

**Exhibitor Ticket Portal**

# **LitAg Tutorial**

**June 2024**



# Contents

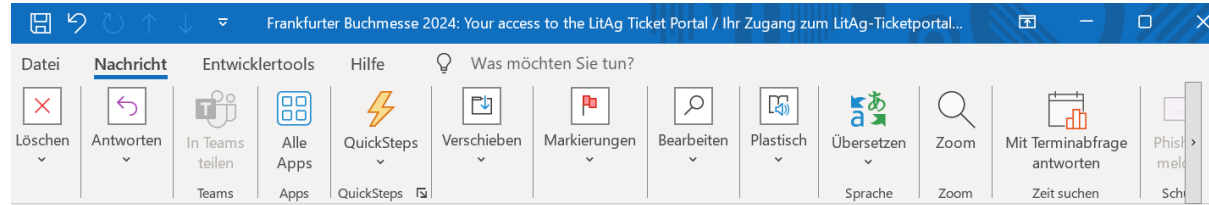
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# Registration

# Invitation as Ticket Manager to the LitAg Ticket Portal




You will receive an e-mail inviting you to register on the LitAg Ticket Portal.

## Frankfurter Buchmesse 2024: Your access to the LitAg Ticket Portal / Ihr Zugang zum LitAg-Ticketportal



noreply.etickets@messefrankfurt.com

An 

[Antworten](#) [Allen antworten](#) [Weiterleiten](#)  [...](#)

Fr 28.06.2024 08:43

The **LitAg Ticket Portal** for Frankfurter Buchmesse 2024 is now open for business!

As the Ticket Manager, you can create, manage and send Literary Agent Tickets.

You will find all information, including a [tutorial](#) on the use of the Ticket Shop and the link for the LitAg Ticket Portal at [Tickets for LitAg Participants | Frankfurter Buchmesse](#).

### This is how it works:


We have logged the table 1.1 A2 for exhibitor Teststand LitAG 2024 and set up your personal access authorisation.

Click [here](#) to register to the LitAg Ticket Portal. For this, please use the e-mail address to which this mail was sent.

Please note: If you arrange meetings on Tuesday, 15 October 2024, with contacts who do not have a Literary Agent Ticket or an Exhibitor Pass, they will require a so-called Tuesday Ticket in order to get access to the fairgrounds and the LitAg. Please send them the code **Tuesday2024FBM** which they can use to redeem their Tuesday Ticket in the [Trade Visitor Ticket Shop](#).

# Registration Messe-Login



 messe frankfurt

en | de

Messe-Login

[← Back to login](#)

Registration

Account details

Country/Region

Great Britain and Northern Ireland

Title

Please select...

First name

John

Surname

Sample

Email

example@domain.com

Password

Repeat password

The data you provide here will be processed by Messe Frankfurt GmbH, Messe Frankfurt Exhibition GmbH, Messe Frankfurt Venue GmbH, Messe Frankfurt Messen und Service GmbH and Messe Gastronomie Service GmbH for the purpose of creating and managing your MesseLogin. The MesseLogin is used to access the digital services of these companies. You can also use your MesseLogin for the digital services of other affiliated companies. Before your data is transferred to another affiliated company for the first time for this purpose we will inform you of this.

The Registration Conditions of Messe Frankfurt apply to registration.

Register


[Legal Notice](#) [Privacy Policy](#) [Terms and Conditions of Registration](#)

Please complete all fields.

Make sure to register with the e-mail address to which the invitation e-mail was sent.

# Registration Messe-Login



EN (GB)

Messe-Login

[← Back to login](#)

Registration

Verification of account

Your data has been successfully submitted. We have sent you an email to [tatjana@solarzug.de](mailto:tatjana@solarzug.de) with a confirmation code. Please enter the code to complete the registration.

Confirmation code

Have not received an email? [Resend email.](#)


Complete registration

[Legal Notice](#) [Privacy Policy](#) [Terms and Conditions of Registration](#)

After you have saved your data, you will receive an e-mail with a confirmation code, which you should enter.  
(Please also check your spam or junk mail folder.)

# Registration Messe-Login



 messe frankfurt

EN (GB)

Messe-Login

[← Back to login](#)

Registration

You have confirmed your Messe-Login. This can be used for an unlimited period of time. You can now complete your profile.

Receipt of personalised info services

To keep you up-to-date, we will send you information about our events, such as announcements about the next event, themes & events trends planning & preparing your visit to the fair. Special offers and services for you. Events of interest by the Messe Frankfurt Group. We would like to contribute to your business success and help you make new business contacts. We, the Messe Frankfurt Group and our official representation for your home country, would like to inform you specifically about our events, products and offers. In addition, we would like to inform you about offers from sponsors of the event you are attending as well as from exhibitors and companies which match the industry. For this purpose, Messe Frankfurt Exhibition GmbH will transmit the data you enter below (title, title, name and contact details) exclusively within the Messe Frankfurt group of companies and to the official representative for your home country.

☐ I consent to the processing of my data for the above-mentioned purposes.

☐ In addition, I consent to receiving information through personalised emails. This includes the analysis of my email opening and clicking behaviour and the generation of a usage profile.

You have the right to revoke or adjust your consent at any time with effect for the future. To do so, use the unsubscribe link in your email or contact us at [privacy@messefrankfurt.com](mailto:privacy@messefrankfurt.com). Further information according to Art. 13 and 14 DSGVO please find at Privacy Policy.

Go to the website


[Legal Notice](#) [Privacy Policy](#) [Terms and Conditions of Registration](#)


Please complete your data and click „Go to the website“


# Registration Messe-Login



[Ticket Services for Exhibitors](#)

 [Messe-Login](#)

English 

 [messe frankfurt](#)



15 - 20.10.24  
Frankfurt am Main



LOGIN

[Register](#)[Forgot password?](#)


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



# Creating and sending Literary Agent Tickets

# NEW: Creating LitAg Tickets





Teststand LitAG 2...  
Hall 1.1, A2

15. - 20.10.24  
Frankfurt am Main

OverviewLiterary Agent TicketsTuesday Tickets

## Literary Agent Tickets ⓘ

> Show assigned tickets

You have issued 15 Literary Agent Ticket(s)

Please note: If required, each ticket manager also needs to create a ticket for himself or herself.


[Terms and conditions of ordering and details of prices, GTC](#)

0

Issued

0

Used

 ISSUE LITAG TICKETS

## Tuesday Tickets ⓘ

> Your invitation code for Tuesday Tickets: Tuesday2024FBM

Did you make appointments on Tuesday, 15 October 2024? People who do not have a Literary Agent Ticket or an Exhibitor Pass will require a Tuesday Ticket in order to get access to the fairgrounds and the LitAg.

Please send them the code mentioned above which they can use to redeem their Tuesday Ticket in the [Trade Visitor Ticket Shop](#).



NEW: As a ticket manager, you can create Literary Agent Tickets for yourself and your colleagues directly in the portal.

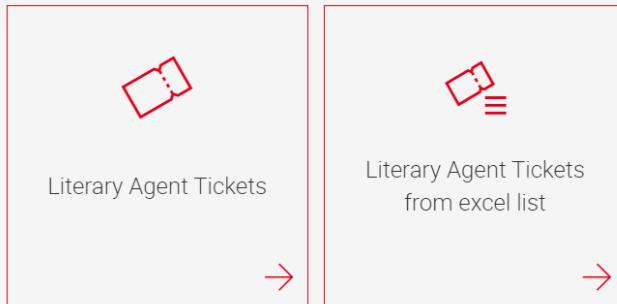
To do this, click on "Issue LitAg Tickets".

# NEW: Creating LitAg Tickets



## How would you like to create Literary Agent tickets?

You can issue Literary Agent Tickets online and print them directly or send them by e-mail. You can issue them single as well as in large numbers.

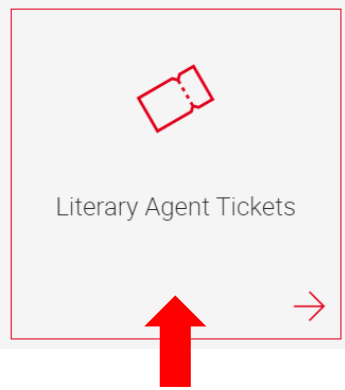


Messe Frankfurt Exhibition GmbH collects and processes the data you provide here to process your ticket request on behalf of Frankfurter Buchmesse GmbH. Please find further information in the [Privacy Policy](#).

Select how you would like to create the Literary Agent tickets:

- You can create the tickets individually.
- Or you can enter the ticket users' data in an Excel list and upload it. This allows you to easily create several tickets at once.

# NEW: Creating LitAg Tickets



Create a new ticket.

Form of address ▼

Academic title × ▼

First name

Last name

Company

Germany ▼

E-mail address of ticket holder

☐ Please select if you wish to have your ticket sent per e-mail. It will be sent to the e-mail address of the ticket holder.

TICKET PREVIEW + NEXT


To create the Literary Agent Tickets individually, click on "Literary Agent Tickets".

Then enter the required details and click on "Ticket preview + next".

If the ticket is also to be sent to the person for whom you are creating it, please tick the corresponding box.

# NEW: Creating LitAg Tickets





Teststand LitAG 2...  
Hall 1.1, A2

15. - 20.10.24  
Frankfurt am Main

OverviewLiterary Agent TicketsTuesday Tickets

Literary Agent Tickets ⓘ  
You have issued 15 LitAg ticket(s).

ISSUE LITAG TICKETS

SEARCH

Showall tickets

Actionplease select

Entries50

<input type="checkbox"/>	Name	Company	Ticket no.	Creation type	Type	Created	E-mail	Used	Status	Download
<input type="checkbox"/>	[REDACTED]	Teststand LitAG 2024	1 7991 0239 7508		Literary Agent Ticket	06/27/2024 04:30 PM	[REDACTED]		✓	
<input type="checkbox"/>	[REDACTED]	Teststand LitAG 2024	1 7991 0239 7637		Literary Agent Ticket	06/27/2024 04:30 PM	[REDACTED]		✓	
<input type="checkbox"/>	[REDACTED]	Frankfurter Buchmesse Gm...	1 7991 0237 4347		Literary Agent Ticket	06/27/2024 04:40 PM	[REDACTED]		✓	
<input type="checkbox"/>	[REDACTED]	Teststand LitAG 2024	1 7991 0236 8358		Literary Agent Ticket	06/27/2024 02:03 PM	[REDACTED]		✓	



On the overview page, you can see how many tickets you have created and to whom you have sent tickets.

If you have not received the tickets by e-mail, you can download them here.

# How to order a Tuesday Ticket

# Tuesday Tickets



## Tuesday Tickets ⓘ



> Your invitation code for Tuesday Tickets: Tuesday2024FBM

Did you make appointments on Tuesday, 15 October 2024? People who do not have a Literary Agent Ticket or an Exhibitor Pass will require a Tuesday Ticket in order to get access to the fairgrounds and the LitAg.

Please send them the code mentioned above which they can use to redeem their Tuesday Ticket in the [Trade Visitor Ticket Shop](#).

The statistics below are not relevant for the allocation of Tuesday Tickets, but cannot be hidden for technical reasons.

Did you make appointments on Tuesday, 15 October 2024? People who do not have a Literary Agent Ticket or an Exhibitor Pass will require a Tuesday Ticket in order to get access to the fairgrounds and the LitAg.

Please send them the code **Tuesday2024FBM**.

Your guests will receive a free Tuesday Ticket in the [Trade Visitor Shop](#).

Detailed instructions on how to redeem the code in the ticket shop can be found here: [Tutorial "Ticket purchase and ticket code redemption for trade visitors"](#).

**Free contingent  
and management of  
further tickets**



# Free contingent and billing of further tickets



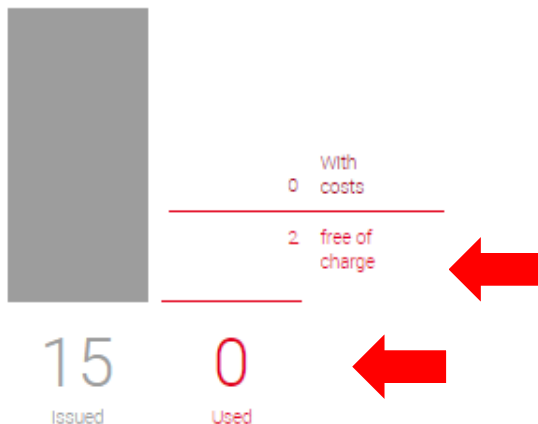
## Literary Agent Tickets ⓘ

> Show assigned tickets

You have issued 15 Ticket(s) Literary Agent.

Please note: If required, each ticket manager also needs to create a ticket for himself or herself.

[Terms and conditions of ordering and details of prices, GTC](#)



The statistics on the overview page show you the **Literary Agent Tickets** issued and used as well as your free quota.

In the screenshot, 15 LitAg Tickets have already been issued, i.e. personalised and created in the ticket portal.

This means that 13 LitAg Tickets would be subject to a charge (€ 144/ticket).

However, billing will only take place after the trade fair. Only the tickets that have actually been used to enter the book fair are taken into account.

### Example:

If 10 of the 15 tickets issued were used, this would mean that 2 of the 10 tickets used would be deducted as a free quota. You will receive an invoice for 8 additional Literary Agent Tickets.

# Overview LitAg Tickets



In this overview you can see how many tickets you have created. Under "Name" and "Company" you can see who the ticket was issued to.

Under "Creation type" you can see whether you have created the ticket individually or from an Excel list.

Under "E-mail" you can see to whom you have sent the ticket.

Under "Status" you can see whether it is a valid ticket.

Under "Download" you can download the ticket as a PDF or wallet.

Name	Company	Ticket no.	Creation type	Type	Created	Email	Used	Status	Download
[icon]	[icon]	1781-028-7058	[icon]	Literary Agent Ticket	08.07.2024 09:00:00	[icon]			[icon]
[icon]	Frankfurter Messe	1781-028-7057	[icon]	Literary Agent Ticket	08.07.2024 09:00:00	[icon]		✓	[icon]
[icon]	Frankfurter Messe	1781-028-7056	[icon]	Literary Agent Ticket	08.07.2024 09:00:00	[icon]		✓	[icon]
[icon]	Frankfurter Messe	1781-028-7055	[icon]	Literary Agent Ticket	08.07.2024 09:00:00	[icon]		✓	[icon]

# Naming LitAg representatives

# Naming **LitAg** representatives



In order to name  
representatives please  
click the pencil symbol.

# Naming LitAg representatives

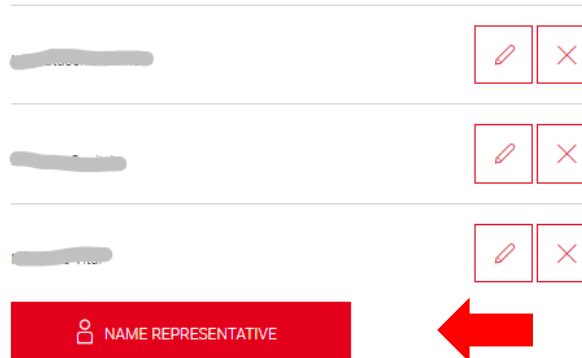


< back to ticket management

Please click on  
„Name representative“.

## Name representative

The following users are currently managing tickets for this table:



# Naming **LitAg** representatives



## Name representative

Form of address	▼
Academic title	x ▼
First name	
Last name	
Company	
E-mail	

SEND INVITATION



Please enter the required data and click on "Send invitation".

All fields except "Academic title" must be completed.
























After you have clicked on "Send invitation", the designated representative will receive an e-mail and can perform all actions as a ticket manager after registering and logging in.

# Naming LitAg representatives



## Name representative

The following users are currently managing tickets for this table:



If you want to remove representatives, please click on the pencil in the overview again and remove them by clicking on the "X".

# Blocking LitAg tickets







# Blocking LitAg tickets



## Literary Agent Tickets ⓘ


You have issued 15 LitAg ticket(s).



Show all tickets 					
Action please select					
<input type="checkbox"/>	Name	Company	Ticket no.	Creation type	Type
<input type="checkbox"/>	[REDACTED]	Testotand LitAG 2024	1 7991 0239 7508		Literary Agent Ticket
<input type="checkbox"/>	[REDACTED]	Testotand LitAG 2024	1 7991 0238 7637		Literary Agent Ticket
<input type="checkbox"/>	[REDACTED]	Frankfurter Buchmesse Gm...	1 7991 0237 4347		Literary Agent Ticket


If you would like to block a LitAg ticket, please click on the corresponding ticket in the overview that you would like to block.



# Blocking LitAg tickets



 Ticket 1 7991 0239 7508

  
  
Susanne  
Sample  
Teststand LitAG 2024  
1.1 A2  


 EDIT TICKET

**Name**  
Ms Susanne Sample

**Company**  
Teststand LitAG 2024

**Hall/Table no.**  
1.1 A2


**E-mail**  
sample@buchmesse.de


**Ticket type**  
Literary Agent Ticket

**Ticket number**  
1 7991 0239 7508

**Created on . . .**  
06/27/2024 / Tatjana Walter

**Registered on / by**  
06/27/2024 / Tatjana Walter

 SAVE PDF

 SAVE WALLET

ADD NOTE

In order to block the ticket, please click on the lock symbol.

# Blocking LitAg tickets



Do you really want to block the ticket? It cannot be re-used!

Note relating to ticket (mandatory)

YES NO

Susanne  
Sample

Teststand LitAG 2024  
1.1 A2

Hall/Table no.  
1.1 A2

E-mail  
sample@buchmesse.de

Ticket type  
Literary Agent Ticket

Ticket number  
1 7991 0239 7508

Created on / by  
06/27/2024 / Tatjana Walter

Registered on / by  
06/27/2024 / Tatjana Walter

EDIT TICKET

SAVE PDF

SAVE WALLET

ADD NOTE



Please write a short note and click on "Yes" if you want to block the ticket.

Please note that the ticket can then no longer be reactivated.

**#fbm24**