



JOIN US ON THE MOBILE APP

As an exhibitor, you receive a dedicated listing in the BCI Convention mobile app. Please reference the instructions below for how to access the app and update your company profile. **Your login will be provided via email in March 2024.**

HOW TO LOG IN TO YOUR COMPANY AND PERSONAL PROFILES

How to access and manage your personal profile:

- As an attendee affiliated with an exhibiting company, you have two profiles – your personal profile and your company profile. You can switch between profiles by choosing your company name or own name from the drop-down menu in the topright of any page.
- When you first log in to the online event platform, you will be prompted to check/complete your personal profile. You can update your personal profile any time by switching to your personal profile and choosing “My Profile” from the drop-down menu in the top-right of any page. You can also configure your security and notification settings from the relevant options within this menu.

How to access and manage your company profile:

- To access your company profile, switch to this profile by choosing your company name from the drop-down menu in the top-right of any page. On the Home page, you will see your company’s profile as it will appear to attendees, including logo, assets, overview, representatives and tags.
- You can edit your company profile by clicking on the “Edit Profile” button at the top of the page and completing the details.

HOW TO ADD AND MANAGE ASSETS TO YOUR COMPANY PROFILE

To add, edit or delete an asset from your company profile, click “Assets” from the main menu bar. When adding an asset, you can choose from the following options.

- **Documents** - Upload documents (PDF, Word, Excel, etc) up to 25MB. Files larger than 25MB can be added as Links - see below.
- **Photos** - Upload graphic files as jpg or .png files.
- **Youtube** - enter the “share” link of your public or unlisted Youtube video provided by Youtube. Do not use the URL from your address bar.
- **Videos** - enter the full URL of the MP4 file location. Please note, video files cannot be uploaded to the platform and the entered URL must be to an MP4 file.
- **Links** - enter the URL of any publicly available resource on the internet. Please note, the resource will open in a new tab/window for attendees.
- **Audio** - enter the full URL of the MP3 file location. Please note, audio files cannot be uploaded to the platform and the entered URL must be to an MP3 file.