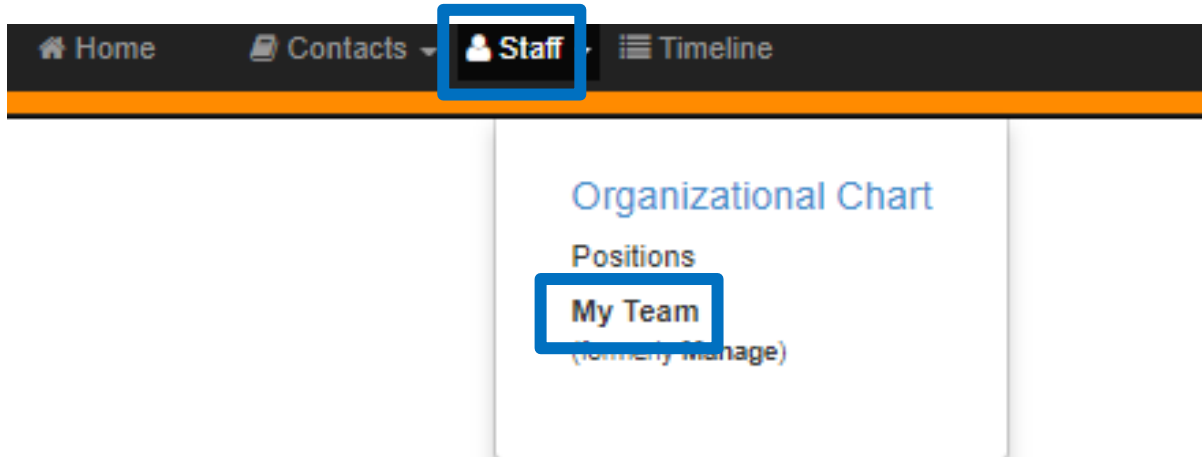


## Vendor User Setup/Update Process

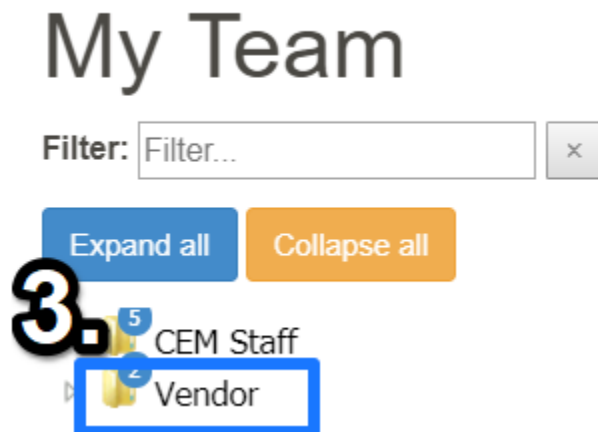
### TO VIEW YOUR TEAM:

**Step 1:** After logging on to your EMOS profile, scroll to the top of the page. On the tool bar at the top of the page, select **Staff**.

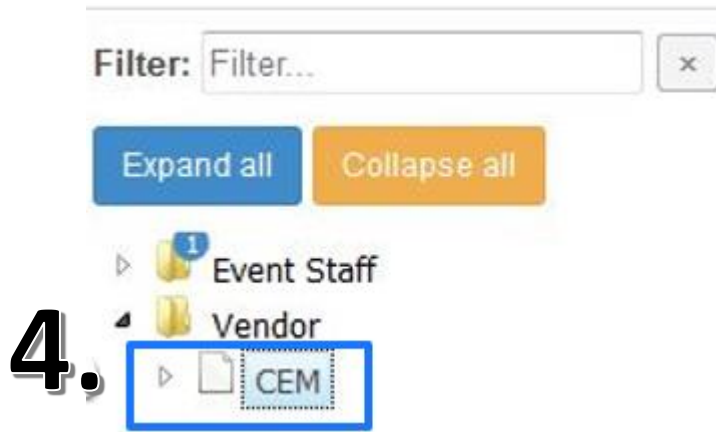


**Step 2:** A dropdown menu will appear. Under Organizational Chart, select **My Team**. This will bring you to your My Team view where you can see all groups that you manage.

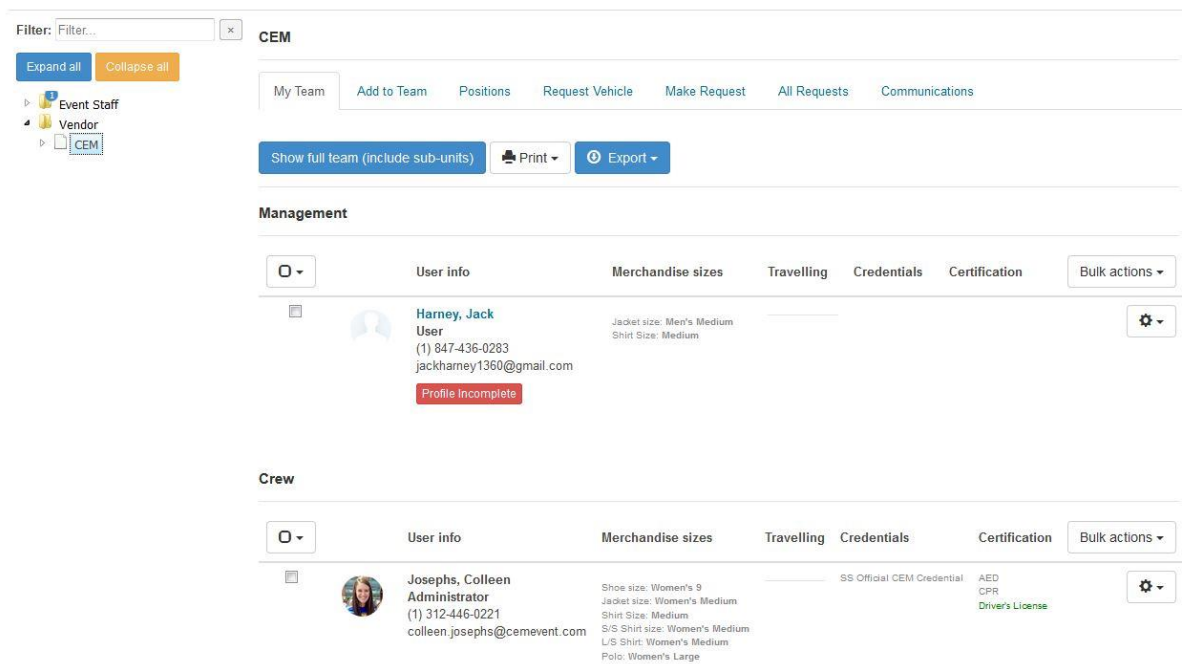
**Step 3:** Click on the arrow next to the folder titled **Vendor**. If this folder does not appear, please email Lauren Eskridge at [lauren.eskridge@cemevent.com](mailto:lauren.eskridge@cemevent.com) and she will grant you access.



**Step 4:** Select your Vendor name, in this example I will be using **CEM**.



Clicking on your vendor group name will open your My Team page as seen below.



This My Team page will show you all individuals that are currently signed up to work our event from your vendor group, along with anyone that has worked our events in the past.

**TO ADD USERS TO YOUR TEAM:**

There are several different ways to add users to your vendor team. Read the information below and choose the option that best fits your situation.

**If the individual has registered in the system AND worked for your vendor group before:**

Step 1: Scroll down to get to **Crew from previous Event**

The screenshot shows a vendor team management interface for 'CEM'. It includes a sidebar with navigation options like 'Event Staff' and 'Vendor'. The main area displays a list of users under 'Management' and 'Crew' sections. Two users are highlighted with blue boxes and numbered '1.' and '2.'. User 1 is 'Harney, Jack User' with a 'Profile Incomplete' warning. User 2 is 'Cannon, Catherine Super Admin' with a checkmark indicating she can edit team personal info. A green 'Add to Team' button is highlighted for Catherine Cannon.

User info	Merchandise sizes	Travelling	Credentials	Certification	Bulk actions
 <b>Harney, Jack</b> User (1) 847-436-0283 jackhamey1360@gmail.com <span style="color: red;">Profile Incomplete</span>	Jacket size: Men's Medium Shirt Size: Medium				
 <b>Josephs, Colleen</b> Administrator (1) 312-446-0221 colleen.josephs@cemevent.com	Shoe size: Women's 9 Jacket size: Women's Medium Shirt size: Medium S/S Shirt size: Women's Medium L/S Shirt: Women's Medium Polo: Women's Large		SS Official CEM Credential	AED CPR Driver's License	

User info	Action
 <b>Barus, Grant</b> User (1) 312-833-0332 grantbarus@yahoo.com	
 <b>Cannon, Catherine</b> Super Admin ✓ Can edit team personal info (1) 312-446-4277 catherine.cannon@cemevent.com	

Step 2: Find the individual that you would like to add to your crew. Click **Add to Team**

Now that individual will appear under your Crew.

Filter:  x

**CEM**

Expand all Collapse all

- Event Staff
- Vendor
  - CEM

My Team Add to Team Positions Request Vehicle Make Request All Requests Communications

Show full team (include sub-units) Print Export

### Management

	User info	Merchandise sizes	Travelling	Credentials	Certification	Bulk actions
	<b>Harney, Jack</b> User (1) 847-436-0283 jackharney1360@gmail.com <span style="background-color: red; color: white; padding: 2px;">Profile Incomplete</span>	Jacket size: Men's Medium Shirt Size: Medium				

### Crew

	User info	Merchandise sizes	Travelling	Credentials	Certification	Bulk actions
	<b>Cannon, Catherine</b> Super Admin ✓ Can edit team personal info (1) 312-446-4277 catherine.cannon@cemevent.com	Shoe size: Women's 9.5 S/S Shirt size: Women's Medium Jacket size: Women's Large L/S Shirt: Women's Large Hat: One Size Fits All Drawstring Bag: One Size Fits All Shirt Size: Medium			Driver's License	
	<b>Josephs, Colleen</b> Administrator (1) 312-446-0221 colleen.josephs@cemevent.com	Shoe size: Women's 9 Jacket size: Women's Medium Shirt Size: Medium S/S Shirt size: Women's Medium L/S Shirt: Women's Medium Polo: Women's Large		SS Official CEM Credential	AED CPR Driver's License	

**If the individual has registered in the system, but has never been part of your team:**

**Step 1:** On your my team page, click the **Add to Team** tab.

The screenshot shows the 'My Team' interface for the 'CEM' organization. At the top left, there is a 'Filter' dropdown and 'Expand all'/'Collapse all' buttons. A sidebar on the left lists 'Event Staff' and 'Vendor' with a sub-item 'CEM'. The main navigation bar includes 'My Team', 'Add to Team' (highlighted with a blue box and a large '1'), 'Positions', 'Request Vehicle', 'Make Request', 'All Requests', and 'Communications'. Below this are buttons for 'Show full team (include sub-units)', 'Print', and 'Export'. A 'Management' section contains tabs for 'User info', 'Merchandise sizes', 'Travelling', 'Credentials', 'Certification', and 'Bulk actions'. A user profile for 'Harney, Jack' is displayed, including contact information and size preferences.

**Step 2:** In the Add to team (for already registered users) field box, start typing the last name of the individual that you would like to add to your crew. (Your add to team view will appear as shown below)

## My Team

The screenshot shows the 'Add to Team' view. It features a 'Filter' dropdown and 'Expand all'/'Collapse all' buttons. The sidebar lists 'CEM Staff' and 'Vendor'. The main navigation bar includes 'My Team', 'Add to Team' (highlighted with a blue box and a large '2'), 'Positions', 'Request Vehicle', 'Make Request', 'All Requests', 'Administration', 'Location/Map', and 'Communications'. The content area is divided into three sections: 'Registration link for this organization unit (for new users):' with a URL; 'Add to team (for already registered users):' with a search input field (highlighted with a blue box) and a note '\* start typing user's name to search for existing user and press enter to add'; and 'Create new user by yourself:' with a 'Create New User' button. The 'Import users:' section has an 'Import Users' button.

**Step 3:** Select the user that you would like to add to your crew. You can now view that user in the My Team tab as part of your crew.

Add to team (for already registered users):

sean b

3 Barus, Sean (46)

Bobrov, Sean (55369)

Crew

	User info	Merchandise sizes	Travelling	Credentials	Certification	Bulk actions
	<b>Barus, Sean</b> Manager (1) 312-446-4279 sean.barus@cemevent.com	Shoe size: Men's 9 S/S Shirt size: Men's Large Jacket size: Men's X-Large L/S Shirt: Men's X-Large Half Zip Jacket: Men's X-Large Polo: Men's X-Large			First Aid AED CPR Forklift Certified Driver's License	

**If the individual has never been entered into the system:**

**Step 1:** From My Team, click on the **Add to Team** tab.

My Team **1.** Add to Team Positions Request Vehicle Make Request All Requests Administration Location/Map Communications

Registration link for this organization unit (for new users):  
<https://cem.emos1.com/account/RegisterVendor.aspx?id=M3hrygU4uRoELm%2f7UdWHlw%3d%3d>

Add to team (for already registered users):  
  
\* start typing user's name to search for existing user and press enter to add

**2.** Create new user by yourself:

**Step 2:** Click on **Create New User** under Create new user by yourself.

This will cause the User-Add User Information page to open as shown below.

**User - Add User Information**

Full Name	<input type="text"/>	<input type="text"/>
	First Name	Last Name
Email	<input type="text"/>	
	<input type="checkbox"/> <b>User has no email</b>	
	<small>* All communication will be directed to appropriate manager</small>	
Cell Phone Number	United States +1 <input type="text"/>	<input type="text"/>
	Country	Phone Number
Password	<input type="text" value="pass"/>	
	Default password	

**Step 3:** Enter the first and last name of the individual that you are adding to your crew. Enter the user's email address and cell phone number if available. Then click **Save**.

User - Add User Information

Full Name	<input type="text" value="VENDOR  "/> <input type="text" value="TEST"/>
	<small>First Name Last Name</small>
Email	<input type="text"/>
	<input type="checkbox"/> <b>User has no email</b> <small>* All communication will be directed to appropriate manager</small>
Cell Phone Number	<input type="text" value="United States +1"/> <input type="text"/>
	<small>Country Phone Number</small>
Password	<input type="text" value="pass"/>
	<small>Default password</small>



This new user will now appear under your crew.


My Team   Add to Team   Positions   Request Vehicle   Make Request   All Requests   Administration   Location/Map   Communications

Show full team (include sub-units)   Print   Export

### Management

---

### Crew

<input type="checkbox"/>	User info	Merchandise sizes	Travelling	Credentials	Certification	Bulk actions
<input type="checkbox"/>	 <b>TEST, VENDOR</b> User (1) user_46606@emos1.com <span>Profile Incomplete</span>					<input type="checkbox"/>

### Crew from previous Event



## TO ADD PHOTOS TO USER PROFILES:

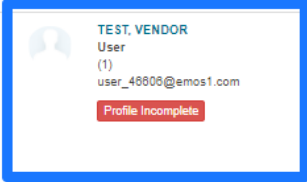
**Step 1:** Find the crew member that you need to upload a photo for. ALL CREW MEMBERS MUST HAVE PHOTOS. Click on the individual's name. In this example, you would select **TEST, VENDOR**.

Management

---

Crew

☐ User info Merchandise sizes Travelling Credentials Certification Bulk actions ▾

1.  TEST, VENDOR  
User  
(1)  
user\_46606@emos1.com  
Profile Incomplete

Crew from previous Event

**Step 2:** Enter all available information for this user in their profile, then click on their icon of their photo.

User Details Save

Email (username)  Copy To Clipboard

Login link

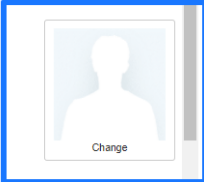
Full Name \*      
Title First Name Middle Name Last Name

\* as it appears on your driver's license

Address   
  
Street Address Street Address Line 2

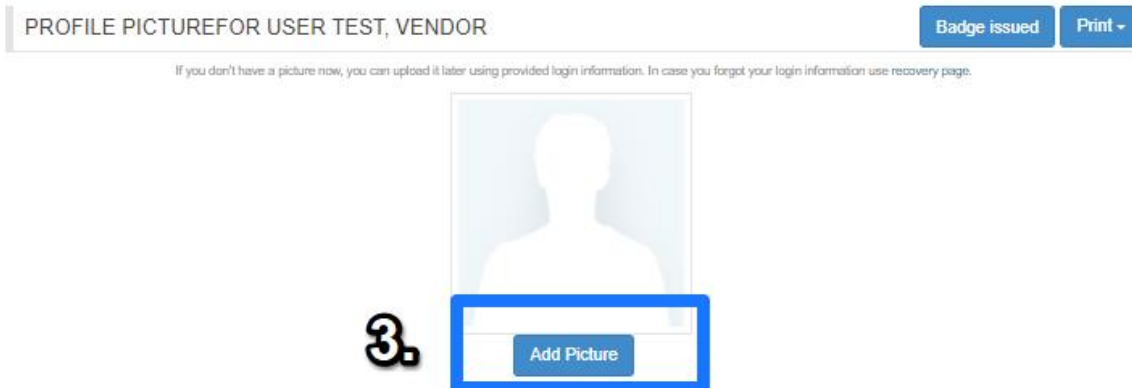
City State / Province

Postal / Zip Code Country

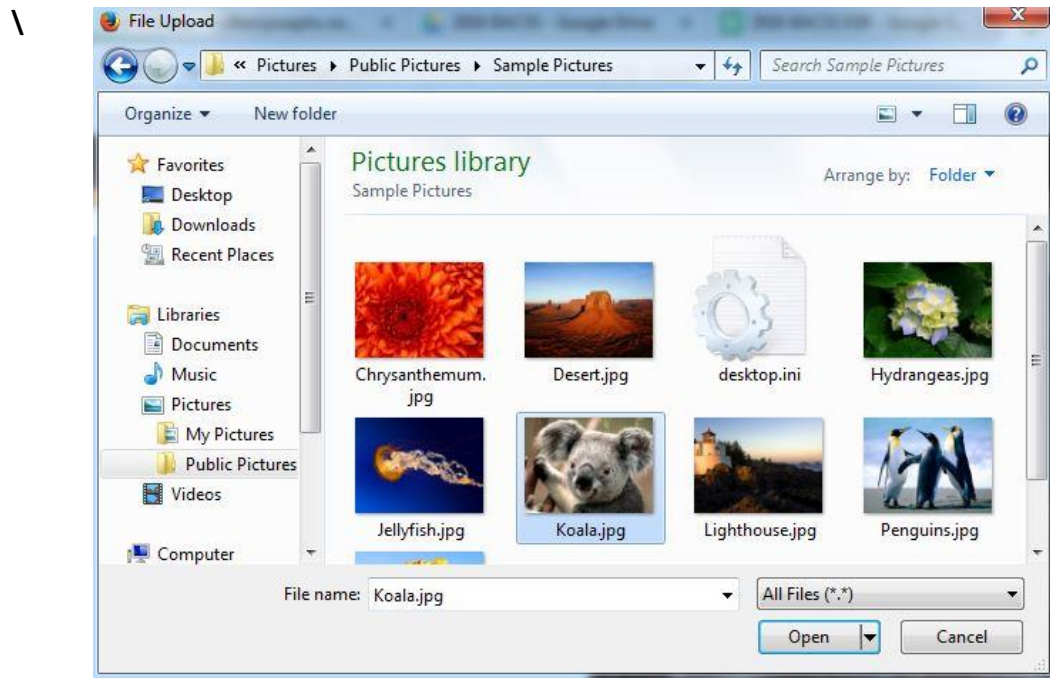
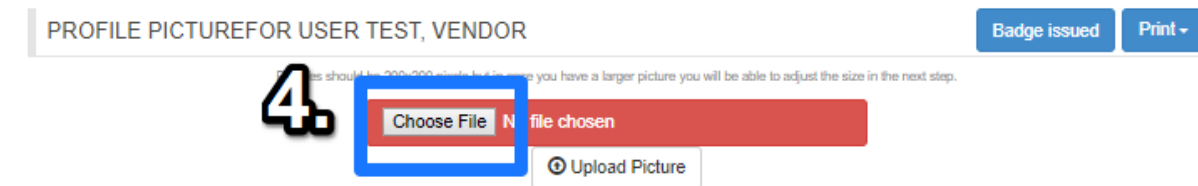
2.  Change

By providing my cell number, I am giving Chicago Event Management and 2017 Bank of America Chicago Marathon permission to contact me via cell or text message regarding event updates, emergency communications, and any event related information leading up to or on Race Day.

**Step 3:** The below screen will show up. Select **Add Picture**.




**Step 4:** You will be brought to the below screen. Click **Browse**. Choose which photo you would like to set as the users profile photo and open it.



**Step 5:** Now you are able to edit the photo that you have selected. When you are finished editing the photo, select **Finish**.

PROFILE PICTURE FOR USER TEST, VENDOR

Badge issued Print ▾



5

Rotate Left Finish Rotate Right


The image shows a koala's face with a dashed border, indicating it is being edited. A red box highlights the 'Finish' button, and a red number '5' is placed above it.

You have now set the user's profile photo. You will be taken back to their Profile Picture Screen.

PROFILE PICTURE FOR USER TEST, VENDOR

Badge issued Print ▾

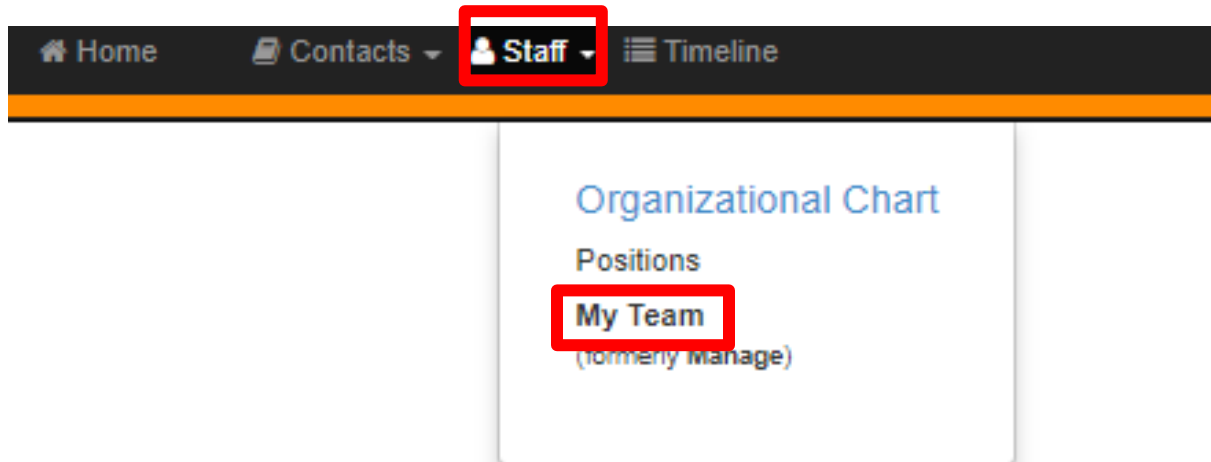
If you don't have a picture now, you can upload it later using provided login information. In case you forgot your login information use [recovery page](#).



Remove Picture Change Picture

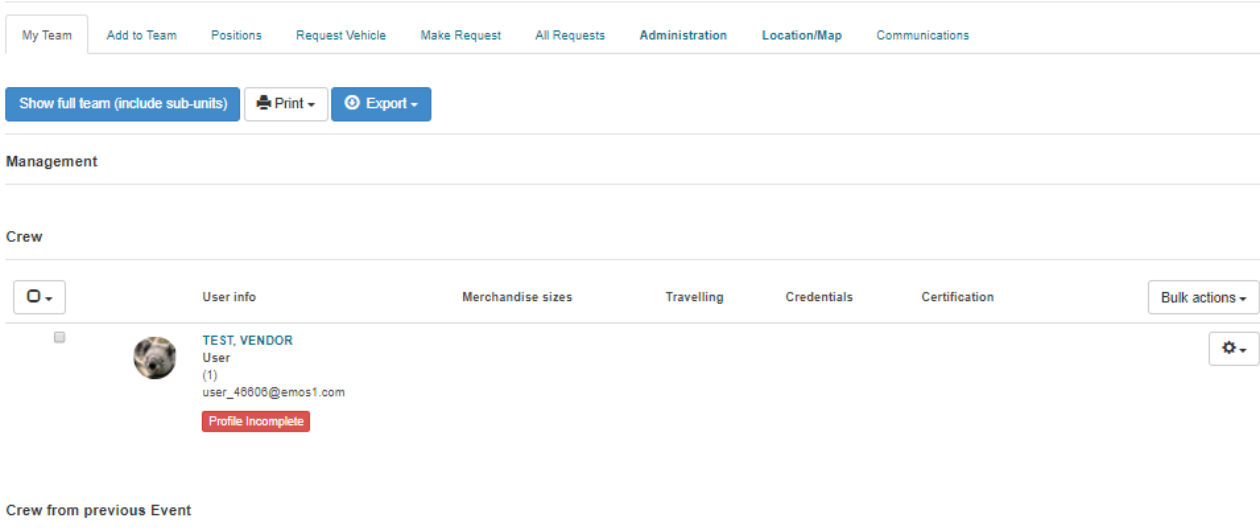
The image shows the koala's profile picture as a small thumbnail. Below it are two buttons: 'Remove Picture' (red) and 'Change Picture' (blue).

To return to your Vendor team view, simply scroll to the top of your screen, click on Staff, then click on My Team.

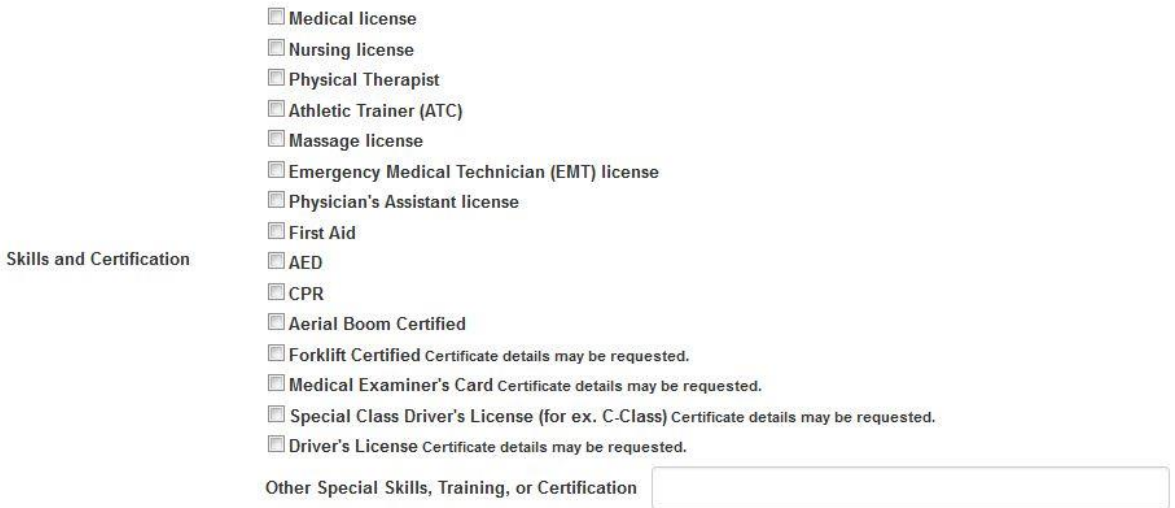


**TO ENTER REQUIRED CERTIFICATION INFORMATION:**

**Step 1:** Select the user’s name that you need to add certification information for. In this instance, I will be using **TEST, VENDOR**.



**Step 2:** Their user profile will appear. Scroll down until you see Skills and Certifications. At this time, as a vendor you should only be concerned with the following certifications: Aerial Boom Certified, Forklift Certified, Medical Examiner’s Card, Special Class Driver’s License and Driver’s License.



**Step 3:** Check off all certifications that this user holds. In this example, VENDOR TEST is Forklift Certified so that box has been checked off.

Aerial Boom Certified  
 Forklift Certified Certificate details may be requested.

Skills and Certification

Provide details for Forklift Certified

No file selected.

Please, provide your date of birth at Birth Date field above.

Forklift Certified Number Issuing state Expiration date (MM/dd/yyyy)

**Step 4:** No matter what certification a user holds, we always require Driver's License information. So, since VENDOR TEST is forklift certified, he must also have a Driver's License to work our event. Enter each user's driver's license number, issuing state, and date of birth.

Aerial Boom Certified  
 Forklift Certified Certificate details may be requested.

Skills and Certification

Provide details for Forklift Certified

No file selected.

Please, provide your date of birth at Birth Date field above.

Forklift Certified Number Issuing state Expiration date (MM/dd/yyyy)

Medical Examiner's Card Certificate details may be requested.  
 Special Class Driver's License (for ex. C-Class) Certificate details may be requested.  
 Driver's License Certificate details may be requested.

Provide details for Driver's License

No file selected.

Please, provide your date of birth at Birth Date field above.

Driver's License Number Issuing state Expiration date (MM/dd/yyyy)

Once all information has been entered, scroll to the top or bottom of the user profile and click **Save**.