

# EDspaces

Designing the Future of Education

Houston, TX | November 12-14, 2024

Welcome to the EDspaces Exhibitor Hub!  
Here's how to update your exhibitor information.

## STEP 1

### LOGIN

① Go to <https://edspaces2024.smallworldlabs.com/home>

② Click the Exhibitor Login button

③ Click **Forgot Password?** to create a password

⚠ *Note: Everyone will need to do this for every show, as this password is different from the A2Z password you have for accessing online payments.*

④ Enter your email address and click **Submit**

⚠ *Note: you will need to use the email address associated with your account. Contact [exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com) for help, if needed.*



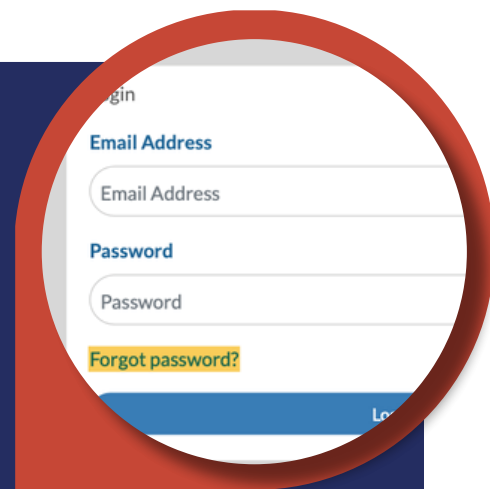
You will then receive an automated email to reset your password (be sure to check junk folder if you don't see it)

▶ Click **Reset Password** in the email

▶ Create your password and click **Reset Password**

⑤ Return to the login page and log in with your email and new password

▶ Once logged in, you will need to click the blue button that says **Click to access the Exhibitor Hub** to begin updating your exhibitor profile



## STEP 2

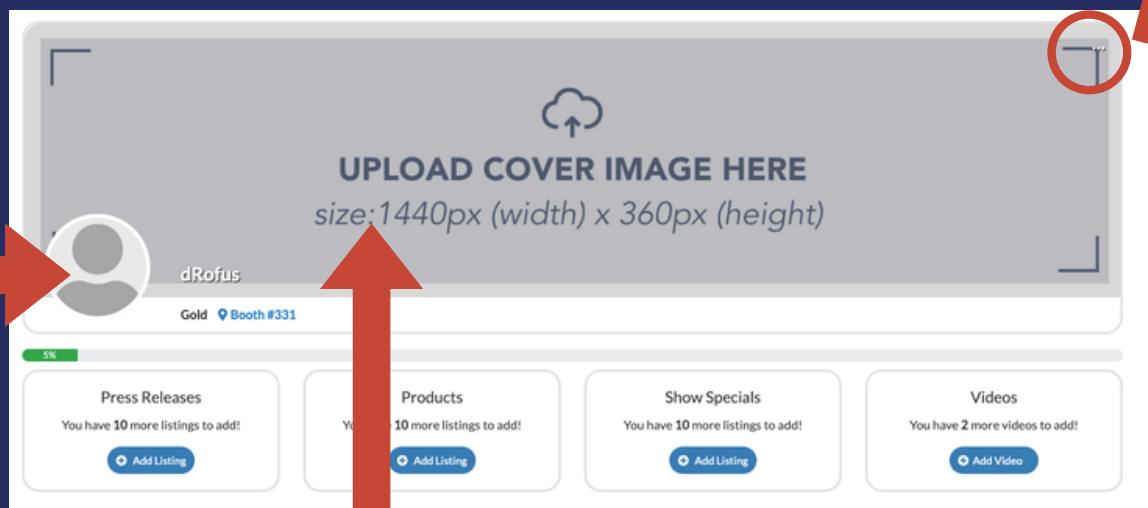
# UPDATE YOUR COMPANY'S PROFILE

It is SO important for you to update your company information as this info is the only way EDspaces Attendees can find your company in the printed Show Directory and Mobile App, as well as when they search through the Exhibitor List online. Be as thorough as possible for the best results!

From your Exhibitor Hub page, update as much of the information below that is available to you depending on your package level:

### ① Add your company photos

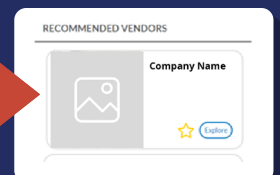
Click on the 3 dots on the top right of the cover photo and click on Add Photo, Add Cover Photo and Add Featured Photo



**PHOTO:**  
Add your  
company logo

**COVER PHOTO:**  
Add a lifestyle or  
product image

**FEATURED  
PHOTO:**  
Add a product  
photo or logo



**PRO TIP:** Images not aligning correctly after you upload? Try uploading again, and zooming out & centering the image on the preview screen before clicking **SAVE**.

## ② Update your company's About section

Click on the Edit link in the About section

About	Name	Accurate Lock and Hardware
Contact	What We Do	Accurate Lock & Hardware offers an extensive range of ligature resistant and ADA-compliant products that positively contribute to healing environments. Accurate's team of experts are dedicated to developing innovative solutions for specific challenges. Designed with patient care and staff safety in mind, all Accurate products are made entirely in the USA, which allows the ability to quickly adjust, adapt and produce the best solutions to meet the ever-changing needs of the healthcare industry.
Brand Values	Website	<a href="http://www.accuratelockandhardware.com">http://www.accuratelockandhardware.com</a>
	Categories (8)	ADA-Compliance Products, Restroom Accessories, Suicide-Resistant Products, Door Hardware and Controls, Locks

▶ **Name:** Review your company's name; this is how it will appear in the printed and online Show Directory. If you require any edits to the company name, please email [exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com)

▶ **What We Do:** Add a description of your company so buyers know who you are, what you sell, and why they should buy your products. This will be used as your company's profile in the printed Show Directory. Please make sure to have this section updated no later than 9/13/24.

▶ **Product Categories:** Select relevant Product Categories, as this will ensure your company is listed in these sections of the printed Show Directory and when buyers search the online Show Directory.

! Don't forget to click **SAVE** once you are finished!

## ③ Update your company's Contact section

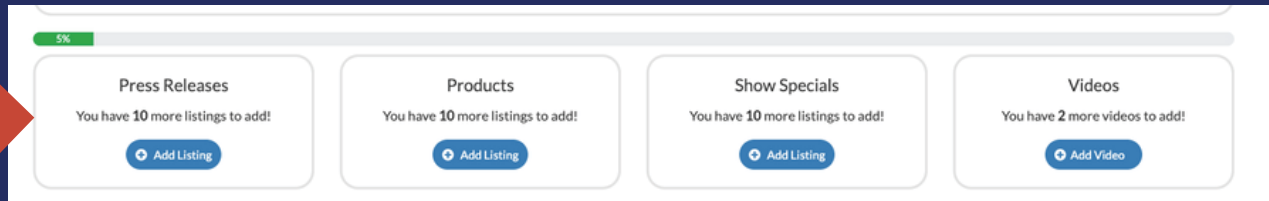
Click Contact and then click on the Edit link

Contact	Facebook
	Instagram
	LinkedIn
	Twitter

▶ Edit/Fill in all sections, and click **Save**.

#### ④ Add Press Releases, Products, Show Specials, and Videos

Depending on your package level, you have the ability to add the following listings that will be displayed on your Company Profile, as well as various sections of the EDspaces Exhibitor List, used by attendees when planning which exhibitors to see at the show:



- ▶ **To Add Press Releases:** Click **Add Listing** and fill in the **Title** of the press release, use the **Description** box to add the body of the press release, add a link to the **Learn More** box, and click **Save** once complete.

↪ On the next page, click **Add Photo** to add a photo to the listing.

- ▶ **To Add Products:** Click **Add Listing** and fill in the **Title** and **Description** of the product you want to highlight, add a link to the **Buy Now** box, and click **Save** once complete.

↪ On the next page, click **Add Photo** to add a photo of the product.

- ▶ **To Add Show Specials:** Click **Add Listing** and fill in the **Title** of the show special you are promoting, use the **Description** box to add the details of the deal or offer, add a link to the **Learn More** box, and click **Save** once complete.

↪ On the next page, click **Add Photo** to add a photo to the listing.

- ▶ **To Add Videos:** Click **Add Video** and fill in the **Title** and **Description** of the video you want to post, add the video link to the **Add Video** box, and click **Save** once complete.

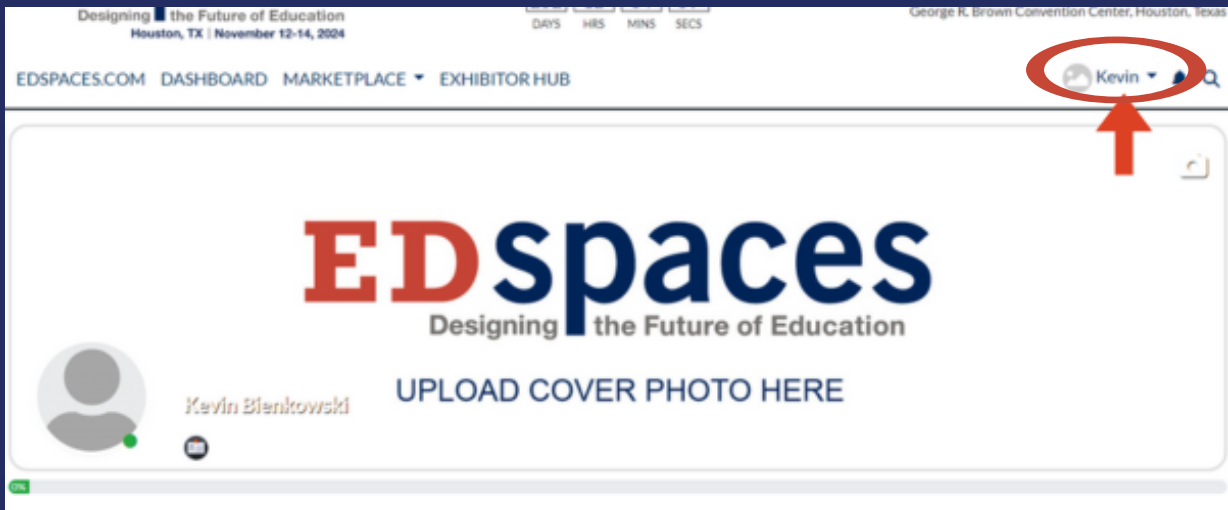
**PRO TIP:** To update or replace listing images, first open the listing and then click on the current photo. After the listing image is opened, click on the 3 dots indicated to the right, and select “Delete Image”. This will remove the current image for the listing. Then follow the instructions above for uploading an image.

## STEP 3

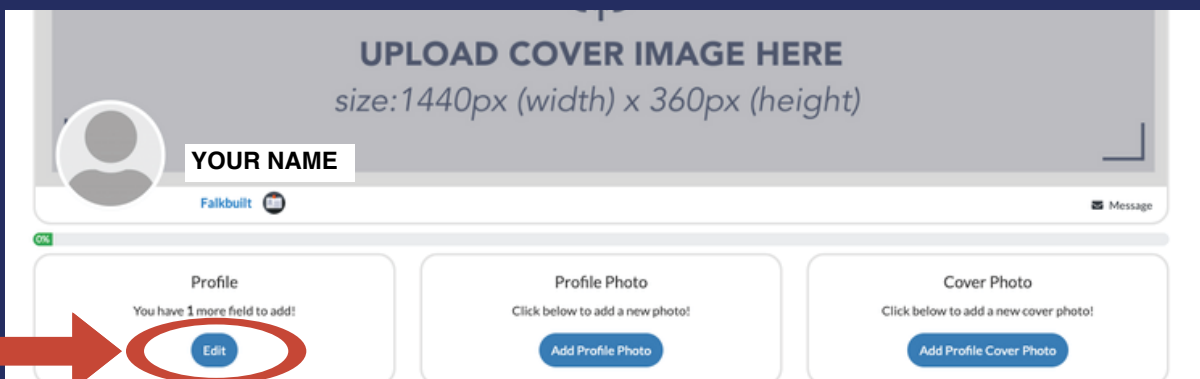
# UPDATE YOUR PERSONAL PROFILE

A new feature of the new EDspaces Exhibitor Console is the ability for all individuals to have their own personal profile. This allows attendees to see you, not just your company profile. Therefore, you want to make sure you complete your personal profile page! Here's how:

- 1 Click on your name in the top right corner of the screen, and then click on **View Profile**



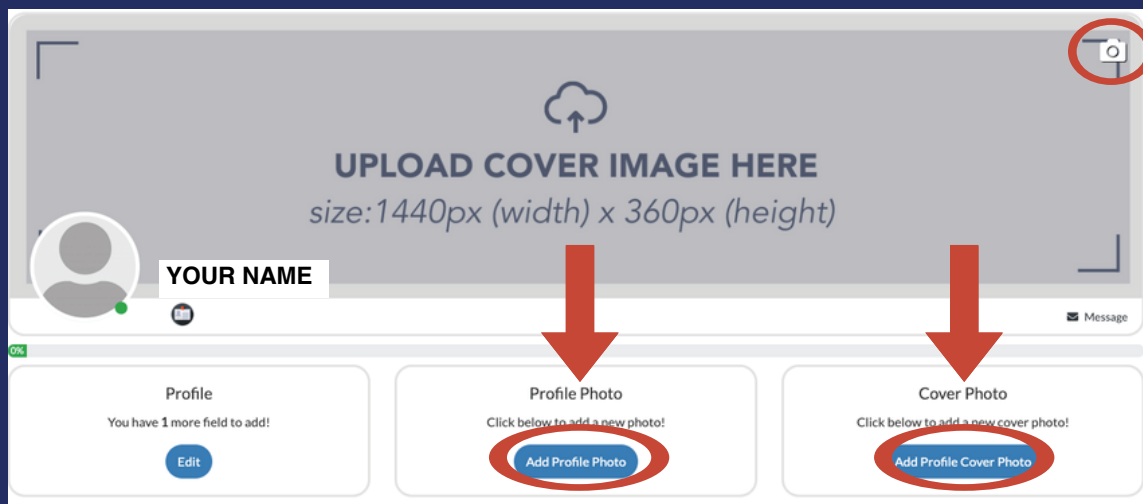
- 2 From your personal profile page, click on the **Edit** button under Profile to add your "About Me" info including location and website and click **Save** when complete.



You can also click on the **Everybody** icon in the top right if you want to change who sees this info.



**3** Next, you can upload your personal **Profile Photo** and **Cover Photo** by clicking the buttons under each section, or by clicking the photo icon on the top right of your cover photo.



# CONGRATULATIONS!

Attendees can now find you in their printed Show Directory searches and online Exhibitor listings!