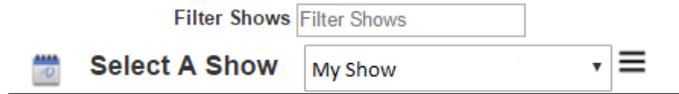

Access Tokens

Access tokens allow you to revisit a show that has since expired.

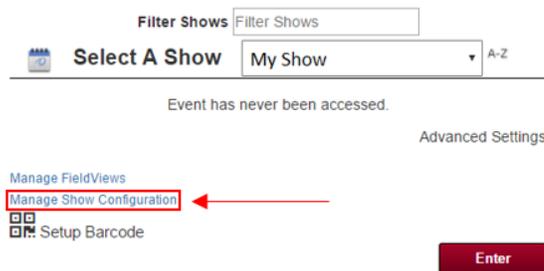
If you try to access an expired show, you will be presented with this message: "The selected show has expired. Contact management for an extended access token." To obtain an access token please follow the instructions below.



The selected show has expired. Contact management for an extended access token.

Enter override Access Token. Then Press reload.

1. Sign into your manager account on the main page and enter the exhibitor portal.
2. Select the show in question and click *Manage Show Configuration*.



3. Hover over more and select *User Management*.

Management Home Page



4. Using the dropdown, select the user account you would like access and click *Manage Selected User*.

Select User

Filter Users:

User

5. Click on the *Access Token Expiration* field, choose a future date, and click *Generate*. An access token should appear in the box next to the generate button.

Managing User:

[Manage Another User](#)

Access Token Expiration

Generate Access Token

[Generate](#)

Allow Permission	Permission
<input type="checkbox"/>	Modify show configuration
<input type="checkbox"/>	Delete Transactions From Reporting Interface
<input type="checkbox"/>	Delete Transactions From Management Interface
<input type="checkbox"/>	Modify Transactions Qualifiers/Notes/Session From Reporting Interface
<input type="checkbox"/>	User has the same permissions as an management user

Generate Access Token

[Apply Permissions](#)

New Password

Confirm Password

Apply Changes

[Apply Changes](#)

Associate Show Devices To User

[Associate Devices](#)

6. Copy the access token and log back into the other exhibitors account (the place you were getting the show expired message).

7. Paste the access token into the access token field and click the *Reload* button.

Filter Shows

Select A Show

The selected show has expired. Contact management for an extended access token.
Enter override Access Token. Then Press reload.

[Reload](#)

8. You should now be able to access the show.