



## LOG IN

1. Go to <https://acog24.myexpoonline.com/home>
2. Click the “Exhibitor Login” button.
3. Enter your email and click “Create/Forgot Password”  
You must enter your ACOG Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the company, contact you will not have access to create an account.
4. Enter your email address in the new window and click “Submit.”

A screenshot of a login form titled "Login" with a close button (X) in the top right corner. It contains two input fields: "Email Address" and "Password". Below the "Email Address" field is a checkbox labeled "Remember me". To the right of the "Password" field is a link that says "Create/Forgot password". At the bottom of the form is a dark purple button labeled "Login".A screenshot of a "Forgot password?" form. The title is "Forgot password?". Below the title is a paragraph of text: "If you have forgotten your password or need to set a password, you can use this form to reset or set it. You will receive an email with instructions." Below this text is a label "Email Address" and a single input field for the email address.

5. You will receive an automated email from ACOG Account Recovery ([admin@smallworldlabs.com](mailto:admin@smallworldlabs.com)) to create your password. Click the “Reset Password” link in that email.
6. Create your password and click “Reset Password.”
7. Return to login page at <https://acog24.myexpoonline.com/home> and log in with your email and new password.
8. Once logged in, click “Exhibitor Profile” in the top navigation bar. This is where you will access your company profile listing.

## ADD COMPANY INFO ON THE EXHIBITOR PROFILE PAGE

1. Add a company or product logo and banner. Click the three dots in the top right corner of the banner and click “Add Logo” and “Add Banner.” Your logo must be 360x360 pixels and your banner must be 1440x360 pixels before uploading.



2. In the **About** section, you will add your company description, website URL, and product categories. Click “Edit” in the right corner to start making edits.



3. In the **Company Information** section you will add your company details. Click “Edit” in the right corner to start making edits.



4. Once you’ve completed each section, be sure to click “**Save.**”