FRANKFURTER BUCHMESSE

LitAg Ticket Portal

Tutorial for Agents & Scouts

2023

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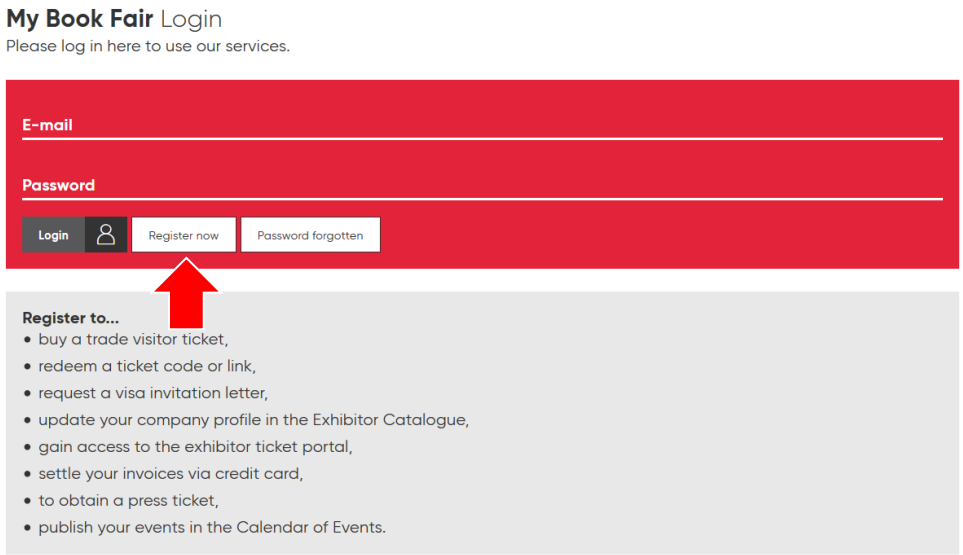
Registering in MyBookFair

Registering in MyBookFair

You can register in MyBookFair in three easy steps.

Please enter the following URL into your browser:
https://services.buchmesse.de

Click on **"Register now"**.



Registering
MyBookFair

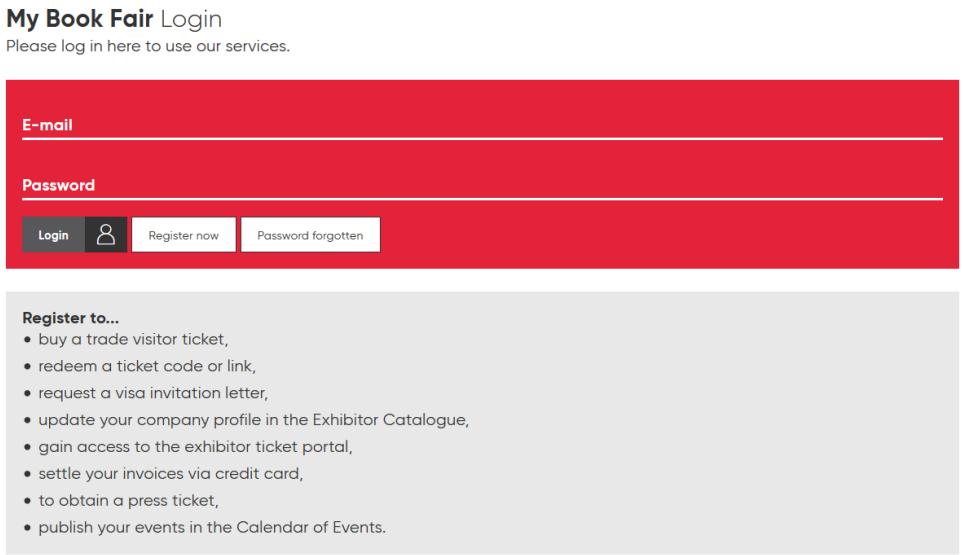
Fill in the registration form.
Any field with an asterisk (*) is mandatory, the rest is optional.

After clicking “Register now“ and saving your data, you will receive an e-mail with an **activation link**. Please click the link to finish registration and validate your account. Please check your spam folder if you can‘t find the e-mail in your inbox.

If the link can‘t be clicked, you can also copy and paste it into your browser.

Registering in MyBookFair

Now you can log in using your e-mail address and password.



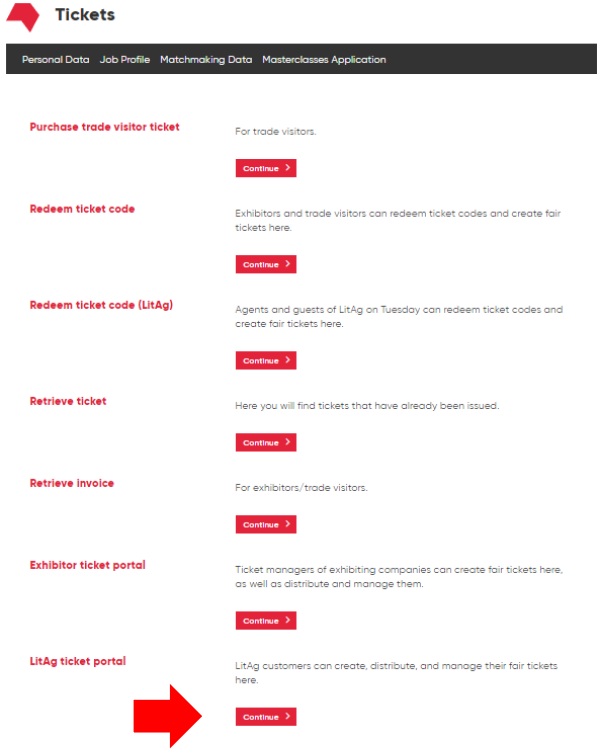
Creating and sending LitAg ticket codes and ticket links

Creating LitAg ticket codes and ticket links

If you are the **ticket manager** for your company,
you have access to the LitAg Ticket Portal.

If you don't have access to the LitAg Ticket Portal,
please get in touch with the LitAg team:
litag@buchmesse.de

Log in to your MyBookFair account and go to "LitAg Ticket Portal" under "Tickets".

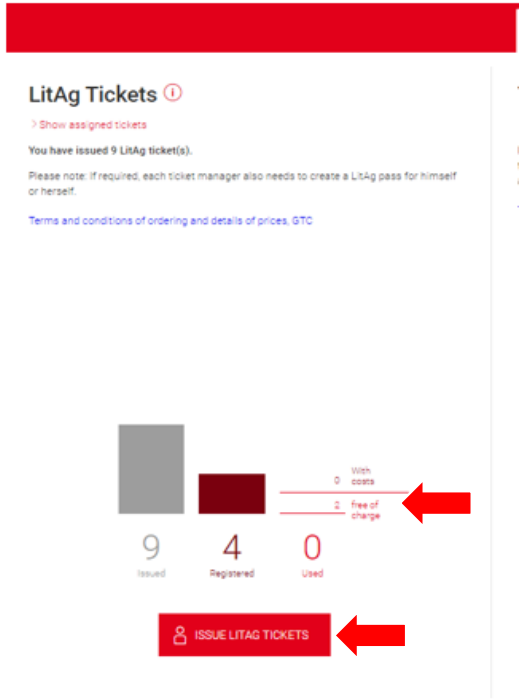


Creating LitAg ticket codes and ticket links

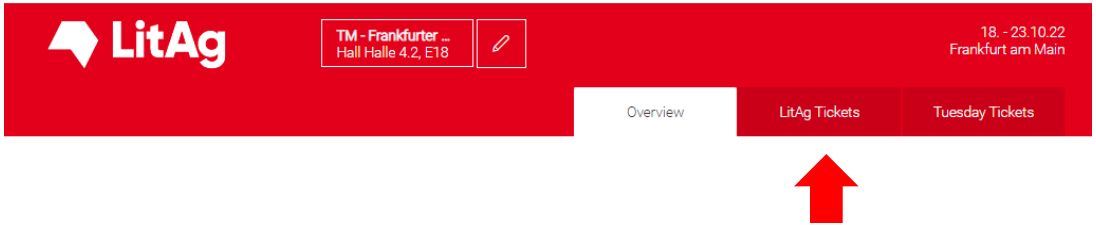
You are now in the general overview of the LitAg Ticket Portal.

If you need additional LitAg tickets beyond your free tickets, you can order directly in the shop and receive a separate invoice for the additional tickets after the fair (137€/ticket).

You can see here how many tickets are available in your free quota. If you want to create a LitAg ticket, click on “Issue LitAg tickets".



Creating LitAg ticket codes and ticket links



You can also issue tickets by selecting the tab **"LitAg Tickets"** and then clicking on **"Issue LitAg Tickets"**

Creating LitAg ticket codes and ticket links

For your guests who you would like to meet at the Agents & Scouts Centre (LitAg) on Tuesday, you can create the free Tuesday Tickets.

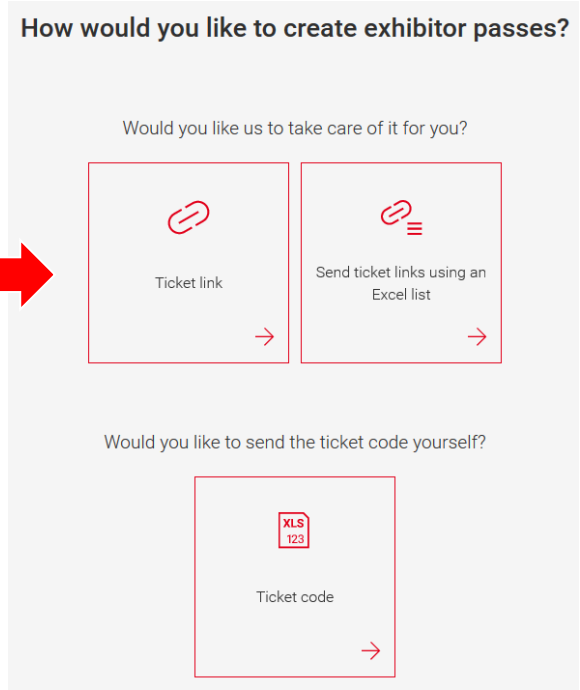
Every person invited to the Centre on Tuesday needs a Tuesday Ticket!

On the following slides we show you how to invite visitors via ticket links and ticket codes.

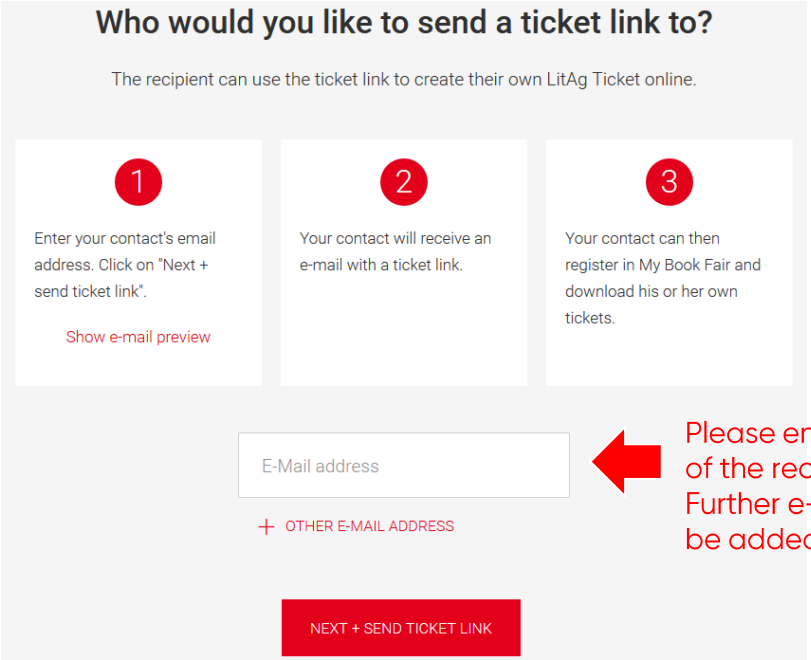
Sending LitAg ticket links

If you want to send individual ticket links, please click on **"Ticket link"**.

Ticket links can be sent directly to your colleagues' e-mail address.

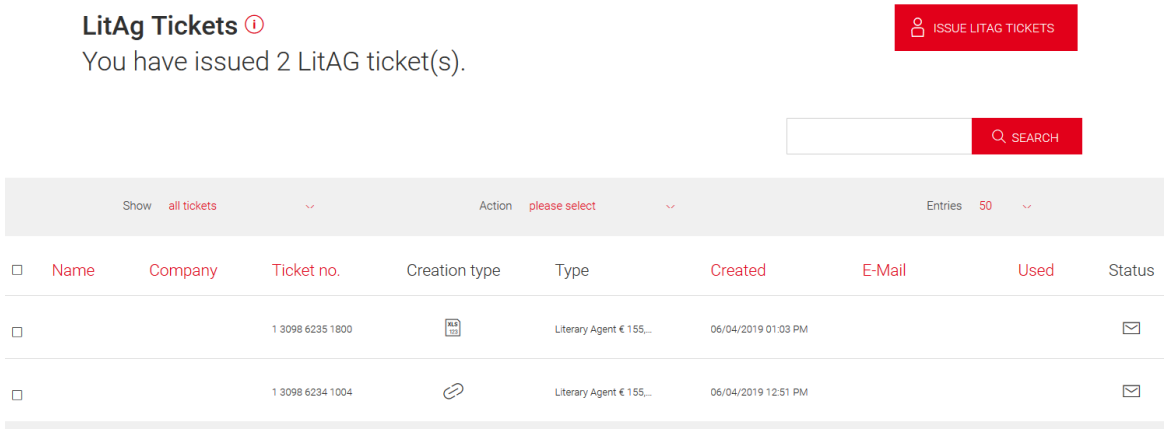


Sending LitAg ticket links



Please enter the **e-mail address** of the recipient of the ticket link. Further e-mail addresses can be added (click on "Add E-Mail Address").

Sending LitAg ticket links



After sending the link(s), you are taken to an **overview page** where you can see all the tickets you have sent, to whom, and whether they've been claimed or not.

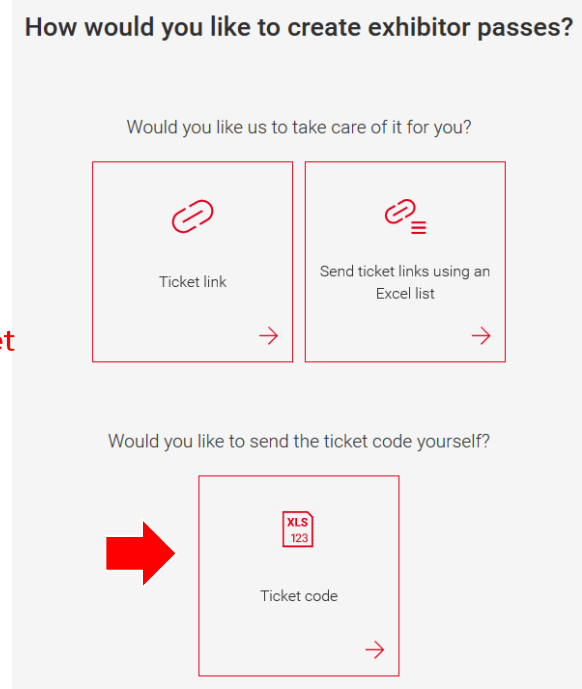
The recipient of the link will receive an e-mail. Clicking on the link will take the user to their ticket, after they log in to MyBookFair.

ATTENTION: In order to personalize a ticket for yourself, each person needs their **own** a separate MyBookFair account.

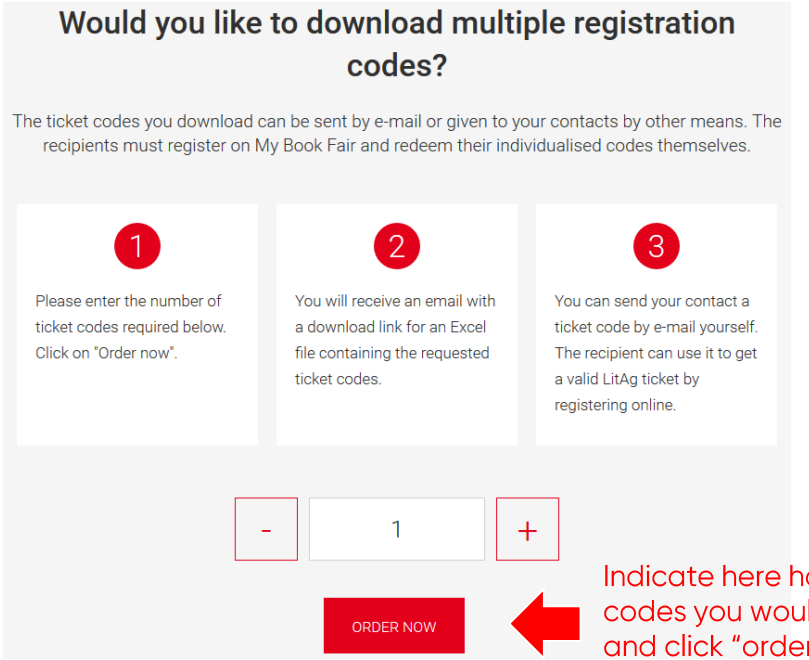
Sending LitAg ticket codes

If you want to send ticket codes only, simply click on **“Ticket code”**.

Ticket codes will be sent to your e-mail address and can be sent individually afterwards.

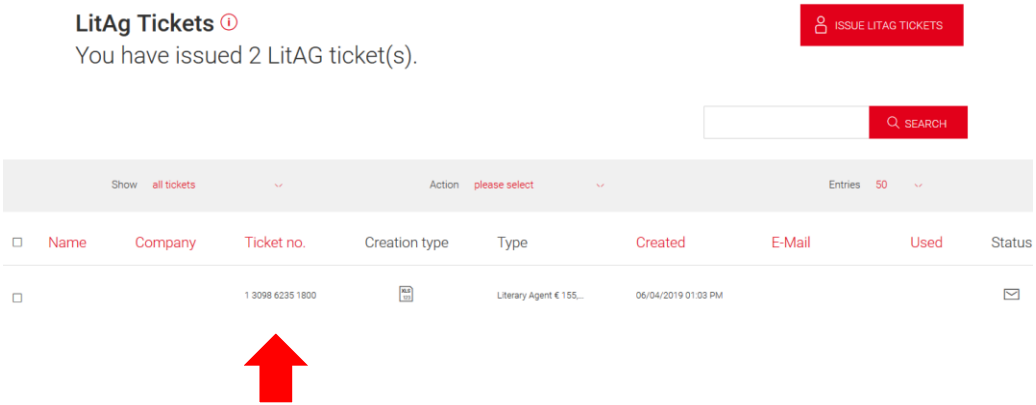


Sending LitAg ticket codes



Indicate here how many ticket codes you would like to order and click “order now”.

Sending LitAg ticket codes



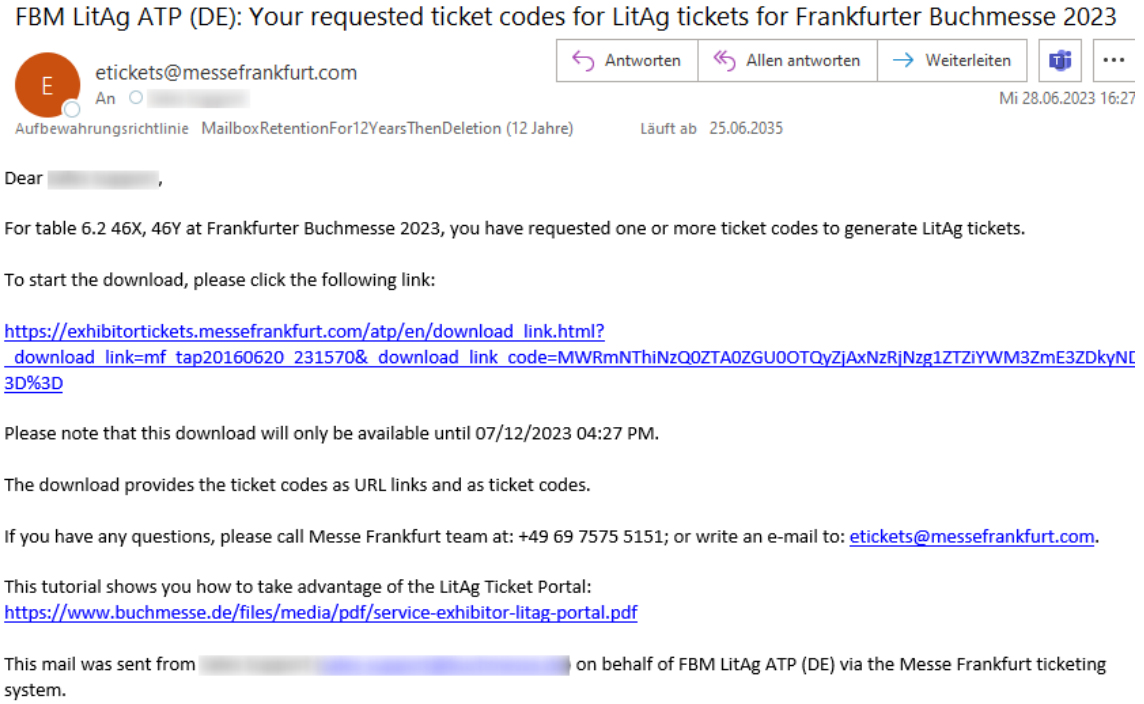
You are now back to the **overview**.

The column **"Ticket no."** shows you the code of each ticket. These can be give to other users to be redeemed in their accounts.

Sending LitAg ticket codes

After ordering the ticket codes, you will receive an e-mail with a **download link**.
Click on the link to download the excel sheet containing the codes.

Please note: The download is available two weeks upon receipt. After that date, you can copy the ticket codes from your overview in the LitAg Ticket Portal.



FBM LitAg ATP (DE): Your requested ticket codes for LitAg tickets for Frankfurter Buchmesse 2023

E etickets@messefrankfurt.com
An [redacted]

Antworten | Allen antworten | Weiterleiten

Mi 28.06.2023 16:27

Aufbewahrungsrichtlinie MailboxRetentionFor12YearsThenDeletion (12 Jahre) Läuft ab 25.06.2035

Dear [redacted],

For table 6.2 46X, 46Y at Frankfurter Buchmesse 2023, you have requested one or more ticket codes to generate LitAg tickets.

To start the download, please click the following link:

https://exhibitortickets.messefrankfurt.com/atp/en/download_link.html?_download_link=mf_tap20160620_231570&_download_link_code=MWRmNThiNzQ0ZTA0ZGU0OTQyZjAxNzRjNzg1ZTZiYWM3ZmE3ZDkyND3D%3D

Please note that this download will only be available until 07/12/2023 04:27 PM.

The download provides the ticket codes as URL links and as ticket codes.

If you have any questions, please call Messe Frankfurt team at: +49 69 7575 5151; or write an e-mail to: etickets@messefrankfurt.com.

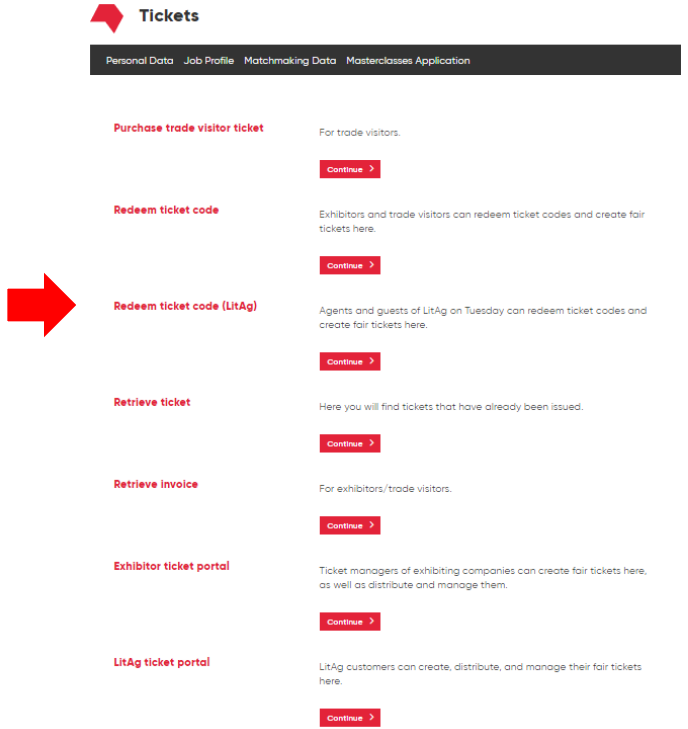
This tutorial shows you how to take advantage of the LitAg Ticket Portal:
https://www.buchmesse.de/files/media/pdf/service-exhibitor-litag-portal.pdf

This mail was sent from [redacted] on behalf of FBM LitAg ATP (DE) via the Messe Frankfurt ticketing system.

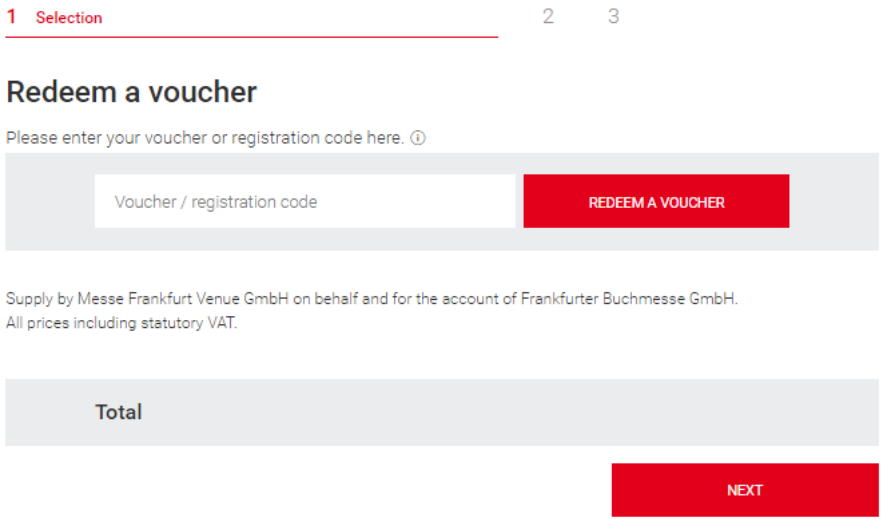
Redeeming and retrieving tickets

Creating LitAg ticket codes and ticket links

If you would like to redeem a ticket code for the LitAg, please click on "Redeem ticket code (LitAg)".



Redeeming a ticket code

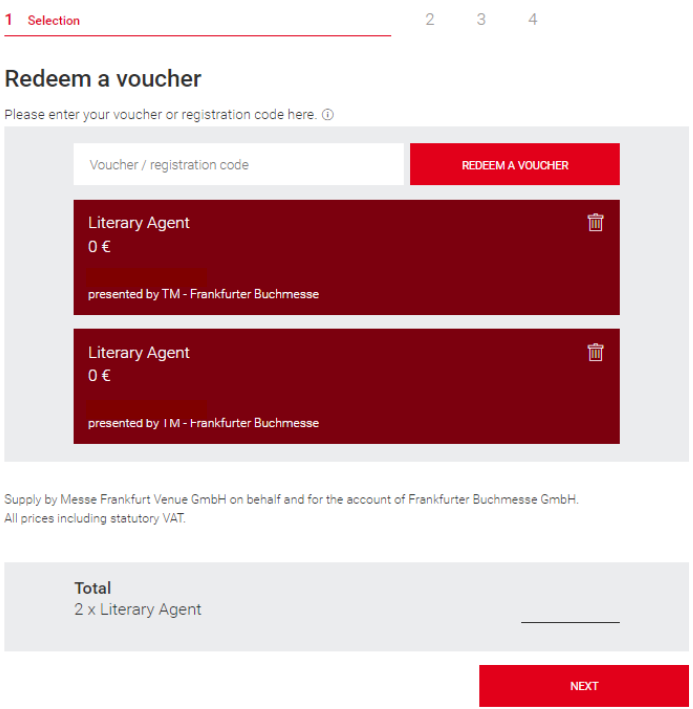


Now you can enter the code and redeem your ticket.

You can also redeem several codes at once.

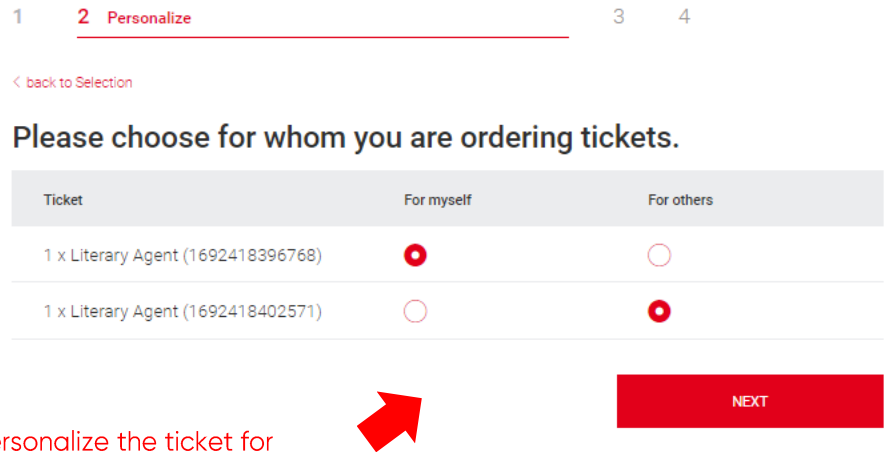
If the ticket is for another person, they do not need their own MyBookFair account, just their own e-mail address.

Redeeming a ticket code



In this example, 2 codes have been redeemed.

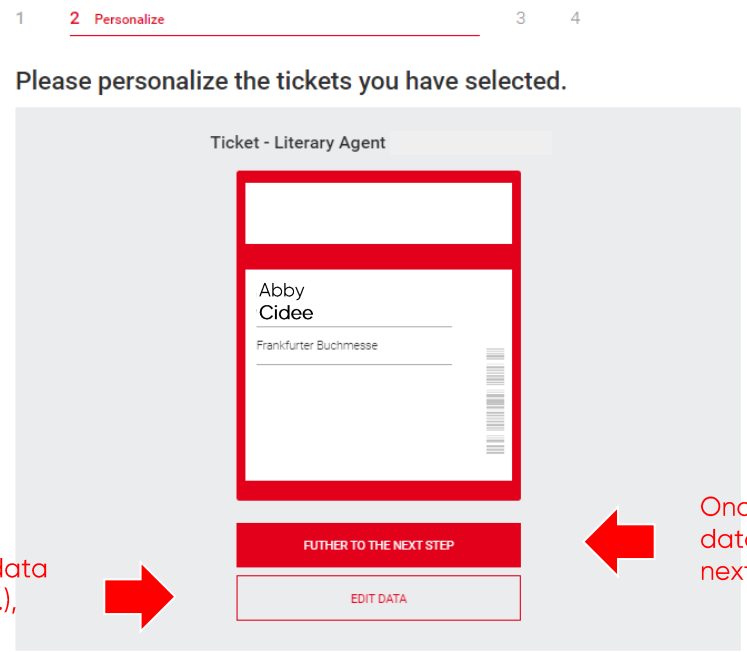
Redeeming a ticket code



You can personalize the ticket for yourself, but also for others.

If the ticket is for another person, they do not need their own MyBookFair account, just their own e-mail address.

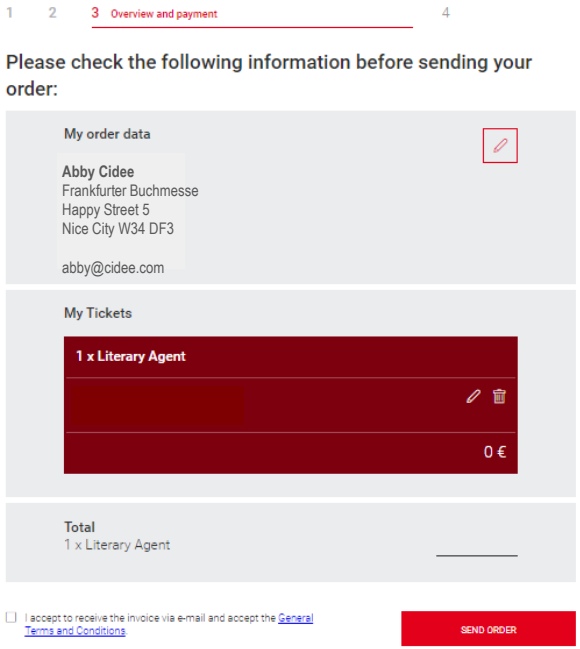
Redeeming a ticket code



If you need to edit your data (name, company name,...), click on "Edit data"

Once you have checked your data, click on "Further to the next step"

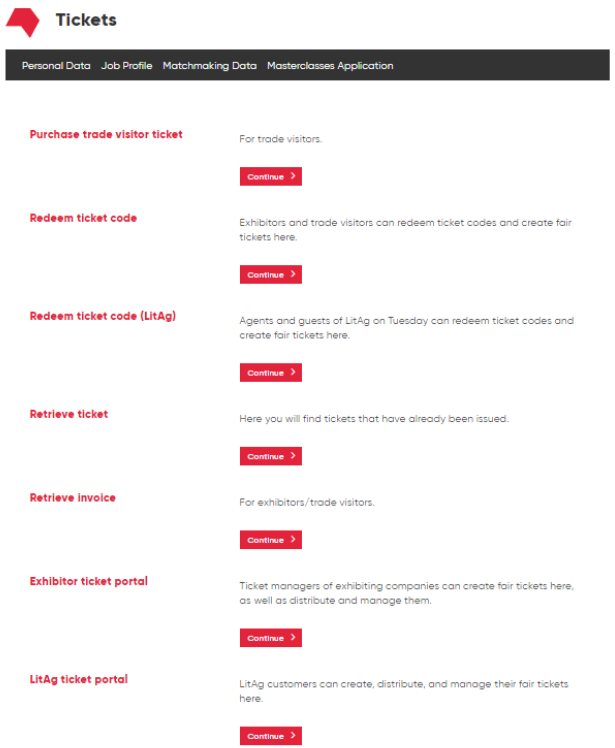
Redeeming a ticket code



Tick the box and accept the General Terms and Conditions, then click on “Send your order”.

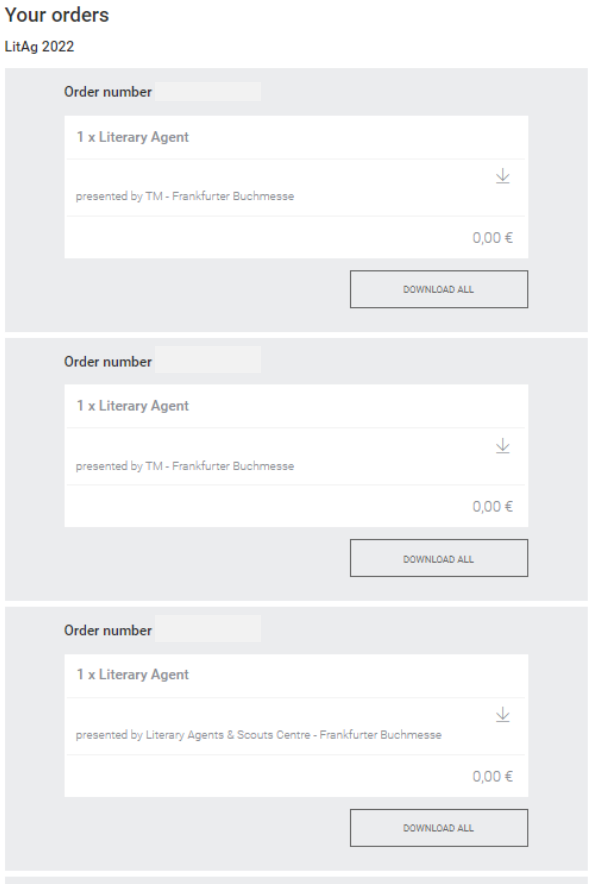
Retrieving your ticket

To retrieve your ticket, please click on "Retrieve ticket".



Retrieving your ticket

You will find an overview of all the ticket issued for this year's fair and can download them.



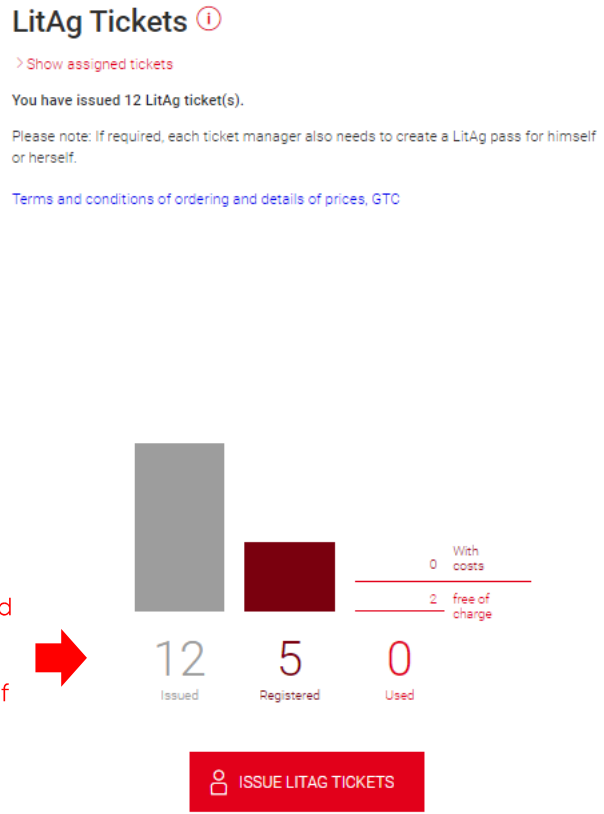
Free contingent and management of further tickets

Free contingent and managing further tickets

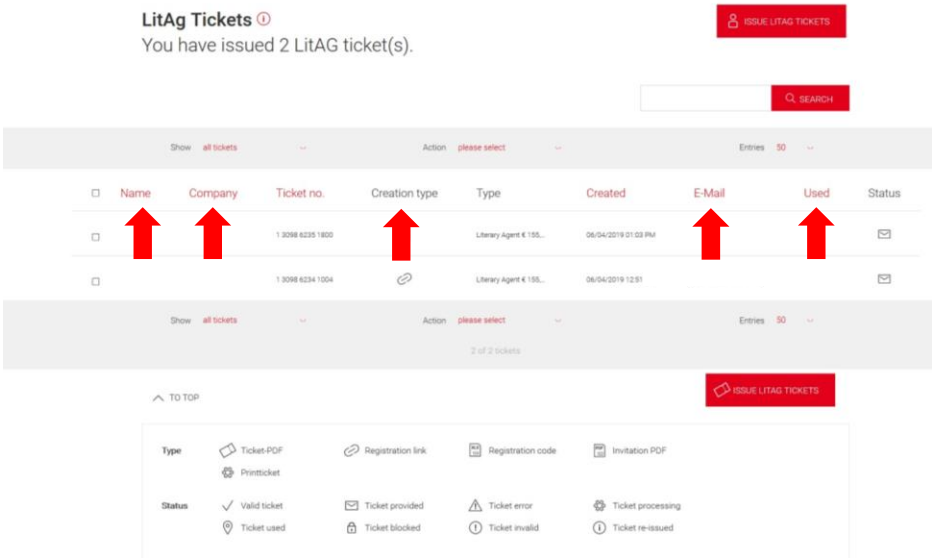
In the screenshot 12 tickets have already been issued and 5 users have already registered and personalised their tickets.

Should one of these 5 tickets be used to enter the fair, this ticket will be offset against the free contingent (2 tickets).

Should you need additional LitAg Tickets, you will be charged 137€/ticket.



LitAg ticket code overview



This **overview** shows you how many ticket codes and links you have created.

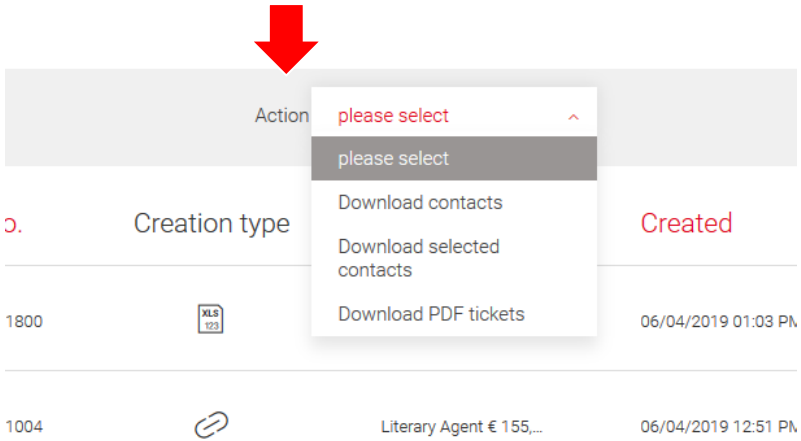
The columns for **“Name”** and **“Company”** will show you if a ticket has been personalised or not.

"Under "Creation type" you can see whether you have sent a ticket code or a ticket link.“

Under the item "**E-mail**" you can see to whom you have sent links and who has converted the codes.

Under the item "**Used**", you can see afterwards whether the person came to the Frankfurter Buchmesse.

LitAg ticket code overview

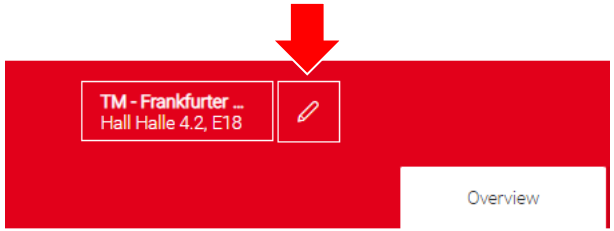


By selecting an action from the **"Action"** menu, you can download a list of the contacts you define.

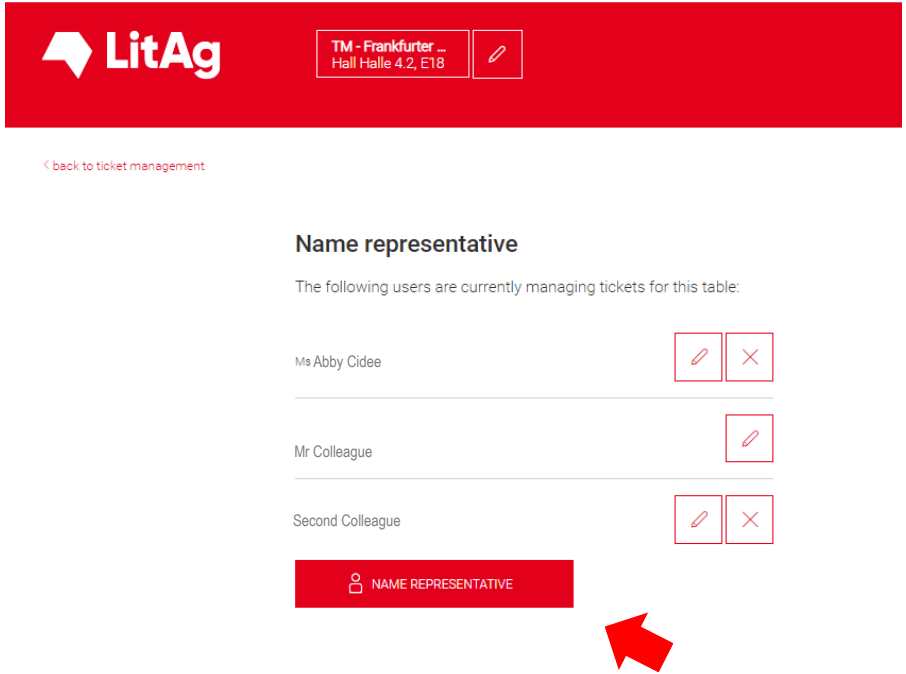
Naming
LitAg representatives

Naming a representative
LitAg

Click on the **"edit"** symbol (pencil) on the red banner of the overview page

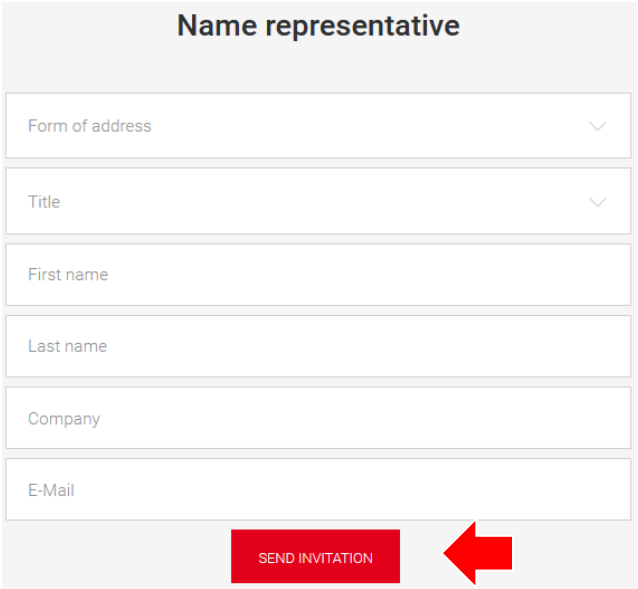


Naming a representative
LitAg



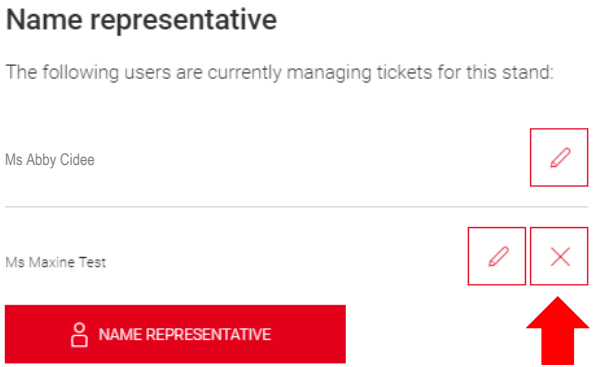
To name a representative, click on the **"Name Representative"** button.

Naming a representative
LitAg



On this page, fill in the information and send the invitation.
It is important that the user account has the same e-mail address as specified in this entry.
Once completed, the representative can carry out the same tasks as a ticket manager.

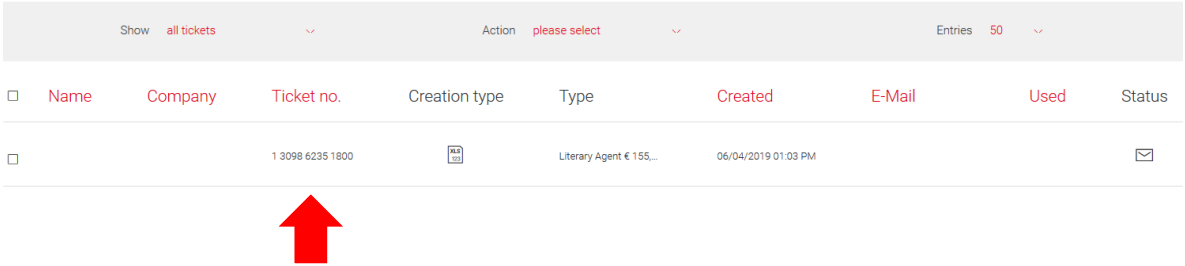
Naming a representative
LitAg



To remove a representative, click the pencil icon again.
In the overview you can then remove any representatives by clicking on the **X** next to their name.

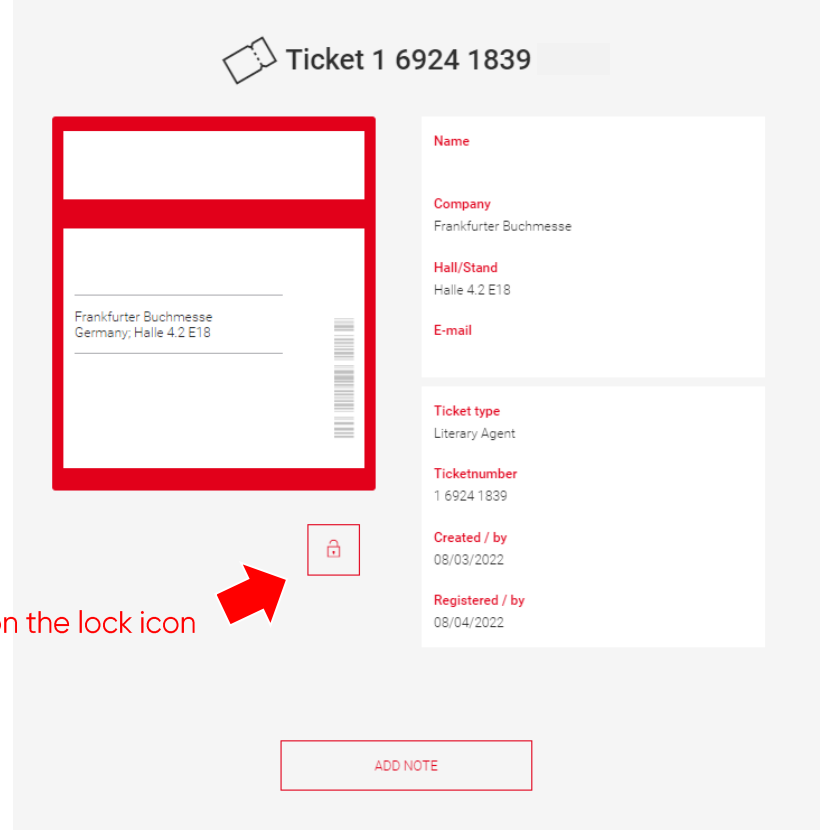
Blocking LitAg tickets

Blocking
LitAg tickets

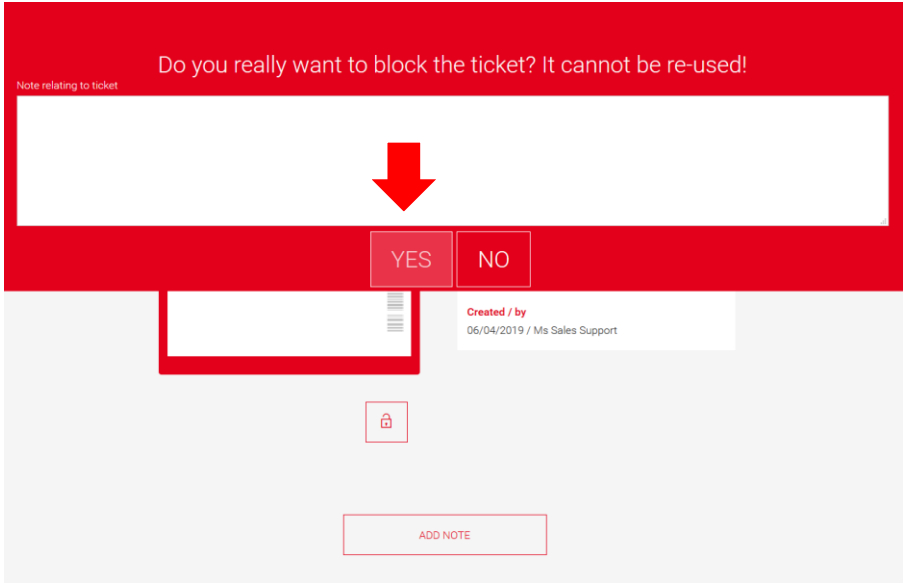


If you want to block a LitAg ticket, please click on the corresponding ticket code you want to block in the overview.

Blocking LitAg tickets



Blocking
LitAg tickets



To definitely block the ticket, click on **"yes"** after writing a short note about the block.

Please mind that the ticket cannot be reactivated afterwards.

FRANKFURTER BUCHMESSE

#fbm23