

How to get your Formnext press ticket

Step 1: Select ticket

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

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

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.

The screenshot shows a grid of ticket options with quantity selectors (minus, 0, plus). The options are:

- Day Pass Early Bird @ 69 €
- Expo Pass Early Bird @ 129 €
- Expo Pass Student Early Bird @ 9 €
- Premium Pass Early Bird @ 299 €
- Networking Ticket Early Bird @ 99 €
- Press Pass @ 0 € (highlighted with a green circle)

Below the grid is a summary bar:

Total
1 x Press Pass
Selected day(s): 1 x 11/15/2022, 1 x 11/16/2022, 1 x 11/17/2022, 1 x 11/18/2022

A blue **NEXT** button is located at the bottom right of the summary bar.

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 (*).

The screenshot shows a login form with the following elements:

- Text: Use your Messe Frankfurt Messe-Login.
- Input field: Email
- Input field: Password
- Button: LOGIN
- Links: Register and 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 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.

Ticket Preview	For myself	For others
1 x Press Pass Selected day(s): 11/15/2022, 11/16/2022, 11/17/2022, 11/18/2022	<input checked="" type="radio"/>	<input type="radio"/>
1 x Press Pass Selected day(s): 11/15/2022, 11/16/2022, 11/17/2022, 11/18/2022	<input type="radio"/>	<input checked="" type="radio"/>

NEXT

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 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.

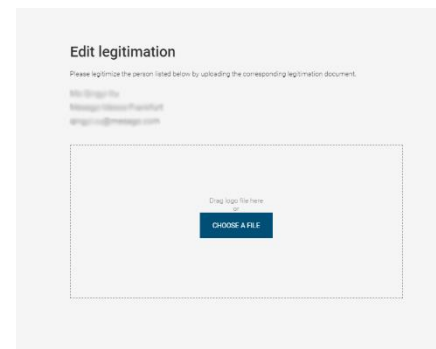
Please note that confirmation of legitimacy may take up to 24 hours; longer on weekends if necessary.



Drag and drop or click *Choose a File* to upload your valid legitimization 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 legitimization 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 legitimization.



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