

HOW TO

Create your Profile

Access your admin site from bmse.net, click LOGIN in the upper right.

TIP: In your admin site, click on the purple question mark next to any field in your admin site to see details on field requirements!



CREATE YOUR BASIC PROFILE: Select the PROFILE tab and fill in a few simple fields to create your profile for display in print programs and on the website! Enter your basic contact and company details such as phone number, company name, address etc. Fields that need additional explanation are listed below:

- **Company Logo:** Load a JPG at exactly 155 x 60 pixels.
- **Facebook Type:** Are you adding a PAGE or a PROFILE link? Not sure which yours is? Check on Facebook first!
- **Facebook URL:** The direct link to your page/profile. Format as www.facebook.com/XXXXXX
- **Click SAVE after entering new data!**

This profile will automatically be applied to all future shows.

NOTE: If the profile is not saved, look for an error message at the top of your screen.

VIEW & MANAGE YOUR BOOTHS: Select the BOOTHS tab to see all of your booths listed by year with the current year first. Order extras, see what's included in your booth and even check move-in times! Locate your booth line item and then:

- **Order Extras:** Click *Add/View* in the 'Extras' column, then Purchase Extras.
- **Add a Lecture:** Click *Select* in the 'Give Presentation' column. Complete the details and select your time from the drop-down at the bottom of the screen. Click SAVE!
- **See Move-in Times, Booth Size and Booth Inclusions:** Click *Add/View* in the 'Extras' column. Scroll to the bottom for booth details.
- **Pay Your Balance:** Click *View & Pay Invoice* in the 'Invoices' column.
- **Create a Social Post to share with your fans:** Click *Create* in the 'Social Post' column (Chrome or FireFox are recommended). This will download a shareable custom graphic featuring YOU!

Expo Name	Booth Number	Give Presentation	Extras	Transfer Booth	Balance Due	Invoices	Social Post
Denver Spring 2022- Friday March 18, 2022	185	Select	Add/View	-	\$0.00	View & Pay Invoice	Create

VIEW & MANAGE YOUR PRESENTATIONS: Create one base profile for your presentations, then edit individual presentations if needed. Enter the presenter's name, presentation title and description. Write in an active voice and avoid alphabet soup of credentials! NOTE: Presentation descriptions will be edited by BMSE as needed to confirm to our standards.

Fields that need additional explanation are listed below:

- **Presenter's Photo, small:** Load a headshot as a JPG at exactly 110 x 120 pixels. Need help editing your logo to fit? Try online tools such as www.pixlr.com or www.fotor.com
- **Presenter's Photo, large:** Load a headshot as a JPG at exactly 300 x 300 pixels.
- **Click SAVE after entering new data!**

This profile will automatically be applied to all future presentations.

NOTE: If the profile is not saved, look for an error message at the top of your screen.

Edit an existing presentation: If you want to make changes to just one specific talk, scroll down and click EDIT next to that talk.

