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COMPANY HUB

User Guide for Company Account Administrators

12-15 March 2024
Palais des Festivals, Cannes

Built by RX — In the business of building businesses

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GLOSSARY

❖ **Affiliates :** Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.

❖ **Dashboard :** Interface where you can monitor your leads and your company page statistics

❖ **Emperia on-site lead capture :** Emperia app that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.

❖ **Primary administrator :** The main contact in your company who prepares for the market with access to create company page, receive Emperia lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

HOW TO LOG IN TO YOUR COMPANY SPACE ?

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Once your participation is confirmed, you will receive an email
from RX Global : **no-reply@rxglobal.com**
If you have not received it, please contact the **Help Desk**

Click on the link
received by email and
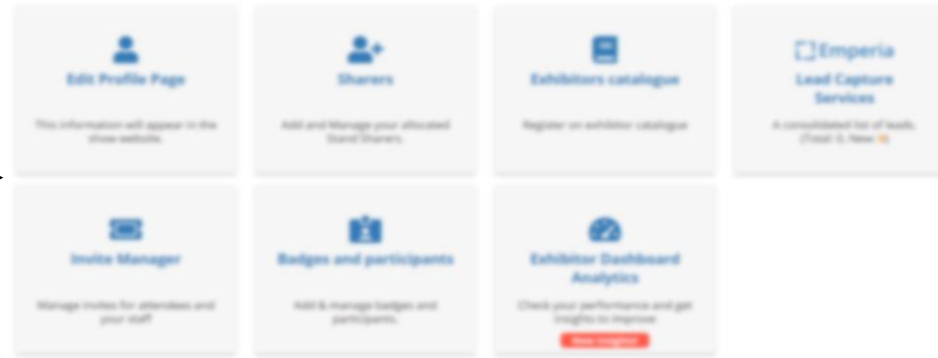**personalize your
password**

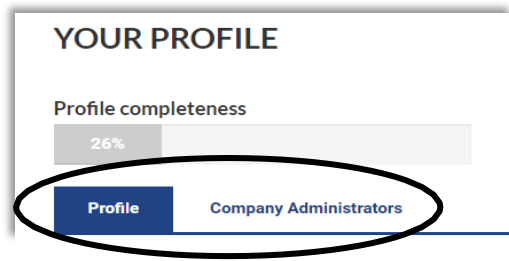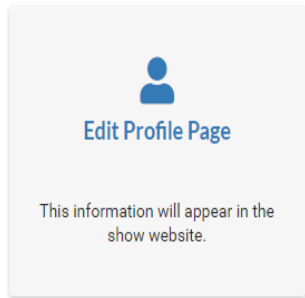# HOMEPAGE OF YOUR COMPANY HUB

Here you will find the name of **your company**

Here you will find the name of your **package type**

Here are the details of **each section** of your Company Hub

The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Edit Profile Page

This information will appear in the show website.

YOUR PROFILE

Profile completeness

26%

Profile | Company Administrators

Here you will be able to **navigate between both parts**

Access the **profile section** to modify your company's information

Please **complete your company profile** with as many details as possible !

Logo, description, cover image... **Boost your business opportunities!**

EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB

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Edit Profile Page

This information will appear in the show website.

YOUR PROFILE

Profile completeness

26%

| Profile | Company Administrators |

Please add any of your colleagues who **should have access to the company page full set up.**

They will receive an activation email.

| Profile | **Company Administrators** |

Create and manage administrators for your company, including a role. Each administrator will be sent an email with login information, there can be multiple administrators for each role and the same persons details can be entered with multiple roles. There must be one Primary Administrator. Please ensure you have the person's permission to add their details.

+Add Company Administrator

First name	Last name	Email address	Login roles		
☐ Test	SEPC Pavilion	test@sepcpavilion.com	Primary Administrator	✏️	
☐ EMMANUELLE	GROS	emmanuelle.gros@rxglobal.com	Secondary Admininstrator	✏️	🗑️
☐ Tristan	BOISSIER	tristan.boissier-ext@rxglobal.com	Secondary Admininstrator	✏️	🗑️

Select the Administrators to whom you want to resend the activation email.

Resend activation email

Resend the activation email to the company page (in case your colleague did not receive it)

Update your company admins list at anytime

EMPERIA : THE LEAD GENERATION SOLUTION

Mobile App to scan visitors' badges at the market

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[] Emperia
**Lead Capture
Services**

A consolidated list of leads.
(Total: 0, New: **0**)

Emperia is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard.

GETTING STARTED

MIPCOM is fast approaching. We want to make sure you're prepared for an important part of your experience-collecting leads with the Emperia Lead Retrieval Application. Using the app at the event is easy - simply scan the code on the visitor badge to capture your connection and record their contact details. Here's a simple "Exhibitor's Guide to Emperia" to get you started and answer some commonly asked questions about the Emperia lead scanning tool.

LOGIN DETAILS

Use these credentials to login to the app. Share this access code with your colleagues from your company so they can capture leads on their own devices as well.

Customize your account by indicating your company access code

Available on app store and play store

Company access code
XXXXX

Download on the App Store

GET IT ON Google Play

Download the Emperia Mobile app from the App Store or Google Play

DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS
Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

Upload up to 3 documents about your company sent to the visitors you scan at the market

CUSTOM QUESTION(S)
Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

Add **qualification questions** that will be asked to the visitors you scan, in order to **better know them**

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EMPERIA : THE LEAD GENERATION SOLUTION

Download your leads

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EMPERIA

DOWNLOAD LEAD REPORT
Download your consolidated leads in the format of your choice

⬇ .CSV   ⬇ .XLSX

Total Leads 0   New Leads **0**

Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format

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UPGRADE YOUR PACKAGE
Increase your visibility

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Get more visibility by upgrading your digital package. Get your company page
promoted on top of everyone else

Upgrade your package

Get more out of your digital profile
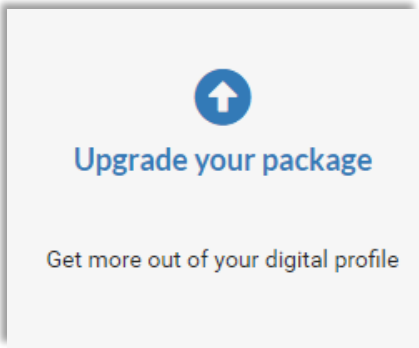
The mention "your current plan" indicates the **offer already included** in your online services package

Choose the package of your choice by adding it to your basket before proceeding to payment

On the left, you will find all the explanations about the various options available

YOUR CURRENT PLAN

Feature title	Bronze Essentials	Silver Standard	Gold Premium
Pricing	€0	€1,500	€2,500
			Select
Basic Directory Listing Your name, description and a logo.	✓	✓	✓
Premium Listing Stand out with more space and company images including your company contact details and a product carousel.	✗	✓	✓
Sponsored Filter Category Appear at the top of a filter category results list and be identified as the sponsor.	✗	✗	✓
Home Page Promotion Get showcased as an event sponsor on the home page of the event.	✗	✗	✓

INVITE MANAGER

Invite Manager

Manage invites for attendees and your staff

In this section, you will find the **registration links to be sent to the delegates of your affiliates**
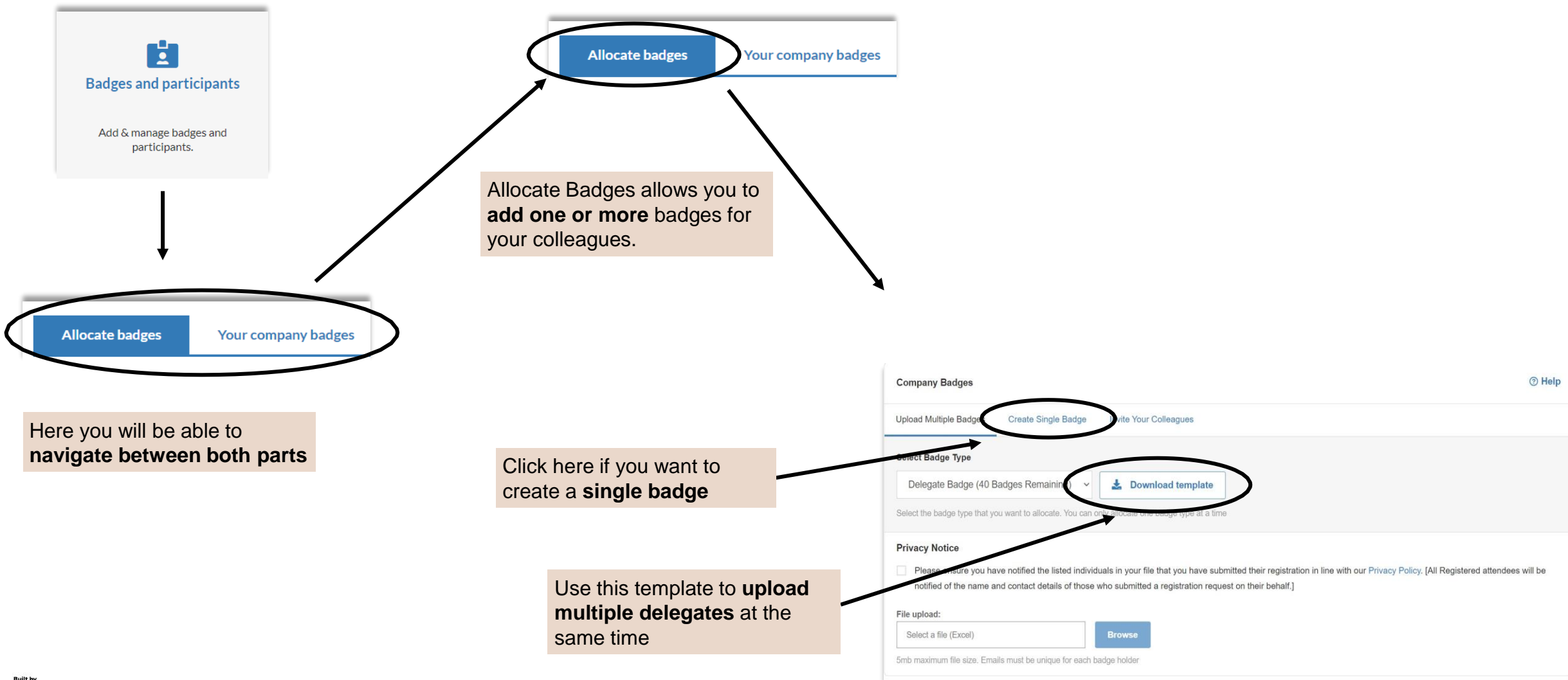
Indicates the number of **registrations available**.

Indicates the number of **people who have clicked** on the link but **have not** completed the registration.

Copy the link using the button copy

Send this link to your **paying affiliates** to register

You can find the list of people who **registered with your personalized link** just below

MANAGE YOUR COMPANY BADGES
Managing delegate registrations in your stand quota

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Badges and participants

Add & manage badges and participants.

Allocate badges | Your company badges

Allocate Badges allows you to **add one or more** badges for your colleagues.

Allocate badges | Your company badges

Here you will be able to **navigate between both parts**

Company Badges   ? Help

Upload Multiple Badge | Create Single Badge | vite Your Colleagues

Click here if you want to create a **single badge**

Select Badge Type

Delegate Badge (40 Badges Remainin) ⌄ | ⬇ Download template

Select the badge type that you want to allocate. You can only allocate one badge type at a time

Privacy Notice

☐ Please ensure you have notified the listed individuals in your file that you have submitted their registration in line with our Privacy Policy. [All Registered attendees will be notified of the name and contact details of those who submitted a registration request on their behalf.]

Use this template to **upload multiple delegates** at the same time

File upload:

Select a file (Excel) | **Browse**

5mb maximum file size. Emails must be unique for each badge holder

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MANAGE YOUR COMPANY BADGES
Managing delegate registrations in your stand quota

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Badges are **available for download and printing 15 days before the show**. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

Get and print your badges using this button.

Here you can find **the exhibitor badges** you have **uploaded**

Here you can find the **payment status** of the badge

Badge manager
View your badges and allocate them to your staff

Allocate badges | **Your company badges (2)**

Company Badges: 2/0 Allocated | To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status
All

Name	Badge Status	Job Title	Badge Product	Payment Status		
	Active	Sales	Exhibitor Badge	Free Badge	🖨	✏
	Active	CDP	Exhibitor Badge	Free Badge	🖨	✏

Anne JACOB

MANAGE YOUR COMPANY BADGES
Modify a badge

You can modify them (with the exception of the email address). If you modify the badge, you will **need to re-print as the previous one will no longer be valid**.

Click on "**Modify**"

Upload your participant's picture *(mandatory)*

Update your information

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You can **transfer a badge from one participant to another** within your company. Note that the **first registration will be cancelled,** and the participant will receive a cancellation notification.

Click on "**Modify**"

Click on "**Transfer Badge**"

Click on ""**Review**" and **Validate**"

COMPANY DASHBOARD ANALYTICS

The Exhibitor Dashboard allows you to **access a wealth of data regarding your performance at the exhibition**.
This dashboard synthesizes your leads generated during the show (*with Emperia app*). Its pro version also allows you to **compare yourself with your competitors**.

This page only becomes accessible **90 days** before the show.

A large amount of data is available to help you understand the **typology of your leads, your strengths, and areas for improvement** for your next exhibition.
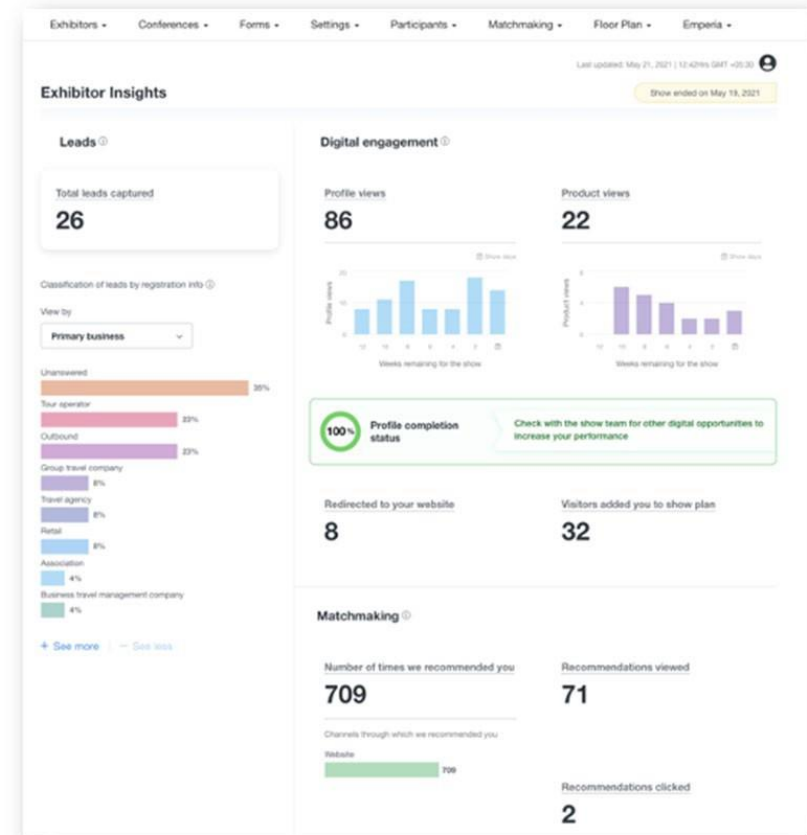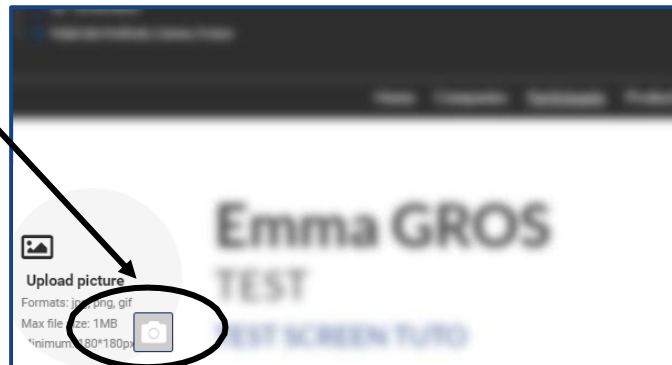
YOUR DELEGATES' VIEWS AND ACTIONS

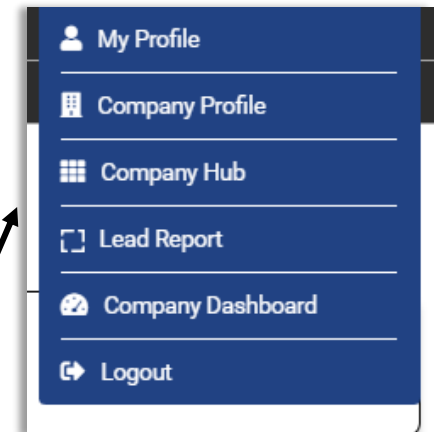*What will your delegates access on the company hub ?*

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Log-in to Company Hub to complete your company profile and start managing your company's badges. You are much more likely to be viewed by the thousands of ██████ attendees who visit the website if your profile is complete, so please complete your profile as soon as possible in order to reach as wide an audience as possible. Please note if you have participated with us before, some of your profile may be automatically copied over - it is critical for you to check that this content is accurate. Once you have completed your profile, be sure to check the other tasks in the Hub that require completion before the show.

As soon as they are registered the delegate will receive an automatic e-mail **to connect to their profile**

Login

Delegate will connect to their profile and will have access to **upload their picture to receive the badge** (available 2 weeks before the event)

Upload picture
Formats: jpg, png, gif
Max file size: 1MB
Minimum 180*180px

Emma GROS
TEST
TEST SCREEN TUTO

This section, located at the top right of the screen, allows them to **navigate between their company profile and their personal profile**.

- My Profile
- Company Profile
- Company Hub
- Lead Report
- Company Dashboard
- Logout

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NEED ANY ASSISTANCE?

Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 64 10.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

By form

Read the FAQ