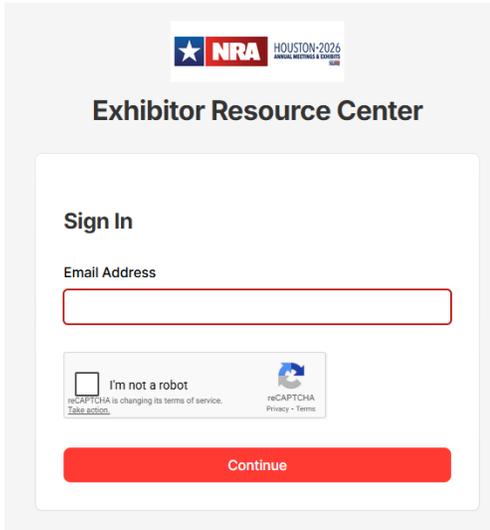




Exhibitor Dashboard User Guide

ACCESSING THE EXHIBITOR DASHBOARD



Visit:

https://nraam2026.exh.mapyourshow.com/7_0/main/login?

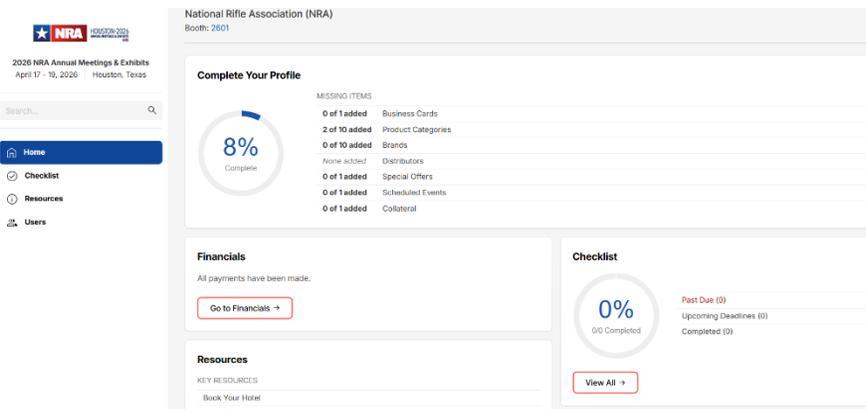
to access the Exhibitor Dashboard and log in using your AM account credentials - primary contact email address. From there, the primary contact can follow below to set up their login account and add other team members as “Users”, granting them access to the Exhibitor Dashboard.

You will receive an email from the sender service@mapyourshow.com prompting you to log in. Upon clicking the link, enter your email address (the email to which you received the initial setup email) and password. You will receive a second email with instructions if you still need to create a password.

*If you have forgotten your password, reset it using the 'Forgot Password' link. **The link expires after 1 hour.** If time expires, you can revisit the 'Forgot Password' option to obtain a new reset link.*

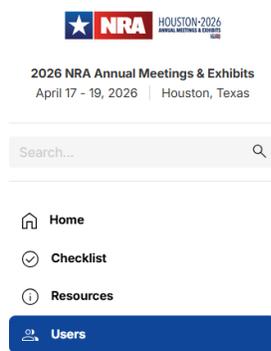
NAVIGATING THE EXHIBITOR DASHBOARD

Home Screen



Your company name and booth number will appear at the top of the home screen on your dashboard. If your company name is incorrect or to request a company name change, contact Shows-Exhibits@nrahq.org

Managing Users



The primary contact user should assign or reassign the remaining dashboard user roles according to your team’s needs. As a primary contact, user has full access to the Exhibitor Dashboard, can make account changes, manage checklist items, and receives all Exhibitor Communication sent throughout the show cycle.

- Select **USERS** from the left-side navigation
- Select **ADD NEW USER**: You can add secondary contacts and select if the new user can add/edit users.

Complete Your Company Profile

A green checkmark will appear when you have fully completed each of the sections below:

Complete Your Profile		
<input checked="" type="checkbox"/> Description	Complete	<input checked="" type="checkbox"/> Special Offers 0 of 1 added
<input checked="" type="checkbox"/> Exhibitor Categories	2 of 10 added	<input checked="" type="checkbox"/> Exhibitor Collateral 0 of 1 added
<input checked="" type="checkbox"/> Business Cards	0 of 1 added	

- Select **DESCRIPTION** to add a brief description of your company (up to 340 characters) and review the Company Information we currently have. **Note:** Changes to Company Information made on this page will appear in the Online Show Directory and Mobile App.
- Select **EXHIBITOR CATEGORIES** to choose up to ten (10) exhibitor categories that best fit your company. When finished, close the list using the “X” and then select the grey “Update Exhibitor Categories” button to save your selection (s). **Note:** Your company will appear in an Exhibitor Directory search in each selected category.
- Select **BUSINESS CARD** add a digital business card to the online directory.
- Select **SPECIAL OFFERS** to add a special offer to your company profile. Special offers can be discounts, free gifts, in-booth demos, celebrity/guest appearances, and much more.
- Select **EXHIBITOR COLLATERAL** to add company press release, white paper, brochure, case study or any relevant material to attract attendees to your booth.

Note: If you have previously exhibited, your company profile information may have been imported automatically. Please check all entries for accuracy.

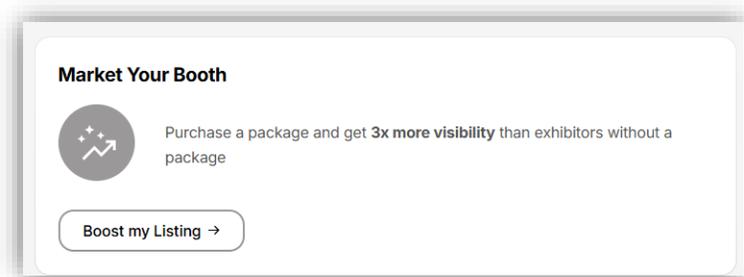
Financials

Select **GO TO FINANCIALS** to download your invoice and/or make payments through the exhibitor dashboard.

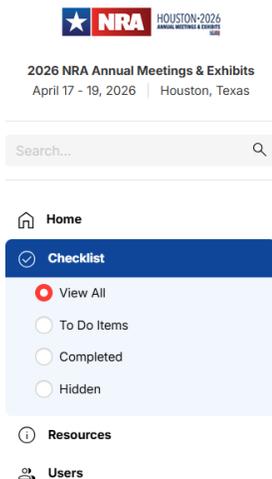


Market Your Booth

Select **BOOST MY LISTING** to enhance your online directory listing. Select from packages to put your listings at the top of attendee searches, product showcases, Company logo and more!



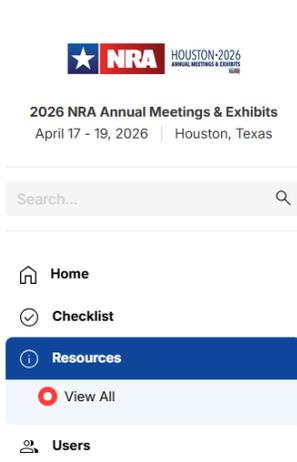
Checklist



Select **VIEW ALL** to easily review the upcoming deadlines and any past-due items you may have missed. Filter checklist items by selecting one of the categories indicated in the left side navigation (View All, To Do items, Completed, and Hidden).

- **Add your own custom checklist items** by selecting the grey “+ Add Item” button. Edit custom checklist items by selecting the pencil icon. *The pencil icon only appears next to the custom checklist items.*
- **Receive an email reminder** to complete tasks by selecting the alarm icon. Two reminders are sent: one five days before the due date and another on the due date.
- **Hide checklist items** by selecting the eye icon. To view hidden items, select “Hidden” from the left side navigation.

Resources



The screenshot shows the top of the Exhibitor Dashboard. At the top left is the NRA logo with a star and the text 'HOUSTON-2026 ANNUAL MEETINGS & EXHIBITS'. Below the logo is the text '2026 NRA Annual Meetings & Exhibits' and 'April 17 - 19, 2026 | Houston, Texas'. A search bar with the placeholder text 'Search...' and a magnifying glass icon is positioned below the header. A vertical navigation menu on the left contains five items: 'Home' with a house icon, 'Checklist' with a checkmark icon, 'Resources' with a document icon and a blue background, 'View All' with a red circle icon, and 'Users' with a group of people icon.

Find answers quickly with materials organized in your Exhibitor Dashboard. New resources are added throughout the show cycle.

➤ Select **RESOURCES** from the left side navigation for a comprehensive list of topics and available resources.