



Instructions & FAQ Event Portal Exhibitor Dashboard

Who has access to edit the exhibitor dashboard?

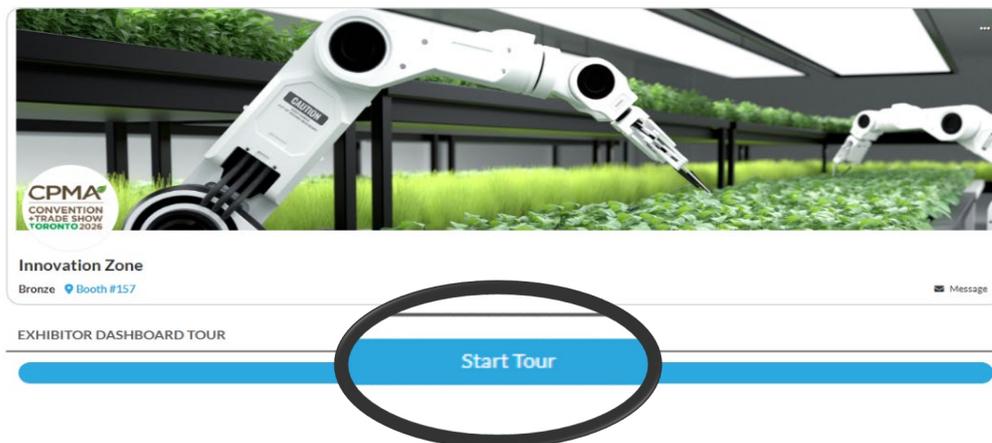
- The Booth Coordinator automatically has access to the dashboard.
- You can add a second and third contact to the dashboard by emailing Angélique ALefrancois@cpma.ca

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.





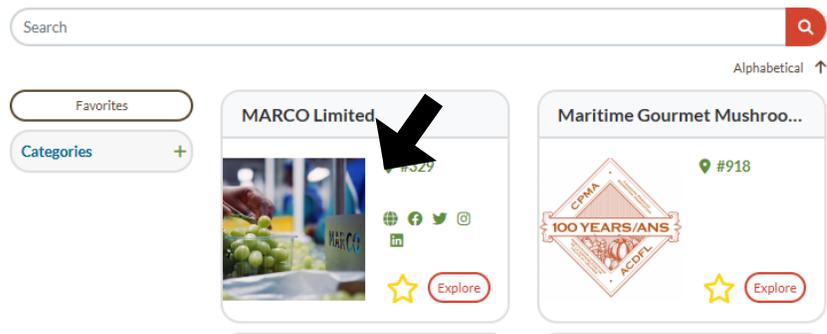
Photos

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.



EXHIBITOR LIST



Featured Photo will replace the logo on the Exhibitor List

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



Updating your Exhibitor Dashboard

EXHIBITOR DASHBOARD TOUR

Start Tour

30%

Press Releases
Click below to add a new listings!

[Add Listing](#)

Products
Click below to add a new listings!

[Add Listing](#)

New Product Showcase
You have 4 more listings to add!

[Add Listing](#)

Documents
Click below to add a new listings!

[Add Listing](#)

Video Category
Click below to add a new videos!

[Add Video](#)

<p>About</p> <p>Contact</p>	<p>Name</p> <p>Innovation Zone</p> <p>Website</p> <p>https://cpma.ca/research-and-innovation</p>	<p>[Click here to Edit]</p>
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Click 'Add Listing' to enter product information

Entering/Deleting 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.

LISTINGS

Search

Filter Created

Mangos #122

Canadian Produce...

[Explore](#)

Blueberries #122

Canadian Produce...

[Explore](#)

→

Listings / Products / Mangos

Mangos

Local and Fresh

Category Products

Added by Canadian Produce Marketing Association

Click here to Edit

Add Photo

Delete

Bookmark

Like

Buy Now

Changing email address and password

- Go to "My Account" and make the necessary changes

Exhibitor List Product Gallery Exhibitor Dashboard

Angélique

MY ACCOUNT

Account Privacy Subscriptions Page Panel Logout



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, YOU WILL NEED TO CREATE 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 (April)

- 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