

Guides and help

How to add an Event

Step 1

You can add News releases that are visible in the Exhibitor Directory by signing into your Company Profile, opening the Profile Checklist dropdown menu and locating the 'News releases' option:

The screenshot displays the IMEX America exhibitor dashboard for the event from October 17-19, 2023. The top navigation bar includes links for 'Visit website', 'Book a hotel', 'Education and activities', 'Exhibitor Directory', 'My dashboard', 'Quick help guides', and 'My IMEX account'. A prominent banner for 'THE PALM BEACHES FLORIDA' is visible, along with a 'BOOK NOW' button. On the left, a sidebar menu is open to the 'PROFILE CHECKLIST' section, with 'News releases' highlighted. The main content area is titled 'News releases' and contains a '+ Add article' button. Below this, a message states 'No News' and 'There are no articles yet', with an 'Add Article' link.

Guides and help

How to add an Event

Step 2

You can add News releases that are visible in the Exhibitor Directory by signing into your Company Profile, opening the Profile Checklist dropdown menu and locating the 'News releases' option:

The screenshot shows the 'New article' form in the Exhibitor Directory. The form is divided into several sections:

- Left sidebar:** Contains a 'Profile preview' button and a 'PROFILE CHECKLIST' dropdown menu.
- Top navigation:** Includes a '< Back to All News' link and a language selector 'EN'.
- Main information:** Contains a 'News Title' field, an 'Enter Title' input, a 'Publication Date' field with a calendar icon, and a 'Categories' section with an '+ Add category' button.
- Short description:** A text area for a 'Short description' with a character count of 0/200.
- PR contact:** A text area for 'PR contact (email, name)'.
- Article:** A rich text editor with a toolbar (Normal text, Bold, Italic, Underline, List, Link, Unlink, Image, Video) and a text area for the article content.

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

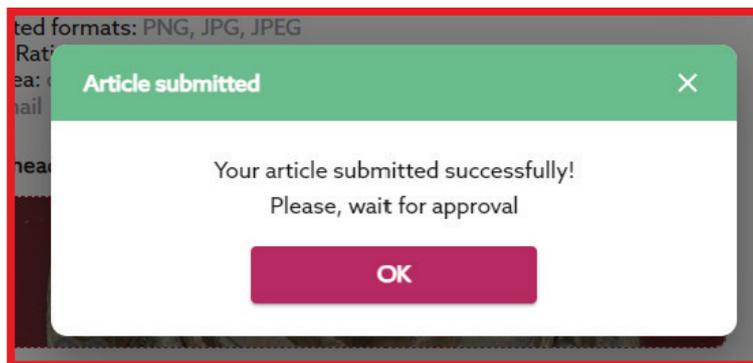
Guides and help

How to add an Event

Step 3

We would also encourage you to select a photo and a header as well as some categories to better reflect the content of the article, then hit **Save**.

IMEX will then check the article and you will be notified once your article has been approved.



IMEX
LAS VEGAS OCTOBER 17-19 2023

See you there!

IMEX LAS VEGAS
OCTOBER 17-19 2023