MRO Americas App

Exhibitor Setup Guide
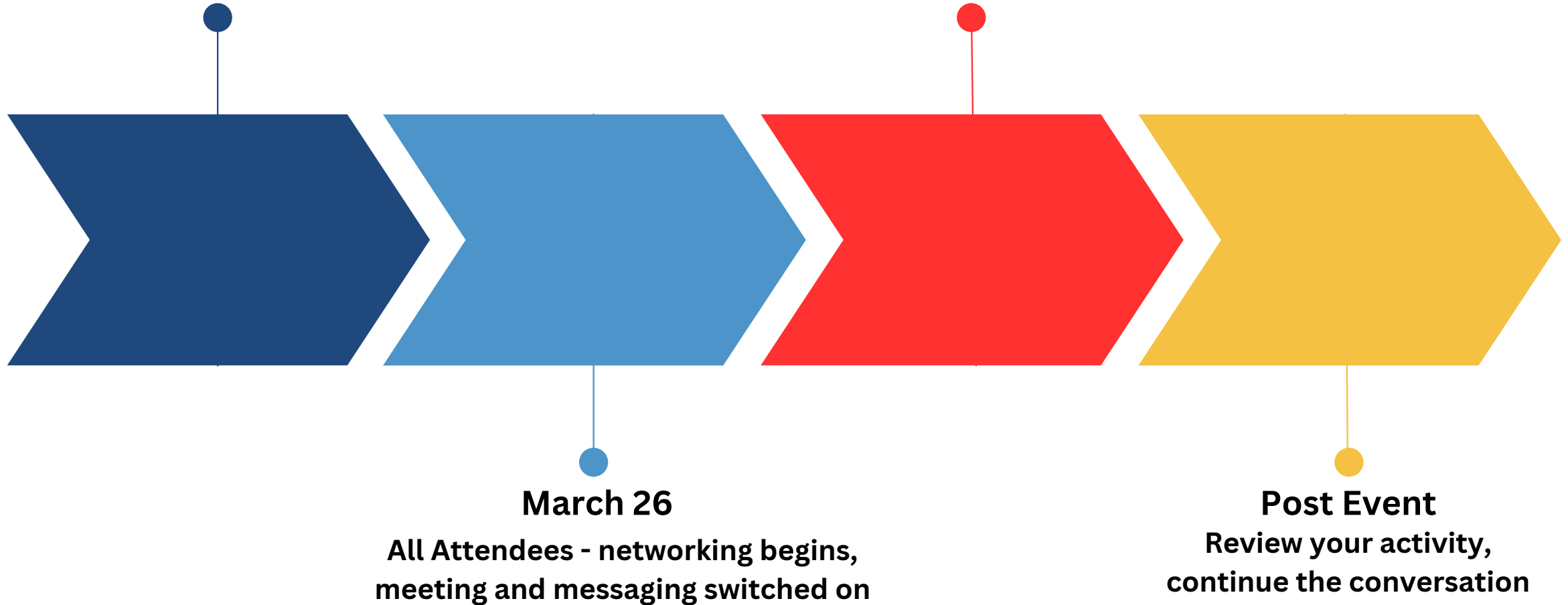
AVIATION WEEK

MRO
AMERICAS

Key Dates and Tasks

March 12

Exhibitor Admins: Setup Profile, Add Products and Team Members

April 9-11

Show Dates: Networking Continues on the mobile app

March 26

All Attendees - networking begins, meeting and messaging switched on

Post Event

Review your activity, continue the conversation

Overview of Profile Types

There are 2 different exhibitor profile types:

- **Admin Team Member**
  - The marketing point of contact (nominated on your booking form) has been auto assigned as the admin team member
  - Admins can update the company profile, adding products, etc.
  - Admins also have a personal profile that can be edited and can interact with others
  - Admins are able to add other team members
  - Admins can view all team members' meeting schedules

- **Team Member**
  - Has a personal profile that can be edited and can interact with others
  - Team Members are listed on the exhibitor profile for visitors to discover them

If you wish to check who your assigned admin is or nominate a different/additional admin, please email app@aviationweek.com


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Logging in for the first time

Admin Team Members will be the first to receive their activation email. Once additional team members are added by the admin, they will receive their own individual activation email automatically.

Once the activation link within them email is clicked you will be prompted to create a password.

Look out for an email from: noreply@expoplatform.com for your activation email. **The app invite will be sent to exhibitor admins on March 12.**

Note: You must first activate on the web platform and set a password before you are able to login to the mobile app.

Please check your spam folder if you don't see an email in your Inbox. If you haven't received, please email app@aviationweek.com for help
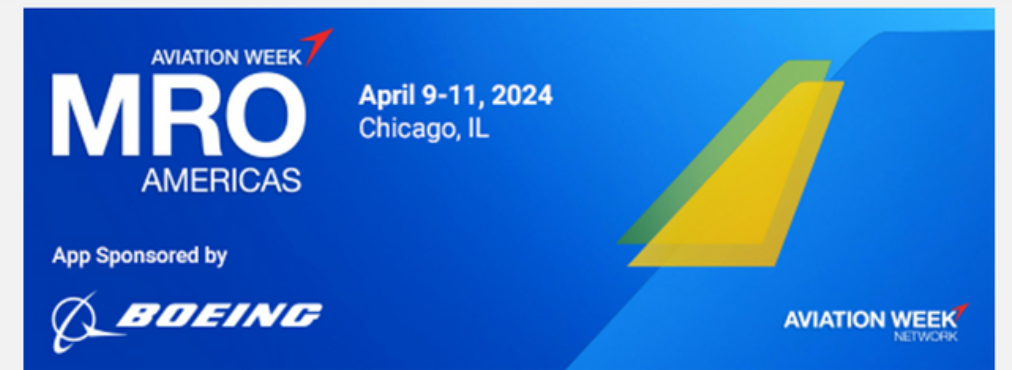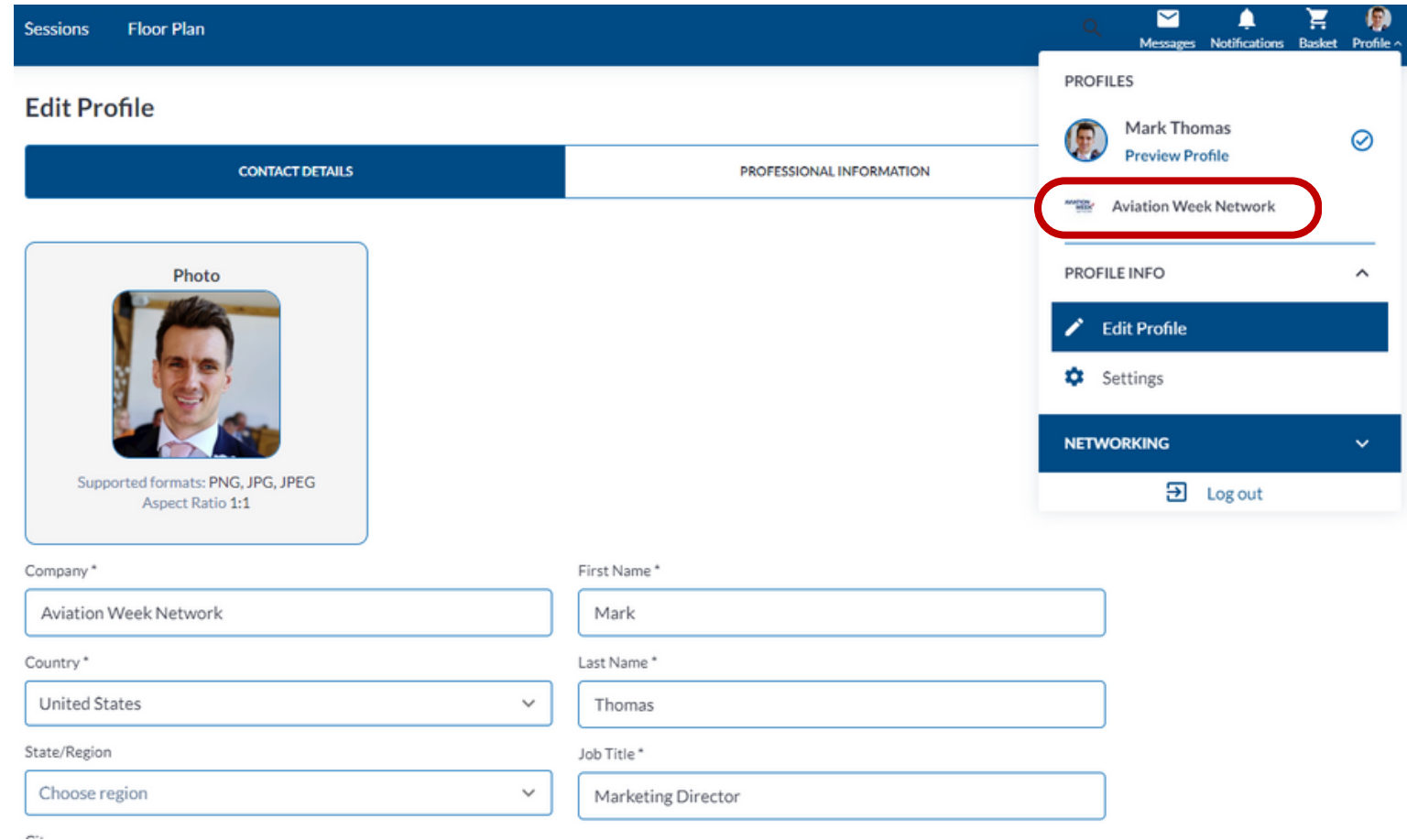
Switch to your Company Profile

As an admin team member, you can edit and add content to your company profile. Make sure to take the time to create an engaging, informative and appealing profile.

Admin team members can toggle between managing the company profile and its associated functions and managing their personal profile.

To switch from your personal profile to your company profile, click "Profile" in the top right corner and click on your Company Name.

If you don't see your company name in the dropdown, this means you are not yet associated with a company profile – email **app@aviationweek.com** for assistance.

Click profile, then select your company name to switch to the Company Page

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Setting up your Company profile

Once in your Company Profile you can take the following actions:

- Adding/editing your company logo
- Adding/editing your company description
- Adding/editing your company contact information
- Adding Team Members
- Adding Products

If you wish to check who your assigned admin is or nominate a different/additional admin, please email app@aviationweek.com

Adding Team Members

To Add a Team Member, ensure you are on your Company Profile (click into profile in the top right and select your Company Name).
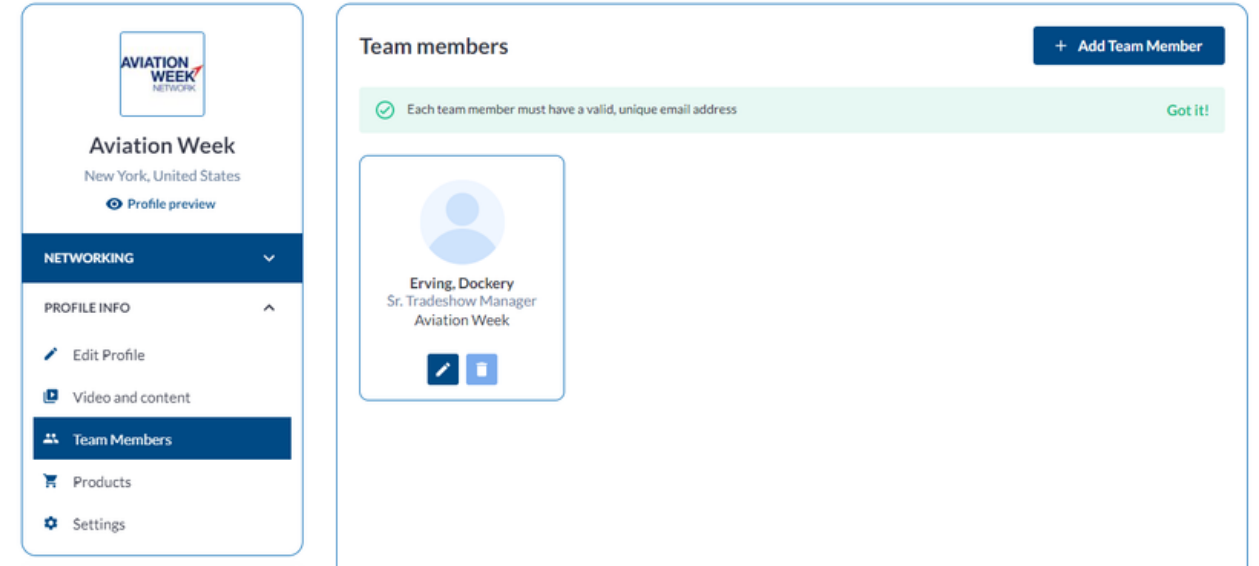
On the left-hand side under the "Profile Info" tab, you will find the Team Members option as shown on Screen 1.

Next enter the Team Member's email address as shown on Screen 2. Each Team Member must have a unique email address and be registered for the event.
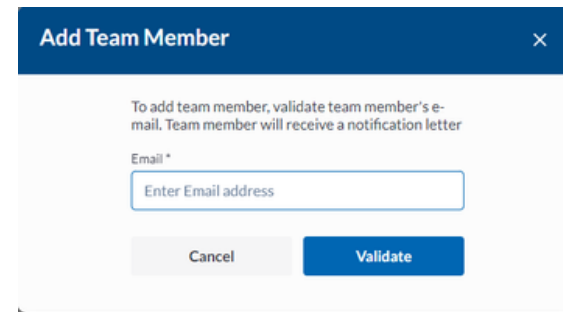
The system will scan the database and find the team member. Click "Add to form". You can add additional details about that Team Member and choose a role for them. Please refer to page 2 for the important distinctions between the Member role and the Admin role.

Once you click Add Team Member on Screen 3, that person will receive an email with an activation link and will be able to log into the platform to set up their personal profile.
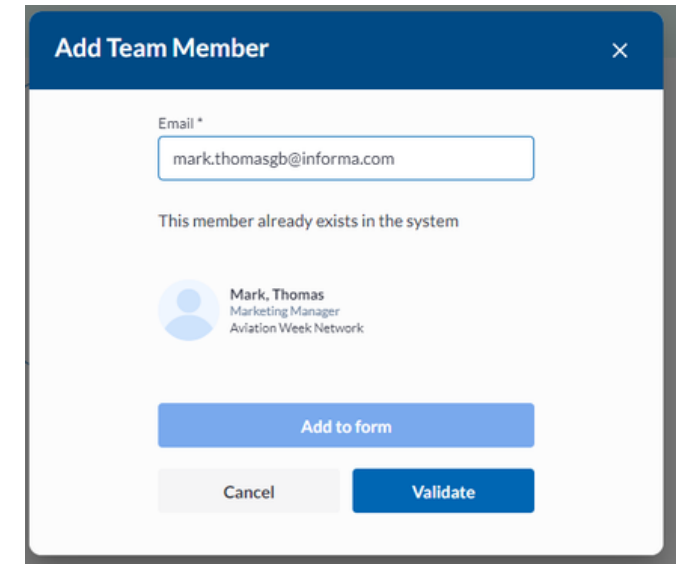
SCREEN 1:

Team members

+ Add Team Member

Each team member must have a valid, unique email address   Got it!

Erving, Dockery
Sr. Tradeshow Manager
Aviation Week

AVIATION WEEK NETWORK

Aviation Week
New York, United States
👁 Profile preview

NETWORKING ⌄

PROFILE INFO ⌃

✏ Edit Profile
▣ Video and content
👥 Team Members
🛒 Products
⚙ Settings

SCREEN 2:

Add Team Member ✕

To add team member, validate team member's e-mail. Team member will receive a notification letter

Email *

Enter Email address

Cancel   **Validate**

SCREEN 3:

Add Team Member ✕

Email *

mark.thomasgb@informa.com

This member already exists in the system

Mark, Thomas
Marketing Manager
Aviation Week Network

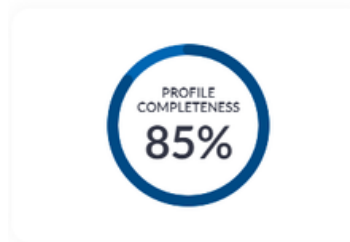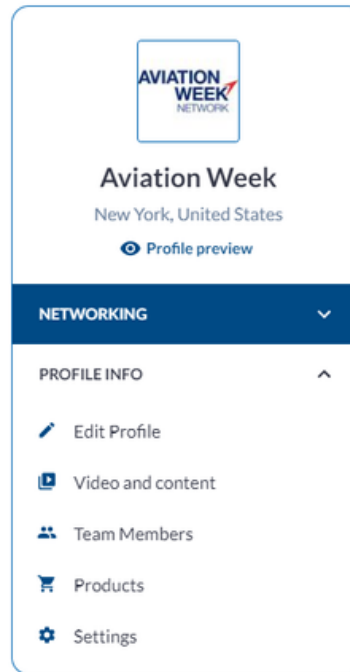**Add to form**

Cancel   **Validate**

Adding Products

Each product can have:
- A unique name
- Unique product categories
- Unique product description
- Multiple product images
- One product video
- Associated documents
- A team member attached if you have a team member who specializes in this product
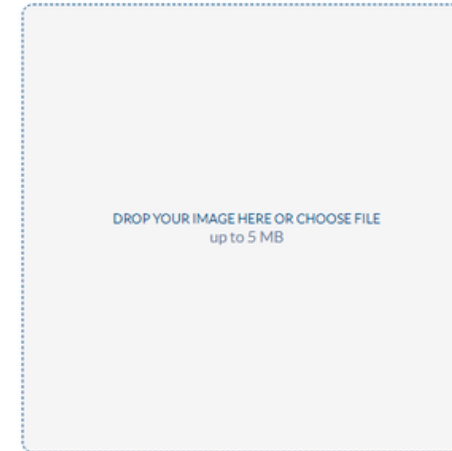
Each product can be toggled to Active status, meaning it is visible to others, or Inactive status, meaning it is visible only to you. Each product's status can be changed at any time.

Regular Exhibitors can upload a maximum of **2 products**
Premium Exhibitors can upload up to **10 products** - speak to your sales rep about upgrading for $300

Adding News - *New Feature*

New for 2024, each exhibitor can now upload news stories. These appear in both the company profile and on the "News" tab on the exhibitor page. Each news story can contain:

- A main image, 900x560px
- News title
- Piblication Date - this is the date the article will be visible once approved by the organiser
- Header Image (1280x400px)
- Short Summary (200 character limit)
- Main Article (1,000 character limit)

Once submitted the organiser will review. Once approved, the article will appear on the app on the publication date selected.

Logging into your existing account

To log in to an existing account, visit **mroamericas2024-mro.expoplatform.com** and login using your email and password you set during activation.

If your password does not work or you have forgotten it, click on the Forgot Password link to trigger a password reset email.

For further help or guidance, please contact app@aviationweek.com