

Exhibitor Setup Guide

TMEA will email you a special link to launch the online convention platform. Please access this on your desktop, not a mobile device, for best functionality when updating your record and setting up your booth.

Preferred Web Browser: Google Chrome - [Click Here](#) to download

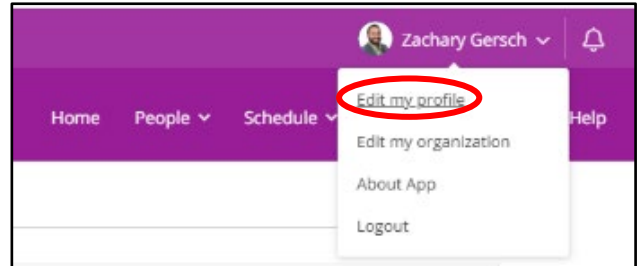
A reminder that Chats are public.

Profile Set-up:

The first thing to do when you log in to the platform is Claim Your Account. If you skip the profile setup at that point:

How to access your profile:

- On the Homepage, click on your name in the top right corner.
- Select: Edit my profile.
 - This will open your account settings page.
- From this page you can update the following information:
 - **Profile photo** – Upload a JPG or PNG image file, cropped-tight to your face.
 - **Name**
 - **Description** – Enter a short biographical statement about you.
 - **Phone Number** – This will be shared only with exhibitors you allow. It will not be displayed on your profile.
- Once you have finished updating your information click **SAVE** at the bottom.

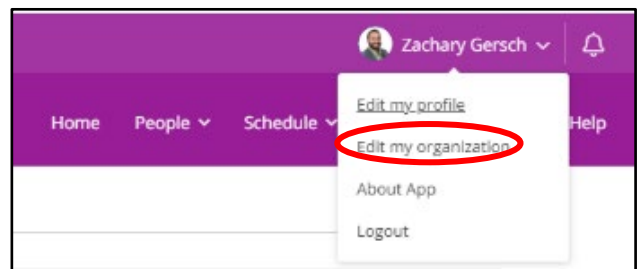



Exhibitor-specific settings:

Once you finish updating your personal information, you can update your organization's profile.

How to access your organization's profile:

- On the Home Page, click on your name in the top right corner.
- Select: Edit my organization.
 - This will open your organization's page.
- On the **Basics** tab you can update the company information:
 - **Name**
 - **Logo** – Upload a JPG or PNG file
 - **Header Banner** – Increase your visual appeal with a graphic header that spans the top of your booth space (perhaps you'll update it daily throughout the event). The banner image should be 1170px x 145px, and in .PNG or .JPG format. (For visual reference, you can view TMEA's booth.)
 - **Business Type** – Company service provided to TMEA attendees.





- **Description** – You can apply some text styles to your company description (bold, italics, lists, images). Link text to pages on your website. Perhaps each day, you link to a page with exclusive offers for TMEA attendees! You could include daily coupon codes in your description for use on your site.
- **Videos** – In addition to hosting a primary video embedded in your exhibit space (and change it as often as you want), you can also link to other videos in the Files area of your exhibit space. You could use these for product demos and much more.
- **Company Website** – You will enter the URL to your company website.
- **Links** – You can highlight other webpages on your exhibit space.
- **Social Media** – You can add direct links to your Facebook, Twitter, LinkedIn accounts.
- Once you have finished updating your information click **SAVE**. 

Polls:

Add a poll to your virtual booth to get interaction from attendees.

How to add polls:



- On the settings page, click on the **Polls tab**.
- Click **Add New Poll** 
- Fill out the required information specific to the type of poll you want to add to your page.
- Click **Create** once you are finished with the poll. 

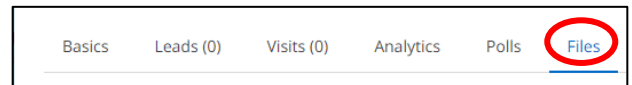


Files:

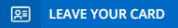
In addition to the videos, you can include other files (catalog, sales brochure, etc.). Keep in mind the attendee will download these files, so don't put huge files that will take a long time to get, or they will lose interest.


How to add files

- On the settings page, click on the **Files tab**.
- Click **Add New File** 
- Choose between an Upload File or External Link
 - **Upload File** – Click on **Upload**
 - Here you can Drag and Drop a file or click on the + icon to select a file from your computer.
 - **External Link** – enter in the URL.
- Type in a display name for the Display Name file
- Click **SAVE** to add the file. 



Leads: Premium Exhibitor ONLY


If an attendee clicks the **Leave Your Card** button  - the exhibitor will be able to download the name, title, company, email & phone if the attendee adds it to their profile upon setup. This is a great way to have attendees use to be placed in a drawing for a prize drawing.

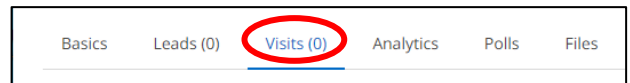
- On the settings page, click on the **Leads tab**.
- Here you will be able to see the attendee's information and how many times they have visited.
- Click on the 3 dots  on the right of a person name and you will be able to:
 - Open lead details
 - View Profile
 - Send a Private Message
 - Schedule Meeting or 1 on 1




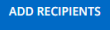

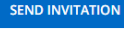
Visits: Premium Exhibitor ONLY

If an attendee just clicks on the Organization's page - exhibitor will get name, and company. No contact information

- On the settings page, click on the **Visits tab**.
- Here you will be able to see the attendees who click on the Organization's page and how many times they have visited.
- Click on the 3 dots  on the right of a person name and you will be able to:
 - Open lead details
 - View Profile
 - Send a Private Message
 - Schedule Meeting or 1 on 1



Set up 1-on-1 (or more) video meetings:

- To the right of an attendee's name is 3 dots , click there and then select - Schedule a Meeting. Follow prompts.
- Here you will be able to add additional people to your meeting by clicking the (+) New Member icon
 - Add up to 29 new participants and click **Add Recipients**  when done.
- Click **Continue** 
- Now you will see each participant's calendar together so that you can choose an appropriate time when everyone is available. Click the time slot on the left side that fits into your schedule.
- In the Details area, you will enter the name of the meeting and a short description so that your attendees know why they are invited to a meeting.
- Click **Send Invitation**  and an email invitation will be immediately sent to the attendee(s).