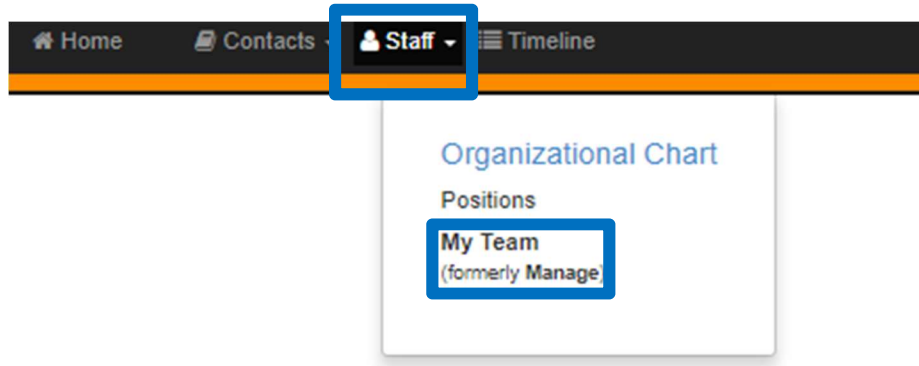


## Vendor User Setup/Update Process

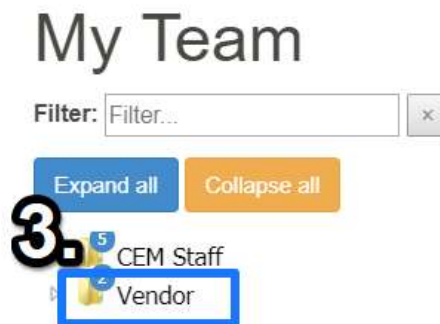
### TO VIEW YOUR TEAM:

**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**.

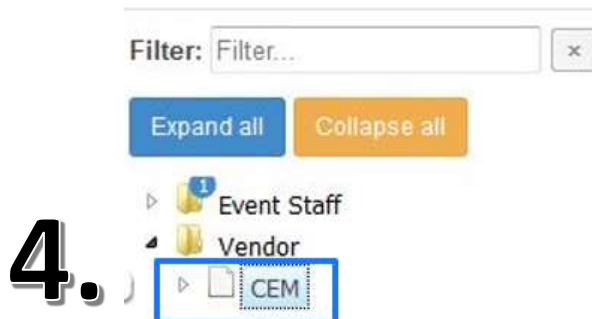


**Step 2:** A dropdown menu will appear. Under Organizational Chart, select **My Team**. This will bring you to your My Team view where you can see all groups that you manage.

**Step 3:** Click on the arrow next to the folder titled **Vendor**. If this folder does not appear, please email [vendor@cemevent.com](mailto:vendor@cemevent.com) and you will be granted 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.

My Team

Filter: Filter

Expand all Collapse all

Vendor

Test Vendor

Test Vendor

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 Primary Manager: Doe, John

User info Merchandise sizes Travelling Credentials Certification Bulk actions

Doe, John User (1) 123-456-7891 user\_123456@remos1.com Profile incomplete

Crew

User info Merchandise sizes Travelling Credentials Certification Bulk actions

Doe, Jane User (1) 555-555-5555 user@email.com Profile incomplete

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**

My Team

Filter: Filter

Expand all Collapse all

Vendor

Test Vendor

Test Vendor

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 Primary Manager: Doe, John

User info Merchandise sizes Travelling Credentials Certification Bulk actions

Doe, John User (1) 123-456-7891 user\_123456@remos1.com Profile incomplete

Crew

User info Merchandise sizes Travelling Credentials Certification Bulk actions

Doe, Jane User (1) 555-555-5555 user@email.com Profile incomplete

1. Crew from previous Event



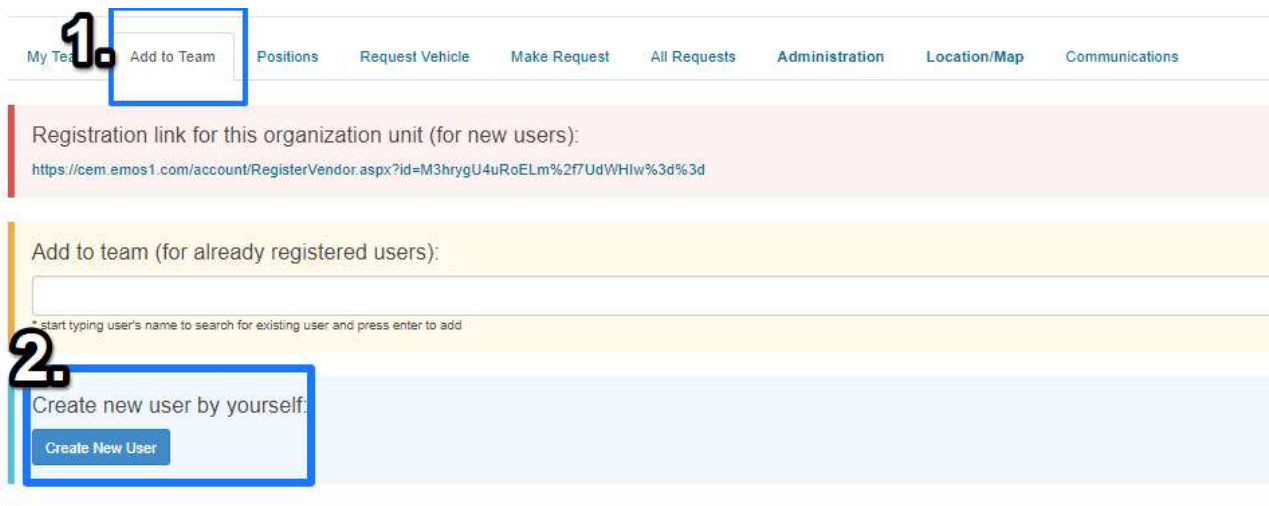
**Step 3:** Select the user that you would like to add to your crew. You can now view that user in the My Team tab as part of your crew.



A screenshot of the 'Add to team (for already registered users):' section. A search bar at the top contains the text 'sean b'. Below the search bar, a list of search results is displayed. The first result, 'Barus, Sean (46)', is highlighted with a blue rectangular box. A large, bold, black number '3' is positioned to the left of the search bar.

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

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

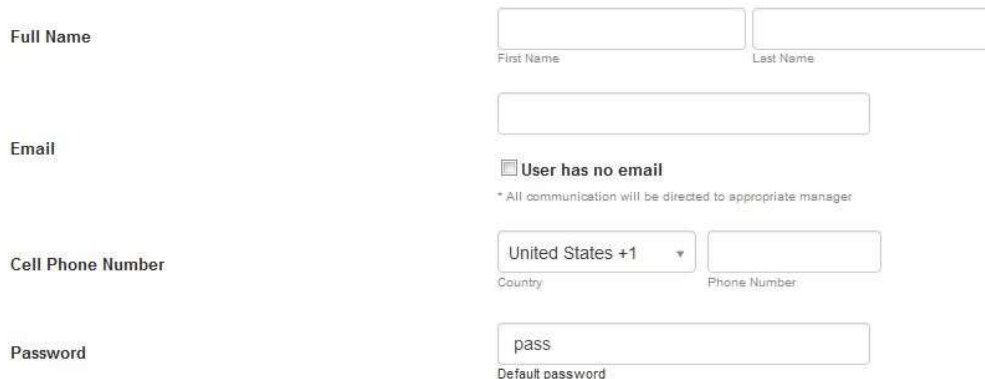


A screenshot of the 'My Team' section. The 'Add to Team' tab is selected and highlighted with a blue box, with a large, bold, black number '1' to its left. Below the tabs, there is a registration link for new users. Further down, the 'Add to team (for already registered users):' section is visible. Below this, there is a search bar and a note: '\* start typing user's name to search for existing user and press enter to add'. In the 'Create new user by yourself:' section, the 'Create New User' button is highlighted with a blue box, with a large, bold, black number '2' to its left.

**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



A screenshot of the 'User - Add User Information' form. The form contains several input fields: 'Full Name' (split into 'First Name' and 'Last Name'), 'Email', 'Cell Phone Number' (with a dropdown for 'Country' set to 'United States +1' and a 'Phone Number' field), and 'Password' (with a 'Default password' field). There is a checkbox labeled 'User has no email' which is checked, and a note below it: '\* All communication will be directed to appropriate manager'.

**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

Email

Cell Phone Number

Password





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

	User info	Merchandise sizes	Travelling	Credentials	Certification	Bulk actions
	<b>TEST, VENDOR</b> User (1) user_48808@emos1.com <b>Profile incomplete</b>					


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

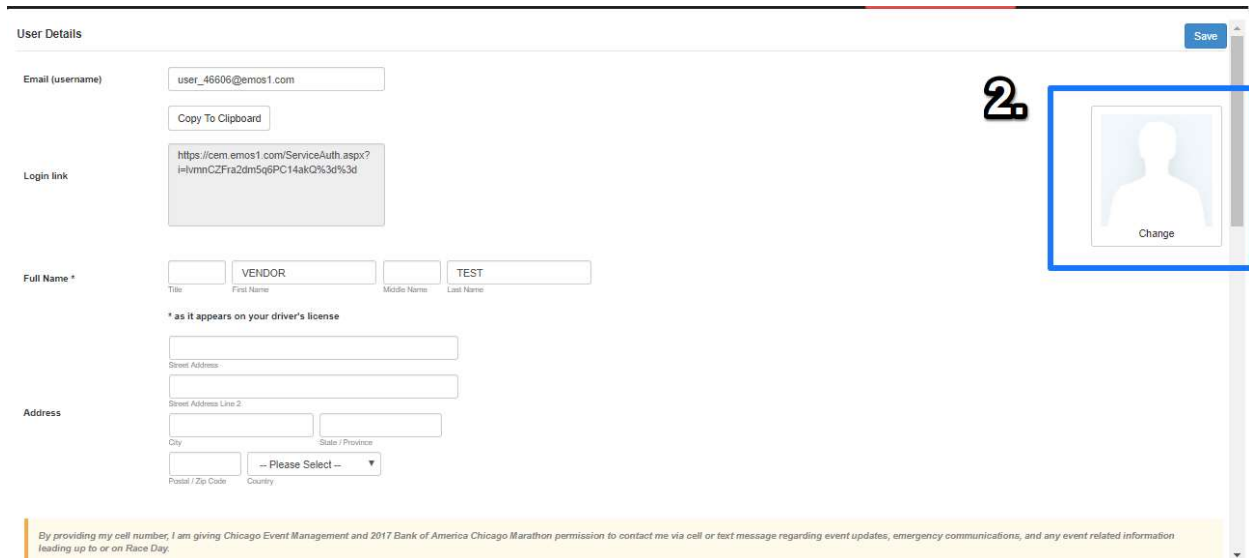
Crew



	User info	Merchandise sizes	Travelling	Credentials	Certification	Bulk actions
<b>1.</b>	<b>TEST, VENDOR</b> User (1) user_48808@emos1.com <b>Profile incomplete</b>					

Crew from previous Event

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

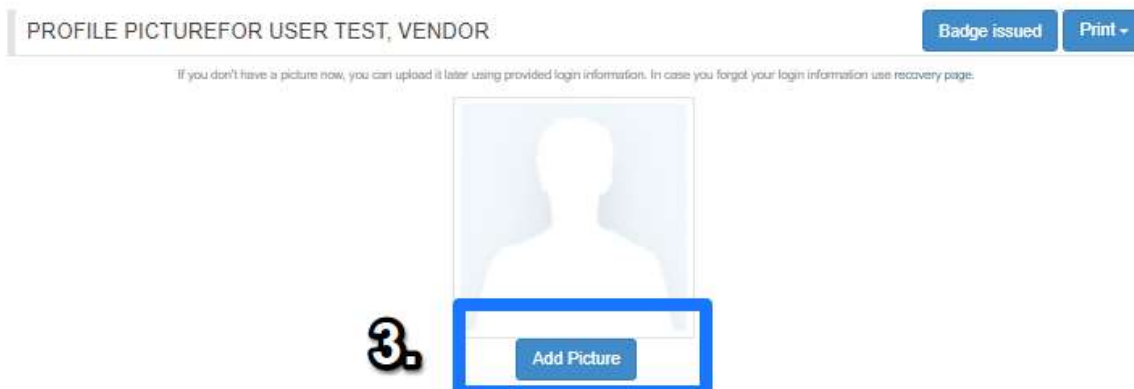


The screenshot shows a 'User Details' form. On the right side, there is a profile picture icon with the word 'Change' below it. This icon is highlighted with a blue rectangular box. To the left of this box is a large, bold number '2'. The form contains the following fields:

- Email (username):** user\_46606@emos1.com
- Copy To Clipboard** button
- Login link:** https://cem.emos1.com/ServiceAuth.aspx?HvmmCZFra2dm5q6PC14akQ%3d%3d
- Full Name \*** section with four input fields: Title (empty), First Name (VENDOR), Middle Name (empty), and Last Name (TEST).
- Address** section with a note: '\* as it appears on your driver's license'. It includes fields for Street Address, Street Address Line 2, City, State / Province (a dropdown menu showing '-- Please Select --'), Postal / Zip Code, and Country.

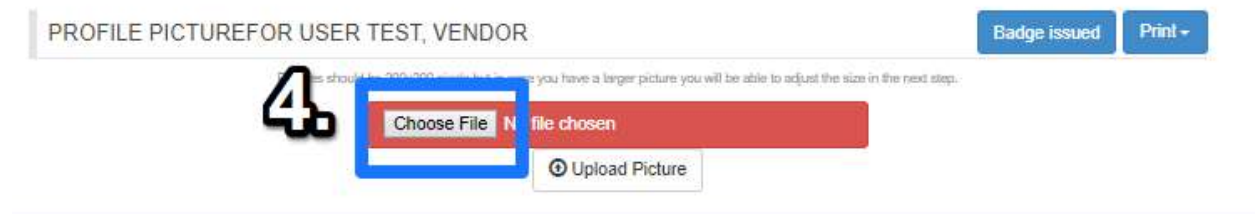
At the bottom of the form, there is a yellow banner with the text: 'By providing my cell number, I am giving Chicago Event Management and 2017 Bank of America Chicago Marathon permission to contact me via cell or text message regarding event updates, emergency communications, and any event related information leading up to or on Race Day.'

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



The screenshot shows a profile picture upload interface. At the top, it says 'PROFILE PICTURE FOR USER TEST, VENDOR'. To the right are two buttons: 'Badge issued' and 'Print'. Below this is a line of text: '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.' In the center is a large profile picture icon. Below this icon is a blue rectangular box containing the text 'Add Picture'. To the left of this box is a large, bold number '3'.

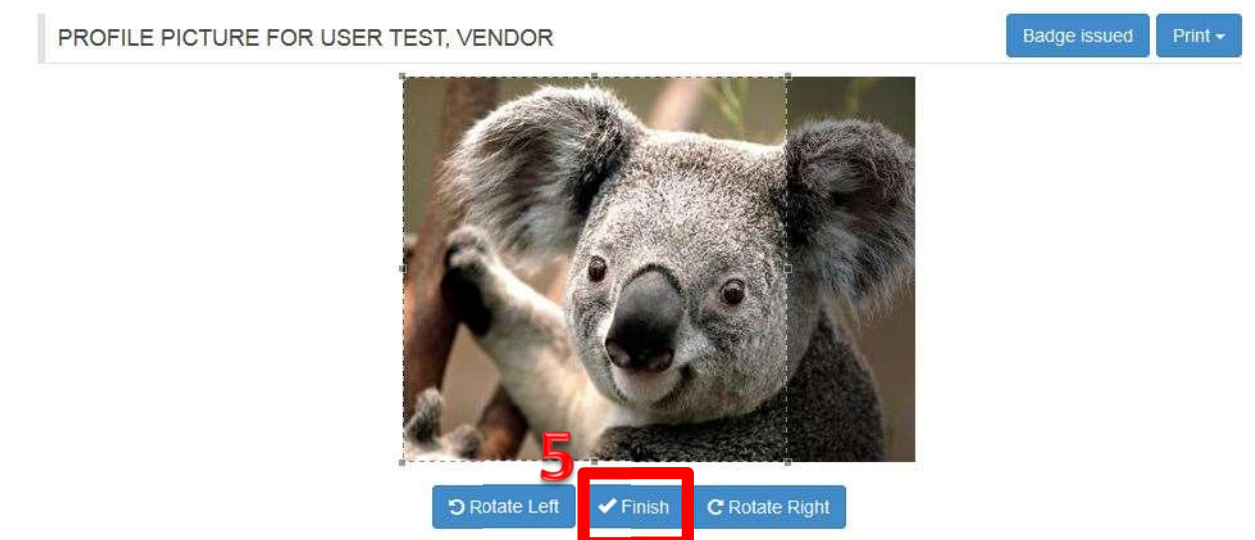
**Step 4:** You will be brought to the below screen. Click **Browse**. Choose which photo you would like to set as the users profile photo and open it.



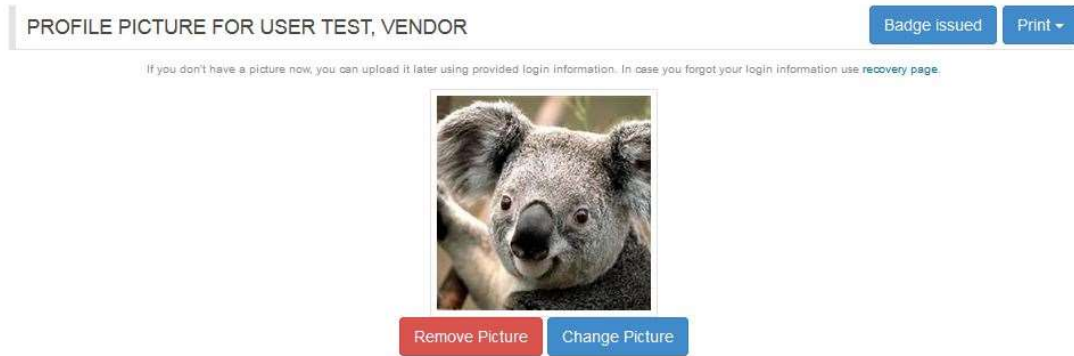
Step  
are  
the  
you



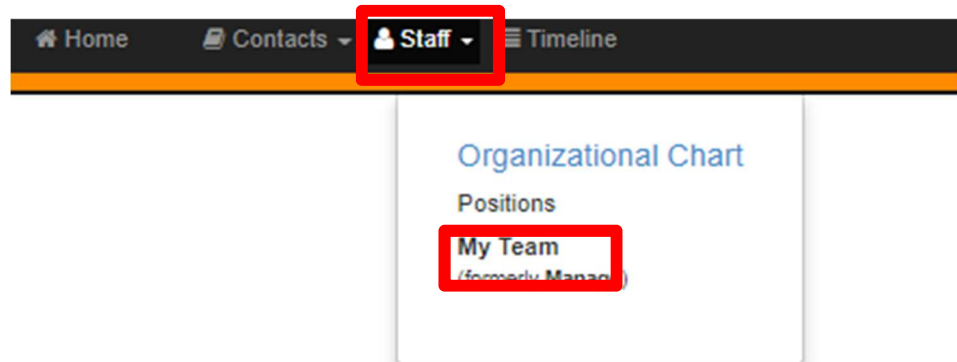
5: Now you  
able to edit  
photo that  
have  
selected.  
When you are  
finished  
editing the  
photo, select  
**Finish**.



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



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:

[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

	User info	Merchandise sizes	Travelling	Credentials	Certification	Bulk actions
	 <div><b>TEST, VENDOR</b> User (1) user_46808@amos1.com</div> <div>Profile incomplete</div>					

Crew from previous Event

**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.

Skills and Certification

☐ Medical license

☐ Nursing license

☐ Physical Therapist

☐ Athletic Trainer (ATC)

☐ Massage license

☐ Emergency Medical Technician (EMT) license

☐ Physician's Assistant license

☐ First Aid

☐ AED

☐ CPR

☐ Aerial Boom Certified

☐ Forklift Certified Certificate details may be requested.

☐ 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.

Other Special Skills, Training, or Certification

**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**.