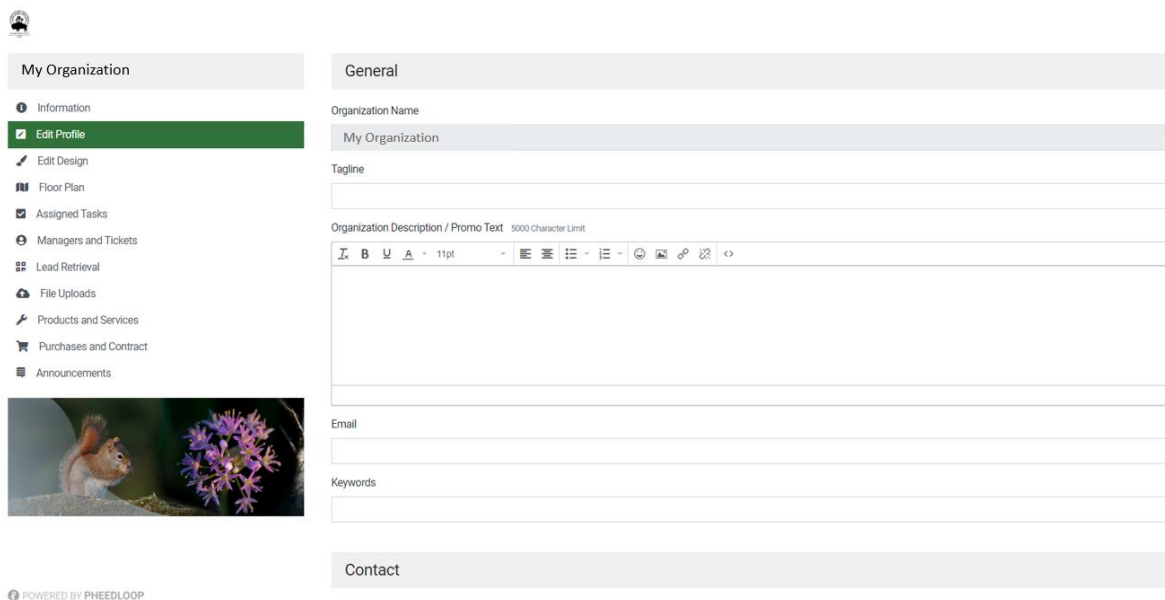


CSEE-CBA 2023 SCEE-ABC Exhibitor Instructions

You will receive an email from us via Pheedloop – with a link to open “Your Exhibitor Portal” (this will also be the subject of the email sent to you from Pheedloop). Follow this link to customize your portal so attendees know more about your company/organization.

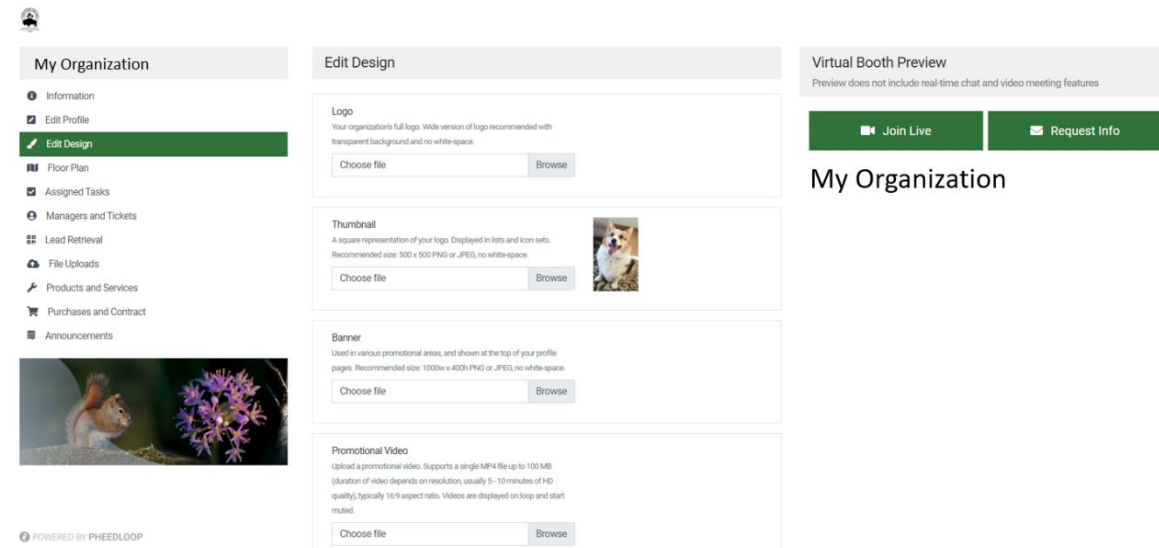
To customize your profile:

- Check out "Edit Profile".
 - In here you can include a tagline and description.
 - You can also add your contact information, such as social media links, email, etc.



The screenshot displays the 'My Organization' profile editing interface. On the left is a navigation menu with options: Information, Edit Profile (highlighted), Edit Design, Floor Plan, Assigned Tasks, Managers and Tickets, Lead Retrieval, File Uploads, Products and Services, Purchases and Contract, and Announcements. Below the menu is a small image of a squirrel and purple flowers. The main content area is titled 'General' and includes fields for: Organization Name (pre-filled with 'My Organization'), Tagline, Organization Description / Promo Text (with a 5000 character limit and a rich text editor toolbar), Email, and Keywords. A 'Contact' section is visible at the bottom of the main area. The footer indicates 'POWERED BY PHEEDLOOP'.

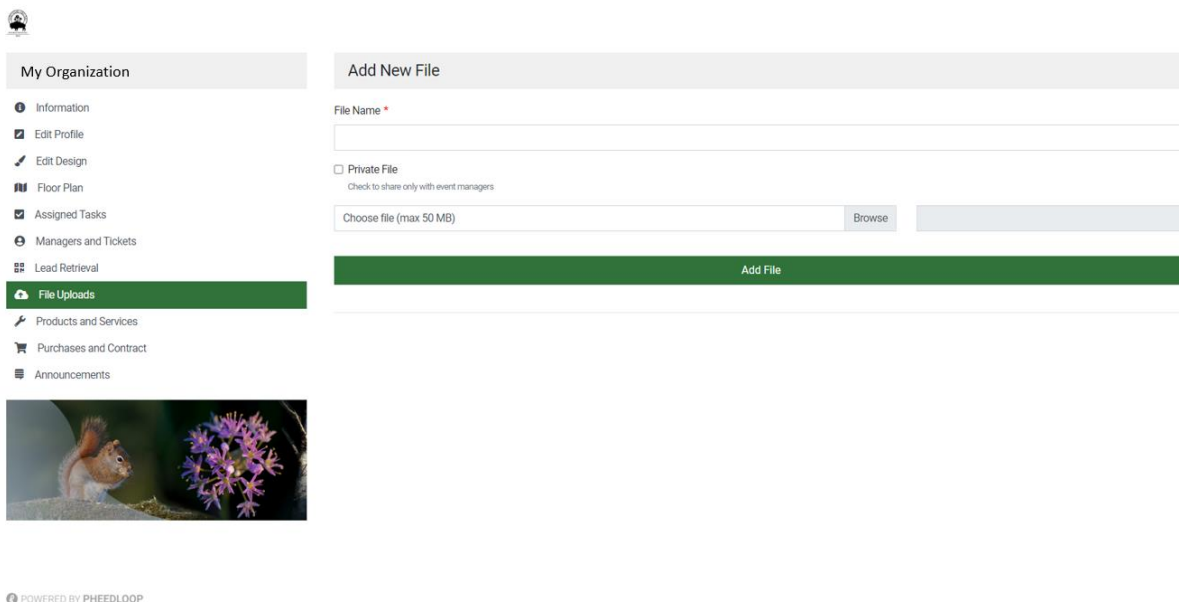
- Under "Edit Design" you can upload a thumbnail picture, your logo, and more
 - Note: You can change photos at any time. However, if you wish to completely remove a photo, you will have to email beepeg2023@gmail.com and specify what you would like deleted so the admins can remove it for you. Unfortunately, there is no option for the user to remove it themselves.



- Don't forget to save!

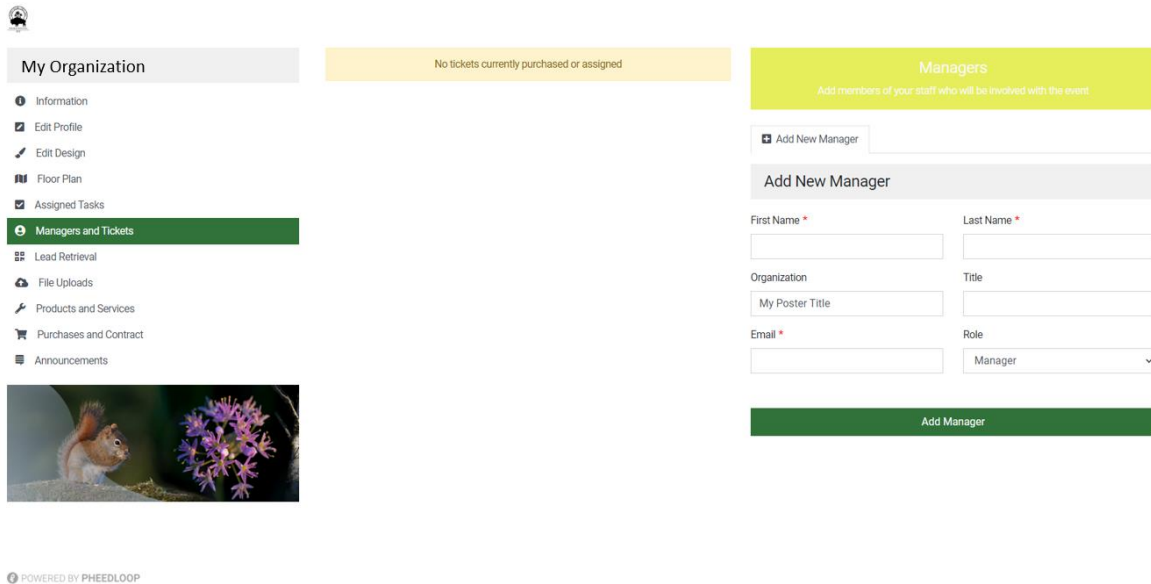
Under "File Uploads" is where you can upload pdfs, jpegs, etc.

- You can upload multiple files that others can view and you are able to delete them.
- Do not check off "Private File", otherwise it will not be visible!
- Don't forget to click "Add File"!

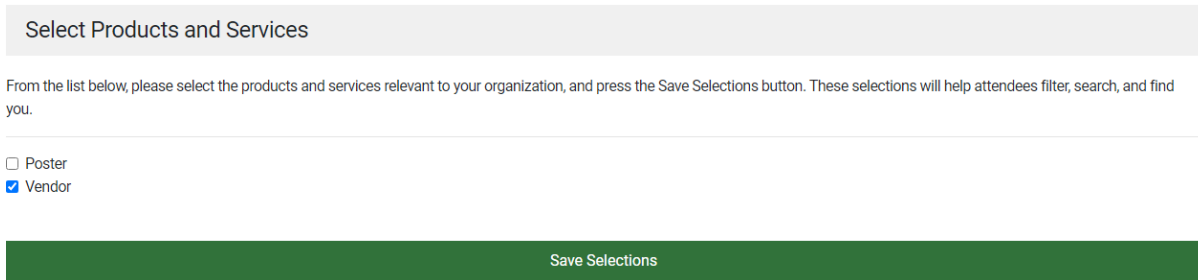


There is the option to add a manager.

- This may not be necessary but the option is there if you would like.



We suggest double-checking that under “Products and Services” that only Vendor is selected



These features are all that you may want to take advantage of, the others you will not have to worry about!

If you run into any issues, support.pheedloop.com has some resources, like videos.

- Googling can provide some specific help too and may be easier

Sometimes Pheedloop is not very clear, so also feel free to email averyiskeen@gmail.com if you are experiencing problems (or if you have any other questions).

- **Viewing at the Exhibit Hall.** Once you have completed setting up your vendor/exhibitor portal, people will be able to see it in the “Exhibit Hall” within the virtual conference portal. A screen shot of the exhibit hall is shown below (Posters will be uploaded here as well, there is the option to filter for posters or vendors). On the left of the central panel, a list of vendors/posters are visible. One of the nice features about this is that people will be able to direct message you through the virtual app. You can start private chats with people, and/or receive public chats (right hand side bar). If you have put in your website, twitter etc. as described above, people can see these links as well.

