



Instructions & FAQ Event Portal Exhibitor Dashboard

Who has access to edit the exhibitor dashboard?

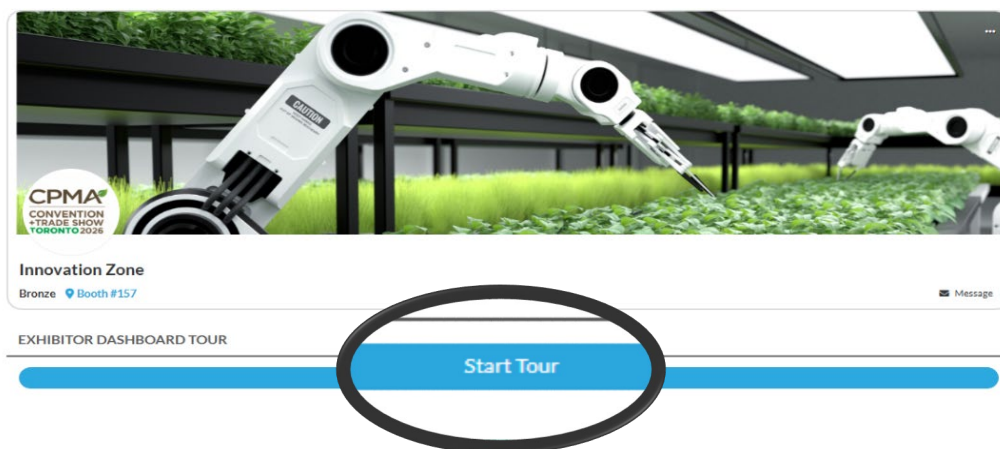
- The Booth Coordinator automatically has access to the dashboard.
- You can add a second and third contact to the dashboard by emailing Angélique ALefrancois@cpma.ca

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.

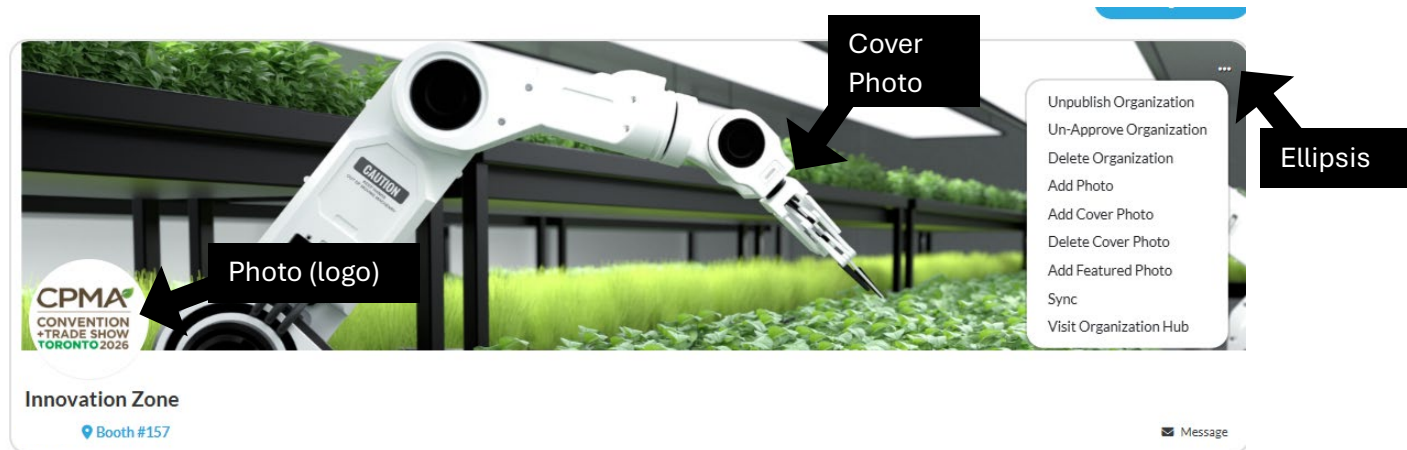




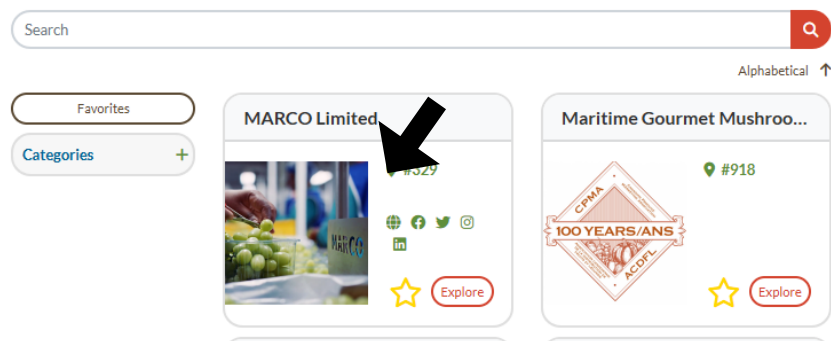
Photos

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

- CPMA CONVENTION + TRADE SHOW TORONTO 2026
- 9 - CPMA CONVENTION + TRADE SHOW TORONTO 2026
- [3/4 - CPMA CONVENTION + TRADE SHOW TORONTO 2026



EXHIBITOR LIST



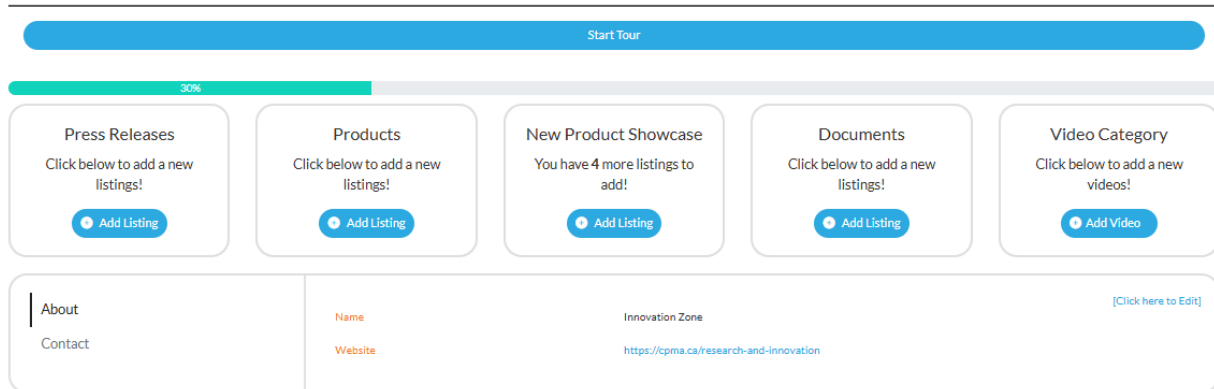
Featured Photo will replace the logo on the Exhibitor List

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



Updating your Exhibitor Dashboard

EXHIBITOR DASHBOARD TOUR

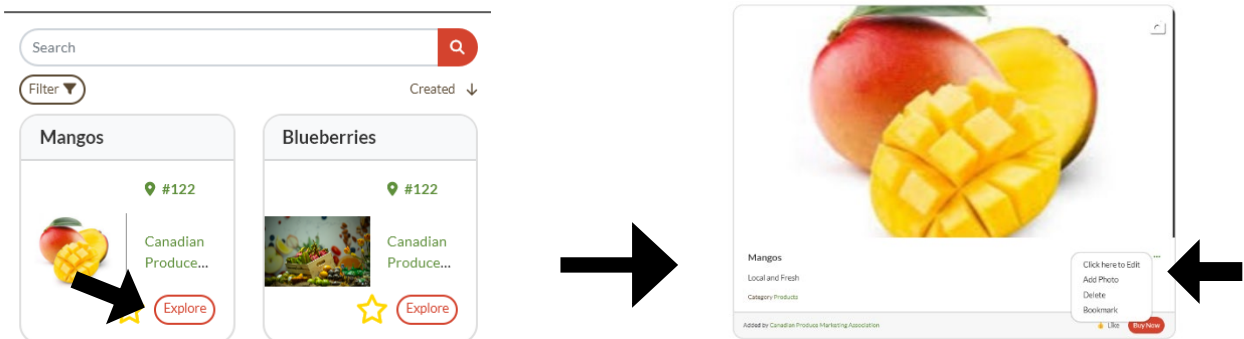


Click 'Add Listing' to enter product information

Entering/Deleting a listing

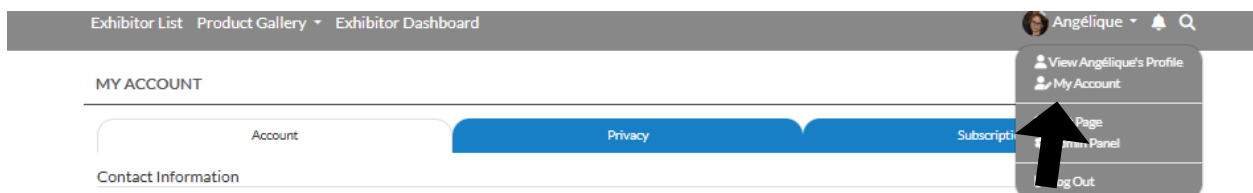
- Go to the listing you would like to edit / delete,
- Select "Explore"
- Click the ellipsis [...] and select the action you would like to take.

LISTINGS



Changing email address and password

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





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