

My Company Profile & Products

Your profile type

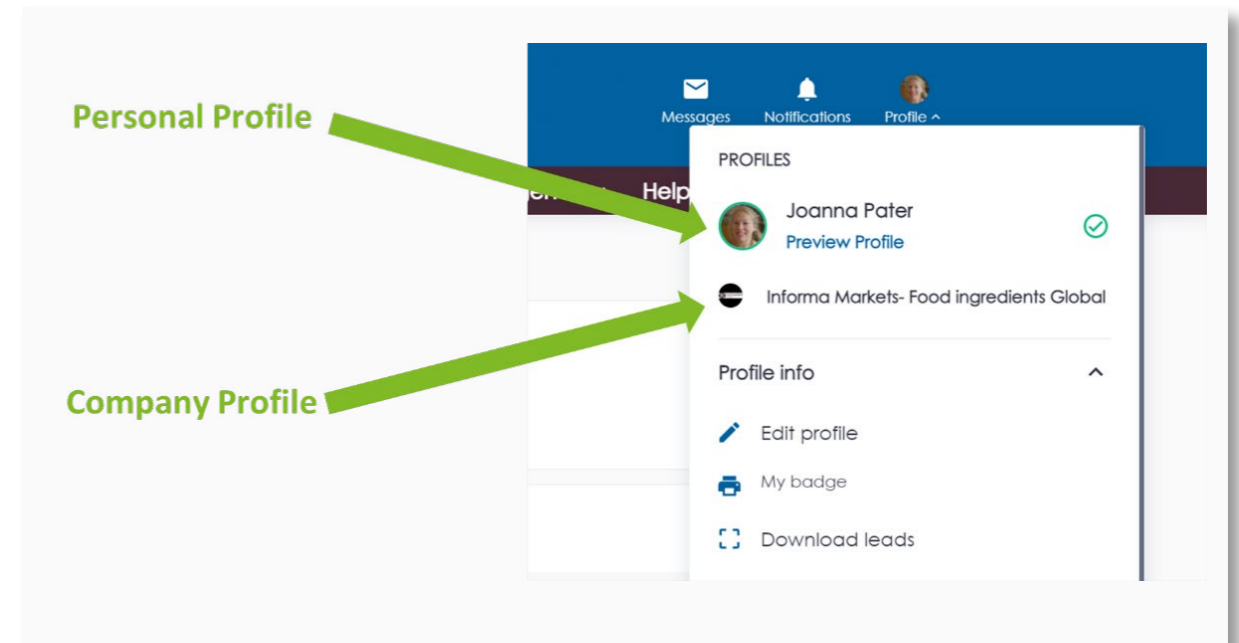
There are 2 different profile types available for you and your colleagues: Admin Team Member and Team Member.

Admin Team Members can...

- Update company profile and add products
- Edit personal profile and interact with others
- Upgrade their colleagues to an admin profile
- View the meeting schedules of their whole team
- Download all leads captured by the company

Team Members can...

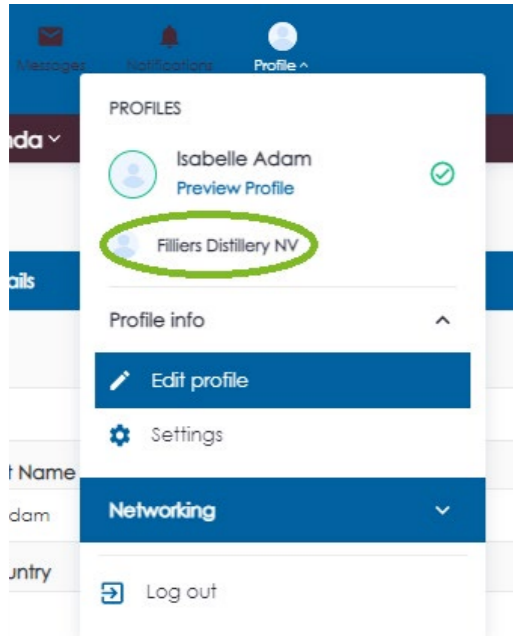
- View the company profile
- Edit personal profile and interact with others
- Capture and retrieve their own leads



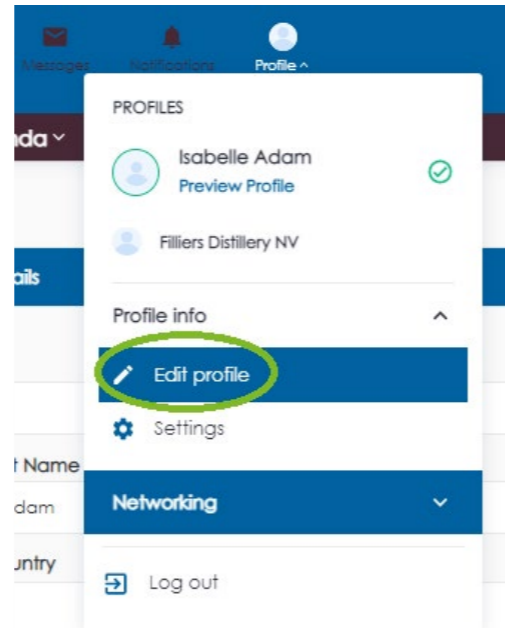
Check if you are an Admin Team Member

If you can edit your company profile, you are an Admin Team Member. To check this, follow these steps:

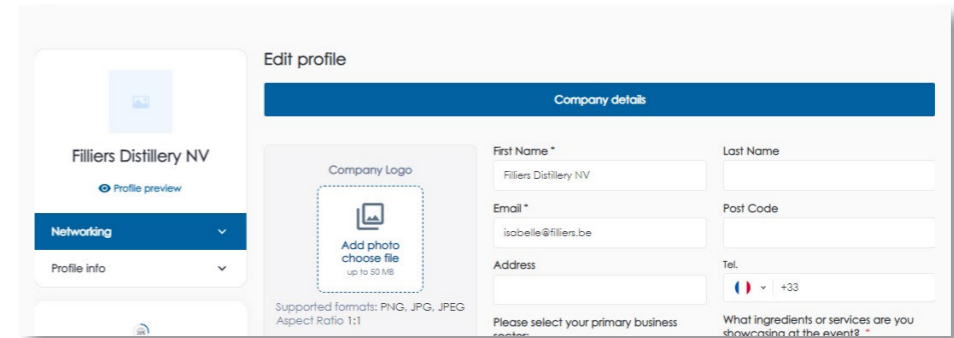
Step 1: Click on your company name to enter your company account



Step 2: Click on edit profile



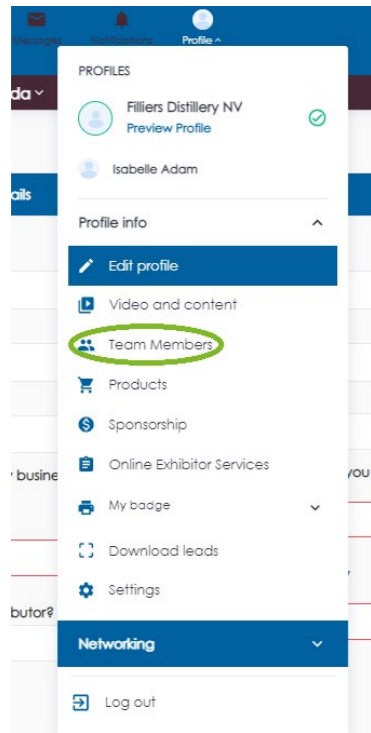
Step 3: Can you edit your company profile? If yes, you are an exhibitor admin. If not, you are a team member.



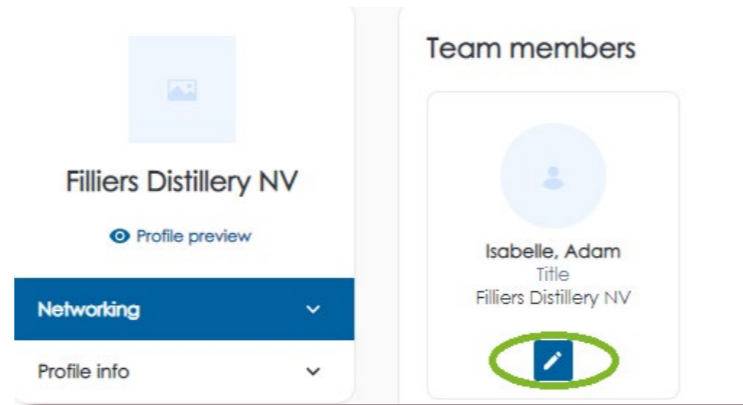
Add your team members as admin

Adding your colleagues as Admin Team Members gives them access to extra functionalities. They can also edit your company profile and products.
Only Admin Team Members can add other admins.

Step 1: Click on 'Team Members' in your company profile.

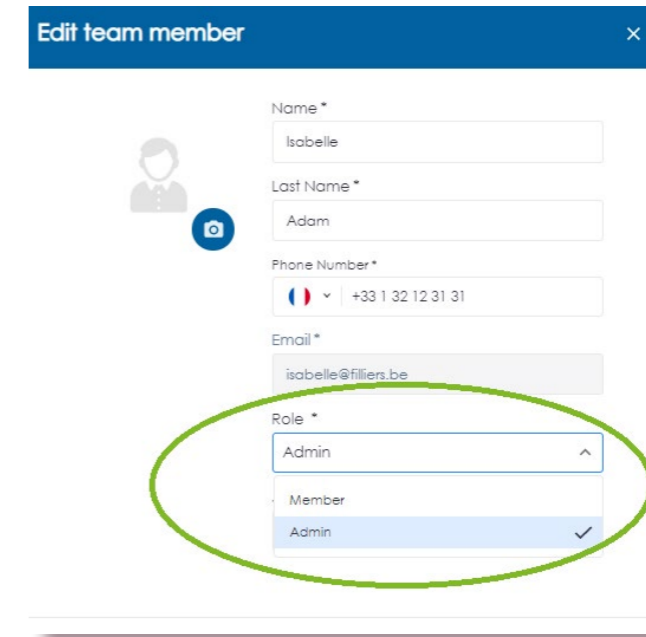


Step 2: Click on the team member you wish to add as an admin.



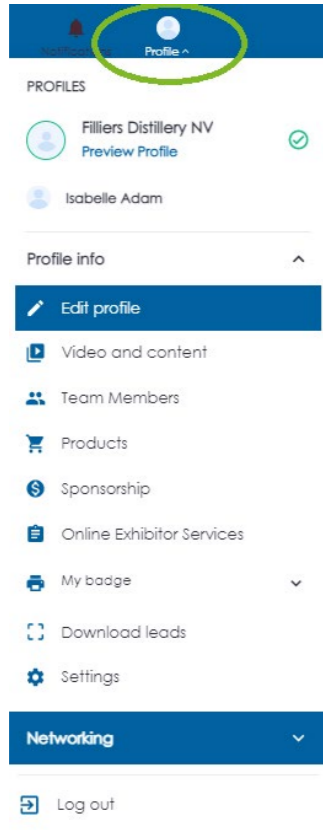
Reminder: Cannot see your colleague in the team member list? If so they are not yet registered. The Main Stand Holder needs to register them via the exhibitor resource center. Once registered you should see all your colleague in your Team Member's list.

Step 3: Change the role of your team member using the drop-down menu.

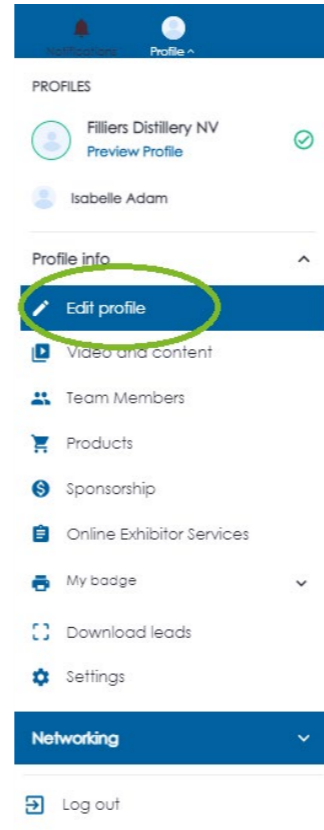


Access your company profile

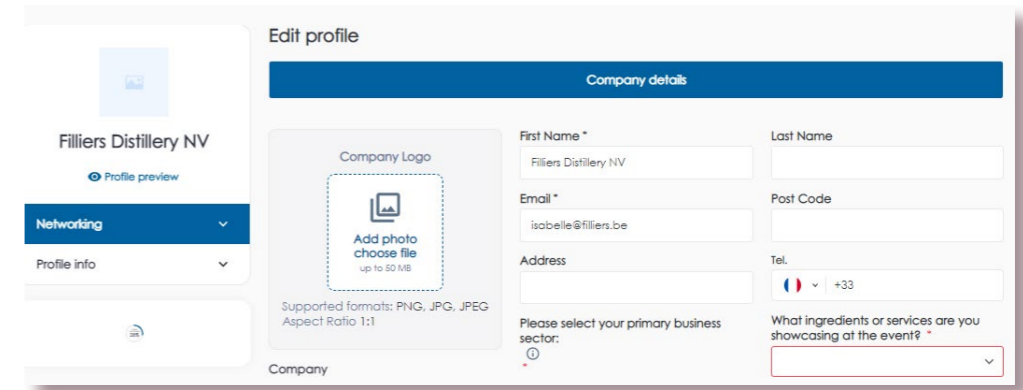
Step 1: Click on Profile on the top right.



Step 2: Click on your company name.



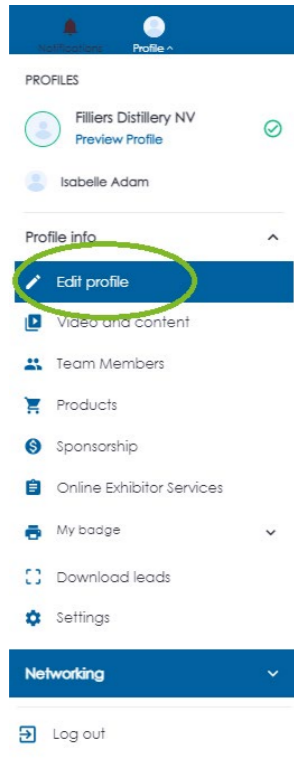
Step 3: You are in your company profile!



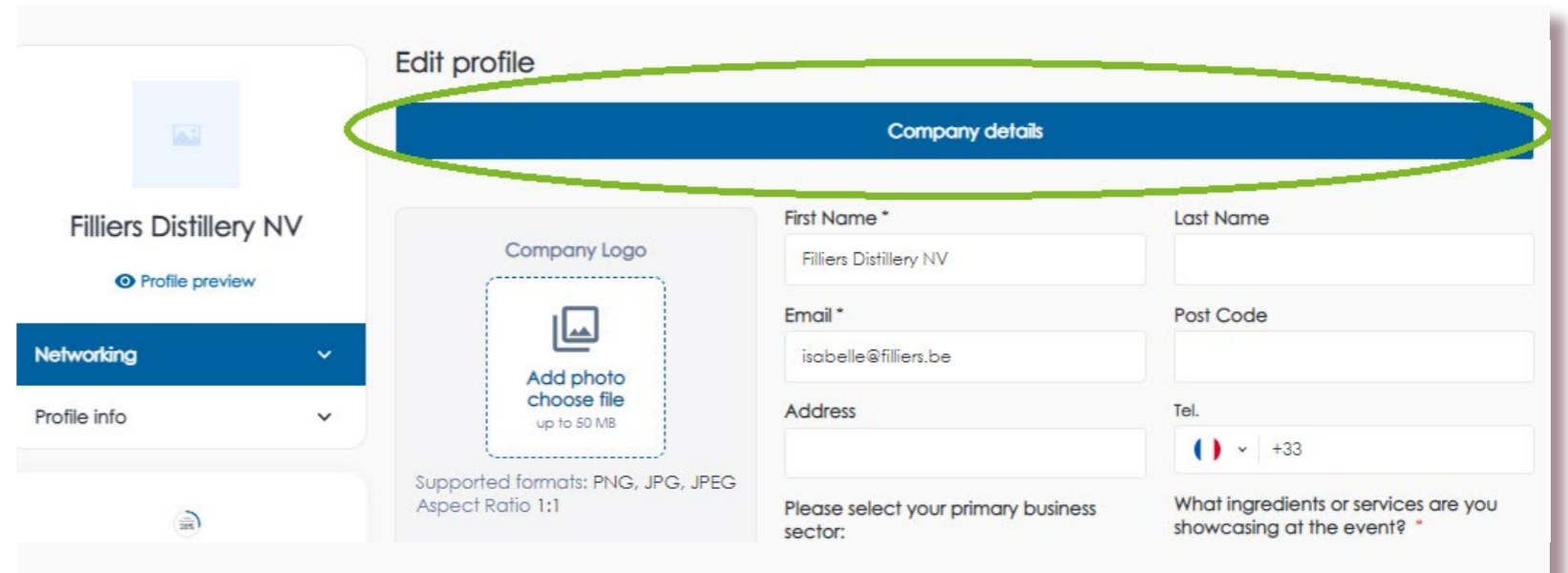
Edit your company profile

As an Admin Team Member, you can edit your company profile and products page. Put your best foot forward and engage your target audience by creating an engaging, informative and appealing profile.

Step 1: Once you are in your company profile, click Edit Profile.



Step 2: Fill in your company information under the following 3 tabs: My Company Details, My Company Interests and My Company Info.



Your products page

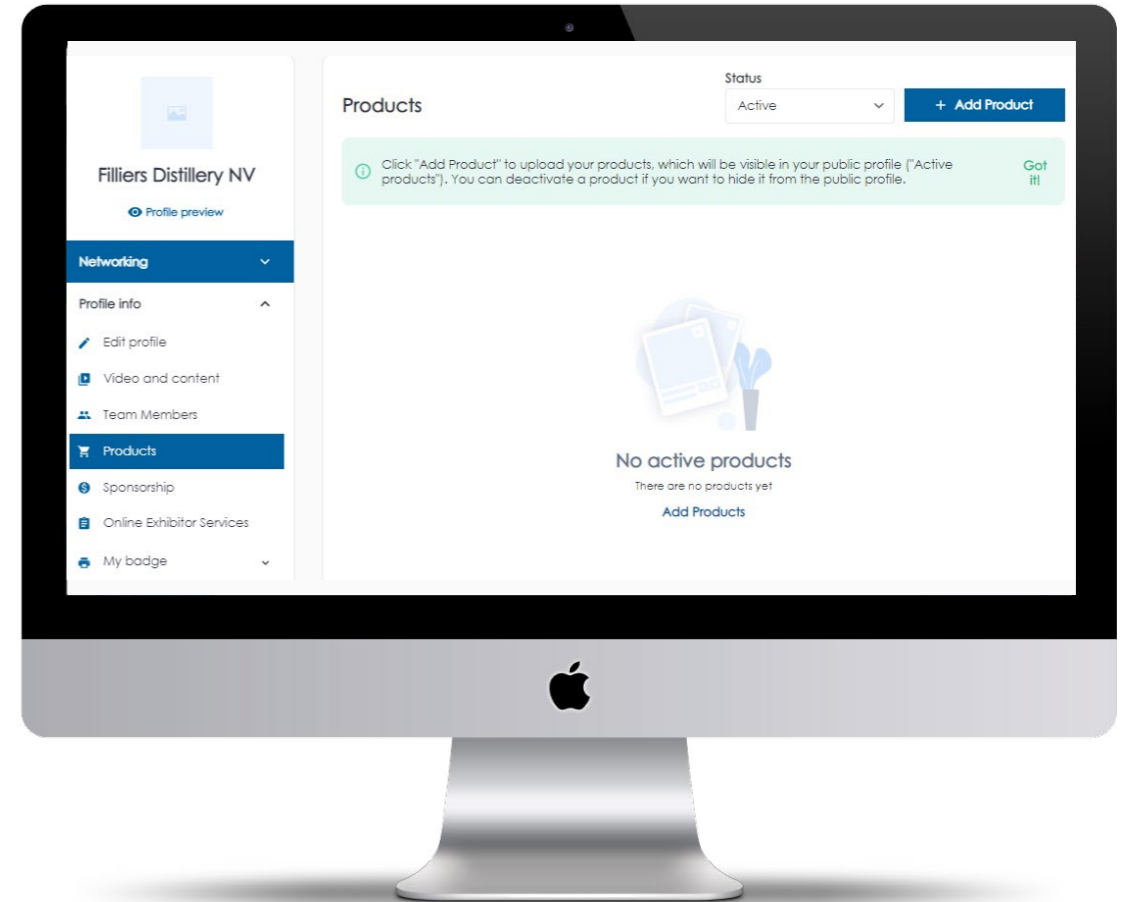
The Products page is an opportunity to broadcast your incredible products to the whole of the Food ingredients community. Adding unique descriptions and images will ensure your product reaches your target audience.

Advertise your products with:

- A unique name
- Several product categories
- An enticing description
- Multiple images and one product video
- Associated documents so your customers can access all the information they need

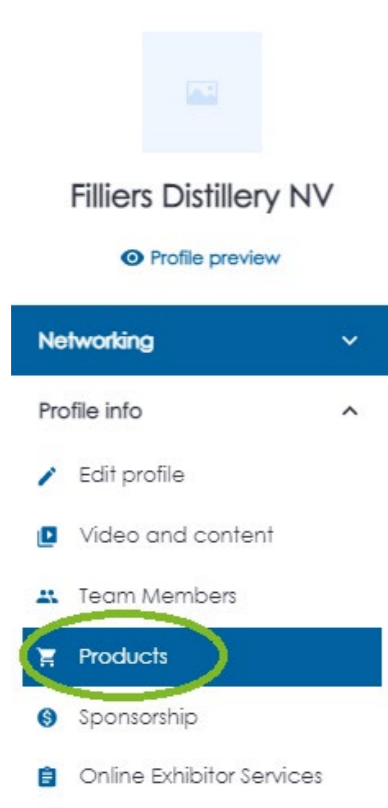
You can also attach a team member to each product. This allows your potential clients to contact the product specialist directly.

Products can be toggled to active status (visible to others) or inactive (visible only to you). This can be changed at any time.

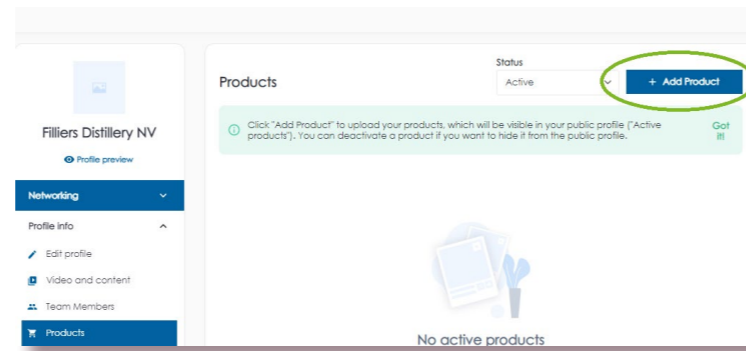


Edit your products

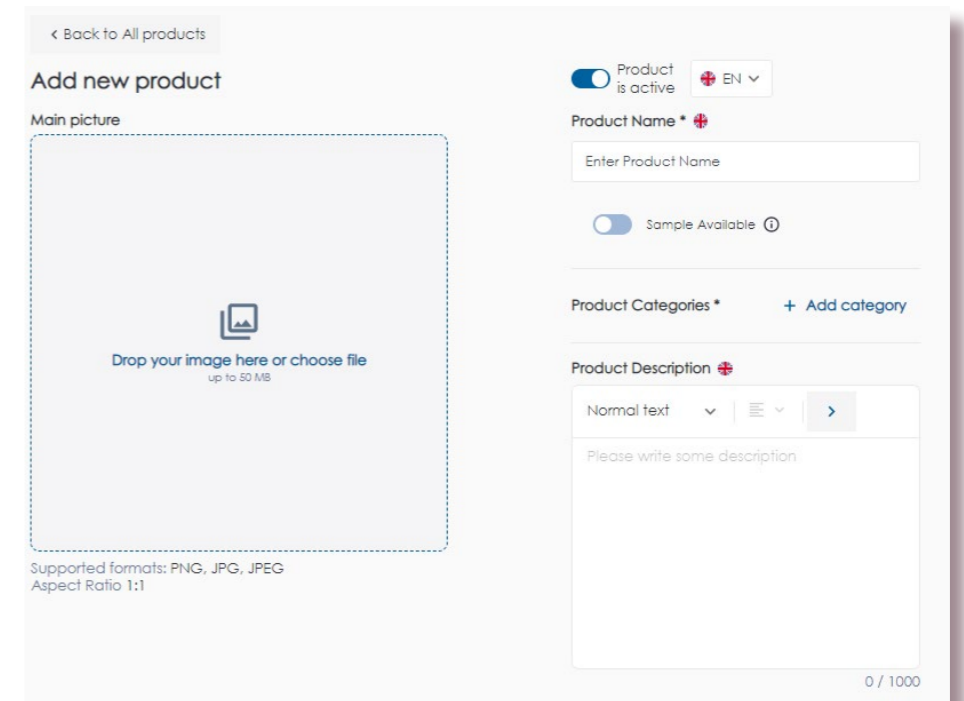
Step 1: Click on “Products” from your Company Profile view



Step 2: Click on “Add Product” or  to edit your product



Step 3: Start editing your product information



My Personal Profile

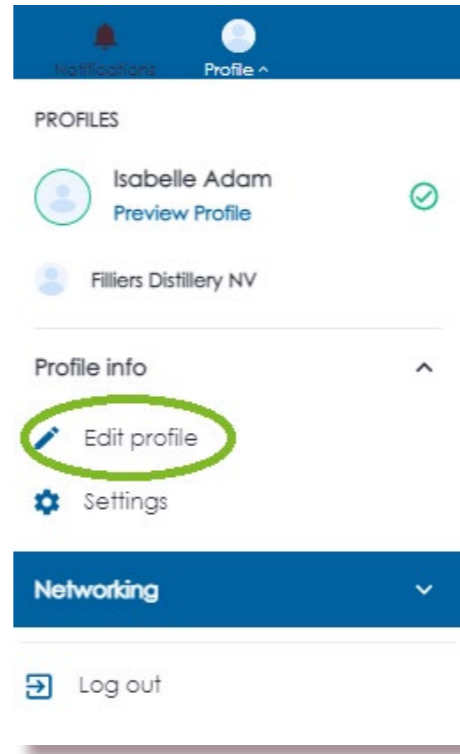
Edit your personal profile

All team members can edit their personal profile. Don't skip this step! Editing your profile ensures a more personalised event experience, connecting you to the right people.

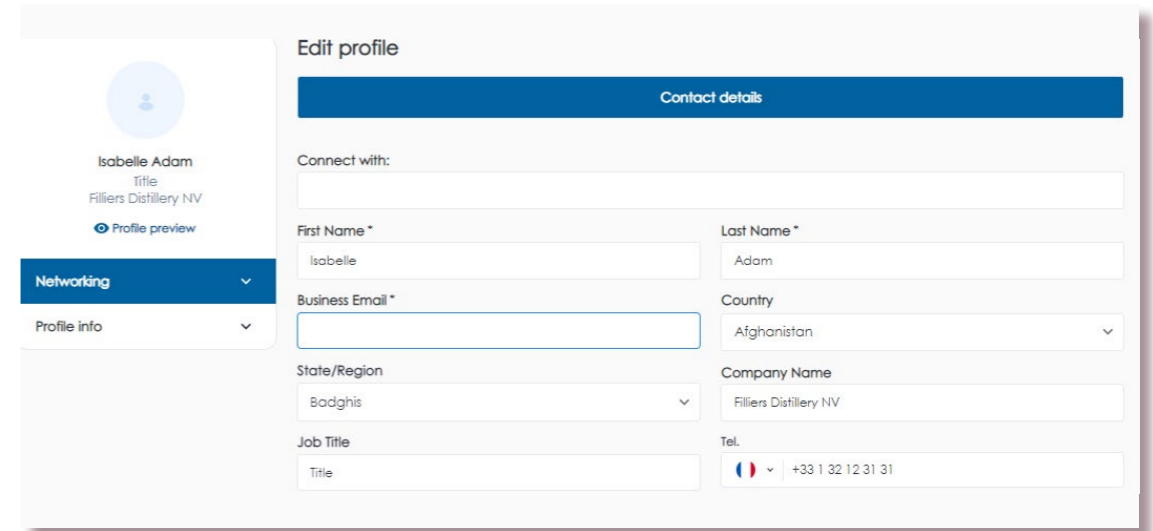
To edit your profile go to the drop-down menu and click Edit Profile. You can:

- Update your information and contact details
- Answer questions to let us know what you're looking for
- Add a photo so your connections can recognise you
- Change your notification settings
- Download your leads

Step 1: Click on "Edit Profile"



Step 2: Fill in & update your profile

A screenshot of the 'Edit profile' form. The form is titled 'Edit profile' and has a 'Contact details' header. It contains several input fields: 'Connect with:', 'First Name *' (with 'Isabelle' entered), 'Last Name *' (with 'Adam' entered), 'Business Email *', 'Country' (with 'Afghanistan' selected), 'State/Region' (with 'Badghis' selected), 'Company Name' (with 'Filliers Distillery NV' entered), 'Job Title' (with 'Title' entered), and 'Tel.' (with a phone number and a dropdown menu). The form is set against a light background with a dark blue header.

Reminder: Don't forget to click "Save"!