Instructions & FAQ Event Portal Exhibitor Dashboard

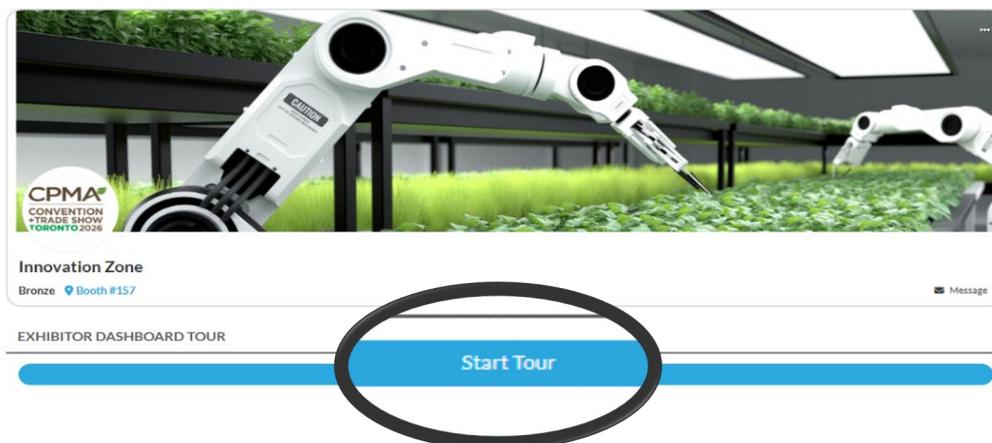## Who has access to edit the exhibitor dashboard?
- The Booth Coordinator automatically has access to the dashboard.
- You can add a second and third contact to the dashboard by emailing Angélique ALefrancois@cpma.ca

Create a new Account in 2026
- Start by clicking here: **CTS 2026 Event Portal** * Please note that the system resets each year
- Click the **Login** button
- Enter your email address
- On the next screen, click the **Forgot Password / First Time Login**
- Enter your email address then click **Submit**
- You will receive an automated email from **Events IdP <noreply@personifyauth.com>** with a link to create a new, unique password for your account.

Log in to the Event Portal
- After completing your password setup, you'll be redirected to the login screen. Enter your new credentials to access your account.
- Once logged in, click the **Exhibitor Dashboard** link in the top navigation bar. From there, you can manage your profile, complete assigned tasks, and access important event tools.
- Take the tour to discover how to make the most of your dashboard and its features.

Updating your Exhibitor Dashboard

About & Contact → "Click here to Edit"
Update your company profile & contact information

⚠️ Choose your **categories**

> To be matched with attendees seeking specific categories, ensure all relevant categories are selected in your profile.

Add **Press Release, Products, Documents, Videos** by choosing "Add Listing" and following the prompts

Edit/Delete a listing
- Go to the listing you would like to edit / delete,
- Select "Explore"
- Click the ellipsis [...] and select the action you would like to take.
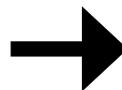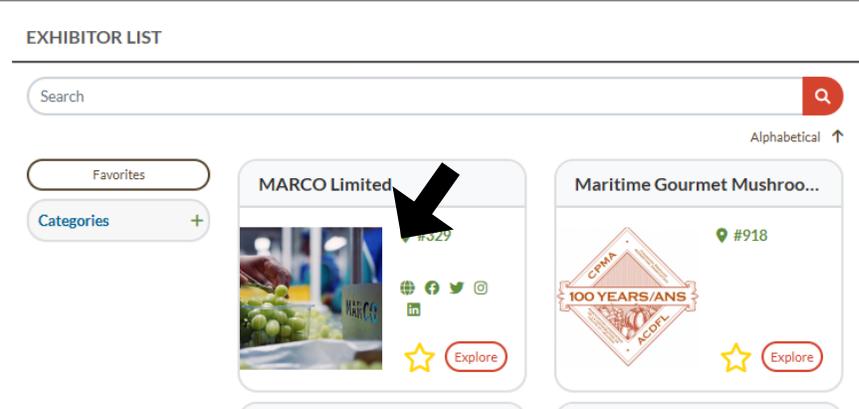
Photos

Select the ellipsis [...] to add the different photos.

- **Photo:** 360x360 px – appears on your profile. Default: CPMA logo.
- **Cover Photo:** 1440x360 px – banner on your dashboard. Default: Fresh Week banner.
- **Featured Photo:** 360x360 px – replaces your logo on the Exhibitors Map if uploaded.

NOTE: You must click "Save" after editing each section.

NEW this year, **Matchmaking & Meetings**

Matchmaking helps exhibitors and attendees connect faster and more effectively through smart meeting recommendations and simple scheduling tools, creating valuable, high-quality connections. **This feature will be available in April**. More details will be shared prior to the launch.

IN ORDER FOR THIS FEATURE TO WORK TO ITS FULLEST, EACH BOOTH STAFF
WILL NEED TO CREATE AN ACCOUNT (SEE PAGE 1) AND A PERSONAL PROFILE.

Step 1. Your Profile

- Select your name on the Navigation Bar
- Choose **View my Profile**
- Edit your **Interests**
  - the system will recommend users based on *shared interests*. You can see the list of recommended attendees by selecting **Browse Attendees** on the navigation bar. (This will be live in April)
  - update your profile to let attendees know a little **about you** and your role in your company

Step 2. Meetings

- Select a contact in **Browse Attendees**
  - you should have a list of **recommended attendees**, but you can also **browse all users**
- You can **Add Friend, Send Message, & Schedule Meeting**
- These actions will send an external email alert to the recipient, as well as an internal message
  - You will be able to add the meeting to your *personal calendar* by opening the attachment in the email.

If you need further assistance, please contact Angélique Lefrançois.
ALefrancois@cpma.ca