



Follow these Simple Instructions to update your Company Information!

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Step 1: Go to <http://IVE12.exh.mapyourshow.com> and enter your Exhibitor ID, Password and Name.

A screenshot of the 'EXHIBITORDASHBOARD' for the International Vision Expo East 2012. The page has a light blue header with the event name and a logo in the top right corner. Below the header, there is a green welcome message and a paragraph of instructions. The main content area contains a 'Exhibitor Sign-In' form with three input fields for 'Exhibitor ID', 'Password', and 'Your Name', a 'Login' button, and a link for 'Forgot ID or password?'.

International Vision Expo East 2012
EXHIBITORDASHBOARD

Welcome to the International Vision Expo East 2012 exhibitor section.

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact Felicia Grosso at 203-840-5328 or fgrosso@reedexpo.com.

Exhibitor Sign-In

Exhibitor ID:

Password:

Your Name:

[Forgot ID or password?](#)

TIP: Your Exhibitor ID and Password can be found in the Directory Notification e-mail you received. It does not matter what name you enter, it is just for your personal reference. If you don't have the original e-mail, you can request your log in information by e-mailing Felicia Grosso at fgrosso@reedexpo.com.

Step 2: To edit your Company Information, click the blue “Edit” link next to “Listing Information”.

The screenshot shows a web interface for 'TEST COMPANY'. At the top is a green navigation bar with links: Home, Company Information, Reports/Stats, and Market Your Booth. Below this is a green header with 'Welcome TEST COMPANY'. A red alert banner contains a warning icon and the text 'ALERT'. Below the alert, a grey box states: 'You have not approved your [listing information](#), the deadline for doing so is **January 27, 2012**.' A blue horizontal bar contains a menu icon, the text 'Listing Information', and a blue 'edit' link. A red box highlights the 'edit' link, and a red arrow points to it from the right. Below this bar are two columns of information: 'COMPANY INFORMATION' and 'PRODUCT CATEGORIES'. Under 'COMPANY INFORMATION', the following fields are listed: Company Name: Test Company; Alternate Name:; Address:; City/Town:; State/:; Zip/Postal Code:; Country:; Telephone:; Fax:; Toll-Free Phone:; Toll-Free Fax:; Company Email:; Website:; Company Description:; Business Solutions Provider:; Mentor:; Student Friendly?:

TIP: You can also select which portion of your Toolkit you would like to update by rolling over “Company Information” in the green menu bar at the top of the page and selecting “Listing Info” from the drop down menu that appears.

Step 3: You are now on your main page. If your Company Information is correct, you can click the “Approve Data” button at the top of the screen (If so, skip ahead to STEP 5) OR if you would like to edit your information you can click the blue “Edit Information” link at the bottom of the Company Information area.

Home | Company Information | Reports/Stats | Market Your Booth

Exhibitor Information for Test Company

Booth(s): 0001

Once you have reviewed your company information for the printed show directory/web and made any ne below. Any changes made after **01/27/2012** WILL NOT appear in the printed show directory.

Approve Data ← Approve Data or click Edit Information below

Company Information

Company Name: Test Company
Alternate Name:
Address:
City/Town:
State/ :
Zip/Postal Code:
Country:
Telephone:
Fax:
Toll-Free Phone:
Toll-Free Fax:
Company Email:
Website:
Company Description:
Business Solutions Provider:
Mentor:
Student Friendly?:

Edit Information ←

Step 4: Fill in your Company Information. Be sure to click “Update” at the bottom of the screen when done.

Edit Company Information

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Fields marked with an asterisk (*) must be completed before data can be successfully approved.

* Company Name	<input type="text"/>
Alternate Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
City/Town	<input type="text"/>
State/Territory	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country	<input type="text"/> <input type="button" value="v"/> Please complete field only for countries other than the U.S.
Telephone	<input type="text"/> Format: 123-456-7890
Fax	<input type="text"/> Format: 123-456-7890
Toll-Free Phone	<input type="text"/> Format: 123-456-7890
Toll-Free Fax	<input type="text"/> Format: 123-456-7890
Company Email	<input type="text"/>

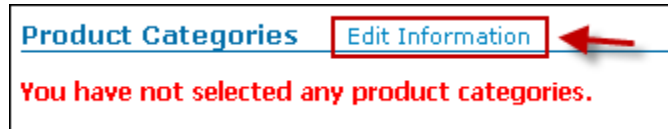
TIP: Red indicates required fields. You must complete the required fields or you will not be able to save your information.

Step 5: To add or remove Product Categories, click the blue “edit” link next to “Product Categories” on the main page.

Note: If you are on the Edit Company Information page, you can click the

[<< Back to Company Proof Page >>](#) link, on the top, to go back to your company listing page to add/edit categories for your company.

Click on the “Edit Information” next to Product Categories on your main company listing page:



This will bring you to a page where you can select categories. Check the boxes next to the categories to select them. Uncheck to unselect categories that you want to remove. When you are done, scroll down to the bottom of the page and click the “Save Selection” button:

Product Categories

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You may enter up to 8 product categories for the online search by product. Use the sections below to manage your product categories.

Product Categories

- | | |
|---|---|
| <input type="checkbox"/> 3D (2016026) | <input type="checkbox"/> Industry Groups (6516) |
| <input type="checkbox"/> Accessories (6494) | <input type="checkbox"/> Industry Services (6517) |
| <input type="checkbox"/> Accessories - Non-Optical (13109) | <input type="checkbox"/> Instruments (6518) |
| <input type="checkbox"/> Artificial Eyes (6495) | <input type="checkbox"/> Laboratories (6519) |
| <input type="checkbox"/> Binoculars & Telescopes (6496) | <input type="checkbox"/> Laboratory Supplies (15489) |
| <input type="checkbox"/> Business Forms & Filing Systems (6497) | <input type="checkbox"/> Leasing Services (6520) |
| <input type="checkbox"/> Business Solutions (2016027) | <input type="checkbox"/> Lens Processing Equipment/Machinery (6521) |
| <input type="checkbox"/> Cases (6498) | <input type="checkbox"/> Lenses (6522) |
| <input type="checkbox"/> Coatings (6499) | <input type="checkbox"/> Lighting, Modular & Wall Displays (6523) |
| <input type="checkbox"/> Colleges/Universities (6500) | <input type="checkbox"/> Low Vision Aids & Visual Aids (6524) |
| <input type="checkbox"/> Computer Systems & Software (6501) | <input type="checkbox"/> Managed Vision Care (2015207) |
| <input type="checkbox"/> Contact Lenses: Solutions & Accessories (6502) | <input type="checkbox"/> Medical Care (6525) |
| <input type="checkbox"/> Cosmetics (6503) | <input type="checkbox"/> Mirrors (6526) |
| <input type="checkbox"/> Credit Options (6504) | <input type="checkbox"/> Neutraceuticals (2016425) |
| <input type="checkbox"/> Diagnostic Instruments (6505) | <input type="checkbox"/> Office & Dispensing Furniture (6528) |
| <input type="checkbox"/> Dispensing & Examination Equipment (6506) | <input type="checkbox"/> Packaging (6529) |

Step 6: To add Show Specials, click the blue “Click Here” link under “Show Specials” on the main Company Information page. It is directly under the Product Categories area.

Product Categories

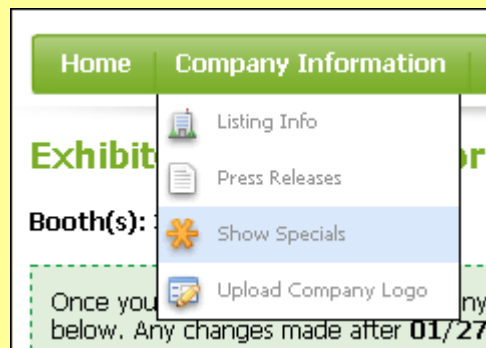
You have not selected any product categories.

[Edit Information](#)

Show Specials

[Click here](#) to add Show Specials.



Tip: You can also go right to Show Specials from the green menu on the top of the page under Company Information.



Step 7: Select the Category your Show Special falls under from the drop down menu.

Add Show Specials

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* Category  

* Show Special

* Description

350 character limit including spaces and punctuation

Image No file chosen

Step 8: Fill in the title of your Show Special under “Show Special”, then fill in the Description of your Show Special under “Description”. When you are finished, click the “add” button, underneath the description. You can also upload an image for your show special using the “browse” button next to “image”.

Add Show Specials
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* Category

* Show Special

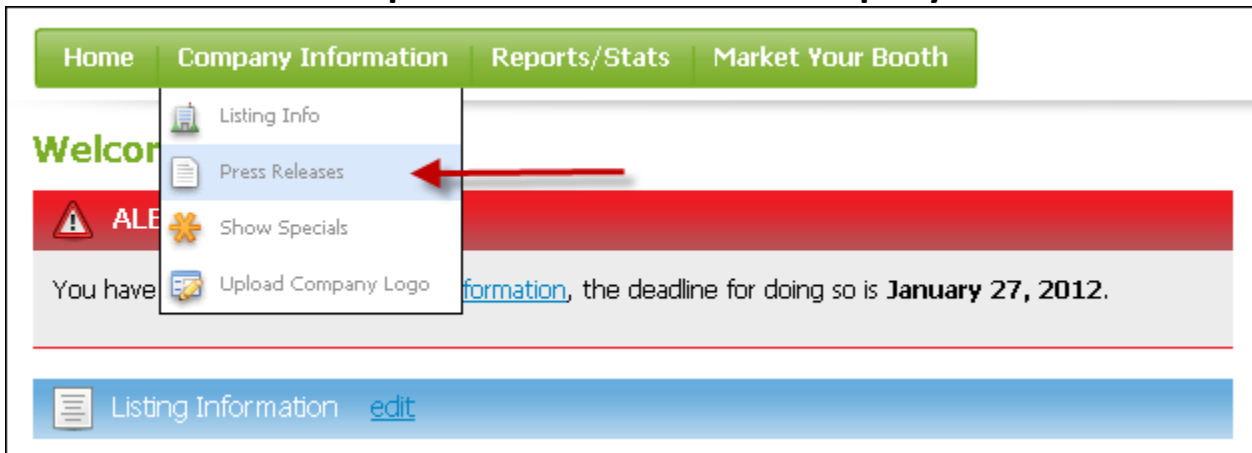
* Description

350 character limit including spaces and punctuation

Image No file chosen

TIP: The Description has a 500 character limit, including spaces and punctuation. Avoid using all capital letters and be sure to check spelling and grammar before submitting.

Step 9: To upload a Press Release go to the top of the main page and select “Press Releases” in the drop-down menu under “Company Information”.



Step 10: Type in all of the information requested. Only Date, Title and the File are required. When you are done, click “Add Press Release.

Press Releases

Current Press Releases

Add Press Release

* Date

* Title

Author

Email

* File No file chosen

STEP 11: Before you log out, please make sure to check your recent changes to ensure everything has updated properly.

To ensure that your changes are submitted, make sure to click the **Approved Data button.**

Once you have reviewed your company information for the printed show directory/web and made any necessary changes, please click the "Approve Data" button below. Any changes made after **01/27/2012** WILL NOT appear in the printed show directory.

Approve Data

For questions regarding the exhibitor toolkit, contact Felicia Grosso at fgrosso@reedexpo.com.