

2020 VIRTUAL CONFERENCE

MULTI-STATE LIVE VIRTUAL EVENT

Hawaii, Idaho, Montana, Washington, Wisconsin

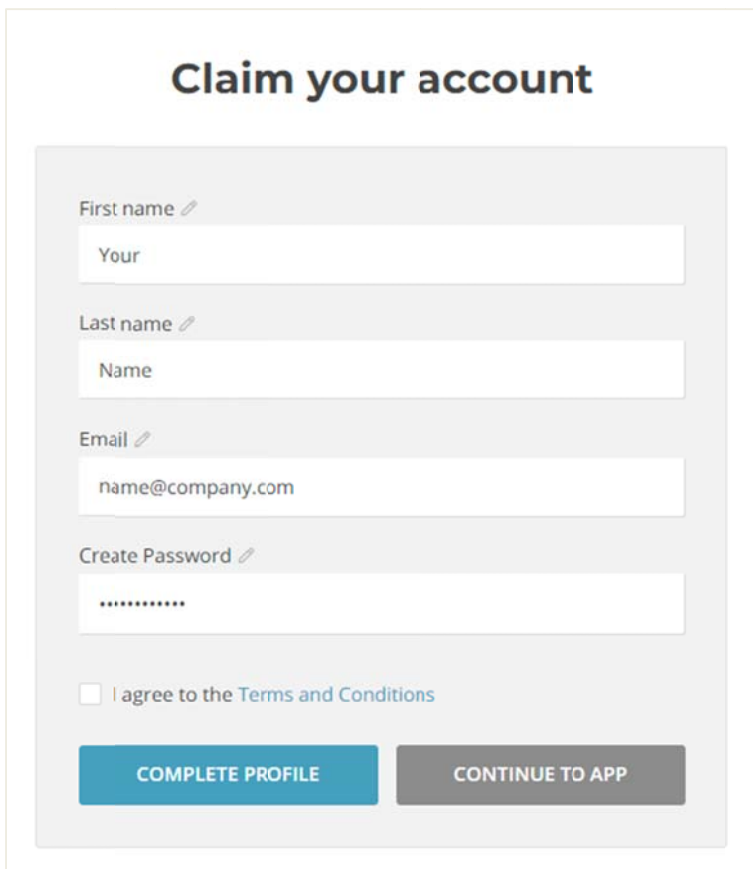
October 9-10, 2020

EXHIBITOR & SPONSOR QUICK START GUIDE

Login and Set Up Your Personal Profile and Company Virtual Booth

After you've purchased your 2020 Virtual Conference sponsorship or exhibit space, you will receive a welcome email with a link customized just for you.

1. Follow the link in the email to setup your account.
2. After clicking on the link you will be asked to "claim your account".
 - a. Make sure your name and email are correct and then create a password and agree to the terms before clicking the COMPLETE PROFILE button to login.



The screenshot shows a web form titled "Claim your account". It contains four input fields: "First name" with a placeholder "Your", "Last name" with a placeholder "Name", "Email" with a placeholder "name@company.com", and "Create Password" with a placeholder of ten asterisks. Each field has a small edit icon to its right. Below the fields is a checkbox labeled "I agree to the Terms and Conditions". At the bottom are two buttons: a blue "COMPLETE PROFILE" button and a grey "CONTINUE TO APP" button.

3. Once you've logged in, you will be directed to your profile page. This is YOUR profile information as an employee or representative of your organization. Some of this information may be visible to registrants so only include information that you would like them to see. Hit SAVE button to continue.



4. Once you've completed your profile page, you will be directed to your organizations profile page. Here you can edit the information as you would like it to show up in your company profile. If you leave options blank they will not show up in the final profile. Some of your company information may have already been added by conference staff but you are welcome to make any changes you would like. The following fields are available for an organization profile:


- Company name
- Company logo
- Company description
- Website URL
- Company phone number
- Company email
- Facebook link (will show up as button on profile page)
- Instagram link (will show up as button on profile page)
- Twitter link (will show up as button on profile page)
- Other links including videos

Other options you can use:

Add a poll! Want to collect some basic insight from registrants visiting your virtual booth? A poll might a good option.

Add files to your profile page, like product flyers, job descriptions, etc.


[Home](#)
[Schedule](#)
[People](#)
[Exhibitors](#)
[Sponsors](#)
[Conversations](#)
[Account](#)



[↑ Back to organization details](#)

Company Name

PRODUCT EXHIBITOR




[Basics](#)
[Leads \(0\)](#)
[Visits \(0\)](#)
[Polls](#)
[Files](#)

Organization Details

Name

Company Name

Logo


sample-logo.jpg



ⓘ Please upload a JPG or PNG file of minimum 300x300px size.

Company Description

B
I
U

This is where you would tell our members about your company, the product you are selling/promoting or the service you provide.

Website

http://www.companyname.com x

Phone Number

000-000-0000

Email

http://email@companyname.com x

Facebook

http://www.facebook.com/company x

Instagram

http://www.instagram.com/company x

Twitter

http://twitter.com/company x

Video Links


http://www.youtube.com x


ⓘ Video links will automatically add videos to your exhibitor page. Other links will just show up as clickable links. You may want to add video links to the bottom of the list if you have both types.

[BACK](#)
[SAVE](#)

Manage your Team

ⓘ Add any members of your company that will be attending the event. Note that they must register and have an account on this site before you can add them here. If your company has lead retrieval, this will also give them the ability to scan and view leads.


Your Name


New Member

Add team members to your company profile

If you have additional team member names you would like to add to your profile please email their name and email address to us at info@ptwa.org. We will connect them to your company and email them a special link so that they can login and update their profile pages as well.

Dates

September 1 – You may start populating your exhibit hall page.

September 21 - We will open the exhibit hall and you will be able to begin interacting with conference registrants. So you'll want to make sure your profile and organization are completely set up by then.

This is also the last day for sponsors to send us videos to play before their sponsored breaks and courses.

October 4 – The last day to sign us as a sponsor or exhibitor.