

mip[®] london

Company Hub

User Guide for Company
Account Administrators

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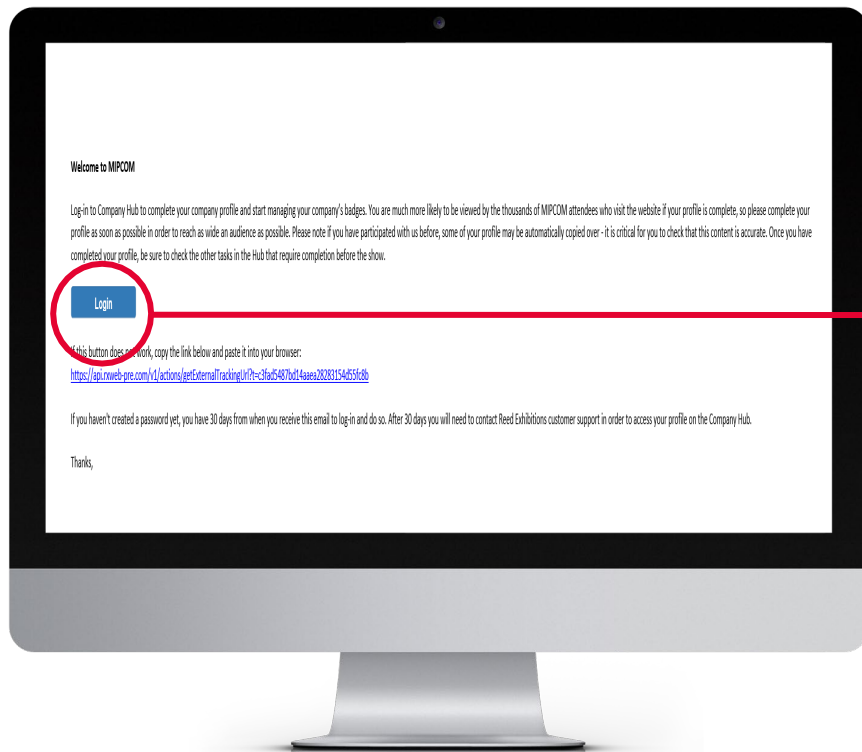
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1. Glossary

- ❑ **Affiliates** : Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- ❑ **Umbrellas** : Participants registered under a main stand holder who is a Pavilion
- ❑ **Dashboard** : Interface where you can monitor your leads and your company page statistics
- ❑ **RX Lead Manager On-site lead capture** : MIP Markets' mobile app that allows MIP LONDON exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard .
- ❑ **Entitlements** : Rights for purchased services (credits for the screening library, etc.).
- ❑ **Primary administrator** : The main contact in your company who prepares for the market, has access to the E-shop to purchase extra services, updates the company page, receives RX Lead Manager lead notifications, registers exhibitor delegates, invites affiliates/umbrellas and adds other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

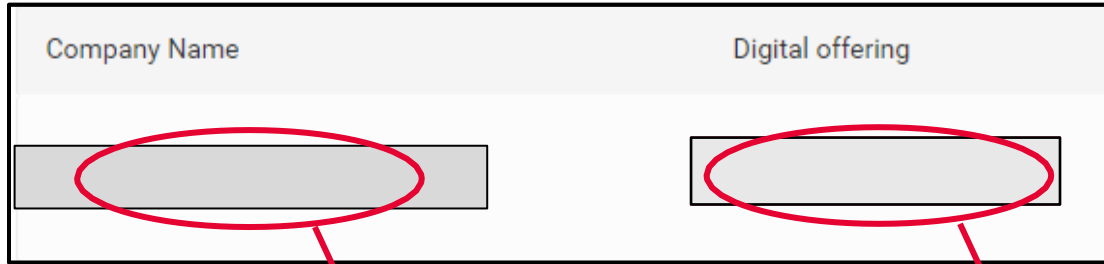
2. Log into your company account

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

3. Homepage of your company hub



Here you will find information about your registration :
company name, digital offer, stand number, size of your stand

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

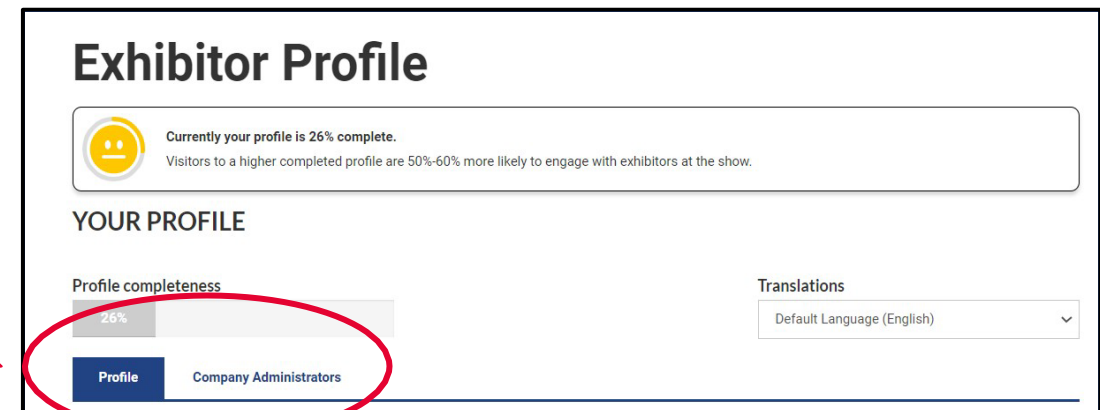
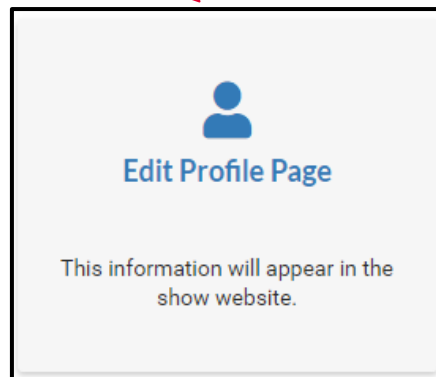
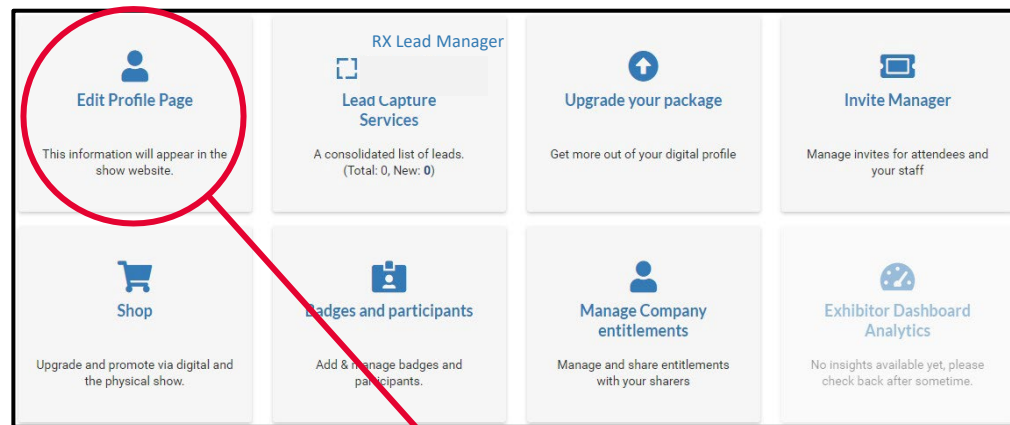
Here you will find the **name of your package type**

The dashboard features several navigation tiles:

- Edit Profile Page**: This information will appear on the show website.
- Exhibitor Dashboard**: Measure performance and get critical data to boost your event strategy.
- Lead Manager App (formerly Emperia) Lead Capture Services**: A consolidated list of leads scanned at the show with Lead Manager App (formerly Emperia). (Total: 0, New: 0)
- Upgrade your package**: Get more out of your digital profile.
- Invite Manager**: Manage invites for attendees and your staff.
- Shop**: Upgrade and promote via digital and the physical show.
- Badges and participants**: Add & manage badges and participants.

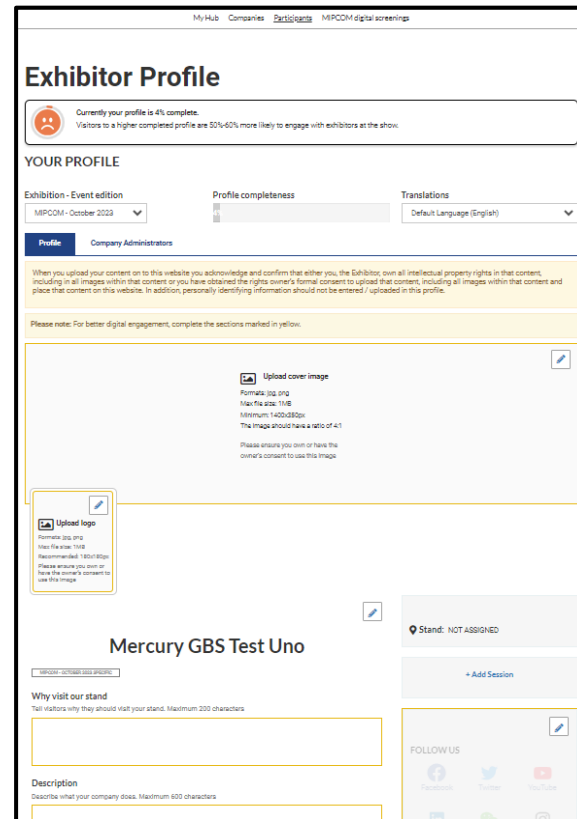
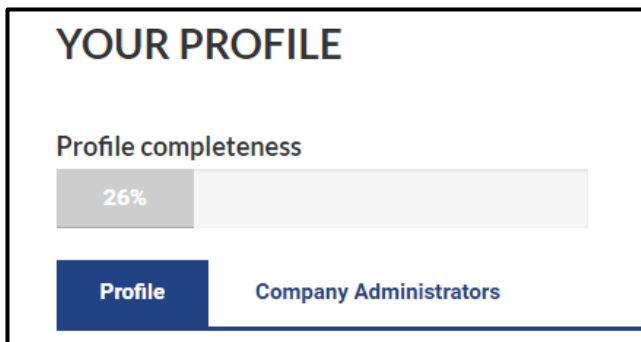
4. Edit my profile

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



4. Edit my profile: profile tab


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



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

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

4. Edit my profile: company administrator tab







Edit Profile Page
This information will appear in the show website.

Profile **Company Administrators**

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	
<input type="checkbox"/>	Test	SEPC Pavilion	test@sepcpavilion.com	Primary Administrator	
<input type="checkbox"/>	EMMANUELLE	GROS	emmanuelle.gros@rxglobal.com	Secondary Administrator	 
<input type="checkbox"/>	Tristan	BOISSIER	tristan.boissier-ext@rxglobal.com	Secondary Administrator	 

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

Resend activation email

Please add any of your colleagues who should have access to the company page full set up (including E-shop). They will receive an activation email.

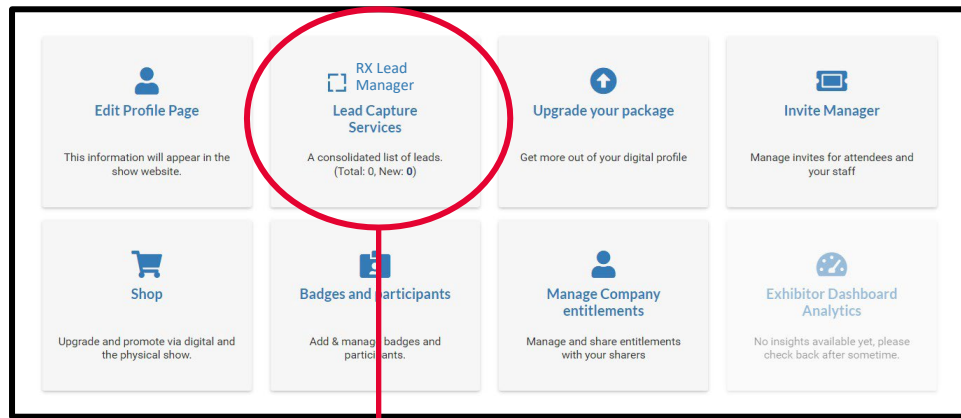
Resend the activation email to the company page (in case your colleague did not receive it)

Update your company admins list at anytime

5. RX Lead Manager: The Lead Generation Solution

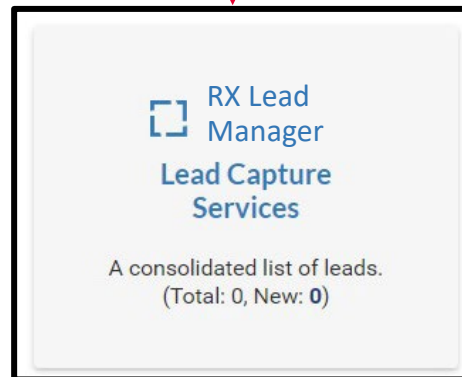
- >>> **RX Lead Manager is a Mobile app** to scan visitors' badge at the market. Collect contacts and find them in your online report on your exhibitor dashboard in the company hub.
- >>> **RX Lead Manager is also tool for exhibitors** to collect leads online when buyers screen their content in the digital screening library or when a participant requests contact online.

5. RX Lead Manager: The Lead Generation Solution

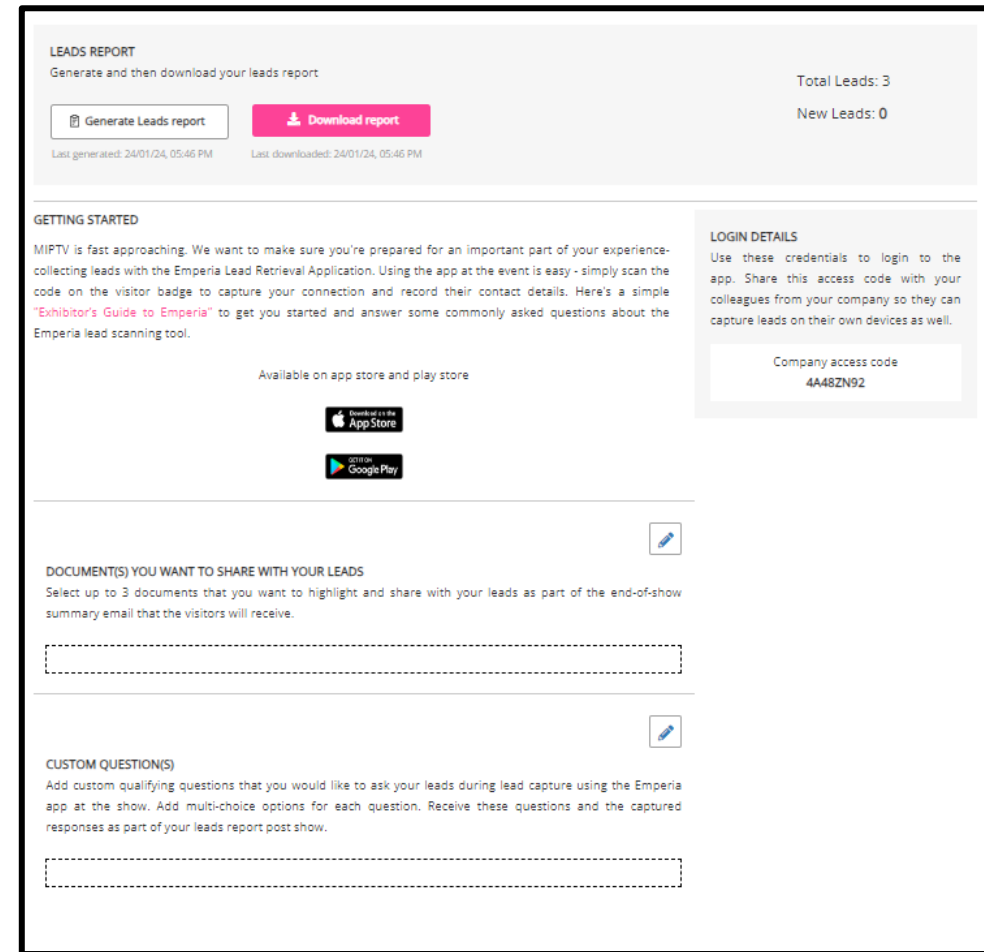


A grid of eight dashboard tiles. The second tile in the first row, 'RX Lead Manager Lead Capture Services', is circled in red. A red arrow points from this tile to a larger view of the same tile below.

- Edit Profile Page: This information will appear in the show website.
- RX Lead Manager Lead Capture Services**: A consolidated list of leads. (Total: 0, New: 0)
- Upgrade your package: Get more out of your digital profile
- Invite Manager: Manage invites for attendees and your staff
- Shop: Upgrade and promote via digital and the physical show.
- Badges and participants: Add & manage badges and participants.
- Manage Company entitlements: Manage and share entitlements with your sharers
- Exhibitor Dashboard Analytics: No insights available yet, please check back after sometime.



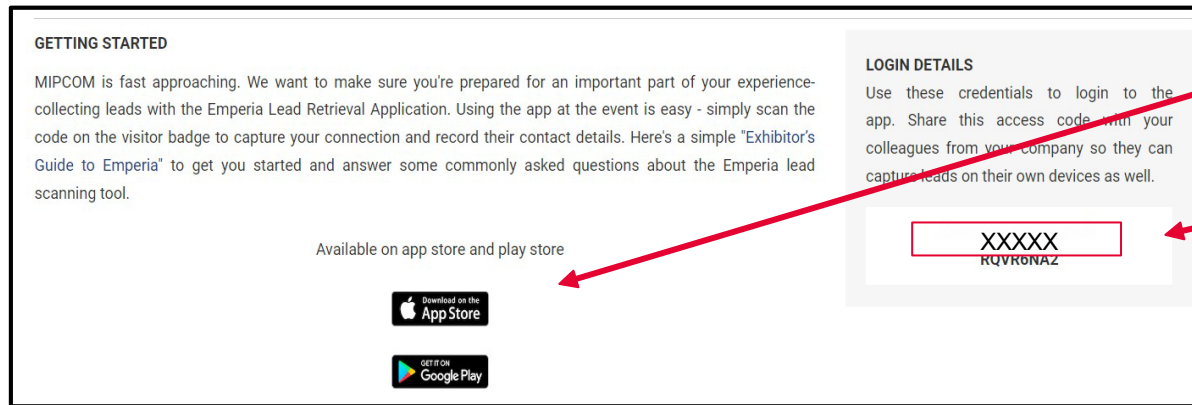
A larger view of the 'RX Lead Manager Lead Capture Services' tile, showing the title and the lead count: 'A consolidated list of leads. (Total: 0, New: 0)'. A red arrow points from this tile to the right-hand screenshot.



A screenshot of the RX Lead Manager interface. The top section is titled 'LEADS REPORT' and includes a 'Generate Leads report' button and a 'Download report' button. It shows 'Total Leads: 3' and 'New Leads: 0'. Below this is a 'GETTING STARTED' section with instructions on using the Emperia app. To the right is a 'LOGIN DETAILS' section with a 'Company access code' field containing '4A48ZN92'. At the bottom, there are sections for 'DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS' and 'CUSTOM QUESTION(S)', each with a dashed input box and an edit icon.

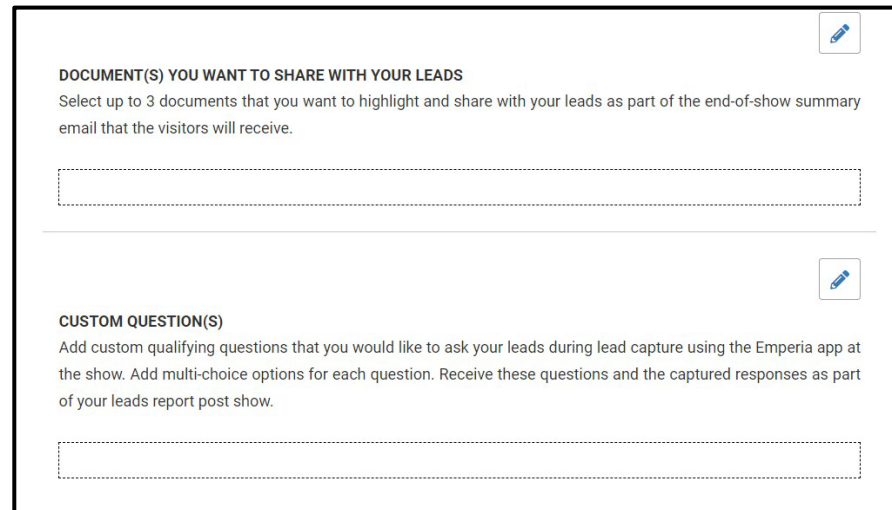
5. RX Lead Manager: The Lead Generation Solution

Mobile app to scan visitor's badge at the market



Download the RX Lead Manager Mobile app from the App Store or Google Play

Customize your account by indicating your company access code



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

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

5. RX Lead Manager: The Lead Generation Solution

Download your leads

RX LEAD MANAGER

DOWNLOAD LEAD REPORT

Download your consolidated leads in the format of your choice

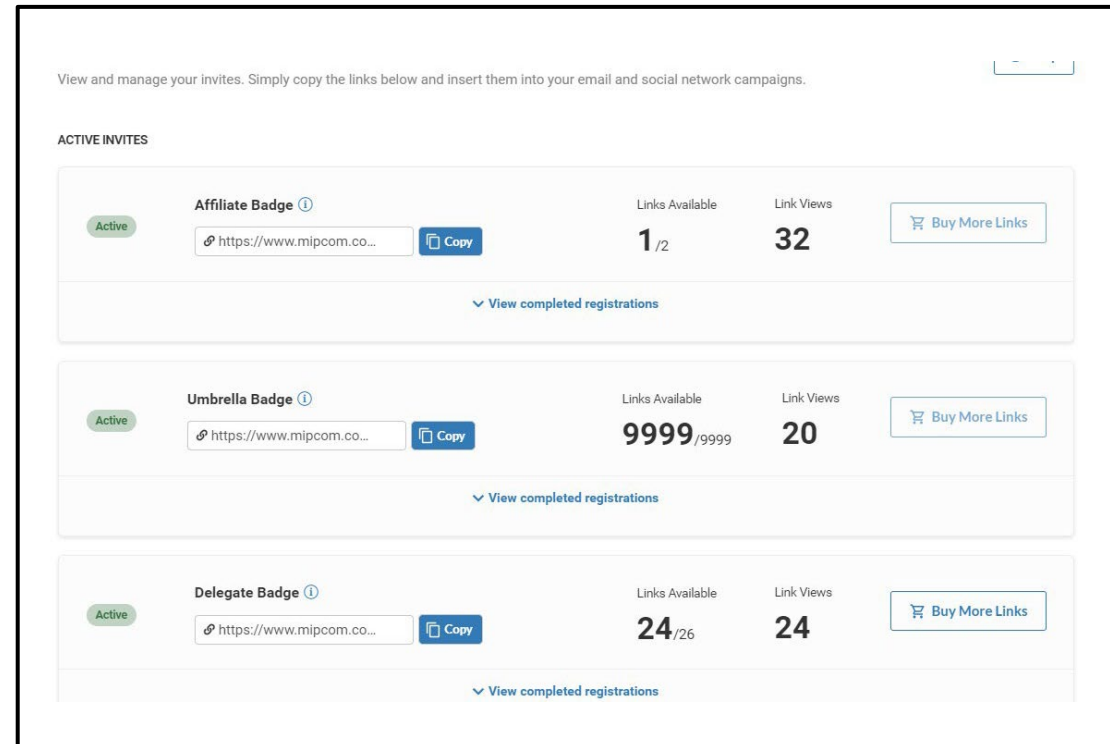
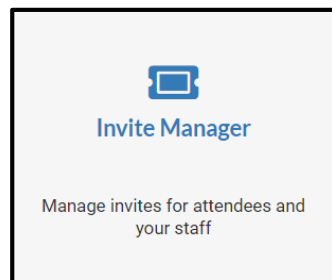
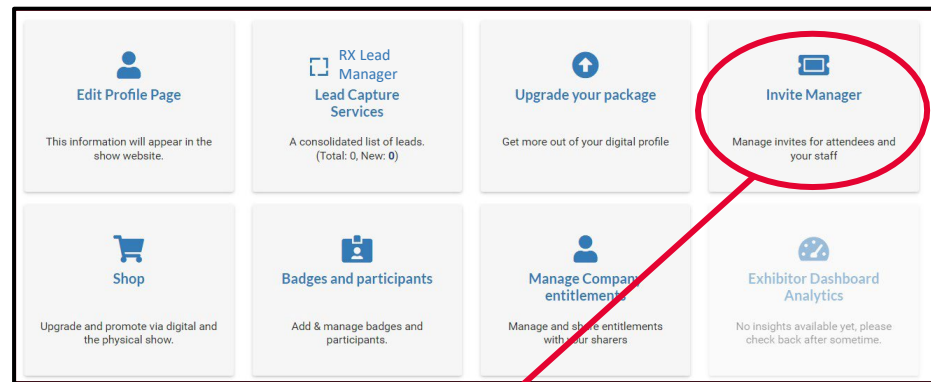
Total Leads 0 New Leads 0



6. Invite Manager

Managing delegate, umbrellas and affiliates' registrations

In this section, you will find the **registration links to be sent to the delegates of your stand quota, affiliates and umbrellas**



>>> IMPORTANT :


- Pavilion Stand holder must use only Affiliate links (mandatory)
- Must use only Umbrellas links (mandatory)

6. Invite Manager

Managing umbrellas and affiliates' registrations out of your quota

The screenshot shows the 'Manage Invites' section of a web interface. It includes a 'Help' button, a description of the feature, and a table of 'ACTIVE INVITES'. One invite is shown as 'Active' with an 'Umbrella Badge' icon. The invite details include a URL, a 'Links Available' count of infinity (∞), and a 'Link views' count of 3. A 'Buy Links' button is also visible. A 'Hide Used Links' link is at the bottom of the invite card.

Indicates the number of registrations available

Copy the link using the button 
Send this link to your umbrellas and affiliates for them to register

Indicate the number of people who have clicked on the link but have not completed the registration

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

Name	Website de profile	Twitter	Email
John Simpson	John Simpson	John Simpson	johns@johns.com

6. Invite Manager

Preview of the invitation link

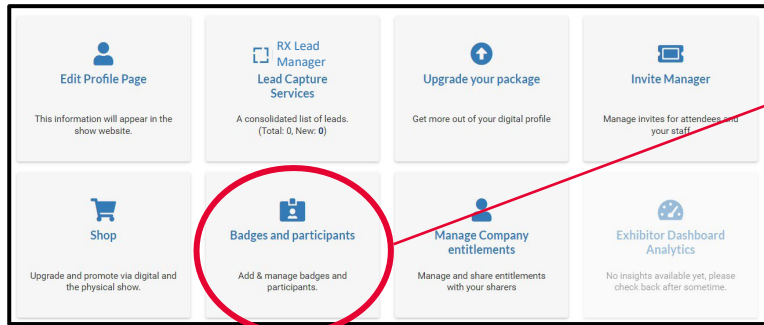
ACTIVE INVITES

Active	Affiliate Badge ⓘ https://www.mipcom.co... Copy	Links Available 1 / 2	Link Views 32	Buy More Links
View completed registrations				
Active	Umbrella Badge ⓘ https://www.mipcom.co... Copy	Links Available 9999 / 9999	Link Views 20	Buy More Links
View completed registrations				
Active	Delegate Badge ⓘ https://www.mipcom.co... Copy	Links Available 24 / 26	Link Views 24	Buy More Links
View completed registrations				

By clicking on the link, your delegates, affiliates or umbrellas will get access to the dedicated page to order their badge.

7. Manage your company badges

Allocate badges for your company



CLICK HERE if you want to create a Single Badge

A screenshot of the 'Company Badges' management page. The 'Create Single Badge' button is circled in red. The page includes a 'Help' link, buttons for 'Upload Multiple Badges', 'Create Single Badge', and 'Invite Your Colleagues'. Below these is a 'Select Badge Type' section with a dropdown menu showing 'Stand Quota Badge (15 Badges Remaining)' and a 'Download template' button. A 'Privacy Notice' section contains a checkbox and text. At the bottom, there is a 'File upload:' section with a text input 'Select a file (Excel)', a 'Browse' button, and a note: '5mb maximum file size. Emails must be unique for each badge holder'.

Use this template to upload multiple delegates at the same time

A screenshot of the 'Create New Badge' form. It has a close button (X) in the top right. The form includes fields for 'First Name', 'Last Name', 'Email', 'Onsite Mobile Phone (optional)', 'Job Title', and 'Badge Product'. The 'Delegate Badge' option is selected under 'Badge Product'. At the bottom, there are three buttons: 'Save & Create Another', 'Cancel', and 'Save'.

Once you have fill in the template, upload your file and click on browse

7. Manage your company badges

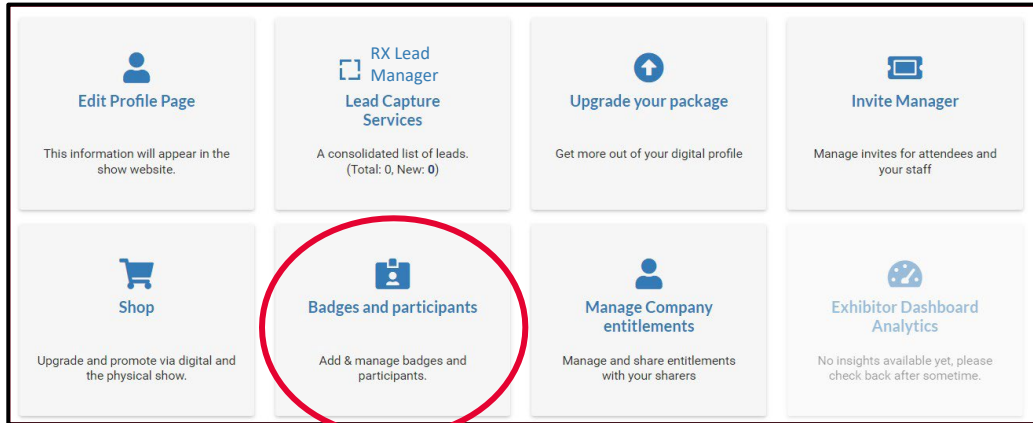
Purchase additional delegate from your quota stand

A grid of eight dashboard tiles. The 'Badges and participants' tile is circled in red. The tiles are: Edit Profile Page, RX Lead Manager Lead Capture Services, Upgrade your package, Invite Manager, Shop, Badges and participants, Manage Company entitlements, and Exhibitor Dashboard Analytics.

The 'Badge manager' interface. It has two tabs: 'Allocate badges' and 'Your company badges'. Under 'Your company badges', there is a 'Buy Badges' button circled in red. Below it, there are sections for 'Company Badges', 'Sharer Badges', and a table for 'Badges Used'.

The 'Buy Badges' modal window. It shows 'Exhibitor Buyer registration' for €540. A quantity selector shows '- 0 +' with the '0' circled in red. Below are 'Total (exl tax): €0', 'Tax (based on billing address): €0', and 'Total: €0'. There are 'Cancel' and 'Checkout' buttons.

7. Manage your company badges



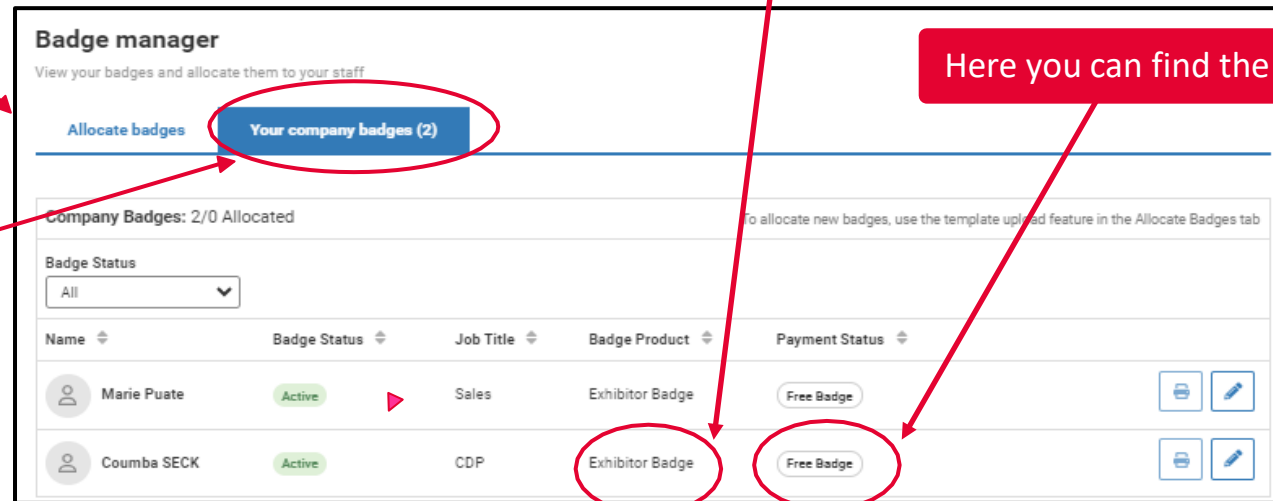
A grid of eight management options:

- Edit Profile Page**: This information will appear in the show website.
- RX Lead Manager Lead Capture Services**: A consolidated list of leads. (Total: 0, New: 0)
- Upgrade your package**: Get more out of your digital profile.
- Invite Manager**: Manage invites for attendees and your staff.
- Shop**: Upgrade and promote via digital and the physical show.
- Badges and participants**: Add & manage badges and participants. (Circled in red)
- Manage Company entitlements**: Manage and share entitlements with your sharers.
- Exhibitor Dashboard Analytics**: No insights available yet, please check back after sometime.

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

DON'T FORGET TO ADD A PHOTO FOR YOUR BADGE (MANDATORY)

Here you can find the exhibitor badges you have uploaded



Badge manager
View your badges and allocate them to your staff

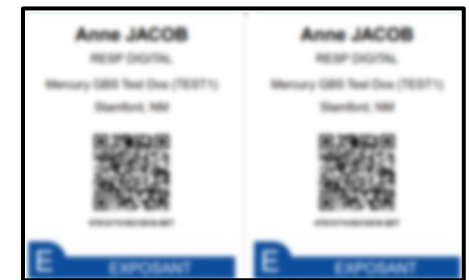
Allocate badges | **Your company badges (2)**

Company Badges: 2/0 Allocated

Badge Status: All

Name	Badge Status	Job Title	Badge Product	Payment Status
Marie Puate	Active	Sales	Exhibitor Badge	Free Badge
Coumba SECK	Active	CDP	Exhibitor Badge	Free Badge

Here you can find the payment status of the badge





7. Manage your company badges

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	
Marie Puate	Active	Sales	Exhibitor Badge	Free Badge	
Coumba SECK	Active	CDP	Exhibitor Badge	Free 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.

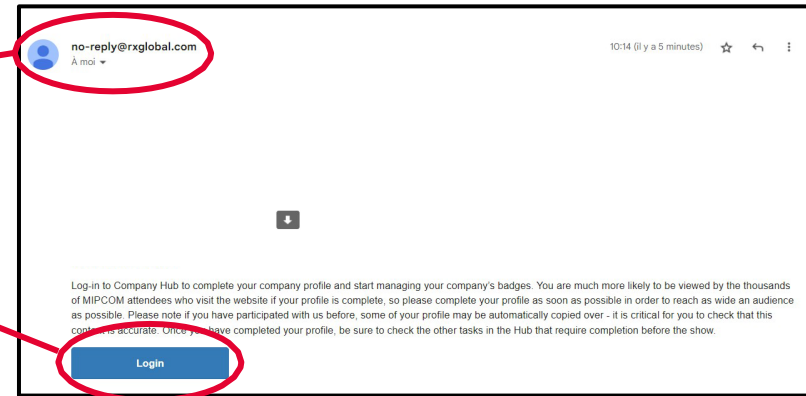
Once a badge is edited, a new version will be created. The previous badge will be deactivated.

First name	Job title
<input type="text" value="Steven"/>	<input type="text" value="Teacher"/>
Surname	Email
<input type="text" value="Building Smith"/>	<input type="text" value="steven@smith@gmail.com"/>

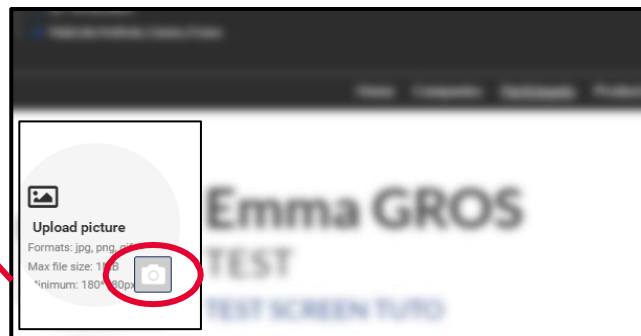
8. Your Delegates View and Actions

What does your delegates access on the company hub?

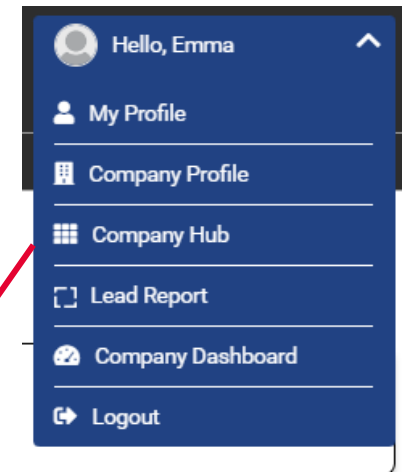
As soon as they are registered the **delegate will receive an automatic e-mail to connect to their profile**



Delegate will connect to their profile and will **have access to upload their picture to receive the badge** (sent by email a few days before the market)



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



9. Update your Digital Package: Increase your Visibility

Edit Profile Page
This information will appear in the show website.

RX Lead Manager Lead Capture Services
A consolidated list of leads. (Total: 0, New: 0)

Upgrade your package
Get more out of your digital profile

Invite Manager
Manage invites for attendees and your staff

Shop
Upgrade and promote via digital and the physical show.

Badges and participants
Add & manage badges and participants.

Manage company entitlements
Manage and share entitlements with your sharers

Exhibitor Dashboard Analytics
No insights available yet, please check back after sometime.

Upgrade your package
Get more out of your digital profile

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

	YOUR CURRENT PLAN		
Feature title	Bronze Essentials	Silver Standard	Gold Premium
Pricing	€ 0	€ 0	€ 1,300 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.	×	×	✓

9. Update your Digital Package: Increase your Visibility

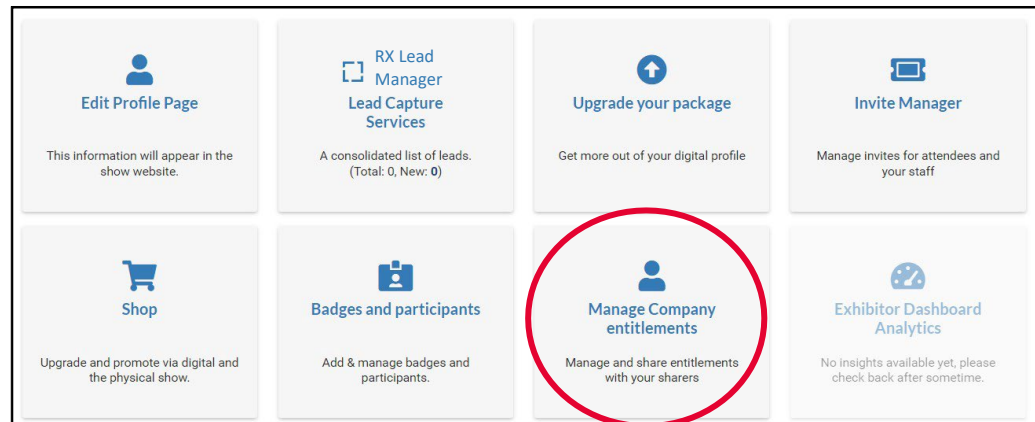
Feature title	Bronze Essentials	YOUR CURRENT PLAN Silver Standard	Gold Premium
Pricing	€ 0	€ 0	€ 1,300 Select
Basic Directory Listing Your name, description and a logo.	✓	✓	✓
Premium Listing Stand out with more space and company images including your company contact details and a product carousel.	×	✓	✓
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.	×	×	✓

The mention "**your current plan**" indicates the offer already included in your online services package.

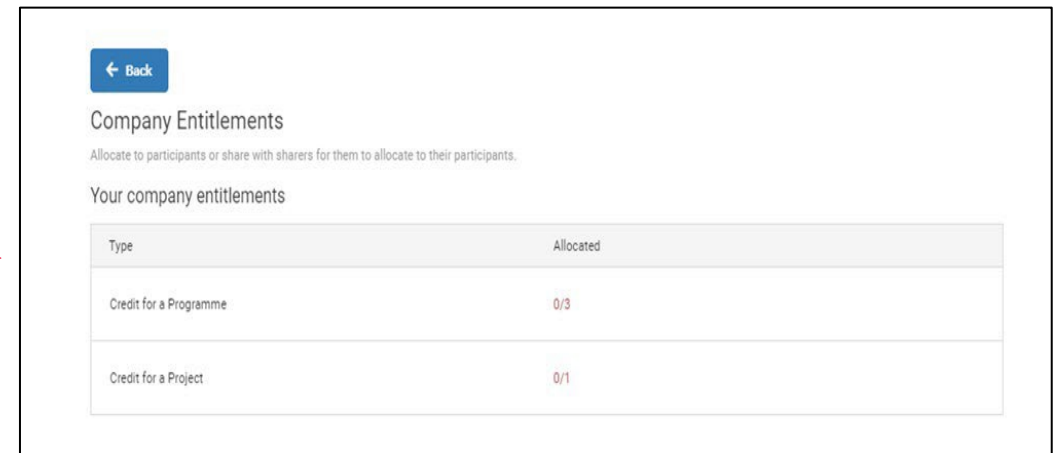
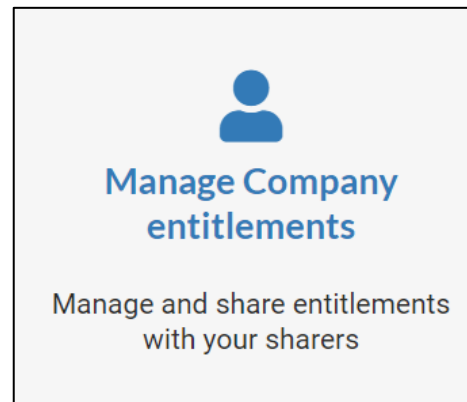
Choose the package of your choice by adding it to your basket before proceeding to payment.

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

10. Manage Company Entitlements



>>> Based on your credits, you can then **upload your content into the screening library** in your company page (scroll down to “*Gallery of Projects and Programmes*”).



11. Company Dashboard Activities

- Edit Profile Page**: This information will appear in the show website.
- RX Lead Manager Lead Capture Services**: A consolidated list of leads. (Total: 0, New: 0)
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- Exhibitor Dashboard Analytics**: No insights available yet, please check back after sometime.

Exhibitor Dashboard Analytics
No insights available yet, please check back after sometime.

Exhibitors • Conferences • Forms • Settings • Participants • Matchmaking • Floor Plan • Emperia

Last updated: May 21, 2021 | 12:42hrs GMT +05:30
Show ended on May 13, 2021

Exhibitor Insights

Leads
Total leads captured: **26**

Digital engagement

- Profile views**: 86
- Product views**: 22

Classification of leads by registration into:
View by: **Primary business**

Registration Type	Percentage
Unanswered	30%
Tour operator	22%
OUTBOUND	22%
Group travel company	8%
Travel agency	8%
Rental	8%
Association	4%
Business travel management company	4%

100% Profile completion status - Check with the show team for other digital opportunities to increase your performance

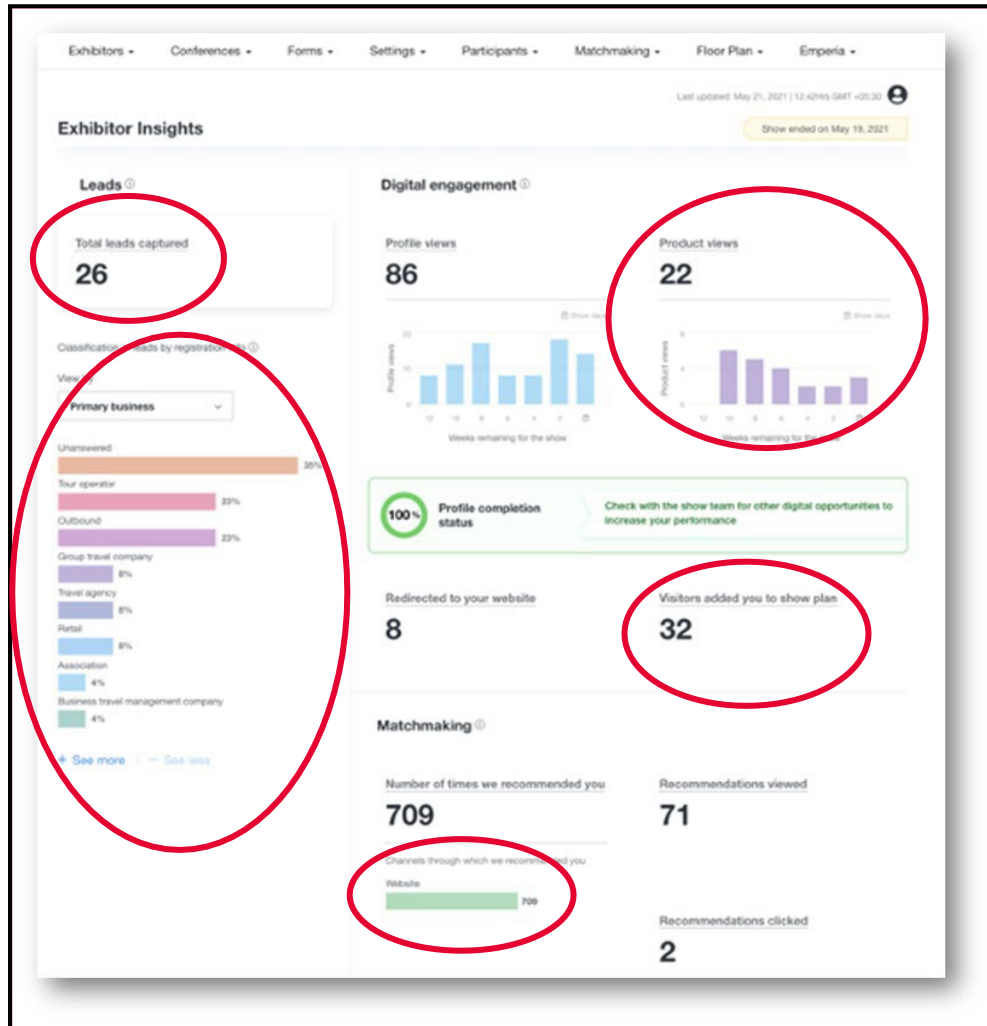
Redirected to your website: 8
Visitors added you to show plan: 32

Matchmaking

- Number of times we recommended you: **709**
- Recommendations viewed: **71**
- Recommendations clicked: **2**

Channels through which we recommended you:
Website: 709

11. Company Dashboard Analysis



- >>> The **Exhibitor Dashboard** allows you to access a wealth of data regarding your performance at the exhibition.
- >>> This dashboard synthesizes your leads generated via your screening library and your scans during the market (with RX Lead Manager app).
- >>> Its pro version also allows you to compare yourself with your competitors.

Need Any Assistance

Contact our Customer Helpdesk :

>>> By phone : (+33) 1 47 56 24 00 – Our telephone service is open from Monday to Friday, 9am to 6pm CET.

[By form](#)

[Read the FAQ](#)