



The **8th Annual Benefits Selling Expo** has partnered with Map Your Show to provide attendees and exhibitors with an Interactive Floor Plan & Online Planner to assist them with researching exhibitors and planning their time at the 2012 event.

EXHIBITORS, ENSURE YOUR ONLINE PROFILE IS ACCURATE. Use Benefits Selling Expo's Exhibitor Dashboard to manage your online listing so attendees easily contact you.

Please follow the simple instructions below and throughout this PDF to maintain or update your information.

STEP 1: Accessing the Exhibitor Dashboard – Go to <https://bse12.exh.mapyourshow.com> and enter your Exhibitor ID, Password and Name (enter the name of the person logging in).

NOTE: Your Exhibitor ID & Password can be found in the **Directory Notification e-mail** you received from Map Your Show. If you don't have the original e-mail, you can request your log in information by sending an email to help@mapyourshow.com.

STEP 2: Getting Started – Once logged in, you're taken to the opening page of the Exhibitor Dashboard. To proceed with updating your listing, you can select the blue 'Listing Information' link in the Red alert box, or you can select the blue 'edit' link below the Alert Box. Both options will take you to the area where you can manage your listing. Specific locations are indicated by arrows in the visual below.

NOTE: As you may notice in the 'ALERT' box, the deadline to have your information updated for the **printed show catalogue is 16 March 2012**. Any changes made after this date will be reflected online, but not in the printed show catalogue.

STEP 3: Updating Your Company Information - You are now on the listing page which contains various sections that you can maintain. Next to or beneath each section header there is a blue link labeled 'edit' or 'Click Here'; see arrows below for reference. For each section you wish to maintain or update, select the link and complete the forms provided. Below is a sample layout; the page you see will have more sections included.

NOTE: Once you have completed all forms you wish to submit, please select the 'Approve Data' button in the green box at the top of the screen. This notifies show management your listing has been reviewed and you will no longer receive notifications reminding you to approve your listing information.