



Creating Your Profile Page

- 1) Login to your Exhibitor Admin Homepage at www.bmse.net (on the top right hand corner of website).
- 2) Select a lecture time (optional) by clicking on "Exhibitor Booths" > "Select Lecture"> then choose an available time from the drop down box.
- 3) Fill in text for your Lecture title, Lecture description, Default Booth Short and Long Description, Website URL and Facebook URL.....
- 4) Add **Required** High Resolution Photos and Company Logo, below are the specs for each box.
 - A) The first box is 110 x 120 Pixels and 72 Resolution.
 - B) The second box is 300 x 300 Pixels and 300 Resolution.
 - C) The third box will take a larger file and you do not need to resize this one.
 - D) The fourth rectangular box is for your Company Logo and the size is 155 x 60 Pixels and 72 Resolution.

The only images visible on the website is the first box and the 4th rectangular box. The other two boxes are for admin purposes.
- 5) Once you are finished editing click Save and your information will appear on the website for the public to see. ***Your address or phone number will not appear on the website.
- 6) Your exhibitor admin homepage is a great marketing tool for you and gives you the greatest opportunity for success at our shows and will also provide the public with a way to reach you even before the show happens.