

TFNation Forge Stalls

Sharing Guide

1 Abstract

This document has been created to help guide stall-holders through the process of inviting other TFNation attendees to share their stalls at a TFNation event.

2 Managing Your Stall

You can manage your stall from the **Order History** area of the website. You'll find the **Order History** area by signing into the website and clicking on the **My Account** menu option.

From this page you can send out invites, view the status of the invites you have sent, revoke invites and see who has accepted your invites. Remember that only two other people can help share your stall.

As the stallholder, you have the following responsibilities;

- A. To ensure sure everyone helping with your table is kept updated regarding the event;
- B. To ensure that they are following the terms and conditions you agreed to when you applied for your table;
- C. To ensure they are respectful to other attendees at all times.

3 Sending Invitations

To send out an invitation simply type the email address of the person with whom you would like to share the stall into the field “Recipient’s Email”.

#	Event	Reference	Status	Ordered On	Price			
Forge Applications								
#	Event	Stall Name	Status	Units	Price	Paid	Paid On	Applied On
1	TFNation 2022	TMUK	Approved	Forge Stall (TFNation 2022)	£150.00	Yes		22 Feb 2022, 7:27 p.m.

You can share your table with up to two other attendees. They **must** hold valid tickets for each weekend day they are going to help you on.

As the stallholder it is your responsibility to keep them informed of any changed relating to your table.

All changes relating to your booking can only be made by yourself as the stallholder.

You can use this page to manage your invites, to see who has accepted or rejected them, and to revoke any you no longer require. Please note that this page may not work in old versions of Internet Explorer.

[SEND INVITE](#)

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Once you’ve entered a valid email address the button on the right will turn green allowing you to click it to send the email

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[SEND INVITE](#)

The page will reload and you’ll notice that the invitation now appears within a new **Your Invitations** section showing you the email address you entered when the invite was sent; whether the link contained within the email has been opened or not; the status of the invitation (Pending, Accepted or Rejected); and finally a link you can click if you change your mind and wish to revoke the invitation.

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Your Invitations

Email Address	Date Sent	Link Opened	Status	Revoke
test.person@example.com	2022-05-24T07:45:30.655452+00:00	no	Pending	Revoke Invite

You can send out as many invites as you wish but only two can be accepted. The person(s) receiving the invite will be sent an email with a link to the website, from where they will be able to accept, if there is space, or decline your offer. If they wish to accept they will be asked to enter a valid ticket reference as everyone sharing the stall must hold a valid ticket for the day(s) they wish to help out on.

4 Viewing Your Invitations

Once someone accepts an invitation the **Order History** page will change again, adding a new area showing the name of the person who accepted the invitation. If you wish to revoke the sharing for any reason you can do so by clicking the “Revoke Sharing” link from the **Action** column.

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Accepted Sharing Request		Action		
John Smith		Revoke Sharing		

Your Invitations

Email Address	Date Sent	Link Opened	Status	Revoke
test.person@example.com	2022-05-14 16:45:35	no	Pending	Revoke Invite
john.smith@mydomain.com	2022-05-14 16:45:35	yes	Accepted	Revoke Invite

That's it! The TFN system will then recognise that they are sharing the stall with you and we'll make sure to give them the right pass/wristband when they arrive at the event.