

ashp[®] MIDYEAR 2024

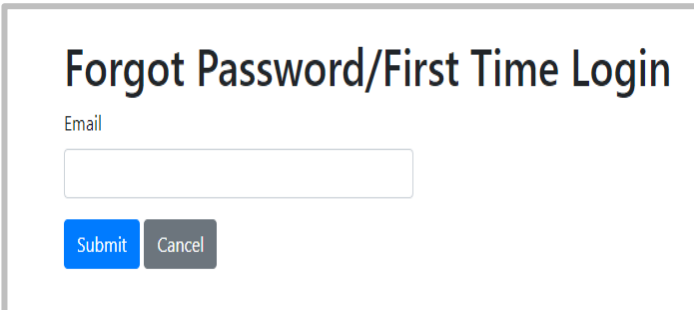
Clinical Meeting & Exhibition

Log In to the Exhibitor Resource Center and Complete Your Exhibitor Directory Profile

We are excited to launch the new Exhibitor Resource Center and request that you follow the outlined steps below for logging in and successfully setting up your Exhibitor Directory profile. Your profile information will be used as your online presence and in the printed directory. **The deadline to update your information for the printed directory is Friday, October 18th.**

LOGGING IN FOR THE FIRST TIME

1. Go to <https://midyear24.myexpoonline.com/home>
2. Click the “Exhibitor 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.”



Forgot Password/First Time Login

Email

Submit Cancel

5. You will receive an automated email from [Events I/P <noreply@personifyauth.com>](mailto:noreply@personifyauth.com) to create your password.
6. Click the link in that email to reset your password.

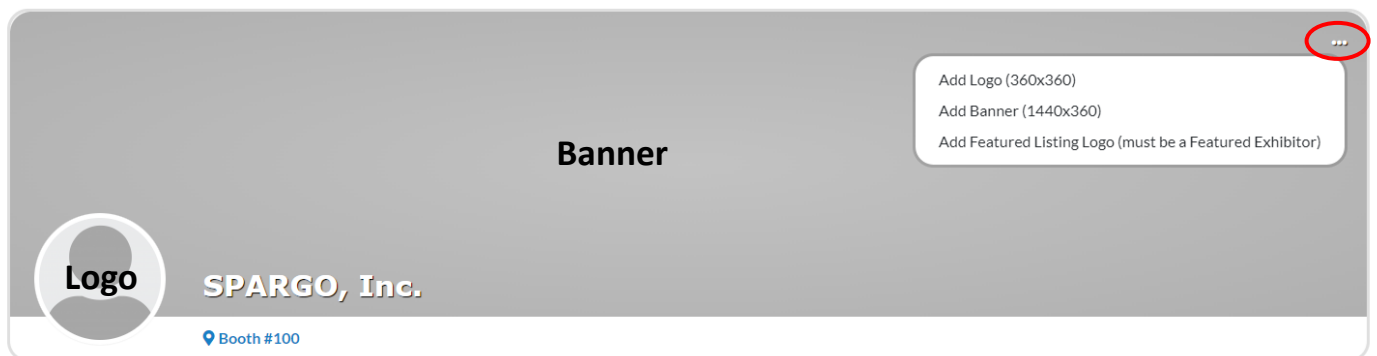
7. Return to login page at <https://midyear24.myexpoonline.com/home> and log in with your email and password.

ADD COMPANY INFORMATION ON THE DIRECTORY PROFILE PAGE

1. Once logged in, you go to the Dashboard page. Here you will click on the “Complete Your Exhibitor Listing” button.

2. Add a corporate banner and corporate or product logo. Click the three dots in the top right corner of the banner and click “Add Logo” and “Add Banner.”

- Corporate Logo Specifications:
 - 360px wide x 360 px high
 - png or jpg files only
- Corporate Banner Specifications:
 - 1440 px wide x 360 px high
 - png or jpg files only



- Corporate Logo Specifications:
 - 360px wide x 360 px high
 - png or jpg files only



3. In the **About** section, you will add your website URL, a company description (max 100 characters including spaces and punctuation) and product categories (3). Click “Edit” in the right corner to start making edits.

<p>About</p> <p>Company Information</p>	<p>Name: SPARGO, Inc.</p> <p>Website: http://www.none.com</p> <p>[Edit]</p>
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4. In the **Company Information** section you will add your company details. Click “Edit” in the right corner to start making edits.

<p>About</p> <p>Company Information</p>	<p>[Edit]</p>
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We are here to help! For questions regarding your company listing please contact:

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