

How to get your press ticket for SPS – Smart Procution Solutions

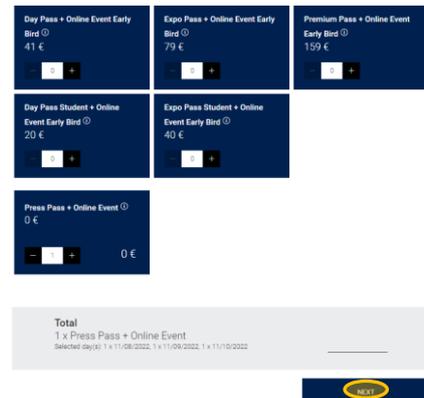
Step 1: Select ticket

Please click [here](#) to access the SPS Online Ticketing system.

Please select **Press Pass + Online Event** by clicking on the *plus symbol*.

The day ticket includes access to the SPS on Air 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 (*).

Use your Messe Frankfurt Messe-Login.

Email

Password

LOGIN

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

Step 3: Customize your tickets

As soon as you are logged in, you can start to customize your ticket. First of all, the stored 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.

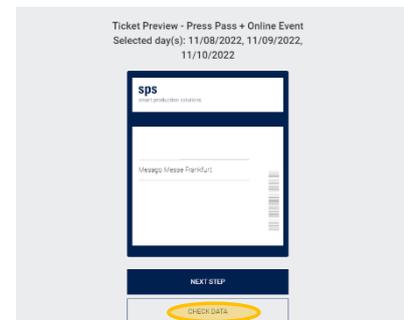
Ticket Preview	For myself	For others
1 x Press Pass + Online Event Selected day(s): 11/08/2022, 11/09/2022, 11/10/2022	<input checked="" type="radio"/>	<input type="radio"/>

[NEXT](#)

Continue with the personalization of the ticket now:

- If you selected *For myself* 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 personal 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 personal 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 SPS 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 legitimization document for each person is mandatory. This is done by clicking on the *pencil icon*.

Legitimations

Please legitimize the persons listed below. Please upload a **valid proof** for each ticket, e.g. press card, current imprint or similar, by clicking on the pencil icon.

Please note that confirmation of legitimacy may take up to 24 hours; longer on weekends if necessary.



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. During the verification of your legitimation document it is not necessary to stay in the Online Ticketing System.

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.