



## 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.

### LOGGING IN FOR THE FIRST TIME

1. Go to [Home - Personify Events Community \(myexponline.com\)](https://myexponline.com)
2. Click the “Exhibitor Login” button

3. Enter your email and click “Create/Forgot Password?” 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. If you are not the Booth Contact, please forward this information onto the appropriate person.

A screenshot of a login form titled 'Login'. It has a close button (X) in the top right corner. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me' and a link 'Create/Forgot password?'. At the bottom is a blue button labeled 'Exhibitor Login'. A red circle highlights the 'Create/Forgot password?' link.

4. Enter your email address in the new window and click “Submit.”

A screenshot of a 'Create/Forgot password?' form. It contains the text: 'If you have forgotten your password or need to create a password, please submit your email address to reset or create it. You will receive an email with instructions.' Below this is an 'Email Address' input field. At the bottom, there is a checkbox for 'I'm not a robot' next to a reCAPTCHA logo, and a blue 'Submit' button.

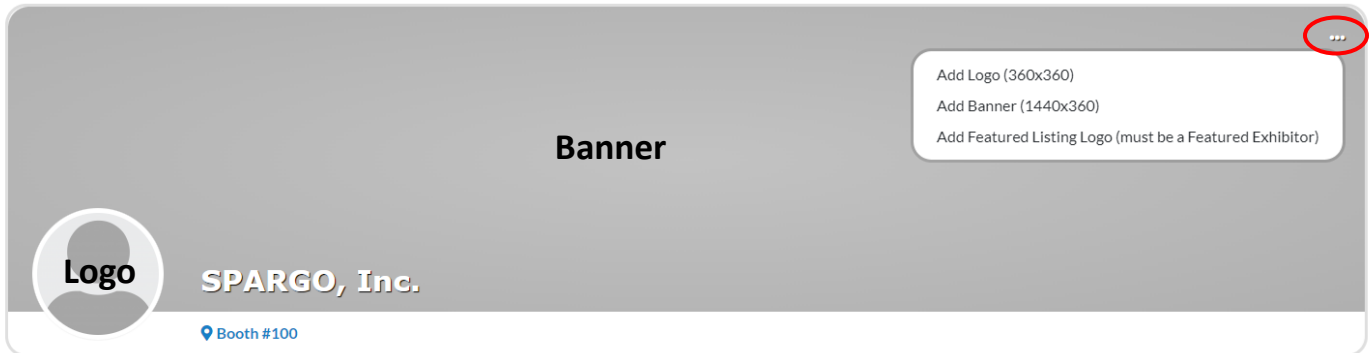
5. You will receive an automated email from AACE 2024 ([admin@smallworldlabs.com](mailto:admin@smallworldlabs.com)) to create your password. Click “Reset Password” in that email.

6. Create your password and click “Reset Password.”

7. Return to login page at [Home - Personify Events Community \(myexponline.com\)](https://myexponline.com) and log in with your email and password.

## ADD COMPANY INFORMATION ON THE DIRECTORY PROFILE PAGE

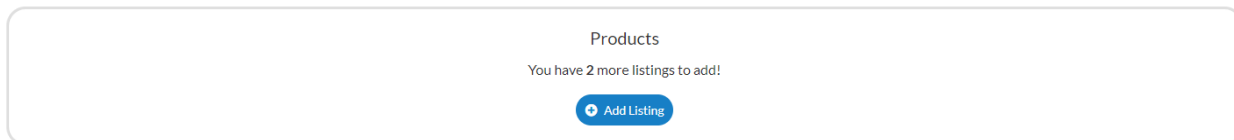
1. Once logged in, you will land on the Dashboard page. Here you will click on the “Complete Your Exhibitor Directory Listing” button.
2. Add a corporate banner and corporate or product logo. Click the three dots in the top right corner of the banner and click “Add Logo” and “Add Banner.” Your corporate banner must be 1440x360 pixels and your corporate or product logo must be 360x360 pixels before uploading.



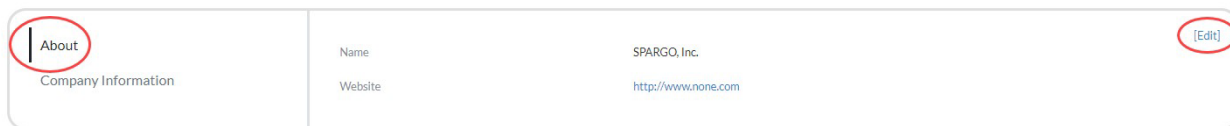
\*If you have upgraded to a Featured Exhibitor Listing, click on “Add Featured Listing Logo (**must be a Featured Exhibitor**)” to upload the corporate logo (360x360 pixels) that will appear on your Featured Listing tile.



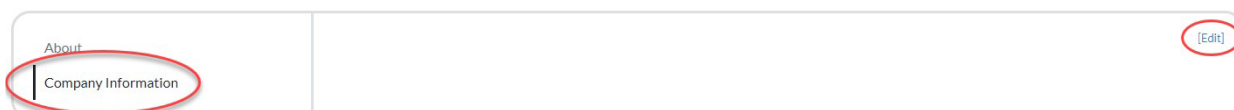
Featured Exhibitors will also have a section below the banner to add their products. Click “Add Listing” and complete the information requested for each product.



3. In the **About** section, you will add your website URL. Featured Exhibitors will also add a company description (max 500 characters including spaces and punctuation). Click “Edit” in the right corner to start making edits.



4. In the **Company Information** section you will add your company details. Click “Edit” in the right corner to start making edits. Information from previous years is not prepopulated, your listing is empty. Please complete this information to ensure online visitors get maximum exposure to your company information.



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



I am here to help! For questions regarding your company listing please contact:

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