National Society of Genetic Counselors

# NSGC Mobile App

## Exhibitor Portal – Updating Your Company Information

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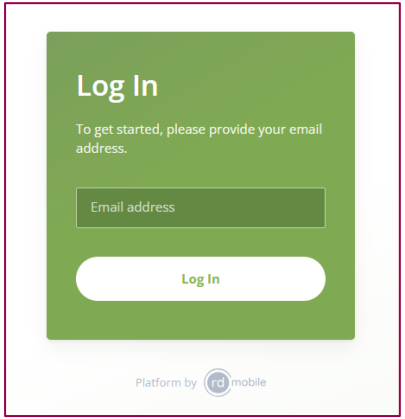
# Access the Event App

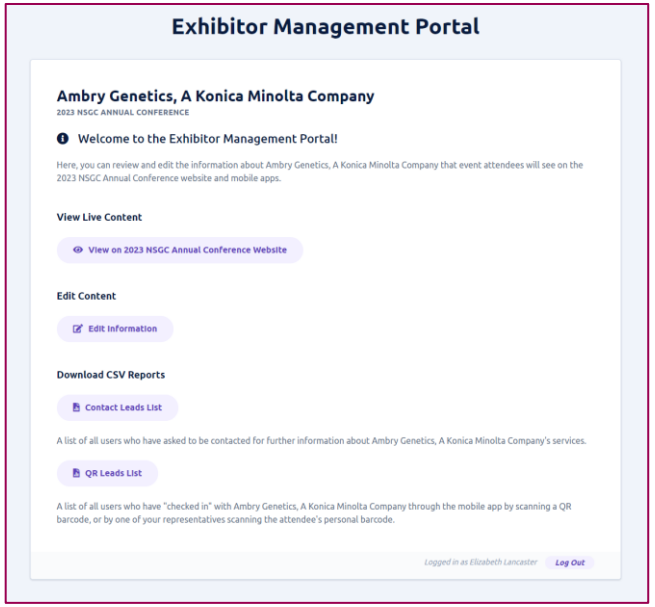
# How to login

- Use this link to access the Exhibitor page and search for your company:
  - https://events.rdmobile.com/Exhibitors/Index/17696
    - *As the main contact, you are already assigned to your company profile.*
- Input your email address, press Log In and follow the directions provided.
- After selecting your company, click on the “Edit” button under your company name to be taken to the Exhibitor Management Portal.



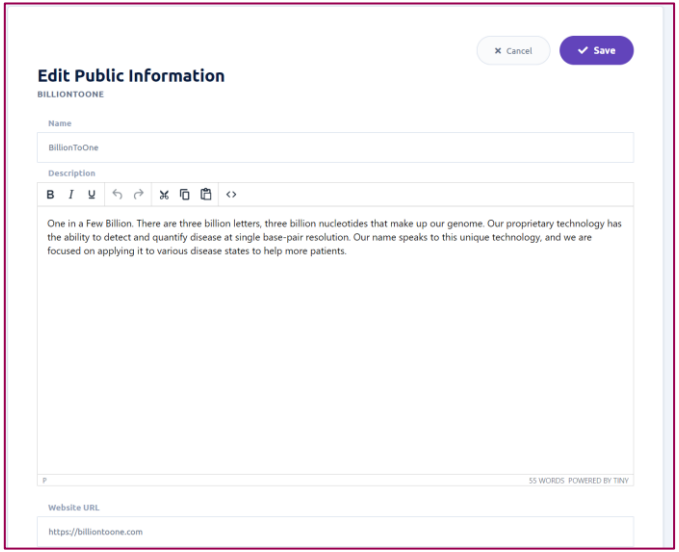
# Exhibitor Management Portal Dashboard

- Confirm your Company Name appears at the top of the page. From here you can:
  - Preview your company profile from an attendee perspective
  - Edit your company profile
  - Post Event Reports
    *(please note – the QR code List will not have any data post event but may still be listed)*



# Exhibitor Management Portal - Edit Form

- Below are some helpful Tips & Trips items to consider while editing their company profile page:
  - The Name field is required
  - Valid URLs must begin with "https://" or "http://"
  - The Description field/WYSIWYG editor only allows the input of certain very basic HTML styling tags (bold, italic, underline, etc). Attempting to input more complex HTML may cause a validation error.
  - Clicking **Save** should save changes to the draft state. A successful save will return the user to the dashboard.
  - If the user is not navigated back to the dashboard after saving, there is likely an invalid input. An error message should appear to assist the user in determining which field entry needs correcting.



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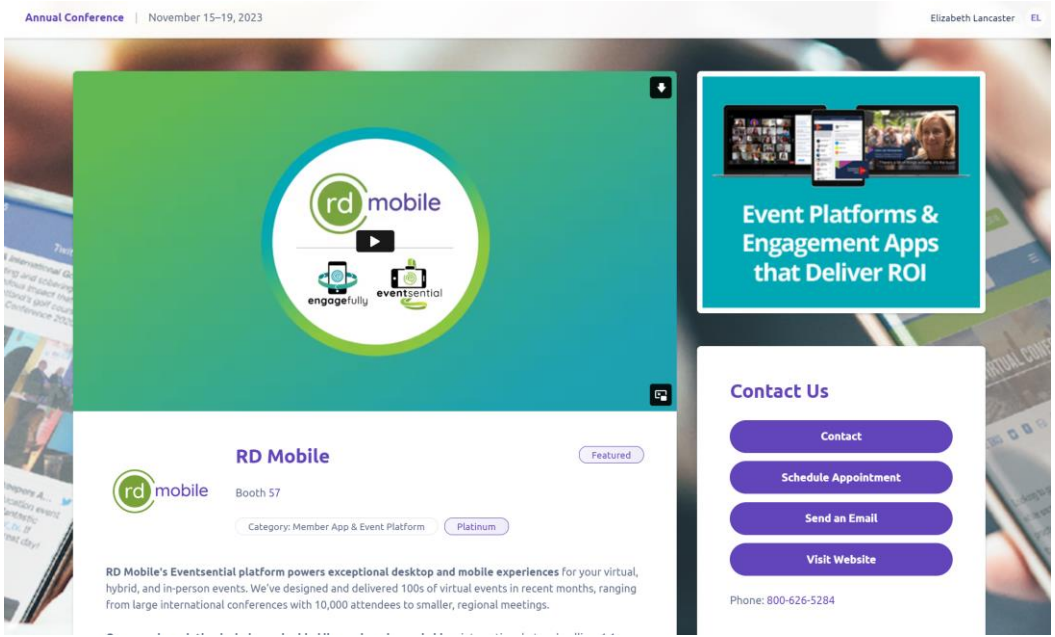
# Branding Details

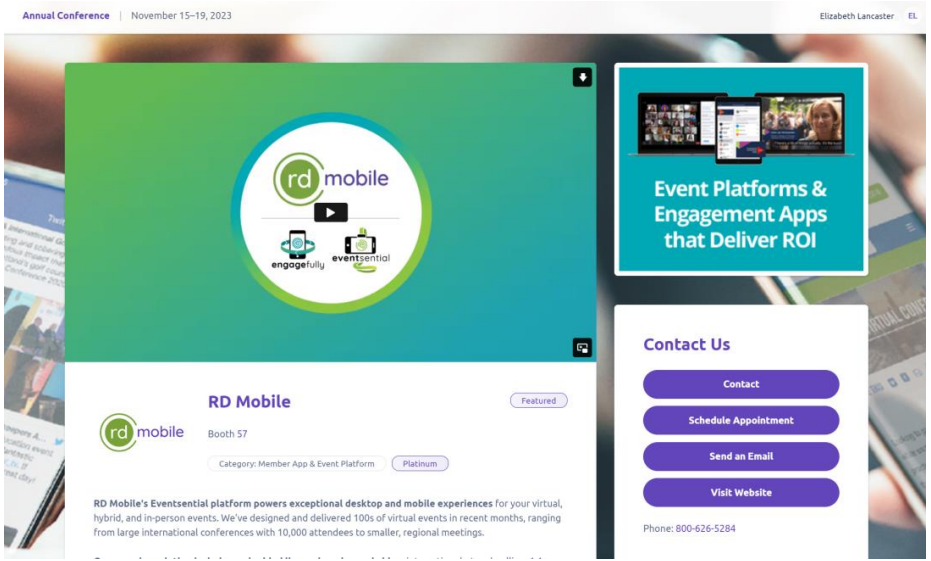
# Logo Image

- No larger than 600×160px
  - PNG or JPEG image,
  - no heavier than 200kB



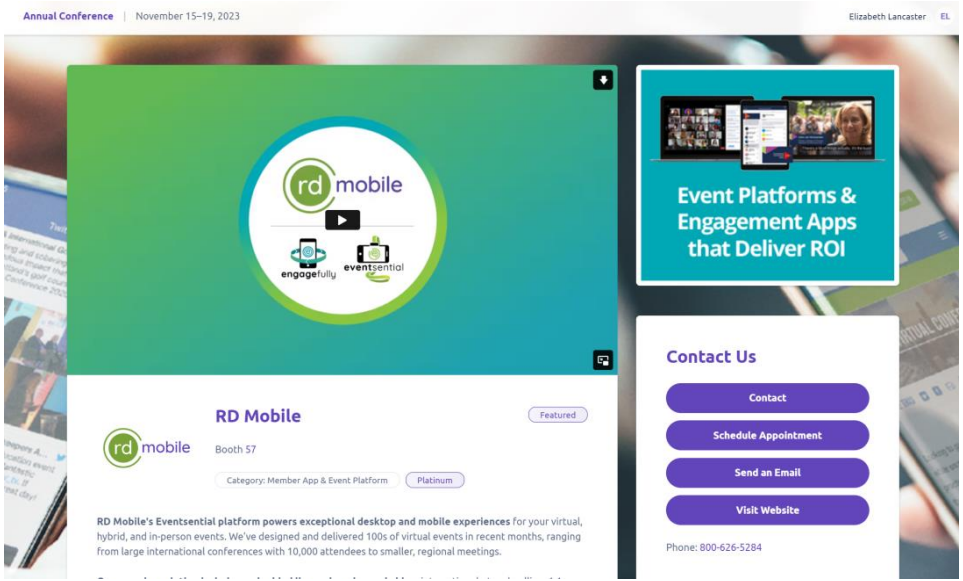
# Header Image or Video

- 960×540px
  - less than 1 MB
  - displays on desktop if no video is provided, displays on apps behind video button
- Video Content
  - If a video is configured, the Header Image will be hidden.
  - Video platform Options
    - Embedded Vimeo video
    - Embedded YouTube video



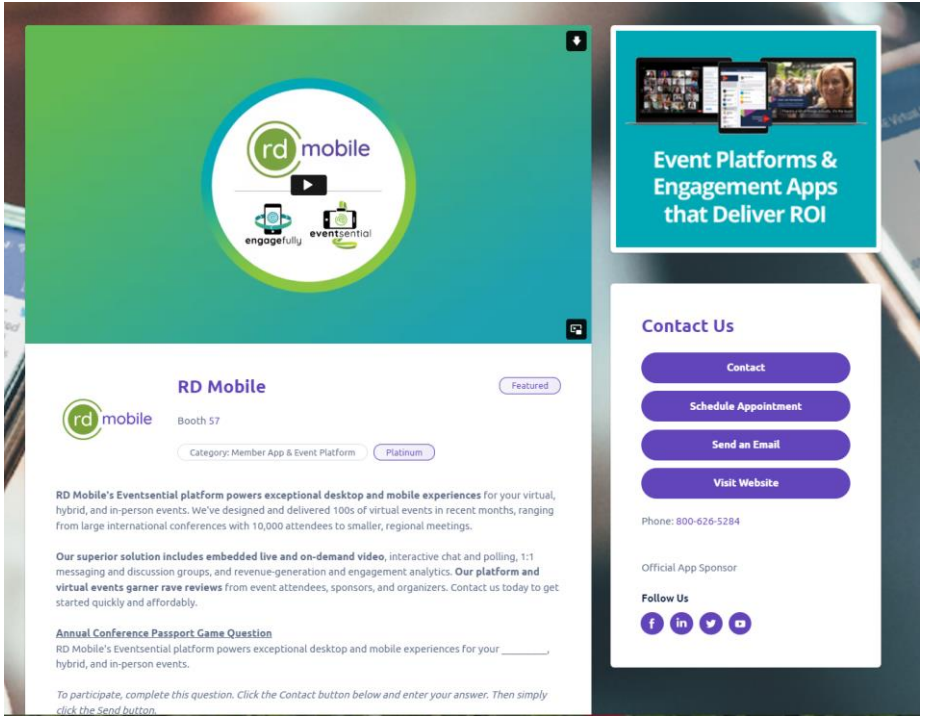
# Background Image

- 1920×1080px
  - less than 1 MB
  - Optional



# Additional Profile Attributes

A. Company Name
B. Description
C. Contact Information:
   A. Website
   B. Email Address
   C. Address
   D. Phone Number
D. Social Media Links



# Additional Questions?

Contact the Exhibit Team:

exhibit@nsgc.org

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# LEADING BEYOND THE HORIZON

**43rd ANNUAL CONFERENCE** • **Sept. 17-21, 2024**

Ernest N. Morial Convention Center • New Orleans, LA