



SHOW

## How To: Update your Company Listing via the Exhibitor Dashboard

With over 70% of attendees visiting the directory to plan their on-site experience, we highly recommend completing your profile to maximize visibility. This How-To Guide will provide you step by step direction when building up your company listing!

### 1 Start by Updating your Company Information

1. Setup Password and Login to Dashboard 2
2. Add/Edit Company Information 3
  - ✓ Add Company Logo & Description
  - ✓ Add Company website, contact info, company address
  - ✓ Add social media links
3. Select Product Categories/Matchmaking Filters 4
4. Upload Product Images or Services 5
5. Upload Documents (PDFs, Press Releases, Brochures, Etc.) 5

### 2 What's Next? Get ready to be matched with possible leads!

# HOW TO UPDATE YOUR COMPANY INFORMATION





*Note:* You can make updates to your company listing at any time. All the information you'll put in will be seen under the 2024 Exhibitor Directory.

## Step 1: Setup Password & Login to Dashboard

You've now been sent an activation email from [no-reply@rxglobal.com](mailto:no-reply@rxglobal.com) (often found in junk/spam) prompting you to create your Dashboard password. Once this has been set, you'll have access to login to the [PGA Exhibitor Dashboard](#) (also available on the [PGA Show Website](#)). If you need additional help logging in, contact your [Customer Success Coordinator](#).

### EXHIBITOR RESOURCES

*Booth needs, logistics, and more*

 <b>EXHIBITOR DASHBOARD</b> <b>LOG IN</b> 	 <b>EXHIBITOR MANUAL</b> COMING SOON	 <b>EXHIBITOR REGISTRATION</b> COMING SOON
---	--	--



## Step 2: Add/Edit Company Information

To begin altering the company profile, please select the "Edit Profile Page" button from your Dashboard.

PGA Show · Sample ▾

24 - 26 January 2024

Company Name	Online Directory Listing	Stand location	Stand size	Stand type
Sample	Bronze Showroom			

 <b>Edit Profile Page</b> This information will appear on the show website.	 <b>Stand Sharers</b> Review and manage your stand sharers
--	---

Start by adding a company logo, cover image (header), brief company description, and a reason to stop by your booth during the Show!

The screenshot shows a booth configuration interface. At the top, there is a section for 'Upload cover image' with a red arrow pointing to it. Below it is a section for 'Upload logo' also with a red arrow. The main content area is titled 'Sample' and contains a date 'PGA FRI&CO - JULY 2023 BPECIFIC' with a red arrow. Below the date are two sections: 'Why visit our stand' with a red arrow and a text input field, and 'Description' with a red arrow and another text input field. To the right, there is a 'Stand: NOT ASSIGNED' section, a '+ Add Session' button, and a 'FOLLOW US' section with social media icons for Facebook, Twitter, YouTube, LinkedIn, WeChat, and Instagram.

Continue by adding in any relevant social media links, brands you may represent (including your own), and general company contact info!

This section shows two panels. The left panel is titled 'FOLLOW US' and contains social media icons for Facebook, Twitter, YouTube, LinkedIn, WeChat, Instagram, VK, and Odnoklassniki. A red arrow points to the edit icon in the top right corner. The right panel contains three sections: 'COMPANY WEBSITE', 'COMPANY EMAIL', and 'COMPANY PHONE', each with a dashed-line input field. A red arrow points to the edit icon in the top right corner of this panel.

## Step 3: Select Products and Categories for Matchmaking (Online Directory)

Be sure to complete the first two mandatory Matchmaking questions. The information you select to best represent your company helps visitors find you through our online directory, recommendations, and more!



PGA SHOW - JANUARY 2024 SPECIFIC

### Matchmaking

Select items that best represent your company to help visitors find you through our recommendations (emails and matching while they visit the website). Where specified, the selection is also used to help visitors find you on the website directory.

#### What product & services are you offering at the event?

Your selection will be used for both Filters in the website directory and for Matchmaking

#### What type of facility are you looking to establish relationships with?

Your answers to the optional questions below help us to provide relevant recommendations and drive better representation among our exhibitors. If your company is a diverse-owned business enterprise, please select the appropriate categories below.

Your selection will be used for both Filters in the website directory and for Matchmaking

#### Are you looking to meet with Independent Sales Reps?

## Step 4: Add Product Images or Services

Adding product images or services to your profile will help potential buyers/attendees see what you'll be showcasing at the Show!

PGA SHOW - JANUARY 2024 SPECIFIC

### Gallery of products and services

**Import from last event:** If you have attended a previous Event Edition you can import the products that have been displayed on that occasion to save time. This is a one-off action. The imported products will be added to the current ones and you can edit this section anytime.

Add Products

Import from last event

Products added: 0

*Note: Make sure you add product name and a description for each product image you will upload.*

## Step 5: Upload Documents (PDFs, Press Releases, Brochures, etc.)

If you have any company materials you're looking to share ahead of the Show, be sure to upload them here! This section is the best place to post brochures, press releases, case studies, white papers, and other PDF formatted items.

PGA SHOW - JANUARY 2024 SPECIFIC

Import from last event

### Upload Documents

Select a category (Brochure, Case Study, White Paper, Press Release or Other) and upload the PDF file.

**Import from last event:** If you have attended a previous Event Edition you can import the documents that have been displayed on that occasion to save time. This is a one off action. The imported documents will be added to the current ones and you can edit this section anytime.

1

Select a category...

2

Upload PDF file

Maximum size 5MB per file.

*Note: Documents you upload are downloadable. So kindly ensure to upload documents you want to share with your audiences.*