



How to access your Exhibitor Profile(A2Z):

Follow the step-by-step instructions below to create a new password and to login into your new company profile. If you had entered a company description into your profile last year, this information has carried over into the new platform. Every company must create a new password in order to login to the new platform^{*}.

- 1. Go to <u>www.mants.com</u>, hover over the word **"EXHIBITORS"**, and in the drop-down menu, click on **New Exhibitor Console**.
- 2. Click the Login Button and the password screen will appear.
- 3. Click on **Forgot My Password**, and you will be asked to enter your email address.
- 4. A link will be sent to your email to set up your password. If you do not see the link within 5 minutes, check your spam or junk folder.
- 5. Once you create your password, you will return to the login page.
- 6. Login and you are now in the new Exhibitor Console Dashboard.
- 7. The Dashboard has a host of "FEATURED LINKS" to help you prepare for the show, a description of what is available in your new company profile, and a list of exhibitors.
- 8. To edit your company's profile, click on "EXH PROFILE" under the MANTS logo.
- 9. You are now on the page where you can edit and add to your company's profile. Returning exhibitors will notice that much of your information from last year's profile carried over to the new profile.
- 10. Add your logo, any new information, and a background photo (see next step).
- 11. A default background photo is already in place and if you wish to replace it, the Dimensions for the Background photo are 1440 x 360 pixels.

If you have any questions or need assistance, contact Lauren at <u>info@mants.com</u> or by calling 410-296-6959. Calling is recommended.

* Show management does not have access to your password for the new exhibitor console, so be sure to save or keep it in a safe place. If you forget your password, you may reset it at anytime at the console login page.