

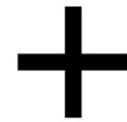
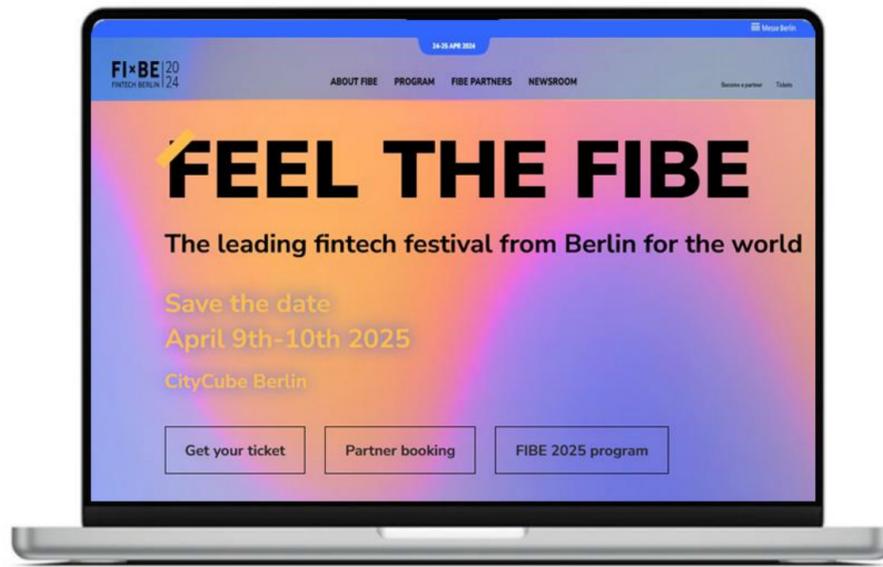
# ONBOARDING

# GUIDE

For Exhibitors

A brand of

# One Profile – Many ways to be seen

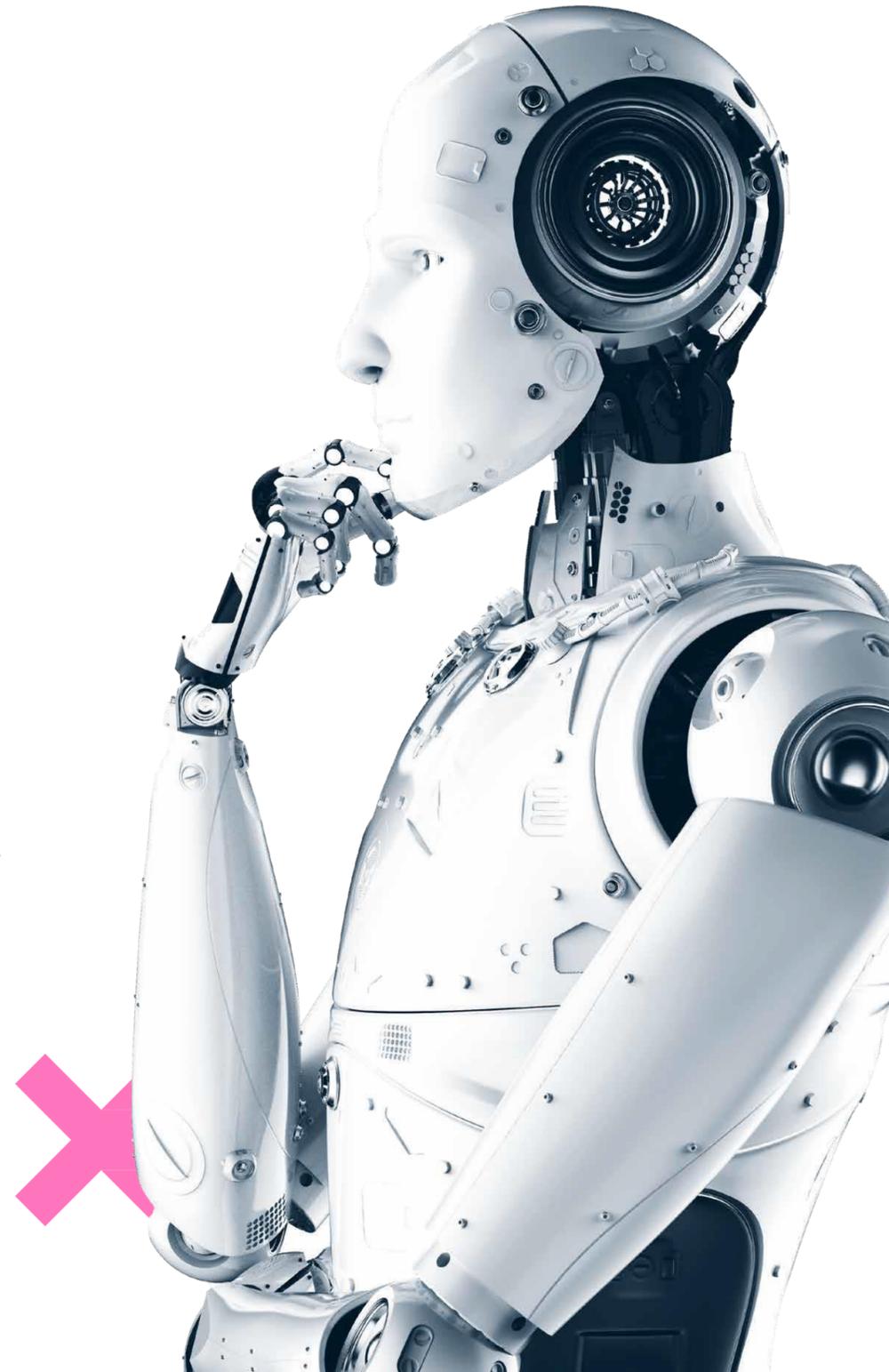


✗ **A detailed profile that is available before, during and after the event.**

✗ **Global reach and open to all participants 24/7**

✗ **The smart companion for the trade show**

✗ **Available für iOS and Android**



# ✓ Your Media Package

**The following services are included in your partner registration**

## Media Package Partner



- Basic company entry (company name, company logo, address, hall and stand number) telephone, email
- Web address
- Company description in your profile (max. 4,000char.)
- Link to social media profiles (Facebook, X, YouTube etc.)
- Networking within the app
- Presentation of 1 product with product description (max. 4,000 char.), photo & link.
- 2x Entries in the categories of the product group index



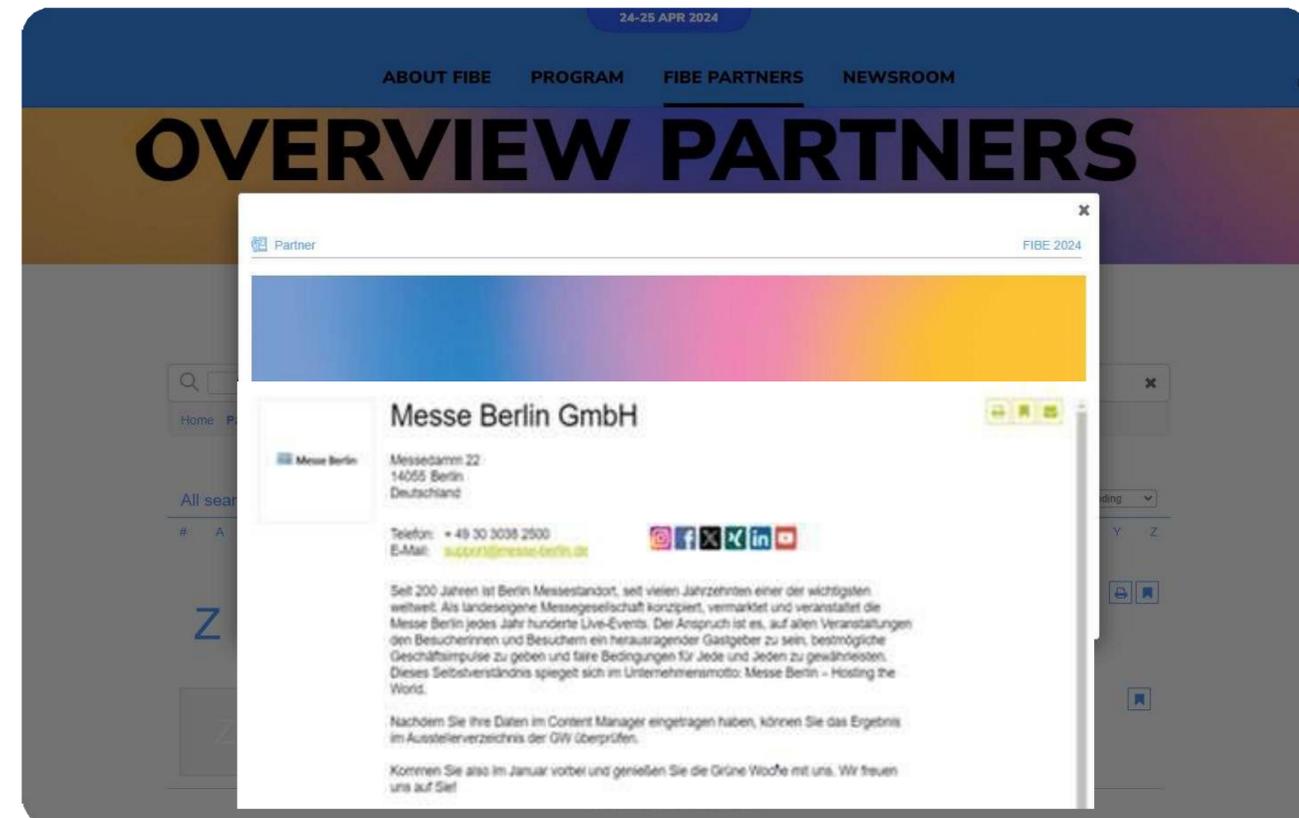
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## Access to the Content Manager

- The person named as main contact has now received an e-mail with a link to the Content Manager. Clicking on the link redirects you to your **Content Manager**.
- A new page is about to open in which you can enter your company data. Changes can be made at any time. Just click on save data to start publish content for your **company profile**.
- After editing all information you can go to the **exhibitor list** and view your online entry. Changes can be made at any time.



**Please note:** The link is only sent to the main contact. If other members want access in order to edit the company profile, the link to your **content manager** can be forwarded.

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## Editing data in the Content Manager

### General Tips:

- The navigation menu on the left will guide you through the various areas that need to be edited to complete your entry. You will also find additional links to further information.
- After editing each edit field, click on "Publish" in the top right-hand corner to save the changes.
- In each edit field, you can choose between the options "Translation German" or "Translation English" to edit the content in the respective language. We advise you to edit the information in both languages.

The screenshot displays the 'FIBEX FINTECH' content management interface. On the left, a navigation menu includes 'Unternehmensprofil', 'Segmente', 'Produkte', and 'Ansprechpartner'. The main content area is titled 'FIBEX FINTECH' and contains instructions: 'Hier können Sie Ihr Unternehmensprofil, d.h. Ihren Partneireintrag bearbeiten und veröffentlichen. Über die Navigationspunkte auf der linken Seite gelangen Sie zu weiteren Bereichen.' Below this, there are two main sections: 'Logo und Hintergrundbild' and 'Grunddaten'. The 'Logo und Hintergrundbild' section features a dashed box for uploading a logo with the text 'Ziehen Sie Ihr Bild hierher.' and technical specifications: 'Bildgröße: 500 x 500 px, Formate: jpeg, png, Dateigröße: max. 5 MB'. It includes buttons for 'Dateien durchsuchen' and 'Aktuelles Bild löschen'. The 'Grunddaten' section contains input fields for 'Firmenname\*' (pre-filled with 'FIBEX FINTECH') and 'Telefon' (pre-filled with 'Telefonnummer'). At the top right, there are buttons for 'Änderungen verwerfen' and 'Veröffentlichen', with a yellow hand cursor pointing to the 'Veröffentlichen' button. The bottom left corner shows 'EN | DE'.

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## Editing data in the Content Manager – Start page

You can customize your main entry on the start page:

1. Logo
2. Basic data & company description
3. Social media accounts

The screenshot shows the 'FIBEX FINTECH' content manager interface. On the left is a navigation menu with the following items: Unternehmensprofil, Segmente, Produkte, and Ansprechpartner. The main content area is titled 'FIBEX FINTECH' and contains the following sections:

- Logo und Hintergrundbild**: A section for uploading the company logo. It includes a dashed box for the image with the text 'Ziehen Sie Ihr Bild hierher.' and technical specifications: 'Bildgröße: 500 x 500 px, Formate: jpeg, png, Dateigröße: max. 5 MB'. Below this are two buttons: 'Dateien durchsuchen' and 'Aktuelles Bild löschen'.
- Grunddaten**: A section for basic company information. It contains two input fields: 'Firmenname\*' (with the value 'FIBEX FINTECH') and 'Telefon' (with the value 'Telefonnummer').

At the top right of the main content area, there are two buttons: 'Änderungen verwerfen' and 'Veröffentlichen'. A yellow hand cursor is pointing at the 'Veröffentlichen' button. In the bottom left corner of the interface, there is a language selector 'EN | DE'.

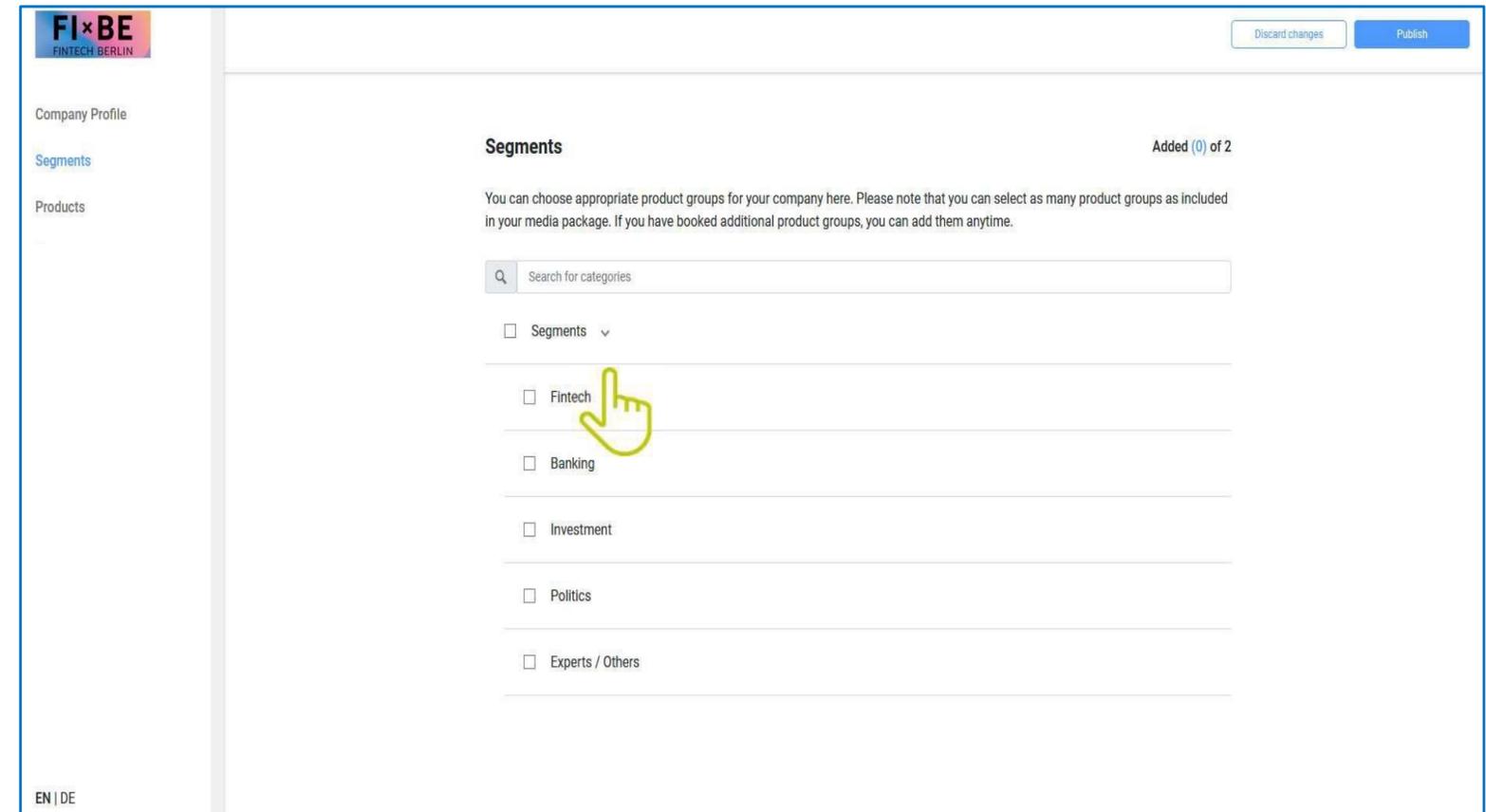
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## Editing data in the Content Manager – Segments

- You select the segments that apply to your company under segments.
- To open the selected segments, please click on the displayed name and not on the adjacent arrow.
- You can see the number of product groups already selected and those still available at the top right.



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## Editing data in the Content Manager – Products

- Click on "Add product" and then on "Product" to open the editing area where you can edit the product information.
- Below you can find three further tabs: "Links", "Product groups", "Multimedia".
- **Important:** The product categories contribute significantly to the visibility of your products.

The screenshot displays the 'Products' editing interface in the FI×BE Content Manager. The interface is divided into a sidebar and a main content area. The sidebar on the left contains navigation options: 'Company Profile', 'Segments', and 'Products' (which is currently selected). The main content area is titled 'Products' and includes a sub-section for 'Product'. At the top right of the main area, there are 'Discard changes' and 'Publish' buttons. The 'Product' form contains several fields:
 

- Product image:** A dashed box for image upload with instructions: 'Drag your image here. Image size: 500 x 500 px, formats: jpeg, png, file size: max. 20 MB'. Below this are 'Browse files' and 'Delete current image' buttons.
- Language:** Radio buttons for 'English (Default)' (selected) and 'German (Translation)'.
- Product name:\*\*** A text input field containing 'Product|'.
- Publication starting:** A date input field with '19.03.2024'.
- Publication ending:** A date input field with the placeholder 'Enter publication end date (English)'.
- Product description:** A text area with a character count of '(0/4000)'.
- Short teaser text:** A text area with a character count of '(0/200)'.

 At the bottom of the main area, there are tabs for 'Categories' and 'Multimedia'. The bottom left corner of the interface shows 'EN | DE'.

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## ANY QUESTIONS?

### Contact & support for questions

Telefon: +49 30 3038-2500

[Support-Center](#)

