Step by Step Guide to edit your Exhibitor online profile for the Innovation Day

1) Log in at https://www.rebainnovationday.co.uk/?enterzone#/ and enter your username and password. We have sent your username and the instructions on how to set up your password, but if you can’t find the email or are having any difficulties with your log in, please contact jessica.tester@reba.global

2) When you’re logged in, a message can be seen in the bottom right-hand corner.
   If you click on “Enter Zone”, you will be taken to Your Dashboard where you can edit your profile - the system automatically takes you to the incomplete tasks on your profile.
   You can view the profile from the front end when you click on “View Profile”.
   You can log out after clicking on “Logout”.

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3) Once logged in you are taken to Your Dashboard where you will need to complete all the required tasks to complete your profile and to gain full access to the Exhibitor Zone (E-Zone). This area of the event website is where you can update your sponsor profile, detail the products and services you’re promoting at the Innovation Day and share any other relevant information to your presence at the event such as videos, articles and so on. The more up-to-date your profile and content, the more interest you will receive from delegates both before, during and after the Innovation Day.
4) Under the “My Profile” page you can upload your logo, your company description (“Online profile”), a cover photo (450 x 300px), website URL, email, address, social media platforms and so on.
5) Under the “Categories” page you can choose from various categories that will also appear on your profile.
6) After clicking on “Task List” you will be able to see how complete your profile is. If you click on each incomplete task, the system will automatically take you to the relevant pages.
7) Under “Upload an article” you can upload relevant article(s) about your products and services to help delegates get a greater understanding about what you can offer them.
8) Under “Upload a video” you can upload relevant video(s) to enhance your profile information and help delegates understand what you can offer them.
9) If you click on “Printed Delegate Book”, you can submit every detail (company information, details of the Sales representatives) that you wish to be printed in our Delegate Book. If you have a speaking slot, please do not include your speaker in this section as we will add them to a different area of the guide. Please ensure that the details provided are accurate!
10) After clicking on Exhibitor Badge Form you will be taken to a platform where your main contact can order the exhibitor badges for each of your two Reps who will be at the event. Please note these representatives must be the same as the ones you’ve submitted in the delegate guide. If you have a speaking slot, please do not include your speaker when ordering the badges as we will organise this for your speaker. We have sent the log in instructions for this platform to your main company contact, but if you can’t find the email or are having any difficulties with your log in, please contact jessica.tester@reba.global
11) You can view your entry if you close the Dashboard and then click on “View Profile”.

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