



Staff Name Badges

Electronic Submission Instructions

Please submit your staff badge names via the AOPA website **no later than May 30**.

Instructions to submit your badge names:

- 1) Go to <http://www.aopa.org/fly-in/submit>.
- 2) Click on Log-In.
- 3) Enter your **Exhibitor ID/User Name** in the User Name field and **Password** in the Password field – both numbers are included in the upper right hand corner of your Exhibitor Confirmation letter.
- 4) After logging in, there will be a selection of topics on the left hand side. Click on **Badges**.
- 5) Once you have chosen the Badges page, enter your staff personnel in the appropriate fields. Click on the 'Submit' button when finished. You will receive an automated confirmation notifying you that your names have been received.

All badges are free. You can change your badges at any time by typing over the current text with the correct information and clicking on 'Submit' again. You may make changes up until May 30.

Your badges will be included in your Exhibitor Information Packet. Upon arrival at AOPA headquarters on Friday, June 6 at 3:00 pm, proceed to the registration table in the Exhibit Tent to pick up your Exhibitor Information Packet. Please note that badges cannot be mailed in advance. In addition, unfortunately, we are unable to print badges on-site so we strongly recommend registering in advance.

Please contact Liz Tarver, Exhibits Coordinator, at 301-695-2051 if you have questions regarding your name badge submission.