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.

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.

   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:

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).

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:

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.

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.