MRO Asia-Pacific App

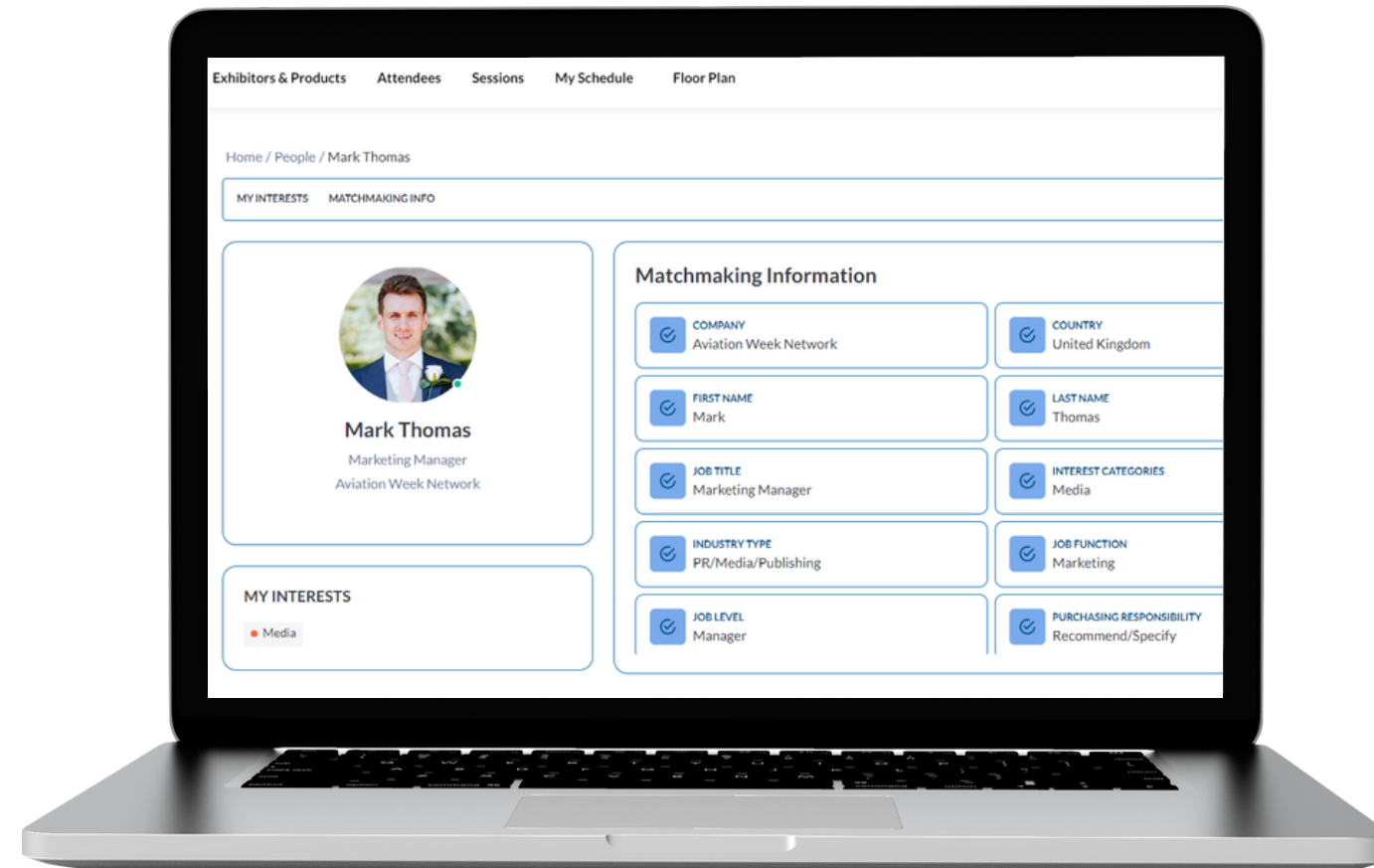# A guide for exhibitors

Overview of Profile Types

There are 2 different exhibitor profile types:

- **Admin Member**
    - The marketing point of contact *(as assigned on your booking form)* has been set as the admin member
    - Admins can update the company profile, add products, etc.
    - Admins also have a personal profile that can be edited and interact with others
    - Admins are able to add other team members
    - Admins can view all team members' meeting schedules

- **Team Member**
    - Has a personal profile that can be edited and interact with others
    - Team Member profiles are listed on the exhibitor profile for visitors to discover them

If you wish to check who your assigned admin is or nominate a different/additional admin, please email events@aviationweek.com

Logging in for the first time

Admin Team Members will be the first to receive their activation email. Once additional team members are added by the admin, they will receive their personal activation email.

Once the activation link within the email is clicked you will be prompted to create a password. Look out for an email from: noreply@expoplatform.com for your activation email*.

This email will be sent to the assigned marketing contact during week commencing August 21

Note: You must first activate from this email on the web platform and set a password before you are able to login to the mobile app.

Check your spam folder if you don't see an email in your Inbox.

Dear {NAME},

You have been assigned as a team member for {EXHIBITOR_NAME} for the MRO Asia-Pacific Networking App.

You will find some useful information below, but a comprehensive guide for exhibitors is available here. Please activate your account to set a password:

> ACTIVATE HERE

Username: {LOGIN}
Password: Create a password during activation
Please ensure your password contins: 8 characters minimum, at least 1 uppercase, 1 lowercase, 1 number and a special character.

Exhibitor Admin: Key Tasks

If you have been assigned as the exhibitor admin, you will have additional access to edit your company profile. Make sure you switch from your personal account to

Setting up your Company profile

As an admin, you can edit and add content to your company profile. Make sure to take the time to create an engaging, informative and appealing profile.

Admins can toggle between managing the company profile and its associated functions and managing their personal profile.

To switch from your personal profile to your company profile, click "Profile" in the top right corner and click on your Company Name.

If you don't see your company name in the dropdown, this means you are not yet associated with a company profile – email events@aviationweek.com for assistance.
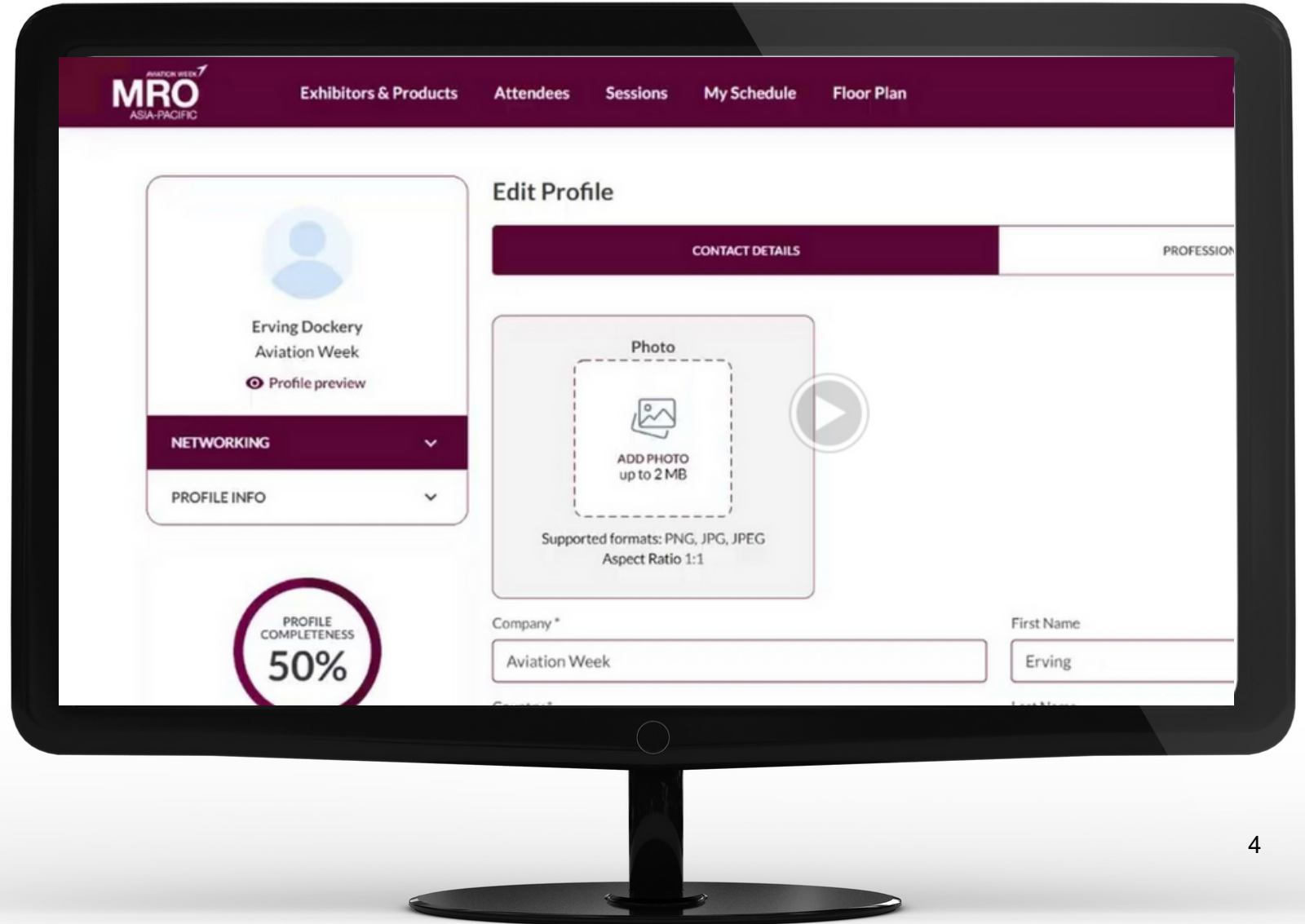
Switching Profiles

Follow these intrsuctions to switch between your personal and company profiles.

You need to on your company profile to perform key actions such as:

- Adding Products
- Uploading a company logo
- Adding Team Members

Click the image on the right to watch a tutorial video

Setting up your Company profile

Once you have switched to your Company Profile you can take the following actions:

- Adding/editing your company logo
- Adding/editing your company description
- Adding/editing your company contact information
- Adding Team Members
- Adding Products

Adding Team Members

To Add a Team Member, ensure you are first on your Company Profile (click into profile in the top right and select your Company Name).
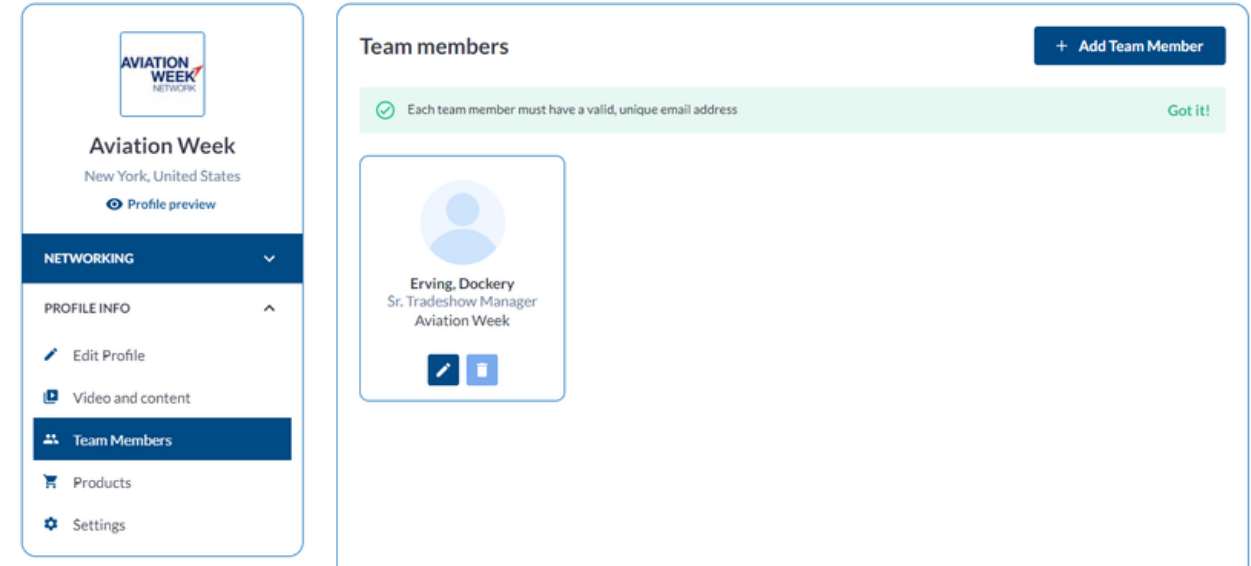
On the left-hand side under the "Profile Info" tab, you will find the Team Members option as shown on Screen 1.

Next enter the Team Member's email address as shown on Screen 2. ***Each Team Member must have a unique email address and be registered for the event.***
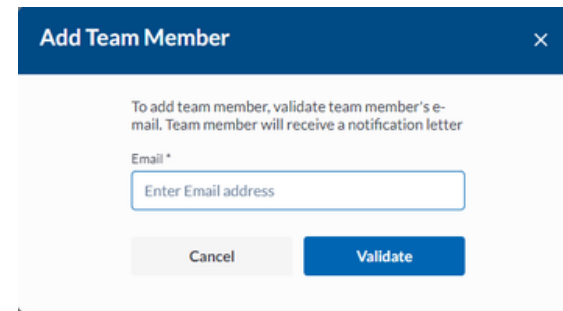
The system will scan the database and find the team member. Click "Add to form". You can add additional details about that Team Member and choose a role for them. Please refer to page 2 for the distinctions between the Member role and the Admin role.

Once you click Add Team Member on Screen 3, that person will receive an email with an activation link and will be able to log into the platform to complete their profile.
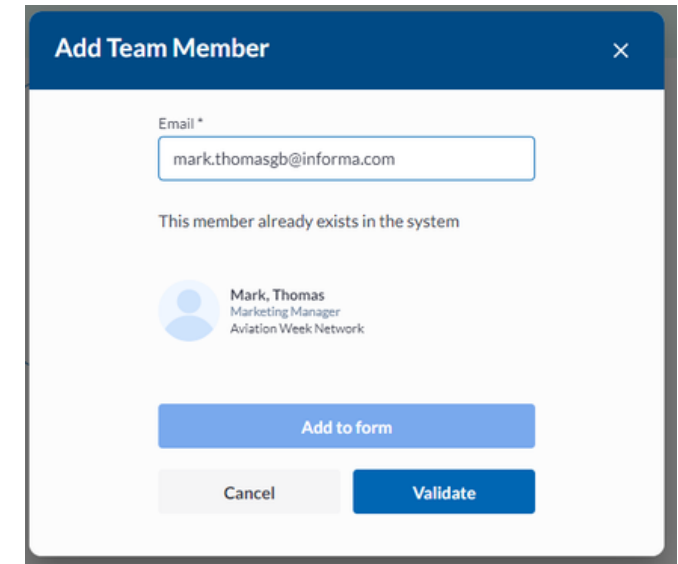
SCREEN 1:

SCREEN 2:

SCREEN 3:

Adding Products

Each product can have:
- A unique name
- Unique product categories
- Unique product description
- Multiple product images
- One product video
- Associated documents
- A team member attached if you have a team member who specializes in this product

Each product can be toggled to Active status, meaning it is visible to others, or Inactive status, meaning it is visible only to you. Each product's status can be changed at any time.

Logging back in to your account

To log back into your account, visit *mroasia.expoplatform.com* and enter your email and password you set during activation (see page 3).

If your password does not work or you have forgotten it, click on the Forgot Password link to trigger a password reset email.

For further help or guidance, please contact events@aviationweek.com