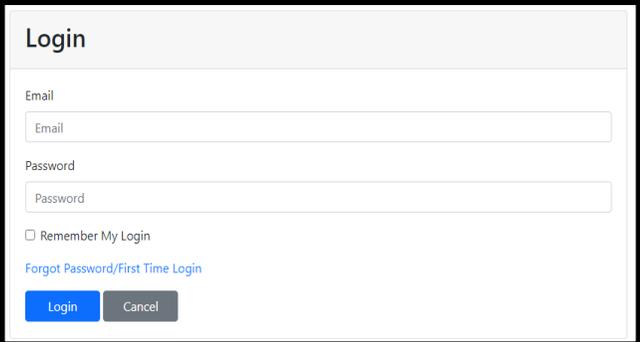# METALCON

Welcome to the METALCON Event Portal!

Here's how to login and update your exhibitor information and profile.

STEP 1: LOGIN

1. Go to the **Event Portal.**

2. Click the **Login** button

3. Enter the **Primary Contact's** email address.

4. Enter the designated password provided to you on your Exhibitor Confirmation Letter.

Login

Email

> Email

Password

> Password

☐ Remember My Login

Forgot Password/First Time Login
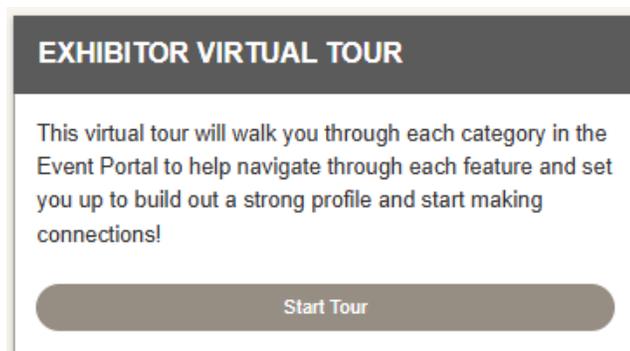
[Login] [Cancel]

**If you are unable to find/access your password:

- Contact Amanda Carlow at amanda@metalcon.com

OR

- Select "Forgot Password/First Time Login" and enter the email address of your company's primary contact. The primary contact will receive an email with a link to reset their password. Click the link and follow the instructions. Once the password has been reset, you can then login with the email and new password created.

Once you have successfully logged into the Event Portal, you can access the "**Exhibitor Tour**" button on the dashboard to see a walk through and description of the different functionalities.

EXHIBITOR VIRTUAL TOUR

This virtual tour will walk you through each category in the Event Portal to help navigate through each feature and set you up to build out a strong profile and start making connections!

Start Tour

STEP 2: UPDATE YOUR COMPANY'S PROFILE

Once you are logged in, select **"Edit My Organization Profile"**.

Add your company photos: Click on the three dots on the top right of the cover photo and click on Add Photo, Add Cover Photo, and Add Featured Photo.
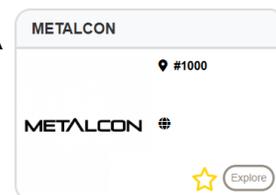

PHOTO:
Add your company logo 360 wide x 360 high px (png or jpeg format)

COVER PHOTO:
Add a lifestyle or product image 1440 wide x 360 high px (png or jpeg format)

FEATURED PHOTO: Add your featured image (only appears in the exhibitor directory) 300 wide X 300 high px

STEP 3: UPDATE YOUR COMPANY'S ABOUT/CONTACT SECTION

Click **About** and then click the **edit** button. Fill in the information accordingly

Edit/Fill in all sections, especially:

➤ **What We Do:** Add a description of your company so attendees know who you are, what you sell, and why they should visit your booth on site.

➤ **Website:** Add your company website URL. This will assist the attendee in navigating to your website for a visual of your products and services.

➤ **Product Categories:** Select up to 8 relevant Product Categories, as this will ensure your company is listed in these sections of the online exhibitor directory and in the show app.

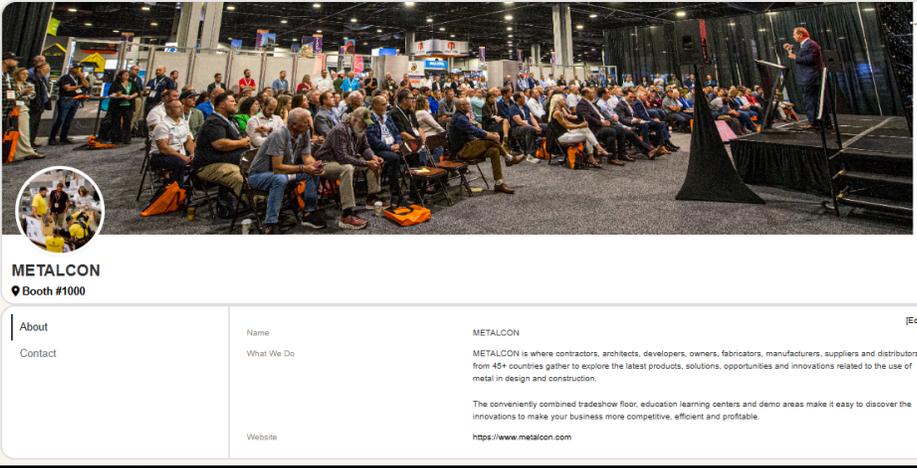Click **Contact** and then click on the **edit** button. Fill in the information accordingly.

STEP 4: PROMOTE YOUR PRODUCTS to be feature in our year-round marketplace and have a chance to win a top product award at the event.

➤ Click **Add Listing** and fill in the **Title, Product Description, Launch Date and Category** the product falls under and click **Save**. Once your products have been uploaded, they can be found in the Marketplace and on your Company Profile.

○ Please note, if you're product was brought to market **after January 1st, 2024**, it will automatically be nominated into the Top Product Awards.

STEP 5: A**DD PRESS RELEASES, SHOW SPECIALS AND VIDEOS**

➤ To **Add Press Releases**:

○ Click **Add Listing** and fill in the **Title**, **Description**, and under **Learn More** add your **link** to the **Press Release** and then click **SAVE**.

➤ To **Add Show Specials**:

○ Click **Add Listing** and fill in the **Title**, **Description**, and under **Learn More** add your **link** to the **Show Special** and then click **SAVE**.

➤ To **Add Videos**:

○ Click **Add Listing** and fill in the **Title**, **Description**, and **Add Video URL** and then click **SAVE**.

Congratulations,
your profile set up is complete!