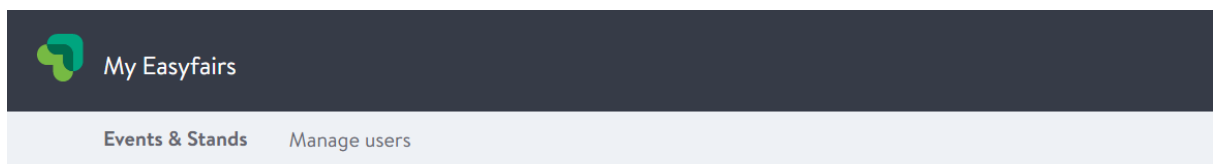


Manual | Logging In To My Easyfairs for the First Time

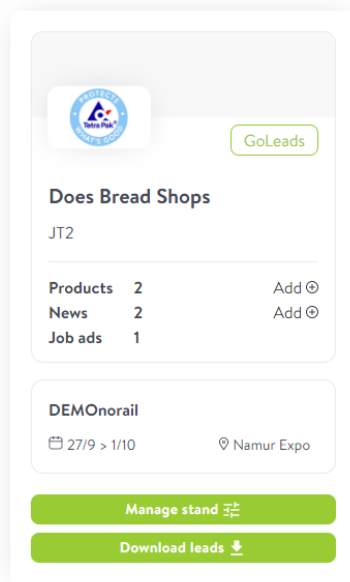
Welcome to My Easyfairs. This is the first time you're logging in for this event participation! You have to follow several steps before you can make optimal use of all functionalities that My Easyfairs has to offer. In this short manual, we will take you through the steps.

Let's go!

You've received an email you can use to log in to My Easyfairs. When logging in, you'll see your stand as shown below. Click on 'Manage stand'.



2030



You will arrive at the screen below, where you can choose to set up a new stand or import a previous stand (if available).

If you have participated before and you want to import a previous stand, click on 'Import stand'. You then go through the further steps to load previously entered information.

In this manual we focus on creating a new stand. To do this, click on 'Add a stand' under 'Set up a new stand'.



Hello Emily Timmerman,

Thank you for booking a stand with us at Transport Compleet Gorinchem 2023.



Setup a new stand

Create a new stand with this step by step guide. It will help you setup your online profile that will be displayed on the event website.

Add stand



Import a previous stand

Reuse one of your previous stands with all its contents. Don't worry, you can still modify it later.

Import stand

This brings you to the screen below where you will go through 6 steps to fill in/upload your basic information, company address, company description, images and categories. Certain data is automatically filled based on the information known to the exhibition organization. Check this information carefully and adjust it if necessary.

Setup your stand!

Completion

Basic information

Stand name*
Easyfairs Netherlands

Contact email*
thomas.eilders@easyfairs.com


Website

Address

Postal code*
4207HZ

City*
Gorinchem

Country*
Netherlands



When the information is correct, you click on the green arrow, after which you're automatically taken to the next step.

Setup your stand!

Completion

Address



Postal code*
4207HZ

City*
Gorinchem

Country*
Netherlands

Description

Company description*
NL DE
test



You follow the steps one by one.

Fill in your company description. What do you want to share with visitors of the event? If you see multiple languages listed in this step, this means that the event website is also available in these languages. You have to enter all languages, you can eventually use the translation tool (right above the input box).

Setup your stand!

Completion

Description


Company description*

NL DE Translate from

test 4/20000

Images

Add images to your profile



Upload your logo.


Setup your stand!

Completion

Images

Add images to your profile

Logo*



Logo_MIX-NOORDOOST.jpg

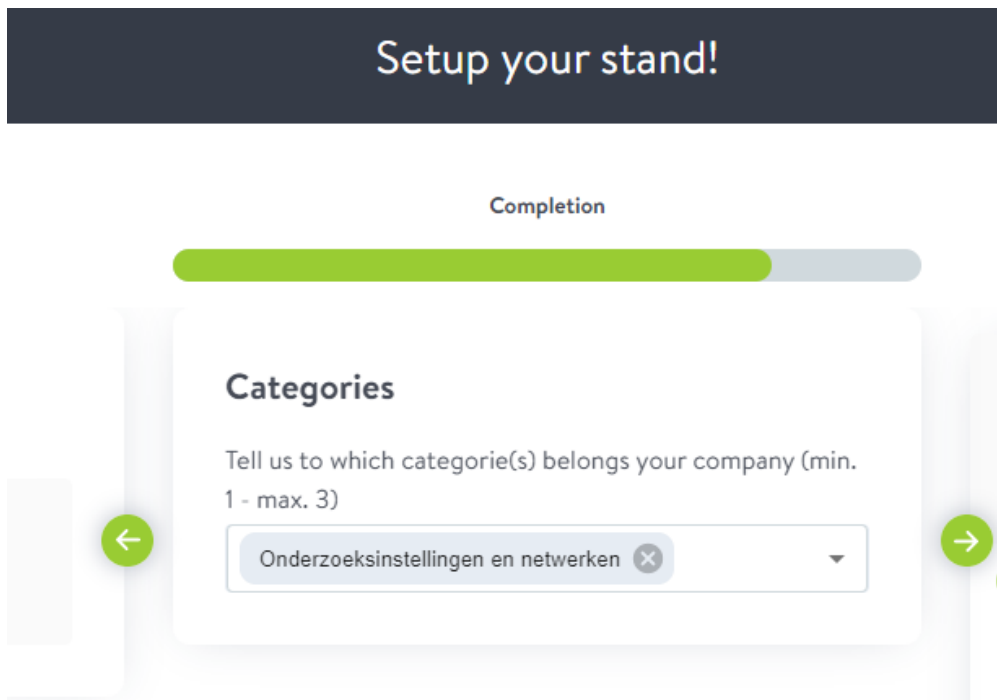
Categories

Tell us about your company

1 - maximum 5 categories

Order

Select the categories in which you are active. You can select maximum 3 categories.



As a final step, you will see an example of your stand card with the information entered. Once your information has been entered completely, click on the arrow to the right to continue to My Easyfairs.

