

## How to get your Formnext press ticket

### Step 1: Select ticket

Please click [here](#) to access the Formnext Online Ticket Shop.

Please select **One Day ticket press on-site Event & Ticket online event** by clicking on the *plus symbol*.

Only day tickets (with dates) are available in the Online Ticket Shop. There will be no ticket sales on-site. If you want to attend the event on more than one day, select the required number by clicking on the *plus symbol*.

Below the ticket tiles, you will find all the available event days. Please select on which day(s) you will be attending the show.

Please note that changing the day of your visit after submitting the order is not possible.

The day ticket includes access to the Digital Days online add-on event – for the entire duration of the event.

By clicking *Next* you will be taken to the next step.

### Step 2: Login or registration

Please now log in with your existing trade fair login. This is made up of your e-mail address and your personal password.

If you are registering for the first time, please click on *Register* and fill in all mandatory fields marked with an asterisk (\*).

### Step 3: Customize your tickets

The screenshot shows the 'Selection' step of the ticket purchase process. At the top, there are four steps: 1. Selection, 2., 3., and 4. Below this, the question 'Would you like to buy a ticket?' is followed by four ticket options, each with a quantity selector (minus, plus, and a central number):

- One Day ticket on-site event & Ticket online event: 45 €
- Ticket online event: 30 €
- Ticket online event student: 15,01 €
- One Day ticket student on-site event & Ticket online event: 24 €
- One Day ticket press on-site Event & Ticket online event: 0 € (highlighted with a yellow circle)

Below the tickets, the text reads: 'The following days are available: 1 x One Day ticket press on-site Event & Ticket online event Anonymous Select daily slot - Attention! Only freely available days are displayed for selection'. There are two dropdown menus for selecting dates. The first dropdown is currently empty, and the second dropdown shows the following dates: 11/23/2021, 11/24/2021, and 11/25/2021. At the bottom right, there is a blue 'NEXT' button.

The screenshot shows the login form with the heading 'Use your Messe Frankfurt Messe-Login.' Below this are two input fields: 'Email' and 'Password'. At the bottom of the form is a blue 'LOGIN' button. Below the button, there are two links: 'Register' and 'Forgot password?'.

As soon as you are logged in, you can start to customize your ticket. First of all, the order and invoice data will be displayed for your review.

Then select whether you want to order the ticket for yourself or for someone else.

**Please choose for whom you are ordering tickets. Also, bindingly choose a day of visit.**

Ticket Preview	For myself	For others
1 x One Day ticket press on-site Event & Ticket online event Select daily slot - Attention! Only freely available days are displayed for selection	<input checked="" type="radio"/>	<input type="radio"/>
11/23/2021 x v		
1 x One Day ticket press on-site Event & Ticket online event Select daily slot - Attention! Only freely available days are displayed for selection	<input type="radio"/>	<input checked="" type="radio"/>
11/24/2021 x v		

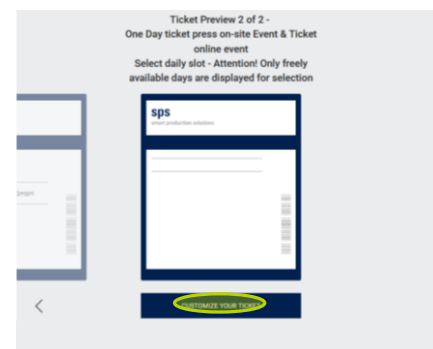
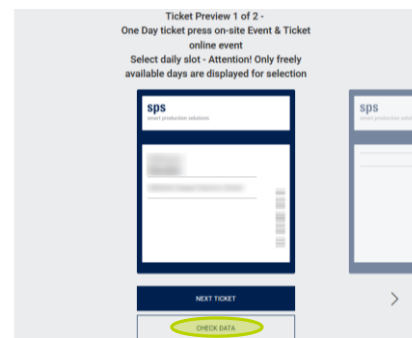
Continue with the personalization of the ticket now:

- If you selected *For me* in the previous step, you will now see a ticket pre-filled with the data of your trade fair login. Click on *Check data* to complete or change the personalization data.

Please make sure that you use your personalized e-mail address, as your access to the digital event is linked to it.

- To create a ticket for someone else, select *Customize your ticket*.

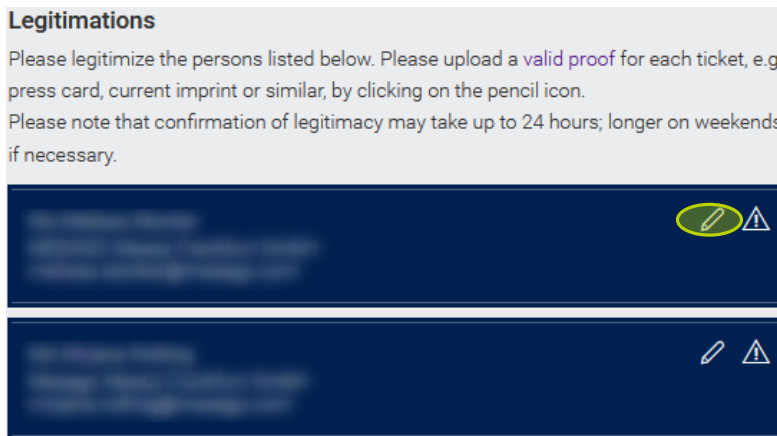
Now enter the data of the person the ticket is intended for. It is mandatory to enter the ticket holder's personalized email address to ensure that the access to the digital platform is linked to the correct email address. Once the order has been placed, the ticket holder will receive a link by e-mail with a request to activate and fill in the trade fair login. If the activation does not take place, access to the Formnext Digital Days is not possible.



Click *Next Step* to proceed to the next step to verify your order. If everything is accurate, you can upload the legitimization document.

#### Step 4: Legitimation

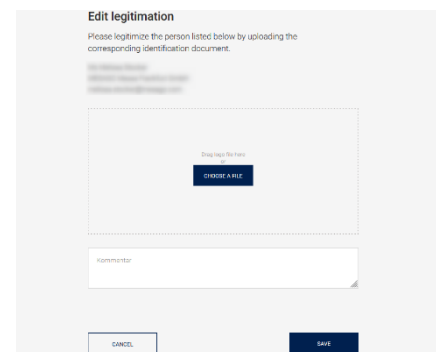
The persons to be legitimized are listed under the heading *Legitimation*. Please note that uploading a valid legitimation document for each person is mandatory. This is done by clicking on the *pencil icon*.



Drag and drop or click *Choose a File* to upload your valid legitimation document to the upload window that opens.

Save the uploaded document and add a note under *comment* if necessary. When ordering for several people, repeat this step by opening the respective upload area for each ticket by clicking on the *pencil icon*.

As soon as a legitimation document is uploaded the warning sign next to the pen icon will disappear. You do not need to stay in the Online Ticket Shop whilst your document is being checked for legitimation.



**Note:** A valid press pass, an imprint with your name or similar can be presented as proof. Further information on the general accreditation guidelines can be found [here](#).

### Step 5: Send your order

To complete your order, please agree to the processing and use of your data, accept the terms and conditions and send your order by clicking the *Send Order* button.

The legitimation data of your order will now be checked. If your order is approved, you will receive an order confirmation with your tickets by e-mail.

If there are problems with the legitimation verification, you will receive a corresponding email with the request to update your legitimation information. Please note that the verification process may take up to 24 hours, possibly longer on weekends.