



DIGITAL BAU



User Guide: Order 1:n visitor vouchers

What is a "1:n voucher code"?

A 1:n voucher code can be redeemed multiple times for a ticket.

Important: Only the tickets actually redeemed will be charged after the trade fair.

February 20.-22, 2024
Cologne

Trade Fair for Digital Solutions
in the Construction Industry

digital-bau.com

Step 1: Log in to the exhibitor shop

First log in to the exhibitor shop of digitalBAU 2024 by using your Messe Munich Account. Under „Passes and tickets“ you will find the category „Vouchers for day tickets“.

The screenshot displays the exhibitor shop interface. On the left, a navigation menu is visible with the following items: Applications / Technical Guidelines..., Exhibitor service tool Koelnmesse, Marketing / PR-Services, Media Services, Meeting Rooms, Passes and tickets (highlighted with a red box), Exhibitor passes, Vouchers for day tickets (highlighted with a red box), GoGreen Vouchers for visitor tickets, Stand construction, and Stand services. The main content area shows a breadcrumb trail: product overview > Passes and tickets > Vouchers for day tickets > Vouchers for visitor tickets. Below this, the heading "Vouchers for visitor tickets" is followed by the text "Order vouchers for visitor tickets to invite your customers." To the right, an "ORDER REVIEW" section contains a "ticket management" button (highlighted with a red box). At the bottom of the screenshot, there is a photograph of a person's hand holding a printed voucher with QR codes, positioned in front of a ticket scanner.

Select the option “Vouchers for visitor tickets”. Click on the “ticket management” button to go directly to the ticketing system.

Step 2: Use Ticketing-System

Under the category „Order vouchers“ you can order 1:n vouchers by using the button „Order vouchers“.

Please select the relevant ticket „Online voucher, day ticket“ and select under ticket model the option “1:n code”, and enter the quantity of the tickets to be redeemed. The quantity indicates how often the 1:n voucher can be redeemed in total.

For digitalBAU 2024, the maximum number of vouchers is 1.000.

Vouchers for visitors

Invite your customers and potential business partners to the trade show! A professionally organized invitation campaign is simple and yields many advantages: even more booth visitors, enhanced customer loyalty, and the best conditions for intensive networking. Your vouchers will be settled as set out in the leaflet.

0 ORDERED 0 VISITORS INVITED 0 VISITORS REGISTERED

Order vouchers
Order vouchers for your customers now

Invite visitors or download the online vouchers as an Excel file
Invite customers and potential business partners to the trade show

Managing vouchers and invitations
Information about invited visitors and tickets actually used

Vouchers ordered
Details of your orders for visitor vouchers

Exhibitor passes

Ordering vouchers - Selection of desired articles

Start → Vouchers for visitors → Ordering vouchers

Selection of desired items

Please enter here the number of vouchers you would like to order. Confirm the number below by clicking on "Add to cart". The billing of vouchers will occur as set out in the leaflet.
Do you have any questions regarding ordering vouchers? Our [User Guide](#) would give you useful tips!

Article	Accounting	Price	Amount	Ticket model	Registration code	Total amount
Online voucher, day ticket	See leaflet	-**	- 0 +	1:n code		-**
Online voucher GoGreen, day ticket	See leaflet	-**	- 0 +	1:n code		-**
Subtotal						-
Total amount						-**

** Price is not shown here: Billing as set out in leaflet.

Add to cart

Step 3: Define name of the voucher code

Then enter your personal voucher code in the column “Registration code” and click on „Add to cart“.

Please note that the code must not be longer than 20 characters and may only contain certain special characters.

Messe München GmbH | Hall: 1 Booth: 143 | Start | Exhibitors

Number of free exhibitor passes: 14

Ordering vouchers - Selection of desired articles

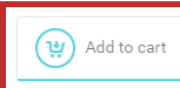
Start → Vouchers for visitors → Ordering vouchers

Selection of desired items

Please enter here the number of vouchers you would like to order. Confirm the number below by clicking on "Add to cart". The billing of vouchers will occur as set out in the [leaflet](#).
Do you have any questions regarding ordering vouchers? Our [User Guide](#) would give you useful tips!

Article	Accounting	Price ?	Amount	Ticket model ?	code ?	amount
Online voucher, day ticket	See leaflet	-.**	- 0 +	1:n code	<input type="text"/>	-.**
Online voucher GoGreen, day ticket	See leaflet	-.**	- 0 +	1:1 code		-.**
Subtotal						-
Total amount						-.**

** Price is not shown here: Billing as set out in leaflet.

 Add to cart

If you have chosen the 1:n ticket model for an item, you can enter your own code in the Registration Code column, which can be redeemed in the Ticket Shop.

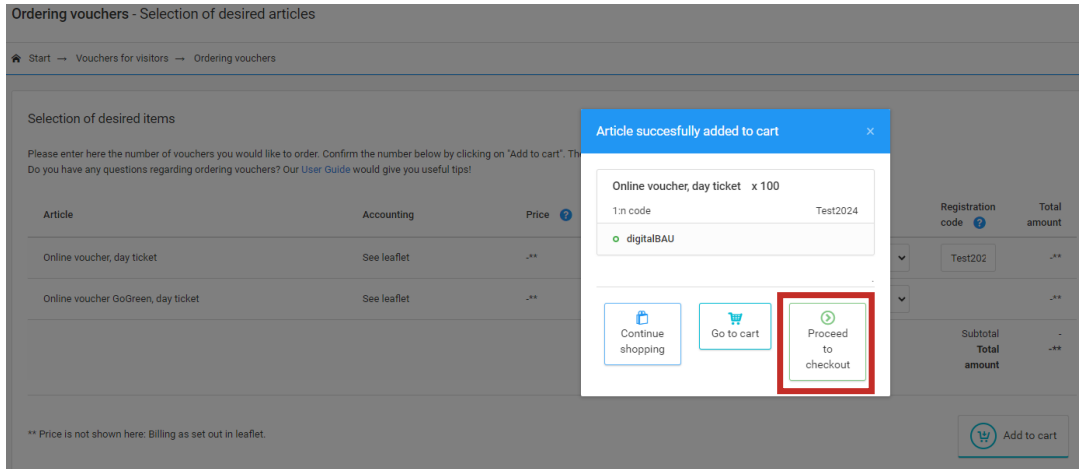
- Allowed characters for the 1:n code are numbers, upper and lower case letters and the special characters +_! =
- Spaces are not allowed.
- The registration code cannot be longer than 20 characters and can only exist once in the system.

In the 1:n model, the amount indicates the maximum number of redemptions for this code.

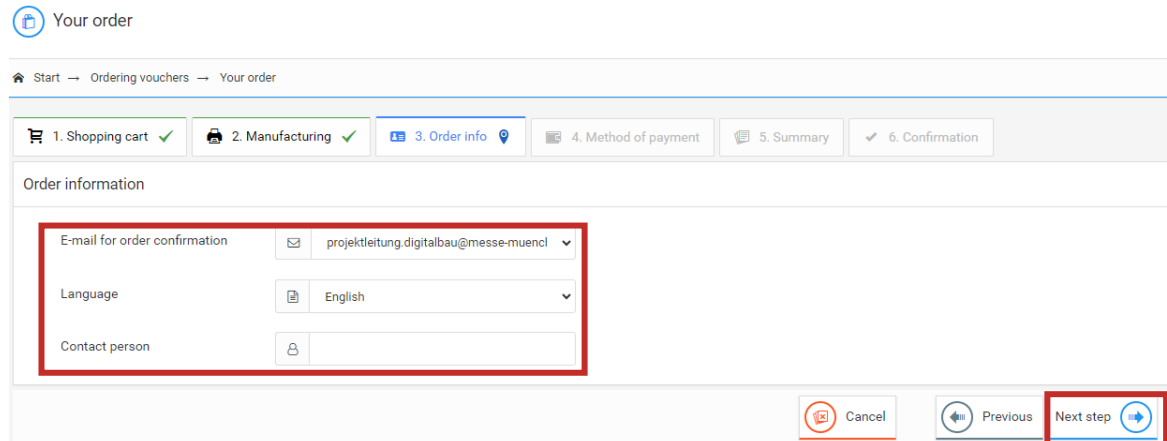
Please note the following: The 1:n code you have selected can only be ordered once in the specified quantity you defined. A second order with the same 1:n code is not possible. If you have problems with "Limit reached", please delete the cookies and your browser history and log in to the exhibitor store again. Otherwise, please contact the digitalBAU project management.

Step 4: Finalise order + enter contact details

Then click on „Proceed to checkout“.




In the next step, enter your e-mail address to which the order confirmation should be sent and click on “Next step”.




Step 5: Summary + finalise your order

In the following you will see the summary of your order. There you can check the order, the 1:n voucher code and the quantity once again.

If everything is in order, click on „confirm order“. If you need to make any changes, please click on “Cancel” and start the process from the beginning.

 Your order

Start → Ordering vouchers → Your order

1. Shopping cart ✓ 2. Manufacturing ✓ 3. Order info ✓ 4. Method of payment ✓ 5. Summary  6. Confirmation ✓




Overview

ORDER INFO	PAYMENT INFORMATION
E-mail for order confirmation: projektleitung.digitalbau@messe-muenchen.de	Method of payment : External
Language: English	Exhibition: digitalBAU
Contact person: -	

1. Online voucher, day ticket	Electronic	1:n code	Test2024	100 x	-**
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Subtotal 0.00 €
Total amount -** €

** Price is not shown here: Billing as set out in leaflet.

 Cancel  Previous **confirm order **

Step 6: Voucher code for mailing or social media

You can also copy the registration link of the 1:n voucher code in this view and save it for yourself (in advance).

 Your order


Start → Ordering vouchers → Your order

1. Shopping cart ✓ 2. Manufacturing ✓ 3. Order info ✓ 4. Method of payment ✓ 5. Summary ✓ 6. Confirmation ✓



Order completed

1/10/2024 3:17:22 PM - Success! Your order was successfully completed. Please note that, depending on the size, processing the order might take up to several minutes.

Your 1:n orders:

Amount	Article	Registration code	Registration link
100	Online voucher, day ticket	Test2024	https://tickets.messe-muenchen.de/MM/DBA24/Register/Test2024 

Your next steps:

 Inviting visitors  Back to start page

Voucher codes can be redeemed via the following link in the ticket shop:


<https://tickets.messe-muenchen.de/MM/DBA24/Register?culture=en>

Step 7: Order completed + order confirmation

Your order has now been successfully completed and you will receive an order confirmation by e-mail.

In the confirmation mail you will find the 1:n registration link as well as the voucher code. You can now copy this link and send it to your customers by using your own invitation mailing.

Your order for digitalBAU 2024

 Messe München Ticketing <ticketing@messe-muenchen.de>
An Projektleitung DigitalBau

**DIGITAL
BAU** 20.–22. Februar 2024
Messe Köln 

Dear Sir or Madam,

Thank you for your order of 100 online vouchers for digitalBAU 2024, which we hereby confirm.

Online vouchers that are provided as Excel files can no longer be used for the invitation campaign.

Link for the invitation campaign:

You can use your online vouchers to invite your visitors. To do so, simply access the following link and create an invitation campaign in only a few steps using the assistant:

- <https://tickets.messe-muenchen.de/MM-FSC/FSC/DeepLink/eeb409cd-5551-4859-ac9d-cbee3c350fe6?returnUrl=Ticket%2FRegistration%2FVisitorTicket%2FStart%3Ffa%3DM0087740>

Link for your Download:

You can download your online vouchers directly. To do this, open the following link:

- Online voucher, day ticket (100): <https://tickets.messe-muenchen.de/MM-FSC/FSC/DeepLink/eeb409cd-5551-4859-ac9d-cbee3c350fe6?returnUrl=Ticket%2FRegistration%2FVisitorTicket%2FStart%3Ffa%3DM0087740%26op%3DBP0360068%26c%3D4%26max%3Dtrue>

Please note that these tickets have to be registered in order to be valid for admission and are only valid for the respective persons whose name they are registered to.

If you have any questions, please contact our hotline:
Bv phone: +49 89 949-11588 or bv email: registrierung@messe-muenchen.de.

Further steps and tips on the topic of visitor invitation management can already be found on our website within the User Guide "Exhibitor passes and visitor vouchers" - relevant for you from page 8 (under Marketing Services):

https://digital-bau.com/en/trade-fair/exhibitors/exhibitor-shop/#marketing_services