

## 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 [juliette.rothera@castlemedia.co.uk](mailto:juliette.rothera@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 [juliette.rothera@castlemedia.co.uk](mailto:juliette.rothera@castlemedia.co.uk).

For new exhibitors, your password will have been emailed to you, but if you can't find the email or are having any difficulties with your log in, please contact Juliette (details above).

- **For first time Exhibitors, you will have a new password for the Online Directory. For those who have already created an online profile, please press 'Lost your password' if you need reminding.**

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 three event banners: "3 - 4 FEBRUARY 2018 KENT EVENT CENTRE", "17 - 18 FEBRUARY 2018 EVENT CITY, MANCHESTER", and "9 - 10 JUNE 2018 BICESTER, OXFORDSHIRE". Below these is the Build It Live logo and navigation menu (HOME, BOOK NOW, WHY VISIT?, WHAT'S ON, EXHIBITORS, WHY EXHIBIT?, BUILD IT MAGAZINE). A large photo shows an exhibition stand with people. The main content area is titled "Blackmillwork's Dashboard" and shows "You have created 1 Exhibitors". A table lists the exhibitor:

Title	Status	Options
<a href="#">Black Millwork Co.</a>	Live	<a href="#">Edit</a>

On the left sidebar, under "Exhibitor Login", the "Edit Account" link is circled in red. Below the table is a yellow navigation bar with left and right arrows. At the bottom, there are logos for klöeber, OAKWRIGHTS, STRUCTURAL TIMBER ASSOCIATION, and Build It Live.

- ### 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).

The screenshot shows the 'Build It Live!' website header with event dates and locations: 3-4 February 2018 at Kent Event Centre, 17-18 February 2018 at Event City, Manchester, and 9-10 June 2018 at Bicester, Oxfordshire. The navigation menu includes Home, Book Now, Why Visit?, What's On, Exhibitors, Why Exhibit?, and Build It Magazine. Below the header is a banner image of an exhibition stand. 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 circled in red. A sidebar on the left contains 'Exhibitor Login' and links for 'My Pages', 'Edit Account', and 'Logout'. At the bottom, there are logos for 'klöeber', 'OAKWRIGHTS', 'STRUCTURAL TIMBER ASSOCIATION', and 'Build It Live!'.

Title	Status	Options
Black Millwork Co.	Live	Edit

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 features a navigation menu at the top with event dates and locations, and a sidebar with user options. The main content area contains a form for editing exhibitor information, including fields for company name, address, stand numbers, telephone, website, and social media links. A company logo is displayed at the bottom of the form with a 'Delete' button.

**Build It Live!** SELF BUILDING  
EXTENDING  
RENOVATING

3 - 4 FEBRUARY 2018 KENT EVENT CENTRE  
17 - 18 FEBRUARY 2018 EVENT CITY, MANCHESTER  
9 - 10 JUNE 2018 BICESTER, OXFORDSHIRE

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...

Company Description \*

Insert Photo

**B I U** “ ABE ☰ ☷ ☹ ☺ ☻ ☼ ↶ ↷ 🔗 🗑️ ✕

Black Millwork are suppliers of high performance, low maintenance Andersen Windows along with their new eco friendly range of wooden windows and doors in fully engineered pine or oak, which also include aluminium clad timber windows.

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*Up to 50 words only – this is also your printed show catalogue entry*

Optional Additional Description

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*(Appears online only)*

Exhibition Category \*

6 – 7 Feb 2016, Bluewater

- Architects & Designers
- Bathrooms
- Bricks & Masonry
- Build It Award Winner 2014
- Build It Award Winner 2015
- Builders Merchants
- Central Vacuum Systems
- Conservatories
- Damp-proofing
- Design & Build Home Packages
- Domestic Lifts
- Doors & Windows**
- Eco Products
- Exterior Finishes
- Finding Land
- Flooring
- Folding Sliding Doors
- Garage Doors
- Heating & Ventilation

*Select up to 4 categories (these are regularly reviewed for accuracy)*

**Update details**

- 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.

### Exhibitor Login

- My Pages
- Edit Account
- Logout**

## Blackmillwork's Dashboard

You have created 1 Exhibitors

Title	Status	Options
<a href="#">Black Millwork Co.</a>	Live	<a href="#">Edit</a>

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.