

# Global Gaming Expo (G2E) Exhibitor Dashboard Quick Reference Guide

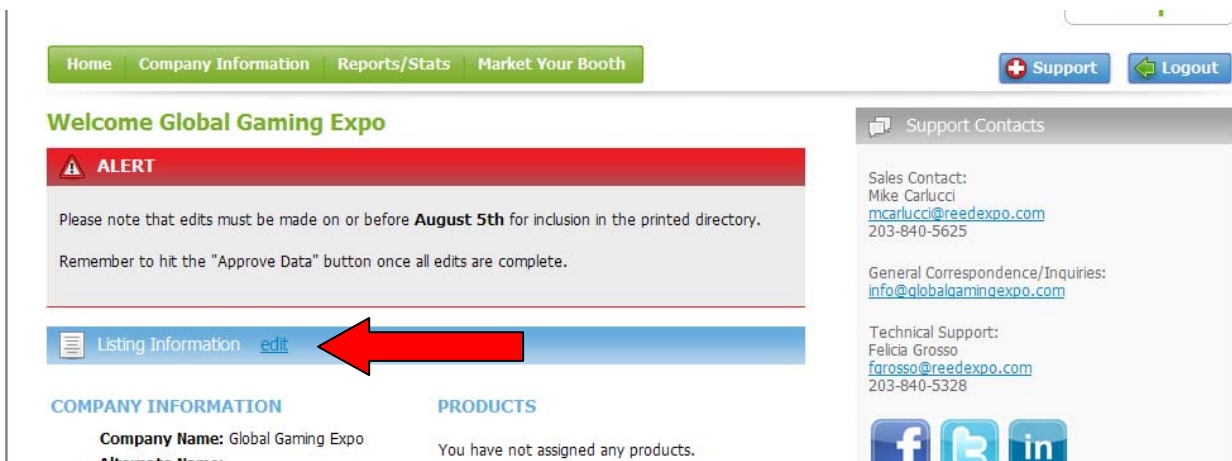
STEP 1: Go to <https://g2e2011.exh.mapyourshow.com> and enter your Exhibitor ID, Password and Name.



The screenshot shows the 'EXHIBITORDASHBOARD' for Global Gaming Expo 2011. It features a 'Welcome to the Global Gaming Expo 2011 exhibitor section.' message and a 'Please login with your Exhibitor ID and Password below.' instruction. A contact email for Felicia Grosso is provided. The 'Exhibitor Sign-In' form includes fields for 'Exhibitor ID:', 'Password:', and 'Your Name:', along with a 'Login' button and a 'Forgot ID or password?' link.

**TIP: Your Exhibitor ID and Password can be found in the notification e-mail you received. If you don't have the original e-mail, you can request your log in information by e-mailing Felicia Grosso at [fgrosso@reedexpo.com](mailto:fgrosso@reedexpo.com)**

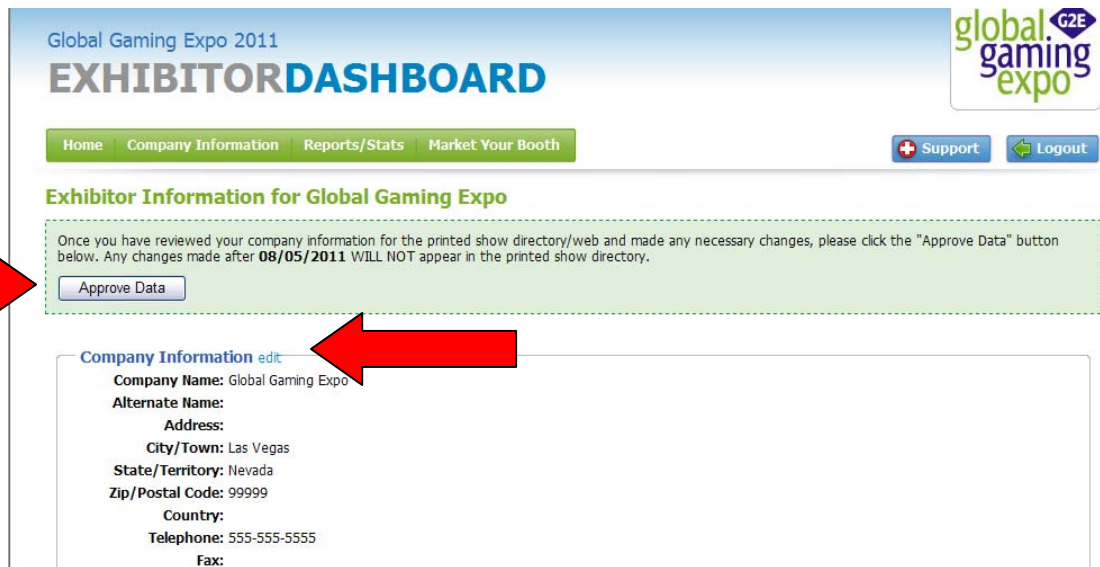
STEP 2: To edit your company information, click the blue "edit" link next to Listing Information.



The screenshot displays the dashboard's navigation menu with 'Home', 'Company Information', 'Reports/Stats', and 'Market Your Booth'. A 'Support' and 'Logout' button are visible. A red 'ALERT' banner states that edits must be made on or before August 5th. The 'Listing Information' section is highlighted with a red arrow pointing to the 'edit' link. The 'COMPANY INFORMATION' section shows 'Company Name: Global Gaming Expo' and 'Alternate Name:'. The 'PRODUCTS' section indicates 'You have not assigned any products.' The 'Support Contacts' sidebar lists Mike Carlucci as the Sales Contact and Felicia Grosso as Technical Support, with their respective email addresses and phone numbers. Social media icons for Facebook, Twitter, and LinkedIn are also present.

**TIP: You can also select which portion of your Dashboard you would like to update by rolling over "Company Information" in the green menu bar at the top of the page and selecting from the drop down menu that appears.**

**STEP 3: You are now on your main page. If your company information is correct, you can click the "Approve Data" button at the top of the screen OR if you would like to edit your information you can click the blue "edit" link next to Company Information.**



Global Gaming Expo 2011

## EXHIBITORDASHBOARD

Home Company Information Reports/Stats Market Your Booth

Support Logout

### Exhibitor Information for Global Gaming Expo

Once you have reviewed your company information for the printed show directory/web and made any necessary changes, please click the "Approve Data" button below. Any changes made after **08/05/2011** WILL NOT appear in the printed show directory.

Approve Data

**Company Information** [edit](#)

Company Name: Global Gaming Expo  
Alternate Name:  
Address:  
City/Town: Las Vegas  
State/Territory: Nevada  
Zip/Postal Code: 99999  
Country:  
Telephone: 555-555-5555  
Fax:

**STEP 4: Fill in your company information. Be sure to click "Update" at the bottom of the screen when done.**

[Back to Account Profile Page](#)

Fields marked with an asterisk (\*) must be completed before data can be successfully approved.

\* **Company Name**

**Alternate Name**

**Address**

**City/Town**

**State/Territory**

**Zip/Postal Code**

**Country**  Please complete field only for countries other than the U.S.

**Telephone**  Format: 123-456-7890

**Fax**  Format: 123-456-7890

**Toll-Free Phone**  Format: 123-456-7890

**Toll-Free Fax**  Format: 123-456-7890

**Company Email**

**Website**  Please limit to one Web site, e.g.: www.abc.com


**Company Description**

Please refrain from using all capital letters. Maximum 350 characters permitted. Spaces and punctuation are counted as characters.

**Facebook**  ex: <http://www.facebook.com/pages/Global-Gaming-Expo-G2E/276457411148>


**Twitter**  ex: <http://twitter.com/G2EVegas>


**LinkedIn**  ex: <http://www.linkedin.com/in/xxxxxx>




**Red indicates required fields. You must complete the required fields or you will not be able to save your information.**

**STEP 5: To add or remove product categories or contacts, click the blue "edit" link next to the title on the main page.**

**Products** [edit](#)   
You have not selected any products.

**Administrative Contact**   
You have not entered any information for this section, [click here](#) to add this information.

**Primary Contact**   
You have not entered any information for this section, [click here](#) to add this information.

**STEP 6: Click the box next to each category you would like to include. And click "Add Checked Items" at the bottom of the screen when finished.**

Global Gaming Expo 2011  
**EXHIBITOR DASHBOARD**

Home Company Information Reports/Stats Market Your Booth

Support Logout

**Products**  
[<< Back to Company Proof Page >>](#)

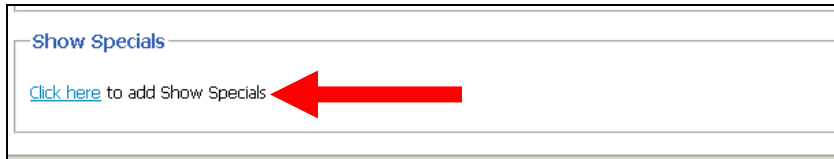
You may enter up to 5 products for the online search by product. Use the sections below to manage your products.

**Products**

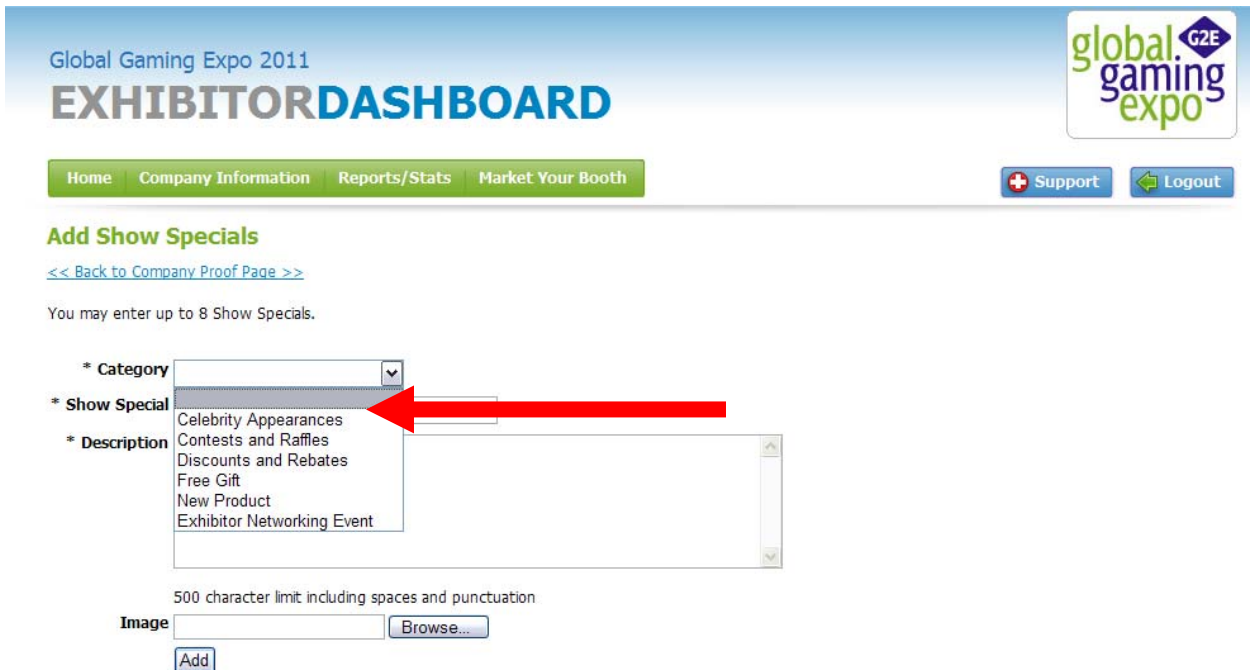
<input type="checkbox"/> Air Quality (20350)	<input type="checkbox"/> Golf Products (20347)
<input type="checkbox"/> Amenities (20346)	<input type="checkbox"/> Hospitality (10568)
<input type="checkbox"/> Arcade Games (10569)	<input type="checkbox"/> Hospitality - Décor (2015936)
<input type="checkbox"/> Associations (10583)	<input type="checkbox"/> Hospitality - Technology (2015937)
<input type="checkbox"/> AWPS (15337)	<input type="checkbox"/> Hospitality - Essentials (2015938)
<input type="checkbox"/> Bar Code/Data Collection (10571)	<input type="checkbox"/> Gaming (2015724)
<input type="checkbox"/> Betting Services (10572)	<input type="checkbox"/> Instant Games & Tickets (10592)
<input type="checkbox"/> Bill & Coin Validators (10573)	<input type="checkbox"/> Integration Software (15000)
<input type="checkbox"/> Bingo (13913)	<input type="checkbox"/> Interactive Gaming (10594)
<input type="checkbox"/> Business Software (15338)	<input type="checkbox"/> Interior Design & Decor (10593)
<input type="checkbox"/> Card Dispensers (10574)	<input type="checkbox"/> Keno (11041)
<input type="checkbox"/> Card Sorting & Shuffling (10575)	<input type="checkbox"/> Kiosks (15604)
<input type="checkbox"/> Cashless Debit Cards & Systems (10576)	<input type="checkbox"/> Lighting Design & Special Effects (10595)
<input type="checkbox"/> Casino Management (10577)	<input type="checkbox"/> Locks (10596)

**TIP: You may select up to 5 product categories. To delete categories click the "delete" link next to each category you want to remove.**

**Step 8: To add Show Specials, click the blue “click here” link under “Show Specials” on the bottom of the main page.**



**Step 9: Select the Category your Show Special falls under from the drop down menu.**



**Step 10: Fill in the title of your Show Special under “Show Special”, then fill in the Description of your Show Special under “Description”. When you are finished, click the “add” button, underneath the description.**

The screenshot shows a web interface for adding show specials. At the top, there is a navigation bar with links for Home, Company Information, Reports/Stats, and Market Your Booth, along with Support and Logout buttons. Below the navigation bar, the page title is "Add Show Specials" with a link to go back to the company proof page. The form includes a dropdown menu for "Category", a text input field for "Show Special", and a larger text area for "Description". A note below the description field states "150 character limit including spaces and punctuation". There is also an "Image" field with a "Browse..." button and an "Add" button. Red arrows point to the "Category" dropdown, the "Show Special" text field, the "Description" text area, and the "Add" button.

**TIP: The Description has a 150 character limit, including spaces and punctuation.**

**STEP 11: To upload a Press Release go to “Company Information” in the top green tool bar and select “Press Releases” from the drop down menu.**

The screenshot shows the "EXHIBITOR DASHBOARD" for the "Global Gaming Expo 2011". The navigation bar includes Home, Company Information, Reports/Stats, and Market Your Booth, along with Support and Logout buttons. A dropdown menu is open under "Company Information", showing options for Listing Info, Press Releases, and Show Specials. A red arrow points to the "Press Releases" option. Below the navigation bar, there is a message: "Once you [icon] any information for the printed show directory/web and made any necessary changes, please click the 'Approve Data' button below. Any changes made after 05/2011 WILL NOT appear in the printed show directory." and an "Approve Data" button.

**STEP 12: Fill out the Date, Title, Author and Email address fields.**

Global Gaming Expo 2011  
**EXHIBITOR DASHBOARD**

Home Company Information Reports/Stats Market Your Booth

**Press Releases**

Current Press Releases

**Add Press Release**

\* Date   

\* Title  

Author  

Email  


\* File   

**STEP 13: Once you have filled out the above fields select "Browse" to upload your Press Release. Find and select your Press Release in your computer files and click "Open".**

**Press Releases**

Current Press Releases


**Add Press Release**

\* Date  

\* Title

Author

Email

\* File   

**File Upload**

Look in: Desktop

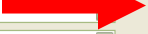
My Recent Documents

Desktop

My Documents

My Computer

My Network


File name: BEA Press Release.doc 

Files of type: All Files

**TIP: Press Releases must be in a Word Doc or PDF format.**

**STEP 14: Once you see your Press Release file name appear in the "File" field click "Add Press Release".**

**You will see your Press Release title appear in a blue box titled "Current Press Releases". This will confirm that your upload was successful.**



Global Gaming Expo 2011  
**EXHIBITOR DASHBOARD**

Home Company Information Reports/Stats Market Your Booth

**Press Releases**

Current Press Releases

**Add Press Release**

\* Date

\* Title

Author

Email

\* File

**TIP: You can go back and edit or delete press releases at any time.**

**STEP 15: Before you log out, go to the "Company Information" green toolbar at the top of the screen and select the "Listing Info" link. This will bring you back to your listing where you can select "Approve Data" confirming all the updates that have been made.**

Global Gaming Expo 2011  
**EXHIBITOR DASHBOARD**

Home Company Information Reports/Stats Market Your Booth Support Logout

**Exhibitor Information for Global Gaming Expo**

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Approve Data

**Company Information** edit  
Company Name: Global Gaming Expo  
Alternate Name:

**For questions regarding the exhibitor dashboard, contact Felicia Grosso at [fgrosso@reedexpo.com](mailto:fgrosso@reedexpo.com)**