



How to access your Exhibitor Profile (A2Z):

If you have not logged into your account since August 1, 2024, please follow the step-by-step instructions below. You must create a new password to log into your company profile. If you entered a company description into your profile last year, this information has carried over to the 2025 profile platform. Every company contact must create a new password to log into the Exhibitor Profile platform\*.

- 1. Go to <u>www.mants.com</u>, hover over the word **"EXHIBITORS"**, and in the drop-down menu, click on **Exhibitor Console**.
- 2. Click the Login Button and the password screen will appear.
- 3. Click on **Forgot My Password/First Time Login**, and you will be asked to enter your email address.
- 4. A link to set up your password will be sent to your email. Check your spam or junk folder if you do not see the link within 5 minutes.
- 5. Once you create your password, you will return to the login page.
- 6. Login and you are now in the Exhibitor Console Dashboard.
- 7. The Dashboard has a host of "FEATURED LINKS" to help you prepare for the show, a description of what is available in your company profile, and a list of exhibitors.
- 8. To edit your company's profile, click on "EXH PROFILE" under the MANTS logo.
- 9. You are now on the page where you can edit and add to your company's profile. Returning exhibitors will notice that "What We Do" (company description) was carried over from last year's profile.
- 10. Add your logo, update any information you need to, and a background photo (see next step).
- 11. A default background photo is already in place, and if you wish to replace it, the dimensions of the background photo are 1440 x 360 pixels.

If you have any questions or need assistance, contact Lauren at <u>info@mants.com</u> or by calling 410-296-6959. Calling is recommended.

\* Show management does not have access to your password for the exhibitor console, so be sure to save it or keep it in a safe place. If you forget your password, you may reset it at any time at the console login page.