

FREQUENTLY ASKED QUESTIONS

Why & How to Enter Your Product in the MUST SEE 'EMS

1. What are the MUST SEE 'EMS?

An annual product recognition awards program associated with GRAPH EXPO (North America's largest annual print-centric tradeshow, known every fourth year as PRINT), the MUST SEE 'EMS provide recognition for the most compelling product introductions on the show floor. This program is produced by Graphic Arts Show Company (GASC).

2. Why does everyone care about the MUST SEE 'EMS?

- These awards provide valuable guidance to show goers considering the purchase of new equipment or software.
- They are invaluable to exhibitors who desire industry-wide recognition of their newest products.
- They also provide the industry media with a specific "hot list" of the latest innovations for pre-show, onsite and post-show coverage.

3. How does the MUST SEE 'EMS program operate?

Each year, the printing industry's most innovative exhibitors submit their newest products for consideration by the MUST SEE 'EMS (MSEs) Selection Committee, an anonymous group of industry experts that rate each entry. The top vote-getters among these entries earn recognition as a "must see" product in one of 11 categories. From this pool of winners, the highest scoring product in each category is awarded Best of Category status. In addition, the judges select one past MSE winner to receive the Legacy Award, which recognizes products that have made a lasting impact on the graphic communications industry.

4. Who can enter the MUST SEE 'EMS?

- Only vendors that have reserved booth space at GRAPH EXPO or PRINT are eligible to enter; companies whose products will only be shown in another vendor's booth are not eligible.
- Products submitted by exhibitors with a booth of any size qualify for entry into the MUST SEE 'EMS. (In recent years, several awards have gone to smaller companies with modest booths.)
- All products entered in the MUST SEE 'EMS must be "new" to the competition (a version never before entered in the MUST SEE 'EMS).
- Once a product has been judged, that same product can't be entered again unless it has undergone an update or revision.

5. What types of products can be entered?

To qualify for entry, your product must be "shown" at GRAPH EXPO or PRINT (for large equipment, photos and/or videos are an acceptable alternative to the product's physical presence). After all, if your product is recognized as a "must see," it's crucial that there's actually something for attendees to *see* when they get to the show floor!

Winners have hailed from all corners of the printing industry, including flexographic and newspaper presses, inks and coatings, toner formulations and iPad apps. To help GRAPH EXPO or PRINT attendees sort through the diverse list of MUST SEE 'EMS, the awards are grouped into 11 production categories:

1. Sales and Order Entry
2. Prepress and Premedia
3. Color Management and Quality Control
4. Variable, Transactional and Multi-Channel
5. Pressroom: Analog Presses
6. Pressroom: Digital Presses
7. Pressroom: Wide-Format
8. Postpress and In-line Finishing
9. Imprinting, Mailing, Shipping and Fulfillment
10. Management Systems
11. The Future of Print: Technology Demonstrations

6. What are the benefits of winning MUST SEE 'EMS recognition?

All winners enjoy extensive pre-show media coverage as well as high visibility during and after the show:

- A press release announcing the winners is issued several weeks before the show, leading to generous media coverage (and giving you plenty of time to promote your MUST SEE 'EMS status in your pre-show promotions).
- All winners are featured in a free pre-show public webinar, promoted & hosted by GASC and NAPCO Media.
- The “Best of Category” winners and the Legacy Award winner are revealed during the OUTLOOK conference, the morning of show opening, generating immediate coverage by the industry media.
- The booth numbers of all MUST SEE 'EMS and “Best of Category” winners are listed in a printed brochure that is widely distributed at the show.
- During the show, winners enjoy continuous media coverage in the *Show Daily* and on GASC's media outlets (show website, YouTube, LinkedIn, Facebook, Twitter).
- On the show floor, MUST SEE 'EMS winners' booths are clearly identified by attractive placards (furnished at no cost to MSEs winners by the Graphic Arts Show Company).

7. How do I enter my company's NEW product?

- Entries are submitted online at <http://www.mustseeems.com/EntryForm.aspx>. You'll be prompted to create a password during the submission process, allowing you to return to the entry form later; this means you can enter some of the information on your first log-in, then return later to complete or update the rest of the form.
- Once your entry has been submitted, you'll receive a confirmation email that also contains an upload link; use this link to submit supporting documents (PDFs, spreadsheets, PowerPoint presentations) that you would like the judges to review as part of your entry.

8. Can I enter MULTIPLE products?

Yes, but each product must be entered separately. The online registration process makes it easy to create multiple entries; after you've created your first entry, simply leave the password field blank then click on the link for "Start a New Registration." On the resulting registration form, use a new password that is different from your previous entry.

9. What happens after I've entered?

Each judge on the Selection Committee reviews and ranks your entry by casting five separate votes, on a scale of zero to four, according to the following criteria:

1. **Innovation:** This entry appears to feature one or more significant innovations that could potentially reshape this category.
2. **Ease of Use:** This product should provide enhanced ease-of-use as compared to what is considered "typical" for this category.
3. **Throughput:** This product should provide significantly improved throughput compared to other competitors in the same class / price range.
4. **Competitive Advantage:** Companies that implement this product will likely enjoy a significant business advantage compared to other print providers in their sales region.
5. **Overall:** This product is deserving of MUST SEE 'EMS recognition.

An average of the first four scores is added to the fifth ("Overall") score, leading to a maximum score of eight. (Historically, most winning entries have obtained a score of 5.66 or higher.) These scores are reviewed by the Program Coordinator, who selects the top-scoring entries in each category to receive MUST SEE 'EMS recognition. The Program Coordinator determines how many awards will occur in each category based on how the top entries rank in comparison to the rest of the field. (If the scores of the top four or five products are clustered together, they are all considered to be winners; conversely, if only two entries score highly, followed by a large drop to the third place entry, only the top two are recognized as winners.) The highest-scoring winner from each category automatically receives the "Best of Category" award.

10. Can my information remain under nondisclosure until the show?

Our judges can keep a secret! Entrants who want to embargo information about their new product until the first day of PRINT or GRAPH EXPO should check the "Embargo" button on their Entry Form.

11. How can I enhance my company's chances of winning?

- Submit detailed information, not marketing fluff. Winning vendors always submit entries that speak clearly to the value of their products. Ideally, you should directly address how your product satisfies the judging criteria (see #9: "What happens after I've entered?").
- Nearly all previous winners have provided supplemental information for the judges to review (marketing materials, data sheets, white papers, etc.); some have created custom videos just for the MSEs Selection Committee!
- Historically, winning entries make full use of the available 500 words at their disposal to clearly describe what was new and innovative about their products, and why it might deserve this exceptional recognition. Note: Products whose names include "to be determined" do not typically receive high scores.

12. Is there a cost to enter the competition?

Each entry form must be accompanied by \$250; that payment can be made via credit card or check (your check must be received before your product can be entered into consideration).

13. When will I find out if my product has won?

All entrants will be notified of their status via email on the day before the MUST SEE 'EMS press release is issued (approximately six weeks before GRAPH EXPO or PRINT). This press release will announce the MUST SEE 'EMS for each category. The “Best of Category” awards and the Legacy Award are not announced until the OUTLOOK conference, the morning of show opening, and are reported in a separate press release.

14. Will my entry fee be refunded if I don't win?

No; as with any contest, not everyone who enters will win. (Even the “big names” who seem to do well in the MUST SEE 'EMS actually lose far more often than they win!) Entry fees help fund the year-long promotional and administrative effort required to conduct this competition.

15. How can I nominate my product for a Legacy Award?

Nominations are not accepted for this award, as all past winners are automatically entered into consideration.

16. When will the next MUST SEE 'EMS competition begin?

In March of each year, the date for new entries to be accepted will be announced at <http://www.mustseeems.com>. Once the entry form opens, submissions will be accepted for approximately six weeks. Prospective booth buyers and all confirmed GRAPH EXPO or PRINT exhibitors will be notified via email before the contest is closed.

17. When will MUST SEE 'EMS winners be announced?

Following several weeks of review by the Selection Committee, winners will be announced approximately six weeks before GRAPH EXPO or PRINT.

18. Questions or comments?

For further information, please contact the MUST SEE 'EMS Program Coordinator via email at admin@mustseeems.com.

19. What does the registration form look like, and how do I enter a second product?

The remaining pages of this document contain a series of screen captures taken from the MUST SEE 'EMS entry form (found at <http://www.mustseeems.com/EntryForm.aspx>).

- The **first section** shows the process for making your **first entry**
- The **second section** shows the process for submitting **additional entries**
- Each product must be entered separately
- The fee for each entry is \$250

Step A: First page of Registration System

When the entry period begins, the Sign In page can be found by clicking the “Entry Form” tab at the top of the MUST SEE ’EMS website <<http://www.mustseeems.com/EntryForm.aspx>>.

If you’ve never been to the MSE Entry Form site before (or you’ve just clicked the “Start a New Registration” link in Step B), you will see the initial registration page (shown below).

The screenshot shows the 'MUST SEE 'EMS Entry Form' registration page. At the top, there is a note: 'Please note: Your entry form information will NOT be saved unless you hit the "Submit" button. Feel free to put placeholder information into all required fields so that you may submit the form; you can then return to this website at any time prior to the deadline, log back in with your email and password, then edit or update your entry.' Below this is the title 'MUST SEE 'EMS 2017 Registration' and a link 'Email Us'. The main section is 'Start Your Registration'. It contains three input fields: 'MUST SEE 'EMS' (with a dropdown menu showing 'Entry Fee (\$250)'), 'Email Address' (with 'hal@halhinderliter.com'), and 'Verify Email Address' (with 'hal@halhinderliter.com'). Below the email fields is a link 'View or Change Your Existing Registration' and a blue 'Continue' button.

Enter your email address twice to begin the registration process. (The system being used to manage the MUST SEE ’EMS entries was actually designed for event registrations, so you will see the term “registration” used in place of “entry” throughout the process.)

Please note the bold text at the top of the screen: “Your entry form information will NOT be saved unless you hit the **‘Submit’** button.” This message indicates that you must complete ALL the remaining steps of the registration process (including payment) before the system is able to store your responses. You may complete the entry form using “placeholder data,” then revisit the form at any time to revise or update your information; no entry form information will be collected until the deadline has passed. You may complete the payment section by choosing “Check” but then return later to update the payment method to a credit card – but **you must select a payment method** in order to submit (and thereby, save) your information from all previous screens.

Step B: Choose Between *Creating a New Entry or Editing an Existing Entry*

If you return to the Entry Form in the future, the “Sign In” page will appear with your email address pre-filled. At that point, you can either click “Continue” to modify, update or complete an existing entry (from this year’s competition), or click the “Start a New Registration” link to enter an additional product into the MUST SEE ’EMS competition.

Step C: Your Contact Information

The next section of the entry form is for capturing information about **you**, the person submitting the entry. The person listed in this section will receive any future correspondence regarding the entry, including any questions that the Selection Committee might ask.

MUST SEE 'EMS 2017 Registration [\(View Details\)](#)

[Company Information](#) [Checkout](#) [Confirmation](#)

Company Information

Email *	<input type="text" value="hal@halhinderliter.com"/>
Verify Email *	<input type="text" value="hal@halhinderliter.com"/>
Prefix (Mr., Mrs., etc.)	<input type="text"/>
First Name *	<input type="text" value="Hal"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Hinderliter"/>
Job Title *	<input type="text" value="Consultant"/>
Country *	<input type="text" value="United States"/>
Address Line 1 *	<input type="text" value="2414 N 83rd St"/>
Address Line 2	<input type="text"/>
City *	<input type="text" value="Wauwatosa"/>
US State/Canadian Province *	<input type="text" value="Wisconsin"/>
Zip (Postal Code) *	<input type="text" value="53213"/>
Work Phone *	<input type="text" value="414-630-8650"/>
Extension	<input type="text"/>
Fax	<input type="text"/>

The email address field will already be completed, based on the information you supplied on the initial log-in screen (please DO NOT change this email address).

Step D: Product Information, Part 1

In this section, begin by entering the name of the company whose product is being submitted. Please be sure to **enter the name exactly as you wish to see it displayed in our press release, webinar and promotional materials.** (Do not include TM, © or other symbols.) Next, enter the name model number of the product being entered – once again, please be sure to **enter the name exactly as you wish to see it displayed in our press release, webinar and promotional materials.**

Other Info

Below, enter the information regarding the company and product. Please provide the company name and product name exactly as you wish it to be listed in all promotional materials (press releases, webinar, websites, printed brochure, etc.). Please avoid the use of TM (trademark) or © (copyright) symbols within product names, as they will not translate successfully across different software programs and platforms. If you would like any or all of this information to remain under embargo, please make that request within this field.

Product Information

Several models of the same device can be included on one entry form, but it is not permissible to list several different items and call them a "system." (This would be unfair to other entrants, who have submitted individual products.) However, there is some leeway for software "suites," especially when the components are not marketed as individual products. Please include information on the interoperability of this entry with devices or systems from other vendors.

Only products that are being "introduced" to the North American marketplace should be entered; products that have recently undergone a substantial revision or update qualify as new introductions. Products must be on display at the show, either physically or through photos and/or videos. More eligibility requirements are listed at <http://www.mustseeems.com/EligibilityCategories.aspx>

Provide details about the product you are entering. Please be sure to include the full name and model number as you would like it to appear in the MUST SEE 'EMS brochure.

Company Name (must be an exhibitor) *	HHCS
Product Name and Model Number *	WidgetMaster 3000
Product Type (ten words or less, such as "thermal platesetter" or "dry toner roll-fed press") *	Inline finishing device for grommet insertion

Following the Company Name and Product Name fields, please enter a **very short description** of the product type (such as "perfect binder" or "sheetfed offset press"). Please limit this description to only a couple of words; you'll have the opportunity to provide a lengthy description later in this section.

Step E: Product Information, Part 2

Select **one** category from the drop-down menu. (*The Program Coordinator reserves the right to reassign products that have been miscategorized. For advice on which category is the “best fit” for your product, feel free to send an email to admin@mustseeems.com).

This section provides an optional opportunity to include a URL where judges may find additional information on your product. Next, you are asked to specify whether the product will be exhibited at the show (a requirement for entry); for large or complex equipment, **photos and/or videos are an acceptable alternative** to the product’s physical presence.

The screenshot shows a web form for product registration. At the top, a dropdown menu is set to 'Postpress and In-line Finishing'. Below this is a detailed instruction block about category selection, including a link to 'http://www.mustseeems.com/EligibilityCategories.aspx'. A text input field contains the URL 'http://www.halhinderliter.com/wm3000/'. The 'Product Availability' section has two radio buttons: 'This product will be exhibited at the show' (selected) and 'This product will NOT be exhibited at the show*'. Below this is a note to 'Contact admin@mustseeems.com before proceeding.*'. The 'Please list the product was/will be dates for the following:' section has two date pickers: 'Introduced to the U.S. Market (date of the first English-language press release distributed to the US trade press)' set to '04/26/2017' and 'First Shipped to the U.S. Market (actual or estimated)' set to '01/01/2018'. The 'Embargo' section has two radio buttons: 'Do NOT embargo - okay to include info about this product in pre-show publicity' (selected) and 'Please embargo until the first day of the show'. A red note at the bottom says '(Do NOT put this information anywhere else)'.

Next, use the Calendar widgets to select both the date this product was/will be introduced to the US market, as well as when the product was/will be first shipped to the US market. (If no shipments have yet been planned, please estimate a future date.)

Please note that products introduced in previous years are still eligible for MUST SEE 'EMS consideration. However, all products entered in the MUST SEE 'EMS must be “new to the competition” (never before entered in the MUST SEE 'EMS). Once a product has been judged, that same product cannot be entered again unless it has undergone an update or revision.

Then (if desired) check the Embargo box. **Only click “Embargo” if your product name should be kept secret until GRAPH EXPO/PRINT.** Do not insert this information into your description or elsewhere in your entry; checking the “Embargo” box is sufficient.

Step F: Product Information, Part 3

The final two essay boxes are the most important parts of the process:

- **Product Description** – Provide a detailed description of your product and what it does. Please avoid hyperbole or unsupported claims, and instead focus on providing detailed technical information (such as output speed, color capability, compatibility with other platforms or operating systems, sheet size/roll width, etc.).
- **Why This Product is a MUST SEE** – Tell the judges why you think your entry deserves to be a “must see” product. DO NOT repeat your product description in this field; instead, focus on addressing the judging criteria: Innovation, Ease of Use, Throughput and Competitive Advantage (<http://www.mustseeems.com/SelectionProcedure.aspx>).

Product description (brief, without hyperbole). Maximum length: 250 words or less.
If more than 500 words are entered, your text will cut off and the judges will not be able to see the full description.

Be concise, factual and accurate. Define what the product is and what it does – assume no one has ever heard of your product. Provide basic information such as color capability, format (for example, sheet size or roll diameter and width) and speed. For example, maximum number of sheets per hour (one or two sides) at a specific quality level, if applicable, or rolls in feet per minute (simplex or duplex, at a specific width). You can tell us about ppm, etc., but that information is meaningless without format and speed information. If the Committee cannot determine exactly what your product is, what it does, it cannot be considered.

Do NOT include prices, testimonials, pictures, diagrams, and/or unsupported claims (i.e., do NOT say that your product is the fastest or cheapest since you do not know what competitive products will be exhibited at the show.)

If your product is selected, the description you provide below will be used on the MUST SEE 'EMS website. *

The WidgetMaster 3000 from HHCS simplifies the process of adding metal grommets to products produced on high-speed offset web presses. This will be invaluable to newspaper manufacturers, who had to manually lace up the

Why this product is a "MUST SEE 'EMS" (Suggested length: 250 words or less.)
If more than 500 words are entered, your text will cut off and the judges will not be able to see full explanation.

This is your opportunity to tell the Selection Committee why your product is a MUST SEE 'EM for show attendees. Claim or say anything you want, but the Committee should be told what differentiates your equipment, software or technology from competitive products.

PLEASE DO NOT REPEAT YOUR PRODUCT DESCRIPTION IN THIS FIELD. Use this field to address the specific judging criteria listed at <http://www.mustseeems.com/SelectionProcedure.aspx>.

The WidgetMaster 3000 is a "must see" product because:

- As the first device of its kind, it is highly INNOVATIVE
- EASE OF USE is greatly improved over traditional tools
- The THROUGHPUT is 102x faster than hand-grommeting

Additional documents of value to the Selection Committee (limit 8 MBs per upload) can be uploaded after this form is submitted. **You will receive upload instructions with your confirmation email.**

Step G: Verify Your Info, Then Create a Password

This is the final screen of the registration process. It allows you to confirm your name and email address, along with the \$250 entry fee.

MUST SEE 'EMS Entry Form

All payments are final. No refunds will be given for cancelled or non-winning entries. Your company must be exhibiting within its own booth at PRINT 17 in order to enter the MUST SEE 'EMS competition.

MUST SEE 'EMS 2017 Registration [\(View Details\)](#)

Company Information Checkout Confirmation

Details

Registrant	Email	MUST SEE 'EMS	Actions
▼ Hal Hinderliter	hal@halhinderliter.com	Entry Fee	Make Changes

Fees

Fee	Quantity	Unit Price	Amount
MUST SEE EMS Event Fee	1	\$250.00	\$250.00
Subtotal:		\$250.00	
Total:		\$250.00	

Create an Account

For your security, enter a password to verify your identity. [Learn More](#)

Password:

For a valid password, you must enter a minimum of 8 characters. Your password must contain at least one character from three of the following four sets: lower-case, upper-case, numeric and special characters.

Show Password

Terms and Conditions

Please use a unique password for each product that you enter. Your password will enable you to return, if necessary, to edit or update your submission information.

Next up is a very important step: set a password for this entry. Create a different password to correspond with each specific entry; the combination of this unique password and your email address will allow you to edit or update your entry form at any time before the submission deadline. If you plan on entering more than one product into the MUST SEE 'EMS, be sure you **create a unique password for each entry.**

Step H: Payment Method

You've now arrived at the final section of the Entry Form, where payment information is collected. To pay your entry fee now, using a credit card, submit your credit card information for processing on our secure server. If you would like to pay your entry fee using a check, simply select "Check" from the Payment Method drop-down menu then click the "Finish" button to complete your entry. You may complete the payment section by choosing "Check" but then return later to update the payment method to a credit card – but **you must select a payment method** in order to submit (and thereby, save) your information from all previous screens.

Payment Method

Select a payment method:

Payment Instructions

Please submit payment to:

GASC
P.O. Box 79843
Baltimore, MD 21279-0843

Please note: Your submission will not be processed until payment is received. Reference the product name and model number with your payment.

[Finish](#)

Make checks payable to “GASC” and mail them to:

GASC P.O. Box 79843 Baltimore, MD 21279-0843

Please note that your check must be received before your entry will be submitted for judging. Click “Finish” to complete your MUST SEE 'EMS entry!

Step I: Confirmation Screen

Congratulations, you’ve successfully completed the Entry Form process! (See next page for an image of the confirmation screen.) This means that all your responses have been successfully saved in our registration system, allowing you to return to your entry to modify or update your information at any time prior to the deadline. **WARNING:** If you leave the Entry Form at any time prior to seeing the confirmation screen, your information will NOT be saved.

Please the option to **print a record of your submission** (“registration”); it is highly recommended that you do so for your own record keeping.

Your registration is complete.
A confirmation email has been sent to hal@halhinderliter.com.
 Your Product Submission has been received.

Thank you for your participation in the MUST SEE 'EMS product and technology recognition awards program.

MUST SEE 'EMS Entry Form

Actions

[Mobile Event Guide](#)
[Manage Your Registration](#)
[Print Your Registration](#)

Documents

[Invoice](#)

Company Information

Registration ID:	101515799
Registrant:	Hal Hinderliter Consultant 2414 N 83rd St Wauwatosa, WI 53213 United States
Registration Date:	4/25/2017 3:52 PM
MUST SEE 'EMS:	Entry Fee
Status:	Confirmed
Work Phone:	414-630-8650
Email:	hal@halhinderliter.com
Company Name (must be an exhibitor)	HHCS
Product Name and Model Number	WidgetMaster 3000
Product Type (very short description)	Inline finishing device for grommet insertion

Step J: Confirmation E-mail

Shortly after you complete the Entry Form process, the registration system will send you a confirmation email (shown below). Because this online system is designed to perform event registrations, your confirmation email will include information about the date and time of the OUTLOOK conference (the pre-show event where the “Best of Category” winners are announced). Attendance at OUTLOOK is NOT required to win MUST SEE 'EMS recognition, but you are invited to enjoy this worthwhile and informative event. Please note that this confirmation email **is not a registration** to attend OUTLOOK (you must add OUTLOOK as a session when you register for GRAPH EXPO/PRINT).

Thank you for your submission. Your nomination for **MUST SEE EMS** consideration has been received. Please use code "██████" to receive \$125.00 off your **OUTLOOK** registration.

Name: Hal Hinderliter
Registration ID: 101515799

Use this form to upload up to three (3) Supporting Documents that you would like the judges to examine (multiple items in a single ZIP file only count as one "document"). Please do not upload unnecessary files (for example, a JPG image of your device that is also contained within a PDF brochure or PPT show that you have also uploaded). When each upload is complete, you will see an onscreen acknowledgement, but you will not receive an email or other form of confirmation.

NOTE: Our file server does not support video playback.

We ask that you:

1. Post your video online so that it's visible within a web browser (either on your own site, or on a video aggregator such as YouTube or Vimeo).
2. Then log back into the Entry Form (using the same email address and password as before) and paste the URL for the video into the box entitled "URL for additional info." This way, the judges don't have to download the video to their hard drives -- linking to an online video is a better approach, because we cannot guarantee that all the judges will be able to view a downloaded video (due to different computer systems supporting different types of video file formats). Plus with nearly 100 entries in the **MUST SEE EMS**, many of which feature videos to review, the judges are hesitant to download multiple large video files.
3. Alternatively, if you do not wish to make the video viewable from a web page, you can post the ZIP file on your web server or in a Dropbox (or other file transfer service), then paste the link to download that file into the "URL for additional info" box. In such a case, however, please also list the file size (68MB) after the upload link, so the judges aren't caught off guard when they click on the link.

Click here to upload your supporting document(s):

<http://www.mustseeems.com/EntryForm/upload.aspx>

When:
OUTLOOK
Sunday, Sept. 10, 2017

Where:
PRINT 17
McCormick Place - SOUTH
2301 S. King Drive
Chicago, IL 60616

Contact:
Crystal E. Young
(703) 264-7200 ext. 275
cerb@npes.org

Your confirmation email contains two very important items:

- 1) A code that you can use to obtain discounted admission when you register to attend the **OUTLOOK** conference (the code is redacted in the above screen capture)
- 2) A link through which you can upload supporting documents that you would like the Selection Committee to access when judging your entry:
<http://www.mustseeems.com/EntryForm/upload.aspx> Please note: there is a limit of 8 MBs per upload, and we ask that you limit the number of uploads to 5 or fewer. If the document you would like to submit exceeds 8 MBs in size, please contact the Program Coordinator via email at admin@mustseeems.com

Option K: “Never Completed” E-mail

If you began the Entry Form process but exited without clicking the “Finish” button, the system will eventually send you the reminder email shown below.

We noticed that you started but did not complete your registration for **MUST SEE 'EMS**. If you want to continue your registration, [click here](#).

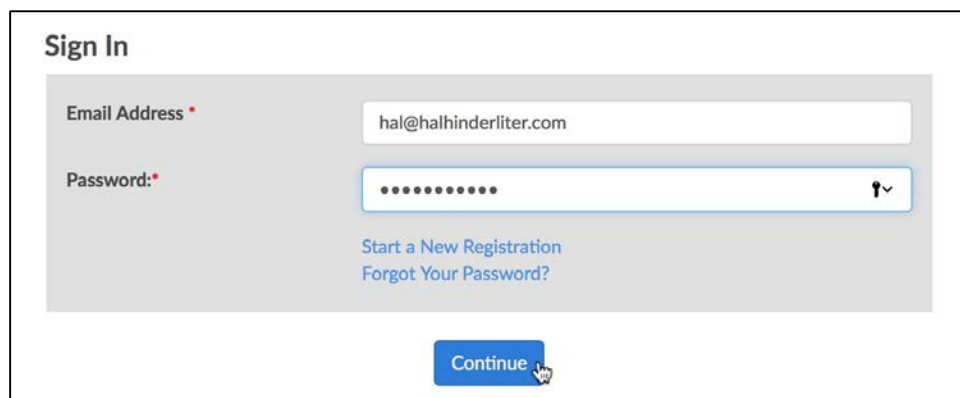
If you have questions about your registration, reply to this email.

Although the phrase “...to continue your registration, [click here](#)” would seem to indicate that some of your information has been saved, the only thing that the system remembers from an incomplete registration is your email address. Clicking the link will bring you to the first screen of a new Entry Form (as shown in Step C); all your information will need to be entered again.

Option L: Updating Information in an Existing Entry

If you have previously made it to the “Finish” button on an Entry Form, but would now like to change some of the information for that entry, simply return to the Entry Form on the MUST SEE 'EMS website (found at <http://www.mustseeems.com/EntryForm.aspx>). The system should recognize you as a former registrant, and pre-populate the email field with your address. If it's not shown or is incorrect, simply replace the pre-filled info with your own. Click Continue.

The screen will update to include the password field. **Enter the password that is specific to the entry you want to modify.** (This is why each entry you create must have a unique password.)



Sign In

Email Address *

Password: *

[Start a New Registration](#)
[Forgot Your Password?](#)

Clicking “Continue” brings up the screen shown on the next page, where you can verify your contact information, **change your payment method from “Check” to “Credit Card,”** or perform other tasks as listed. To modify the details of this entry, **click on the “Company Information” link; to modify the payment method, click on “Make a Payment.”** When you have updated your information, click “Continue” to access your entry form. When done, click “Finish” to save your changes.

MUST SEE 'EMS Registration [\(View Details\)](#)

- To cancel your registration, [contact your event administrator](#).

Hal Hinderliter

[View, Print, or Email Registration Record and Invoice](#)
[Start a New Registration Using This Email Address](#)
[Make a Payment](#)

Registrant	Type	Edit	Actions
1. Hal Hinderliter (Primary Attendee)	Entry Fee	Company Information	

[Continue](#)

Once you've successfully updated the information on your entry form, the system will automatically send you an email to confirm that your changes have been received.

This is to confirm that we have received an update to your submission to the **MUST SEE 'EMS**.

Name: Hal Hinderliter
 Registration ID: 101515799

Contact
 Crystal Erb
 (703) 264-7200

[Click here to upload your supporting document\(s\): MUST SEE 'EMS Upload](#)

Option M: Creating Additional Entries

To submit additional entries, return to the Entry Form on the MUST SEE 'EMS website. If you're using the same web browser (and haven't blocked site cookies), the registration system will recognize you as a returning registrant and present the Sign In screen (as shown below). DO NOT enter your password; instead, click the "Start a New Registration" link.

Sign In

Email Address *

[Start a New Registration](#)
 Forget Your Password?

[Continue](#)

Now the system will start a new Registration Form (as shown in Step C). Please be sure to use a password that is different from any that you've previously used.

Questions or comments? Please contact the Program Coordinator at admin@mustseeems.com.

