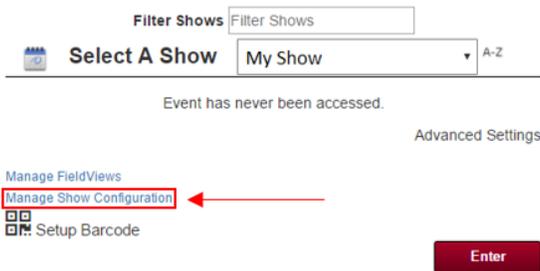# Access Control – Session Registration

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.*

5. Hover over *Registration Data* and click on *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.

13. Click Finish.