TUTORIAL

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E-INVITATIONS: USER GUIDE

For:
- WINE PARIS
- VINEXPO ASIA
- VINEXPO AMERICAS
- WORLD BULK WINE EXHIBITION

VINEXPOSIUM

THE 2 STEPS TO FOLLOW

1   Go to the exhibitor area and log in

2   E-invitations: from customisation to delivery
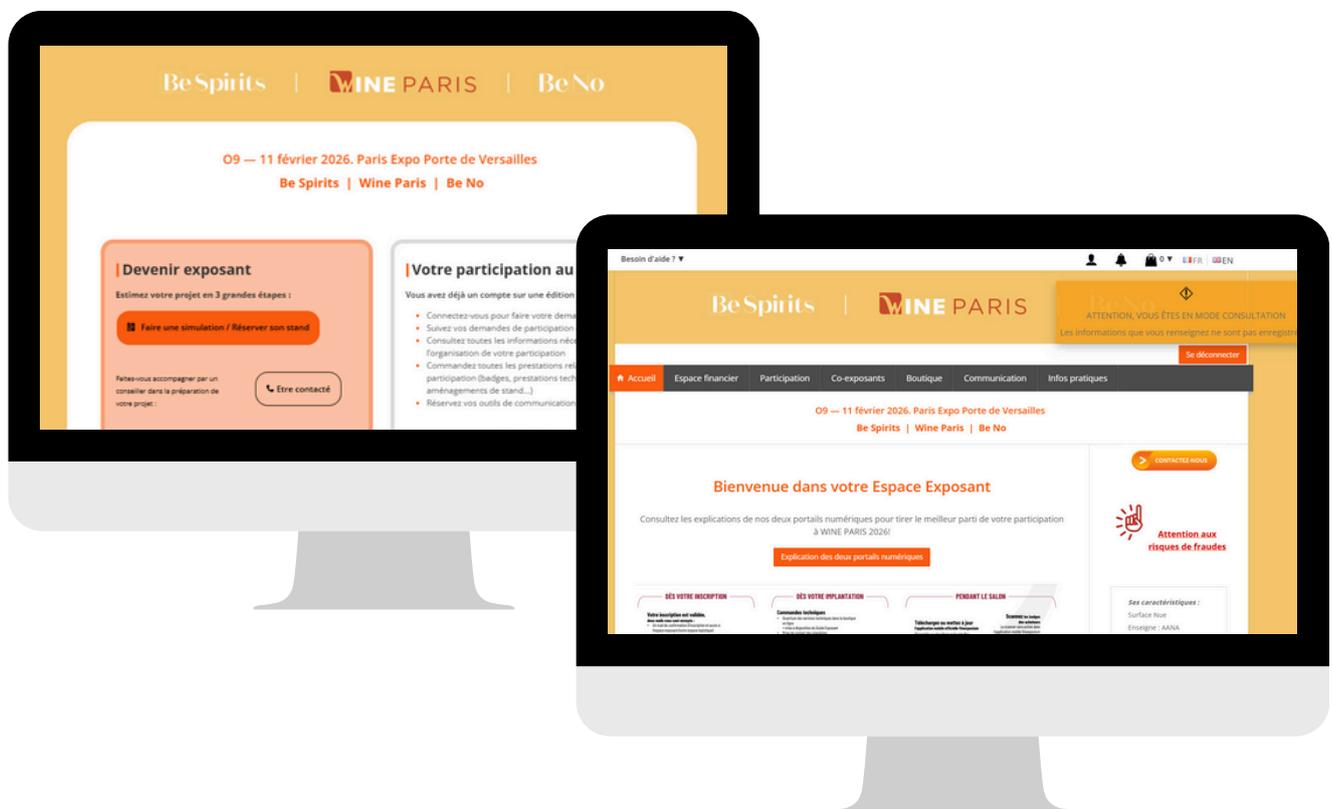
STEP 1
ACCESS THE MODULE

1.1 Go to the exhibitor area

Go to the exhibitor area and log in with your login details.

- **Wine Paris** - https://event.wineparis.com

- **Vinexpo Asia** - https://event.vinexpoasia.com

- **Vinexpo Americas**- https://event.vinexpo-americas.com

- **World Bulk Wine Exhibition** - https://event.worldbulkwine.com


Step 2 →

STEP 2
E-INVITATIONS

2.1 Follow the instructions to customise and send your e-invitations

- Accept the terms and conditions

- Click on Personalise your invitation.

- Import your logo.
(Recommended format: 1143x996, leaving a 2cm white border around your logo)

- Choose how to invite your guests using one of the 3 ways: importing an excel file, inputting them, or getting codes to be sent by e-mail.

- Customize your invitation with your logo, your name and a customised message (French and English).

- You can view your invitation instantly when you make changes.
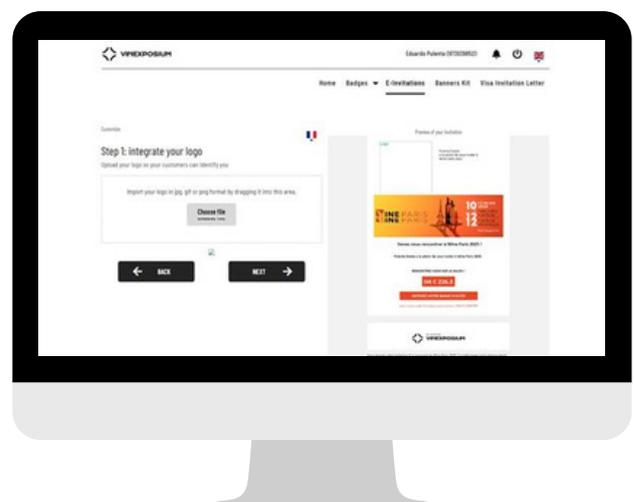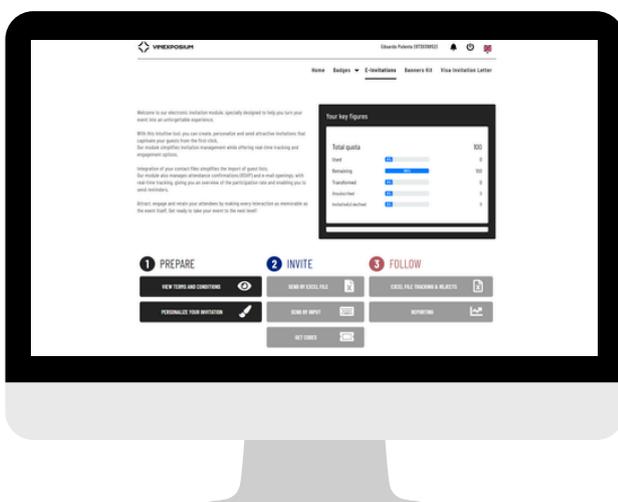
- There are 3 ways to add your contacts:

  - **By importing your contacts** *(use the template file available for download)* and following the steps indicated.

    1. Choose the language in which you want to send the message.

    2. If you wish to communicate in 2 languages, please make 2 exports. One by importing your French contacts and selecting "French" and the other by importing your foreign contacts and selecting "English".

    3. Click on "Send your invitation".

    4. The fields are automatically associated with your Excel table. The fields display "Name: NAME" etc..

  - **By adding a contact manually**, entering the necessary information in the form (guest name, e-mail address, etc.)

    - All fields are mandatory.

    - Choose the language for sending

    - Click on "send your invitation"

  - **By generating a list of free codes** to send from your personal mailbox.

    - Click on "**GENERATE CODES**" *(WITHOUT SENDING AN EMAIL).*

    - Enter a batch name.

    - Enter the desired quantity of codes.

    - Click on "Generate codes".

2 INVITE

SEND BY EXCEL FILE

SEND BY INPUT

GET CODES

2.2 Your contact list

- In the table you will find:

    ○ **Promotion codes** associated with e-invitations sent via the module.

    ○ **Generated promotion codes** that you must send via **your own email inbox**.

Once your guests received your invitation, they will need to register as visitors in the event's website to obtain their badge.

The promotion code must be entered at the end of the registration process, by clicking the **PROMO CODE** box.
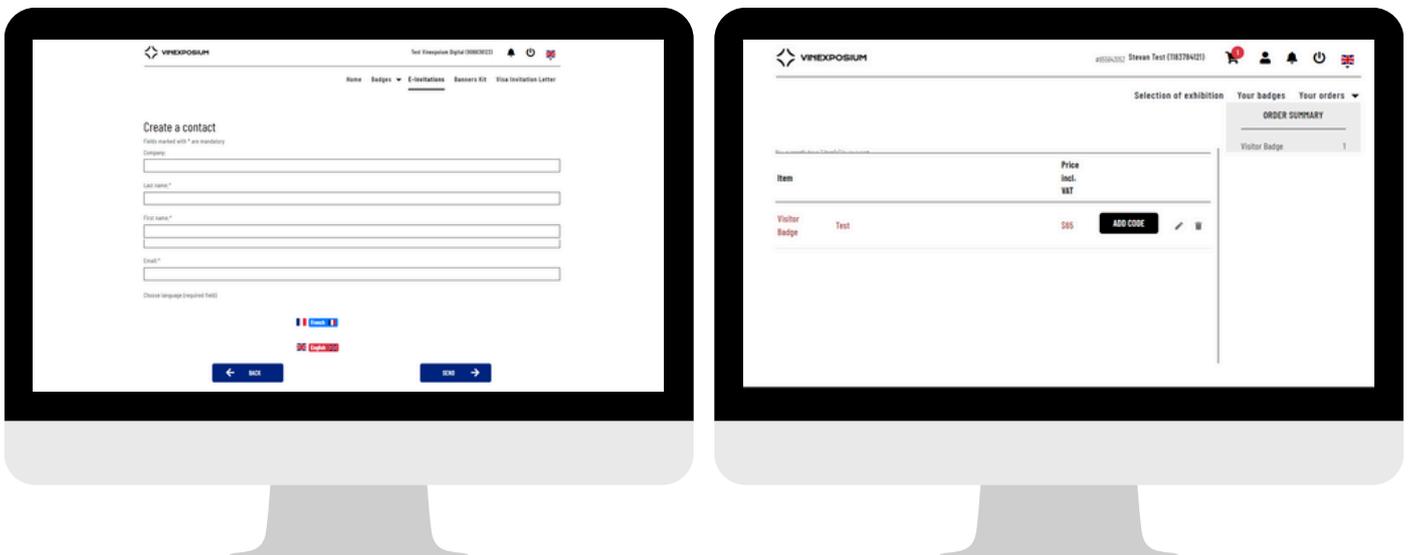
CONTACT

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For any technical information concerning your stands or the organisation of the show, please fill out the form at this address:

https://www.vinexposium.com/en/contact/

For all sales enquiries, please contact:

https://www.vinexposium.com/contact/

For any question related to invoicing:

https://www.vinexposium.com/en/contact/