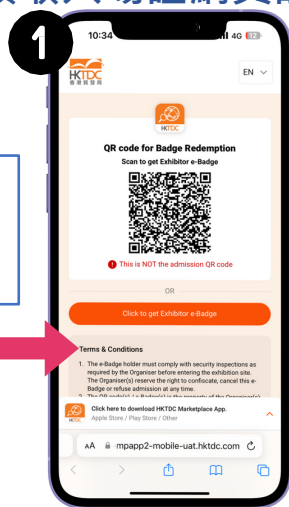
OTHER STAFF - Login and Redeem e-Badge

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

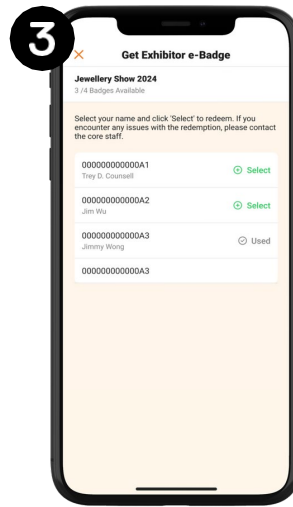
Open the link of redemption QR code web page and click Get Exhibitor e-Badge
打開領取入場證網頁的網址並點擊領取電子入場證



Input passcode (PIN)
輸入識別碼 (PIN)

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

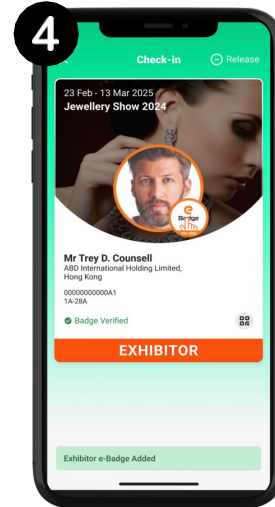
****請向您的公司代表獲取識別碼(PIN)**



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



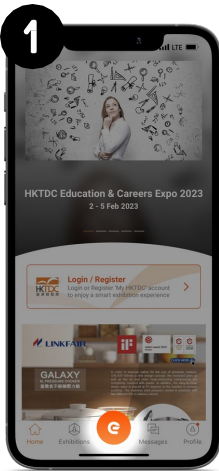
Hall Admission
入場

OTHER STAFF - Login and Redeem e-Badge

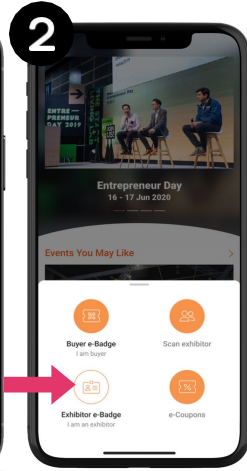
其他員工 – 登入並領取電子入場證

Option 2: Use QR Code

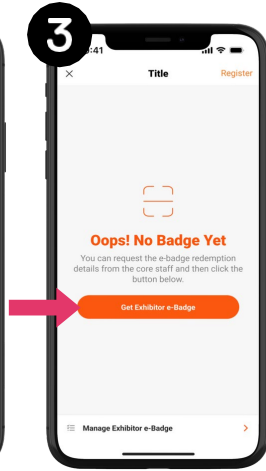
方法二：使用二維碼



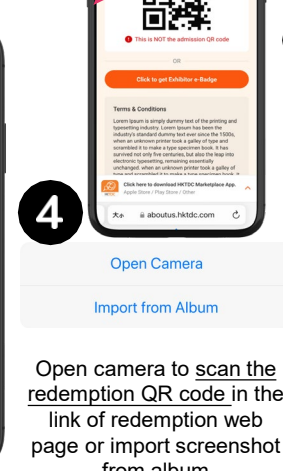
Click e-Badge button
點擊電子入場證



Click Exhibitor e-Badge
點擊參展商入場證



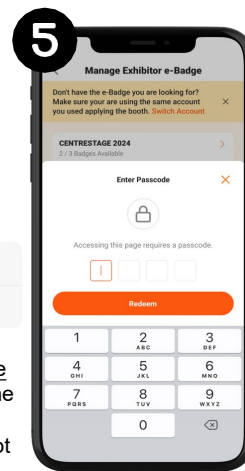
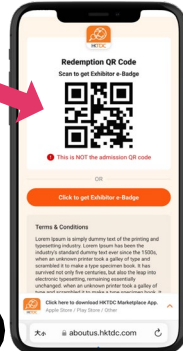
Click Get Exhibitor e-Badge
點擊領取參展商入場證



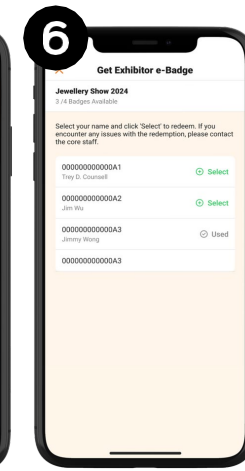
Open camera to scan the redemption QR code in the link of redemption web page or import screenshot from album

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

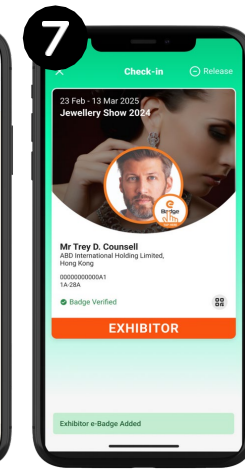
Scan this code / import screenshot
掃描此二維碼 / 從相冊選擇二維碼的截圖



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。**