Access Control - By Registration Type

This feature allows you to customize access for different packages offered at an event.

1. Set up the different registration categories within eTouches. Categories can be accessed by going to *eReg Settings* and clicking on the *Categories* tab.
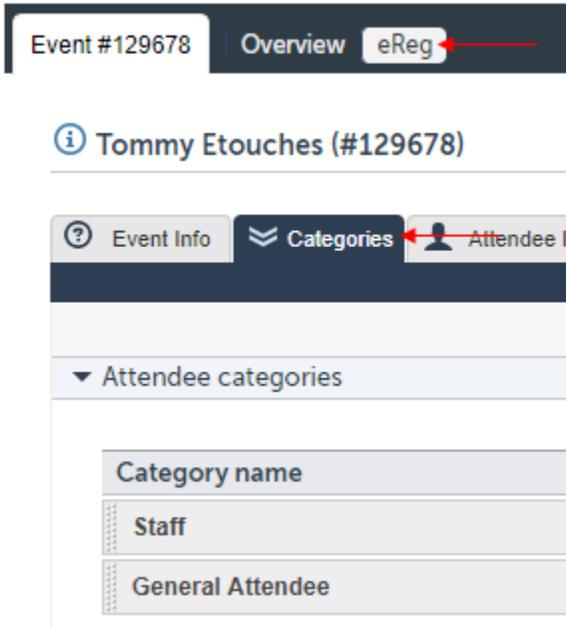
2. Go to Swiftium.co.

3. 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.*
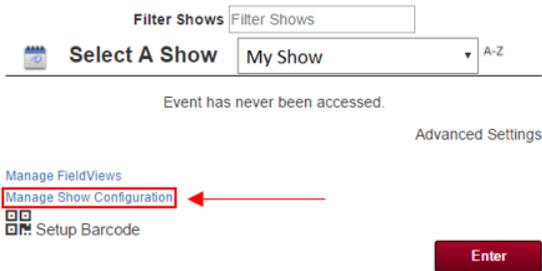
5. Hover over *Registration Data* and click on *Third Party API.*
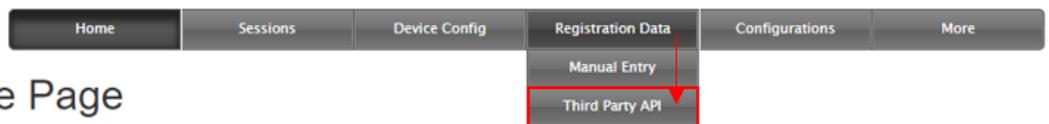
6. Using the *Select Third Party Api* dropdown, select *eTouches - Session Access Control by Registration Type*.

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. Make sure *Use Registration Type* is checked off, then select a registration type (in this example, we clicked on *Staff*).

Use Registration Type	Select a Registration Type to view allowed Sessions	
☑	Staff	▶
☑	General Attendee	▶

Registration Type: Staff

Select the Sessions Registration Type Staff is allowed access to.

Allowed	Session
☑	Session 1 0 8/9/2017 10:30 8/9/2017 11:30 0 15473250
☑	Session 2 0 8/9/2017 10:35 8/9/2017 11:30 0 15974222
☑	Session 3 0 8/9/2017 10:40 8/9/2017 11:29 0 7507874
☑	Session 4 0 8/9/2017 10:45 8/9/2017 11:29 0 11634108

Next

11. Check off the sessions which that registration is allowed to attend. Repeat this process for all registration types you would like to customize.

12. Click *Next*.

13. 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 ▼	Additional Field Settings
Last Name	Last Name ▼	Additional Field Settings
Company	Company ▼	Additional Field Settings
City	Empty Field ▼	Additional Field Settings
State	US State ▼	Additional Field Settings
Zip	Zip (Postal Code) ▼	Additional Field Settings

14. Click *Finish*.