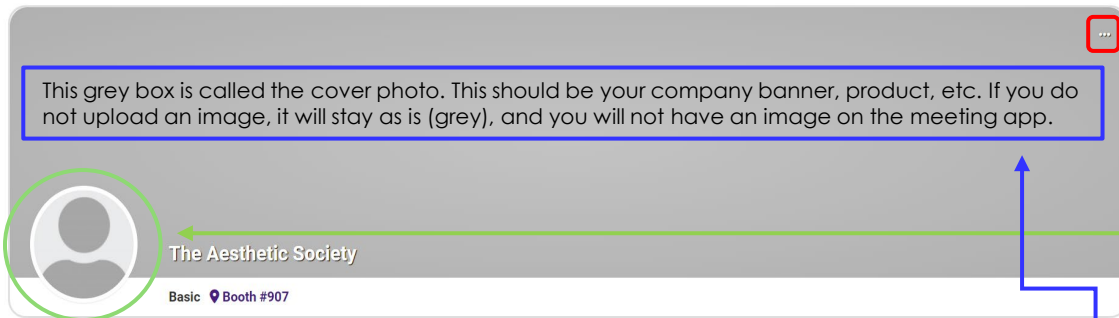


The Exhibitor Portal – Meeting App Exhibitor Profile

The Exhibitor Portal is the sole source of data for the upcoming meeting app. This is where you will update your company profile, logo, header, etc.

The first time you visit the portal you will need to use the Forgot Password link and set a password of your preference before you will be able to login. PLEASE NOTE: If you have exhibited with us in the past two years, you already have a password and can use these same credentials. Follow the below directions to make updating your profile easier.



Step 1: Click on the three white dots circled in red.

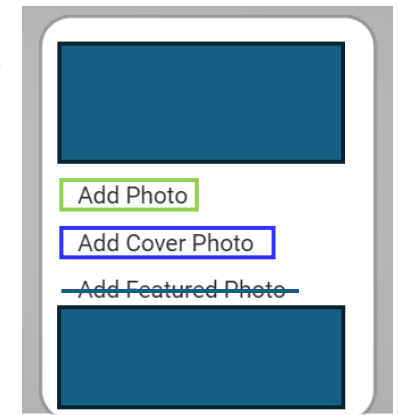
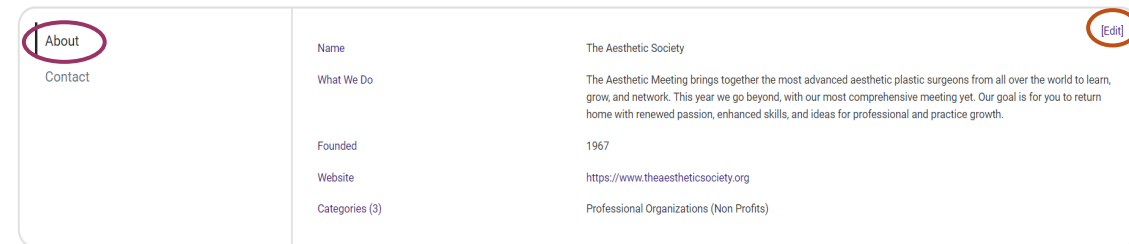
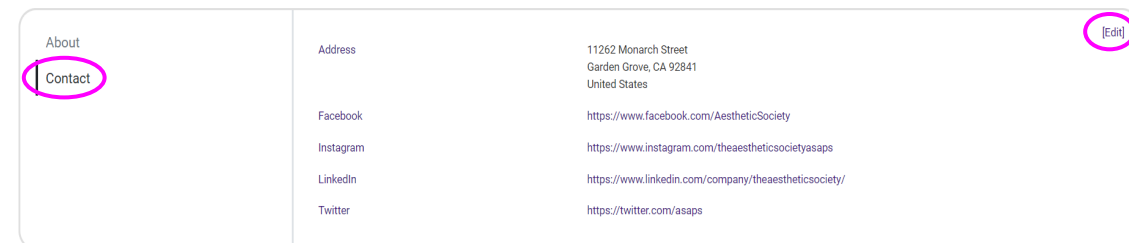
Step 2: Once you click on the white three dots, this menu will appear.

Step 3: Select Add Photo. This is for the image circled in green. This image should be 360x360 px. A menu will appear directing you to upload a photo. Make sure you click save.

Step 4: Repeat step 2 and select Add Cover Photo. This is the image outlined in blue. This image should be 1440x360 px. A menu will appear directing you to upload a photo. Make sure you click save.

Step 5: Click on edit and update “About”. Make sure you click save.

Step 6: Click on edit and update “Contact”. Make sure you click save.



If you have successfully updated your profile, you should now see your images and updated information.

Should you have any questions, please email erika@asaps.org.