Exhibitor Resource Center Login and Exhibitor Listing Instructions

The Exhibitor Resource Center is open. Please follow the outlined steps below to log in and properly set up your Exhibitor Listing Profile. Your listing information will be utilized online and in mobile app, as well as in the printed directory.

LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME

1. Go to *https://futures26.myexpoonline.com/home*

2. Click the "**Login**" button

3. Enter your email and click "**Forgot Password/First Time Login**" You must enter your Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the Booth Contact, you will not have access to create an account.

4. Enter your email address in the new window and click "**Submit**."

5. You will receive an automated email from "Events IdP <*noreply@personifyauth.com*>" with the subject line "Reset Your Password." Be sure to check your junk folder if you do not see the email. Click the link in the email to be sent to a page to create your password.

6. Create your password and click "**Submit**."

Reset Password

Password

[   ]

Confirm Password

[   ]

[Submit]

7. Return to the login page at ***https://futures26.myexpoonline.com/home*** and log in with your email and password.

**ADD COMPANY INFORMATION ON THE EXHIBITOR LISTING PAGE**

1. Once logged in, you will land on the **DASHBOARD** page. Click the "**Complete Your Exhibitor Listing**" button.

2. Add a company or product banner and logo. 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.

Add Logo (360x360)
Add Banner (1440x360)
Add Featured Listing Logo (must be a Featured Exhibitor)

Banner

Logo **SPARGO, Inc.**

📍 Booth #100

*If you have upgraded to a Featured Exhibitor Listing, click on "**Add Featured Listing Logo** (must be a Featured Exhibitor)" to upload your company logo (360x360 pixels) that will appear on your Featured Listing tile.*

SPARGO, Inc.
📍 #100
🌐 👤 🐦 in
⭐ (Explore)

Featured Exhibitors will also have a section below the banner to add their products with photo, and video. Complete the information requested for each section.

Products	Videos
You have **3** more listings to add!	You have **1** more video to add!
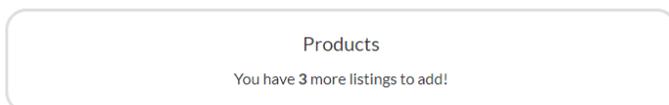
3. In the **About** section, you will add your company description, website URL, product categories, and *Learning Pathways*. Click "**Edit**" in the right corner to start making edits.

About			[Edit]
Company Information	Name	SPARGO, Inc.	
	Website	http://www.none.com	

4. In the **Company Information** section you will add your address and social media links. Click "**Edit**" in the right corner to start making edits.

5. Once you've completed each section, be sure to click "**Save.**"

We are here to help! For questions regarding completing your exhibitor listing please contact Shirley Harris at Shirley.harris@spargoinc.com or Leah Polk at leah.polk@spargoinc.com.