## HELP GUIDE **EXHIBITOR PROFILE**

## GET STARTED

Activate your account using the link in your app invitation email! Didn't receive the email or forgot your password? Click <u>Need help logging in?</u> on the mobile app or website login page.



Login and click <u>Company Profile</u>, then click <u>Edit Profile</u> Please edit your Personal Profile before editing your Exhibitor Profile. See the Personal Profile Help Guide for assistance.

- Think of your company profile as a digital business card
- Upload your company logo to increase brand recognition
- Introduce your company by adding your website and social media links
- All changes are published on both the website and mobile app

Note: Only the Exhibit Team can change the company listing, address, phone number, and contact assignment.

## ADD COLLATERAL

Add digital materials to your company profile by clicking <u>Collateral</u> in the main menu. You can add PowerPoints, PDFs, Word documents, YouTube videos, and more.

To remove collateral, click the X in the top corner of the collateral's icon.



