Team Registration

Your IPEM Account, Basics · https://www.ipem-market.com/help/ipem-account/team-registration/

1. ATTRIBUTING EVENT PASSES TO TEAMMATES

a. **Access your IPEM Account** using your email address.

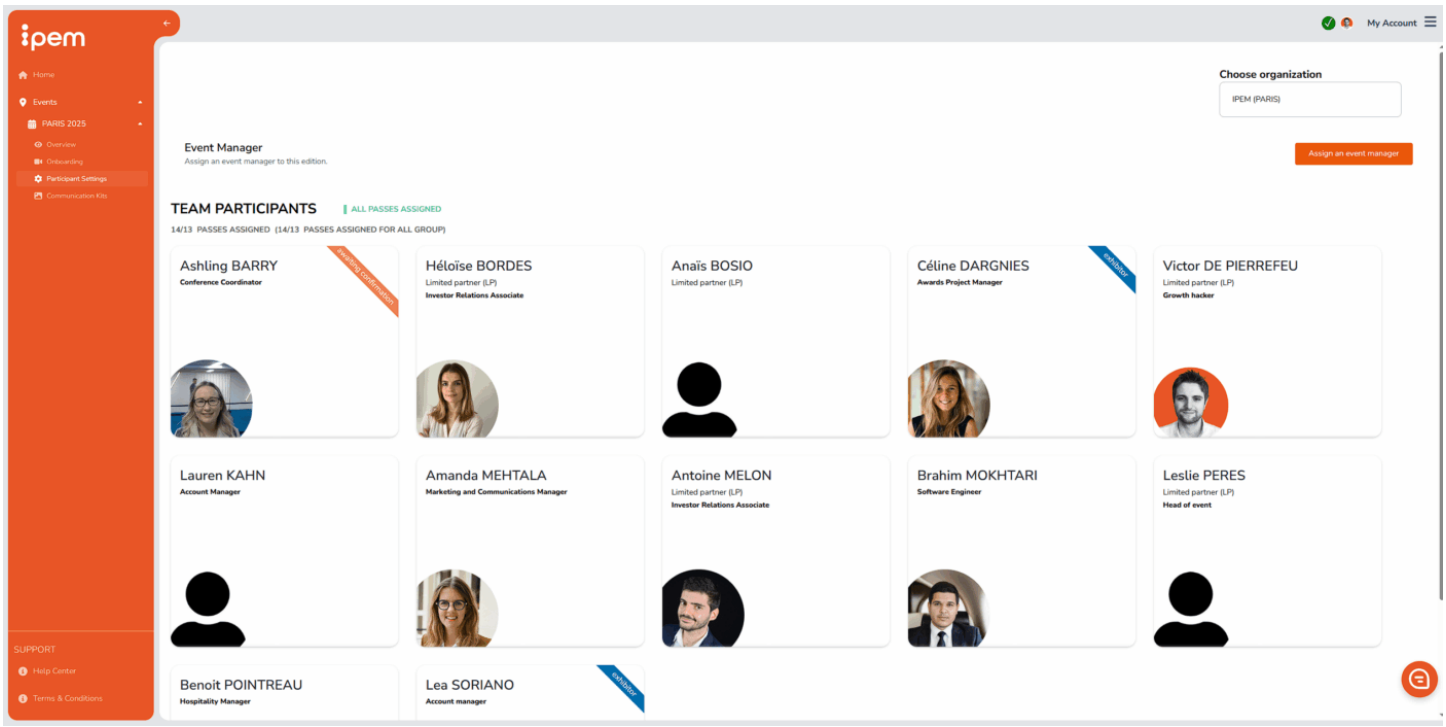
b. **Navigate to the event section** using the navigation bar on the left to select one of the IPEM events.

c. **Look for the Participant Settings** on the left menu.

d. **Check the number of passes** available for your firm.

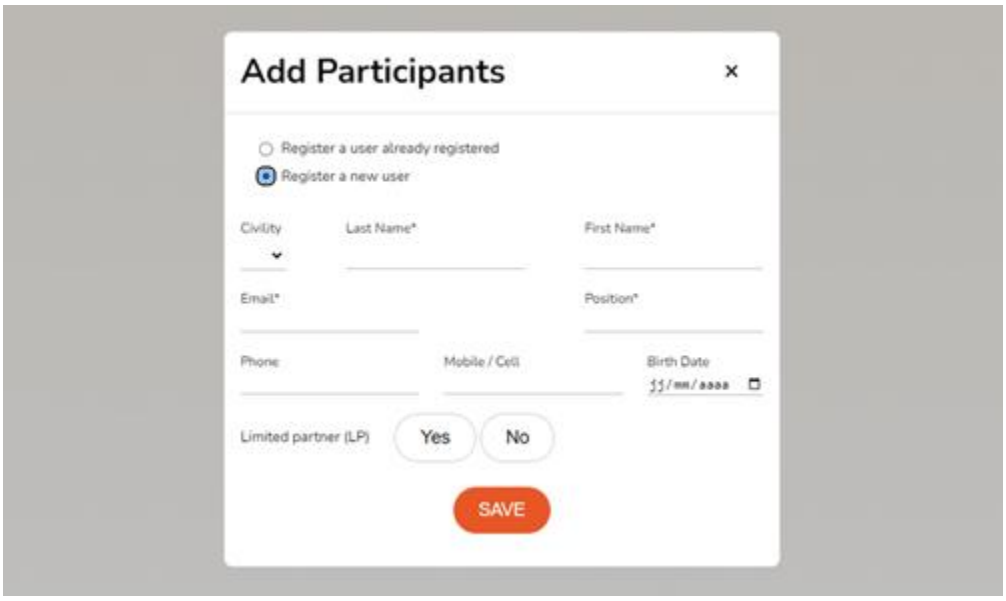
e. **Click on ASSIGN A PASS**.

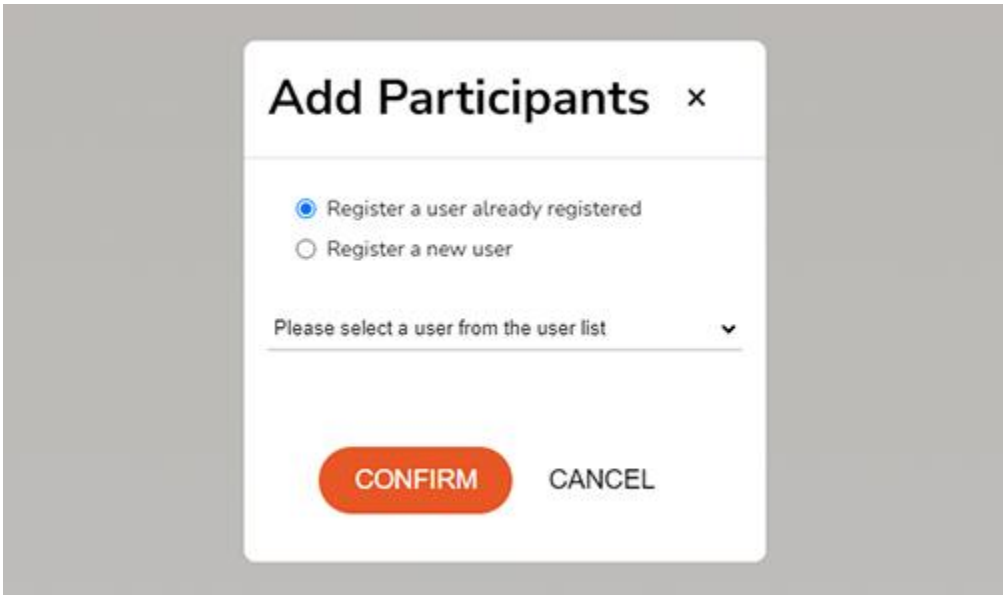
f. **After you've assigned a pass** to one or more colleagues, the IPEM Team will review your request as soon as possible.



TEAM COORDINATORS

From here, as a Team Coordinator, you can either register a new user or add an existing one as a participant in a specific event. The system will automatically send them an invitation to join the event and provide them with access to their IPEM Account.



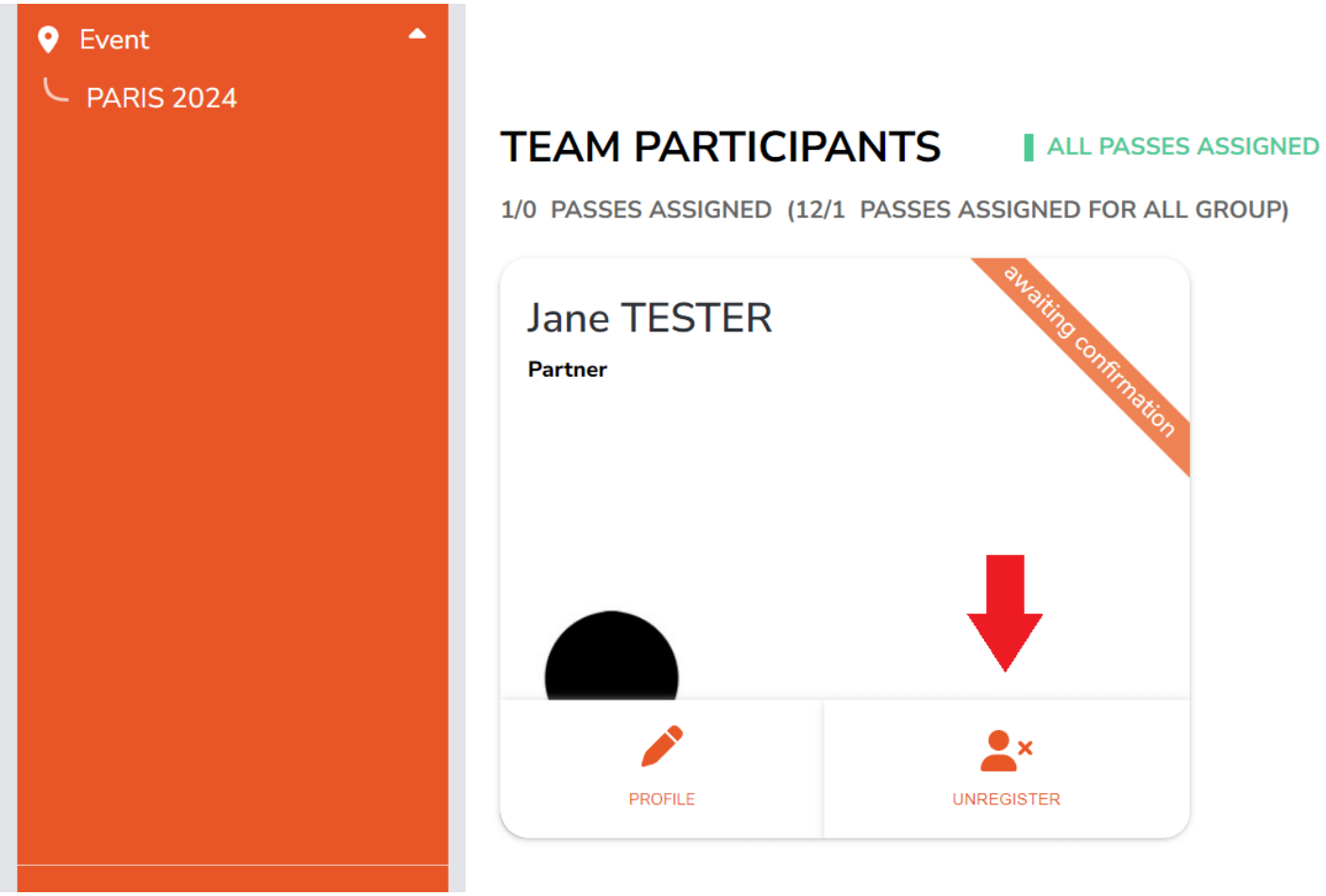


2. MODIFYING COLLEAGUE'S PARTICIPATION AND RECOVERING PASSES

a. **On the Participant Settings tab**, locate the teammate's profile in the list of registered team members.

b. **Hover over your teammate's profile** to access actions.

c. **Click on UNREGISTER**. Their passes will be made available for reassignment.



3. MANAGE THE PASSES OF YOUR COMPANY'S SUBSIDIARIES DIRECTLY VIA YOUR IPEM ACCOUNT

Only the parent firm's Admin and Logistics contact has access to this feature.

a. Once you have logged in with your professional email address, click on the orange sidebar on the left of your screen and then go to **Event.** Open the **Participant Settings** options in the center of your screen.

b. At the top right of this page, you will see a drop-down menu: **Choose organization**. Click on it and select the subsidiary to which you wish to **assign your passes**.

c. You will then see **the number of passes assigned** by the subsidiary just below each subsidiary.

Don't hesitate to contact us if you need any further information.

Did you find the answer to your question?

If not, do not hesitate to start a conversation with our ChatBot

IPEM ChatBot