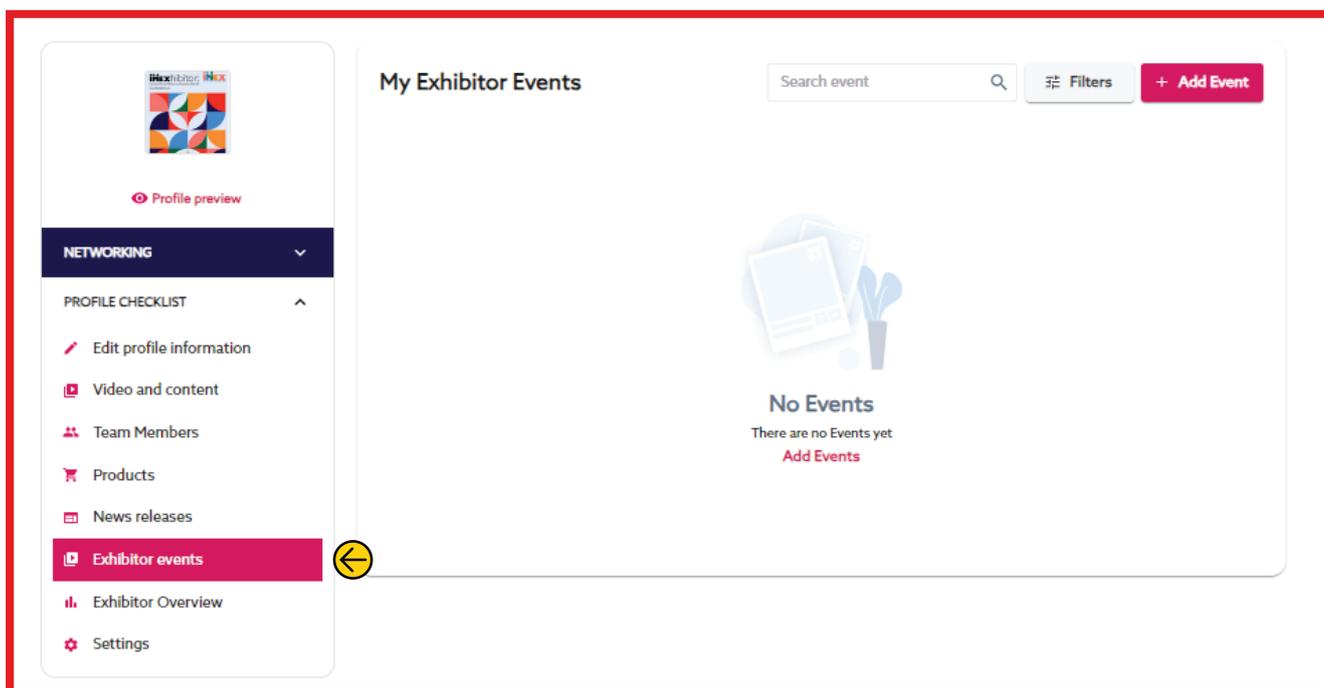# Guides and help

How to add an Event

Step 1

Firstly, ensure you are looking at the **Company Profile**.
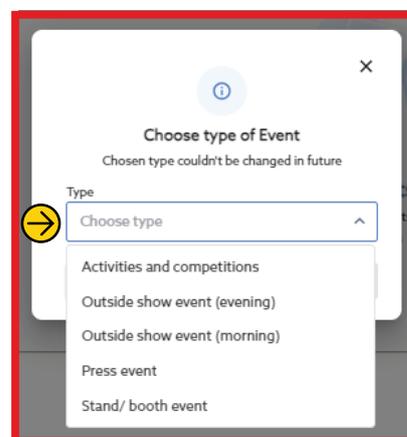
Navigate to the **Exhibitor Events option** on the Profile Checklist dropdown menu:

My Exhibitor Events

Search event   Filters   + Add Event

Profile preview

NETWORKING

PROFILE CHECKLIST
- Edit profile information
- Video and content
- Team Members
- Products
- News releases
- **Exhibitor events**
- Exhibitor Overview
- Settings

No Events
There are no Events yet
Add Events

Step 2

Click into the + **Add Event option** on the right-hand side of the page.

This will allow you to select from the list of event options:

Choose type of Event
Chosen type couldn't be changed in future

Type
Choose type

- Activities and competitions
- Outside show event (evening)
- Outside show event (morning)
- Press event
- Stand/ booth event

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How to add an Event

Once you select the event type, click '**Save**' and this will lead you to this screen:

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How to add an Event

You can complete the following fields (mandatory fields denoted by an *):

Add Photo – Here you can add a jpeg, jpg or png image to appeal to viewers of the event.

Event Name* – Here you can name your event.

Language* – You can select the language your event will be held in.

Date * – Here you can select which day of the show the event will be held on.

Time start & Time end* – Here you can click on the clock and select the start and end time of your event (Note. The clock is in 24 hour time, also known as military time so if your event is scheduled for 1pm, please select 13:00 from the options) Most events have a time limit of 30 minutes apart from Activities and Competitions (120 mins) and the outside show events that do not have a time restriction.

Event Description – Give a brief outline of the event to appeal to your intended attendees.

Event Categories – Select the appropriate product or service category/ies for your company. This will help attendees find your event from the Events list.

Location* – This will default to your booth for booth-based events. For outside show events, you will have access to input an alternative, custom location
Attach your partner companies? – If you have partner organizations on your booth, you can add the event into their profile also.

Hidden & Direct invite link – Hidden can be toggled to hide the event from the events list so you can target specific individuals to attend rather than having it publicly available. Direct invite link can be accessed once your event is saved. You are able to reopen the event to get the invite link and share with any specific individuals you'd like to attend.
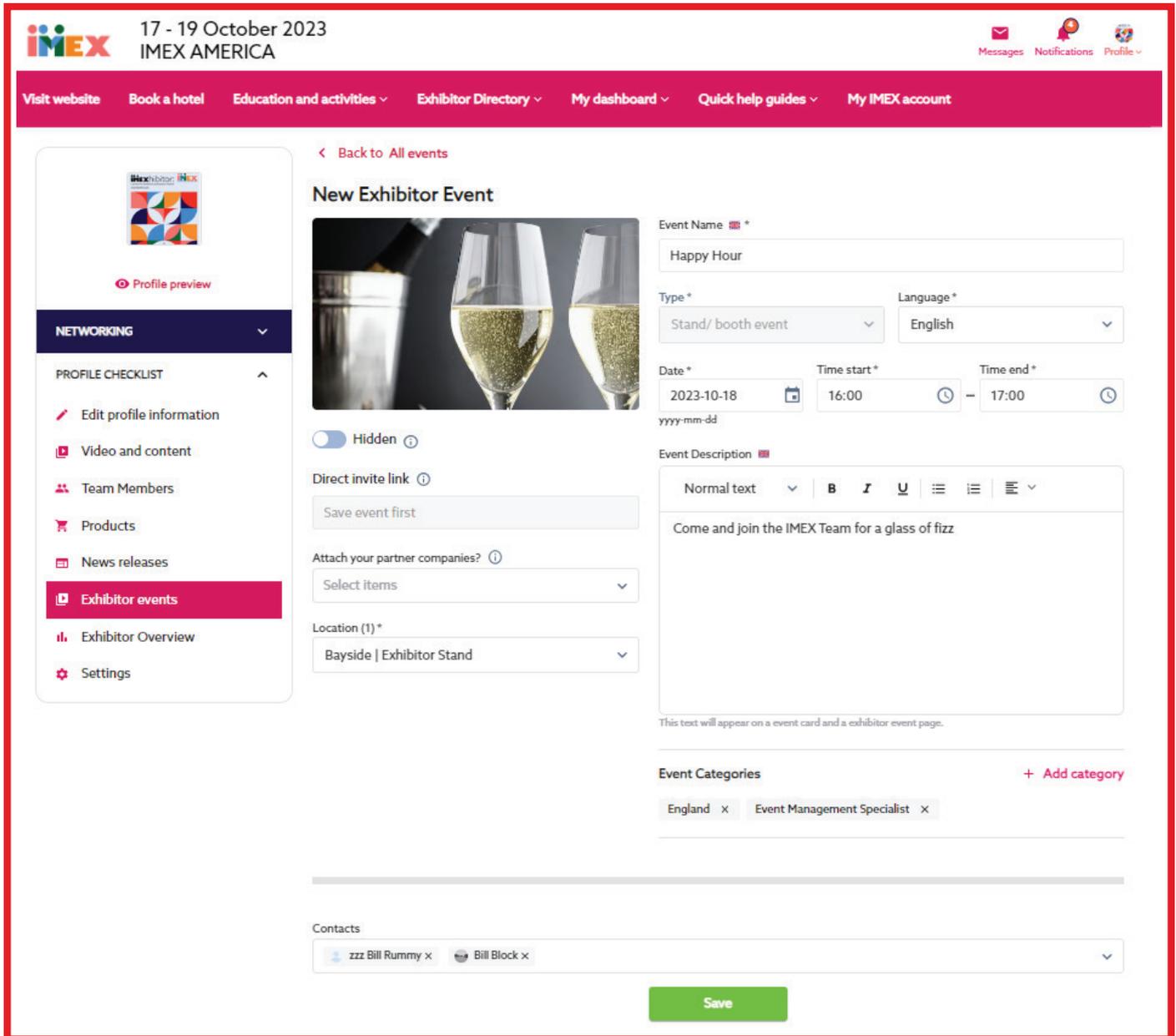
Contacts – Here you can select the team members you'd like to attend the event from your side.

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How to add an Event

Once your event has been populated, it will look something like this:

Guides and help
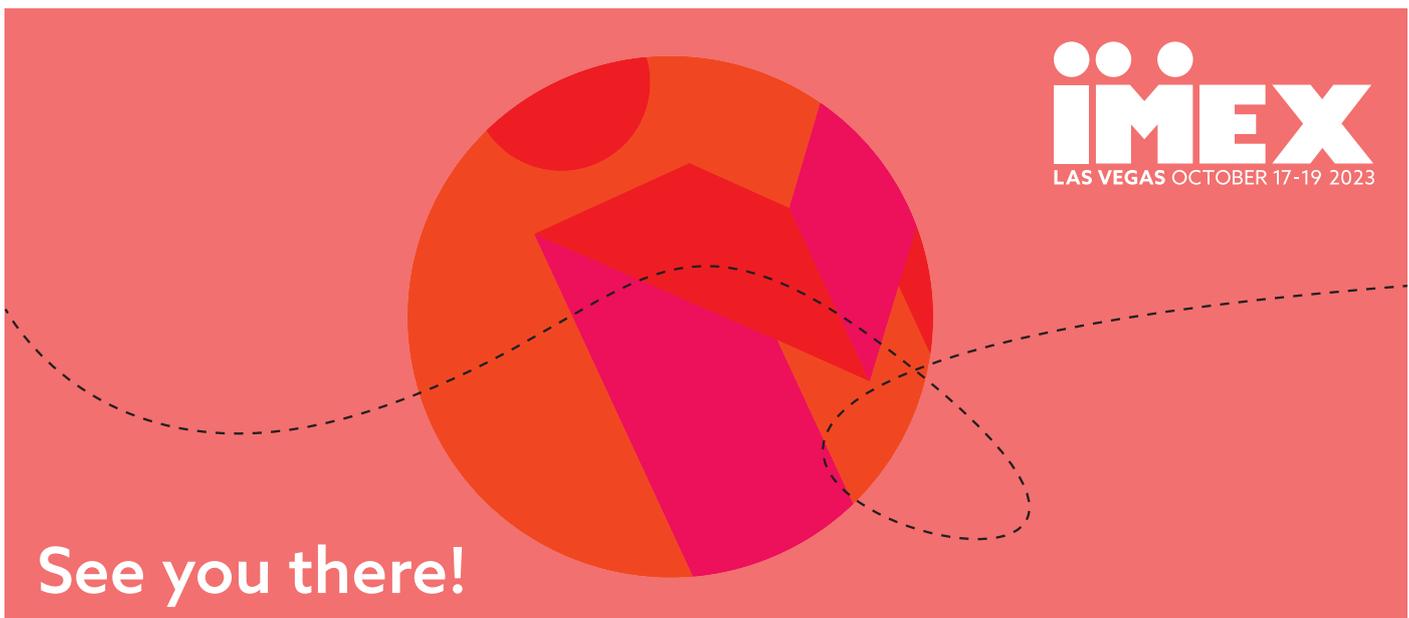
How to add an Event

Hit '**Save**', the event should then appear in your Exhibitor Events list as below:

The event will also be visible in the Events area of the exhibitor Directory for attendees to locate and sign up to the event (unless your event has been hidden where you will need to share the Direct invite link with prospective attendees)

See you there!