

HOW TO Create your Profile

1

Login to your Exhibitor Admin by clicking “LOGIN” in the upper right at www.bmse.net. Your username is your email address. Click “Forgot Password” to receive a temporary password if needed.

2

On the “My Profile” tab (the default tab): Complete your profile details. Click on the red “?” next to any field for helpful tips on the requirements. All images must be sized exactly; free photo-sizing tools are available online at www.pixlr.com & www.fotor.com/photo-editor-app/editor/
Following are the required fields with required specs:

- **Add Your Photo:** If giving a talk or performance, load your headshot at **110x120 pixels**
- **Add Your Photo 300x300:** This is a larger headshot at **300x300 pixels**
- **Add Your High Res Image:** You may skip this field
- **Company Logo:** Your company logo at **155x60 pixels**
- **Company Name:** Your public name to be displayed
- **Website URL:** Your public name to be displayed
- **Facebook (page or profile):** Select the type of Facebook account you have for your business
- **Facebook URL:** The full link to your Facebook page
- **Default Lecture Title:** If giving a talk or performance, enter your presentation title
- **Default Lecture Description:** If giving a talk or performance, enter your presentation description in 3rd person, using complete sentences and in active voice.
- **Default Booth Short Description:** A short, concise description of your booth
- **Default Booth Long Description:** A more detailed description of your booth
- **Booth My Booth Sign:** Your company name or brand to be displayed

3

Click SAVE and then YES to the “Confirm” pop-up message

4

Need to buy an extra table, chair or electricity? Click “**Exhibitor Booths**” from the left-hand navigation menu. Select “Purchase Extras” next to your booth and follow the instructions.

5

Once you are finished editing, **click save** and your information will appear on the website for the public to see. **(Your address and phone number will not appear on the website).**

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TIPS: If your content cannot be saved, load everything except the pictures and logos and save. Then, add each picture one at a time; this will let you know which picture is the problem. Use the photo-sizing tools noted above to make sure your images are exactly the right size. Still need help? Send your content and images to believe@bmse.net and our staff will be happy to assist you.