

THE BPMA  
NETWORKING HUB

5TH OCTOBER - 31ST  
DECEMBER 2020

ACCESS TO NETWORKING  
& MEETING HUB

# THE BPMA NETWORKING HUB

EXHIBITOR NETWORKING HUB SET UP GUIDE



# The BPMA Networking Hub

## How To Use Our Networking Hub Exhibitor Platform

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## Personal Profile

### Invitation Email

Once you've received your invitation email, click the link to join the networking hub. Here you will be prompted to set up a password and log in.

### Personal Profile

After you have logged in, you will be asked to set up your personal profile information. This includes your photo, personal biography and social media. This can be edited at any time and can be accessed from either the home page or the top right dropdown by clicking My Profile. This is separate from your exhibitor profile.

### Your Interests – Adding Tags to your profile

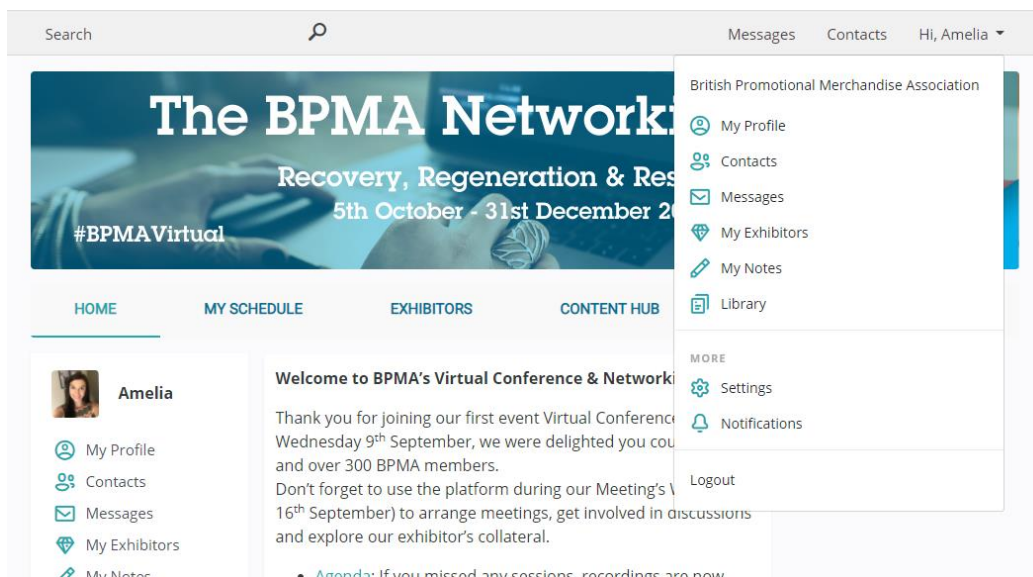
You will also be asked to select 'Tags' from the following sections; Groups, Products, Benefits and Topics to indicate the areas you and your business represents and are interested in exploring. Tags are an important part of creating your profile as they will link you to Distributors with the same Tags.

### Exhibitor Profile

As a supplier, you will have also been registered along with your business. Please note that you will be able to view both your personal and exhibitor profile in this platform. We cover how to edit your exhibitor profile in the next section.

## Exhibitor Profile

To access and edit your exhibitor profile, make sure you select this from the top right dropdown. In the below screen shot, you can see switching between a personal profile and an exhibitor profile, by clicking on the company name.



## Editing your exhibitor profile

### Company information

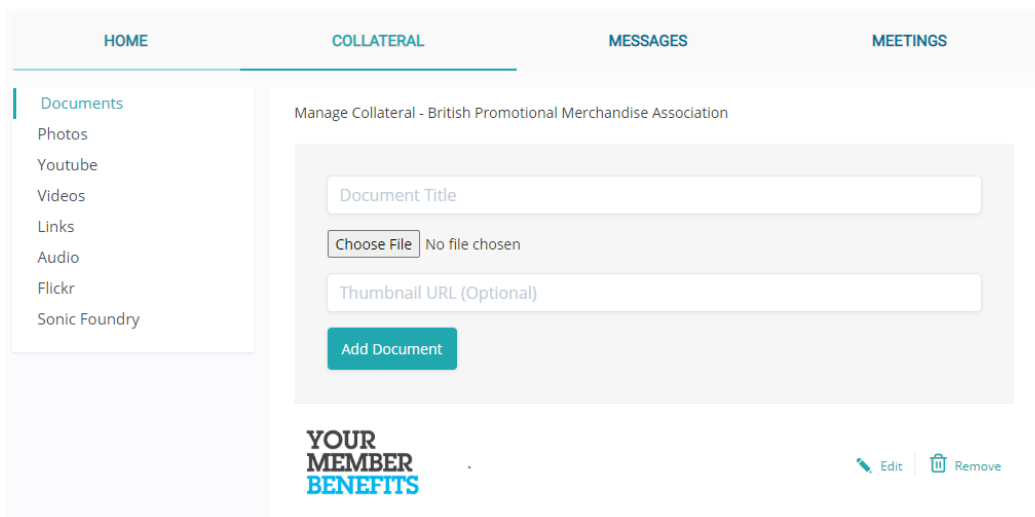
Upload your logo (this will automatically be resized to fit), company biography and social media information by selecting 'Edit Profile'. Select your company Tags; an important stage in creating your profile and different from your personal tags. These Tags represent what your company has to offer. By selecting these Tags, attendees will clearly be able to see an overview of your company expertise. Please note that all colleagues in your business signed up to the networking hub will be able to edit these Tags and information.



## Collateral

To upload your collateral, select the Collateral tab. Here you can upload the following:

- Documents - must be one of the following extensions (csv, .text, .txt, .pdf, .doc, .docx, .ppt, .pps, .pptx, .ppsx, .png, .binary, .octet, .sqlite, .xls)
- Photos - shows a thumbnail of your picture; file must be one of the following extensions (.png, .jpeg, .jpg, .gif)
- Youtube - must be a video URL from Youtube.
- Videos - must be a direct link to an HTML5 video; websites containing HTML5 video or embedded video URLs will not work.
- Links - any website URL; use this if you have a website with a video on it, or an embedded video URL.
- Audio - must be a direct link to an MP3 file; If you have a website with an audio file on it, this will not work; use Links instead.



Simply insert the name, select your file / insert link and add a thumbnail image (400px by 250px). Please note, the order these appear on your profile will be determined by the order they are uploaded. Your profile displays your collateral and will appear left to right on the screen so please ensure the order of priority is considered. For example, the most important piece of information about your company should be uploaded last, not first. The last upload will appear on the left of the screen as a result. Please note that we recommend your Live Chat is uploaded after you have completed this task.

## Live Chat

To set up your Live Chat, we would recommend using Whatsapp (<https://www.whatsapp.com/?lang=en>). Once done, select the Links tab in the Collateral section. Here you can insert your whatsapp link and use the follow image link as the thumbnail: <https://www.bpma.co.uk/wp-content/uploads/2020/08/chat-button-options.png>.

To create your Whatsapp link use <https://wa.me/<number>> where the <number> is a full phone number in international format. Omit any brackets, dashes, plus signs, and leading zeros when adding the phone number in international format.

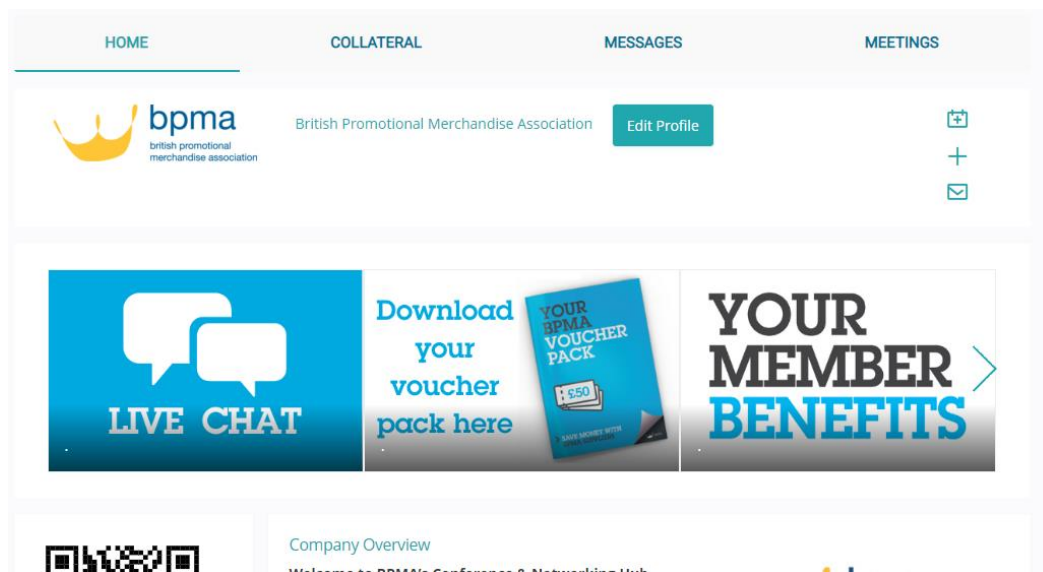
Examples:

Use: <https://wa.me/00447860497491>

Don't use: <https://wa.me/+447860497491>

If you would like two people available via Live Chat, an alternative collateral link would need to be set up.

An alternative to Whatsapp is WhereBy (<https://whereby.com/>).



The screenshot displays the BPMA website interface. At the top, there are navigation tabs: HOME, COLLATERAL (selected), MESSAGES, and MEETINGS. Below the navigation, the BPMA logo is visible, along with the text "British Promotional Merchandise Association" and an "Edit Profile" button. To the right of the logo are three icons: a plus sign, a plus sign, and a checkmark. Below this, there are three promotional banners: "LIVE CHAT" with a speech bubble icon, "Download your voucher pack here" with an image of a voucher pack, and "YOUR MEMBER BENEFITS" with a right-pointing arrow. At the bottom left, there is a QR code. To the right of the QR code, there is a "Company Overview" section with the text "Welcome to BPMA's Conference & Networking Hub".

#BPMVIRTUAL

CONTACT EVENTS@BPMA.CO.UK IF YOU REQUIRE ANY HELP

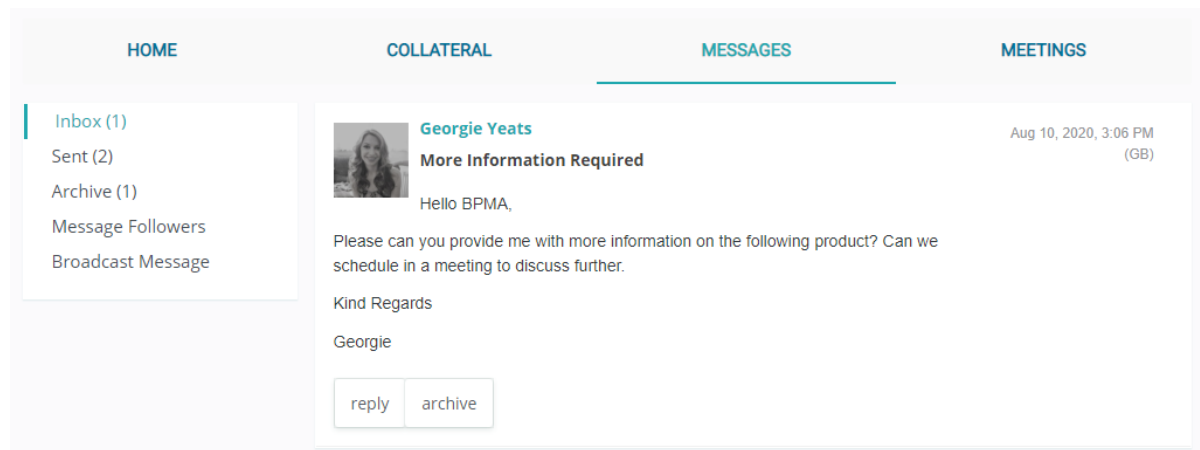


## Messages

To view the company message feature, select the Messages tab on your exhibitor page. Please note, all your registered colleagues have access to these messages also.

### Receiving/Replying

These messages will appear in your exhibitor page inbox, as well as being emailed to all registered email addresses. We recommend monitoring your virtual inbox throughout the duration of the event to avoid missing messages. To reply or archive, simply select the relevant button below the message. Your sent messages will appear in the Sent folder and archived messages will move to the Archive folder. We advise archiving messages once replied to avoid other colleagues also responding.



The screenshot shows a user interface with four tabs: HOME, COLLATERAL, MESSAGES (which is selected and underlined), and MEETINGS. On the left side, there is a sidebar menu with the following items: Inbox (1), Sent (2), Archive (1), Message Followers, and Broadcast Message. The main content area displays a message from Georgie Yeats, dated Aug 10, 2020, 3:06 PM (GB). The message subject is 'More Information Required' and the body text reads: 'Hello BPMA, Please can you provide me with more information on the following product? Can we schedule in a meeting to discuss further. Kind Regards Georgie'. At the bottom of the message, there are two buttons: 'reply' and 'archive'.

## Meetings

Select the Meetings tab to view your upcoming company meetings.

### Receiving a meeting invitation

An attendee can request a meeting with your company via your exhibitor profile page. Once a meeting has been requested, it will show up in your Meetings tab, as well as being emailed to all your registered colleagues.

The screenshot shows the 'MEETINGS' tab selected in a navigation bar with 'HOME', 'COLLATERAL', and 'MESSAGES'. Below the navigation is a search bar labeled 'Search My Schedule' with a magnifying glass icon. There are filters for 'All' and 'Date', and action buttons for 'List', 'Grid', 'Print', and 'Export'. A section titled 'Leaving Early? Have to make a work call?' includes the text 'Let others know so they don't schedule a meeting during those times.' and a 'Set your unavailable times' button. A red notice states '\*\*All times posted are Europe - London\*\*' and 'British Promotional Merchandise Association's Schedule'. A meeting card is displayed for '8:00 AM-8:10 AM on Sep 9, 2020 (GB)'. The meeting is 'MEETING CONFIRMED' and 'VIRTUAL MEETING'. The title is 'British Promotional Merchandise Association (Georgie Yeats) - British Promotional Merchandise Association'. A 'Join Meeting' button is present. The 'PARTICIPANTS' section lists 'Georgie Yeats British Promotional Merchandise Association' and 'British Promotional Merchandise Association' with a green checkmark.

### Requesting a meeting

To request a meeting with an attendee, simply visit their profile page via the Attendee tab and select 'Request Meeting'.

A 'Request Meeting' button with a calendar icon is shown. Below it are three icons: a plus sign, an envelope, and a pencil.



## Setting up a Meeting

Once you have opened the meeting, the system will automatically check if the time requested conflicts with any other meetings you and the attendee have scheduled. If you would like to request a different time, this can be done within the Time dropdown and selecting Update Meeting. Here you may also assign yourself or different colleagues to the meeting, this will then show up in their personal schedule.

The screenshot displays a meeting management interface with the following elements:

- Navigation:** HOME, COLLATERAL, MESSAGES, MEETINGS
- Meeting Title:** British Promotional Merchandise Association (Georgie Yeats) - British Promotional Merchandise Association
- Time Selection:** TIME (GB) Wed, Sep 9, 2020 8:00 AM
- Virtual Meeting:** Join Meeting
- Participants List:**
  - Georgie Yeats** (British Promotional Merchandise Association) - HOST
  - British Promotional Merchandise Association** (bpma logo) - CONFIRMED ✕
  - Carey Trevill** (CEO, British Promotional Merchandise Association) - Assign
  - Daniela Arena** (Operations Manager, British Promotional Merchandise Association) - Assign
  - Amelia Williams** (Events, British Promotional Merchandise Association) - Assign
  - Tom Robey** (Membership Manager, British Promotional Merchandise Association) - Assign
- Actions:** Decline, Update Meeting, Delete Meeting

## Joining a Meeting

The Join Meeting link will automatically activate once the meeting time has started. Click this link to join the meeting. Here you can use a range of features including; screen share, meeting recording\*, whiteboard and invite others.

\*Recording a meeting requires a DropBox account.

## Further Help

We are always here to help and support every BPMA member. If you have any questions, queries or aren't sure how to access all the features described in this help document, please contact us.

### **BPMA Events**

Please contact Amelia via [events@bpma.co.uk](mailto:events@bpma.co.uk)

### **BPMA Membership**

Please contact Tom via 07960 497491 or [tom@bpma.co.uk](mailto:tom@bpma.co.uk)

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CONTACT [EVENTS@BPMA.CO.UK](mailto:EVENTS@BPMA.CO.UK) IF YOU REQUIRE ANY HELP

