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USER GUIDE

FOR COMPANY ACCOUNT
ADMINISTRATORS

RX In the business of
building businesses

TABLE OF CONTENT

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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).

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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 personalise your password

3. Homepage of your company hub

Company Name	Digital offering

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**

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)
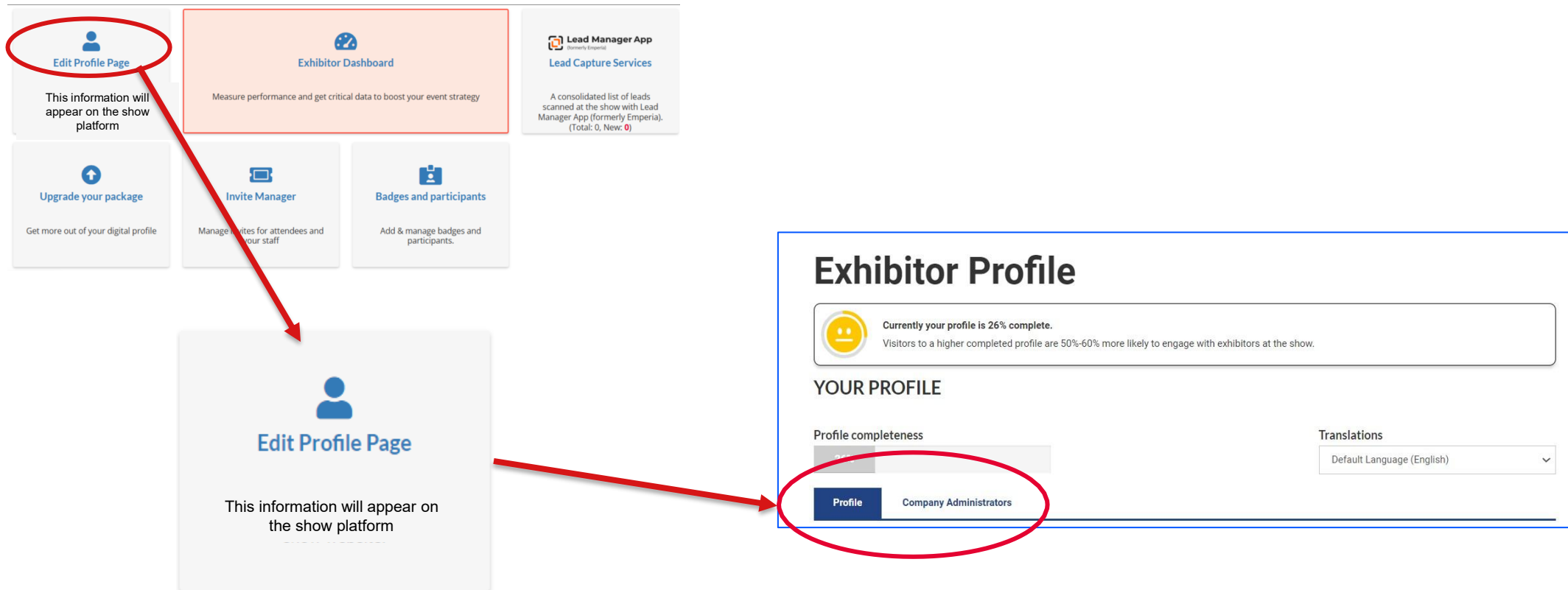
Upgrade your package

Get more out of your digital profile

Invite Manager

Manage invites for attendees and your staff

Badges and participants

Add & manage badges and participants.

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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**.*

Edit Profile Page

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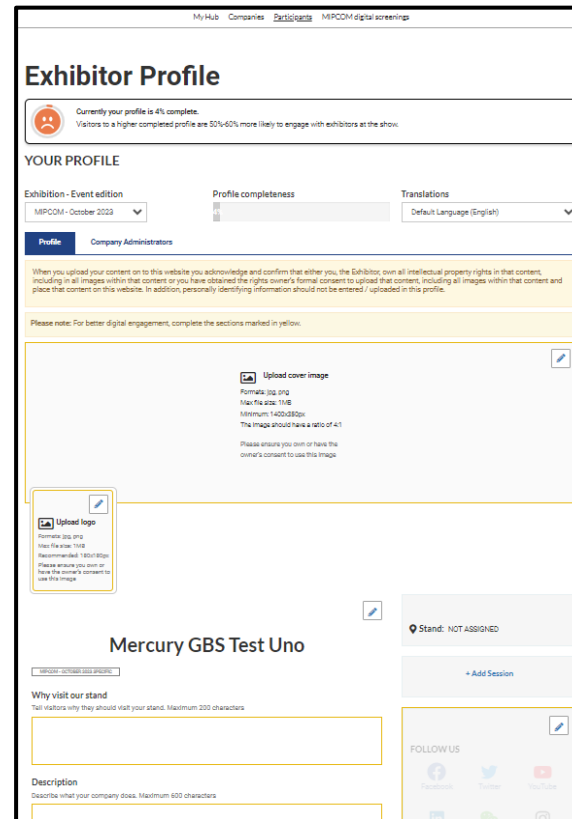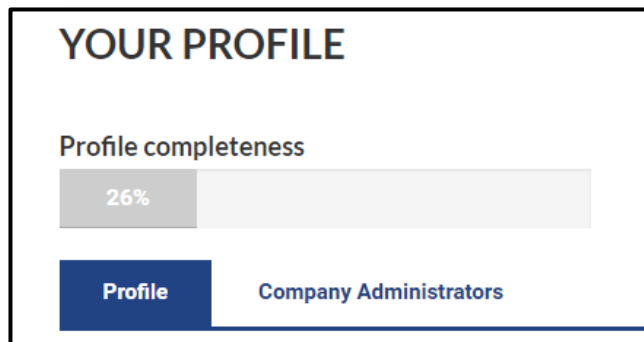
Add & manage badges and participants.

Edit Profile Page

This information will appear on the show platform

Exhibitor Profile

Currently your profile is 26% complete.
Visitors to a higher completed profile are 50%-60% more likely to engage with exhibitors at the show.

YOUR PROFILE

Profile completeness

Translations

Default Language (English)

Profile | Company Administrators

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**.*

Edit Profile Page

This information will appear on the show platform

YOUR PROFILE

Profile completeness

26%

| Profile | Company Administrators |

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

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

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4. Edit my profile: company administrator tab

Edit Profile Page

This information will appear in the show website.

| Profile | Company Administrators |

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
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

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

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5. RX Lead Manager: The Lead Generation Solution

- **RX Lead Manager is a Mobile app** to scan visitor's 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.

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5. RX Lead Manager: The Lead Generation Solution
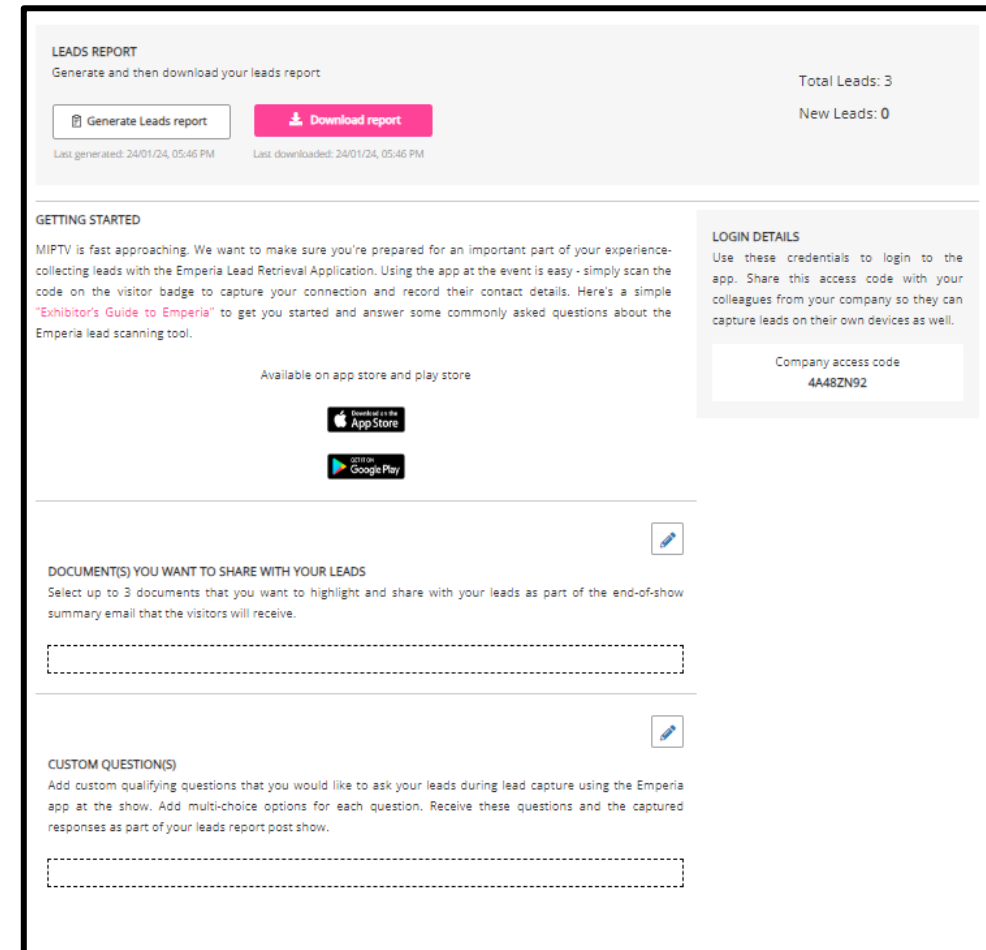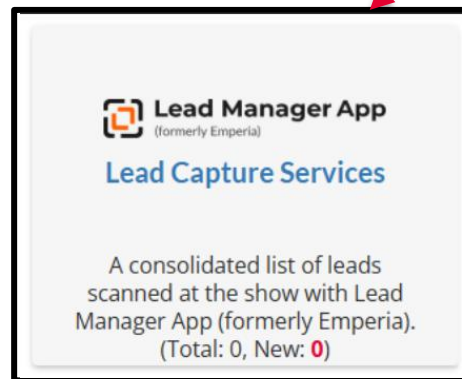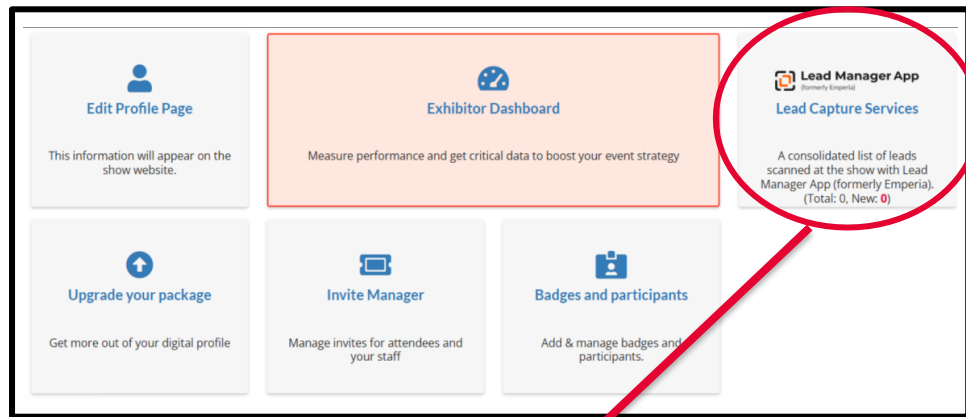
5. RX Lead Manager: The Lead Generation Solution

Mobile app to scan visitor's badge at the market

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.

Available on app store and play store

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.

Company access code
RQVR6NA2

Customize your account by indicating your company access code

Download the RX Lead Manager 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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5. RX Lead Manager: The Lead Generation Solution

Download your leads
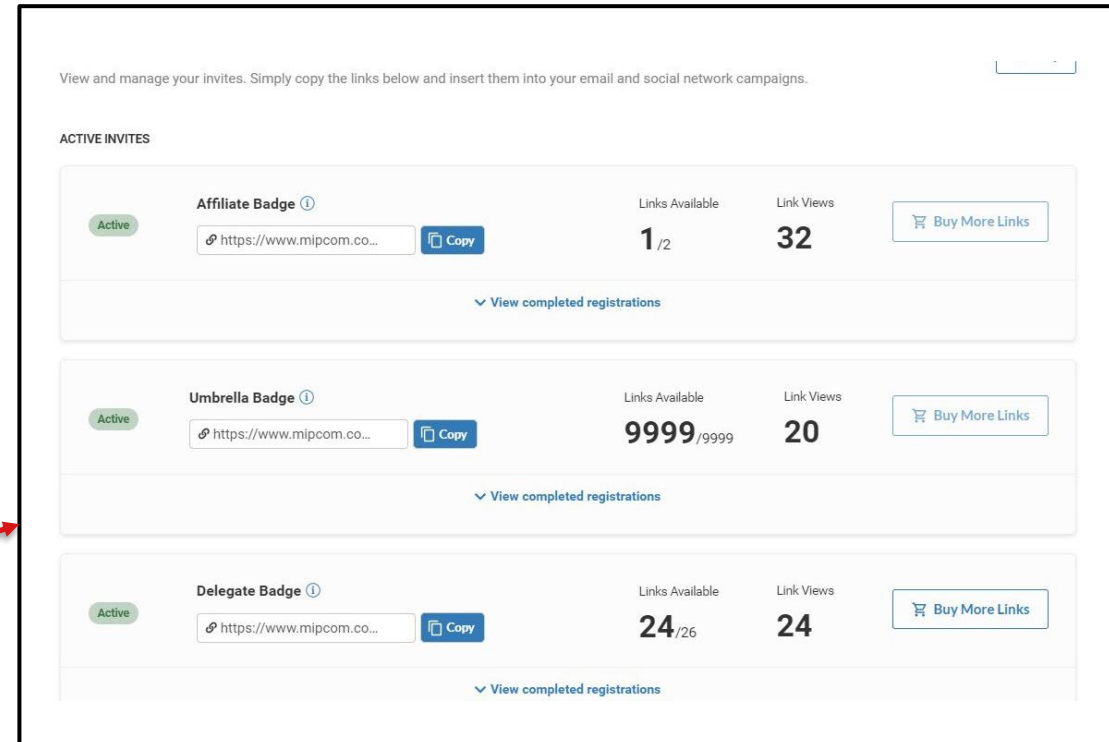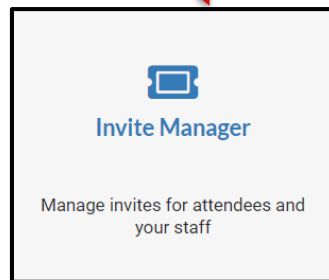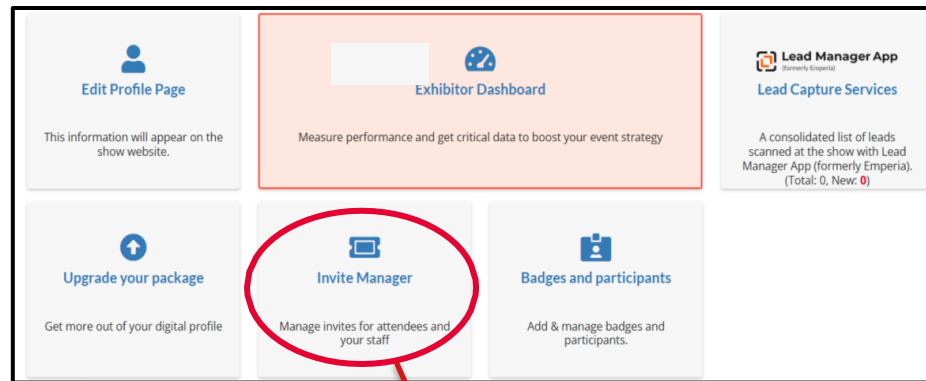
6. Invite Manager

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 only use <u>Umbrellas links</u> (mandatory)

- Other Stand holder must only use <u>Affiliate links</u> (mandatory)

6. Invite Manager

Managing umbrellas and affiliates' registrations out of your quota

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.
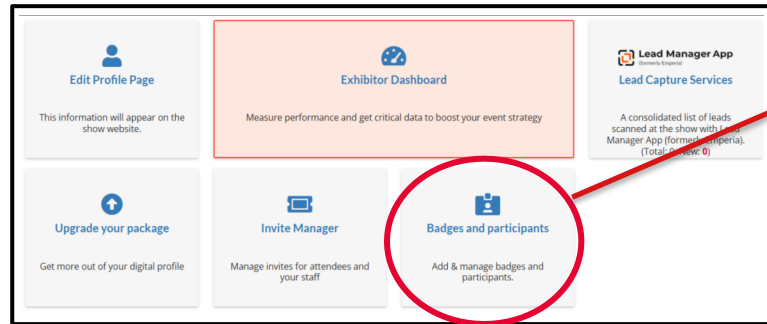
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6. Invite Manager

Preview of the invitation link

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

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7. Managing your company badges

Allocate badges for your company

CLICK HERE if you want to create a Single Badge

Company Badges   ⊙ Help

Upload Multiple Badges   **Create Single Badge**   Invite Your Colleagues

Select Badge Type

[Stand Quota Badge (15 Badges Remaining ▾]   [⬇ **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.)

File upload:

[Select a file (Excel)]   [Browse]

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

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

Create New Badge   ✕

First Name   Last Name
[   ]   [   ]

Email   Onsite Mobile Phone (optional)
[   ]   [   ]

Job Title   Badge Product
[   ]   [Delegate Badge   ]

[**Save & Create Another**]   Cancel   [**Save**]

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

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7. Managing your company badges

Purchase additional delegate from your quota stand

7. Managing your company badges

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 YOUR PHOTO ON YOUR PROFILE TO BE ABLE TO DOWNLOAD YOUR BADGE (MANDATORY)

Here you can find the payment status of the badge

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

7. Managing your company badges

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.
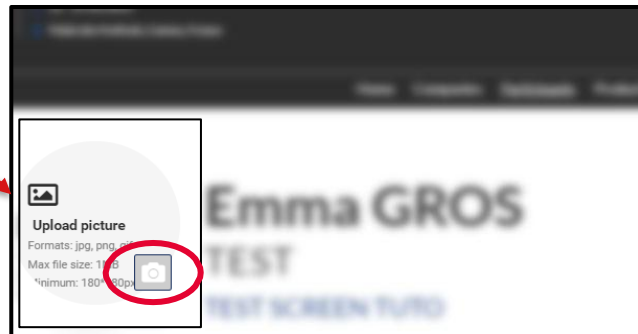
8. Your Delegates View and Actions

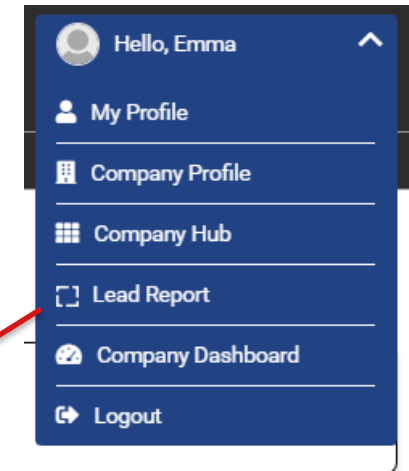*What does your delegates access on the company hub?*

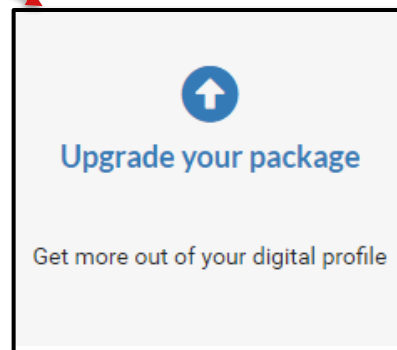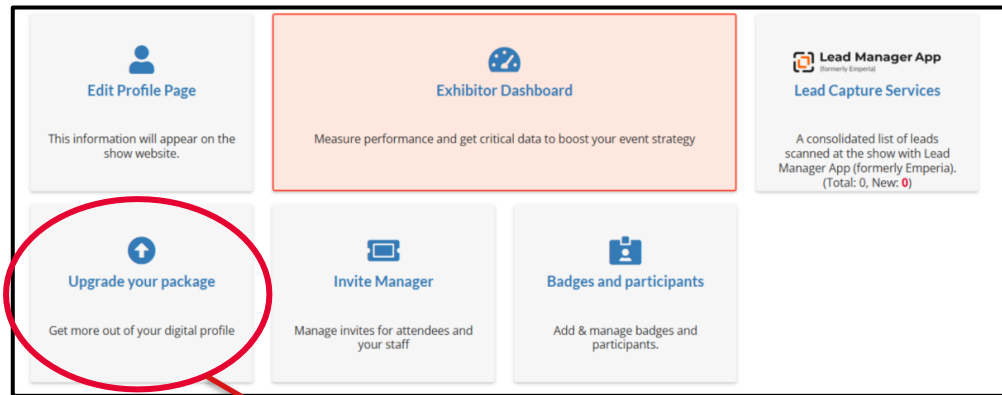As soon as they are registered the **delegate will receive an automatic e-mail** to connect to their profile

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.**

no-reply@rxglobal.com
À moi

10:14 (il y a 5 minutes)

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Welcome to MIPCOM

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 MIPCOM 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.

Login

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

Emma GROS
TEST
TEST SCREEN TUTO

Hello, Emma

My Profile

Company Profile

Company Hub

Lead Report

Company Dashboard

Logout

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9. Update your Digital Package: Increase your Visibility

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

The prices shown are for illustrative purposes only and do not reflect actual rates.

Feature title	Bronze Essentials	Silver Standard	Gold Premium
		YOUR CURRENT PLAN	
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.	✗	✗	✓

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9. Update your Digital Package: Increase your Visibility

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.

Feature title	Bronze Essentials	Silver Standard	Gold Premium
		YOUR CURRENT PLAN	
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.	✕	✕	✓

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

The prices shown are for illustrative purposes only and do not reflect actual rates.

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10. Company Dashboard Activities

10. Company Dashboard Activities

- The **Exihibitor 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.

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NEED ANY ASSISTANCE

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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

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