



Instructions & FAQ Event Portal Exhibitor Dashboard

Who has access to edit the exhibitor dashboard?

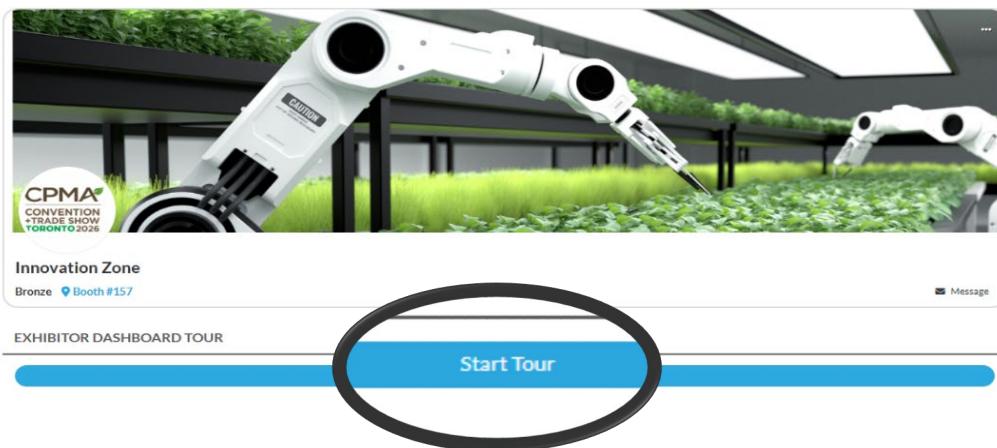
- The Booth Coordinator automatically has access to the dashboard.
- You can add a second and third contact to the dashboard by emailing Angélique ALefrancois@cpma.ca

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.

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-
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The screenshot shows a mobile device displaying the CPMA Convention + Trade Show website. The main content is a photograph of a robotic arm in a greenhouse setting. A black arrow points to the top right of the image, labeled 'Cover Photo'. Another black arrow points to the bottom left of the image, labeled 'Photo (logo)'. To the right of the image is a vertical menu with the following options:

- Unpublish Organization
- Un-Approve Organization
- Delete Organization
- Add Photo
- Add Cover Photo
- Delete Cover Photo
- Add Featured Photo
- Sync
- Visit Organization Hub

A black arrow points to the top right of the menu, labeled 'Ellipsis'.

Innovation Zone

📍 Booth #157

✉️ Message

EXHIBITOR LIST

Search



Alphabetical ↑

Favorites

Categories

MARCO Limited

#329

Explore

Share icons: Facebook, Twitter, LinkedIn, Instagram, YouTube

Maritime Gourmet Mushroom...

#918

Explore

Share icons: Facebook, Twitter, LinkedIn, Instagram, YouTube

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](#)

About
Contact

Name
Website

Innovation Zone
<https://cpma.ca/research-and-innovation>

[Click here to Edit]

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 [q](#)

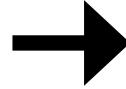
Filter [▼](#)

Mangos
Created [▼](#)

Blueberries

Mangos
Canadian Produce... [Explore](#)

Blueberries
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
List [Buy Now](#)



Changing email address and password

- Go to “My Account” and make the necessary changes

Exhibitor List Product Gallery [▼](#) Exhibitor Dashboard

Angélique [▼](#) [Bell](#) [Q](#)

MY ACCOUNT

Account [Privacy](#) [Subscriptions](#) [Logout](#)

Contact Information

[View Angélique's Profile](#) [My Account](#) [Page](#) [Min. Panel](#)



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