

Step by Step Guide to edit your Build It Live online profile

The primary content of your company's online profile page will be used for the printed show catalogue. Therefore it is important that you update it and are sure you are happy with its content. Please double check the address details and the way the company name is presented. If you have any questions, please contact jen.grimble@castlemedia.co.uk.

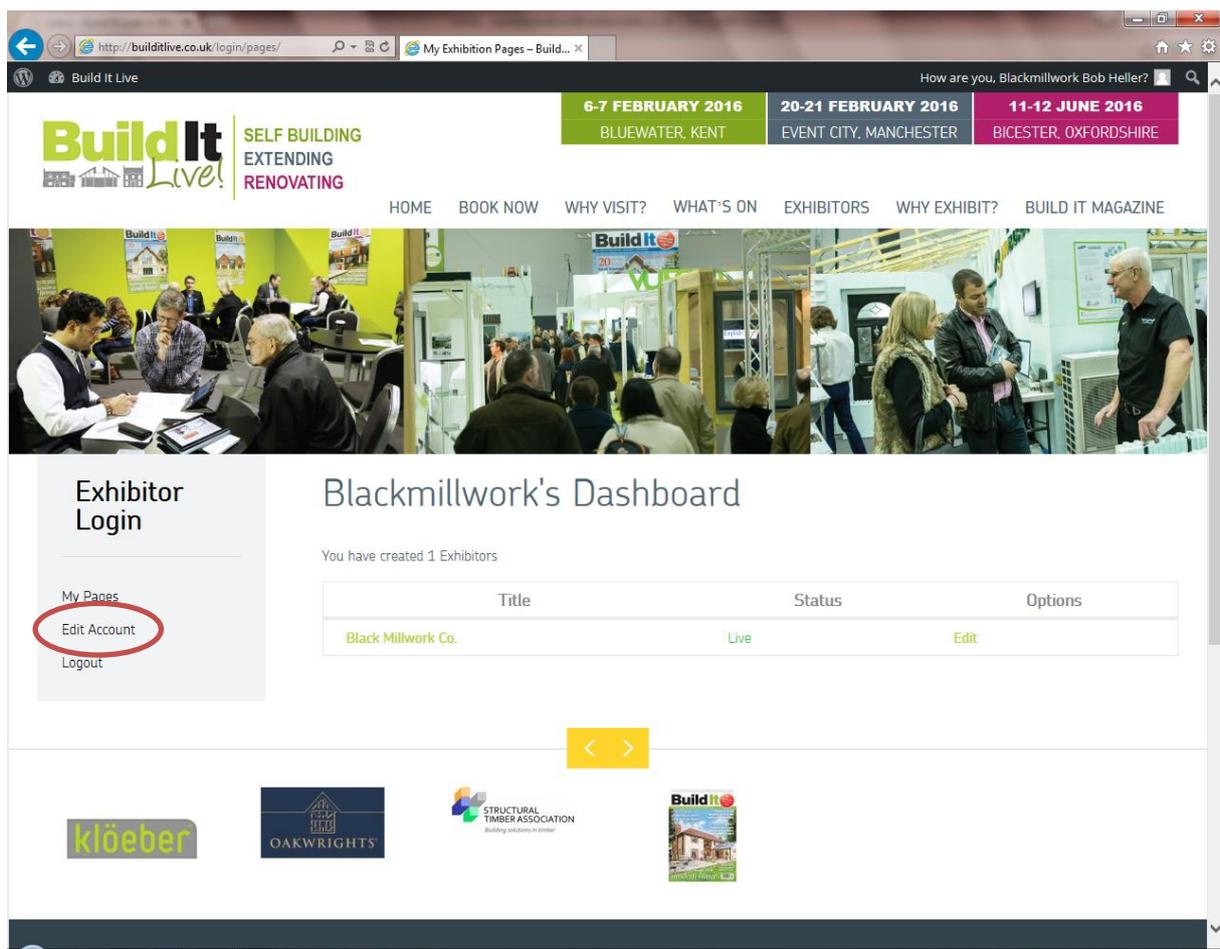
1) **Log in at <http://builditlive.co.uk/login> and enter your username and password**

Your username is the part of your email address that appears between the @ and the .com/.co.uk. For example for us it is 'castlemedia' from jengrimble@castlemedia.co.uk.

Your password will have been emailed to you, but if you can't find the email please contact Jen (details above).

- **Whether you have exhibited before or not, you will have a new password for the Online Directory. We have got a new website and the system required us to re-set all passwords.**

We will email these details to your primary marketing contact in early December. Please change your password the first time that you log in, so it is something memorable to you. You can do this easily via the 'Edit account' page shown here:



The screenshot shows the Build It Live website interface. At the top, there are navigation tabs for three events: 6-7 FEBRUARY 2016 (BLUEWATER, KENT), 20-21 FEBRUARY 2016 (EVENT CITY, MANCHESTER), and 11-12 JUNE 2016 (BICESTER, OXFORDSHIRE). Below the navigation is a banner image of an exhibition. The main content area is titled 'Blackmillwork's Dashboard' and shows 'You have created 1 Exhibitors'. A table lists the exhibitor 'Black Millwork Co.' with a status of 'Live' and an 'Edit' link. On the left side, there is a sidebar with 'Exhibitor Login' and 'My Pages' sections. The 'Edit Account' link in the 'My Pages' section is circled in red.

Title	Status	Options
Black Millwork Co.	Live	Edit

- 2) Once logged in you are taken to Your Dashboard at <http://builditlive.co.uk/login/pages> (see above) where you can see a list of your Exhibitor Page(s). If you have more than one page listed, please edit all of them or let us know if someone else should be managing the pages.

3) To edit your online page / show catalogue entry, click the Option on the right hand side to 'Edit' (circled in red below).

Build It Live

How are you, Blackmillwork Bob Heller?

6-7 FEBRUARY 2016 BLUEWATER, KENT

20-21 FEBRUARY 2016 EVENT CITY, MANCHESTER

11-12 JUNE 2016 BICESTER, OXFORDSHIRE

Build It Live! SELF BUILDING EXTENDING RENOVATING

HOME BOOK NOW WHY VISIT? WHAT'S ON EXHIBITORS WHY EXHIBIT? BUILD IT MAGAZINE

Exhibitor Login

My Pages

Edit Account

Logout

Blackmillwork's Dashboard

You have created 1 Exhibitors

Title	Status	Options
Black Millwork Co.	Live	Edit

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Build It Live!

4) To simply view the page as it appears online click the page "Title", which is your company or product name (circled in orange above).

5) The Editing page looks something like the following:

The screenshot shows the 'Edit details' page for an exhibitor on the Build It Live website. The page has a dark header with the site logo and navigation menu. Below the header is a large banner image of an exhibition stand. The main content area is divided into a left sidebar and a right main section. The sidebar contains 'Exhibitor Login' and 'My Pages' (My Pages, Edit Account, Logout). The main section is titled 'Edit details' and contains several form fields for company information, each with a red asterisk indicating a required field. The fields are: Company Name (Black Millwork Co.), Address (Black Millwork Co., Andersen House, Dallow Street, Burton-On-Trent, DE14 2PQ.), Stand No. South East (C2), Stand No. North West (C2), Telephone (01283 511122), Website (http://www.blackmillwork.co.uk), Twitter Link, Facebook Link, LinkedIn Link, and Youtube Link. At the bottom, there is a 'Company Logo' field showing a thumbnail of the Black Millwork Co., Inc. logo with a 'Delete' button. A note below the logo reads: '(N.B. Here you can see a thumbnail of your logo. It will appear in full on your page.)'

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HOME BOOK NOW WHY VISIT? WHAT'S ON EXHIBITORS WHY EXHIBIT? BUILD IT MAGAZINE

Exhibitor Login

My Pages

Edit Account

Logout

Edit details

Company Name * Black Millwork Co.

Address * Black Millwork Co., Andersen House, Dallow Street, Burton-On-Trent, DE14 2PQ.

Stand No. South East C2

Stand No. North West C2

Telephone * 01283 511122

Website * http://www.blackmillwork.co.uk

Twitter Link

Facebook Link

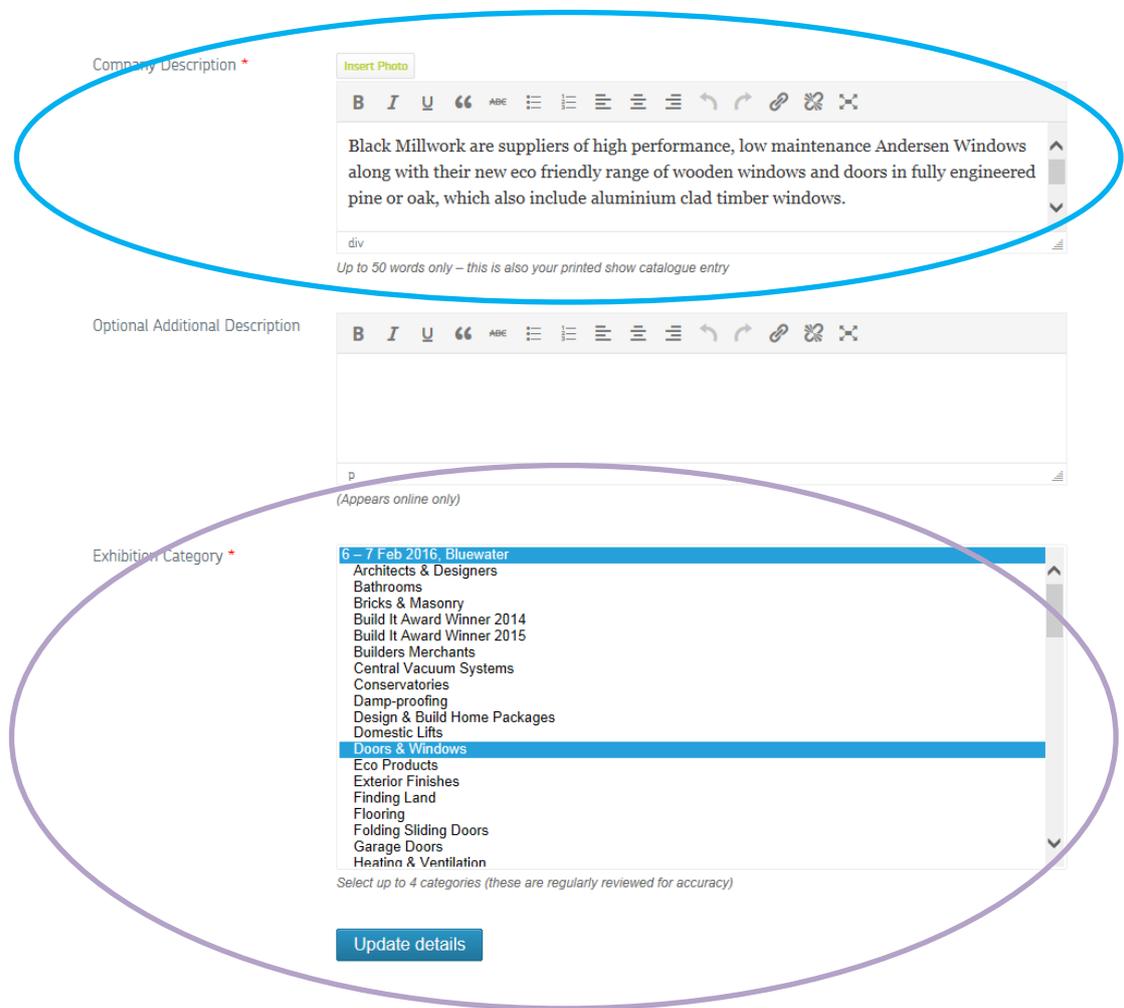
LinkedIn Link

Youtube Link

Company Logo *  Delete

(N.B. Here you can see a thumbnail of your logo. It will appear in full on your page.)

Continued overleaf...



- 6) Please amend the contact details and content as required. Any fields that you don't complete will not appear on the profile page. You can upload your company logo and add a photo. Any images you add will not appear in the show catalogue unless this has been booked with the sales team. N.B. Please only upload JPEG, PNG or GIF files. The system should re-size the files for you if they are very big, but ideally only upload low resolution files (less than 500kb).
- 7) Insert your company's 50 word entry in the field called 'Company Description' (circled in blue). This will be included in the printed show catalogue.
- 8) The field called 'Optional Additional Description' can be left blank, or you can add text here which will enhance your online entry, but will not appear in the printed show catalogue. There is no cost for including additional content online.
- 9) Please select up to four categories for your company to be listed under (circled in purple). The categories appear underneath the relevant show dates. Select multiple categories by holding down CTRL whilst right clicking with your mouse. (You do this twice if you are exhibiting at both shows – keep holding down the CTRL key.)
- 10) When you are ready, click on 'Update Details' at the foot of the page (circled in orange above) and your changes will be saved.
- 11) In some browsers the page may appear to continue loading. Simply right click on your mouse and click on 'Reload'.

- 12) Logout of the page when you are happy with your work. You can return to edit this if you choose, but please note the printed catalogue deadlines that you have received.

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HOME BOOK NOW WHY VISIT? WHAT'S ON EXHIBITORS WHY EXHIBIT? BUILD IT MAGAZINE

Exhibitor Login

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Blackmillwork's Dashboard

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- 13) You can view your entry at <http://builditlive.co.uk/login/pages>, when you click on the 'Page Title' as per point 4 above.