

QUICK START GUIDE FOR EXHIBITORS

This Quick Start Guide leads you through the basic steps to get your company, services, and products in the directory and in front of visitors and to begin generating leads as quickly as possible. To discover additional functionality, learn how to use the dashboard to contact leads, and password help, refer to the expanded version of this guide, the **Connect Exhibitor Guide**.

LOGGING IN | CLAIM YOUR EXHIBITOR PROFILE

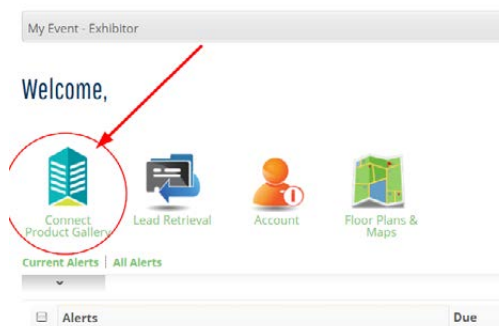
When you confirm your booth space as an exhibitor – or register as an attendee, we create a Connect account for you. As an exhibitor, there are two ways to log in and access your Connect profile:

FROM YOUR EXHIBITOR DASHBOARD (MYEVENT) *recommended*

- Visit explore.greenbuildexpo.com/signin and log in with your eCode
- Click Connect Product Gallery
- You are automatically logged-in and taken to your Company Listings page.

FROM BUILDINGPRODUCTGALLERY.COM

Click Login (top right corner) and use your username or email address to login (included in your welcome email). If you did not receive a welcome email or don't know your username, [contact us](#).



First time user or need more help?  [Watch the step-by-step walkthrough on YouTube >](#)

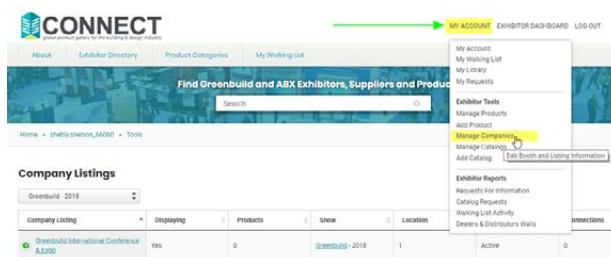
MANAGE YOUR EXHIBITOR LISTING

To edit or update your company listing:

1. Click MY ACCOUNT.
2. From the menu, under Exhibitor Tools, click Edit Company Listing.
3. On the Company Listings page click your company name.
4. On your Company Profile page, click Edit.
5. Enter or update your information in the fields.
6. Once finished, at the bottom of the page, click Save.

To upload a logo:

1. On your Company Profile (Step 4) page, in the Logo section, click Browse.
2. Select your logo image file. Note that files must be less than 4 MB and can be PNG, GIF, JPG, or JPEG format.
3. Click Upload.
4. At the bottom of the page, click Save.



UPLOAD AND MANAGE PRODUCTS

To add a product to your company listing:

1. Click MY ACCOUNT.
2. From the menu, under Exhibitor Tools, click Add Product.
3. On the Create Product page, enter the product name.
4. In the Description field, enter a description of the product.
5. *Optional: Create a separate product summary to highlight features in the search results pages.
6. Check the box on the relevant Category for your product. If you have an enhanced account, you'll be able to select more than one.
7. *Optional: Enter the product URL back to your company website in the Product Destination URL field (great for SEO!)
8. When you are done, remember to click Save, located at the bottom of the page.

UPLOAD AND MANAGE PRODUCTS (CONT.)

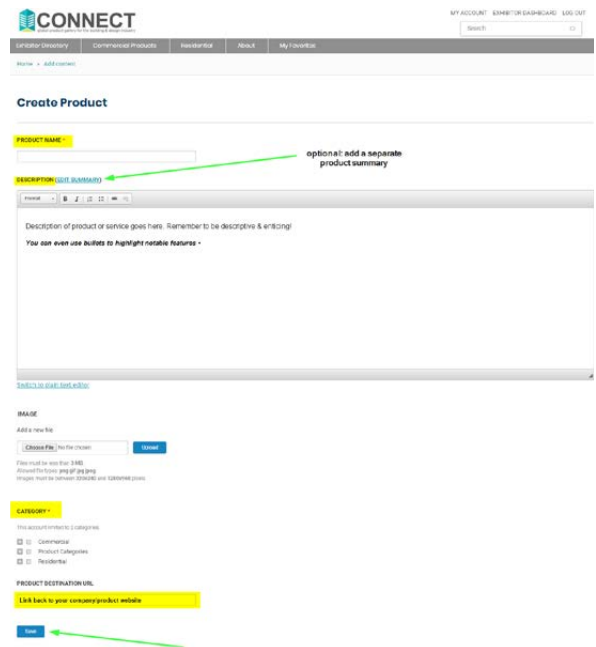
Make sure you include an image of the product:

1. On the Create a Product page, in the Image section, click Choose File.
2. Choose your image file. Note that files must be less than 3 MB and can be PNG, GIF, JPG, or JPEG format and between 320x240 and 1280x960 pixels.
3. Click Upload.
4. At the bottom of the page, click Save.

To edit a product listing:

1. Click MY ACCOUNT.
2. From the menu, under Exhibitor Tools, click Manage Products.
3. On the Products page, in the Product field, click the product that you want to edit.
4. On the individual product page, click Edit.
5. You can now edit the product title, description, categories and image
6. At the bottom of the page, click Save.
7. If you want to remove the product from Connect, click Archive.

 [Watch the step-by-step walkthrough on YouTube >](#)



ACCESS THE REPORTS DASHBOARD

For exhibitors, the best part of Connect is the exhibitor dashboard. Here, you'll find a wealth of information about how visitors are using Connect to engage with your brand and your products.

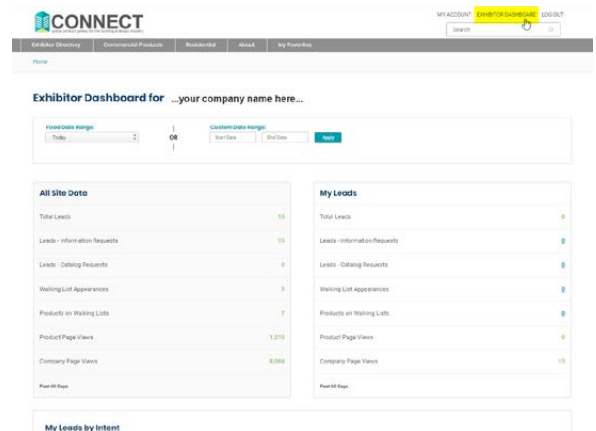
To access the exhibitor dashboard:

1. Click EXHIBITOR DASHBOARD.
2. Scroll through to gather demographic information about attendees who are viewing your content and adding your booths, listings, or products to their Favorites.

Currently, the Connect exhibitor dashboard includes:

- Your leads
- Visitors demographics
- Buyer intent & budget
- Most popular products
- ...more features are being added

 [Greenbuild: Exhibitor Dashboard walkthrough on YouTube >](#)



CONTACTS AND HELP

If you need assistance with updating your listing, getting started, or adding products, contact Joe Pontonio or Len Roberto. Len & Joe work in conjunction with the Greenbuild sales team (Bill Mitchell, Kelly Gutermuth, and Sue Pino), and are a great resource for all things Connect.

[Email Joe Pontonio](#) // 203-794-7479

[Email Len Roberto](#)

[Email Greenbuild Connect Sales](#)

If you experience any technical issues with Connect, visit buildingproductgallery.com/contact. Enter your contact information and a brief description of the issue and we'll get back to you!