Exhibitor Dashboard Tutorial

Signing into the Exhibitor Dashboard

Submission Overview Image

Submission Overview Check list

1. Submit event specific company information

2. Submit online Exhibitor Directory company information

The information submitted to either the event specific or online exhibitor directory do not automatically copy to one another. Two submissions are necessary to take advantage of full promotional opportunities.

Event Specific Company Description

Exhibit Staff Registration
Signing into the Exhibitor Dashboard
([http://spie.org/app/exhibitions/admin/dashboard.aspx](http://spie.org/app/exhibitions/admin/dashboard.aspx))

- Look for the words **Exhibitor Dashboard** on the login screen.
- The Exhibitor Dashboard is linked to your **personal** SPIE.org account. This is not a shared company account, nor your Exhibitor Service Manual account.
- **Only** the person who is noted as the SPIE contact for a specific event has Exhibitor Dashboard access.
- Do not alter the personal contact information.
- If you are the new contact, or need to be added as an additional contact, please submit a request to exhibitions@spie.org.
- If you do not have a SPIE.org account, click Create an Account. Read the Create an Account Tutorial. You will need your personal SPIE.org ID. Creating an account without your SPIE.org ID may result in a duplicate account and you will not be able to access the Exhibitor Dashboard. Contact customerservice@spie.org for assistance.
- If you have other problems with the Exhibitor Dashboard contact exhibitions@spie.org.
- The Exhibitor Dashboard will not allow special characters or hyperlinks. Trying to submit special characters or hyperlinks will result in an error.
### Exhibitor Dashboard

**Select Company**

SPIE

Manage your company's listings and reach your customers before, during, and after the event. As an exhibitor, you receive three listings: in the Exhibition Guide (printed); in the Exhibitor List on the event website (online); in the Online Exhibitor Directory (searchable list of all SPIE exhibitors).

#### 1. SPIE DSS 2014

**Dates:** 6 - 8 May 2014  
**Location:** Baltimore, Maryland, USA  
**Booth Number:** To Be Determined

- **Event Listing Summary**
- **Company Information**
- **Company Description**
- **Exhibit Staff Registration**
- **Assign Keywords**

- **Select Categories**
- **Add Press Release**
- **Press Release Management**
- **Add Product Announcement**
- **Manage Announcements**
- **Submit a Product Demonstration Request**
- **Manage Demonstrations**

#### 2. SPIE Photonics West 2016

**Dates:** 10 - 12 February 2016  
**Location:** San Francisco, California, United States  
**Booth Number:** To Be Determined

- **Event Listing Summary**
- **Company Information**
- **Company Description**
- **Assign Keywords**

- **Select Categories**
- **Add Press Release**
- **Press Release Management**
- **Add Product Announcement**
- **Manage Announcements**

#### Past Events

Review company information listed for past events attended

#### Online Exhibitor Directory

Manage full details for your general company listing

- **Company Information & Description**
- **Select Categories**

Questions? Email exhibitions@SPIE.org or call +1 360 576 3290
Submission Overview Check list

→ Confirm that you are logged in under your personal account. Do not log into or edit another person’s account.

→ If you are the contact person for multiple companies, select the correct company from the drop-down list.

→ Company Logos appear in the website listings only. Click on Upload Company Logo to add, edit, or delete your logo. Logos must be 100 pixels wide x 50 pixels high or less.

1. Submit event specific company information

- Find the name and logo of the SPIE event. You must login and add company information for every exhibition you participate in. The information you submit is specific to this event/year and will not automatically copy across events or online Exhibitor Directory. If you do not see the event, contact exhibitions@spie.org to be added as a contact.

- Click Event Listing Summary to review your complete submission.

- Click Company Information to edit company name, address, email, and website information for promotional print and online materials. Submit permanent address or name company change to exhibitions@spie.org.

- Your Company Descriptions may be printed in the Onsite Exhibition Guide and your online Exhibitor Listing. These are two separate submissions. See pg. 3 for help with this section.

- Assign Keywords or phrase that best describe your company products and/or services, to help people find your company in online searches of the Exhibitor List.

- Select Categories to allow people to find your company using Technology and Application online searches.

- Add Press Releases to be included at the end of your online listing.

- Add Product Announcements to be published on the event specific Exhibition webpage.

- The Product Demonstration is a 30 minute live demonstration, onsite. Product Demonstrations are only available at Photonics West, BiOS, and DSS, with limited availability. Fee applies.

2. Submit online Exhibitor Directory company information

- The online SPIE Exhibitor Directory is a second place to enter copy for online promotions. This is a general, non-event specific listing that gives your company an online presence for 11 months following the close of an exhibition. Add your company information, description, and categories for free.

- The information you submit to the event specific or online Exhibitor Directory does not automatically copy from one to the other. Two submissions are necessary to take advantage of full promotional opportunities.
→ Verify that you are updating the information for the correct Company and the correct event. **If no event logo appears, you may be in the Exhibitor Directory submission form.** Information submitted to the Directory does not appear in event specific listings. See details on page 4.

→ Enter information for the **Event Website** (online Exhibitor List) and the printed **Onsite Exhibition Guide**. Type one complete paragraph in each description. Paragraph breaks are not permitted.

→ Click **Copy from Event Website section** to use the same information for online and printed listings.

→ There are character limits for the Featured Product and Company Descriptions. **Text exceeding the character limit will be cut off.** Use caution when copying and pasting.

→ Customer Contact information is included in the Onsite Exhibition Guide (not in the online listing).

→ Click **Submit to Save Changes** to complete your submission. A confirmation message will appear at the top of the form. If you do not see this confirmation your information has not been submitted or saved.

✔ **Company information successfully submitted. Please allow 24 hours for your changes to take effect.**
1. Click Exhibit Staff Registration (under the corresponding event logo)
For those who exhibit at both PW and BiOS: You only need to register for one event. Your staff roster will not carry from one event to the other however, one badge is good for both events.

Register all exhibit staff for SPIE Photonics West by 44 February 2014. Any changes after that date will need to be made onsite.

NOTE: A Technical Pass is not valid for an exhibit staff person presenting as an Author. An Author Registration is required for entry.
To add new staff members: enter their email address in box (1)
A new dialog box will open for you to fill out. Use the tab key to move between fields.
You may edit the Badge Information at the bottom if you want the badge to print a nickname, different company affiliation, city, or state.

Important: Do not overwrite a badge that is already assigned to someone, with a different person’s name. This will cause errors and not allow the badge to print onsite.

Click Save Roster to add the name to your list and before moving to another page or tab, otherwise all edits will be lost.

To add previous staff members: if you had staff members registered for the PW or BiOS 2014 event, your previous staff list will appear in the left hand column. You may drag and drop them into one of the registration boxes on the right (exhibit staff with technical pass or exhibit staff).

2. Sending email confirmations:
   - Click the Send Registration Confirmation tab
   - You may select: all of the exhibit staff at once, or individually, to receive your email confirmation.

Note: Co-exhibitors should register separately under their own Dashboard Account.

Bring a copy of your Exhibitor Badge Confirmation Email to Exhibitor Registration to expedite badge pick up.